

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK
FACULTY OF LAW OSIJEK

STATUTE

Osijek, January 2015

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In accordance with the Article 62 paragraph 3 and Article 63 paragraph 6, subparagraph 3 of the Scientific Activity and Higher Education Act (Official Gazette 123/2003, 198/2003, 105/2000, 174/2004, the 2/2007 Decision of the Constitutional Court of the Republic of Croatia, 46/2007, 45/2009, 63/2011, 94/2013 and 139/2013) and the Article 106, paragraph 1, subparagraph 3 of the Statute of Josip Juraj Strossmayer University of Osijek, the Faculty Council of Josip Juraj Strossmayer University of Osijek, Faculty of Law Osijek, on its 406th regular session held on January 29, 2015, in the academic year 2014/2015, and on proposal of the Acting Dean Boris Bakota, PhD, Associate Professor, has adopted

THE STATUTE

I. GENERAL PROVISIONS

Article 1

(1) This Statute, in accordance with the Scientific Activity and Higher Education Act (hereinafter: the Act), the Statute of Josip Juraj Strossmayer University of Osijek (hereinafter: the University Statute) and other regulations shall govern the organisation, activities and operations, powers and decision-making of the Faculty bodies, organisation and performance of University Study Programmes, organisation and performance of Professional Study Programmes, the status of students, the status of teachers, the status of academic staff, associates and other employees, and other issues important to the Josip Juraj Strossmayer University of Osijek, Faculty of Law Osijek (hereinafter: the Faculty).

(2) Mission of the Faculty is achievement of excellence in research and teaching process, with the purpose of systematic development and quality improvement of activities of all organisational units, as well as in lifelong learning, which shall enable students to acquire knowledge and skills responding to challenges of modern society.

Article 2

(1) The Faculty is an institution and a scientific-teaching constituent of the University which shall organise and perform university study programmes, develop research and professional activities in the field of law, as well as organise and perform professional study programmes.

(2) The Faculty is a higher education institution which, as a scientific-teaching unit of the University, shall participate in legal transactions under the name of the University and its own name.

(3) The Faculty is a legal person which is recorded in the Register of Institutions at the Commercial Court as well as in the Register of Higher Education Institutions and in the Register of Scientific Organisations run by the Ministry of Science, Education and Sports.

(4) The Faculty has its bank account.

(5) Founder of the Faculty is Josip Juraj Strossmayer University of Osijek (hereinafter: University).

Article 3

(1) The full name of the Faculty is: Josip Juraj Strossmayer University of Osijek, Faculty of Law Osijek.

(2) The abbreviated name of the Faculty is: University of Osijek, Faculty of Law Osijek.

(3) The seat of the Faculty is in Osijek, Stjepana Radića 13.

Article 4

The Faculty Day is on December 22, as the day of foundation of the Faculty of Law in Osijek in 1975.

Article 5

(1) The Faculty has the embossed stamp of circular shape and 40 millimetres in diameter with the coat of arms of the Republic of Croatia in its centre and a circular inscription on the edge written in two lines: *Republika Hrvatska, Sveučilište Josipa Jurja Strossmayera u Osijeku, Pravni fakultet Osijek*. Embossed stamp shall be used to verify public documents issued by the Faculty upon completion of education.

(2) Other public documents of the Faculty shall be validated by the rubber seal of the Faculty, which is of circular shape and a diameter of 38 millimetres, with the coat of arms of the Republic of Croatia in its centre. The inscription *Republika Hrvatska* is written in the upper part of the perimeter, and in the lower part on the edge of the seal the inscription: *Pravni fakultet Sveučilišta Josipa Jurja Strossmayera u Osijeku, Osijek*. The Faculty has another seal of the same content of 18 millimetres in diameter, which shall be used for validation of students' records books upon enrolment.

(3) Other documents of the Faculty shall be validated by the seal of the circular shape, 33 mm in diameter, with the words *Pravni fakultet* in its centre, the inscription *Sveučilište Josipa Jurja Strossmayera* along the upper edge, and the words *u Osijeku* along the lower edge of the seal.

(4) Number of seals, manner of their use and denotation by ordinal numbers, as well as persons responsible for use and storage thereof shall be determined by the decision of the Dean.

II. REPRESENTATION AND PROCURATION

Article 6

(1) The Dean shall represent the Faculty before courts, elected courts, state bodies and bodies with public authority without restrictions.

(2) The Faculty may be represented by other employees entitled by the Dean by issuing special letter of attorney. The content and the scope of the letter of attorney shall be determined by the Dean.

(3) Secretary of the Faculty shall sign the documents within his/her powers stipulated by this Statute.

(4) Persons entitled to sign financial documents in business banks shall be appointed by the Dean.

III. LEGAL TRANSACTIONS AND LIABILITY FOR OBLIGATIONS

Article 7

The Faculty may enter into legal transactions with third persons autonomously and without any restrictions.

Article 8

(1) The Faculty shall be fully liable for its obligations with all its assets – absolute liability.

(2) Josip Juraj Strossmayer University of Osijek, as founder of the Faculty, is liable solidary and without any restrictions for fulfilment of the Faculty obligations.

IV. ACTIVITIES

Article 9

(1) The activities of the Faculty are:

- higher education,
- organisation and performance of undergraduate and graduate university study programme and postgraduate study programme
- organisation and performance of professional study programmes
- organisation and performance of lifelong learning programmes
- research and development within social sciences, especially in the field of law
- publishing books
- activities in publishing trade, library and information technologies for the purpose of teaching process, research, and professional work.

(2) The Faculty may perform other activities in lesser extent without registration thereof in the Court Register, if those activities foster its registered activities and contribute to the utilisation of its spatial capacities, its staff and equipment.

V. ORGANISATION OF THE FACULTY

Article 10

(1) Organisational units of the Faculty are chairs, the Library and the Secretariat.

(2) The organisation of the Faculty is determined by the Decision of the Faculty Council, pursuant to the Decision of the University Senate on the Composition of Organisational Units within Scientific-Teaching and Artistic-Teaching Units of the University.

(3) List and description of activities of the organisational units of the Faculty as well as description of job positions and requirements that should be met by employees working at those job positions shall be regulated by Ordinance on Organisation of Job Positions.

(4) The Ordinance on Organisation of Job Positions shall be adopted by the Dean of the Faculty with consent of the Senate and on proposal of the Faculty Council.

V.1. Chairs

Article 11

(1) Chair is a basic organisational unit of the Faculty aimed at performance of the teaching, research and professional activities.

(2) As a rule, chairs shall be established for more related courses.

(3) Names of the chairs shall be determined by the Decision on the Organisation of the Faculty.

(4) Activity scope of the chair:

- organisation and delivery of teaching, and research and professional activities
- making proposals for new study programmes in the scientific field in which the Faculty performs teaching,
- making proposals for modifications of the content of courses (compulsory and elective) which are delivered by teachers or associates who are the members of respective chair
- making proposals for the Implementation Plan and Programme of the Integrated Undergraduate and Graduate University Study Programme, Postgraduate Study Programmes (doctoral and specialist programmes), and Professional Study Programme, in which the members of the chair deliver courses or participate in delivery of courses,
- monitoring, analysing and taking care of the execution of activity plans, analysing the results of activities and taking measures for improvement of activities within the chair,
- planning new vacancies within the chair,
- planning professional advancement of teachers and associates,
- taking care of professional upgrading of its members, especially teaching assistants and junior researchers,
- making proposals for professional upgrading of its members in Croatia and abroad
- recommending purchase of research and teaching equipment
- recommending appointment of supervisors for students of the university study programmes to the Faculty Council
- making proposals for research programmes and projects, as well as for development and professional projects,
- providing for availability of textbooks and handbooks necessary for specific courses
- performing other activities within its activity scope.

(5) Members of the chairs are teachers, associates and junior researches who teach or participate in teaching the courses in conformity with the Curriculum and the Implementation Plan and Programme of the Faculty.

V.1.1. President of the Chair

Article 12

(1) The President of the Chair shall represent the chair and manage its operations.

(2) The President of the Chair shall be elected by all members of the chair in public voting by absolute majority vote of all the chair members for a two-year term. The same person may be re-elected for this position.

(3) The President of the Chair has following rights and duties:

- to coordinate activities of teachers within the chair
- to propose teaching activities, the Implementation Plan, the Curriculum, etc., and to monitor the implementation thereof
- to carry out decisions of the Faculty Council and the Dean relating to the chair
- perform other activities entrusted by the Dean, Vice-Deans and the Faculty Council.

(4) The President of the Chair may be dismissed before the expiration of his/her mandate for the same reasons as the Dean and Vice-Deans pursuant to this Statute.

(5) Decision on instituting the procedure for dismissal of the President of the Chair shall be made by members of the chair based on a written demand of at least half of the members. The demand must contain explanations of the reasons why the demand for dismissal is submitted. If the President of the Chair does not convene a meeting of the chair in thirty (30) days from the day of submission of written demand of the chair members for his/her dismissal, the meeting of the chair shall be convened by the Dean.

(6) Before making the decision on starting the procedure for dismissal, the President of the Chair must be given an opportunity to make statement on reasons for which the dismissal is demanded.

(7) The decision on dismissal is made by members of the chair in public voting by majority of votes of all members.

(8) In the event of dismissal of the President of the Chair, members of the chair shall elect a new President of the Chair in the same session.

(9) In case that the President of the Chair is not elected until the expiry of mandate of the current President, the Dean of the Faculty shall appoint the person meeting all the requirements an Acting President of the Chair for no later than the end of the current academic year.

V.2. Legal Clinic

Article 13

- (1) Legal Clinic is founded as a separate organisational unit for the purpose of organisation and performance of clinical teaching. Its work and structure shall be defined by special general act passed by the Faculty Council.
- (2) The Faculty shall not be liable with its assets for possible damages brought about by employees and associates of the Legal Clinic while providing free legal aid.
- (3) If Legal Clinic provides legal aid in accordance with the Act and this Statute, it is obliged to take out a liability insurance policy with insurance company referring to possible damages caused to third persons.

V.3. Library

Article 14

- (1) Library is organisational unit of the Faculty assigned for fulfilment of library-information tasks and activities relating to teaching, research and professional needs of the Faculty.
- (2) The library system of the Faculty including its library-information service is a part of the university library system.
- (3) The Library is represented and managed by the Head of the Library.
- (4) The Head of the Library is appointed by the Dean of the Faculty for the period of four years. The same person may be re-appointed a Head of the Library.
- (5) A person meeting requirements stipulated by the Library Act and The Ordinance on Organisation of Job Positions may be appointed a Head of the Library.

V.4. Secretariat

Article 15

(1) Secretariat is organisational unit performing legal, administrative, financial and accounting activities, activities of quality assurance, activities concerning students' issues, technical and support activities of the Faculty, as well as other activities necessary for successful functioning of the Faculty as determined by this Statute and other general legal acts.

(2) All activities listed in paragraph 1 of this article shall be performed by the Secretariat on behalf of the whole Faculty, except if those activities represent a part of regular activities of other organisational units as stipulated by this Statute and other general legal acts.

(3) Activities of the Secretariat are managed by the Secretary of the Faculty.

V. 5. Other organisational units

Article 16

(1) The Faculty may organise other organisational units for lifelong learning, foreign languages, etc.

(2) Decision on organisation of organisational units shall be adopted by the Faculty Council on proposal of the Dean.

(3) Organisation of those organisational units shall be regulated by separate general legal act of the Faculty adopted by the Faculty Council.

VI. BODIES OF THE FACULTY

Article 17

Bodies of the Faculty are: the Dean and the Faculty Council.

VI.1. Dean of the Faculty

Article 18

(1) The Dean shall represent the Faculty and act as a procurator of the Faculty; he/she is its head and manager and has all rights and duties in accordance with the Statute of the University and this Statute.

(2) The Dean shall be responsible for the legality and the implementation of the Statute and decisions of the University authorities at the Faculty.

(3) The Dean shall

- organise operations and business of the Faculty
- adopt the Ordinance on Organisation of Job Positions on the proposal of the Faculty Council with the consent of the Senate
- make business decisions in accordance with general legal acts
- prepare, convene and propose the agenda for and preside over the sessions of the Faculty Council
- propose the Statute of the Faculty to the Faculty Council
- propose candidates for Vice-Deans to the Faculty Council
- make decisions on election and employment of employees within the Secretariat and the Library
- elect the Secretary of the Faculty
- appoint the Head of the Library
- propose to the Faculty Council measures for improvement of operations of the Faculty
- propose the budget of the Faculty to the University
- implement decisions of the Faculty Council, the Senate and other University Bodies relating to the Faculty
- inform the members of the Faculty Council on sessions of the Senate
- appoint standing committees and ad-hoc committees for assignments within his/her scope of activities
- appoint examination board and determine the examination term upon complaints raised by students
- sign diplomas and other public documents issued by the Faculty
- make decisions on investments and purchase of valuable equipment at the Faculty in accordance with this Statute
- sign contracts entered by the Faculty
- make decisions on working hours and the distribution thereof
- make decisions on overtime work
- make decisions on awards and acknowledgements to be conferred upon employees of the Faculty
- determine the vacation schedule
- make decisions on compensations for damages
- make decisions on cooperation with other faculties in Croatia and abroad
- confer Dean's awards upon students
- grant paid and unpaid leaves in accordance with the Statute of the University, this Statute, Labour Act and other general legal acts of the Faculty
- decide on cessation of the employment contract of the employees of the Faculty in accordance with the Scientific Activity and Higher Education Act, Labour Act and the Collective Agreement for Science and Higher Education
- adopt other general legal acts in accordance with the Statute

- perform other tasks stipulated by the Act, this Statute, the University Statute and other general legal acts of the Faculty.

(4) The Dean is entitled to take all legal actions on behalf of the Faculty up to the amount of 500 000 HRK.

(5) For legal actions over the amount of 500 000 HRK, the Dean shall require the consent of the Senate.

(6) The Dean shall be responsible for his work to the Rector, to the Senate, and to the Faculty Council.

(7) At least once a year the Dean shall submit a report on his/her work and on operations of the Faculty to the Faculty Council and the Senate.

(8) Dean's chain is the symbol of dean's honour.

(9) Vice-Deans and the Secretary shall assist the Dean in performing his/her tasks.

VI.1.1. Election of the Dean

Article 19

(1) Professor of the Faculty in the research-teaching title of associate or full professor who has entered into an employment contract with the Faculty may be appointed the Dean.

(2) The Dean shall be elected for a four-year term; the same person may be elected the Dean twice in a row.

(3) The decision to initiate the procedure of election of the Dean shall be made by the Faculty Council. Initiating the election procedure for the Dean must begin no later than 6 months before the expiry of the Dean's mandate, i.e. on April 1, and finish no later than June 1.

(4) In the event of repeated procedure of election of the Dean, the election must be completed at the latest 15 days before the new elected Dean should start his/her mandate.

(5) The Dean shall assume his office at the beginning of a new academic year.

VI.1.1.1. Procedure of nomination and collecting proposals for the election of the Dean

Article 20

(1) The Faculty Council shall decide on conduct of the procedure of collecting proposals for the Dean candidates. The procedure of collecting proposals for the

election of the Dean is conducted by the Commission for Collecting Proposals for the Election of the Dean (hereinafter: Commission) appointed by the Faculty Council.

(2) The Commission shall consist of three (3) members, appointed by the Faculty Council and elected among its members.

(3) The deadlines for implementation of the nomination procedure and collecting proposals for the election of the Dean shall be determined by the Decision of the Faculty Council on the Procedure of Collecting Proposals for the Election of the Dean.

(4) The procedure of nomination and collecting proposals for the election of the Dean shall last minimum thirty (30) days.

(5) The procedure of nomination and collecting proposals for the election of the Dean shall be conducted in a way that candidates are put forward by the chairs of the Faculty.

(6) Pursuant to the Decision of the Faculty Council on the Procedure of Collecting Proposals for the Election of the Dean, the chairs are obliged to propose within determined deadlines a candidate for the election of the Dean from among teachers in research-teaching of associate professor or full professor.

(7) To written proposal of the candidate for the Dean, chairs shall enclose following documentation to the Commission:

- CV of the candidate
- Description of his/her research and professional activities,
- Work program for four-year term of the mandate
- Declaration of nomination acceptance signed by the Dean candidate.

Article 21

(1) The Commission, upon expiry of the deadline for collecting proposals for the election of the Dean, shall submit report to the actual Dean regarding collected proposals.

(2) The Dean shall be obliged to convene the Faculty Council session no later than fifteen (15) days from the day of receipt of nomination proposals by the Commission.

(3) The Commission for Collecting Proposals for the Election of the Dean shall submit the report on collected nominations to the Faculty Council.

(4) Report of the Commission on candidates nominated for the election of the Dean, CVs of candidates, descriptions of their research and professional activities and their work programs shall be sent to all Faculty Council members enclosed to the notification for the Faculty Council session, not later than seven (7) days before the Session.

(5) In the elective session, the Faculty Council shall elect among its members the Election Committee consisting of three (3) members who shall conduct the procedure for the election of the Dean by secret ballot.

Article 22

(1) The Dean shall be elected by secret personal ballot by the members of the Faculty Council at the Election Session.

(2) The candidate who receives the absolute majority of votes of all Faculty Council members shall be elected the Dean.

(3) When in the first election round the procedure is carried out for only one candidate, if he/she does not gain the absolute majority of votes of all Faculty Council members, the procedure of second voting round shall not be initiated, but the procedure of nomination and election of the Dean shall be repeated. At the same session, the Faculty Council shall define deadlines for nominations and election of the Dean.

(4) If in the first voting round the Dean is to be elected out of the two candidates and none of them has received a majority of votes of all Faculty Council members, the second voting round shall be entered by the candidate who collected more votes.

(5) If in the first voting round, after choosing between two candidates, both candidates receive equal number of votes, the procedure of nominations and election of the Dean shall be repeated.

At the same session, the Faculty Council shall establish deadlines for the procedure of nomination and election of the Dean.

(6) If in the first voting round the Dean is to be elected among three or more candidates and none of them receives the majority of votes, two candidates who receive the most votes shall enter the second voting round.

(7) Should after the first round of elections one of the candidates receive more votes, but not an absolute majority of votes of all members of the Faculty Council, and the remaining two or more candidates receive an equal number of votes, an additional ballot between the candidates with equal number of votes shall be performed. Upon completion of this additional ballot, the candidate with a larger number of votes shall enter the second voting round together with the candidate who collected the largest number of votes in the first voting round.

(8) If in the second round of elections none of the candidates receives an absolute majority of votes of all members of the Faculty Council, the procedure of nomination shall be repeated. At the same session the Faculty Council shall determine time limits for the nomination procedure and election of the Dean.

(9) In case that in repeated procedure the Faculty Council does not appoint the Dean until 15 September, the Acting Dean shall be appointed at the same Faculty Council session until the election of new dean, and for a maximum period of one year.

(10) Any of the candidates taking part in the procedure of election for the Dean cannot be appointed the Acting Dean. The Faculty Council shall appoint the Acting Dean among its members in the research-teaching title of associate professor or full professor.

(11) The Acting Dean shall be appointed in public voting by collecting absolute majority of votes of all the Faculty Council members.

(12) If the Faculty Council neither elects the Dean nor appoints the Acting Dean at the same session, the Senate shall within fifteen (15) days of receipt of notification of the Faculty Council appoint the Acting Dean until the election of a new Dean, and for a maximum period of one year.

(13) The election of the Dean shall be confirmed by the Senate pursuant to the Statute of Josip Juraj Strossmayer University of Osijek.

VI.1.2. Inability of the Dean to perform his/her duties

Article 23

(1) In case of inability of the Dean to perform his/her duties (absence, disease, etc.), the Dean shall be replaced by the Vice-Dean for Education and Student Affairs.

(2) The Vice-Dean replacing the Dean shall have all powers and perform all duties of the Dean stipulated by the Act, the University Statute and the Statute of the Faculty and shall sign all public documents and other acts by using the mark "u.z."

(3) In case of inability of the Dean for more than six months, the Faculty Council shall make a decision on dismissal of the Dean, appoint the Acting Dean and initiate the procedure of electing a new Dean.

VI.1.3. Dismissal of the Dean

Article 24

(1) The Dean may be dismissed before the expiration of the mandate he/she is elected for if

- he/she submits his/her resignation,
- he/she has permanently lost the ability to perform his/her duties,
- such reasons occur that in accordance with special rules or rules regulating labour relations cause the cessation of his/her employment contract
- he/she does not follow legal rules or general legal acts of the University, or without legitimate reason does not execute decisions of the University bodies or behaves contrary to those decisions
- he/she is unable to perform the duties of the Dean for more than 6 months,
- he/she has abused his/her position or exceeded his/her powers
- he/she has by his/her behaviour heavily injured the dignity of the duty he/she performs.

- (2) Proposal for dismissal of the Dean may be submitted by the Rector, the Senate or one third of the Faculty Council members.
- (3) Decision on initiation of the procedure of the Dean's dismissal shall be made by absolute majority of all Faculty Council members pursuant to written and substantiated request for the initiation of the procedure.
- (4) The session of the Faculty Council, at which the proposal for the dismissal of the Dean should be decided on, shall be presided over by the oldest member of the Faculty Council.
- (5) Prior to the decision-making on the dismissal of the Dean, the Dean must be given an opportunity to declare himself/herself on reasons for his/her dismissal.
- (6) The procedure of the dismissal of the Dean shall be carried out by the Faculty Council, which shall decide on the dismissal by absolute majority of votes of the Faculty Council members within two months from the beginning of the procedure.
- (7) The decision on the dismissal of the Dean shall be made by absolute majority of votes of the Faculty Council members in public voting if the reasons for the dismissal are those stipulated by paragraph 1, subparagraphs 1 to 5 of this Article, and by secret voting if reasons for dismissal are those stipulated by paragraph 1, subparagraphs 6 and 7 of this Article of the Statute.
- (8) In decision-making on the dismissal of the Dean for reasons defined in paragraph 1, subparagraphs 6 and 7 of this Article, following circumstances must be especially taken into consideration: gravity of the injury, the consequences thereof, degree of liability, and other circumstances that may influence the decision-making.
- (9) The decision by which the Dean is dismissed must be substantiated and delivered in written form to the Dean within eight days from the day it was made.
- (10) The Dean who is dismissed of his/her duty has right to take administrative action.
- (11) In the event of dismissal of the Dean, the Faculty Council shall appoint Acting Dean by public voting for the maximum period of one year.
- (12) In the case that the Faculty Council after the dismissal of the Dean does not appoint the Acting Dean, the Senate shall appoint the Acting Dean until the election of a new Dean at the latest fifteen (15) days from the receipt of notice of the Faculty Council for a maximum period of one year.
- (13) In the case of appointment of the Acting Dean, the mandate of Vice-Deans who performed their duties in the mandate of the dismissed Dean shall expire with the mandate of the dismissed Dean. The Faculty Council shall at the same session or at the latest at the following session, on proposal of the Acting Dean and in public voting, appoint one or more acting vice-deans. Mandate of the appointed Acting Vice-Deans shall last for the same period of time as the mandate of the Acting Dean on whose proposal they have been appointed.

VI. 1. 4. Suspension of the Dean

Article 25

The Rector may temporarily, up to six months, suspend the Dean under conditions stipulated by the Statute of the University.

VI. 2. Vice-Deans

Article 26

- (1) The Faculty shall have three (3) Vice-Deans:
- Vice-Dean for Education and Student Affairs
 - Vice-Dean for Research and Postgraduate Studies
 - Vice-Dean for Projects and International Cooperation.
- (2) For performing their activities, Vice-Deans shall be responsible to the Faculty Council and to the Dean.

VI. 2. 1. Scope of activity of Vice-Deans

Article 27

- (1) The Vice-Dean for Education and Student Affairs shall
- coordinate teaching activities in all study programmes
 - develop Implementation Plan of Teaching
 - monitor delivery of study programmes, courses and exams by teachers and associates as well as their submission of reports, and propose measures for improvement and fostering thereof
 - coordinate activities of presidents of chairs concerning teaching process
 - propose engagement of external associates in delivery of courses
 - propose to the Dean invitations to tenders for appointment to academic titles and employment of teachers and associates
 - plan and take care of student practical work
 - take care of activities of Student Union and other student associations
 - take care of research assistants and junior researchers enrolled in postgraduate doctoral studies
 - perform other duties entrusted to him/her by the Dean.
- (2) The Vice-Dean for Research and Postgraduate Studies shall:
- monitor organisation and fostering of research activities at the Faculty

- establish cooperation with companies, institutions and institutes in research activities and professional work
- propose to the Dean a plan of participation of academic staff and researchers of the Faculty at national and international conferences
- prepare annual reports on activities of research assistants and junior researchers to the Faculty Council
- develop Implementation Plan of the Postgraduate Study Programmes, take care of the performance thereof and propose measures for improvement and fostering thereof
- monitor delivery of courses and exams by teaching staff members and associates as well as their submission of reports
- run publishing activity of the Faculty
- carry out other duties entrusted to him/her by the Dean.

(3) Vice-Dean for Projects and International Cooperation shall:

- organise and coordinate development of research and professional projects
- coordinate applications to international projects
- audit activities within research projects of the Faculty
- establish cooperation with foreign higher education institutions, institutes and other organisations in the field of research activities and teaching process
- take care of mobility of teaching and non-teaching staff as well as student mobility
- coordinate international cooperation of the teaching staff, non-teaching staff and students
- perform other duties entrusted to him/her by the Dean.

VI. 2. 2. Election of Vice-Deans

Article 28

(1) Nominees for the positions of Vice-Deans shall be put forward by the Dean and elected by the Faculty Council upon the completion of the procedure of election of the Dean.

(2) Teaching staff member of the Faculty in the research-teaching title of assistant professor, associate professor or full professor who has signed an employment contract with the Faculty may be elected the Vice-Dean.

(3) Nominees who collect absolute majority of votes of all Faculty Council members in public voting shall be elected Vice-Deans.

(4) If nominees for the position of Vice-Deans do not collect necessary number of votes, the Dean shall put forward other nominees for the following session of the Faculty Council.

(5) Mandate of Vice-Deans shall expire with the expiry of the Dean's mandate.

VI. 2.3. Dismissal of Vice-Deans

Article 29

(1) The Vice-Dean may be dismissed before the expiry of his/her mandate for the same reasons as in the case of the dismissal of the Dean pursuant to this Statute.

(2) Proposal for dismissal of the Vice-Dean shall be submitted by the Dean.

(3) The Vice-Dean shall be dismissed if the proposal for dismissal submitted by the Dean is accepted by absolute majority of all members of the Faculty Council.

(4) Simultaneously with the decision on dismissal of the Vice-Dean, the Faculty Council shall elect a new Vice-Dean on proposal of the Dean.

VI. 3. Secretary of the Faculty

Article 30

1) Secretary of the Faculty is the head of the Secretariat responsible for conducting organisational, professional-administrative, legal, technical and other general affairs at the Faculty.

(2) The Secretary of the Faculty shall conduct legal and administrative affairs, interpret the Act and other regulations, and other jobs stipulated by this Statute, the Act and other provisions and general legal acts of the Faculty.

(3) The Secretary shall be elected by the Dean of the Faculty based on public tender.

(4) A person who has graduated from the faculty of law and has five years of work experience in legal profession may be elected a Secretary.

VI. 4. Administration Cabinet

Article 31

(1) The Administration Cabinet is an advisory expert body of the Dean consisting of Vice-Deans and the Secretary and, if necessary, presidents of chairs.

(2) The Administration Cabinet shall be convened by the Dean where necessary, for following purposes:

- coordination and monitoring of all activities of the Faculty
- harmonisation of all business activities within the Faculty
- promoting activities of the administrative and technical support services.

(3) The Dean may widen the Administration Cabinet by other heads of lower organisational units of the Faculty.

VI.5. Faculty Council

Article 32

The Faculty Council is the expert council of the Faculty.

VI. 5.1. Composition of the Faculty Council

Article 33

(1) The Faculty Council is constituted of following members:

- full professors, associate professors and assistant professors,
- 2 (two) representatives of teaching staff appointed into teaching rank,
- 2 (two) representatives of associates appointed into associate titles, and
- 1 (one) representative of other employees, and
- 6 (six) representatives of students elected pursuant to the Statute and general legal acts of the Student Union.

(2) The Dean and Vice-Deans are members of the Faculty Council ex officio.

(3) The Secretary of the Faculty shall participate in the sessions of the Faculty Council without right to vote.

Article 34

(1) Teaching staff and associates appointed into teaching and associate titles shall elect their representatives to the Faculty Council by secret ballot at the Election Session of all academic staff members and associates, at which candidates for representatives of teaching staff and associates to the Faculty Council shall be put forward and elected.

The Election Session for Representatives of Teaching Staff and Associates to the Faculty Council shall be convened by the Vice Dean for Education and Student Affairs.

Representatives of teaching staff and associates who collect absolute majority of votes of all teachers and associates appointed into teaching and associate titles by secret ballot shall be elected members of the Faculty Council.

If at the Election Session representatives of teaching staff and associates are not elected in accordance with the number of representatives stated in paragraph 1 of this

Article, the election procedure shall be repeated at the latest 15 days from the Election Session for Representatives of Teaching Staff and Associates to the Faculty Council.

The mandate of representatives of teaching staff and associates in the Faculty Council shall last for the period of 2 (two) years.

The representative of teaching staff and associates may be acquitted of duty of member of the Faculty Council before the expiry of the mandate he/she was elected for. Dismissal of representatives shall be carried out in the same way and by the same procedure as the election thereof.

(2) The representative of other employees to the Faculty Council shall be elected by the employees in the Secretariat and the Library in their Election Meeting which shall be convened by the Secretary of the Faculty. The employee, who in the Election Meeting collects majority of votes by secret ballot, shall be elected representative to the Faculty Council. The Mandate of the elected representative of other employees shall last for 2 (two) years. The elected representative to the Faculty Council may be dismissed prior to the expiry of the mandate he/she is elected for. Dismissal of the representative to the Faculty Council shall be conducted in the same way and by the same procedure as the election thereof.

(3) Student Union of the Faculty shall elect and dismiss student representatives to the Faculty Council pursuant to the Statute and general legal acts of the Student Union of the Faculty.

Mandate of the elected student representatives to the Faculty Council shall last for the period of 2 (two) years.

VI. 5. 2. Scope of activity of the Faculty Council

Article 35

According to the Act and this Statute, the Faculty Council shall:

- make decisions on academic, research and professional issues
- adopt Statute and other general legal acts on proposal of the Dean
- determine organisation of the Faculty at the beginning of the academic year
- propose Ordinance on the Organisation of Job Positions to the Dean
- elect and dismiss the Dean and Vice-Deans
- adopt annual reports by the Dean
- appoint and dismiss heads of the institutes
- propose candidate for the member of the University Council
- propose curricula to the Senate or amendments to curricula
- appoint editorial board of periodicals
- adopt Implementation Plan and Programme before the beginning of a new academic year

- appoint supervisors of students of Integrated Undergraduate and Graduate University Study
- determine topics of final papers and master's thesis
- pass the Rules on Procedure of the Faculty Council
- organise Postgraduate University Studies
- conduct the procedure of winning doctor's degree (Dr)
- decide on organisation of Postgraduate Specialist Studies
- appoint mentors to students of the Postgraduate University Study Programme
- propose measures for improvement and quality assurance of study programmes and of research-teaching work
- initiate and carry out a part of the procedure of advancements into academic titles
- initiate and carry out the procedure of appointment into research-teaching, teaching, and associate titles and corresponding job positions
- decide on mentor's reports and evaluation of work of research assistants
- decide on reports of postdoctoral research assistants on their activities and evaluate their performance
- evaluate activities of research assistants based on the respective mentors' reports as well as mentors' activities based on the reports by their assistants
- appoint student tutors on the proposal of the course teacher
- adopt the Statute of the Student Union on proposal of the Student Union of the Faculty
- adopt plans of financing student activities on proposal of the Student Union of the Faculty
- perform other duties stipulated by the Statute of the University, Statute of the Faculty or other general legal acts.

(2) The Faculty Council shall perform other activities within its scope in its sessions.

(3) The Faculty Council may make its decisions if more than half of total number of its members is present.

(4) The Faculty Council shall make its decisions by absolute majority of votes of all the members present in the session, with the exception of the cases specifically stated by the Act, the Statute of the University or other general legal acts.

(5) The Faculty Council shall pass the Statute, Study Programmes and the amendments thereof by absolute majority of votes of all members of the Faculty Council.

(6) Methods of work shall be regulated by the Rules of Procedure of the Faculty Council.

(7) Student representatives shall participate in the activities of the Faculty Council in a manner determined by the Act, the University Statute, the present Statute or other general acts.

(8) The Faculty Council may empower other professional bodies of the Faculty to exercise specific tasks within the scope of its activities.

Article 36

In the procedure of making decisions within the Faculty Council, student representatives are entitled to put suspensory veto on issues of special interest for students: change of study system, quality assurance, proposal of new study programmes, development of Implementation Study Programmes, and student standards. Student representatives can exercise their right to suspensory veto on demand of absolute majority of all student representatives to the Faculty Council. After the veto has been put, the Faculty Council shall reconsider the above stated issues at the earliest within the period of eight (8) days.

In the event of the repeated procedure, the decision shall be made by absolute majority of all members of the Faculty Council, with the exclusion of the right to suspensory veto.

VI. 5.3. Standing and ad-hoc bodies of the Faculty Council

Article 37

(1) The Faculty Council may establish standing and ad-hoc committees and commissions.

(2) Standing boards and committees shall be as follows:

- The Committee for the Study Programme and the Implementation Plan
- The Committee for the Assessment of the Fulfilment of Requirements for Appointment to Titles
- The Board for Final Papers and Master's Thesis
- The Library Board
- The Board for Awarding the Doctoral Degree
- The Ethics Committee
- Committee for Quality Assurance and Improvement in Higher Education
- Publishing Committee.

(2) Committees and boards consist of at least three and at most five members.

(3) The members shall be appointed by the Faculty Council on proposal of the Dean. The term of office of the members shall last for two academic years. The same person may be reappointed a member of the committee or board.

(4) Activities of ad-hoc committees and boards shall be regulated by the decisions on their establishment and their respective activity scopes.

VI. 5.3.1. The Ethics Committee

Article 38

(1) The Ethics Committee shall be established at the Faculty pursuant to the Statute of the University and the Code of Ethics of the University.

(2) The Ethics Committee shall consist of five (5) members who shall be appointed and dismissed by the Faculty Council.

(3) Two (2) members are recommended by the Dean from among teachers holding academic titles, one (1) member among teaching assistants, one (1) member among other employees, and one (1) member shall be recommended by the Student Union of the Faculty.

(4) The Ethics Committee shall be appointed for the period of two years. The same persons may be re-appointed the members of the Ethics Committee.

VI.5.3.2. Activity Scope of the Ethics Committee

Article 39

The Ethics Committee shall:

- monitor implementation of the Code of Ethics of the University at the Faculty and carry out the procedure of establishing a breach of the Code of Ethics
- initiate the procedure for establishing breaches of the Code of Ethics on its own initiative or on the initiative of the academic teaching staff, employees, students or other persons who claim that in specific case the Code of Ethics of the University had been violated at the Faculty
- in the event of a more serious violation of the Code of Ethics file a charge to the Dean of the Faculty with proposal for starting a disciplinary action
- prepare annual reports on its activities and the procedures of establishing breaches of the Code of Ethics carried out at the Faculty and submit them to the Dean and the Faculty Council.

Article 40

(1) The Ethics Committee of the Faculty, in performing activities within its scope and in the procedure of establishing a breach of the Code of Ethics, shall act in compliance with the Code of Ethics of the University.

(2) While performing activities within its scope, the Ethics Committee may require professional assistance from academic staff, professionals, and institutions.

(3) In the procedure of establishing a breach of the Code of Ethics of the University, the Ethics Committee shall respect the principle of privacy and protect the dignity of the person involved in the procedure.

(4) Provisions of the Rules of Procedure of the Faculty Council stipulating mode of its operations and decision-making shall be applied in an appropriate way to activities and decision-making of the Ethics Committee as well.

VII. STUDY PROGRAMMES

VII.1. Types of study programmes

Article 41

- (1) Higher education is performed within university and professional study programmes.
- (2) University study programme shall qualify students to work in science and higher education, business, public sector and society in general, as well as to develop and apply scientific and professional achievements.
- (3) Professional study programme shall provide students an appropriate level of knowledge and skills necessary for work in applied professions, and qualifies them for direct integration in the working process.
- (4) The university study programme and the professional study programme shall be organised in harmony with those in European higher education by taking into consideration positive experience of other systems of higher education.
- (5) Study programmes stipulated in paragraph 1 of this Article must be in harmony with the European Credit Transfer System (hereinafter: ECTS), in which at least 60 ECTS credits are allocated to the full workload of one academic year.
- (6) ECTS credits shall be earned by student's fulfilment of obligations based on the workload invested by the student in order to achieve learning outcomes determined within these obligations. As a rule, one credit within ECTS equals 30 hours of student's average workload invested in achieving learning outcomes.

VII. 1.1. University Study Programme

Article 42

- (1) University education comprises the following levels:
 - Undergraduate University Study Programme
 - Graduate University Study Programme
 - Integrated Undergraduate and Graduate Study Programme
 - Postgraduate Study Programme.

(2) University Study Programmes and Postgraduate Study Programmes may also be conducted in collaboration with university and research institutes pursuant to special agreement between the University and the Institute.

(3) Each study level shall be completed by the acquisition of a specific title or degree.

VII. 1.1.1. Integrated Undergraduate and Graduate University Study Programme

Article 43

(1) To the workload of the Integrated Undergraduate and Graduate University Study Programme, which shall normally last for five years, 300 ECTS shall be allocated.

(2) Upon the completion of the University Study Programme, the students shall be awarded the academic title *Master of Law* (Abbreviation: *mag. iur.*), which should be placed behind the names and surnames of the person.

VII. 1.1.2. Undergraduate University Study Programme

Article 44

(1) At the Undergraduate University Study Programme, which shall last for three years, the student shall obtain 180 ECTS credits.

(2) Undergraduate University Study Programme prepares students for graduate study programme, and gives them access to employment in certain professions.

(3) Upon completion of undergraduate studies, students shall obtain the academic title *prvostupnik/prvostupnica (baccalaureus/baccalaurea)* with reference to specific profession, unless specified otherwise by special law.

(4) In international relations and in diploma in English language, the academic title upon completion of the Undergraduate University study shall be *baccalaureus* or *baccalaurea*.

VII. 1.1.3. Graduate University Study Programme

Article 45

(1) Graduate University Study Programme shall last for two years and upon its completion 120 ECTS credits shall be awarded.

(2) Graduate University Study Programme may be enrolled by persons who have completed corresponding Undergraduate Study Programme. The Faculty Council shall determine which study programmes shall be considered appropriate for enrolment of specific Graduate University Study Programme, as well as the conditions for the enrolment thereof.

(3) Persons who have completed the Undergraduate Professional Study Programme may apply for the enrolment to the Graduate University Study Programme in conformity with the curriculum implemented in that study programme, in which passing differential exams may be required as precondition for passing exams in the Graduate University Study Programme.

(4) Upon completion of Graduate University Study Programme students shall be awarded the academic title *Master (Mag.)* with reference to specific profession, unless specified otherwise by special law.

(5) The abbreviation of the academic title shall be placed behind the names and surnames of the person.

VII. 1.1.4. Postgraduate Study Programme

Article 46

(1) Postgraduate Study Programmes are the Postgraduate University Study Programme and the Postgraduate Specialist Study Programme.

(2) Students shall enrol into the Postgraduate University Study Programme upon completion of the Graduate University Study Programme.

(3) The Faculty may also determine other conditions for the enrolment into the Postgraduate University Study Programme.

(4) Postgraduate University Study Programme shall last for three years. Upon its completion the student shall obtain the doctoral degree - *PhD* (Abbreviation in Croatian language: *dr. sc.*).

(5) Number of ECTS credits allocated to the Postgraduate University Study Programme shall be stipulated by special Ordinance passed by Senate.

(6) Pursuant to the Decision of the Faculty Council on Fulfilment of Conditions, and after the completion and public defence of their doctoral thesis and with the consent of the Senate, the doctoral degree may be obtained by persons who have accomplished scientific achievements the significance of which meets the requirements for academic advancement.

(7) The abbreviation of academic degree shall be placed in front of the names and surnames of the person.

(8) The University may entrust to the Faculty the organisation of Postgraduate Specialist Study Programme which shall normally last one to two years. Upon its completion the student shall be awarded the academic title *Specialist* with reference to a specific field (*spec.*). The title or its abbreviation *spec.* shall be added to the academic title obtained at the University Study Programme. Upon completion of the Postgraduate University Study Programme students shall be awarded 60 to 120 ECTS.

(9) Academic title acquired by completion of Postgraduate Specialist Study Programme shall be defined by separate legal act in cases when specialist education in specific professional field is stipulated by special act.

Article 47

Procedure of application, evaluation and defence of dissertation is regulated by the Articles 139 – 151 of the University Statute.

VII. 1.2. Professional Study Programme

Article 48

- (1) Professional education comprises following education levels:
 - Short Professional Study Programme
 - Undergraduate Professional Study Programme
 - Specialist Graduate Professional Study Programme
- (2) Professional Study Programmes shall be performed in conformity with the Statute of the University.
- (3) Short Professional Study Programme shall last for two or two and a half years and shall be allocated 120 to 150 ECTS credits. Upon completion of Short Professional Studies, students are awarded a professional title of *stručni prvostupnik/prvostupnica* with reference to specialisation, unless stipulated otherwise by special act.
- (4) Undergraduate Professional Study Programme shall last for three years and by its completion students earn 180 ECTS credits. Upon completion of Undergraduate Professional Study Programme students are awarded a professional title of *stručni prvostupnik /prvostupnica (baccalaureus/baccalaurea)* with reference to specialisation unless stipulated otherwise by special act.

- (5) Specialist Professional Graduate Study Programme shall last two years and by its completion students shall earn 120 ECTS credits. Upon completion of Specialist Professional Graduate Studies students are awarded a title of a *Specialist* of the respective profession – *stručni specijalist / specijalistica* with a reference to a specialisation, unless stipulated otherwise by special act.

VII. 2. ECTS Transfer

Article 49

- (1) Transfer of ECTS credits may be carried out between different university study programmes or professional study programmes.
- (2) The criteria and conditions for the transfer of ECTS credits from paragraph 1 of this Article are stipulated by general legal acts of the University and the Faculty, respectively by an agreement signed between faculties.

VII. 3. Common and joint study programmes and cross-border cooperation

Article 50

- (1) The Faculty may in cooperation with other accredited Higher Education Institution in the Republic of Croatia establish common study programme on the basis of mutually developed curriculum. Only one Higher Education Institution may be a Holder of the Programme.
- (2) Joint Study Programme is a common study programme developed by two or more higher education institutions, one of which has its seat outside the Republic of Croatia.
- (3) Joint studies may be established if Higher Education Institutions are accredited in conformity with European Standards and Guidelines for Quality Assurance in Higher Education or with equivalent quality standards.
- (4) Organisation, performance, and completion of common and joint study programmes shall be regulated by an agreement between higher Education Institutions and is conducted in accordance with the provisions of the Act and specified by separate ordinance adopted by the Senate of the University.
- (5) Accreditation procedure of the common and joint study programme shall be carried out in all higher education institutions of the Republic of Croatia, which shall participate in issuing certificates and diplomas on completion of the common or joint studies pursuant to provisions of the legal act regulating quality

assurance in research and higher education for specific higher education institution.

VII. 4. Lifelong learning, delivery of programmes other than studies and differential obligations

Article 51

- (1) The University may through the Centre for Lifelong Learning organise different professional training programmes other than study programmes pursuant to the Act, that are founded on principles of lifelong learning.
- (2) Mode and forms of performing activities within the concept of lifelong learning, as well as ways and procedures of specifying differential obligations of students for the purpose of change of the study programme and /or their enrolment into a study programme, completion of the study programme they have enrolled prior to the respective lifelong learning programme, and recognition of competences acquired in programmes other than study programmes which are considered as preconditions for participation in specific studies shall be specified by special Ordinance adopted by the Senate.
- (3) Status of students performing their differential obligations, status of attendants of education programmes other than study programmes, and of participants in activities promoting principles of lifelong learning shall be specified by the Ordinance adopted by the Senate.
- (4) All programmes and procedures stipulated by this Article shall be an integral part of the inner system of improvement and quality assurance and as such adequately subject to procedures of external quality assurance system.
- (5) Founding, manner of performance and organisational forms of lifelong learning programmes, respectively professional training programmes, as well as procedure of determining differential obligations of students shall be specified by the Ordinance on Lifelong Learning Programmes adopted by the Senate.

VII. 5. Curriculum

Article 52

- (1) Study programmes shall be organised according to the Curriculum proposed by the Faculty Council and adopted by the University Senate in conformity with a special Act.

(2) While developing the Curriculum, special attention should be paid that the study programme is:

- in harmony with the most recent research achievements and the skills founded on those achievements,
- in harmony with strategic documents of the network of higher education institutions,
- in harmony with national priorities and needs of the professional sector,
- comparable with study programmes in the member states of the European Union.

(3) The Curriculum shall be adopted pursuant to this Statute and general legal acts of the University and contain:

- professional or academic title or degree obtained upon completion of the specific study programme
- academic terms of enrolment into specific study programme at the beginning of studying and terms of enrolment to the following academic year,
- projected learning outcomes to be achieved by fulfilment of study obligations within specific study module and entire study programme, as well as number of hours required for performance of every obligation by which the projected learning outcomes are achieved
- specific number of ECTS credits awarded for every study obligation of the students, determined according to an average workload invested by students in order to achieve specific learning outcomes within those obligations,
- forms of delivery of courses and methods of assessment of learning outcomes for each study obligation,
- list of other study programmes in which students may acquire ECTS credits,
- conditions of completion of study programmes
- provisions on whether and under what conditions students who interrupted their studies or have lost the right to study may continue their studies.

(4) Pursuant to the Decision of the Senate, the University shall file a request to register the study programmes into the Directory of Study Programmes conducted by the Ministry.

VII. 6. Implementation Plan

Article 53

(1) Study programmes shall be performed according to the Implementation Plan of Teaching adopted by the Faculty Council.

The Implementation Plan shall be announced before the start of classes in the respective academic year and accessible to the public. The Implementation Plan must be published on the official webpage of the Faculty, including summaries of lectures and other forms of teaching discourse, as well as the texts of the lectures and other forms of teaching in exceptional cases of unavailability of the appropriate teaching materials.

(2) The following shall be specified by the Implementation Plan

- academic teaching staff and associates who shall deliver courses according to the curriculum,
- venues of teaching,
- beginning, end, and the schedule of classes,
- forms of teaching (lectures, seminars, exercises, consultations, examinations, etc.),
- examination models,
- examination periods,
- bibliography list for specific study programmes and preparing exams,
- possibility of delivery of courses in foreign language,
- other facts important for proper performance of teaching.

(3) If part-time students are enrolled into specific study programme, the Faculty shall define the organisation and forms of delivery of courses for those students.

(4) Implementation Plan shall be adopted before the beginning of the academic year, respectively no later than 15th September. Implementation Plan is a precondition for the beginning of delivery of courses in that academic year.

(5) Studies may be organised by using e-learning system, which shall be specifically approved of by the National Council for Science, Higher Education and Technological Development.

VII. 7. Academic year

Article 54

(1) The Academic year shall start on 1st October of the current calendar year and end on 30th September of the following calendar year.

(2) Teaching classes shall be organised in semesters for full-time students and in academic years for part-time students.

(3) The classes may start prior to the academic year as specified in paragraph 1 of this Article if so determined by the Implementation Plan of the Faculty for the respective academic year

and by the calendar of teaching classes adopted by the Senate for the following academic year, but not before 1st September.

VII. 8. Other issues related to studies

Article 55

(1) Organisation and conducting of examinations (written exams, oral exams, practical exams, the system of preconditions for examination, periods of examination, maximum number of taking an exam, etc.), student appeals to grades, procedure of repeating the exam, content, form and the manner of keeping records on examinations, the right of public attendance of exams, right to insight into results of written exams, and, if necessary, other issues shall be regulated in detail by the Ordinance on Study Programmes and Studying passed by the Senate.

(2) General legal act mentioned in paragraph 1 of this Article shall be published in a way that it is accessible to the public, especially to students and applicants for student status.

(3) The academic or professional title or academic degree shall be revoked, if it is determined that it had been acquired contrary to the conditions stipulated for the acquisition thereof, by serious violation of the rules of studies, by plagiarism or by forgery of the dissertation.

(4) Initiating and conduct of revoking of the academic or professional title or academic degree shall be enforced in accordance with the Act, and the procedure thereof is regulated by the Ordinance on the Rules of Studying adopted by the Senate.

VII. 9. Completion of study programmes

Article 56

(1) Integrated Undergraduate and Graduate University Study Programme shall be completed by student's passing all exams, preparation of the Master's thesis and by passing graduation exam in accordance with the curriculum.

(2) Undergraduate University Study Programme shall be completed by student's passing all exams and preparing the final paper in accordance with the curriculum.

(3) Graduate University Study Programme shall be completed by student's passing all exams, preparing the Master's thesis and by passing graduation exam in accordance with the curriculum.

(4) Postgraduate University Study Programme shall be completed by student's passing all exams and by preparing and public defending doctoral dissertation in conformity with the curriculum.

- (5) Postgraduate Specialist Study Programme shall be completed by passing all the exams and by preparing and public defending the final paper in conformity with the curriculum.
- (6) Short Professional Study Programme shall be completed by passing all exams, and by preparing the final paper in accordance with the curriculum.
- (7) Undergraduate Professional Study Programme shall be completed by passing all exams, and by writing the final paper in accordance with the curriculum.
- (8) Specialist Graduate Professional Study Programme shall be completed by passing all the exams and by preparing and public defending the final paper in conformity with the curriculum.
- (9) Upon completion of the study programme, in accordance with the provisions of this Article, the student shall acquire a corresponding professional title or academic title or degree, and other rights in accordance with special legal acts.
- (10) The Faculty shall permanently publish final papers and master's thesis in the Online Database of the University Library within the University, and the copies thereof in the public Online Database of Final Papers and Master's Thesis of the National and University Library.
- (11) The Faculty is obliged to publish permanently PhD-Thesis in the Online Database of the National and University Library. The Faculty shall ensure that one printed copy of the doctoral dissertation is sent to the National and University Library.

VII. 9. 1. Final Paper and Master's Thesis

Article 57

- (1) By his/her final paper or master's thesis, the student should prove to be capable of legal research, of application of knowledge acquired during the studying, and show the capacity for successful task accomplishment corresponding to the professional or academic title acquired by the certificate or the diploma.
- (2) Issues concerning preparation of the final paper or master's thesis, graduation exam, rights and duties of students, mentors, and the examination commission, as well as other specific issues within the activity scope of the Committee for Final Papers and Master's Thesis shall be stipulated by special ordinances for every study programme performed at the Faculty.

Article 58

- (1) Topic of the final paper, respectively of the master's thesis, should be from the area of social sciences and the fields studied at this Faculty.
- (2) List of the topics recommended for final papers and master's thesis shall be determined by the Faculty Council.

VII. 10. Documents on the Study Programmes

Article 59

- (1) Upon completion of the Undergraduate, Graduate, and Integrated Undergraduate and Graduate University Study Programme, the Postgraduate University Study Programme, and the Postgraduate Specialist Study Programme, a diploma shall be issued to the student. By the diploma it is confirmed that the student has completed specific study programme and acquired the right to specific academic title.
- (2) Upon completion of the Short Professional Study Programme, a certificate shall be issued to a student by which it is certified that the student has completed the study programme and acquired a professional title.
- (3) Upon completion of the Undergraduate Professional Study Programme and the Specialist Graduate Professional Study Programme, a diploma shall be issued to a student which certifies the completion of the study programme and acquisition of a professional title.
- (4) Upon completion of Professional Training Programme, the Faculty shall issue a certificate to the attendant which shall comprise the list of all obligations of the attendant. If the workload within the programme is expressed in ECTS credits, the certificate shall include the respective ECTS.
- (5) Diploma supplement shall be issued to the student together with a certificate or diploma. It shall certify which exams the student has passed, which grades he/she has earned, and other data necessary for understanding of the acquired qualification.
- (6) Diplomas and certificates issued by the Faculty are considered public documents.
- (7) The contents of diplomas and diploma supplements are determined by the Minister.
- (8) The form of diplomas and diploma supplements on study programmes, the content and form of certificates and information packages for the transfer of ECTS are stipulated by the Senate.

VIII. STUDENTS

VIII. 1. Acquisition of student status

Article 60

- (1) Student status shall be acquired by enrolment to the Faculty and demonstrated by the student document. The minimum content, structure, production, issuance, usage and annulment of the student document shall be determined by the Minister, and its form by the Senate.
- (2) The Decision on Student Enrolment shall be made by the Senate.
- (3) By the Decision on Enrolment the number of full-time and part-time students shall be determined for each study programme.

(4) Pursuant to the Decision on Enrolment, the Senate shall announce the Invitation for Enrolment normally six months before the beginning of classes. The Invitation for Enrolment includes: conditions of enrolment, the number of enrolment places, scoring system which must include evaluation of the success in secondary school, the exams passed within the State Matura (Final State Examination), additional knowledge assessment, and information on the documents to be submitted.

(5) Each person who has completed a four-year secondary school and met the requirements stipulated by Article 77 of the Act shall have the right to enrol in the study programme within the established enrolment capacity.

(6) The criteria for selection of the candidates are: evaluation of the success achieved in the secondary school, exams passed at the State Matura (state graduation examination), and other criteria like special achievements in secondary education, as well as special knowledge, skills or abilities as determined by the Faculty.

Article 61

Students may be full-time or part-time students.

VIII. 2. Full-time students

Article 62

(1) Full-time students are students who study according to the programme based on full-time teaching schedule (full time workload).

(2) University is empowered to sign with the Ministry entitled with higher education contracts on subsidy of participation in tuition fee for full-time students. Contracts shall be signed for the period of one or more years and shall contain purposes of subsidy, list of activities and study performances to achieve those purposes, indicators of assessment of achievements and the schedule for submission of reports on enforcement of the contract.

(3) Costs of studying of full-time students in senior years of study programme will be subsidized in whole or in part in accordance with the model of studying established by the Senate.

(4) Conditions of entry into the next academic year without participation in the costs of tuition shall be the fulfilment of study obligations regulated by the Decision of the Senate on Enrolment Conditions for Senior Years of Studies and by the model of studying expressed in ECTS.

(5) Students who do not meet the requirements of enrolment for senior academic years expressed in the ECTS and determined by on the Enrolment Conditions for Senior Years of Studies and by the model of studying, shall participate in the costs of tuition.

(6) The student may enrol for the same academic year once again if he/she has earned the required number of credits in accordance with the study programme and the Decision of the University Senate.

(7) If the student does not fulfil the conditions specified by the provision 6 of this Article, he/she shall lose the student status.

(8) Full-time students who have the status of top athletes or top artists shall be permitted studying the enrolled study programme under the conditions determined by special ordinance on the rules of studying adopted by the Senate.

(9) Student shall enjoy the status of a full-time student during total duration of study, which may last at the most for the period in one-third longer than the normative duration of studies, or until the end of the academic year in which this period expires.

(10) Person who has lost the full-time student status must be permitted to complete the study programme within five years (if the loss occurred during one of the study years of the studies), or within ten years in the status of a part-time student (if the loss occurred during the student's status of senior undergraduate).

VIII. 3. Part-time students

Article 63

(1) Part-time students are those students who attend the teaching programme while being employed or occupied with some other activity that requires a specific programme. The costs of such study shall be borne entirely by the student.

(2) Study obligations of part-time students shall encompass half of the classes determined for full-time students.

VIII. 4. Counsellor and mentor

Article 64

(1) Depending on type and nature of studies, counsellors may be appointed to students or groups of students of the Integrated Undergraduate and Graduate University Study Programme, respectively Graduate Study Programme, who shall assist students during their studying and monitor their performance and achievements.

(2) To students of postgraduate study programmes mentors shall be appointed.

(3) Specific provisions on student's counsellor and mentor shall be stipulated by general legal act of the Faculty.

VIII. 5. Student's rights and duties

Article 65

- (1) The student shall have right to:
- study programme and education process meeting high standards as defined in the curriculum,
 - participation in professional and research activities
 - consultations and mentor's supervision
 - freedom of thought and expression during classes and other activities performed at the Faculty
 - completion of study programme in the period of time shorter than a normative duration of studies
 - freedom to use the library and other sources of information
 - enrolment into courses from other study programmes pursuant to the Statute of the University and other legal acts in accordance with the Statute
 - evaluation of the quality of teaching staff and teaching performance
 - participation in decision-making
 - complaint in the event of injury of his/her rights as stipulated by law or general legal acts
 - participation in activities of student organisations
 - dormant status of his/her student obligations during military service, pregnancy up to the child's first year of age, in the event of long-term disease and other cases of justified interruption of studies (in those cases, re-enrolment for the same academic year is allowed, which shall not be considered as repeating)
 - psychological and health service in students' health centres or other adequate health facilities and
 - other rights stipulated by this Statute and other general legal acts of the Faculty.
- (2) The student shall have the obligation to respect the organisation of the studies and general legal acts of the Faculty and carry out his/her duties referring to classes and other duties at the Faculty. The student is obliged to protect reputation and dignity of the University, the Faculty, its students and teaching staff, as well as other members of the academic community.
Disciplinary liability of students is regulated by the Ordinance of the University on Disciplinary Liability of Students.
- (3) Full-time students are entitled to health insurance in accordance with special legal acts.
- (4) Conditions and the manner of exercising students' rights to subsidized housing and food, transportation of students with disabilities, state grants, loans, and other types of financial support, as well as employment of students mediated by student centres shall be regulated by special Ordinances passed by the Minister.
- (5) The University and the Faculty shall conduct students' evaluations of the studies by means of the survey or in other appropriate manner. Evaluation results shall be used for planning of the study programme and research programmes at the Faculty.

VIII. 6. Exceptionally successful students

Article 66

(1) Exceptionally successful students may be permitted, under certain conditions, to complete the study programme in the period of time shorter than a normative duration of the studies.

(2) Exceptionally successful student shall be considered a student who has passed all exams from the lower study year with the average grade 4.0 and has not repeated any academic year.

(3) The scope and manner of exercising the right to an accelerated study programme shall be determined by special ordinance on the rules of studying which shall be passed by the Senate.

VIII. 7. Termination of the student status

Article 67

A person shall lose the status of student:

- upon completion of study,
- upon withdrawal from the Faculty
- when excluded from the studies according to the procedure and conditions stipulated by this Statute, the Statute of the University, or other general legal act,
- if the student does not graduate within the timeframe specified by this Statute or other general legal act,
- for other reasons determined by the statute or other general legal act.

VIII. 8. Records on students

Article 68

(1) The Faculty shall keep following public records with personal data of students:

- records of applicants for enrolment to study programmes and programmes of professional training, including the results of the proceeding,
- records of students and attendants of programmes of professional trainings,
- personal records of enrolled students and attendants of programmes of professional trainings
- records on exams and other study obligations,
- records of the issued certificate of graduation and academic titles and degrees,
- other records regulated by law, procedural acts and general legal acts of the Faculty.

(2) The Faculty shall, for the purpose of subsidy of student standards, keep following records:

- records on applications for subsidized housing and teaching and beneficiaries of subsidized housing
- records on beneficiaries of subsidized food and levels of the right to subsidized food
- records on beneficiaries of subsidized costs of studies.

(3) Procedure of keeping records, as stipulated by paragraphs 1 and 2 of this Article, is considered a part of the internal system of quality assurance and improvement and thus subject to procedures of external system of quality assurance.

(4) Content, as well as manner of keeping and the delivery of the data kept in records and database regulated by paragraphs 1 and 2 of this Article shall be stipulated by the Minister.

VIII. 9. Grades

Article 69

(1) Student's success at examination and other tests of knowledge shall be expressed by following grades: 5 - excellent, 4 - very good, 3 - good, 2 - satisfactory, 1 - fail. The passing grades: 5, 4, 3 and 2 shall be entered into the student's record book or other appropriate document and/or record.

(2) It can be determined by the Curriculum that some forms of courses shall not be graded or shall be graded by descriptive grades.

VIII. 10. Knowledge assessment

Article 70

(1) Student's knowledge may be assessed and evaluated during the teaching classes (by preliminary exams, written exams, etc.), and the final grade shall be determined during the exam.

(2) The success achieved during the exam shall be available to the public.

(3) The right to access results of the exam shall be granted to a person who can prove his/her legal interest in it.

(4) Student's right to take an oral exam if not passed the written one, cannot be restricted by the Implementation plan.

VIII. 11. Examination periods

Article 71

(1) There are regular and special examination periods.

(2) Regular examination periods are: the winter, the summer, and the autumn examination periods. Regular examination periods shall last at least four weeks.

(3) Special examination periods shall be defined by the Implementation Plan.

Article 72

A student who is not satisfied with the grade may, within 48 hours after examination, file an appeal and request to take an examination before the Teachers' Commission in accordance with the Ordinance on Studies and Studying of the University.

VIII. 6. Student Union and student organisations

Article 73

(1) Student Union and other student organisations are established at the Faculty in accordance with the special Act.

(2) Student Union is the student electoral representative body which shall protect interests of students, participate in decision-making in the Faculty Council, and represent students in higher education system.

(3) Student Union of the University has its Statute which shall be adopted by the Faculty Council on the proposal of the Student Union.

(4) By the Statute of the Student Union the following shall be regulated: the operation mode of the Student Union, its bodies, composition, election mode and responsibilities of each body of the Student Union, the method of appointment of students' ombudsman, the method of electing student representatives to the Faculty Council, liability of bodies and members of the Student Union for the failure to fulfil the duties and activities entrusted to them relating to the operation of the Student Union.

(5) The Faculty shall provide the Student Union and the students' ombudsman with workspace.

Article 74

(1) The Dean shall ensure the legality of operation of the Student Union and other student organisations operating at the Faculty.

(2) The Dean shall ensure legal and timely performance of student elections and enable all students of the Faculty the right of equal participation in elections.

VIII. 13. Disciplinary liability of students

Article 75

Students are obliged to respect organisation of the studies and general legal acts of the Faculty and the University, and to regularly fulfil their student obligations.

Article 76

Students may be subject to disciplinary liability for breach of duty or for unfulfilled obligation. Establishment of minor or grave breach of duty or the unfulfilled obligations, as well as provisional measures, powers, composition and the method of appointment of the Student Disciplinary Tribunal and the disciplinary procedure thereof shall be regulated by the Ordinance on Disciplinary Liability of Students, which shall be passed by the Senate.

IX. EMPLOYEES OF THE FACULTY

Article 77

(1) Teaching staff appointed to research-teaching and teaching titles, and associates appointed to associate positions, as well as professional, administrative, and maintenance staff performing their jobs within the activity scope of the Faculty may sign the employment contract with the Faculty.

(2) Status of employees shall be governed by general labour provisions, unless otherwise expressly provided by the Act, the Statute of the University, or by this Statute.

(3) Employees shall be employed at the Faculty pursuant to the Article 81, paragraph 4.

X. ACADEMIC STAFF, TEACHERS AND ASSOCIATES

Article 78

(1) Academic staff, teachers and associates of the Faculty are obliged to fulfil their teaching and other duties regulated by the Act, the Statute of the University and this Statute, as well as other obligations related to research and professional activities they perform at the University and the Faculty. Special attention shall be paid to their work with students, fostering their individual study performance and creativity, and their participation in professional and research activities.

(2) Academic staff, teachers and associates shall in their activities and behaviour respect ethical principles, principles of scientific truth and criticism, and shall protect the reputation of the University and the Faculty.

(3) The Senate shall pass the Code of Ethics of the University Teachers by which ethical behaviour of academic staff, teachers and associates shall be stipulated.

X.1. Researchers (Academic staff)

Article 79

Researchers are people who are appointed to appropriate research titles (academic ranks) and registered in the Register of Researchers in accordance with the Act.

X.1.1. Academic titles

Article 80

1. Academic titles are: research associate, senior research associate, research advisor, and tenured research advisor.
2. Academic titles are acquired by procedure and under conditions stipulated by the Act and other provisions pursuant to the Act.

X.2. Teachers and associates

Article 81

(1) Research-teaching titles are:

- assistant professor (*doc. dr.sc.*),
- associate professor (*izv. prof. dr. sc.*)
- full professor (*prof. dr.sc.*) and
- *professor with tenure (prof. dr. sc.)*.

Abbreviations of academic titles and positions shall be written before names and surnames of the person appointed to specific rank and job position.

(2) Research-teaching titles in their research component shall be related to academic ranks as follows:

- Assistant professor is related to research associate,
- Associate professor is related to senior research associate,
- Full professor is related to research advisor,
- Full professor with tenure is related to research advisor with tenure.

(3) Teaching titles are lecturer (*pred.*) and senior lecturer (*v. pred.*). Abbreviations of teaching titles and positions shall be written behind names and surnames of the person appointed to specific teaching position.

(4) Associate titles are assistant and postdoctoral research assistant.

X.3. Titles at the Faculty and the corresponding job positions

Article 82

- (1) The procedures of appointment to research-teaching and associate titles shall be conducted at the Faculty in accordance with the Act and the Statute.
- (2) Apart from the appointment regulated under paragraph 1 of this Article, the Faculty is entitled to conduct appointment to teaching ranks and the corresponding teaching job positions if the appointment refers to the course the performance of which does not require academic (research) approach and which is delivered within the university studies (Physical and Health Culture, Foreign Languages, etc.). Requirements for appointment to teaching titles, procedure of appointment to titles and corresponding teaching positions, as well as entry into employment contracts shall be stipulated by Articles 98, 101, and 102 of the Act.
- (3) At the Faculty, teachers are appointed to titles specified in paragraphs 1 and 2 of this Article and to corresponding job positions on the basis of public call for applications. Upon the completion of the application procedure the Faculty shall sign an employment contract with the elected applicant.
- (4) Calls for appointment to job positions can be announced only if the job position is planned by the Ordinance on Organisation of Job Positions of the Faculty and if the consent by the Senate is obtained. Such job positions are financed by the University budget. Exceptionally, the Faculty may announce calls for job positions other than job positions determined by the previous provision of this Article, if the financial means required for that purpose are provided by the Faculty.

Article 83

- (1) A person may be appointed into appropriate research-teaching or associate title without signing an employment contract, if he/she fulfils requirements for appointment to specific title and participates or shall participate in the part of or in complete teaching process within specific course (i.e. *nominal title*) at the Faculty.
- (2) Persons mentioned in paragraph 1 of this Article shall be appointed into nominal titles in accordance with conditions determined by the Act and this Statute, without an obligation of entering into employment contract.

Article 84

The Faculty may assign a delivery of up to one third of the course to experts, without appointing them into academic title (so called *visiting professor*) under the condition that basic part of the course is delivered by persons appointed into academic or teaching titles.

Article 85

- (1) Outstanding foreign professor, an esteemed expert who has acquired his/her academic rank according to Croatian regulations, may be assigned a delivery of teaching within specific courses, with prior consent of the Senate.

(2) Basic condition for assigning the delivery of courses to persons as stipulated in paragraph 1 of this Article is that the respective outstanding foreign professor is an internationally acknowledged scholar or a top-ranked expert.

(3) Criteria for determination of a status of internationally acknowledged scholar or renowned expert shall be determined by professional committee appointed by the Faculty Council.

Article 86

Students of postgraduate university studies may participate in delivery of teaching, such as seminars and exercises at the Integrated Undergraduate and Graduate University Studies, Undergraduate Professional Studies or Undergraduate University Studies, or Graduate University Studies or Specialist Graduate Professional Studies, in accordance with the curriculum and this Statute.

X. 4. Requirements for appointment into research-teaching titles

Article 87

(1) Any person may be appointed into research-teaching title if having been registered in the Register of Researchers within appropriate field, or if fulfilling requirements for acquiring specific academic title as well as requirements referring to his/her teaching and professional activities determined by the Rectors' Conference, and if possessing required psycho-physical characteristics.

(2) Required psycho-physical characteristics and other conditions as well as the assessment mode of requirements set by the Rectors' Conference for appointment into academic titles are specified by special ordinance adopted by the Senate.

(3) Candidates may be elected to research-teaching titles if they fulfil following requirements for appointment into appropriate academic rank:

- to assistant professor: research associate, senior research associate or research advisor,
- to associate professor: senior research associate or research advisor
- to full professor: research advisor, and
- to tenure professor: research advisor with tenure.

(4) Appointment to a research-teaching title of full professor shall be confirmed by the Senate.

X. 5. Procedure for appointment to research-teaching titles and the corresponding job positions and to nominal titles

Article 88

- (1) The procedure for appointment to research-teaching titles and the corresponding job positions shall be carried out by the Faculty in conformity with the Act and the Statute, based on public invitation for applications published in the "Official Gazette", daily press, the official web-page of the University and the Faculty, and the official web-page of the European Research Area. Invitation for Applications (tender) must be open at least thirty (30) days.
- (2) The procedure for appointment to research-teaching titles is instituted either at the request of the applicant or the Faculty; the decision on instituting the procedure is made by the Faculty Council pursuant to special ordinance adopted by the Senate.
- (3) The applicant who has been appointed to the research-teaching title of assistant professor may be appointed to research-teaching job position of assistant professor.
- (4) The applicant who has been appointed to the research-teaching title of associate professor and has been employed for at least five years in research-teaching position of assistant professor or academic rank of research associate may be appointed to research-teaching job position of associate professor.
- (5) The applicant who has been appointed to the research-teaching title of full professor and has been employed for at least five years in research-teaching position of associate professor or academic rank of senior research associate may be appointed to research-teaching job position of full professor.
- (6) The applicant who has been appointed to the research-teaching title of full professor with tenure and has been employed for at least five years in research-teaching position of full professor or academic rank of research advisor may be appointed to research-teaching job position of tenure professor.
- (7) If it is stated with great certainty that the employee meets requirements for appointment to a higher research-teaching job position than the one which he/she is being appointed to, by a special decision of the Faculty Council and with consent of the respective employee a call for application regulated under paragraphs 4 and 5 of this Article may be announced prior to time limits determined by those paragraphs, but not until three years from his/her previous appointment to a job position with lower research-teaching title have expired.
- (8) Procedure of appointment into research-teaching titles and corresponding job positions and into nominal titles at the Faculty shall be specified by special Ordinance adopted by the Senate.

Article 89

- (1) The procedure for appointment to academic, teaching, and associate titles and the corresponding positions, as well as to nominal positions, shall be instituted by the decision of the Faculty Council.

- (2) The procedure for acquisition of academic titles may also be instituted at the request of a person who believes to have fulfilled conditions for appointment to a specific academic title.
- (3) If the Faculty is authorized to conduct a part of the procedure of appointment to academic title, it shall be conducted by the Faculty Council.
- (4) If the Faculty is not authorized to conduct a part of the procedure of appointment to academic title, it shall be conducted by the authorized Faculty.
- (5) If for any of applicants the procedure of appointment to an academic title is to be carried out by the Faculty, the Faculty Council shall, within 30 days upon the expiry of the period for application, appoint Professional Committee consisting of odd number of members. The Professional Committee may comprise maximum two thirds of all teaching staff of the Faculty. Members of the Professional Committee must be in the same or the higher academic rank in relation to the one applied for.
- (6) Upon the receipt of the report and recommendation of the Professional Committee, the Faculty Council shall refer its opinion and recommendation for the appointment to academic title to the Scientific Field Committee within the period of 30 days.
- (7) Upon the decision of the Scientific Field Committee, the Committee for Assessment of the Fulfilment of Requirements for Appointment to Titles shall refer to the Faculty Council its report by which it shall be determined whether applicants meet the necessary requirements for appointment to academic title and research-teaching job position and the Conditions of the Rectors' Conference, as well as which applicant or applicants are recommended for appointment to academic title and the corresponding job position.
- (8) In the case that is not necessary to conduct the procedure of appointment to research title for any of the applicants because they are registered in the Register of Researchers, the Committee for Assessment of the Fulfilment of Requirements of the Rectors' Conference shall refer its report to the Faculty Council with the recommendation for appointment to the respective academic title and corresponding position.
- (9) All applicants in the procedure of appointment to academic title and corresponding job position shall be informed about results of the selection within 15 days from the day the decision has been made by the Faculty Council.

X. 6. Associate titles and corresponding job positions at the Faculty

Article 90

- (1) Associate titles and corresponding job positions at the Faculty are research assistant and postdoctoral research assistant.
- (2) Teaching assistants and postdoctoral teaching staff are chosen among the highly successful students.

(3) Research assistant and postdoctoral research assistant shall participate in performing part of the teaching process, examinations, of research and professional activities pursuant to the Ordinance on Organisation of Job Positions of the Faculty.

(4) Any person who graduated from Graduated University Study Programme may be appointed by the Faculty Council to the position of the research assistant and may sign a fixed-term employment contract with the Faculty for the period of 5 years for associate job position of research assistant. Upon signing the employment contract, the associates in the associate title of research assistants shall be assigned the mentor.

(5) Research assistant is obliged to enrol into and to attend regularly a postgraduate university study programme.

(6) Associates shall be appointed pursuant to this Statute and under conditions stipulated by the Act and by special Ordinance adopted by the Senate.

X.7. Evaluation of work performance of research assistants, postdoctoral research assistants and mentors

Article 91

(1) The work performance of research assistants shall be evaluated every year by the Faculty Council. Evaluation is based on written report submitted by the mentor, in which the assistant's teaching and research work as well as his/her performance in postgraduate university studies shall be evaluated.

(2) At least once in two years the postdoctoral research assistant shall submit to the Faculty Council the report on his/her performed activities, based on which his/her achievements in the research and in teaching work performance shall be evaluated.

(3) If work performance of the assistant or postdoctoral research assistant has been negatively evaluated by the Faculty Council for the second time, the procedure of termination of the employment contract shall be instituted (regular dismissal on the grounds of official misconduct). Content, criteria and the procedure of adoption of the report under paragraphs 1 and 2 of this Article shall be regulated by special Ordinance adopted by the Senate.

(4) At least once in two years the Faculty shall evaluate the work performance of mentors and research assistants based on the report on their work performance and on the assistant's report and evaluation of the mentorship of his/her respective mentor. The mentor who has been evaluated negatively twice shall not be appointed to mentor any more.

(5) Procedure and criteria of evaluation and appointment of the mentor shall be determined by special Ordinance adopted by the Senate.

X.8. Employment contract for research-teaching job positions

Article 92

- (1) The Faculty shall enter into an open-ended employment contract with persons appointed to the research-teaching job positions, with the obligation to repeat the appointment procedure or the advancement procedure in five-year time.
- (2) In the procedure of re-appointment of persons in research-teaching job positions, with the exception of full professors with tenure, the Expert Committee of the Faculty shall submit every five years a report on the employee's work performance to the Faculty Council pursuant to special Ordinance adopted by the Senate. The Expert Committee shall consist of three members in the same or the higher academic rank and the corresponding job position than the one applied for in the re-appointment procedure. At least one of the Committee members cannot be the employee of the Faculty.
- (3) Form of the report and minimum conditions for performance of work obligations on which the report under paragraph 2 of this Article is submitted for, the respective research-teaching job position shall be specified by National Council for Science, Higher Education and Technological Development. The procedure of decision-making on acceptance of the report shall be regulated by special Ordinance adopted by the Senate.
- (4) If the Faculty Council does not accept the report on work performance of the employee pursuant to paragraph 3 of this Article, or adopts a negative report, the procedure of re-appointment shall be repeated in accordance with paragraphs 2 and 3 of this Article upon expiry of the period of two years after the respective decision has been made.
- (5) If the Faculty Council does not accept the report by the employee as stipulated in paragraph 4 of this Article, the Dean shall initiate the procedure of regular termination of the employment contract (regular dismissal on the grounds of official misconduct) pursuant to general provisions on labour relations and the ordinance adopted by the Senate.
- (6) The obligation of submitting report stipulated by this Article shall cease after the employee has been appointed to the academic title and the research-teaching job position of full professor in permanent position.
- (7) Employment contract of the employee in academic rank and the research-teaching position at the Faculty who has reached the age of 65 shall terminate upon expiry of that academic year for the purpose of retirement.
- (8) Regardless of the provision under paragraph 7 of this Article, if at the Faculty the continuation of the employee's work in specific research-teaching position is further needed, the Faculty may sign with the employee meeting the criteria of professional excellence a fixed-term employment contract for the period of two years, including the possibility to extend the duration of the contract in two-years mandates. Criteria of excellence of the employees to be selected for signing the employment contract after having reached 65 years of age shall be determined by the National Council for Science, Higher Education and Technological Development. The Senate is entitled to determine additional criteria of excellence by special Ordinance.
- (9) Pursuant to the report by Expert Committee of the empowered educational organisation under the Article 34 of the Act, consisting of three members in

the same or higher academic rank than the applicant, whereby at least one of the members is not the employee of the Faculty, the decision on applicant's fulfilment of academic excellence criteria pursuant to paragraph 8 of this Article shall be made by the corresponding Scientific Field Committee. For the applicant employed at the research-teaching job position at the Faculty, the Professional Committee of the Faculty shall submit a report on fulfilment of the teaching excellence criteria by the applicant, which shall be confirmed by the Committee appointed by the National Council for Science, Higher Education and Technological Development.

- (10) When financial means for salaries of the employees under paragraph 8 of this Article are provided from within earmarked funds or funds of professional projects or from own funds of the Faculty, the Faculty may prolong the employment contract with the employee regardless of limits specified by paragraph 8 of this Article. In that procedure, the employee's particular research contribution and his/her success in teaching performance and in education of junior researchers and teachers shall be considered.
- (11) The teacher older than 65, whose employment contract has terminated on the grounds of retirement, may enter into a fixed-term employment contract with any other higher education institution under conditions stipulated in paragraphs 8, 9 or 10 of this Article, if no other appropriate candidate has applied to the job position invited for by the respective higher education institution.

Article 93

- (1) Deadlines for appointment or re-appointment into academic and research-teaching titles and job positions shall have dormant status during employee's public service mandate but not longer than four years, and shall not be calculated into appointment period, except at the employee's own request not to have a dormant status.
- (2) A university professor or teacher in academic rank may, during the public service he/she has been appointed or elected to (e.g. professor or researcher who has been elected a Member of Croatian Parliament; an official appointed to specific office by the Parliament, President of the Republic, Government of the Republic, Constitutional Court, Head of the County, Mayor, etc.), or for the purpose of which he/she has entered into an adequate labour agreement, deliver courses and perform research activities at the Faculty by signing a corresponding contract with the Faculty. The university professor or teacher in academic rank, who performs public service, shall pursuant to the contract signed with the Faculty be entitled to return to the job position he/she had been employed in prior to the respective public service or other public position.

X. 9. Sabbatical (Free Study Year)

Article 94

- (1) Teachers of the Faculty shall have right to a free study year (sabbatical) after having been employed for six years at the Faculty (in the research-teaching rank) for the purpose of professional training or preparing a research paper. Teachers in

academic ranks of assistant professors, associate professors, full professors and full professors with tenure shall have the right to free study year.

(2) Free study year shall be approved by the Dean.

(3) The Dean shall approve the use of free study year under the condition that teaching process in the courses taught by the respective teacher is provided for during the free study year.

X. 10. Disciplinary liability

Article 96

(1) Disciplinary measures shall be taken against teachers and associates for violation of their work and other obligations concerning work activities, as well as for severe infringement of reputation of the University and the Faculty.

(2) Disciplinary measures can be taken only for those actions which have been specified as wrongs by general legal act of the University and/or the Faculty at the time of commitment thereof.

(3) Disciplinary offences, disciplinary measures, powers, the composition and procedure of appointment of Disciplinary Tribunal for Teachers and Associates, as well as disciplinary proceedings shall be regulated by Ordinance on Disciplinary Liability of Teachers and Associates adopted by the Senate.

XI. QUALITY ASSURANCE IN HIGHER EDUCATION

Article 96

(1) Quality assurance and Improvement in higher education shall be performed at the Faculty by the Quality Assurance Office in Higher Education (hereinafter: the Office) as a special organisational unit within the Secretariat.

(2) Organisation and the activity scope of the Office shall be specified by the Ordinance on Organisation and Activities of the Quality Assurance System in Higher Education.

(3) The Office shall act in harmony with the University Centre for Quality Assurance in Higher Education, which shall coordinate its activities.

Article 97

(1) The Office shall perform activities relating to system of quality assurance management of Higher Education System.

(2) Within its other activities, the Office shall: monitor the implementation of the overall curriculum for all study programmes at all education levels at the Faculty, monitor the quality of delivery of courses, conduct research and surveys among students and teachers on delivery of teaching classes, the content of teaching, reference books, introduction of new teaching

approaches and methods, examination, competences, communication with teachers, students' access to information about the study programme, students' influence on the content of curricula, performance of teaching programme, and student workload - ECTS.

(3) The Office shall conduct a systematic analysis of methods of knowledge assessment, examinations, success in study performance, and student mobility within and outside the Faculty and the University.

XII. GENERAL LEGAL ACTS OF THE FACULTY

Article 98

(1) Statute is the basic legal act of the Faculty.

(2) Amendments to the Statute shall be adopted in the same way and procedure as the Statute.

Article 99

(1) General legal acts of the Faculty are adopted by the Faculty Council and the Dean within their powers.

(2) The Faculty Council shall adopt:

- the Statute of the Faculty on proposal of the Dean
- Statute of the Student Union on proposal of the Faculty Student Union
- Rules of Procedure of the Faculty Council
- Ordinance on Activities of the Library
- Ordinance on Publishing Trade
- Ordinance on Distribution of Own Resources
- Ordinance on Organisation and Activities of Quality Assurance System in Higher Education.

The Faculty Council shall adopt other general legal acts to regulate issues concerning teaching process, research and professional activities of the Faculty.

(3) The Dean shall adopt:

- Ordinance on Organisation of Job Positions on the proposal of the Faculty Council and approval of the Senate
- Ordinance on Labour Relations
- Ordinance on the Protection at the Workplace
- Ordinance on Fire Protection
- Ordinance on Archives.

The Dean may also pass other general legal acts within his/her powers.

Article 100

(1) The Dean and the Faculty Council shall adopt general legal acts stipulated by the Article 98 of this Statute within the period of six months from the day of coming into force of this Statute, if not otherwise regulated by the Act.

(2) Until enactment of general legal acts specified in the previous paragraph, the existing general acts shall be implemented, except for the provisions which are contrary to this Statute.

XII. TRANSPARENCY OF WORK ACTIVITIES AND CLASSIFIED INFORMATION

Article 101

(1) The operations of the Faculty are open to the public.

(2) The Faculty is obliged to inform the public accurately and on time about the performance of its operations.

(3) The public shall be informed by public media, by issuing special publications, by information published on the website and notice boards of the Faculty, etc.

(4) The Dean or the person empowered by the Dean may on behalf of the Faculty give official information in public media on operations and the development of the Faculty.

Article 102

(1) Classified information are considered the data the public delivery of which or the passing of which to an unauthorized person could cause negative effects on business interest of the Faculty, its reputation, or interest and reputation of its employees and students.

(2) Following data are considered to be classified information (official secret):

- Official secret discovered to the Faculty by other legal persons
- Data referring to services performed by the Faculty for public bodies if protected by specific degree of secrecy
- Data concerning applications for announced job positions
- Data declared as confidential by the Dean
- Other data proclaimed as confidential by law or other regulations.

- (3) Information representing official secret or classified information may be shared with other persons only by the Dean or the person empowered by him to do so.
- (4) The Faculty shall withhold from giving information in public if such information represent a state, official, military or business secret under special law.
- (5) Data considered as classified business information may be revealed by the Dean or made available by the Dean only to persons who can prove their legal interest in it.

XIV. TRANSITIONAL AND FINAL PROVISIONS

Article 103

- (1) The Dean and Vice-Deans of the Faculty, who were elected pursuant to provisions of legal acts adopted prior to this Statute, shall continue performing their activities until the expiry of the mandate they were elected for.
- (2) Persons specified in the paragraph 1 of this Article may, upon expiry of the mandate which they were elected for according to earlier adopted provisions be nominated again in the election procedure regulated by provisions of the Act and this Statute.

Article 104

- (1) Students who started their studies before academic year 2013/2014 and have advanced in their study programme without repeating academic years shall be entitled to complete their studies according to programmes and conditions that have been in force at the time of their enrolment into the first year of studies.
- (2) Students who on the day of entry into force of the Act, respectively on July 30, 2013, have been enrolled to the Specialist Professional Graduate Study Programme are entitled to complete their studies according to the curriculum and conditions that have been in force before adoption of the Act.

Article 105

- (1) Representatives of teachers and associates elected to the Faculty Council shall continue performing their duties within the Faculty Council until expiry of the term of office they have been elected for.
- (2) Other employees of the Faculty shall elect their representative to the Faculty Council within 60 days from the day of entry into force of this Statute.

Article 106

- (1) Student representatives elected to the Faculty Council shall continue performing their duties in the Faculty Council until expiry of the term of office they have been elected for in accordance with the Act on Student Union and Other Student Organisations.
- (2) Student Union of the Faculty shall elect two more representatives to the Faculty Council within 60 days from the day of entry into force of this Statute.

Article 107

Implementation plans of teaching shall be harmonised with the provisions of the Act and this Statute from the academic year 2014/2015 on.

Article 108

By entry into force of this Statute, the Statute of the Faculty of Law in Osijek of March 17, 2009 shall cease to be valid, as well as the Decision on Amendments to the Statute of the Faculty of Law in Osijek of January 31, 2011.

Article 109

This statute shall come into force on the eight day from the day of its announcing on the notice-board of the Faculty.

Article 110

All gender-specific expressions used in this Statute refer in the same manner both to male and female persons.

The Acting Dean:

PhD. Boris Bakota, Associate Professor

The Statute of the Faculty of Law Osijek has been announced on the notice-board of the Faculty on February 2, 2015 and has come into force on February 9, 2015.

The Secretary:

Ljerka Dumančić, mag. iur.

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