

Pursuant to Article 39 of the Statute of the University of Applied Sciences Baltazar Zaprešić (hereinafter University of Applied Sciences) and in accordance with Article 82 of the Act on Scientific Activity and Higher Education, the Academic Council of the University of Applied Sciences enacted, at its 135th regular session held on 27 March 2019, the following:

## **BOOK OF REGULATIONS ON STUDY PROGRAMMES AND STUDYING OF THE UNIVERSITY OF APPLIED SCIENCES BALTAZAR ZAPREŠIĆ**

### ***I. GENERAL PROVISIONS***

---

#### **Article 1**

##### **Scope and Content of the Book of Regulations**

(1) This Book of Regulations represent a general act which regulates the issues of organization and structure of accredited study programmes carried out by the University of Applied Sciences and in particular stipulates provisions related to the acquisition and retention of student status, progress of students through studies, organization and implementation of classes, implementation of exams as well as students' and teachers' rights and obligations.

#### **Article 2**

(1) The terminology used in this Book of Regulations in masculine gender is neutral and refers to male and female persons and cannot be in any way interpreted as a basis for sexual or gender-based discrimination or favoritism.

### ***II. STUDY PROGRAMMES***

---

#### **Article 3**

##### **Activity and Study Programmes**

(1) The University of Applied Sciences conducts higher education activities through the implementation of undergraduate professional study programmes and specialized professional graduate study programmes in accordance with valid licenses issues by the relevant Ministry. The duration of the studies and acquisition of professional titles upon their completion are defined by the University study programme in accordance with the Act on Scientific Activity and Higher Education (hereinafter referred to as Act), and other relevant acts and regulations on higher education.

#### **Article 4**

##### **Categories and Levels of Study Programmes**

(1) Higher education at the University of Applied Sciences is obtained upon completion of a professional study programme in accordance with the Act.

(2) The professional study programme is organized and implemented with the aim of enabling the acquisition of an appropriate level of knowledge and skills which are necessary for professional activities and qualify students for participation in the working process and further education.

(3) The professional study programme is carried out on two levels, namely:

a. Undergraduate study programme

b. Graduate study programme

(4) Each level of studies is completed by obtaining a particular title or degree in accordance with the Act or accredited study programme.

### **III. ADMISSIONS**

---

#### **Article 5**

##### **Right to Enrollment in Study Programmes**

(1) The right to enrollment, enrollment procedure and enrollment quotas for study programmes carried out by the University of Applied Sciences are defined by the Call for Admission for a particular academic year and study programme. The Call for Admission is adopted by the Managing Board upon the proposal of the Academic Council not later than six months before the beginning of the academic year to which it refers. The Call for Admissions is publicly announced and available on the web site of the University of Applied Sciences.

#### **Article 6**

##### **Enrollment Procedure**

(1) Applicants are required to submit their application before the deadline stipulated in the Call for Admission by completing an on-line application form available on the website of the University of Applied Sciences or by applying through the National Information System for Applications whereby, after the final selection of the higher education institution, it is necessary to complete an on-line application form on the website of the University of Applied Sciences.

(2) Candidates are selected through a classification procedure. The classification procedure for enrollment of students in professional study programmes is based on the evaluation of secondary education results and implementation of an entrance exam. Candidates who have taken the national secondary school leaving examination are enrolled on the basis of the results thereof.

(3) Description of the classification procedure and documentation required for submission to the University of Applied Sciences within the application process are stipulated by the Call for Admission.

(4) Within the enrollment procedure, candidates are required to submit all documents stipulated by the Call for Admission, select a model of payment and sign a Learning Agreement and a Preliminary Invoice together with tuition fee payers and the University of Applied Sciences.

(5) For each candidate who has obtained the right to enroll, the University of Applied Sciences will prepare a request for payment valid within the period stipulated by the Call for Admission for the completion of the enrollment procedure. The request for payment contains information necessary in order to make payments in cash, request loans from commercial banks or obtain payment security instruments in the case of tuition fee payment through cash installments. The tuition fee determined by the request for payment includes possible fee reductions based on acknowledged courses and/or certifications, scholarships, grants or discounts.

(6) A candidate who does not complete the enrollment procedure within the stipulated time period, and particularly one who does not make a tuition fee payment or is not approved a loan by commercial banks, loses the right to enroll. This right will be transferred to the applicant following on the ranking list who was not given the right to enroll, but has earned the minimum admission score.

#### **Article 7**

##### **Acknowledgement of Exams Passed at Another Higher Education Institution**

(1) Students may request acknowledgement of exams related to courses passed at another higher education institution if the course has been passed at the same level of studies.

(2) Exams passed at another higher education institution may be acknowledged partially (particular learning outcomes) or entirely.

(3) Requests for acknowledgement of exams passed at another higher education institution must be submitted to the Registrar's Office by filling out the request form available through the Infoeduka system. Along with the completed request form, students are required to submit a certified transcript of records and a certified curriculum of the courses passed at another higher education institution in accordance with which they seek acknowledgement of an exam of a particular course at the University of Applied Sciences.

(4) Requests for acknowledgement of exams passed at another higher education institution are to be approved by the Committee for Academic Acknowledgement based on the approval of the teacher in charge of the course or the holder of the course for which the acknowledgement of an exam is requested.

## **IV. TUITION FEE**

---

### **Article 9**

#### **Tuition Fee, Preliminary Invoices and Scholarships**

(1) The amount of the tuition fee and models of payment are defined by the current Decision on Reimbursement of Expenses approved by the Managing Board of the University of Applied Sciences for a particular academic year not later than 6 months before the beginning of the academic year to which the decision applies and are publicly announced on the website of the University of Applied Sciences.

(2) The student pays the tuition fee for each year of study in accordance with the tuition fee agreed in the Learning Agreement.

(3) The University of Applied Sciences reserves the right to alter tuition fees for future academic years in accordance with fluctuations on the market and on the basis of a decision made by the Managing Board.

(4) Students who enroll in higher years of study will be issued preliminary invoices for annual tuition fees before the enrollment in the following year of study. When enrolling in higher years of study, preliminary invoices will include possible additional payments related to the total value of ECTS credits or reimbursements defined by the Decision on Reimbursement of Expenses for courses re-enrolled from the previous year which will be issued for each semester separately.

(5) Students who re-enroll in the same year of study will be issued preliminary invoices when enrolling, based on the Decision on Reimbursement of Expenses.

(6) The right to tuition fee reductions based on exams acknowledged at other institutions and industrial certifications is stipulated by the current Decision on Reimbursement of Expenses.

(7) The tuition fee for one year of study (annual tuition) includes exclusively and only the elements which are stipulated by the Call for Admission, Learning Agreement and Decision on Reimbursement of Expenses.

(8) During a particular academic year, the University of Applied Sciences may award scholarships in accordance with the Scholarship Programme announced in the Call for Scholarships. The Scholarship Programme will be announced on the website of each study programme not later than 3 months before the beginning of the academic year to which the Call for Scholarships refers. The terms of the Call for Scholarships are determined by the Dean based on the approval of the Managing Board.

## **V. INFRASTRUCTURE OF STUDYING**

---

### **Article 9**

#### **Formal Communication Channels**

(1) Formal communication channels are all communication channels through which students are informed about any developments relevant to their studies.

(2) Formal communication channels shall be Infoeduka Balatazar (hereinafter Infoeduka) - a digital student service system, distance learning system Baltazar, official email address and the official web site of the University of Applied Sciences.

(3) The students are required to check any messages, announcements and documents submitted or published through formal communication channels.

(4) The students are required to protect their account details and keep them safe from the third parties. If they believe that the third party has abused their account details, they shall report any such situation and inform the University of Applied Sciences thereof within 5 days after they become aware of the incident.

(5) Any action taken by the student through formal communication channels shall be considered as their genuine intention and consent to any obligation arising therefrom.

### **Article 10.**

#### **Official Email Address**

(1) All students are required to use the verified student email address in their formal communication with teaching staff and/or associates and/or University services, using the University domain that they have received when they enrolled in the programme at the University of Applied Sciences.

(2) Any email messages sent by the students to teaching staff and/or associates and/or services at the University through an address other than verified one shall not be taken into consideration.

(3) The students have the right and the obligation to use the student email address free of charge during their studies with the University of Applied Sciences only. After they leave school, their user account shall be closed.

(4) The students who had graduated from the University of Applied Sciences may retain the right to use the student email address free of charge after graduation in exceptional circumstances.

(5) The student must not share the email login details with other students or any third persons in no circumstances. The student shall be held accountable for any email activity undertaken by using his or her login details.

#### **Article 11.**

##### **Infoeduka – Digital Student Service System**

(1) Infoeduka is a digital student service system accessible to students through the use of a password and username unique for each student.

(2) Students will receive all official notifications and information through the Infoeduka system which represents the official "bulletin board" of the University of Applied Sciences.

(3) Students are required to use the Infoeduka system in order to maintain active communication with the University of Applied Sciences, its teachers, Registrar's Office, Dean's Office and other students as well as to register and cancel exams, monitor class schedules and perform other activities related to their studies.

(4) The Infoeduka system is a property of the University of Applied Sciences and is a part of the AAI integrated management system of academic identities managed by CARNET. Students can use AAI access data in order to access other resources provided by CARNET to all students studying in the Republic of Croatia.

(5) Students are not allowed to share their access data with other students or any other persons in any way. For each activity performed within the Infoeduka system using student's access data, all responsibility is to be taken by the student himself.

(6) Students are required to respect the copyrights of the University of Applied Sciences and its teachers regarding the teaching materials received in printed or electronic form or available through the Infoeduka system. It is forbidden to copy, distribute or publish materials of the University of Applied Sciences or a part thereof or make them available to third parties in any way.

(7) All activities carried out by the students within the Infoeduka system will be continuously recorded in order to make it possible to subsequently determinate the justification of any potential complaints or appeals in procedures such as registration and cancellation of exams, etc.

#### **Article 12**

##### **Portal for Tuition Fee Payers**

(1) Infoeduka is a digital student service system which can be accessed by tuition fee payers as well through the use of a password and username unique for each tuition fee payer.

(2) Upon enrolling students and signing Learning Agreements, tuition fee payers receive the access data for the digital Registrar's Office system.

(3) Through the Infoeduka system, tuition fee payers can access information about courses and students' finances.

(4) In no case it is allowed to share access data with other persons.

## **VI. CLASSES**

---

#### **Article 13**

##### **Academic Year and Calendar of Classes**

(1) In a particular academic year, classes are conducted in accordance with the Decision on the Calendar of Classes adopted by the Academic Council not later than 3 months before the beginning of classes. The calendar of classes is publicly announced on the website of the University of Applied Sciences.

(2) Schedule of Classes and Schedule of Exams is adopted by the Dean of the University of Applied Sciences not later than one week before the beginning of each semester. Schedule of Classes and Schedule of Exams are announced within the Infoeduka system and/or other official communication channels..

(3) Possible changes of schedule and location of exams will be announced by the University of Applied Sciences and students who have registered for the exams will be notified within the Infoeduka system and/or other official communication channels..

#### **Article 14**

##### **Study Year**

(1) At the undergraduate level, the study year begins in October and continues until the end of September of the following calendar year, thus coinciding with the academic year. The study year at the undergraduate level begins with the first enrolled winter semester and ends with the second enrolled summer semester of the coinciding academic year.

(2) At the graduate level, the study year begins in October or March, based on the published Call, and continues until the end of September or February of the following calendar year. The study year at the graduate level begins with the first enrolled summer semester and ends with the second enrolled winter semester of the following academic year.

(3) The time periods of classes for full-time and part-time students is stipulated by the Schedule of Courses. In case of an insufficient number of applicants required for the initiation of a study programme for full-time and part-time students, the University of Applied Sciences will attempt to organize a study programme adapted to part-time students.

#### **Article 15**

##### **Organisation of Classes**

(1) Implementation of classes is the basic activity of the University of Applied Sciences. Classes are organized in accordance with the educational plan and programme approved by the Ministry of Science, Education and Sports based on the licenses issued to the University of Applied Sciences.

(2) Classes are problem-oriented and based on active participation of students in all forms of classes. Classes are conducted in the following forms: lectures, exercises (auditory and laboratory), seminars and consultations as well as through independent work at home. Students are required to prepare for classes, write homework, prepare presentations and projects, perform practical tasks and complete other activities stipulated by a detailed execution plan of a particular course.

(3) During classes, student activity is evaluated through seminar tasks, control tasks, mid-term exams and exercises. Thus obtained results can be added together and influence the final grade of the course.

(4) At the undergraduate and graduate level classes are generally conducted in Croatian language using manuals and other forms of literature written in Croatian. For particular courses, classes can be held in English language together with the use of professional literature in English. Classes conducted by guest lecturers from abroad are mostly organized in English.

(5) Within particular study programmes, the curriculum stipulates student traineeship or development of projects in cooperation with employers. Organization of these types of classes is regulated by the of Book of Regulations on Work Placement.

(6) In addition to this Book of Regulations, the organization of classes within a particular course is defined in detail by the instructions for attending and taking courses within the Syllabus adopted by the teacher in charge of each particular course as official amendments to this Book of Regulations. Instructions for each course are defined and announced by the teacher within the Infoeduka system or other official communication channels not later than after the first lecture of a particular semester.

#### **Article 16**

##### **Elective Courses**

(1) Guided by the criteria of cost effectiveness, the University of Applied Sciences will organize classes for all elective courses with at least 10 (ten) or more applicants. In case that there is a study programme in which less than 20 students are enrolled, the classes shall be organized for those elective courses for which at least 50% of the students enrolled in the given study programme applied.

(2) When assigning students to groups, the following criteria will be taken into account: sub-specialization in which the student is enrolled and objective possibility of taking a particular course.

(3) The elective course is a part of the educational standard and, therefore, when elected by a student, the elective course becomes a compulsory course, except in the case of re-enrollment in the same year when the course can be replaced by another elective course.

#### **Article 17**

##### **Records of Classes**

- (1) The University of Applied Sciences will monitor students and keep records of their attendance in classes.
- (2) Each teacher of the University of Applied Sciences will verify the presence of students in each class and keep records of student attendance. In addition, the teachers are also required to use the Infoeduka electronic system for keeping records of attendance.
- (3) Teachers and students are required to attend classes on time and be adequately prepared.
- (4) Students who run late for classes may be excluded from attending classes by the teacher in charge of the course in case such behavior disrupts the teaching process.

#### **Article 18**

##### **Class Attendance**

- (1) Full-time students are required to attend a minimum of 60% of all class activities within each course.
- (2) Part-time students are required to attend a minimum of 40% of all class activities within each course.
- (3) Students who do not meet the minimum attendance in classes stipulated in paragraphs 1 and 2 of this Article or do not fulfill one of the requirements stipulated by the Instructions for Attending and Taking Courses, i.e. Syllabus cannot obtain a digital or other signature from the teacher in charge of a particular course and cannot take exams, but are required to re-enroll in the course.
- (4) The teacher in charge or the Vice Dean for Students may exceptionally grant a student who has not attended the prescribed amount of classes (including professional athletes and other students according to special Decisions) due to justifiable reasons the possibility to attend additional classes or present a seminar paper, a project, etc. In this case, a student can, before the end of the course, submit a written request on a prescribed form along with presentation of required evidence.

#### **Article 19**

##### **Study Groups**

- (1) During the confirmation of the online application or enrollment form, students will be assigned to groups.
- (2) Students will be re-assigned to groups each semester and in the case of re-enrollment in courses of previous years of study or partial enrollment of courses of higher years of study, different groups will be formed for courses of each year of study.
- (3) When assigning students to groups, the following criteria will be taken into account;
  - date of submission of enrollment form (primary criterion)
  - sub-specialization in which a student is enrolled and student's status
  - number of places in the group.
- (4) Students are required to take classes in accordance with the schedule defined for the group/groups to which they are assigned.

#### **Article 20**

##### **Attendance of Classes through Video Conference System**

- (1) Classes of the University of Applied Sciences may be transferred through the use of a video conference system.
- (2) Classes held through the use of a video conference system do not represent a substitute for classroom teaching, but serve primarily as additional aid to students in order to successfully master teaching materials.
- (3) Classes held through the use of a video conference system are not additionally charged and such classes are provided by the University of Applied Sciences in justified circumstances.
- (4) Presence in classes held through the use of a video conference system is not recorded as class attendance and can in no case compensate or replace mandatory physical attendance in classes stipulated in Article 18 of this Book of Regulations.
- (5) Students are not authorized to create audio or video recordings of lectures or exercises in any way and are neither authorized to make digital copies of classes transmitted through the online system.

#### **Article 21**

##### **Measures Used to Improve the Success of Studying**

- (1) As a part of the teaching process, the University of Applied Sciences may organize meetings of students and Career Center staff (tutors), consultations and, if necessary, additional classes. In collaboration with the teachers in charge of specific courses, the Career Center of the University of

Applied Sciences may organize additional classes for students who show below-average results. Students are required to respond to an invitation to an interview at the Career Center.

(2) The schedule of consultations and additional classes will be announced within the Infoeduka system or other official communication channels. Additional classes will be conducted based on a written decision which will be given to students through the digital student service system or other official communication channels. Additional classes are mandatory for students who are referred to them and records will be kept of such classes.

(3) The Career Center is authorized to inform tuition fee payers about students' proficiency and possible absence from classes, additional classes or other educational activities by telephone, e-mail, in writing or in another appropriate manner and can, if necessary, arrange joint meetings of students, tuition fee payers and teachers in order to improve students' proficiency.

## **Article 22**

### **Acquisition of ECTS Credits**

(1) ECTS credits are acquired after a successful fulfillment of all stipulated obligations and after implementation of suitable methods for the assessment of achievement of defined sets of learning outcomes, i.e. after passing an exam.

(2) It is considered that a student has fulfilled all obligations in an academic/study year if he has passed all exams and has fulfilled all other obligations in accordance with the programme, given that the total of acquired ECTS credits should amount to 30 ECTS credits per semester or 60 ECTS credits per academic/study year.

## **VII. STUDENTS**

---

## **Article 23**

### **Student Status and Acquisition of Student Status**

(1) Student status at the University of Applied Sciences is acquired through enrollment in professional undergraduate or specialized professional graduate study programme.

(2) Student status is attested by a student identification card (iksica) and/ or indeks as a public document.

(3) Records of student identification cards and student status are kept by the Ministry of Science, Education and Sports within the information systems ISAK and ISSP.

## **Article 24**

### **Student Identification Card**

(1) A student identification card (iksica) and/ or index is a student document and a public document which attests student status.

(2) The student identification card is issued to all students studying at higher education institutions in the Republic of Croatia regardless of the study programme and full-time or part-time student status. In addition, student identification cards are issued to students participating in international mobility programmes.

(3) The student identification card ceases to be valid in case of:

- termination of student status
- report of a lost or stolen student identification card
- destruction.

(4) A student cannot be issued a new student identification card if the previous student identification card has not been handed over for cancellation, with the exception of its loss or theft.

(5) A student is not allowed to give his student identification card to another person, nor sell or borrow the card.

(7) It is forbidden to take, buy or use someone else's student identification card as one's own.

(8) Any abuse of student identification card is a disciplinary offense.

(9) The expenses of issuing one duplicate of a student identification card are included in the Decision on Reimbursement of Expenses.

## **Article 25**

### **Full-time/Part-time Students**

(1) Students can be enrolled as full-time or part-time students.

(2) The status of full-time students enrolled in undergraduate professional study programmes can last for a maximum of 6 years. The status of full-time students enrolled in specialized graduate study

programmes can last for a maximum of 4 years. The duration of the study programme does not include a suspension of student status.

(3) The status of part-time students enrolled in undergraduate professional study programmes can last for a maximum of 8 years. The status of part-time students enrolled in specialized graduate study programmes can last for a maximum of 5 years. The duration of the study programme does not include a suspension of student status.

(4) Full-time students have the right to health insurance, subsidized meals and accommodation in student dormitories in accordance with Book of Regulations and normative acts of the Republic of Croatia.

(5) Part-time students do not have the right to health insurance, subsidized meals and accommodation in student dormitories and other special rights reserved for full-time students.

## **Article 26**

### **Students' Rights and Obligations**

(1) During the course of their studies, students are entitled to a high-quality and problem-oriented study programme as well as to all other rights stipulated by the Act, the Statute and other normative acts of the University of Applied Sciences.

(2) In addition to the rights stipulated by the Act and the Statute of the University of Applied Sciences, students have the right to:

- a. enroll in a suitable study programme in accordance with the Act, the Statute of the University of Applied Sciences and conditions determined by the Call for Admission of the first year of study
- b. attend classes defined by the study programme and the curriculum of the programme/course in accordance with the Statute of the University of Applied Sciences, this Book of Regulations and other special Book of Regulations
- c. enroll in a higher year of study on the grounds of fulfilled conditions that are determined by this Book of Regulations, the study programme and other legal and University of Applied Sciences acts
- d. take exams in a manner and schedule determined by the Statute, this Book of Regulations and the current schedule of examination periods
- e. quality of education based on the quality of the teaching process determined by the study programme
- f. participate in the work of the University of Applied Sciences units
- g. receive support from the Career Center of the University of Applied Sciences
- h. use student premises (laboratories, libraries,...) during their working hours
- i. participate in organized sports, artistic and other activities
- j. continue their studies after a long-term interruption if granted by the University of Applied Sciences and in accordance with the Act.

(3) Students have the obligation to:

- a. fulfill their duties in accordance with the Statute of the University of Applied Sciences, this Book of Regulations and other special acts
- b. participate in the evaluation of courses and teachers
- c. guard the reputation and dignity of the University of Applied Sciences and their study programme
- d. act in accordance with the Ethical Codex of the University of Applied Sciences
- e. respect each other and accept differences

(4) The course of studies and student rights and obligations are stipulated by other general acts which are publicly announced within the Infoeduka system or other official communication channels, on the website of the University of Applied Sciences and are available in printed form at the Registrar's Office.

## **Article 27**

### **Students' Right to Information and Assistance**

(1) Students of the University of Applied Sciences are entitled to information related to their studies and other relevant information which the University of Applied Sciences might have at its disposal and which should be available to students in accordance with the acts of the University of Applied Sciences and legal acts of the Republic of Croatia.

(2) Students have the right to make anonymous or non-anonymous comments, suggestions, complaints and objections at any time by using the box provided for such comments, suggestions and complaints or by contacting the Registrar's Office staff in writing or orally. Each proposal, suggestion or complaint



received will be discussed in accordance with the Quality Assurance Book of Regulations of the University of Applied Sciences.

(3) In order to exercise their right to information or to seek help in protecting their rights, students may contact Registrar's Office employees, and in case they are, for any reason, dissatisfied with the information received or consider the information incomplete, the Vice Dean for Students will be responsible for students' questions and provide instructions and information regarding the protection of student rights.

(4) The Vice Dean for Students is available to students during working hours upon prior notification and scheduled appointment.

(5) Students have the right to contact the Student Ombudsman for assistance in accordance with the Statute of the Student Council and Quality Assurance Book of Regulations of the University of Applied Sciences.

(6) Updated contacts of the Student Ombudsman, the president of the Student Council and representatives of all study years are announced on the website of the University of Applied Sciences.

## **Article 28**

### **International Student Mobility**

(1) Student mobility refers to studying or student traineeship at a host institution after which the student returns to the home institution and completes the enrolled study programme.

(2) Activities related to the implementation of the international student mobility are coordinated by the Erasmus coordinator of the University of Applied Sciences on the basis of the Book of Regulations on Mobility.

(3) Additional information regarding the possibilities, Book of Regulations and rights related to mobility are available on the website of the University of Applied Sciences and within the Book of Regulations on Mobility.

## **VIII. EXAMS, FINAL PAPERS AND GRADUATE THESIS**

## **Article 29**

### **Exam Grading**

(1) Students' acquired knowledge can be assessed and graded during classes through written and oral techniques defined by the Instructions for Attending and Taking Courses within the Syllabus of each course, while the final grade is determined at the exam. The exam grade is based on the student's overall activity in classes and the fulfillment of stipulated sets of learning outcomes. A set of learning outcomes comprises a set of interrelated learning outcomes, ie. various learning outcomes connected in a meaningful set with regard to their content and topic.

(2) The students' results in exams or in other forms of knowledge testing are expressed by the following grades: excellent (5), very good (4), good (3), sufficient (2), insufficient (1).

(3) In the Infoeduka digital student service system and the examination list the following passing grades are entered: 5, 4, 3 and 2. Bearing in mind records of students' grades, the following marks are also entered:

- insufficient grade (1) for students who failed the exam
- did not attend the exam (0) for students who registered but did not take the exam

(4) Instructions for Attending and Taking Courses in the Syllabus of each course can stipulate that some forms of classes may be conducted without grading or by descriptive grading.

(5) A student or tuition fee payer has the right to review exam documentation without the right to make copies of exam material in any form.

## **Article 30**

### **Registration and Cancellation of Exams**

1) A student can register for an exam through the Infoeduka digital student service system and other communication channels of the University of Applied Sciences. The exam may be cancelled through the same procedure.

(2) Students must register for exams not later than 2 (two) days before the scheduled exam (two days before until 23.59) and cancel the exam not later than 1 (one) day (previous day until 23.59) before the scheduled exam.

(3) As an exception, due to more demanding organization of final exams, students may register for the final exam not later than 7 (seven) days before the exam date and cancel the exam not later than 3 (three) days before the scheduled exam.

(4) When registering or cancelling exams, students automatically receive a confirmation of the action performed. Students who have not registered for an exam on time cannot take the exam, nor can the results thus achieved be acknowledged.

(5) If a student has not cancelled an exam on time and has not attended the exam in question for any reason, the exam will be considered as taken, but not passed.

(6) Only exceptionally, due to justified reasons, the Registrar's Office can register or cancel an exam not later than the scheduled exam takes place for a student who has not registered or cancelled the exam on time.

### **Article 31**

#### **Examination and Acknowledgement of a Previously Obtained Signature**

(1) Students can take the exam from the same course 3 (three) times and during the academic year eight (8) times (covered by the tuition fee). The fourth time and every following time a student takes the exam all obligations prescribed in the Decisions on Reimbursement of Expenses must be met.

(2) Exams may be taken by students who have completed all requirements stipulated by the instructions for attending and taking courses named within the Syllabus of each course. Approval for registering exams or proof of completion of all obligations will be issued by the teacher in charge of the course through the Infoeduka system by giving the student a digital and/ or other signature which is a prerequisite in order to register for an exam within a particular course.

(3) For reasons of impartiality and objectivity, written exams and mid-term exams are conducted in controlled environments and their regularity may be assured by external persons who are not employed as teachers or assistants at the University of Applied Sciences. The teacher or assistant is required to personally attend the beginning of each written exam or mid-term exam and will, during a period of 15 (fifteen) minutes, answer any questions and ambiguities raised regarding the exam tasks if samples of test questions were not previously announced.

(4) Persons responsible for the implementation of knowledge assessment (exams and mid-term exams) are authorized to ensure authenticity of examinations and may suspend from the exam students who are obstructing the implementation of the exam process in any way or are threatening the credibility of the examination results.

(5) In the case of oral exams, the teacher and student have the right to request public examination.

(6) It is considered that a student failed an exam during an examination period if;

- a student failed to pass a part of the exam,
- a student registered for an exam, but did not attend the written or oral exam during an examination period in accordance with the announced exam schedule
- a student refused to accept the grade offered by the teacher at the time of the oral exam or during the registration of grades.

(7) In order to re-take an exam which was failed for any reason, a student must re-register for the same exam within the stipulated deadlines.

(8) Generally a student is graded by the teacher who taught him the course and who has given the signature to the student. If students fails the exam two times, he may ask for another teacher in charge of the same course according to the execution plan and programme of the current academic year. The student must fulfill a form and submit it to the Head of Study through the Infoeduka system and/or other official communication channels.

(9) A student may be graded exclusively during the examination period for which he has registered if he has met all requirements necessary for obtaining a positive grade determined by the teacher in charge of the course or stipulated for the course in question.

(10) If a student does not manage to successfully pass the exam the eight time he takes it after course enrollment, the right to take the exam will be lost and the student can re-enroll in the same course.

(11) Exceptionally, a student who has obtained a signature may, after re-enrollment in a course, request acknowledgement of a signature received in any of the previous years of study, taking into account that, regardless of the signature acknowledged, the student will be required to pass the exam in the form in which it is carried out during the re-enrolled study year along with possible changes of sets of learning outcomes, learning outcomes, crediting, etc. Acknowledgement of signature does not include transfer of credits from previous years of study nor will the student be exempt from paying tuition fee for this particular course.

## **Article 32**

### **Fourth and Eight-time Exam Registration**

- (1) Students who register for an exam the fourth or eighth time shall take the exam in front of Examining Committee whose members are appointed by the Dean.
- (2) Examining Committee consists of 3 members. The Head of the Committee is the teacher in charge of the course, while other members are teachers of compatible courses and /or the Head of the Studies.

## **Article 33**

### **Exam Notification**

- (1) A teacher is required to announce the results of a written exam through the Infoeduka digital student service system or other official communication channels of the University of Applied Sciences within 5 (five) working days after the scheduled exam and notify the students about the oral exam results immediately upon examination as well as announce the results within the digital Registrar's Office system.
- (2) The teacher will grade an exam with an insufficient (1) grade if a student:
  - a. does not demonstrate a sufficient level of knowledge for a passing grade, either in written or oral part of the exam
  - b. leaves the room in which the written part of the exam is held or quits an oral examination in progress
  - c. does not take the oral part of the examination after the written examination
  - d. is removed from the examination as a consequence of disturbing other students, acting inappropriately or using unallowable devices.
- (3) In accordance with the Act and the Statute of the University of Applied Sciences, the teacher must keep official records on students' exam achievements.
- (4) The teacher must sign the filled in examination lists of conducted exams and submit them to the Registrar's Office not later than 7 (seven) working days after the end of the examination period.
- (5) In the case of discrepancy between the grade entered in the Infoeduka system and the grade written on the exam list, the grade written on the signed exam list will be considered valid.

## **Article 34**

### **Appeal against the Examination Process or Grade**

- (1) A student who believes that the examination procedure was not carried out in accordance with the Book of Regulations or that the exam assessment was not correct, has the right to appeal to the Dean in written form through Registrar's Office within 24 (twenty-four) hours after the assessment and demand the exam to be repeated before an Examining Committee.
- (2) In the case of justified student's appeal against the implementation of the examination process or exam results, the University of Applied Sciences will, upon the decision of the Dean, repeat the exam in front of the Examining Committee.
- (3) This exam does not reduce the number of possible registrations stipulated by this Book of Regulations and will not be additionally charged.
- (4) The Examining Committee is nominated by the Dean within 3 (three) days after the receipt of the appeal at the latest.
- (5) The Examining Committee has 3 members and its president cannot be the teacher against whose grade the student has appealed.
- (6) The committee's president determines the date of the exam which must be held 3 days after the receipt of the appeal at the latest.
- (7) The Examining Committee makes the decision about the grade by the majority of votes.
- (8) The examination in front of the Committee is recorded in the minutes.
- (9) The Committee's decision cannot be appealed against.
- (10) The committee's decision about the grade is final.
- (11) For courses without oral exams where grades are entered on the basis of acquired points, a student has the right to contact the teacher in charge of the course within five days after the grade has been entered in the system and refuse the grade. Instead of the grade refused, the teacher will enter the final grade insufficient (1) within the Infoeduka system under that examination period. Subsequently, it will no longer be possible to re-enter the refused grade and the student will need to re-register for the exam and re-take the exam.

## **Article 35**

### **Defense of the Final Paper**

- (1) Students may apply for the defense of their final papers after they have obtained a signature from the Registrar's Office and a signature of the president of the Committee for the Defense of Final Papers in accordance with the conditions stipulated and listed in the article 83, paragraphs 8,9 and 11 of the Act on Science and Higher Education, and within the Book of Regulations on Final Paper and Final Exam, where the defense of Diploma Thesis is in fact taking a final exam.
- (2) Deadlines for registration and defense are determined by the Book of Regulations on Final Paper and Final Exam
- (3) The defense of the final paper is regulated by the Book of Regulations on Final Paper and Final Exam.

## ***IX. PROGRESS THROUGH STUDIES***

---

## **Article 36**

### **Obligation of Regulating Enrollment Status and the Enrollment Form**

- (1) Students are required to regulate their status and enroll semester after semester by submitting an electronic enrollment form through the Infoeduka system and/or other communication channels after they have passed all exams intended to be taken during the previous examination period and not later than 5 (five) working days before the beginning of classes in the new semester in accordance with the notification announced within the Infoeduka digital student service system and/or other communication channels.
- (2) Students who do not enroll in a higher year of study after the beginning of classes in a particular academic year and do not regulate their enrollment status, will be notified about the possibility of disenrollment from the study programme. Students who do not regulate their enrollment status after the notification, will be disenrolled from the study programme by the University of Applied Sciences.
- (3) For students who are approved suspension of academic year, the Registrar's Office will regulate suspension status for each semester.

## **Article 37**

### **Decision Making after the Stipulated Procedure Deadline**

- (1) Students may submit requests to the Registrar's Office regarding decision making after the expiration of the stipulated procedure deadline in order to create changes in data entered on the enrollment form.
- (2) The deadline for submitting requests regarding decision making after the expiration of the stipulated procedure deadline is not pre-determined, except in the case of substitution of courses enrolled in a particular semester which can be requested not later than 15 days after the beginning of classes in the semester in question as well as regarding changes in data concerning models of payment which can be requested before the student is issued a preliminary invoice or final invoice.
- (3) Decision making after the stipulated procedure deadline will be charged in accordance with the price specified by the current Decision on Reimbursement of Expenses announced on the website of the University of Applied Sciences.

## **Article 38**

### **Enrollment Right**

- (1) A student is entitled to enroll in a higher year of study if he or she has duly fulfilled, before the enrollment deadline, all requirements stipulated by the study programme, the decisions of the Academic Council and other general acts, if he has settled all financial obligations, returned all borrowed library materials and passed all exams from courses that enable enrollment in a higher year of study in accordance with the credit system determined by the study programme.
- (2) A student has the right to appeal to the head of the Registrar's Office and the Vice Dean for Students against the decision or the procedure related to the enrollment in a higher year of study.
- (3) A student who has not fulfilled the conditions for enrollment in a higher year of study can repeat the year with the obligation of paying the tuition in accordance to the Decision of Reimbursement of Expenses.
- (4) A student who is repeating a year must re-enroll in courses he has not taken and /nor passed during the previous year or, in the case of elective courses, replace them with others.
- (5) A student has the right to enroll in the same course multiple times.
- (6) In the event of changes of the study programme, a student who enrolls in differential ECTS credits, repeats a year of study or continues studying after suspension of student status or disenrollment, is required to pass differential exams or obtain ECTS credits in accordance with the new study programme.

### **Article 39**

#### **Change of Study Programme, Major and Student Status**

- (1) By submitting an electronic enrollment form through the Infoeduka system and other communication channels, students can register all changes of their study programme, major and student status.
- (2) Students may request a change of study programme when enrolling in a higher year of study, thereby accepting the obligation to take differential courses and pay tuition fee for their enrollment. Exceptionally, students may request a change of study programme in the middle of the study year or after completion of the first semester by submitting a written request to the Registrar's Office.
- (3) Students may request a change of major when enrolling in each semester thereby accepting the obligation to take differential courses and pay them in accordance to the Decision on Reimbursement of Expenses.
- (4) Students may request a change of their student status when enrolling in each semester. Exceptionally, students may request a change of their student status in the middle of a semester by submitting a written request to the Registrar's Office.

### **Article 40**

#### **Conditions for Enrollment in Higher Years**

- (1) Students of undergraduate and graduate study programmes may enroll in a higher year of study if they have passed all exams stipulated by all previous years of study and acquired a total number of ECTS credits available within all courses of the current academic year until the beginning of classes in the next academic year.
- (2) Conditions for enrollment in higher years of study are equal for full-time and part-time students.
- (3) Undergraduate study programmes:
  - a. A student may enroll in the second year of study if he has passed all courses of the first year of study. Exceptionally, students may enroll in the second year of study if they have passed courses of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby he must re-enroll the non-taken courses from the first year of study and pay tuition fee in accordance to the Decision on Reimbursement of Expenses. Such enrollment may result in overlapping of schedules of exercises or lectures of the first year which are re-enrolled together with courses of the second year of study, which the students knowingly accept by submitting their enrollment form.
  - b. A student may enroll in the third year of study if he has passed all courses of the first and second year of study. Exceptionally, students may enroll in the third year of study if they have passed all courses of the first year and courses of the second year of study with a total of 80 ECTS credits until the beginning of classes in the third year of study, whereby he must re-enroll the non-taken courses from the first and second year of study and pay tuition fee in accordance to the Decision on Reimbursement of Expenses. Such enrollment may result in overlapping of schedules of exercises or lectures of the second year which are re-enrolled together with courses of the third year of study, which the students knowingly accept by submitting their enrollment form.
  - c. A student may enroll in the final year of study if he has passed all courses of the first, second and third year. Exceptionally, students may, enroll in the final year of study if they have passed all courses of the first and second year and courses of the third year with a total of at least 80 ECTS credits, , whereby he must re-enroll the non-taken courses from the previous years of study and pay tuition fee in accordance to the Decision on Reimbursement of Expenses.
- (4) Graduate study programmes:
  - a. A student may enroll in the second year of study if he has passed all courses of the first year of study. Exceptionally, students may enroll in the second year of study if they have passed courses of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby he must re-enroll the non-taken courses from the first year of study and pay tuition fee in accordance to the Decision on Reimbursement of Expenses. Such enrollment may result in overlapping of schedules of exercises or lectures of

the first year which are re-enrolled together with courses of the second year of study, which the students knowingly accept by submitting their enrollment form.

- b. b. A student may enroll in the final year of study if he has passed all courses of the first and second year. Exceptionally, students may enroll in the final year of study if they have passed all courses of the first year and courses of the second year with a total of at least 40 ECTS credits, whereby he must re-enroll the non-taken courses from the previous years of study and pay tuition fee in accordance to the Decision on Reimbursement of Expenses.

#### **Article 41**

##### **Re-enrollment in a Year**

- (1) Students who do not meet the requirements for enrollment in the next year of study stipulated by the previous article need to re-enroll in the same year.
- (2) When re-enrolling in a year of study, a student must re-enroll in all courses of the previous years which he has not passed and may enroll in additional courses.
- (3) When re-enrolling in a year of study, a student pays a tuition fee which amount to 50% of the annual tuition fee in accordance to the Decision on Reimbursement of Expenses.

#### **Article 42**

##### **Suspension of Student Obligations**

- (1) A student may, by the beginning of the next semester or in cases stipulated by the law, request a suspension of student obligations within a study programme by submitting a request and/or a digital enrollment form through the Infoeduka digital student service system or other communication channels of the University.
- (2) A suspension of student obligations may be granted for a period of one academic year at the longest, and in exceptional cases, for a period of two consecutive years of study, on the basis of a written request and accompanying documentation and upon a decision made by the Dean, whereby a suspension always terminates with the end of the academic year in question.
- (3) During a suspension of student obligations, the student has no right to enroll in courses, attend classes, and take exams.
- (4) A student who has already paid his tuition fee will be, upon continuation of studies, acknowledged the previously paid tuition fee for the period of suspension.
- (5) Students who are taking part in student exchange or work placement abroad have the right to an additional suspensions of student obligations within the study programme for a period equal to the duration of the exchange or work placement.
- (6) The 12 months deadline for taking exams will be extended for students referred to in paragraph 2 of this Article in accordance with the period of student exchange or work placement abroad.
- (7) If there is a difference between the study programme attended by the student before suspension and the current study programme, the student is obliged to re-enroll in courses in accordance with the current study programme.
- (8) The student who does not enroll in courses after the expiration of the suspension period loses his student status.

#### **Article 43**

##### **Disenrollment from the Study Programme**

- (1) A student has the right to disenroll from a study programme for any reason.
- (2) A student who voluntarily disenrolls from a study programme at the University of Applied Sciences may enroll in the same study programme again.
- (3) Disenrollment from the study programme takes place automatically if a student does not pay tuition fee and has not otherwise regulated his status (i.e. suspension of student status).
- (4) Exceptionally, during the procedure of disenrollment, the University of Applied Sciences may exempt a student from the obligation to pay a part of the tuition fee or refund a portion of already paid tuition fee in a manner defined by the Learning Agreement signed during enrollment.

#### **Article 44**

##### **Termination of Student Status**

- (1) The student status will be terminated in the following cases:
  - a. by successful completion of the study programme

- b. by disenrollment from the University of Applied Sciences or the study programme upon student's request
- c. if a student does not regulate his student status
- d. if a student does not pay tuition fee
- e. if a student does not complete the study programme within a deadline determined by the Book of Regulations, the Statute or other general act
- f. if a student is expelled from the study programme under conditions and procedure determined by the Statute or other general acts
- g. for other reasons determined by the Act, the Statute or other general act.

(2) With the termination of student status, the student loses all rights acquired by enrollment. The termination of student status does not end other obligations regarding the payment of remaining installments for studies attended or the obligation to pay tuition for all courses enrolled before the termination of student status.

(3) A student who loses his status based on the letter g of paragraph 1 of this Article does not have the right to re-enroll in any of the study programmes of the University of Applied Sciences.

(4) A student who loses his status of a full-time student may, in case of fulfillment of other requirements stipulated by this Book of Regulations, continue his studies as a part-time student.

#### **Article 45**

##### **Completion of Study programme**

(1) Undergraduate professional study programmes are completed by passing all required exams, completing student work placement (if required by the curriculum of the study programme), and by finishing all other study obligations and by writing a final paper in accordance with the study programme.

(2) Specialized professional graduate study programmes are completed by passing all required exams, completing student work placement (if required by the curriculum of the study programme), finishing all other study obligations and writing a diploma thesis. Having defended the thesis, it is considered that a student has passed the diploma exam in accordance with the study programme.

(3) All rights and all obligations concerning the final exam and diploma exam are stipulated by the Book of Regulations on Final Paper and Book of Regulations on Diploma Thesis.

#### **Article 46**

##### **Diploma and Diploma Supplement**

(1) Upon completion of an undergraduate professional study programme or specialized professional graduate study programme, a student is awarded a diploma which confirms the completion of a study programme and acquisition of a particular academic title.

(2) Together with the diploma, a student is awarded a diploma supplement in both Croatian and English language. The diploma supplement attests to the exams passed, grades achieved and other information necessary to understand the acquired qualification. If a student requires a duplicate of the diploma supplement or a diploma supplement in another language, an additional fee will be charged in accordance with the Act and the Decision on Reimbursement of Expenses.

(4) Diplomas, diploma supplements and certificates issued by the University of Applied Sciences are public documents.

## **X. QUALITY ASSURANCE AND ORGANIZATION OF WORK**

#### **Article 47**

##### **Quality Assurance of the Study Programme**

(1) Quality assurance of the study programme is regulated at the University of Applied Sciences by the Act on Quality Assurance in Science and Higher Education and by the internal quality assurance system acts of the University of Applied Sciences.

(2) Internal quality assurance and improvement system of the University of Applied Sciences is a system of rules and activities that is implemented through coordinated activities in accordance with the Book of Regulations on Quality Assurance of the University of Applied Sciences announced on the website of the University of Applied Sciences.

#### **Article 48**

##### **Teachers**

(1) Each teacher of the University of Applied Sciences will verify the presence of students during each class and keep records of student attendance (electronic and/or other records).

(2) The teachers are also obliged to use the Infoeduka information system and other communication channels implemented by the University of Applied Sciences in order to enter students' grades, place teaching materials on a mutual repository of documents, keep records of past learning units, number of educational hours conducted, confirm schedules of consultations, refer students to additional classes, keep records of student attendance and other activities stipulated by the contractual relationship between the University of Applied Sciences and its teachers.

(2) Teachers and students are required to attend classes on time and be adequately prepared. A teacher who runs late for classes, shortens classes or comes unprepared will experience disciplinary measures in accordance with the normative acts of the University of Applied Sciences.

#### **Article 49**

##### **Surveys**

(1) A survey is an important form of evaluation of teachers and teaching quality conducted by the University of Applied Sciences.

(2) Students are obliged to participate in surveys.

(3) Surveys are conducted anonymously or non-anonymously through the use of electronic survey systems or paper forms.

(4) Surveys may be conducted during classes or through the internet.

(5) Teachers are required to complete reports on the implementation of courses using survey results. Such reports will serve as an input element in the development of a high-quality teaching process.

(6) Complete survey results can be made available to students and public in accordance to the Acts and other normative acts of the University.

### ***XI. TRANSITIONAL AND FINAL PROVISIONS***

---

#### **Article 50**

##### **Entry into Force**

(1) This Book of Regulations enters into force on the eighth day since the publication on the bulletin board of the University. This Book of Regulations will be published on the website of the University.

(2) On the date of the entry into force of this Book of Regulations, the Book of Regulations on Study from 14 July 2015 and all its Amendments and changes cease to have effect.

Ref. No. 125-07/11-2019

For the Academic Council  
Dean

prof. Vladimir Šimović, ph. D.

This Book of Regulations is published on the bulletin board of the University on \_\_\_\_\_ 2019.

Head Secretary

Nina Nemčić, mag.iur.