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KATOLIČKO
SVEUČILIŠTE
ZAGREB
UNIVERSITAS
STUDIORUM
CATHOLICA
CROATICA
ZAGRABIA

**REGULATIONS
ON STUDY PROGRAMS AND STUDYING**

Zagreb, September 2014

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Pursuant to Article 72 of the Statute of the Catholic University of Croatia, the Senate of the Catholic University of Croatia, at its 16th session in the academic year 2013/2014, held on 8 September 2014, adopted the following:

REGULATIONS ON STUDY PROGRAMS AND STUDYING

I. GENERAL PROVISIONS

Article 1

The Regulations on Study Programs and Studying (hereinafter: the Regulations) regulate in detail the rules and forms of study, the organization and conduct of study programs, teaching in the undergraduate and graduate university study programs, life-long learning programs, and professional training conducted by the Catholic University of Croatia, and monitoring the quality of the study programs.

The Study Credit Point System - ECTS

Article 2

The European Credit Transfer and Accumulation System (abbreviated as ECTS, this abbreviation will be used in the text hereinafter) is the European system for transfer and collection of credit points, established in the Republic of Croatia as the method for establishing transparency in study programs, as an incentive for employment, student and teaching staff mobility and recognition of academic status between European universities.

II. STUDY PROGRAMS

Article 3

Higher education at the University is provided in study program courses.

University study programs train students to perform work in science and higher education, in the business world, the public sector and society in general, and for development and application of scientific and professional achievements.

University study programs are aligned with the European education system, based on the positive experience of other higher education systems.

Article 4

University study programs at the University are provided within the University departments.

University study programs are organized on the basis of study program courses, adopted by the Senate with the approval of the competent bodies.

Teaching staff from the Theology Department also take part in teaching at the University, in line with the study programs and the University regulations.

Type and Levels of Study Programs

Article 5

Education at the University is provided on the following levels:

- under-graduate university study programs;
- graduate university study programs;

Each level of study program ends with the attainment of a specific title or degree.

Each level of study program referred to in paragraph 1 of this Article must be aligned with the European Credit Transfer and Accumulation System (ECTS credit points), according to which over a year of study with a full time teaching load as a rule at least 60 ECTS credit points are acquired.

Under-graduate University Study Programs

Article 6

Through the under-graduate university study programs, which as a rule last 3 (three) to 4 (four) years, 180 to 240 ECTS credit points are acquired.

With the completion of the under-graduate university study program, the academic title of Bachelor is acquired, with an indication of the subject area, pursuant to a separate act.

This academic title, that is, its abbreviation, is written after the name and surname of the holder of the title.

Graduate University Study Programs

Article 7

Through the graduate university study programs, which as a rule last 1 (one) to 2 (two) years, 60 to 120 ECTS credit points are acquired.

The total number of credit points acquired in under-graduate and graduate university study programs amounts to no less than 300 ECTS credit points.

With the completion of the graduate university study program, the academic title of Master in the specific field is acquired, pursuant to a separate act.

This academic title, that is its abbreviation, is written after the name and surname of the holder of the title.

Life-long Learning Programs and Professional Training

Article 8

With the concept of life-long learning in mind, the University conducts life-long learning programs and professional training, which are part of an internal system for assuring and improving quality, and are subject in the appropriate manner to external procedures for assuring and improving quality. These programs are not deemed to be study programs within the meaning of the Act on Scientific Activities and Higher Education, the Statute and these Regulations.

Upon completion of a life-long learning program or professional training, the University issues the student a special certificate.

Professional training, within the concept of life-long learning, is conducted pursuant to the Adult Education Act.

Formal education is conducted through the university study programs pursuant to the Act, the Statute and these Regulations, and informal education of adults is provided through organized learning processes aimed at training adults for work, for a variety of social activities and for their personal development.

Informal learning for adults consists of activities where adults accept certain standpoints and positive values and skills and knowledge from everyday experience, and various other influences and sources in their environment.

Self-guided learning for adults consists of activities where an adult independently establishes control over the learning process and responsibility for the results of that learning.

Article 9

The University provides a Teacher Training Program.

Enrolment, study methods and completion of the Teacher Training Program are regulated by the Regulations on Possibilities and Models, Enrolment, Study Methods, Training and Certification of the Teacher Training Program and these Regulations.

For students who complete the Teacher Training Program during their under-graduate and graduate university study programs, information is added in an appendix to their diploma, alongside the information on attainment of their qualification, regarding their attainment of competence to work in an educational or training college.

The appendix to the certificate contains the outcome of the study, the teaching subjects and grades for all the subjects which constitute the teaching training program.

Study Programs

Article 10

Courses of study are organized according to study programs.

The study programs run by the University are adopted by the Senate in line with the current regulations and with the approval of the competent bodies.

When establishing a study program, the University is obliged to take care that the study program is:

- on the level of the latest scientific or artistic insights and the skills founded on them;
- aligned with the national priorities and needs of the professional sector;
- comparable with programs in European Union countries.

Article 11

A study program is adopted in line with the Statute and other general acts of the University, and contains:

- the academic title or degree to be attained by completion of the study program;
- the academic requirements for enrolment in the study program at the beginning of the program, the requirements for enrolment of students in the next semester, or the next year of the study program, and the requirements for registration of study requirements;

- the planned outcome of studying, which is achieved by meeting the individual study requirements, completing the study modules and the entire study program, and the planned number of hours for each study requirement which ensures attainment of the planned outcome of studies;
- for each study requirement the appropriate number of ECTS credit points awarded on the basis of the average total work load, which a student must invest in order to attain the planned outcome of study as part of those requirements;
- the forms of teaching and how attainment of the study outcome is verified for each study requirement;
- a list of other study programs from which ECTS credit points may be acquired;
- the manner in which the study is to be completed;
- provisions about whether and under what conditions students who have interrupted their studies or who have lost the right to study may continue their studies.

The Teaching Plan

Article 12

Study programs are run according to the syllabus adopted by the Senate, upon a motion by the professional council of the department.

The syllabus consists of:

- a list of the compulsory and elective subjects in the under-graduate and graduate university study programs with the number of hours and ECTS credit points;
- a detailed syllabus for each individual subject

The syllabus establishes:

1. the teaching staff and associates who will teach the course according to the study program
2. the location of classes
3. the beginning and end of classes and the timetable
4. the forms of classes (lectures, seminars, practical work, consultations, tests, *e-learning*, etc.)
5. the status of the subject (compulsory or elective),
6. the manner in which examinations are taken,
7. dates of examination periods,
8. a list of the literature needed for the course and examinations
9. the possibility of teaching in a foreign language,
10. other information important for the regular conduct of classes.

The syllabus shall be published on the University web site before the beginning of classes in the academic year, be available to the public, and it is a requirement for the beginning of classes.

The syllabus for regular students is based on a workload of no less than 24 and no more than 48 hours a week. Exceptionally, the student workload may be greater in the case of increased practical or in-field teaching, but for no more than two consecutive weeks in a semester.

If extraordinary students enrol in the study program, the syllabus shall define the organization and manner of conduct of classes for extraordinary students.

The study program may also be organized through a remote learning system, pursuant to the Act on Scientific Activities and Higher Education.

Amendments and supplements to the syllabus may be published during the academic year, if justified reasons exist for changes to the syllabus. Changes to the syllabus shall also be published on the University's web site.

III. STUDENTS

Enrolment in Study Programs

Article 13

Enrolment in study programs is conducted on the basis of a public call for applications. A decision on the requirements for enrolment and advertising the call for applications according to the study program and a motion by the professional council of the department shall be rendered by the Senate no less than six months before the beginning of classes.

The call for applications for each study program shall contain the following information: the number of places available (the capacity of the study program), the requirements for enrolment, the manner in which the admissions procedure is to be conducted, the cost of the enrolment procedure, the cost of enrolment, the documents that must be submitted and the deadlines for registration of applications and enrolment.

Article 14

Persons who have completed a four-year high school program may enrol in an under-graduate study program, pursuant to the requirements from the public call for applications published by the University. A decision on the requirements for enrolment and advertising the call for applications according to the study program and a motion by the professional council of the department shall be rendered by the Senate.

Persons who have completed the appropriate under-graduate or integrated graduate and graduate study program may enrol in graduate study programs, pursuant to the requirements from the public call for applications published by the University. A decision on the requirements for enrolment and advertising the call for applications according to the study program and a motion by the professional council of the department shall be rendered by the Senate.

Persons who have completed professional studies may enrol in graduate university study programs under additional requirements, as established by the professional council of the department and the Senate.

Article 15

The registration procedure for enrolment in under-graduate study programs, the creation of a rank order list and confirmation of the intent to enrol in the study program take place through the National Information System for Registration at Colleges of Higher Education, and the admissions procedure is conducted by the University according to the requirements for applications.

The registration procedure for enrolment in graduate university study programs, the admissions procedure and creation of rank order lists is undertaken by the University.

By a Decision on the requirements for registration and publication of the call for applications, the Senate also appoints a commission for enrolment, which conducts the enrolment procedure and additional verification of knowledge and skills (the admission procedure).

The results of the admissions procedure are published on the University notice board and web site.

An applicant may lodge an appeal against the results of the admissions procedure to the commission for enrolment within 24 hours of publication of the results of the admissions procedure.

Article 16

Applicants have the right to enrol who meet the requirements established in the call for applications, according to the number of points acquired in the admissions procedure, their position in the rank order list, and additional established requirements.

An applicant who has acquired the right to enrol but fails to enrol within the deadline defined in the call for applications, shall lose the right to enrol.

Student Status

Article 17

Student status is acquired by enrolment in one of the study programs of the University or a program of life-long learning, and students prove their status by their Student Record Book (*Indeks*) or another prescribed document.

Acquiring Student Status by Transfer

Article 18

A student may be approved transfer:

- from one department of the University to another;
- from another university to the University;
- from another college of higher education to the University;
- from another university or college of higher education in another country to the University.

An application for approval of transfer, with the enclosed documentation (certificate of regular student status, a copy of the study program, a list of grades, a copy of the student record book, additional relevant documentation) shall be submitted by the student through the Student Service of the University between 1 September and 15 September of the academic year in which he/she is enrolled.

Student transfers are approved by a decision of the Vice-Rector for Academic Affairs on the basis of the opinion of the head of department and a report by the University ECTS coordinator.

The department ECTS coordinator may:

- request additional documentation necessary for recognition of completion of obligations equal to those required by the study program in which he/she wishes to enrol;
- propose additional requirements which the student must meet for continuation of studies, according to the study program in which he/she wishes to enrol.

Student Record Book

Article 19

The student record book (*indeks*) is issued and certified by the University.

The student is given the student record book upon enrolment at the University, or after approval of continuation of studies at the University.

The student record book contains: general information, information on the student, information on the study program, the titles of subjects according to the study program and the syllabus. The person responsible for a subject certifies by his/her signature that the student has fulfilled their obligations, and writes in the final grade for that subject.

If the student record book is lost or damaged, the student must request the issue of a new record book, and the decision to issue a duplicate record book is rendered by the University secretary. The cost of issuing a duplicate record book due to damage or loss shall be borne by the student. If the record book is lost, a duplicate shall be issued, and if it is damaged, a copy is issued.

If the record book is lost, the application shall include:

- a certificate on the public announcement of the loss of the record book in the Official Gazette, showing that the record book has been declared invalid;
- a receipt showing payment of the cost of issuing a duplicate.

If the record book is damaged, the application shall include:

- the damaged record book;
- a receipt showing payment of the cost of issuing a copy.

Regular and Extraordinary Students

Article 20

Students may be regular or extraordinary.

Regular students are those who study according to the program founded on a full teaching timetable (full time).

The costs of regular studies is partially subsidised from the State Budget, but regular students may participate in the costs of the studies pursuant to a decision by the University.

Students have regular student status during the prescribed duration of the study program, but no longer than a period one third longer than the prescribed duration of studies, that is until the end of the academic year in which that period expires. The duration of the studies shall not include time when the student's studies are frozen.

A student who fails to attain the requirements pursuant to paragraph 4 of this Article for completion of the study program in which he/she is enrolled may attain the requirements for completion of the study program according to the program in which they enrolled, no later than three academic years from the loss of regular student status.

Regular students, as a rule, study on one university study program, but an exceptionally successful student may, with the approval of the Senate, be a regular student on one other university study program at the same time.

Article 21

Extraordinary students are those who attend an education program whilst working or doing other activities, which require an especially adjusted timetable and manner of study, according to the syllabus of classes.

The cost of extraordinary studies shall be borne by the students themselves or they shall participate in the cost of the study program, pursuant to the decision by the University on the level of fees for extraordinary students for the current academic year.

Article 22

Students in a life-long learning or professional training program shall complete the program in which they are enrolled according to the requirements of the syllabus, and they shall bear the cost of the program themselves in full.

The Rights and Obligations of Students

Article 23

Alongside the rights prescribed by other regulations, students of the University also have the right to:

- A good quality course and educational process as prescribed by the study program;
- attendance of lectures, exercises, seminars and other forms of classes;
- participation in professional and scientific work;
- consultations and mentor work;
- a head of year;
- freedom of thought and expression of opinions during classes and other activities at the University;
- completion of studies in a shorter time period;
- free use of the library in line with the Regulations on the requirements and manner of using the library and other sources of information;
- enrolment in other subjects from other programs, pursuant to the Statute and the University regulations founded on it;
- expression of an opinion on the quality (evaluation) of the classes and teaching staff;
- participation in decision-making pursuant to the Statute;
- complain in the case of a breach of any of the rights prescribed by the Act or the general acts of the University;
- participate in the work of student organizations;
- the appropriate psychological and health care support in student polyclinics or other appropriate health care colleges;
- other rights as prescribed by the Statute and the general acts of the University.

Alongside the obligations or duties prescribed by other regulations, students of the University also have the following obligations:

- to respect the organization of the study program;
- to meet their course and other obligations at the University regularly;
- to attend classes and other activities in the study course conscientiously, diligently and with dedication;
- to guard the reputation and dignity of the University, promoting or at least respecting its Catholic identity;
- to behave appropriately towards members of the University community and guests of the University;
- to respect the provisions of the University acts.

Students are obliged to use the e-mail address given to them for communications with teaching staff and the student service, and all notices sent to that address shall be deemed to have been delivered.

Students shall register in the Loomen system and all notifications and materials related to classes in individual subjects in the Loomen system shall be deemed delivered to the student.

Continuation of Studies

Article 24

A student who has regular student status but his/her regular student status has lapsed due to the interruption of studies, may continue the study program by filing an application for approval of continuation of interrupted studies by 15 September of the current academic year, through the Student Service, to the vice-rector for academic affairs and the head of department, if no more than three years have passed from the latest registration for the study year to the application for approval of continuation of interrupted studies.

The decision to approve the continuation of interrupted studies shall be rendered by the vice-rector for academic affairs on the basis of a motion by the head of department. In the decision the recognized examinations and the ECTS credit points acquired during the studies shall be listed, along with the make-up and additional examinations required pursuant to the current study program on which the student wishes to continue his/her studies.

Student Disciplinary Responsibility

Article 25

Students have the obligation to respect the organization of the study program and the general acts of the University and other obligations established by the University's acts.

Students shall be subject to disciplinary responsibility for failure to meet their obligations and for breaches of duty, pursuant to the Regulations on Disciplinary Responsibility.

Freezing Student Obligations

Article 26

A student's obligations shall be frozen:

- during voluntary military service;
- during pregnancy and up to end of the first year of the baby's life;
- during illness causing absence of more than 60 days;
- in other justified cases, established by a decision of the Senate.

A decision to freeze a student's obligations shall be rendered by the vice-rector for academic affairs on the basis of a written request and accompanying documentation, which the student shall file through the Student Service to the vice-rector for academic affairs.

The freezing of student obligations is recorded on the last page of the student record book, the student's personal file and other appropriate registers and records.

Special Student Status (top sportsmen and women, recognized artists, guest students, particularly successful students)

Article 27

Regular students who have the status of top sportsman or woman, or as a recognized artist, may be granted special conditions for completion of the study program for which they have enrolled by the vice-rector for academic affairs upon a motion by the professional council of the department.

Article 28

A guest student is a regular or extraordinary student of another university or college of higher education in the Republic of Croatia or another country, who on the basis of a special agreement on recognition of ECTS credit points with another university or college of higher

education enrolls for part of the study programs at the University for which classes are organized and conducted.

Guest student status shall last for at least one semester and no longer than one academic year.

The rights of guest students, the manner in which the costs of the study are provided and other matters related to guest student status are regulated pursuant to the provisions of these Regulations and the agreement.

Article 29

An especially successful student is deemed to be a student who has passed all examinations during his/her studies with the lowest average grade of 4.5 and who has never repeated a year.

An especially successful student may be approved enrolment in a subject from a higher year of study. Such students shall be appointed a mentor in a scientific and teaching position. The professional council of the department shall decide on the appointment of a mentor.

Demonstrator

Article 30

A demonstrator is a student in a specific university department of the University who is appointed in a specific subject in order to:

- assist teachers and their associates in preparing and conducting classes and other activities and work related to classes;
- assist students to master more easily the subject matter, activities and obligations in individual subjects.

Article 31

A student who meets the following requirements may be appointed a demonstrator in a specific subject:

- they have the status of regular student at the University;
- they regularly enrol in years without repeating;
- from the exams they have passed during their studies their average grade is no less than 4.0.
- they passed the subject for which they are demonstrators with a grade no less than very good (4).
- they show an interest in and motivation for the subject for which they are a demonstrator.

Article 32

A decision on appointment of demonstrators is rendered by the head of department upon a motion by the subject teacher and with the consent of the department's professional council.

Article 33

Appointment of demonstrators is undertaken at the beginning of the semester in which that subject is being taught and lasts for that semester in the academic year.

A demonstrator may be appointed as an exception for two semesters in the academic year, if it is a two-semester course.

Article 34

A demonstrator may as a rule be appointed for compulsory subjects according to the study program and the syllabus of the university study course, and as an exception may be appointed for elective subjects on the basis of a written request by the subject teacher.

Article 35

The possible number of demonstrators in individual subjects is established by the department's professional council, depending on the status of the subject (compulsory/elective), the number of hours of the subject, the forms of teaching used, the number of associates working in the subject and the number of students taking that subject.

Article 36

The obligations of demonstrators last for the duration of the course and one examination period in the semester in which that subject is taught, pursuant to the University's calendar and the lecture timetable.

Article 38

The subject teacher is responsible for the work of the demonstrator.

Article 39

A demonstrator may not be included in grading the work of students or conducting final examinations in that subject, and may not take a class in place of the teacher or associate in that subject.

Article 40

A demonstrator may receive an award for his/her work. A decision on the award is rendered by the rector upon a motion by the head of department.

The Termination of Student Status

Article 41

A student has the right to leave the course.

A note on this fact is to be made on the back of their high school diploma certificate and in their student record book.

Article 42

Students lose their student status:

- when they complete their studies;
- by de-registering from the University;
- by exclusion from the study program according to the procedure and under the conditions established by the Statute or another act of the University;
- by failing to complete the course within the time limit established by these Regulations;
- by failing to meet the requirements for repeating a year established by the Statute or these Regulations;
- pursuant to other reasons prescribed by regulations.

Student Records

Article 43

Data on students important for the study course are recorded in the appropriate University records.

The University shall keep:

- records on applicants registered in the enrolment procedure for study programs and life-long learning and professional training, which also include the results of the procedure;
- records of students in study programs and life-long learning programs, and those who attend professional training;
- the students' personal files and the personal files of those attending professional training;
- records of examinations and other student obligations;
- records of documents issued on completion of studies and academic titles attained.

All records are kept as documents with permanent value.

IV. THE CONDUCT OF CLASSES

The Academic Year and Semesters

Article 44

The academic year begins on 1 October of the current year and ends on 30 September of the following calendar year.

Classes are organized in semesters or in some other manner established by a separate decision of the Senate for each academic year.

Classes may begin before the beginning of the academic year referred to in paragraph 1 of this Article, if it is so prescribed in the syllabus for that academic year, but not before 1 September.

The academic year as a rule has 44 working weeks, of which 30 are teaching weeks, as a rule.

Active classes for extraordinary students may amount to no less than one third of the total hours prescribed for regular students, and the lower workload of active classes is compensated for by a greater load of other obligations.

Active classes for students on the life-long learning program and professional training may be provided according to an adjusted syllabus which makes it possible to attain the necessary number of ECTS credit points. The lower class workload is compensated for by a greater load of other obligations.

The Academic Calendar

Article 45

The academic calendar for the following academic year is adopted by the University no later than by the 31 May of the current academic year, and is published on the notice board and the University web site.

The timetable of classes according to location and time on working days shall be published before the beginning of classes on the notice board and the University web site.

Records of Classes Held

Article 46

Records of classes held are kept in electronic and written form using a special template.

The person responsible for the subject is obliged to send a written report to the head of department at the end of the semester on classes held in that subject.

Forms of Teaching

Article 47

The forms in which a study program is run are: lectures, seminars, exercises, practical classes, in-field classes, consultations, mentor work, management work, professional practice, participation by students in professional and scientific work etc.

Article 48

Classes in study courses and programs at the University are held in the Croatian language and Latin script.

Classes in foreign languages are held in the Croatian language and the foreign language and the appropriate script.

Classes may be held in a world language if holding classes in one of the world languages is established in the study program, or the syllabus.

If holding classes in one of the world languages is not established in the study program or syllabus, it is necessary to obtain the consent of the Senate.

Article 49

Lectures are the basic form of teaching whereby the teacher presents the subject matter from the syllabus.

Alongside the subject matter from the syllabus, the subject of the lecture may also be new scientific and professional knowledge and insights, or an analysis of current questions related to the prescribed subject matter.

Article 50

A seminar is a form of teaching which offers wider and deeper insights to students into the subject matter, in order to cover in more detail items from the syllabus regarding a specific subject, and in order to introduce students to scientific work.

Article 51

Exercises are a form of teaching in which procedures are conducted with specific tasks from a specific teaching subject, depending on the principles of the study program.

Article 52

In-field classes are a form of teaching, as part of the program and syllabus, which are held outside the University premises.

Article 53

Consultations are a form of teaching which enable students, in conversation with teaching staff and associates, to clarify the more complex parts of the subject matter before they sit examinations or begin work on seminar papers or dissertations.

Teachers shall hold consultations for at least 45 minutes a week, pursuant to the syllabus.

V. STUDENT WORKLOAD

The European Credit Transfer and Accumulation System (the ECTS System)

Article 54

The European Credit Transfer and Accumulation System (the ECTS System) includes:

- the precise establishment of the expected outcome of study for each subject;
- establishment of the workload of students for the prescribed activities in the subject, or modules;
- definition of the system for assessing achievement for each defined learning outcome;
- definition of the manner of awarding credit points/grading for individual activities.

The European Credit Transfer and Accumulation System precisely defines the student workload for each subject, measured in units of time. The person responsible for a subject assesses how much time is needed to undertake the activities planned for each subject unit. ECTS credit points are a measurement of a student's workload in order to achieve the desired results. Their purpose is to facilitate measurement of the workload in relation to the desired results and improve student mobility.

Article 55

The value of one ECTS point is 25-30 student working hours. This includes classes and independent work by students.

One teaching hour lasts 45 minutes, and one hour of the student's workload is 60 minutes.

VI. ACQUIRING ECTS CREDIT POINTS

Article 56

As a rule students may acquire ECTS credit points for all the subjects in which they enrol - compulsory and elective, for teaching activities established in the study program, and for other activities which are not planned in the study program.

ECTS credit points for a specific subject shall be deemed to have been attained after the student has passed the final examination in that subject, or met other requirements according to the study program and the syllabus.

Grading Students within the ECTS System

Article 57

The work and success of students are evaluated and graded as a rule during classes and by the final examination in the subject, using the European Credit Transfer and Accumulation System (ECTS) and the national numerical grading system.

Article 58

The knowledge acquired by students is also verified during classes, and the final grade is established by the final examination in the subject.

Grades for the subject shall include:

- class activities (continual verification of knowledge, mid-terms, seminars and other activities established by the syllabus) which account for 70% of the grade;
- the final examination in the subject which accounts for 30% of the grade.

If according to the study program and syllabus the subject is only taught through seminars and/or exercises, the final grade in that subject may be established on the basis of continuous assessment, or exclusively by evaluation of class activities, without the obligation to take a final examination.

The student's final grade is expressed by the (national) numerical student grade system on the basis of the final achievement and a scale based on points, as follows:

- pass grades:
 - excellent (5) - from 90 to 100% points
 - very good (4) - from 80 to 89.9% points
 - good (3) - from 65 to 79.9% points
 - satisfactory (2) - from 50 to 64.9% points
- fail grades:
 - unsatisfactory (1) - from 0 to 49.9% points

Numerical pass grades are recorded in the student record book, the enrolment form and in the Information System of Senior Colleges (ISSC), along with the date of passing the examination, and the signature of the person responsible for the subject.

The grade "unsatisfactory" (1) denotes a fail and is recorded in the enrolment form and the ISSC system. If the student drops out of the final examination without giving notice, the grade zero (0) is recorded in the ISSC system.

Students' Obligations

Article 59

Students who have not completed the obligations set in the study program and syllabus in a specific subject may not sit the final examination in that subject, or be awarded a final grade in that subject.

Article 60

A teacher shall deny the student his/her signature:

1. if it is established that he/she failed to attend more than 30% of classes, which includes all absences from classes, including those caused by health reasons and various extraordinary circumstances;
2. if they did not attain the minimum level of 35% of the total grade from the subject during the semester;
3. if they did not meet some other requirement prescribed by the study program and syllabus.

A student who is denied a signature for a subject may not sit the final examination in that subject.

In the subjects for which the final grade is based on continuous assessment of classwork, or exclusively on evaluation of class activities, without the obligation of sitting a final examination in that subject, the teacher shall deny the student his/her signature:

1. if they did not attend more than the permitted number of teaching hours according to the syllabus;

2. if they did not attain the minimum level of 50% of the total grade from the subject during the semester;
3. if they did not meet some other requirement prescribed by the study program and syllabus.

Article 61

The maximum number of absences is calculated according to the number of classes held. If several forms of classes are held in the same week within the framework of a single subject, absences shall be calculated for each form of class separately,

The justification of absences by a student from more than the permitted amount of teaching hours may be established at the request of the student, in cooperation with the head of year and the subject teacher, depending on the overall work and achievement of the student.

A request, together with relevant documentation, shall be filed with the head of department through the Student Service, no later than 5 (five) working days from the date of the last date of classes, according to the syllabus.

Article 62

It is not possible to repeat mid-terms, seminars, exercises and other activities and obligations included in the grade for the subject due to unjustified absence.

In the case of justified, exceptional inability to attend a mid-term, seminar, exercise or other activities and obligations referred to in the previous paragraph, the student may submit a request for a repeat of the mid-term, seminar, exercises and other activities and obligations.

The request and the relevant documentation shall be submitted to the head of department through the Student Service, no later than seven (7) working days from the missed mid-term, seminar, exercise and other activities and obligations. The justification of absence shall be established by the head of department in cooperation with the head of year and the subject teacher, depending on the overall work and achievements of the student.

Examination Periods and Conduct of Examinations

Article 63

Examination periods may be regular or extraordinary.

Regular examination periods are: winter, summer and autumn. The examination period lasts for at least 4 (four) weeks, and in each regular examination period teachers must provide at least 3 (three) examination dates with an interval between each of no less than 7 (seven) days.

Extraordinary examination periods are established by the vice-rector for academic affairs following a motion by the head of department.

Students may sit examinations for subjects taught in the winter semester in the winter and autumn examination periods. Students may sit examinations for subjects taught in the summer semester and two-semester subjects in the summer and autumn examination periods.

Article 64

The entire examination must be completed within 3 (three) working days with the registration of the grade in the ISSC system, except in especially justified cases.

Article 65

Oral examinations are public and students have the right, if they are taking an oral examination, to request the examination to be public.

The teacher is obliged to keep written work, or written examination papers, mid-terms, seminars and similar at least until the end of the academic year in which that examination was taken.

Timetable of Final Examinations

Article 66

The calendar of final examinations in a subject is an integral part of the syllabus and shall be published on the University web site.

Students must follow the published timetable and in the cases of changes to the date of the final examination in a subject, and pursuant to these Regulations, they must register for the final examination for that subject on a new date.

Registration for and Cancellation of Final Examinations in a Subject

Article 67

Students shall register to sit the final examination in a subject using a certified registration form, or through the ISSC system.

During the examination period, students must register for the final examination in a subject no later than 48 hours before the examination is held.

Students may sit the final examination for a subject only if they have registered for it correctly.

Article 68

Students may cancel their registration for the final examination in a subject no later than 24 hours before the date set for sitting the final examination in that subject. In this case, it shall be deemed that they did not register for the final examination in that subject.

Students shall cancel their registration to sit the final examination in a subject by withdrawing the registration form, or through the ISSC system.

Students who do not cancel their registration for the final examination in a subject within the time period referred to in paragraph 1 of this Article shall be deemed to have failed the final examination in that subject, whereby they will have used one date for sitting the final examination in that subject.

Final Examinations

Article 69

In the University's under-graduate and graduate study programs, students have the right to sit the final examination in a subject when the person responsible for the subject has certified by his/her signature in their student record book that they have met all the requirements from the study program and the syllabus:

- attendance of no less than 70% of the teaching hours;

- attainment of the minimum level of 35% of the total grade from the subject during classes;
- fulfilment of other requirements prescribed by the syllabus.

The person responsible for the subject shall send a list of students who did not meet all the requirements to the Student Service by the last day of lectures in the current semester, in order to prevent registration for the final examination in the ISSC system for that specific subject.

A student may obtain no more than 30% of their total grade through the final examination in a subject. The examination pass threshold in the final examination in a subject may not be less than 50%.

If students obtain more than 50% of their total grade during activities in class, they must sit the final examination in that subject because it is a requirement for passing that subject.

If according to the study program and syllabus the subject is only taught through seminars and/or exercises, and the final grade in that subject is established on the basis of continuous assessment, or exclusively by evaluation of class activities, the student is not required to sit a final examination in that subject.

Article 70

The form of the final examination in a subject is established by the study program and the syllabus.

The final examination is to be set by the teacher responsible for the subject or an associate in that subject, who has been entrusted with holding classes and examinations from the specific subject by a decision of the Senate.

If the teacher is unable to attend the examination, the department's professional council may entrust the examination to another teacher or a teaching/research assistant (PhD) of the same or similar profession.

The Number of Times a Student may sit the Final Examination in a Subject

Article 71

A student may sit the final examination in the same subject no more than 4 (four) times. The fourth time a student sits the final examination it shall be in front of an examination committee.

A student who does not pass the final examination in that subject even after re-enrolling in that subject, pursuant to paragraph 1 of this Article, shall lose the right to study on the study program for which he/she is enrolled.

The examination committee referred to in paragraph 1 of this Article shall be appointed by the head of department, and it shall consist of 3 (three) members who are permanently employed teachers and/or external associate teachers, whereby the president of the committee may not be the teacher in front of whom the student failed the final examination in that subject. The examination committee shall render a decision on the grade by a majority vote.

The student shall be informed about the time and place where the examination is to be held no later than 3 (three) days before the examination is held.

Examinations before an examination committee are to be held during the final week of the regular examination period.

The Results of the Final Examination

Article 72

The teacher is obliged to inform the student of the results of an oral final examination in the subject immediately after the examination, and the results of a written final examination in the subject no later than within 3 (three) days from the day the written examination is held.

A person who demonstrates a legal interest, shown by a written explanatory note, has the right to examine the examination results.

The teacher shall also award the student a fail grade for the final examination from the subject:

- if the student leaves the room where the written part of the examination is being held;
- if the student withdraws from an oral examination that has already been arranged;
- if after the written part of the examination the student fails to attend the oral part of the examination;
- if the student is removed from the examination because he/she is disturbing other students, behaving inappropriately, or using prohibited aids.

Students are obliged to express their opinion on their grade within 24 hours of publication or notification of the examination results. If they fail to do so, it shall be deemed that they accept the grade awarded.

The teacher shall keep the prescribed records of the students' results in the final examinations in the subject

If the grade written in the student record book and/or book of passed examinations does not correspond to the grade written in the minutes of the examination on the certified registration form, the grade registered in the ISSC system shall apply.

After the end of the examination period, the application forms with the minutes of the examinations shall be kept by the Student Service. The University shall copy a pass grade from the examination minutes into the book of passed examinations, which is kept permanently.

Objections to Grades

Article 73

If a student is not satisfied with his/her grade, he/she may, within 24 hours after receiving the exam results, request a repeat exam before an examination committee, by filing an objection with the head of department.

The examination committee shall be appointed by the head of department within 2 (two) working days from the day the objection is received.

The examination committee shall have 3 (three) members from amongst the permanent staff and/or external associates, in that the president of the committee may not be the teacher who gave the grade with which the student is dissatisfied.

The president of the examination committee shall set the date of the examination which must be held within 5 (five) working days from the day the objection is received.

The examination committee shall decide on the grade by a majority vote.

No objection may be filed against the decision on the grade rendered by the examination committee.

Master's Theses

Article 74

The subject of a master's thesis shall be approved by the department's professional council at the request of the student.

The department's professional council shall establish a list of teachers for registration of master's theses, the choice of subject, registration, the form of assessment, the procedure for defence and the members of the committee for defence of the thesis.

Following a successful defence, the student is required to submit 6 (six) written copies of the thesis, prepared according to the Book of Graphical Standards of the University, and one copy in electronic form on a CD/DVD-ROM, in PDF format, until the document on completion of studies is issued.

Registration of a master's thesis, writing it, defence and the rights and obligations of students, mentors and co-mentors, the committee for assessment and defence, and other matters related to master's theses, shall be regulated by separate regulations.

VII. ADVANCEMENT DURING STUDIES

Article 75

A student shall acquire the right to enrol in the next year of studies if by the time of enrolment he/she has acquired the prescribed number of credit points for enrolment in the next year of study, and passed the examinations in the subjects prescribed by the study program as a requirement for enrolment in the next year of study.

Article 76

Enrolment as a rule is conducted in the Student Service using the student record book and a correctly completed enrolment form, by 30 September of the current academic year.

The dates for enrolment are published on the University notice board and web site.

Enrolment in the next year of study is complete after it has been certified by the signature of the authorized person of the University.

Enrolment in the Next Year of Studies

Article 77

A student may enrol in the 2nd year of undergraduate studies if by the time of enrolment he/she has acquired at least 50 ECTS credit points from the first year and has passed the subjects prescribed in the study program as requirements for enrolment in the 2nd year of studies.

A student may enrol in the 3rd year of undergraduate studies if by the time of enrolment he/she has acquired at least 100 ECTS credit points from the first two years of studies and has

passed the subjects prescribed in the study program as requirements for enrolment in the 3rd year of studies.

A student may enrol in the 2nd year of graduate studies if by the time of enrolment he/she has acquired at least 50 ECTS credit points from the first year of the studies and has passed the subjects prescribed in the study program as requirements for enrolment in the 2nd year of studies.

A student who has met the requirements for enrolment in the next year of studies shall re-enrol in the compulsory subjects in which he/she did not meet all the requirements and did not obtain the signature of the person responsible for the subject, or did not pass the final examination in that subject at the fourth attempt.

A student who has met the requirements for enrolment in the next year of studies may re-enrol for the same elective subjects in which he/she did not meet all the requirements and did not obtain the signature of the person responsible for the subject, or did not pass the final examination in that subject at the fourth attempt, or may enrol for other elective subjects.

If the student is a member of the University library, before enrolment in the next year of studies, he/she must have the following stamp in their student record book: RETURNED TO THE CCU LIBRARY.

Repeating Years

Article 78

A student who by 30 September has not attained the right to enrol in the next year of studies shall repeat the year.

A student who has not met the requirements for enrolment in the next year of studies shall re-enrol in the obligatory subjects in which he/she did not meet all the requirements and did not obtain the signature of the person responsible for the subject, or did not pass the final examination in that subject at the fourth attempt.

A student who has not met the requirements for enrolment in the next year of studies may re-enrol for the same elective subjects in which he/she did not meet all the requirements and did not obtain the signature of the person responsible for the subject, or did not pass the final examination in that subject at the fourth attempt, or may enrol in other elective subjects.

A student may request through the Student Service enrolment in individual subjects from the next (higher) year of studies, pursuant to the study program, up to a value of a total of 60 ECTS credit points (including the ECTS credit points from the subjects from the previous year which he/she has not yet passed, or for which he/she has not yet met all the requirements), but whereby the total study workload in a single semester does not exceed 35 ECTS credit points. The head of department may approve a student's enrolment in a subject in a higher year of study, partially or completely, on the basis of a report by the department's ECTS coordinator.

The request shall be submitted at the beginning of the academic year.

A student has the right to repeat a year only once during his/her studies, and if even after repeating the year the student does not meet the requirements to enrol in the next year of studies, he/she shall lose the right to study in that department.

Article 79

In the case of amendments to the study program, a student who repeats a year and a student who is continuing their studies after freezing their studies, shall enrol in the year and make up the differences according to the current study program.

Completion of Studies

Article 80

Under-graduate university studies are completed by passing all examinations, collecting at least 180 ECTS points and meeting all other requirements from the study program and syllabus.

Graduate university studies are completed by passing all examinations, collecting at least 120 ECTS points and meeting all other requirements, and the independent completion of a (master's) thesis and its public defence, pursuant to the study program and syllabus.

Article 81

The average grade is established as the average of the grades from all subjects and is rounded up to a single decimal figure, as follows:

- an average grade equal to or above 4.5 - excellent (5);
- an average grade equal to or above 3.5 to 4.4 - very good (4);
- an average grade equal to or above 2.5 to 3.4 - good (3);
- an average grade equal to or above 2.0 to 2.4 - satisfactory (2);

The numerical grading system is comparable to the ECTS system as follows:

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

The weighted average grade is the sum of the product of the grades from subjects and the relevant ECTS credit points for all subjects, divided by the total number of ECTS credit points acquired.

VIII. DOCUMENTS ON COMPLETION OF STUDIES

Article 82

After completion of under-graduate university studies, the student shall be issued with a diploma confirming the completion of studies and the attainment of the academic title of Bachelor (BA, BSc, Baccalaureus/Baccalauraea), with the title of the profession.

After completion of graduate university studies, the student shall be issued with a diploma confirming the completion of studies and the attainment of the academic title of Master (MSc/MA, Magister), with the title of the profession.

After completion of a life-long learning program and professional training, the student shall be issued with a certificate containing a description of the student's obligations, and and if the workload is part of a program measured in ECTS credit points, it shall also show the ECTS credit points.

Alongside the diploma or certificate, the student shall also be issued without cost a supplementary document on the study program, in Croatian or English.

The supplementary document on the study course may be issued in some other language at the student's request for a fee.

The diploma, supplementary document and the certified list of grades are public documents.

Article 83

The student may also be issued with a certified list of grades at his/her request.

The certified list contains a list of grades, the number of ECTS credit points attained, the average grade and the weighted average grade and other important information.

Documents

Article 84

The content of the diploma and supplementary documents is prescribed by the minister. The form of the diploma and supplementary documents, and the content and form of the certified list are prescribed by the Regulations on the Content and Form of Diplomas, Supplementary Documents and Certificates.

Graduation Ceremony

Article 85

The graduation ceremony is the official presentation of the certificate on completion of studies and the attainment of an academic title.

Revocation of Academic Titles

Article 86

An academic title shall be revoked if it is established that it was acquired in violation of the prescribed requirements for its acquisition or by gross violation of the rules of the study program.

Article 87

If there is a well-founded suspicion that an academic title was acquired in violation of the prescribed requirements for its acquisition, a gross violation of the rules of the study program or if the thesis on the basis of which the title was acquired was forged, proceedings shall be instituted to revoke the academic title.

Article 88

A motion for institution of these proceedings shall be sent to the Senate. The Senate shall discuss the motion for institution of proceedings and render a Decision on Institution of Proceedings and appoint a committee, which shall file a report.

The committee is required to inform in writing the person for whose academic title the motion for revocation was submitted, about the fact that they may make a statement in writing on all the circumstances, and give them an appropriate time period to do so. In the case of disorderly service, the correspondence shall be placed on the University's notice board and service shall be deemed to be orderly after a period of 3 (three) days.

Article 89

The Senate may adopt a motion to revoke an academic title and render a decision to revoke that academic title, and the diploma on completion of studies shall be cancelled, or it may established that the motion is not well-founded and stay further proceedings.

The Senate's decision is final, and the copy of the diploma in the collection of documents shall be cancelled by affixing a seal, an indication of the decision, the rector's signature and the seal of the University. If possible, the original diploma shall be confiscated from the person whose academic title has been revoked and it shall be cancelled in the same manner.

A summary of the decision to revoke an academic title and the cancellation of the diploma shall be published in the Official Gazette.

Article 90

The person whose academic title has been revoked, after receiving the decision on the revocation, shall lose all the rights they had on the basis of that academic title.

IX. THE I.T. PACKAGE

Article 91

The University shall create an IT package containing all the important information about the study programs pursuant to these Regulations, as well as useful information for students.

The IT package shall be edited by an editorial committee consisting of the vice-rector for academic affairs and the heads of department, and it shall be prepared by the University ECTS coordinator.

Article 92

The IT package shall contain information on:

- the University and the work of the University;
- under-graduate and graduate university study programs offered by the University;
- study programs with a list of subjects, ECTS points and the number of teaching hours;
- the academic requirements for enrolment in study programs, the methods of study and the completion of study;
- student mobility;
- programs of life-long learning and professional training provided by the University;
- Other information.

X. ECTS COORDINATION

The ECTS Commission

Article 93

The ECTS Commission is a permanent working body of the University, consisting of:

- the University ECTS coordinator;
- one ECTS coordinator from each University department;

The University ECTS coordinator, who is also the president of the Commission, is appointed by the Senate from the regular teaching staff in scientific and teaching positions.

The ECTS department coordinators are appointed by the professional council of the department from the permanent teaching staff in scientific and teaching positions in the department.

The Term of Office of the ECTS Commission

Article 94

Members of the ECTS Commission are appointed for a term of two years.

The body that appointed a member of the ECTS Commission shall dismiss that member of the Commission before the end of his/her term if:

- he/she fails to meet the obligations of a member of the ECTS Commission;
- he/she ceases to be a teacher at the University;
- he/she requests dismissal him/herself.

In the case of dismissal of a member of the ECTS Commission, a new member shall be appointed to fill the vacancy, who will continue the term of the dismissed member until the end of the term of that member.

The Task of the ECTS Commission

Article 95

The task of the ECTS Commission is to care for and give advice regarding:

- the mobility of students and teachers;
- the effective function of the implementation of the Bologna process and the function of the ECTS system at the University.

Decision-making by the University ECTS Commission

Article 96

The Commission renders decisions at meetings convened and chaired by the University ECTS coordinator.

A notice on the meeting shall be sent to members of the Commission no less than 3 (three) days before the meeting is held.

The Task of the University ECTS Coordinator

Article 97

The tasks of the University ECTS coordinator are:

- to ensure the implementation of the Bologna process and the ECTS principles at the University;
- preparation and creation of the IT package on study programs according to the instructions of the editorial committee;
- coordination of communication between the mother institution and others;
- coordination of the Erasmus program;
- writing reports on the procedure to approve student transfers;
- preparation of lists of grades and other documents for guest students.

The tasks of the department ECTS coordinators are:

- mediation between students and teachers and informing teachers and students about the ECTS system and the rules for its use at the University;
- counselling students;
- care for the integration and affirmation of guest students;
- writing reports on approval of enrolment in subjects from a higher year of study, whether partial or complete, for individual students;
- writing reports on recognition of individual subjects from other universities;
- writing reports on requests for enrolment in other subjects from other departments,

XI. STUDENT MOBILITY

Forms of Student Mobility

Article 98

The forms of Student Mobility are:

- students of the University studying in different departments of the University;
- students of the University studying at other universities and colleges of higher education;
- students from other universities and colleges of higher education studying at the University.

Enrolment of Individual Subjects in other Departments of the University and other Colleges of Higher Education

Article 99

A student of the University may enrol in individual subjects from a study program offered by a different department within the University, as well as at other colleges of higher education.

In the case of enrolment in other subjects within the University, a written request shall be submitted through the Student Service no later than 5 (five) working days before the beginning of classes in the semester, to the head of the department in which the student is studying, who, with the consent of the person responsible for the subject, shall approve enrolment in that subject.

In the case of enrolment in other subjects at another college of higher education, a written request shall be submitted through the Student Service no later than 5 (five) working days before the beginning of classes in the semester, to the head of the department in which the student is studying, who, with the consent of the department ECTS coordinator, shall approve enrolment in that subject.

The subject selected by the student, pursuant to this Article, shall be registered in the student record book and the student must pass it.

Students from other colleges of higher education or universities may enrol for individual subjects from the study programs offered by the University. A written request shall be submitted through the Student Service to the head of department, who, with the consent of the person responsible for the subject, shall approve enrolment in that subject. A student from another university or college of higher education who enrolls in a subject at the University is obliged to respect the provisions of these Regulations.

Students of the University Studying at Other Universities;

Article 100

A student of the University who wishes to spend a certain study period at another university shall apply with the necessary documentation to the department ECTS coordinator, who shall inform the University ECTS coordinator of the student's intention.

The University ECTS coordinator, upon receiving the request, shall verify if an inter-university ECTS agreement has been concluded and what it contains, consider the student's application form and additional document on study grades, contact the university ECTS coordinator at the university where the student would like to be a guest, undertake a comparative analysis of the study programs using the IT package, and consider the finances and other aspects of the guest student.

Studies at another university are approved by a decision of the vice-rector for academic affairs, having obtained the prior opinion of the university ECTS coordinator, the department ECTS coordinator and the head of department on the basis of the student's request.

Article 101

A student may request to have a subject, grade and ECTS credit points from another university recognized as an elective subject at the University. The request, with the necessary documents (a certified excerpt from the study program and syllabus, a copy of the student record book, a certified list of grades) is to be submitted through the Student Service in the first week of classes in the current semester to the head of department. A decision on recognition is rendered by the head of department on the basis of a written report by the department's ECTS coordinator.

A student may request to have a subject, grade and ECTS credit points from another university recognized as an equivalent subject to a compulsory subject at the University. The request, with the necessary documents (a certified excerpt from the study program and syllabus, a copy of the student record book, a certified list of grades) is to be submitted through the Student Service in the first week of classes in the current semester to the head of department. A decision on recognition is rendered by the head of department on the basis of a written report by the department ECTS coordinator and the person responsible for the subject for which recognition of the grade is being requested.

Study Agreements

Article 102

If another university accepts the registration of a student of the University, an agreement shall be concluded on studying between the three contracting parties: the student of the University, the university at which the student will be a guest, and the University.

By the agreement referred to in the previous paragraph it shall be agreed that the subjects already passed at the University with the appropriate number of ECTS credit points shall be recognized for the student at the host university, and after returning to the University, the subjects passed at the host university shall be recognized, with the appropriate number of ECTS credit points, without conducting any separate recognition procedure.

Article 103

Inter-university student mobility as a rule is founded on previously concluded inter-university agreements on the basis of which individual study agreements are concluded.

Supplementary Document on Results of Studying upon return to the University

Article 104

After the student has met his/her obligations at another university, where he/she was a guest, he/she must submit a supplementary document on the results of studies at the university where he/she was a guest.

Studying at the University by Students from other Universities and Colleges of Higher Education

Article 105

Guest students who wish to spend a certain amount of time studying at the University must complete a registration form and a student application form, obtain a supplementary document on their studies from their other university or college of higher education, and send them all to the University's address.

The registration referred to in the previous paragraph must be co-signed by the ECTS coordinator of the other university or college of higher education from which the student is coming.

Decision-making on Reception of Guest Students

Article 106

The University ECTS coordinator, together with the ECTS coordinator of the study department, after receipt of the registration, shall verify the content of the agreement, as well as whether an inter-university ECTS agreement has been concluded, examine the student's registration form and supplementary document on study results, contact the ECTS coordinator from the other university or college of higher education from where the student has come, undertake a comparative analysis of the study program using the IT package, and consider the financing and other aspects of the student's visit.

Study by a guest student is approved by a decision of the vice-rector for academic affairs, having obtained the prior opinion of the university ECTS coordinator, the department ECTS coordinator and the head of department on the basis of the guest student's application.

Individual Agreements on Studying by Guest Students

Article 107

On the basis of a positive decision by the vice-rector for academic affairs accepting the application by the guest student, an agreement is concluded on studying between three contracting parties: the guest student, the university or college of higher education from which he/she comes, and the University.

The agreement referred to in the previous paragraph regulates the subjects that have been passed with the appropriate number of ECTS credit points at the university or college of higher education from which the student comes that will be recognized for the guest student at the University, and after his/her return to the university or college of higher education from

which he/she came, which subjects will be recognized with the appropriate number of ECTS credit points passed at the University, without conducting a separate recognition procedure.

The Supplementary Document on Results of Study for Return to Another University or College of Higher Education

Article 108

After a guest student has met all the requirements at the University, he/she will be issued with a supplementary document on the results of study at the University, which in terms of content and form corresponds to an annex to a diploma prescribed by these Regulations.

XII. STUDY QUALITY ASSURANCE

Article 109

The University shall assure and work to improve the quality of education by systematic monitoring, development and promotion of quality in order to achieve the highest professional level in educational, scientific, artistic, professional and administrative work at the University.

Quality assurance is an integral part of improvement of all the activities at the University. The field of quality assurance includes systems management, teaching work and study programs, students and student standards, teachers, associates and scientists, scientific research work, professional work, mobility and international cooperation, resources, professional services, premises, equipment and financing the IT system and public activities.

Monitoring and improving the quality system is regulated by separate regulations, which prescribe the organization, arrangement, competence and procedures of the quality assurance system, and the bodies in the system.

XIII. TRANSITIONAL AND CONCLUDING PROVISIONS

Article 110

For students in the History Department who began their studies in the academic years 2010/2011 and 2011/2012, the provisions of Article 31 shall be applied on the manner of assessment from the Rules on Studying, Class: 602-04/10-07/03, reg. no: 498-03-10-3 of 17 September 2010, Amendments and Supplements, Class: 602-04/11-07/01, reg. no: 498-03-11-001 of 11 January 2011, Amendments and Supplements, Class: 602-04/11-07/03, reg. no: 498-03-11-001 of 31 March 2011, Amendments and Supplements, No. 36/2011 of 21 September 2011, and Amendments and Supplements No. 512/2011 of 9 December 2011, until the end of their under-graduate studies.

For students who began their studies in the History Department of the Catholic University of Croatia in the academic years 2010/2011 and 2011/2012 the provisions of Article 44, paragraph 2 and Article 54 of these Regulations are not applicable, but up to the end of their under-graduate studies for those students the provisions referred to in the previous paragraph shall be applied which regulate the manner in which examinations are graded.

Article 111

Amendments and supplements to these Regulations shall be adopted in the same manner as these Regulations.

Article 112

When these Regulations come into force the provisions of the Regulations on Study Programs and Studying of 23 September 2013 shall cease to apply.

These Regulations shall come into force eight (8) days from the day they are published on the University notice board and are applicable for the academic year 2014/2015.

Class: 602-04/14-07/02

Reg.Number: 498-05-14-03

RECTOR

Prof. Dr. Sc. Željko Tanjić