

This translation consists of:
30 pages / 32 sheets
Certification number: 01/19
Date: 4 September 2019

CERTIFIED TRANSLATION FROM CROATIAN LANGUAGE

**STATUTE OF THE UNIVERSITY OF APPLIED SCIENCES
"BALTAZAR ZAPREŠIĆ"**



Pursuant to Article 67, Paragraph 4 of the Act on Scientific Activity and Higher Education (OG No. 123/03, 198/03, 105/04, 174/04, 02/07 - Decree of the Constitutional Court of the Republic of Croatia, 46/07, 45/09, 63/11, 94/13 and 139/13), regarding the Decision of the Governing Council Reg. No. 0009-05/3-2011 of 31 January 2011 on changing the name of the College to the University of Applied Sciences and passing the Statute of the University, proposed by the Professional Council, the Governing Council of the Accredited College of Business and Management "Baltazar Adam Krčelić" from Zaprešić at the session held on 28 January 2014 passed the

S T A T U T E

of the University of Applied Sciences BALTAZAR ZAPREŠIĆ

I. GENERAL PROVISIONS

Article 1

This Statute confirms the legal continuity of the higher education institution known as the Accredited College of Business and Management "Baltazar Adam Krčelić" from Zaprešić and implements its internal restructuring into the higher education institution under the name the University of Applied Sciences BALTAZAR ZAPREŠIĆ.

The Statute establishes the status, name, seat, activity and seal of the University, its legal status, representation of the University, internal organisation of the University and its bodies, their powers and system of decision-making, matters related to teaching and the status of teachers, associates and expert associates, matters regarding study programmes and the conduct of teaching, participation of students in the work of the University, and other matters of importance for activities and operations of the University.

All the terms used in this Statute which may connote gender, regardless of whether masculine or feminine forms are used, shall include both genders equally.

1. Status of the University

Article 2

The University is a higher education institution organised as an accredited non-profit tertiary school.

Article 3

The University acts according to the principles of academic freedom, academic self-governance, equal rights and freedom of men, gender equality, environmental protection, pursuant to the Constitution of the Republic of Croatia,

the Institutions Act, the Act on Scientific Activity and Higher Education, other relevant acts and regulations, as well as this Statute.

Article 4

The academic freedom is expressed in the freedom of research and creation, teaching, joint collaboration and association, according to the international agreements and the Act on Scientific Activity and Higher Education.

The autonomy of the University entails the autonomous organisation of internal structure, the establishment of study and research programmes, international collaboration, as well as financial autonomy.

2. Name and seat of the University

Article 5

The name of the University is: Veleučilište s pravom javnosti BALTAZAR ZAPREŠIĆ.

The abbreviated form of the University's name is: Veleučilište BALTAZAR ZAPREŠIĆ.

The name of the University in the English language is: University of Applied Science BALTAZAR ZAPREŠIĆ, Croatia.

Article 6

The seat and the business address of the University is in Zaprešić, Vladimira Novaka 23.

3. Activity of the University

Article 7

Based on the licences issued by the competent Ministry, the University organizes and conducts undergraduate professional studies in duration of three years, specialist professional graduate studies in duration of two years and lifelong learning programmes.

Article 8

The University activities include:

- organisation and conduct of undergraduate professional studies according to the law, this Statute and the corresponding licences,
- organisation and conduct of specialist professional graduate studies according to the law, this Statute and the corresponding licences,
- organisation and conduct of various forms of professional development in the area of social sciences within the lifelong learning system,
- conduct of high-skilled professional and scientific research work,
- organisation of professional and scientific conferences, symposiums, roundtables, seminars and other meetings,

- publishing and co-publishing of books and periodicals,
- sale of books, periodicals, course materials and forms for student purposes.

Undergraduate professional studies and specialist professional graduate studies from the preceding Paragraph, Items 1 and 2 of this Article are more closely regulated by a special Ordinance.

Publishing and co-publishing of books and periodicals from Paragraph 1 Item 6 of this Article are more closely regulated by a special Ordinance.

Article 9

The University organizes and conducts high-skilled professional, scientific and research work in scientific areas and disciplines according to the law, and provides research infrastructure for this purpose.

The high-skilled professional, scientific and research work is conducted by scientists and teachers elected to scientific-teaching and teaching titles, and associates elected to associate titles, as well as by external associates from the field of economy, and from cultural and other organisations and institutions.

Article 10

The Professional Council of the University adopts the decision on the programme of the high-skilled professional and research work in line with the requirements for the development of teaching activity, practice and undertaken contractual obligations.

The high-skilled professional, scientific and research work is more closely regulated by a special Ordinance.

Article 11

In performing its activities, the University encourages mobility and international collaboration of students and teachers and participates in joint educational, professional and scientific research programmes with other legal entities in the Republic of Croatia and abroad.

The University establishes and develops mobility and international collaboration of students and teachers with relevant institutions abroad by using its own resources, the resources of funds and foundations, state subsidies, the Erasmus Programme and other programmes.

Mobility and international collaboration of students and teachers are more closely regulated by special legal acts.

4. Stamp, seal, logo and flag of the University

Article 12

The stamp of the University is circular, 38 mm in diameter, featuring the logo of the University in the central part and the inscription on the perimeter: Veleučilište s pravom javnosti BALTAZAR ZAPREŠIĆ.

The University also has a smaller stamp featuring the logo of the University in the central part and the inscription on the perimeter: Veleučilište BALTAZAR ZAPREŠIĆ.

The University has an embossed seal and stamp of a circular shape, 38 mm in diameter, featuring the coat of arms of the Republic of Croatia in the central part and the inscription on the perimeter: Republika Hrvatska Veleučilište s pravom javnosti BALTAZAR ZAPREŠIĆ. The embossed seal is imprinted onto diplomas issued by the University to its students upon completion of their education at undergraduate professional studies and specialist professional graduate studies. The number of seals, mode of use, safekeeping and designation by ordinal numbers, as well as the persons authorised and responsible for their use and safekeeping, are regulated by a special decision passed by the Dean.

Article 13

The logo of the University features the coat of arms of the City of Zaprešić and an image of an open book in the upper right corner, with the inscription SCIENTIAE on the left side and the inscription OMNIS on the right side of the book.

The flag of the University is light-blue, featuring the logo of the University in the central part, while the ratio of length and width of the flag is 2:1.

5. Legal status and representation of the University

Article 14

The University is a legal entity entered in the Court Register of the Commercial Court in Zagreb and the Register of Higher Education Institutions, led by the Ministry of Science, Education and Sports.

The University operates independently and performs its activities in compliance with the Institutions Act, the Act on Scientific Activity and Higher Education, this Statute and other relevant regulations and general acts.

The University has a giro account in a business bank for its financial transfers.

The University is held responsible for the fulfilment of its duties with its entire assets.

Article 15

The University is represented by the Dean individually and independently.

When the Dean is absent or prevented from fulfilling his or her duties, he/she is replaced by the Vice Dean - Deputy Dean with all the rights and obligations of the Dean.

Article 16

The Dean has all the powers in legal proceedings conferred on him/her within the scope of the University's activities entered into the Court Register, except when these powers are limited by the provisions of the law or this Statute.

Prior to concluding legal transactions on the acquisition, encumbrance and/or divestment of real estate, and legal transactions whose value exceeds the amount stipulated by the decision of the Governing Council, the Dean shall obtain written approval from the Governing Council.

Without the approval obtained from the Founder, the University is not authorised to acquire, encumber or divest real estate or any other assets whose individual value exceeds 500,000.00 kuna.

Article 17

The sign of the Dean's honour is the Dean's chain – the Dean's insignia.

The Dean wears the Dean's insignia at the graduation ceremony and other formal ceremonies when appropriate, in accordance with the academic tradition.

The Vice Dean's chain is the Vice Dean's insignia, worn by the Vice Deans on the same occasions as the Dean and other degree-awarding officials at the graduation ceremonies.

II. INTERNAL ORGANISATION OF THE UNIVERSITY

Article 18

The University is organised as a unified business, educational, professional and scientific-research entity, with the aim of achieving primary objects of the University.

1. University departments and Secretariat – organisational units of the University

Article 19

Organisational units of the University are the University departments and the University Secretariat, referred to as a joint organisational unit.

Article 20

The University comprises the following departments:

- Department of Undergraduate Professional Studies,
- Department of Specialist Professional Graduate Studies,
- Department of Lifelong Learning,
- Department of Scientific Research and Professional Work,
- Department of Mobility and International Cooperation.

Pursuant to a decision of the Professional Council of the University, different departments may be established.

University departments are led by the Heads of Departments, whose task is to manage the department's activities, coordinate the activities at the study programmes within the departments, and coordinate the work of the Heads of Study Programmes.

The means of appointing the Heads of Departments, the prerequisites for their appointment and dismissal, as well as their term of office and specific job duties and rights shall be regulated by the Ordinance on the internal organisation.

Article 21

The University Secretariat as a joint organisational unit comprises those affairs and officers who perform various tasks regarding the law, administrative law, human resources, finances, accounting, IT, publishing and other administrative-technical and general tasks of common interest.

The University Secretariat is led by the Head Secretary of the University.

The Head Secretary is accountable to the Dean for his/her work and the work of the Secretariat.

2. Study programmes

Article 22

Study programmes are established within the University departments as organisational units that conduct educational, professional and scientific-research work.

Each study programme is led by the Head of Study Programme, whose task is to organise the teaching process within each study programme, propose and participate in collaboration of a study programme with the similar study programmes in Croatia and abroad, propose the development strategy for a study programme, propose the admission quota, cooperate with the Heads of study programmes and perform other tasks as required by the Dean and/or Vice Dean.

The Head of Study Programme is accountable for his/her work and the organisation of work within the respective study programme to the Dean, Vice Dean of Academic Affairs, Head of Department and the Professional Council of the University.

The Head of Study Programme is appointed from the ranks of teachers employed at the University.

The mode of appointing the Heads of Study Programmes, the prerequisites for their appointment and dismissal, as well as their term of office, specific job duties and rights, shall be regulated by the Ordinance on the internal organisation.

Article 23

The internal organisation of the University and the scope of work of its organisational units are more closely regulated by the Ordinance on the internal organisation of the University.

3. Chairs

Article 24

The chairs as educational organisational units are established at the University to increase efficiency. The chairs present the core of educational, professional and scientific activities at the University. The chair comprises all teachers and associates who participate in the teaching process within the chair.

Article 25

Within its scope of activities, a chair shall:

- conduct and modify the teaching process,
- administer all forms of the teaching process and extracurricular activities,
- propose curriculum modifications within its respective area,
- confirm syllabi
- continuously monitor and adjust the differences in the contents of similar undergraduate and graduate courses,
- address other matters related to the teaching process,
- propose a plan for publishing educational and course materials, handbooks and books,
- propose teachers' schedule within the courses to the Vice Dean of Academic Affairs and the Head of Study Programme, with the aim of providing a well-balanced teachers' load,
- manage the process of elections to teaching titles and advancement of persons engaged in the teaching process,
- propose professional development programmes for teachers and assistants.

Article 26

The Head of Chair manages the work of the chair.

The Head of Chair is accountable for his/her work and the organisation of work within the respective chair to the Dean, Vice Dean of Academic Affairs and the Professional Council of the University.

The Head of Chair is appointed primarily from the ranks of teachers employed at the University, but also from the ranks of particularly successful and renowned teachers, external associates of the University.

The means of appointing the Heads of Chairs, the prerequisites for their appointment and dismissal, as well as their term of office, specific job duties and rights, shall be regulated by the Ordinance on the internal organisation.

III. UNIVERSITY BODIES

Article 27

The bodies of the University include the following:

- Governing Council
- Professional Council
- Dean
- Management Board
- other professional and advisory bodies whose establishment, composition and competence are regulated by the Statute or other general acts of the University.

1. Governing Council

Article 28

The University is governed by the Governing Council.

The Governing Council ensures the legality of the University's business activities, the achievement of its activities, rational use of material, human and other resources of the University, implementation of decisions made by the Professional Council, and performs other tasks according to the law.

Article 29

The Governing Council shall:

- adopt the University's strategy and programmes of growth and development as proposed by the Management Board of the University and monitor their implementation,
- adopt the annual business plan of the University and ensure its implementation,
- adopt the University's annual statement of accounts and decide on the manner of using surplus revenue, i.e. reducing the deficit,
- adopt the Statute of the University, Ordinances and other general acts, with the exception of the specific expert acts in the area of competence of the Professional Council,
- propose the change or extension of activities, change of name and seat of the University,
- adopt the decision on financial specifications regarding the enrolment of students at the proposal of the Dean, the Management Board and/or the Professional Council, and determine the amount of annual tuition fee,
- elect the Dean of the University by secret ballot at the proposal of the Professional Council,
- decide on the dismissal of the Dean and appointment of an Acting Dean,
- initiate and terminate the procedure for the election of the Dean,
- ensure that the decisions of the Professional Council, the Management Board and the Dean are implemented,
- give approval to the Dean for concluding legal transactions in acquisition, encumbrance and divestment of real estate and for concluding other legal transactions from 200.000,00 to 5.000.000,00 kuna in value, while for those exceeding this value the approval of the Founder should be obtained,
- propose and give opinions on particular issues to the Professional Council and the Dean,
- adopt the second instance decisions on the exercise of individual employees' rights, provided that the first instance decisions were adopted by the Dean or the Management Board,
- adopt decisions and perform other activities defined by the Law and this Statute.

Article 30

The Governing Council of the University consists of five (5) members.

Three members of the Governing Council are appointed by the Founder, one by the Professional Council, and one member is the representative of employees.

The President and the Vice President of the Governing Council are elected by the members of the Governing Council among themselves by a majority of votes.

Article 31

The term of office of the Governing Council members lasts until revoked, maximum four (4) years with the possibility of re-appointment or re-election of the Governing Council members.

The Founder and/or the Professional Council of the University can dismiss the appointed member of the Governing Council before the expiry of the term of office he/she was appointed to, and appoint a new member of the Governing Council instead, whose term of office in this case shall be until the expiry of the term to which the dismissed member was appointed.

Article 32

The member of the Governing Council may at any time submit a written resignation of the membership in the Governing Council to the person who appointed him/her. Instead of the resigning member of the Governing Council, the Founder and/or the Professional Council of the University shall promptly appoint a new member of the Governing Council, whose term of office, in this case, shall be until the expiry of the term to which the member who resigned the membership was appointed.

Article 33

The members of the Governing Council decide on the matters related to their scope of work at the sessions.

Sessions of the Governing Council are convened and presided over by its President. In the event of being prevented from attending, the President shall be replaced by the Vice President of the Governing Council.

The Dean, the members of the Management Board and the Head Secretary of the University shall participate in the Governing Council sessions without voting rights. They are convened by the President of the Governing Council and an expert who is required for introductory explanations, questions and proposals decided on by the Governing Council.

Article 34

The Governing Council adopts decisions by a majority of the total number of its members, while in the event of a tie the vote of the President of the Governing Council shall be decisive.

The voting at the sessions of the Governing Council is public in general, except when the law or the Statute stipulates the use of the secret ballot for certain matters.

Minutes are taken at the sessions of the Governing Council, which are delivered in written form to all the members of the Governing Council, alongside with the invitation to the next session, when the minutes are to be verified.

The mode of work of the Governing Council is more closely regulated by the Rules of Procedure of the Governing Council.

Article 35

The Dean and the Head Secretary of the University shall provide professional and administrative-technical requirements for the preparation of sessions and work of the Governing Council, and for the preparation, implementation and storage of its decisions and session minutes.

Article 36

The members of the Governing Council shall receive remuneration for their work, the amount of which is determined by the Governing Council.

The Governing Council may also decide to pay an adequate remuneration to the Head Secretary of the University and other experts who contribute to the work of the Governing Council with their engagement and participation in the Governing Council sessions.

2. Professional Council

Article 37

The Professional Council is a professional body of the University that decides on professional, scientific and educational matters.

Article 38

The Professional Council is comprised of the Dean and the members of the Management Board, Vice Deans, Heads of Departments, Heads of Study Programmes, Heads of Chairs, Head of International Cooperation, representative of teachers at the undergraduate professional studies, representative of teachers at the specialist professional graduate studies, representative of expert associates – assistants and student representatives, who make up for at least 15% of the total number of members of the Professional Council and exercise their rights according to the law.

Representatives of teachers and assistants in the Professional Council are proposed by the Vice Dean of Academic Affairs and are elected by teachers from among themselves by public voting, by a majority of votes at a meeting convened and presided over by the Vice Dean of Academic Affairs.

Students elect their representatives in the Professional Council independently in accordance with the procedure regulated by the law, the Statute and general acts of the university.

Article 39

The Professional Council shall perform the following activities:

- adopt decisions related to the University's educational, professional and scientific activities,
- adopt study, educational and research programmes,
- adopt syllabi,
- appoint course teachers and course instructors,
- decide on the prerequisites for the enrolment of students at particular studies, and propose the admission quota and the amount of annual tuition fee to the Governing Council,
- adopt the Ordinance on Study Regulations and other general acts which stipulate the matters related to educational, professional and/or scientific activities according to the law and this Statute,
- adopt the Code of Ethics of the University,
- propose the changes and amendments to the Statute and other general acts whose adoption is in the area of competence of the Governing Council,
- propose candidates in the Dean election procedure and submit the proposal to the Governing Council for decision-making,
- decide on the Dean's annual report of academic activities and operations,
- initiate and propose the dismissal of the Dean to the Governing Council, in case a confidence motion regarding the Dean's academic activity and work is approved by a two-thirds majority vote,
- decide on elections to educational and nominal educational titles and other matters related to elections to titles,
- appoint one teacher as a member of the Governing Council of the University, at the proposal of the Vice Dean of Academic Affairs,
- perform other tasks regulated by the law, this Statute and other general acts of the University.

Article 40

The members of the Professional Council shall decide on the issues related to their scope of work at the sessions.

Sessions of the Professional Council are convened and presided over by the Dean. In the event of being prevented from attending, the Dean shall be replaced by the Vice Dean - Deputy Dean.

The Head Secretary and the Head of study organisation office shall participate in the Professional Council's sessions but without voting rights. They

are convened by the Dean and an expert who is required for introductory explanations, questions and proposals decided on by the Professional Council.

Article 41

The Professional Council lawfully discusses and adopts decisions when a simple majority of all its members are present at the session.

The Professional Council shall adopt decisions by a majority vote of attending members unless otherwise prescribed by the law or the Statute.

The voting at the sessions of the Professional Council is public in general, except when the law or the Statute stipulates the use of the secret ballot for certain matters.

Article 42

Minutes are taken at the sessions of the Professional Council, which are delivered in written form to all the members of the Professional Council, alongside with the invitation to the next session, when the minutes are to be verified.

The mode of work of the Professional Council is more closely regulated by the Rules of Procedure of the Professional Council.

Article 43

The Dean and the Head Secretary of the University shall provide professional and administrative-technical requirements for the preparation of sessions and work of the Professional Council, and for the preparation, implementation and storage of its decisions and session minutes.

3. Dean

Article 44

The Dean is the executive head of the University who represents it and manages the operations and work of the University according to the law and the Statute.

The Dean shall preside over and manage the work of the Management Board and the Professional Council, adopt decisions in the area of his/her competence and ensure that the decisions and conclusions of the Professional Council, the Governing Council and other University bodies are implemented.

Article 45

In addition to the competences and tasks referred to in the preceding Article, The Dean shall:

- ensure and be responsible for the legality of the University's work and business activities,
- ensure that the resources required for the work and development of the University are used in a transparent, efficient and rational way,

- ensure that the decisions of the Academic and Governing Council of the University are implemented and carried out,
- represent the University in all the proceedings before courts, administrative and other state authorities, as well as legal entities entrusted with public authority,
- appoint the members of the Management Board and maximum 5 (five) Vice Deans,
- designate the persons authorised to sign financial and other documents of the University,
- give a written power of attorney to other persons to represent the University in legal proceedings,
- propose strategic plans of growth and development of the University and annual business plans of the University to the Governing Council,
- submit semi-annual and annual reports on operations, especially financial operations and rational use of the material and human resources of the University to the Governing Council,
- propose decisions related to the annual difference in generated business revenues and expenses to the Governing Council,
- submit annual reports to the Professional Council regarding the academic, scientific, professional and educational activities of the University, and other matters in the area of competence of the Professional Council,
- propose the policy of staffing and professional and scientific development of the employees to the Management Board,
- propose the appointment of Heads of Study Programmes within the undergraduate professional studies, Heads of specialist professional graduate studies and Heads of Branch Campuses to the Professional Council,
- propose chairs and the appointment of Heads of Chairs to the Professional Council,
- initiate and propose the adoption of the Statute of the University and other general acts of the University,
- promote and adjust educational and professional activities of the University according to the provisions of the Statute and other general acts of the University,
- promote the quality system and ensure that the quality policies and objectives are implemented at the University,
- decide on and adopt the first instance decisions on employees' rights and obligations,
- decide on the disciplinary liability of employees and students as the first instance disciplinary body,
- appoint Exam Committees, Diploma Thesis Committees, Expert Committees for the ECTS credit transfer and recognition of exams taken at other higher education institutions and schools, and for the

validation and equivalency of secondary school certificates and diplomas,

- participate in the decision-making of the Croatian Council of Universities and University Colleges of Applied Sciences,
- perform other tasks regulated by the law, this Statute and other general acts of the University.

Article 46

The Dean is accountable to the Professional Council of the University for the academic matters and the Governing Council of the University for the legality of financial operations and rational use of the material and human resources.

Article 47

The Governing Council of the University elects the Dean based on a call for applications announced in the "Official Gazette", the daily newspapers and on the University's website.

The Governing Council of the University announces a call for application for the election of the Dean not later than six months prior to the expiry of the term of office of the current Dean, unless his/her term of office is terminated suddenly, in which case the Governing Council shall promptly appoint an Acting Dean to the period of maximum one year, and simultaneously announce a call for applications for the election of a new Dean.

The deadline for application submission for the election of the Dean cannot be less than 30 days, while the procedure for election and adoption of the decision on the election of the Dean has to be completed within maximum 45 days.

Article 48

Besides meeting the general requirements stipulated by the law, the candidates who are eligible for applying for the election of the Dean shall also meet these specific requirements:

- a) they have been elected to the scientific-educational title of full professor or associate professor, or the educational title of college professor,
- b) they have distinguished results in scientific or professional work and have successfully managed projects in the economy, public sector or local and/or regional community.

In addition to the application letter, the candidates are required to submit the evidence of fulfilling all general and specific requirements outlined in the call, a certificate of no criminal record, an action plan proposal and curriculum vitae..

Article 49

Upon the expiry of the deadline, all applications are delivered to a Committee appointed by the Governing Council, consisting of three members, which shall assess the validity of applications and forward them to the Professional

Council for further procedure, alongside with their written report on the validity of all applications.

The Professional Council shall decide on the rejection of invalid applications and inform the applicants who have submitted them, and subsequently assess the applications of other candidates who are required to publicly present their action plans at the next session of the Professional Council.

After the candidates have publicly presented their action plans, the Professional Council shall determine the list of candidates for the Dean by a majority of votes, and submit the proposal to the Governing Council for decision-making and election of the Dean.

Article 50

The Governing Council elects the Dean by secret ballot among the candidates proposed by the Professional Council.

The candidate who receives a majority of votes from all the members of the Governing Council shall be elected the Dean of the University.

The result of the secret ballot is recorded in the minutes.

If the proposed candidates fail to receive a majority of votes, the election procedure shall be repeated. If the Governing Council determines that the new procedure will not be terminated by the expiry of the term of office of the current Dean, an Acting Dean shall be appointed promptly, whose term of office will last until a new Dean is elected, for a period of maximum one year.

Article 51

Upon adopting the decision on the election of the Dean, the Governing Council shall appoint members of the Committee for the procedure of handover of duties of the Dean, which will consist of one member of the Governing Council, one member of the Professional Council and the Head Secretary of the University.

The handover of duties of the Dean shall be recorded in the minutes.

Article 52

The Dean's term of office shall be 4 (four) years and the same person may be reappointed as the Dean.

Article 53

The Dean may be dismissed from duty before the expiration of the period for which he/she has been elected.

The Governing Council shall dismiss the Dean from duty:

- if the Dean requests dismissal himself/herself before the expiration of his/her term of office, in which case it shall be stated in the decision that the Dean is dismissed at his/her own request without voting on that matter,
- if conditions arise which, pursuant to special regulations or regulations stipulating labour relations, lead to termination of employment contract,

- if the Dean fails to comply with the regulations or general acts of the University or wrongfully fails to implement the decisions adopted by the University's bodies, or acts contrary to them,
- if the Dean causes serious damage to the University by performing his/her duties in a negligent or incompetent manner, or if he/she neglects or negligently performs his/her duties, resulting in disruptions or possible disruptions of the University's activities.

The Governing Council may also dismiss the Dean from duty if:

- the dismissal of the Dean in written and reasoned form is initiated by the Professional Council of the University after a confidence motion regarding the Dean's academic activity and work is approved by a two-thirds majority vote,
- he/she abuses the position of Dean or exceeds the limits of his/her authority,
- he/she damages the reputation of the duties performed through wrongful conduct,
- he/she loses the ability to perform his/her duties,
- he/she performs services, work or activities which are incompatible with the performance of Dean's duties,
- there are other justified reasons for the dismissal of the Dean stipulated by the law, the Statute or general acts of the University.

Article 54

Prior to the adoption of the decision on dismissal, the Dean shall be given an opportunity to state his/her position on the grounds for dismissal, except when the decision states that the Dean is dismissed at his/her own request.

Article 55

The decision on the dismissal of the Dean, and consequently on the appointment of an Acting Dean as well as on initiating the procedure for the election of a new Dean, is adopted by the Governing Council by a majority of votes of all the members of the Governing Council.

The decision on the dismissal of the Dean in written form with a required explanation and instruction on legal remedy is delivered personally or by registered priority post with a delivery note to the person who is being dismissed.

Article 56

The Dean shall be assisted in his/her work by the Vice Dean – Deputy Dean and other Vice Deans, especially regarding academic affairs.

Vice Deans perform all tasks in the area of competence and duties assigned to them by the Dean according to the law, the Statute, the Ordinance on the internal organisation of the University and other general acts of the University.

Article 57

Vice Deans shall be elected from among the University employees who have been elected to the scientific-educational title of full professor or associate professor, or the educational title of college professor.

The Dean shall decide on the number of Vice Deans according to the requirements of the internal organisation of the University.

Article 58

The Dean shall appoint and dismiss the Vice Deans.

The Vice Deans' term of office is related to that of the Dean, except when the Dean dismisses them before the expiry of the term to which they were elected.

Should the Deans' term of office be terminated before the expiry of the term to which he/she was elected, the Vice Deans appointed by the Dean shall continue to perform their tasks until a new Dean appoints Vice Deans, and their term of office shall be terminated when the newly appointed Vice Deans take office.

4. Management Board of the University

Article 59

The Management Board is an advisory body of the Dean, which assists him with the preparation, adopting and implementation of business, managerial and executive decisions.

Article 60

The Management Board consists of the President and two more members.

By virtue of his/her office, the Dean is the President of the Management Board, and other members of the Management Board are the Vice Dean – Deputy Dean and the Vice Dean appointed to the Management Board by the Dean. The term of office of the Management Board members is related to that of the Dean, the Vice Dean – Deputy Dean and the Vice Dean appointed to the Management Board by the Dean.

Article 61

The Management Board assists the Dean especially in determining the strategy and developmental documents, business policy, human resources management policy, the policy of collaboration with other academic and scientific institutions and other strategic, managerial and executive affairs.

Article 62

The Management Board adopts decisions by a consensus of its members, and if this is not possible, by a majority of votes provided that the Dean's vote belongs to the majority.

In the event of the Dean's absence, the members of the Management Board are entitled to sign financial documents of the University.

Article 63

The Head Secretary of the University is also the Secretary of the Management Board of the University.

In collaboration with the Dean, the Head Secretary of the University, as the Secretary of the Management Board, shall ensure that the operative agenda is adjusted and that the activities of the members of the Management Board are coordinated. He/she shall also prepare the sessions of the Management Board, document its work, keep the records of the implementation of its decisions and conclusions and monitor the work of the offices and employees responsible for the implementation of the decisions made by the Management Board.

The Head Secretary of the University, as the Secretary of the Management Board, shall participate in the sessions of the Management Board and discuss the matters within the scope of work of the Management Board, but may not vote nor decide on matters.

5. Dean's Board

Article 64

The Dean's Board is an expert-advisory body consisting of the Dean, the Vice Dean – Deputy Dean, Vice Deans, Heads of Study Programmes within the undergraduate professional studies, Heads of specialist professional graduate studies and the Head Secretary of the University.

The Dean shall convene and preside over sessions of the Dean's Board according to the needs at his/her discretion.

Article 65

Pursuant to decisions of the Governing Council, the Professional Council, the Dean and/or the Management Board of the University, other expert and/or advisory bodies may be established according to the law and the Statute, whose competences and duties shall be determined by decisions on the establishment of particular bodies.

IV. TEACHING, TEACHERS, TITLES

1. Teaching

Article 66

Teaching is conducted according to the relevant curricula and adjusted syllabi and is more closely regulated by special legal acts and/or decisions of the University's competent bodies.

Article 67

Teaching at the University is interactive and programme-oriented, and is conducted in study groups, according to the guidelines, standards and criteria of the Bologna process. Teaching at the University may also be organised as

distance learning or online learning, provided that at least 50% of the coursework is conducted in a traditional way.

Teaching at the University is also partially conducted as fieldwork and practical training, including teachers' office hours, seminar papers and mentorships, depending on the particular type of study.

2. Teachers

Article 68

Educational, scientific-research and professional activities at the University are conducted by teachers whose qualifications are confirmed based on the election to corresponding educational and associate titles.

Article 69

Educational and other activities related to the work with students are conducted by teachers elected to educational titles and assistants.

Teaching at the University is also conducted by teachers elected to the scientific-teaching titles of assistant professor, associate professor, full professor and full professor with tenure, as well as teachers awarded the honorary titles according to the law.

Article 70

Renowned experts and scientists from other institutions may conduct certain parts and forms of teaching at the University, as stipulated by the law and agreements signed with these institutions or by particular contracts.

Upon a reasoned request made by the Vice Dean of Academic Affairs, the Head of Study Programme within the undergraduate professional study or the Head of specialist professional graduate study, the Dean may grant permission to a renowned scientist or expert from other institution to conduct certain parts of teaching within a particular course. The permission is granted for the specific content and form of teaching.

Article 71

Teaching at the University may be conducted by other educational workers who, besides meeting the defined general and specific prerequisites for the election to the corresponding title also:

- have completed a required level of professional and pedagogic-psychological education, i.e. have a degree and title according to the law and the Statute,
- have proven their professional, pedagogic and scientific abilities with their educational and professional work,
- meet the psychophysical requirements needed for performing teaching-related activities.

Article 72

Teachers at the University are obliged to conduct teaching and other forms of academic work, assess students' knowledge, administer exams in their respective courses, provide mentorship to students and perform other tasks regulated by the law, the Statute, general acts of the University and its curricula.

In performing educational and other forms of academic activities at the University, teachers are obliged to comply with the high standards of excellence in accordance with the criteria set by the University's bodies and comply with the University's Code of Ethics in general.

Teachers are obliged to pursue their professional development and education continuously in their work, to participate actively in national and international professional, scientific and educational conferences in accordance with the decisions of the University's competent bodies. Their active participation in research-development projects within the University is desirable.

All teachers are obliged to respond when invited to participate in the work of the University's bodies, when invited by the Heads of Study Programme within the undergraduate professional study and/or by the Heads of specialist professional graduate study, provided that they conduct teaching activities within these study programmes, and when invited to formal graduation ceremonies.

Article 73

Standardisation of teachers' work in the teaching process and other academic activities at the University is regulated by special legal acts and corresponding decisions adopted by the Dean.

Article 74

Due to specificity and greater responsibility of the work they perform, teachers and associates (assistants) are subject to quality assessment of their work.

Regular quality assessment of teaching activities is carried out once a year, according to the mode and procedure prescribed by the Professional Council of the University.

Article 75

Regular quality assessment of teacher's educational activities shall also take into consideration the results of the student survey, which is carried out once a year.

In case a teacher's and/or associate's performance is evaluated as negative or merely satisfactory in the student survey, the Vice Dean of Academic Affairs and the Head of Chair are obliged to inform the teacher and/or associate about the grade and draw his/her attention to the necessity of introducing changes in his/her work.

If a teacher's and/or associate's performance is repeatedly evaluated as negative in the student survey, the Vice Dean of Academic Affairs shall propose taking relevant disciplinary measures against the teacher and/or associate to the Dean.

In case when, despite disciplinary measures, the same teacher's and/or associate's performance is once again evaluated as negative in the student survey, the teacher and/or associate shall be assigned to another corresponding post according to the law and a special legal act, and in case this is not possible due to business processes, it shall be regarded as the termination of employment contract notice due to business reasons.

Article 76

Teachers' and associates' work and general conduct are subject to disciplinary action, in compliance with this Statute, Code of Ethics and a special legal act.

Teacher and/or associate may be held disciplinary liable only for an action which was at the time of perpetration defined as a disciplinary violation by this Statute, Code of Ethics or a special legal act, and for which a disciplinary measure is prescribed.

3. Election to titles

Article 77

Teachers at the University are elected to educational titles: lecturer (lect.), senior lecturer (sr. lect.), and college professor (coll. prof.).

The prerequisites and the procedure for the election to educational titles and corresponding positions are regulated by the law, subordinate regulations and a special legal act of the University.

Article 78

Associate title at the University is assistant.

The prerequisites and the procedure for the election to the associate title of assistant and corresponding position are regulated by the law, subordinate regulations and a special legal act of the University.

Article 79

Expert titles at the University are: expert associate, senior expert associate and expert advisor.

With the aim of implementing scientific and professional projects, persons who shall perform tasks related to these particular scientific and/or professional projects may be elected to expert titles and corresponding positions at the University. The prerequisites and the procedure for the election to expert titles and corresponding positions shall be regulated by the Ordinance on the internal organisation of the University.

V. STUDIES, OTHER EDUCATIONAL PROGRAMMES AND STUDENTS

Article 80

The University establishes and delivers short professional studies, undergraduate professional studies and specialist professional graduate studies in accordance with the law, relevant regulations and the licence for delivering study programmes.

Besides previously mentioned studies, the University may deliver other programmes of business education, professional training and development, and conduct relevant research and development projects in the area of applied sciences and profession. In collaboration with other Croatian and/or international physical and legal persons, the University may establish and deliver common and/or joint studies and educational programmes, in accordance with regulations.

Article 81

Delivering study programmes and other programmes of business education, professional training and development includes the establishment, organisation, face-to-face teaching and continuous development of study programmes in line with the contemporary trends and attractiveness of programme contents and didactic methods.

Article 82

In delivering studies and other educational programmes, the University shall follow the guidelines and regulations of the Bologna protocol as a basic European document which regulates international measurability, comparability and mobility, as well as collaboration and networking of programmes, teachers and students.

Research and development, as well as preparation and implementation of the University's relevant projects in the area of applied sciences, are primarily focused at the academic and business development of the University, particularly regarding its international recognition, connection and networking.

Article 83

Delivering particular studies and programmes of business education, professional training and development, prerequisites for the enrolment, duration of the study and all other matters related to studies and educational programmes shall be more closely regulated by special legal acts of the University.

1. Studying at the University

Article 84

Studying at the University is an interactive process of transfer of knowledge, which, depending on the type of study, includes an adequate and mandatory level of class attendance regarding all forms of teaching.

Studying is delivered in accordance with the guidelines, standards and criteria of the Bologna process, including all standard procedures of knowledge assessment which are stipulated by the law. These procedures are common for all higher education institutions and are carried out during the predetermined examination periods announced in advance.

Article 85

During the study at the University, all textbooks, course materials and other teaching materials needed for completing the courses are available to students.

The process of studying is more closely regulated by special legal acts of the University, curricula and syllabi, and by the study contract which is concluded between the University and each student at enrolment.

2. Admission

Article 86

Students are enrolled at the particular study programme according to the law, admission plan and decision on admission in line with the prerequisites issued by the Professional Council with the approval of the University's Governing Council.

Pursuant to the decision on admission, the Dean of the University shall announce a call for applications for the enrolment of students at the particular study programmes.

The call for applications for the enrolment of students is announced in the daily newspapers and on the University's webpage before the beginning of the academic year, within deadlines stipulated by the law and general acts of the University.

Article 87

The selection of candidates shall be undertaken in the form of a classification procedure, conducted by the Admission Committee, whose members are appointed by the Dean of the University. The classification procedure shall determine whether a candidate possesses the knowledge and abilities required for completing the study programme he/she plans to enrol at.

Article 88

Based on the results of the national secondary school leaving exam and/or the results of the entrance exam which is organised within the classification procedure at the University, candidates shall qualify for admission to short professional study programmes and undergraduate professional studies.

Pursuant to the decision of the Admission Committee, candidates who have passed the entrance exam at another higher education institution are eligible for admission to the studies from the preceding Paragraph and are not required to take an entrance exam at the University, provided that the admission quota is not exceeded.

Article 89

The selection of candidates for the enrolment at specialist professional graduate studies shall be undertaken from the ranks of candidates who have previously completed a corresponding study, within the available admission quota.

Should the interest for the enrolment at the specialist professional graduate study exceed the admission quota, the Admission Committee may decide to organise and administer an entrance exam within the classification procedure for these candidates.

3. Student status

Article 90

Student status at the University is acquired under the same conditions by the citizens of the Republic of Croatia and foreign nationals provided that they meet the prerequisites for admission.

Student status is acquired by being admitted to a study programme, concluding a study contract and paying at least the first instalment of the defined annual tuition fee. Student status is confirmed by a student transcript book or another relevant identification document.

Article 91

Students at the University can have the status of full-time or part-time students.

Acquiring the status of a full-time or a part-time student is regulated by the law and general acts of the University, and is chosen by a student at enrolment and upon concluding the corresponding study contract.

Article 92

Student status at the University is terminated the following day upon passing the final or diploma exam successfully. Student status shall also be terminated:

- upon the day of withdrawal from the University,
- when a student fails to enrol in the subsequent study year or to apply for a repetition of a study year within the deadline for the enrolment in the next academic year,
- when a student has been expelled from the University following a procedure and conditions stipulated by the general act of the University, upon the day the decision on the expulsion with final force and effect has been issued,
- when a student even after the repetition of a course, fails to pass the course exam with the end of the academic year,
- when a student fails to complete his/her studies within the prescribed time limit, which is prolonged for the period of the possible suspension of student rights and obligations, and the graduate year,
- for other reasons stipulated by the law, this Statute, general acts of the University or study contract.

A person whose student status is terminated due to reasons stated in the preceding Paragraph of this Article, and upon his/her written, reasoned and documented request, may be granted permission by the Dean to continue the studies, i.e. to re-enrol in the study according to curricula valid in the moment of re-enrolment.

Article 93

All matters related to student status and their rights, obligations and responsibilities are more closely regulated by the Ordinance on Study Regulations.

VI. STUDENT PARTICIPATION IN UNIVERSITY ACTIVITIES

1. Student Council

Article 94

The Student Council of the University is a student representative body established at the university level.

The Student Council of the University consists of peer-elected student representatives and their deputies, as follows:

- 3 (three) student representatives and their deputies are elected by the students of undergraduate professional studies for each study programme;
- 2 (two) student representatives and their deputies are elected by the students of each specialist graduate professional study.

Student representatives in the Student Council of the University are elected for the period of 2 (two) years. The same person may be re-elected for another term of office.

2. Student representatives in the Professional Council

Article 95

Students participate in the decision-making of the Professional Council through their representatives, according to legal regulations and the Statute.

Article 96

The Student Council of the University elects student representatives in the Professional Council by a majority of their members' votes.

One student from each study programme within undergraduate professional studies and one student from each specialist professional graduate study are elected to the Professional Council of the University.

Student whose grade point average is less than 3, 0 (three), who has repeated study year for two or more times, and has been subject to disciplinary action for infringement of student rights and obligations, cannot be proposed nor elected as a student representative in the Professional Council of the University.

Article 97

In the work of the Professional Council, student representatives have the right to vote and decide on the matters regarding student rights and obligations, according to the law.

Article 98

Matters regarding the election of student representatives to the Student Council of the University and the election of student representatives to the Professional Council of the University are more closely regulated by the Ordinance on elections to the Student Council.

3. Student Sports Association and Alumni Club

Article 99

Students may participate in sports and physical activities at the University.

The Student Sports Association "Baltazar" is established and operates as a civil association within the University, which gathers students and graduate students of the University with the aim of engaging in active, voluntary and organised sports and physical activities.

The University shall provide professional sports teaching staff for students regarding organisation and coordination of their sports and physical activities within the Student Sports Association.

Article 100

All matters related to the scope of work of the association and student participation in its work are more closely regulated by the Statute of the Student Sports Association "Baltazar".

Article 101

The Alumni Club "Baltazar" is established and operates as a civil association within the University, which gathers graduate students of the University with the aim of building the University's reputation and establishing strong correlation and collaboration between former students and the University, as well as building the reputation of profession, encouraging and developing cooperation with other alumni clubs.

Article 102

All matters related to the scope of work of the association and participation of graduate students in its work are more closely regulated by the Statute of the Alumni Club "Baltazar".

VII. FUNDING

Article 103

The University is primarily engaged in those educational, professional, research and scientific activities for which it has procured and secured funds.

Article 104

The University's regular activities are financed from tuition fees and other services, market services within registered activities, donations, sponsorships or other sources in compliance with the regulatory framework.

In exceptional cases, financial resources for the development of the University may be partially secured from the budget of the City of Zaprešić, the Zagreb County or the state budget of the Republic of Croatia, according to the law and/or reached agreements.

Article 105

The University may be financed solely by sources which do not affect its independence and dignity and do not prevent the accomplishment of the University's basic tasks.

Article 106

As a non-profit institution which is not established for the purpose of gaining profit, the University shall invest surplus revenue exclusively in development and improvement of working conditions, performing its activities, professional development of teachers and assistants, and improvement of student standard.

Should the operations of the University generate deficit, the modalities of reducing the deficit shall be determined by the Governing Council, at the proposal of the Management Board according to the law.

VIII. DATA SECRECY PROTECTION

Article 107

A secret is a piece of information which is, according to the law, this Statute, general acts of the University and other regulations, classified as a secret.

Article 108

Trade secrets are data, identification documents and documents:

1. which are defined as trade secrets by the law and other regulations,
2. which are communicated to the University by the competent state authority body and are classified as confidential,
3. whose disclosure to unauthorised persons would cause damage to the work, interests and reputation of the University,
4. which are declared trade secrets by the Dean, the President of the Governing Council and/or the Founder,
5. which are important for physical and technical security protection of University's facilities and property,
6. which are classified as trade secrets.

Article 109

All the trade secret data, identification documents and documents shall be kept confidential by all the employees of the University and external associates who have signed a work-made-for-hire contract or a temporary service contract with the University, regardless of the manner in which they have come to know them.

Persons mentioned in the preceding Paragraph are obliged to keep a trade secret even after cessation of work at the University.

Unauthorised disclosure of a trade secret shall be regarded as a serious form of misconduct and may result in the extraordinary termination of the employment contract, and in the termination of temporary service contract and/or work-made-for-hire contract based on termination for cause.

A consequence of the disclosure of a trade secret shall be a liability for compensation of damage.

Article 110

Communication of confident data, identification documents and documents classified as trade secrets shall not be regarded as a violation of trade secrets, when these data and documents are communicated to persons and bodies they may be or have to be communicated to, based on the regulations or authorisations resulting from the function these persons or bodies perform.

Article 111

Identification documents and data classified as trade secrets may be communicated to other persons solely by the Dean, members of the Management Board of the University and persons authorised by the Dean. The Dean and the Head Secretary of the University shall be in charge of protecting trade secrets.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 112

Internal organisation and general acts stipulated by this Statute shall be modified no later than six months after adopting this Statute.

Until the internal organisation and general acts referred to in the preceding Paragraph have been modified, the University shall continue to perform its activities in accordance with the present internal organisation and provisions of general acts, provided they are not inconsistent with the Law. Should there be inconsistencies, the provisions of the Law shall apply.

Article 113

This Statute may be amended in written form only, in accordance with the mode and procedure it is adopted by.

Article 114

The Governing Council of the University shall provide the interpretation of the provisions of this Statute, based on the previous expert opinion of the Head Secretary of the University.

Article 115

The Statute of the University shall enter into force and be implemented after it has been confirmed by the Founder, eight days within its announcement on the University's notice board and webpage of the University.

As of the entry into force of this Statute, all the provisions of the Statute of the Accredited College of Business and Management "Baltazar Adam Krčelić" of 13 May 2008 shall no longer apply.

Reg. No.: 0009-05/2-1-2014
Zaprešić, 28 January 2014

For the Governing Council
President
Drago Bago, MA

This Statute was announced on the University's notice board and webpage of the University on _____ 2014

*Head Secretary of the University
Ninoslav Gregurić-Bajza, Mag. iur.*

IV; Statute of the University – confirmed by the City!

I, **Gabrijela Čepo**, court interpreter for English, as appointed by the President of the County Court in Zadar Decree No.4.Su-459/18-17 of 16 May 2019 do hereby certify that the above translation is a faithful and complete translation of the original document written in the Croatian language.

Biograd na Moru, 4 September 2019

Certification number: 01/19



Temeljem članka 67. stavka 4. Zakona o znanstvenoj djelatnosti i visokom obrazovanju (NN br. 123/03, 198/03, 105/04, 174/04, 02/07 – Odluka Ustavnog suda RH, 46/07, 45/09, 63/11, 94/13 i 139/13), nastavno na Odluku Upravnog vijeća urbr: 0009-05/3-2011 od 31.01.2011. god. o promjeni naziva Visoke škole u veleučilište i donošenju statuta veleučilišta, a na prijedlog Stručnog vijeća, Upravno vijeće Visoke škole za poslovanje i upravljanje, s pravom javnosti „Baltazar Adam Krčelić“ iz Zaprešića, na sjednici održanoj 28.01.2014. godine, donijelo je

S T A T U T

Veleučilišta s pravom javnosti BALTAZAR ZAPREŠIĆ

I. OPĆE ODREDBE

Članak 1.

Ovim Statutom potvrđuje se pravni kontinuitet visokog učilišta pod nazivom Visoka škola za poslovanje i upravljanje, s pravom javnosti „Baltazar Adam Krčelić“ iz Zaprešića i provodi njegov unutarnji preustroj u visoko učilište pod nazivom Veleučilište s pravom javnosti BALTAZAR ZAPREŠIĆ.

Statutom se uređuje status, naziv, sjedište, djelatnost i pečat veleučilišta, pravni položaj, zastupanje i predstavljanje veleučilišta, unutarnje ustrojstvo veleučilišta, tijela veleučilišta, njihove ovlasti i način odlučivanja, pitanja u vezi nastave, statusa nastavnika, suradnika i stručnih suradnika, pitanja u vezi studija i izvođenja nastave na veleučilištu, sudjelovanja studenata u radu veleučilišta, te druga pitanja značajna za obavljanje djelatnosti i poslovanja veleučilišta.

Pojmovi koji se koriste u ovom Statutu koji imaju rodni značaj, bez obzira jesu li korišteni u muškom ili ženskom rodu, obuhvaćaju na jednak način muški i ženski rod.

1. Status Veleučilišta

Članak 2.

Veleučilište je visokoškolska ustanova ustrojena kao neprofitno visokoobrazovno učilište s pravom javnosti.

Članak 3.

Veleučilište djeluje na načelima akademske slobode, akademske samouprave, jednakosti prava i slobode čovjeka, ravnopravnosti spolova, očuvanja okoliša, u skladu s Ustavom Republike Hrvatske, Zakonom o ustanovama, Zakonom o znanstvenoj djelatnosti i visokom obrazovanju, drugim relevantnim zakonima i propisima te ovim Statutom.

Članak 4.

Akadske slobode se izražavaju u slobodi istraživanja i stvaralaštva, poučavanja, međusobne suradnje i udruživanja sukladno međunarodnim ugovorima i Zakonu o znanstvenoj djelatnosti i visokom obrazovanju.

Autonomija veleučilišta podrazumijeva autonomnost uređenja unutarnjeg ustroja, utvrđenja studijskih i istraživačkih programa, međunarodne suradnje kao i financijsku autonomiju.

2. Naziv i sjedište Veleučilišta

Članak 5.

Naziv veleučilišta je: Veleučilište s pravom javnosti BALTAZAR ZAPREŠIĆ.

Skraćeni naziv je: Veleučilište BALTAZAR ZAPREŠIĆ.

Naziv veleučilišta na engleskom jeziku glasi: University of Applied Science BALTAZAR ZAPREŠIĆ, Croatia.

Članak 6.

Sjedište i poslovna adresa veleučilišta je u Zaprešiću, Vladimira Novaka 23.

3. Djelatnost Veleučilišta

Članak 7.

Temeljem dopusnica nadležnog ministarstva Veleučilište ustrojava i izvodi preddiplomske stručne studije u trajanju od tri godine, specijalističke diplomske stručne studije u trajanju od dvije godine i programe cjeloživotnog obrazovanja.

Članak 8.

Djelatnost Veleučilišta je:

- ustrojstvo i izvedba preddiplomskih stručnih studija u skladu sa zakonom, ovim Statutom i odgovarajućim dopusnicama,
- ustrojstvo i izvedba specijalističkih diplomskih stručnih studija u skladu sa zakonom, ovim Statutom i odgovarajućim dopusnicama,
- ustrojstvo i izvedba različitih oblika stručnog usavršavanja iz područja društvenih znanosti u sustavu cjeloživotnog obrazovanja,
- obavljanje visokostručnog i znanstvenog istraživačkog rada,
- organiziranje stručnih i znanstvenih konferencija, simpozija, okruglih stolova, seminara i ostalih skupova,
- izdavanje i suizdavanje knjiga i časopisa,
- prodaja knjiga, časopisa, skripata i tiskanica za potrebe studenata.

Preddiplomski stručni studiji i specijalistički diplomski stručni studiji iz prethodnog stavka točke 1. i 2. ovoga članka, pobliže se uređuju posebnim pravilnikom.

Izdavanje i suizdavanje knjiga i časopisa iz 1. stavka točke 6. ovoga članka, pobliže se uređuju posebnim pravilnikom.

Članak 9.

Veleučilište organizira i provodi visokostručni, znanstveni i istraživački rad u znanstvenim područjima i disciplinama u skladu sa zakonom, te u tu svrhu osigurava istraživačku infrastrukturu.

Visokostručni, znanstveni i istraživački rad obavljaju znanstvenici i nastavnici izabrani u znanstveno-nastavna i nastavna zvanja i suradnici izabrani u suradnička zvanja, te vanjski suradnici iz gospodarstva, kulturnih i drugih ustanova i institucija.

Članak 10.

Stručno vijeće veleučilišta donosi odluku o programu visokostručnog i istraživačkog rada u skladu s potrebama unapređenja nastavne djelatnosti, prakse i preuzetih ugovornih obveza.

Visokostručni, znanstveni i istraživački rad pobliže se uređuje posebnim pravilnikom.

Članak 11.

U obavljanju svoje djelatnosti Veleučilište potiče mobilnost i međunarodnu suradnju studenata i nastavnika te sudjeluje u zajedničkim obrazovnim, stručnim i znanstvenim istraživačkim programima s drugim pravnim osobama u Republici Hrvatskoj i inozemstvu.

Mobilnost i međunarodnu suradnju studenata i nastavnika Veleučilište uspostavlja i razvija s odgovarajućim ustanovama u inozemstvu koristeći pri tome svoja vlastita sredstva, sredstva fondova i zaklada te sredstva državnih potpora i sredstva iz Erasmus programa i drugih programa.

Mobilnost i međunarodna suradnja studenata i nastavnika potanje se uređuju posebnim općim aktima.

4. Pečat, žig, logotip i zastava Veleučilišta

Članak 12.

Pečat Veleučilišta je okruglog oblika, promjera 38 mm, s logotipom veleučilišta u sredini i obodno ispisanim tekstom: Veleučilište s pravom javnosti BALTAZAR ZAPREŠIĆ.

Veleučilište ima i pečat manjeg promjera s logotipom veleučilišta u sredini i obodno ispisanim tekstom: Veleučilište BALTAZAR ZAPREŠIĆ.

Veleučilište ima suhi žig i pečat okruglog oblika promjera 38 mm, s grbom Republike Hrvatske u sredini, te obodno ispisanim tekstom: Republika Hrvatska Veleučilište s pravom javnosti BALTAZAR ZAPREŠIĆ. Suhi žig se utiskuje na diplome koje veleučilište izdaje svojim studentima nakon završetka obrazovanja na preddiplomskim stručnim studijima i specijalističkim diplomskim stručnim studijima. Broj pečata, način njihove uporabe, čuvanja i označavanja rednim brojevima, te osobe ovlaštene i odgovorne za njihovu uporabu i čuvanje, određuju se posebnom odlukom dekana Veleučilišta.

Članak 13.

Logotip Veleučilišta čini grb Grada Zaprešića u čijem se gornjem desnom kutu nalazi prikaz otvorene knjige s tekstom SCIENTIAE na lijevoj strani i tekstom OMNIS na desnoj strani knjige.

Zastava Veleučilišta je svijetlo-plave boje s logotipom veleučilišta u sredini, a omjer duljine i širine zastave je 2:1.

5. Pravni položaj, zastupanje i predstavljanje Veleučilišta

Članak 14.

Veleučilište je pravna osoba upisana u sudski registar Trgovačkog suda u Zagrebu i u Upisnik visokih učilišta koje vodi Ministarstvo znanosti, obrazovanja i sporta.

Veleučilište posluje samostalno, a svoje djelatnosti obavlja na način određen Zakonom o ustanovama, Zakonom o znanstvenoj djelatnosti i visokom obrazovanju, ovim Statutom i drugim relevantnim propisima i općim aktima.

Promet novčanih sredstava Veleučilište obavlja putem svoga žiro računa u poslovnoj banci.

Za svoje obveze Veleučilište odgovara cijelom svojom imovinom.

Članak 15.

Veleučilište zastupa i predstavlja dekan i to pojedinačno i samostalno.

Dekana u slučaju njegove odsutnosti ili spriječenosti zamjenjuje prodekan – zamjenik dekana sa svim pravima i obvezama dekana.

Članak 16.

Dekan ima sve ovlasti u pravnom prometu u okviru djelatnosti Veleučilišta upisanih u sudski registar, osim ako su te ovlasti ograničene zakonom ili ovim Statutom.

Za sklapanje pravnih poslova o stjecanju, opterećenju i/ili otuđenju nekretnina, te pravnih poslova u vrijednosti većoj od iznosa utvrđenog odlukom Upravnog vijeća, dekan treba dobiti prethodnu pisanu suglasnost Upravnog vijeća.

Veleučilište ne može bez suglasnosti osnivača steći, opteretiti ili otuđiti nekretninu ili drugu imovinu pojedinačne vrijednosti iznad 5.000.000,00 kuna.

Članak 17.

Znak dekanove časti je dekanski lanac – dekanska insignija.

Dekansku insigniju dekan nosi prilikom promocija i drugih svečanosti, kada je to akademskom tradicijom primjereno.

Prodekanski lanac je prodekanska insignija, koju nose prodekani u istim prigodama kao i dekan te promotori diplomanata na svečanim promocijama.

II. UNUTARNJI USTROJ VELEUČILIŠTA

Članak 18.

Veleučilište je ustrojeno kao jedinstvena poslovna, nastavna, stručna i znanstveno-istraživačka cjelina usmjerena na postizanje temeljnih ciljeva veleučilišta.

1. Veleučilišni odjeli i tajništvo - ustrojbene jedinice veleučilišta

Članak 19.

Organizacijske ustrojbene jedinice veleučilišta su veleučilišni odjeli i tajništvo veleučilišta, kao zajednička organizacijska ustrojvena jedinica.

Članak 20.

Na veleučilištu su organizirani veleučilišni odjeli:

- odjel preddiplomskih stručnih studija,
- odjel specijalističkih diplomskih stručnih studija,
- odjel cjeloživotnog obrazovanja,
- odjel znanstveno istraživačkog i stručnog rada,
- odjel za mobilnost i međunarodnu suradnju.

Odlukom Stručnog vijeća veleučilišta mogu se organizirati i drugačiji odjeli.

Veleučilišnim odjelima neposredno rukovode predstojnici odjela koji uz rukovođenje poslovima odjela, koordiniraju rad studija ustrojenih unutar pojedinih odjela i koordiniraju rad voditelja tih studija.

Način imenovanja predstojnika veleučilišnih odjela, uvjeti za imenovanje i razrješenje te njihov mandat i pobliže radne obveze i prava, uredit će se Pravilnikom o unutarnjem ustrojstvu.

Članak 21.

Tajništvo veleučilišta kao zajednička ustrojvena jedinica objedinjuje službe i djelatnike koji obavljaju pravne, upravno-pravne, kadrovske, financijsko računovodstvene, informatičke, nakladničke, administrativno-tehničke, opće i druge poslove od zajedničkog interesa.

Tajništvom neposredno rukovodi glavni tajnik veleučilišta.

Za svoj rad i rad tajništva glavni tajnik odgovara dekanu veleučilišta.

2. Studiji

Članak 22.

Unutar veleučilišnih odjela kao organizacijskih ustrojbenih jedinica, ustrojeni su studiji koji obavljaju nastavne, stručne i znanstveno-istraživačke poslove.

Svaki studij ima svoga voditelja koji vodi poslove organiziranja nastave na pojedinom studiju, predlaže i sudjeluje u suradnji studija sa srodnim studijima u zemlji i inozemstvu, predlaže razvojnu strategiju studija, predlaže upisne kvote, surađuje s voditeljima studija te obavlja druge poslove po nalogu dekana i/ili prodekana.

Za svoj i rad studija kojem je na čelu, voditelj studija odgovara dekanu, prodekanu za nastavu, predstojniku veleučilišnog odjela i Stručnom vijeću veleučilišta.

Voditelj studija se imenuje iz reda nastavnika zaposlenih u veleučilištu.

Način imenovanja voditelja studija, uvjeti za imenovanje i razrješenje voditelja studija, njihov mandat i poblize radne obveze i prava uredit će se Pravilnikom o unutarnjem ustrojstvu.

Članak 23.

Unutarnje ustrojstvo veleučilišta i djelokrug rada njegovih ustrojbenih jedinica poblize se uređuje Pravilnikom o unutarnjem ustrojstvu veleučilišta.

3. Katedre

Članak 24.

U cilju veće učinkovitosti i efikasnosti na nivou veleučilišta se kao nastavne ustrojbene jedinice ustrojavaju Katedre. Katedre su temelji nastavne, stručne i znanstvene djelatnosti veleučilišta. Katedru čine svi nastavnici i suradnici koji sudjeluju u nastavnom procesu pojedine katedre.

Članak 25.

Djelokrug rada katedre je:

- provodi i usklađuje nastavu,
- skrbi o svim oblicima nastave i izvannastavnih aktivnosti,
- predlaže izmjene nastavnog programa iz svog područja,
- potvrđuje sylabuse,
- kontinuirano prati i usklađuje razlike sadržaja srodnih preddiplomskih i diplomskih kolegija,
- skrbi i o drugim pitanjima vezanim uz nastavu,
- predlaže izdavanje nastavnih tekstova, skripta, priručnika i udžbenika,
- predlaže prodekanu za nastavu i voditelju studija raspored nastavnika po kolegijima s ciljem ravnomjernog nastavnog opterećenja nastavnika,
- skrbi o izboru u zvanja nastavnika i promicanju osoba koje sudjeluju u nastavi,
- predlaže programe stručnog usavršavanja nastavnika i asistenata.

Članak 26.

Radom katedre rukovodi pročelnik katedre.

Za svoj rad i rad katedre kojom rukovodi, pročelnik katedre odgovara dekanu, prodekanu za nastavu i Stručnom vijeću veleučilišta.

Pročelnik katedre imenuje se iz prvenstveno iz reda nastavnika zaposlenih u veleučilištu ali i iz redova osobito uspješnih etabliranih nastavnika vanjskih suradnika veleučilišta.

Način imenovanja pročelnika katedri, uvjeti za imenovanje i razrješenje pročelnika katedri, njihov mandat i poblize radne obveze i prava uredit će se Pravilnikom o unutarnjem ustrojstvu.

III. VELEUČILIŠNA TIJELA

Članak 27.

Tijela veleučilišta su:

- Upravno vijeće,
- Stručno vijeće,
- Dekan,
- Uprava,
- druga stručna i savjetodavna tijela čije se osnivanje, sastav i nadležnosti uređuju ovim Statutom i/ili drugim općim aktima veleučilišta.

1. Upravno vijeće

Članak 28.

Upravno vijeće je tijelo koje upravlja veleučilištem.

Upravno vijeće skrbi o zakonitosti poslovanja veleučilišta, o ostvarivanju njegovih djelatnosti, o racionalnoj uporabi materijalnih, kadrovskih i ostalih resursa veleučilišta, o provedbi odluka Stručnog vijeća te obavlja druge zakonom utvrđene poslove.

Članak 29.

Upravno vijeće obavlja slijedeće poslove:

- donosi strategiju i programe rasta i razvoja veleučilišta na prijedlog Uprave veleučilišta te nadzire njihovo izvršavanje,
- donosi godišnji plan poslovanja veleučilišta i prati njegovo ostvarenje,
- donosi zaključni račun veleučilišta i odlučuje o uporabi viška prihoda nad rashodima, odnosno o pokriću manjka prihoda nad rashodima,
- donosi Statut veleučilišta, pravilnike i druge opće akte, osim isključivo stručnih koji su u nadležnosti Stručnog vijeća,
- predlaže promjenu ili proširenje djelatnosti, promjenu naziva i sjedišta veleučilišta,
- donosi odluku o financijskim pojedinostima vezanim uz upise studenata na prijedlog dekana, Uprave i/ili Stručnog vijeća te utvrđuje visinu godišnje školarine,
- na prijedlog Stručnog vijeća tajnim glasovanjem bira dekana veleučilišta,
- odlučuje o razrješenju dekana i imenovanju obnašatelja dužnosti dekana,
- pokreće i okončava postupak izbora dekana,
- skrbi o provođenju odluka Stručnog vijeća, Uprave i dekana,
- daje suglasnost na pojedine odluke dekana i Stručnog vijeća sukladno zakonu i ovom Statutu,

- daje suglasnost dekanu za sklapanje pravnih poslova o stjecanju, opterećenju i otuđenju nekretnina te za sklapanje ostalih pravnih poslova u vrijednosti od 200.000,00 do 5.000.000,00kn, dok za veće vrijednosti treba pribaviti suglasnost osnivača,
- daje Stručnom vijeću i dekanu prijedloge i mišljenja o pojedinim pitanjima,
- donosi odluke u drugom stupnju u ostvarivanju pojedinačnih prava zaposlenika ako je te odluke u prvom stupnju donio dekan ili Uprava,
- donosi odluke i obavlja druge poslove utvrđene Zakonom i ovim Statutom.

Članak 30.

Upravno vijeće veleučilišta ima pet (5) članova .

Tri člana Upravnog vijeća imenuje osnivač, jednog člana bira Stručno vijeće veleučilišta, a jedan član je predstavnik zaposlenika.

Predsjednika i zamjenika predsjednika Upravnog vijeća biraju članovi Upravnog vijeća između sebe većinom glasova.

Članak 31.

Mandat članova Upravnog vijeća traje do opoziva, a najduže četiri (4) godine uz mogućnost ponovnog imenovanja ili biranja za članove Upravnog vijeća.

Osnivač veleučilišta i/ili Stručno vijeće veleučilišta mogu razriješiti člana Upravnog vijeća kojeg su imenovali i prije isteka vremena na koje je imenovan, te umjesto njega imenovati novog člana Upravnog vijeća, kojemu u tom slučaju mandat traje do isteka mandata razriješenog člana.

Članak 32.

Član Upravnog vijeća može u svakom trenutku u pisanoj formi onome tko ga je imenovao u Upravno vijeće dati svoju ostavku na članstvo u Upravnom vijeću. Umjesto člana Upravnog vijeća u ostavci, osnivač veleučilišta i/ili Stručno vijeće veleučilišta će odmah imenovati novog člana Upravnog vijeća, kojemu u tom slučaju mandat traje do isteka mandata člana koji je dao ostavku na članstvo.

Članak 33.

O pitanjima iz svog djelokruga rada članovi Upravnog vijeća odlučuju na sjednicama.

Sjednice Upravnog vijeća saziva i njima rukovodi predsjednik Upravnog vijeća, a u slučaju njegove spriječenosti zamjenjuje ga zamjenik predsjednika Upravnog vijeća.

U radu sjednica Upravnog vijeća ali bez prava odlučivanja sudjeluju dekan, članovi Uprave i glavni tajnik veleučilišta, a po pozivu predsjednika Upravnog vijeća i stručne osobe potrebne za uvodna pojašnjenja pitanja i prijedloga o kojima Upravno vijeće odlučuje.

Članak 34.

Upravno vijeće donosi odluke natpolovičnom većinom glasova ukupnog broja svojih članova, a u slučaju podijeljenog broja glasova odlučuje glas predsjednika Upravnog vijeća.

Glasovanje na sjednicama Upravnog vijeća je u pravilu javno osim ako zakonom ili ovim Statutom za pojedina pitanja nije propisano tajno glasovanje.

Na sjednicama Upravnog vijeća vodi se zapisnik koji se u pisanoj formi uz poziv za sljedeću sjednicu dostavlja svim članovima Upravnog vijeća i na toj sljedećoj sjednici verificira.

Način rada Upravnog vijeća pobliže se uređuje Poslovníkom o radu Upravnog vijeća.

Članak 35.

Dekan i glavni tajnik veleučilišta osiguravaju stručne i administrativno tehničke uvjete za pripremu sjednica i rad Upravnog vijeća, izradu, provedbu i pohranu njegovih odluka i zapisnika sa sjednica.

Članak 36.

Članovi Upravnog vijeća imaju pravo na naknadu za svoj rad, a visinu naknade određuje Upravno vijeće.

Upravno vijeće može odlučiti da glavnom tajniku veleučilišta i stručnim osobama koje svojim radom i sudjelovanjem na sjednicama Upravnog vijeća doprinose njegovom radu, također isplati adekvatnu naknadu za rad.

2. Stručno vijeće

Članak 37.

Stručno vijeće je stručno tijelo veleučilišta koje odlučuje o stručnim, znanstvenim i nastavnim pitanjima.

Članak 38.

Stručno vijeće čine dekan i članovi Uprave, prodekani, predstojnici veleučilišnih odjela, voditelji studija/studijskih usmjerenja, pročelnici katedri, voditelj međunarodne suradnje, predstavnik nastavnika preddiplomskih stručnih studija, predstavnik nastavnika specijalističkih diplomskih stručnih studija, predstavnik stručnih suradnika – asistenata i predstavnici studenata, koji čine najmanje 15% ukupnog broja članova Stručnog vijeća i ostvaruju prava sukladno zakonu.

Predstavnike nastavnika i asistenta u Stručnom vijeću predlaže prodekan za nastavu, a biraju sami nastavnici javnim glasovanjem većinom glasova na sastanku koji će sazvati i njime rukovoditi prodekan za nastavu.

Studenti biraju svoje predstavnike u Stručnom vijeću samostalno po postupku utvrđenom zakonom, Statutom i općim aktima veleučilišta.

Članak 39.

Stručno vijeće obavlja sljedeće poslove:

- odlučuje o pitanjima nastavne, stručne i znanstvene djelatnosti veleučilišta,
- donosi studijske, obrazovne i istraživačke programe,
- donosi izvedbene planove i programe nastave,
- imenuje nositelje i izvoditelje nastave,
- odlučuje o uvjetima za upis studenata u pojedine studije te Upravnom vijeću predlaže upisne kvote i iznos godišnje školarine,
- donosi Pravilnik o studiranju i druge opće akte kojima se uređuju pitanja nastavne, stručne i/ili znanstvene djelatnosti sukladno zakonu i ovom Statutu,
- donosi Etički kodeks veleučilišta,
- predlaže izmjene i dopune Statuta i općih akata čije je donošenje u nadležnosti Upravnog vijeća,
- utvrđuje prijedlog kandidata za dekana veleučilišta i daje prijedlog Upravnom vijeću na odlučivanje,
- odlučuje o godišnjem izvješću dekana o akademskom radu i djelovanju,
- inicira i predlaže Upravnom vijeću razrješenje dekana, ako mu dvotrećinskom većinom izgleda nepovjerenje za akademski rad i djelovanje,
- odlučuje o izborima u nastavna i naslovno nastavna zvanja i ostalim pitanjima vezanim uz izbore u zvanja,
- na prijedlog prodekana za nastavu imenuje jednog nastavnika za člana Upravnog vijeća veleučilišta,
- obavlja i druge poslove propisane Zakonom, ovim Statutom i drugim općim aktima veleučilišta.

Članak 40.

O pitanjima iz svog djelokruga rada članovi Stručnog vijeća odlučuju na sjednicama.

Sjednice Stručnog vijeća saziva i njima rukovodi dekan, a u slučaju njegove spriječenosti prodekan – zamjenik dekana.

U radu sjednica Stručnog vijeća ali bez prava odlučivanja sudjeluju glavni tajnik veleučilišta i voditeljica organizacije studija, a po pozivu dekana i stručne osobe potrebne za uvodna pojašnjenja pitanja i prijedloga o kojima Stručno vijeće odlučuje.

Članak 41.

Stručno vijeće pravovaljano raspravlja i odlučuje kada je na sjednici nazočna natpolovična većina svih članova Stručnog vijeća.

Stručno vijeće donosi odluke većinom glasova nazočnih članova osim kada je zakonom ili ovim Statutom drugačije propisano.

Glasovanje na sjednicama Stručnog vijeća je u pravilu javno osim ako zakonom ili ovim Statutom za pojedina pitanja nije propisano tajno glasovanje.

Članak 42.

Na sjednicama Stručnog vijeća vodi se zapisnik koji se u pisanoj formi uz poziv za sljedeću sjednicu dostavlja svim članovima Stručnog vijeća i na toj sljedećoj sjednici verificira.

Način rada Stručnog vijeća pobliže se uređuje Poslovníkom o radu Stručnog vijeća.

Članak 43.

Dekan i glavni tajnik veleučilišta osiguravaju stručne i administrativno tehničke uvjete za pripremu sjednica i rad Stručnog vijeća, izradu, provedbu i pohranu njegovih odluka i zapisnika sa sjednica.

3. Dekan

Članak 44.

Dekan je ravnatelj i čelnik veleučilišta, zastupa ga i predstavlja te rukovodi radom i poslovanjem veleučilišta sukladno zakonu i ovom Statutu.

Dekan predsjedava i rukovodi radom Uprave i Stručnog vijeća, donosi odluke iz svoje nadležnosti te osigurava provođenje odluka i zaključaka Stručnog i Upravnog vijeća, kao i ostalih tijela veleučilišta.

Članak 45.

Uz ovlasti i poslove iz prethodnog članka, dekan ima i sljedeće ovlasti i poslove:

- skrbi i odgovara za zakonitost rada i poslovanja veleučilišta,
- skrbi o transparentnom, učinkovitom i racionalnom korištenju sredstava za rad i razvoj veleučilišta,
- osigurava provedbu i realizaciju odluka Stručnog i Upravnog vijeća veleučilišta,

- zastupa veleučilište u svim postupcima pred sudovima, upravnim i drugim državnim tijelima, te pravnim osobama s javnim ovlastima,
- imenuje članove Uprave i najviše 5 (pet) prodekana,
- imenuje osobe ovlaštene za potpisivanje financijske i druge dokumentacije veleučilišta,
- daje pismenu punomoć drugim osobama za zastupanje veleučilište u pravnom prometu,
- predlaže Upravnom vijeću strateške planove rasta i razvoja veleučilišta te godišnje planove poslovanja veleučilišta,
- podnosi Upravnom vijeću polugodišnja i godišnja izvješća o poslovanju, posebice financijskom poslovanju i racionalnoj uporabi materijalnih i kadrovskih resursa veleučilišta,
- predlaže Upravnom vijeću odluke vezane uz godišnju razliku ostvarenih prihoda i rashoda u poslovanju,
- podnosi godišnja izvješća Stručnom vijeću o akademskom radu te znanstvenom, stručnom i nastavnom poslovanju veleučilišta, kao i drugim pitanjima iz nadležnosti Stručnog vijeća,
- predlaže Upravi politiku zapošljavanja te stručnog i znanstvenog usavršavanja zaposlenika,
- predlaže Stručnom vijeću imenovanje voditelja studijskih usmjerenja preddiplomskog stručnog studija, voditelja specijalističkih diplomskih stručnih studija te voditelja dislociranih studija,
- predlaže Stručnom vijeću katedre i imenovanje pročelnika katedri,
- inicira i predlaže donošenje Statuta veleučilišta i druge opće akt veleučilišta,
- promiče i usklađuje nastavno-stručnu djelatnost veleučilišta u skladu s odredbama ovoga Statuta i drugih općih akata veleučilišta,
- promiče sustav kvalitete i skrbi o provođenju politike i ciljeva kvaliteta na veleučilištu,
- odlučuje i donosi rješenja u prvom stupnju o pravima i obvezama zaposlenika,
- kao prvostupanjski disciplinski organ odlučuje o disciplinskoj odgovornosti zaposlenika i studenata,
- imenuje ispitna povjerenstva, povjerenstva za obrane diplomskih radova, stručna povjerenstva za prijenos ECTS bodova i priznavanje ispita položenih na drugim visokim učilištima i školama te nostrifikacije i ekvivalencije svjedodžba i diploma,
- sudjeluje i odlučuje u radu Vijeća veleučilišta i visokih škola Republike Hrvatske,
- obavlja i druge poslove utvrđene zakonom, ovim Statutom i drugim općim aktima veleučilišta.

Članak 46.

Za akademska pitanja dekan je odgovoran Stručnom vijeću veleučilišta, a za zakonitost rada financijskog poslovanja i racionalnu uporabu materijalnih i kadrovskih resursa dekan odgovara Upravnom vijeću veleučilišta.

Članak 47.

Upravno vijeće veleučilišta bira dekana kroz postupak javnog natječaja koji se objavljuje u „Narodnim novinama“, dnevnom tisku i Internet stranici veleučilišta.

Upravno vijeće veleučilišta raspisuje javni natječaj za izbor dekana u pravilu najkasnije 6 mjeseci prije isteka mandata postojećeg dekana, osim ako njegov mandat nije iznenada prestao, u kojem slučaju Upravno vijeće odmah imenuje obnašatelja dužnosti dekana na vrijeme od najviše godinu dana te istovremeno s tim raspisuje javni natječaj za izbor novog dekana.

Rok za podnošenje prijave na javni natječaj za izbor dekana ne smije biti kraći od 30 dana, a postupak izbora i donošenje odluke o izboru dekana mora se okončati u roku od najviše 45 dana.

Članak 48.

Pravo prijave na natječaj za izbor dekana veleučilišta imaju kandidati koji uz opće uvjete propisane zakonom ispunjavaju i sljedeće posebne uvjete za izbor:

- a) izabrani su u znanstveno-nastavno zvanje redovitog ili izvanrednog profesora ili u nastavno zvanje profesora visoke škole,
- b) isticali su se svojim znanstvenim ili stručnim radom te vođenjem uspješnih projekata u gospodarstvu, javnom sektoru ili lokalnoj i/ili regionalnoj zajednici.

Svaki kandidat koji se javlja na natječaj za izbor dekana uz prijavu mora priložiti dokaze o ispunjavanju svih općih i posebnih uvjeta iz natječaja, uvjerenje o nekažnjavanju, prijedlog svoga programa rada i svoj životopis.

Članak 49.

Prijave svih kandidata za dekana se po zaključenju natječaja dostavljaju tročlanom Povjerenstvu imenovanom od Upravnog vijeća, a koje provjerava pravovaljanost prijave te prijavu prosljeđuje Stručnom vijeću na daljnji postupak uz svoju pisanu informaciju o pravovaljanosti svih prijava.

Stručno vijeće svojom odlukom odbacuje nepravovaljane prijave i o tome obavještava kandidate koji su te prijave dostavili te potom razmatra prijave ostalih kandidata i poziva ih da na sljedećoj sjednici Stručnog vijeća javno predstave svoj program rada.

Poslije javnog predstavljanja programa rada kandidata za dekana veleučilišta, Stručno vijeće većinom glasova utvrđuje prijedlog kandidata za dekana veleučilišta i svoj prijedlog prosljeđuje Upravnom vijeću na odlučivanje i izbor dekana veleučilišta.

Članak 50.

Upravno vijeće bira dekana veleučilišta tajnim glasovanjem između kandidata koje mu je predložilo Stručno vijeće.

Za dekana veleučilišta izabran je onaj kandidat koji dobije većinu glasova ukupnog broja članova Upravnog vijeća.

Rezultat tajnog glasovanja zapisnički se konstatira.

Ako niti jedan od predloženih kandidata ne dobije potrebnu većinu glasova za izbor, izborni postupak se ponavlja, a ako Upravno vijeće procijeni da se novi postupak neće moći okončati do isteka mandata dotadašnjeg dekana, odmah će imenovati obnašatelja dužnosti dekana s mandatom do izbora novog dekana, a najduže na godinu dana.

Članak 51.

Prigodom donošenja odluke o izboru dekana Upravno vijeće će imenovati članove Povjerenstva za provedbu primopredaje dužnosti dekana sastavljeno od jednog člana Upravnog vijeća, jednog člana Stručnog vijeća i glavnog tajnika veleučilišta.

Primopredaja dužnosti dekana zapisnički će se konstatirati.

Članak 52.

Dekan veleučilišta se bira za mandatno razdoblje od 4 (četiri) godine, a ista osoba može biti ponovno birana za dekana.

Članak 53.

Dekan može biti razriješen dužnosti i prije isteka vremena na koje je biran.

Upravno vijeće veleučilišta će svojom odlukom razriješiti dekana:

- ako dekan sam zatraži razrješenje prije isteka mandata, u kojem slučaju se odlukom samo utvrđuje da se dekana razrješuje na osobni zahtjev bez glasovanja o tome,
- ako nastanu takvi razlozi koji po posebnim propisima ili propisima kojima se uređuju radni odnosi dovode do prestanka ugovora o radu,
- ako dekan ne postupi po propisima ili općim aktima veleučilišta, ili neosnovano ne izvršava odluke tijela veleučilišta ili postupa suprotno njima,
- ako dekan svojim nesavjesnim ili nepravilnim radom prouzroči veleučilištu veću štetu ili ako zanemaruje ili nesavjesno obavlja svoje dužnosti tako da su nastale ili mogu nastati veće smetnje u obavljanju djelatnosti veleučilišta.

Upravno vijeće veleučilišta može svojom odlukom razriješiti dekana i:

- ako razrješenje dekana u pisanoj i obrazloženoj formi inicira Stručno vijeće veleučilišta, nakon što mu je dvotrećinskom većinom glasova izglasovalo nepovjerenje za akademski rad i djelovanje,
- ako dekan zloupotrijebi položaj dekana ili prekorači svoje ovlasti,
- ako dekan svojim ponašanjem povrijedi ugled dužnosti koju obnaša,
- ako dekan izgubi poslovnu sposobnost,
- ako obavlja službu, posao ili aktivnosti koji su nespojivi s obavljanjem dužnosti dekana,

- ako postoje drugi opravdani razlozi za razrješenje dekana utvrđeni zakonom, Statutom ili općim aktima veleučilišta.

Članak 54.

Prije donošenja odluke o razrješenju, osim kada se odlukom utvrđuje da se dekana razrješuje na njegov osobni zahtjev, dekanu se mora dati mogućnost izjašnjavanja o razlozima zbog kojih se traži njegovo razrješenje.

Članak 55.

Odluku o razrješenju dekana i u tom slučaju imenovanju obnašatelja dužnosti dekana te pokretanju postupka izbora novog dekana, Upravno vijeće donosi natpolovičnom većinom glasova svih svojih članova.

Odluka o razrješenju dekana u pisanoj se formi osobno ili preporučenom poštanskom pošiljkom uz dostavnicu uručuje osobi koja je tom odlukom razriješena, a obavezno mora biti obrazložena i imati pouku o pravnom lijeku.

Članak 56.

Dekanu u radu, posebice akademskom, izravno pomažu prodekan – zamjenik dekana i ostali prodekani.

Prodekani obavljaju sve poslove u okviru ovlasti i zaduženja koja im povjeri dekan sukladno zakonu, ovom Statutu, Pravilniku o unutarnjem ustrojstvu veleučilišta i drugim općim aktima veleučilišta.

Članak 57.

Za prodekane mogu biti imenovani nastavnici u radnom odnosu u veleučilištu, izabrani u znanstveno-nastavno zvanje redovitog ili izvanrednog profesora ili u nastavno zvanje profesora visoke škole.

Broj prodekana određuje dekan sukladno potrebama unutarnjeg ustroja veleučilišta.

Članak 58.

Prodekane imenuje i razrješuje dekan.

Mandat prodekana podudara se s mandatom dekana osim u slučaju kada ih dekan razriješi prije isteka mandata.

U slučaju razrješenja dekana prije isteka njegova mandata, prodekana koje je on imenovao nastavljaju obavljati svoje dužnosti sve dok novi dekan ne imenuje prodekane, kada im mandat prestaje stupanjem na dužnost novoimenovanih prodekana.

4. Uprava Veleučilišta

Članak 59.

Uprava je pomoćno tijelo dekana i izvršno tijelo koje mu pomaže u pripremi, donošenju i provedbi poslovnih, menažerskih i rukovodnih odluka.

Članak 60.

Uprava ima predsjednika i još dva člana.

Dekan je po funkciji predsjednik Uprave, a uz njega članovi Uprave su još prodekan – zamjenik dekana i prodekan kojega dekan imenuje u Upravu. Mandat članova Uprave podudara se s mandatom dekana, prodekana – zamjenika dekana i prodekana kojega je dekan imenovao za člana Uprave.

Članak 61.

Uprava pomaže dekanu posebice u utvrđivanju strategije i razvojnih dokumenata, poslovne politike, politike upravljanja ljudskim resursima, politike suradnje s drugim akademskim i znanstvenim ustanovama te drugim strateškim menažerskim i rukovodnim poslovima.

Članak 62.

Uprava donosi odluke konsenzusom njenih članova, a ako to nije moguće onda većinom glasova pod uvjetom da je u toj većini i dekanov glas.

U slučaju odsutnosti dekana članovi Uprave imaju pravo potpisivanja financijske dokumentacije veleučilišta.

Članak 63.

Glavni tajnik veleučilišta ujedno je i tajnik Uprave veleučilišta.

Glavni tajnik veleučilišta u funkciji tajnika Uprave s dekanom osigurava usklađenost operativnog dnevnog reda i koordinaciju aktivnosti članova Uprave, priprema sjednice Uprave, dokumentira rad Uprave, bilježi izvršenje odluka i zaključaka Uprave te prati rad službi i djelatnika zaduženih za provođenje odluka Uprave.

Glavni tajnik veleučilišta kao tajnik Uprave sudjeluje u zasjedanjima Uprave i raspravlja o pitanjima iz djelokruga rada Uprave ali nema pravo glasovanja i odlučivanja.

5. Dekanski kolegij

Članak 64.

Dekanski kolegij je stručno-savjetodavno tijelo, kojega uz dekana čine, prodekan – zamjenik dekana, prodekani, voditelji studijskih usmjerenja preddiplomskog stručnog studija, voditelji specijalističkih diplomskih stručnih studija i glavni tajnik veleučilišta.

Sjednice Dekanskog kolegija po potrebama i vlastitom nahođenju saziva i njima predsjedava dekan veleučilišta.

Članak 65.

Na veleučilištu se mogu odlukama Upravnog vijeća, Stručnog vijeća, Dekana i/ili Uprave veleučilišta, sukladno zakonu i ovom Statutu ustrojiti i druga stručna i/ili savjetodavna tijela čija će ovlaštenja i zaduženja biti utvrđena odlukama o ustrojavanju tih tijela.

IV. NASTAVA, NASTAVNICI, ZVANJA

1. Nastava

Članak 66.

Nastava se izvodi prema odgovarajućim nastavnim planovima i programima te usklađenim Izvedbenim planovima nastave, a pobliže je uređena posebnim općim aktima i/ili odlukama nadležnih tijela veleučilišta.

Članak 67.

Nastava na veleučilištu je interaktivna i programski orijentirana, a provodi se u studijskim grupama prema smjernicama, standardima i kriterijima Bolonjskog procesa. Nastava se na veleučilištu može organizirati i kao nastava na daljinu tzv. online nastava uz uvjet da se najmanje 50% nastavnih aktivnosti održava na klasičan način.

Nastava se na veleučilištu djelomično provodi i kao terenska i praktična što uključuje konzultacije, seminarske radove i mentoriranje, zavisno od vrste studija na kojem se izvodi.

2. Nastavnici

Članak 68.

Nastavnu, znanstveno-istraživačku i stručnu djelatnost na veleučilištu izvode nastavnici, čija se kvalificiranost utvrđuje izborom u nastavna i suradnička zvanja.

Članak 69.

U nastavi i određenim poslovima vezanim za rad sa studentima mogu sudjelovati nastavnici s nastavnim zvanjima i asistenti.

Nastavu na veleučilištu mogu izvoditi i nastavnici izabrani u znanstveno nastavna zvanja docenta, izvanrednog profesora, redovitog profesora i redovitog profesora u tajnom zvanju te nastavnici s počasnim zvanjima sukladno zakonu.

Članak 70.

Pojedine dijelove i oblike nastave na veleučilištu mogu izvoditi i istaknuti stručnjaci i znanstveni djelatnici iz drugih organizacija, sukladno zakonu i prema ugovorima s tim organizacijama ili pojedinačnim ugovorima.

Dekan može na obrazložen zahtjev prodekana za nastavu, voditelja studijskog usmjerenja preddiplomskog stručnog studija odnosno voditelja specijalističkog diplomskog stručnog studija, dozvoliti znanstvenom djelatniku ili

istaknutom stručnjaku iz druge organizacije da sudjeluje u izvođenju pojedinih dijelova nastave iz određenog predmeta. Dozvola se daje za određeni sadržaj i oblik nastave.

Članak 71.

U nastavi na veleučilištu može sudjelovati i drugi obrazovni djelatnici koji pored propisanih općih i posebnih uvjeta za izbor u odgovarajuće zvanje:

- imaju odgovarajuće stručno i pedagoško-psihološko obrazovanje, odnosno stupanj i zvanje prema zakonu i ovom Statutu,
- svojim obrazovnim i stručnim radom, potvrđuju stručne, pedagoške i znanstvene sposobnosti,
- imaju psihofizičke uvjete potrebne za obavljanje poslova u nastavi.

Članak 72.

Nastavnici na veleučilištu obvezni su izvoditi nastavu i druge oblike akademskog rada, provjeravati znanja studenata, provoditi ispite iz predmeta za koje su izabrani, biti mentori su studentima i obavljati druge poslove utvrđene zakonom, ovim Statutom, općim aktima veleučilišta i nastavnim planovima i programima veleučilišta.

Pri izvođenju nastave i drugih oblika akademskog rada na veleučilištu, nastavnici su obvezni postupati u skladu s visokim standardima izvrsnosti prema kriterijima koje postavljaju tijela veleučilišta te se općenito ponašati u skladu s Etičkim kodeksom veleučilišta.

U svom radu nastavnici veleučilišta su se obvezni kontinuirano educirati i usavršavati, aktivno sudjelovati na domaćim i međunarodnim stručnim, znanstvenim i obrazovnim skupovima u skladu s odlukama nadležnih tijela veleučilišta te je poželjno da aktivno sudjeluju u istraživačko-razvojnim projektima koji se izvode na veleučilištu.

Obveza je svakog nastavnika odazvati se pozivima za sudjelovanje u radu tijela veleučilišta, pozivima voditelja studijskih usmjerenja preddiplomskog stručnog studija i/ili voditelja specijalističkih diplomskih stručnih studija ako na tim studijima sudjeluju u nastavi te pozivima na svečane promocije diplomanata veleučilišta.

Članak 73.

Normiranje rada nastavnika u nastavnom procesu i ostalim akademskim aktivnostima na veleučilištu uređuje se posebnim općim aktima kao i odgovarajućim odlukama dekana.

Članak 74.

Zbog posebnosti i šire odgovornosti poslova koje obavljaju, nastavnici i suradnici (asistenti) podliježu provjeri svoga rada.

Redovita provjera nastavnog rada provodi se jednom godišnje na način i po postupku koji propisuje Stručno vijeće veleučilišta.

Članak 75.

Redovita provjera nastavnog rada nastavnika mora uzeti u obzir i rezultate studentske ankete, koje se također provode redovito jednom godišnje.

U slučaju kada studentskom anketom pojedini nastavnik i/ili suradnik bude negativno ocijenjen ili ta ocjena bude tek prolazna, prodekan za nastavu i pročelnik katedre dužni su toga nastavnika i/ili suradnika upozoriti na takvu ocjenu i ukazati mu na nužne promjene koje u svom radu treba poduzeti.

Ako studentskom anketom nastavnik i/ili suradnik opetovano bude negativno ocijenjen prodekan za nastavu će dekanu predložiti poduzimanje odgovarajućih stegovnih mjera protiv toga nastavnika i/ili suradnika.

Ako se i unatoč stegovnim mjerama za istog nastavnika i/ili suradnika ponovi negativna ocjena na studentskoj anketi, nastavniku i/ili suradniku će se sukladno zakonu i posebnom općem aktu ponuditi drugo odgovarajuće radno mjesto, a ako poslovni proces to ne omogućuje biti će to poslovno uvjetovani razlog za raskid ugovora o radu s tim nastavnikom i/ili suradnikom.

Članak 76.

Za svoj rad i ukupno ponašanje u vezi s radom nastavnici i suradnici stegovno odgovaraju, sukladno ovom Statutu, Etičkom kodeksu i posebnom općem aktu.

Nastavnik i/ili suradnik može stegovno odgovarati samo za djelo koje je u vrijeme počinjenja ovim Statutom, Etičkim kodeksom ili općim aktom veleučilišta bilo propisano kao stegovno djelo za koje je propisana stegovna mjera.

3. Izbori u zvanja

Članak 77.

Nastavnici se na veleučilištu biraju u nastavna zvanja: predavač (pred.), viši predavač (v. pred.) i profesor visoke škole (prof. v. š.).

Uvjeti i postupak izbora u nastavna zvanja i odgovarajuća radna mjesta uređuju se zakonom, podzakonskim aktima i posebnim općim aktom veleučilišta.

Članak 78.

Suradničko zvanje na veleučilištu je asistent.

Uvjeti i postupak izbora u suradničko zvanje asistenta i odgovarajuće radno mjesto uređuju se zakonom, podzakonskim aktima i posebnim općim aktom veleučilišta.

Članak 79.

Stručna zvanja na veleučilištu su: stručni suradnik, viši stručni suradnik i stručni savjetnik.

U stručna zvanja i odgovarajuća radna mjesta na veleučilištu, a radi provođenja znanstvenih i stručnih projekata, mogu se izabrati osobe koje će obavljati poslove vezane uz te znanstvene i/ili stručne projekte. Uvjeti i postupak za izbor u stručna zvanja i odgovarajuća radna mjesta uredit će se Pravilnikom o unutarnjem ustrojstvu veleučilišta.

V. STUDIJI, DRUGI OBRAZOVNI PROGRAMI I STUDENTI

Članak 80.

Na veleučilištu se sukladno zakonu i odgovarajućim propisima te propisanim dopusnicama mogu ustrojavati i izvoditi kratki stručni studiji, preddiplomski stručni studiji i specijalistički diplomski stručni studiji.

Uz navedene studije na veleučilištu se sukladno propisima mogu izvoditi i drugi programi poslovnog obrazovanja, osposobljavanja i usavršavanja te provoditi odgovarajuća istraživanja i razvojni projekti u sferi primijenjenih znanosti i struke. U suradnji s drugim hrvatskim i/ili inozemnim fizičkim i pravnim osobama, veleučilište može sukladno propisima ustrojiti i izvoditi zajedničke i/ili združene studije i programe obrazovanja.

Članak 81.

Pod izvođenjem studija i drugih programa poslovnog obrazovanja i osposobljavanja i usavršavanja podrazumijeva se njihov ustroj, organizacija, neposredna nastava te njihov kontinuirani razvoj u smislu suvremenosti i atraktivnosti programskih sadržaja i didaktičkih metoda.

Članak 82.

Pri izvedbi studija i ostalih programa obrazovanja, veleučilište slijedi usmjerenja i odredbe Bolonjskog protokola kao temeljnog europskog dokumenta kojim je regulirana međunarodna izmjerljivost, usporedivost i mobilnost te povezivanje i umrežavanje programa, nastavnika i studenata.

Istraživanje i razvoj te izrada i izvedba odgovarajućih projekata veleučilišta u području primijenjenih znanosti usmjereni su prvenstveno na akademski i poslovni razvoj veleučilišta, posebice u smislu njegovog međunarodnog uvažavanja, povezivanja i umrežavanja.

Članak 83.

Izvođenje pojedinih studija i programa poslovnog obrazovanja, osposobljavanja i usavršavanja, uvjeti upisa, trajanje studija te sve ostale pojedinosti vezane uz studije i programe obrazovanja, potanje se uređuju posebnim općim aktima veleučilišta.

1. Studiranje na veleučilištu

Članak 84.

Studiranje na veleučilištu je interaktivan proces prijenosa znanja koji zavisno od vrste studija uključuje primjereni stupanj obveznosti pohađanja svih oblika nastave.

Studiranje se odvija u skladu sa smjernicama, standardima i kriterijima Bolonjskog procesa, a uključuje standardne postupke provjere znanja koji su

zakonom propisani i uobičajeni za sva visoka učilišta i obavljaju se u unaprijed određenim i objavljenim ispitnim rokovima.

Članak 85.

U procesu studiranja na veleučilištu studentima su dostupni udžbenici, skripte i sav drugi nastavni materijal potreban za svladavanje gradiva iz svih kolegija.

Proces studiranja pobliže je uređen posebnim općim aktima na veleučilištu, izvedbenim nastavnim planovima i programima studija i ugovorom o studiranju što ga svaki student prigodom upisa na studij zaključuje s veleučilištem.

2. Upisi na studij

Članak 86.

Studenti se upisuju u određeni program studija temeljem zakona, plana upisa i odluke o upisu prema uvjetima koje određuje Stručno vijeće uz suglasnost Upravnog vijeća veleučilišta.

Temeljem odluke o upisu dekan Veleučilišta raspisuje javni natječaj za upis studenata u pojedine studijske programe.

Natječaj za upis studenata se objavljuje u dnevnom tisku i Internet stranici veleučilišta prije početka akademske godine u rokovima određenim zakonom i općim aktima veleučilišta.

Članak 87.

Izbor kandidata za upis na studij obavlja se putem razredbenog postupka, koji provodi Povjerenstvo za upise, čije članove imenuje dekan veleučilišta. Kroz razredbeni postupak se utvrđuje posjeduje li kandidat znanja i sposobnosti potrebne za svladavanje programa studija koji namjerava upisati.

Članak 88.

Pravo upisa na kratki i preddiplomski stručni studij kandidati stječu temeljem rezultata državne mature i/ili rezultata postignutog na razredbenom ispitu organiziranom u sklopu razredbenog postupka na veleučilištu.

Kandidati koji su položili razredbeni ispit na drugom visokom učilištu, odlukom Povjerenstva za upise mogu biti upisani na studije iz prethodnog stavka i bez polaganja razredbenog ispita na veleučilištu, ako unutar upisne kvote još ima slobodnih mjesta.

Članak 89.

Izbor kandidata za upis na specijalističke diplomske stručne studije obavlja se iz reda kandidata s prethodno završenim odgovarajućim studijem, a u okvirima raspoložive upisne kvote.

Ako interes za upis na specijalističke diplomske stručne studije prelazi mogućnosti upisa s obzirom na upisnu kvotu, Povjerenstvo za upise može odlučiti

da se u sklopu razredbenog postupka i za te kandidate organizira i provede razredbeni ispit.

3. Status studenta

Članak 90.

Status studenta na veleučilištu mogu steći pod jednakim uvjetima kako državljani Republike Hrvatske tako i inozemni državljani ukoliko ispunjavaju uvjete upisa.

Status studenta stječe se upisom određenog programa studija, potpisom ugovora o studiranju i uplatom barem prvog obroka propisane godišnje školarine. Status studenta dokazuje se indeksom ili drugom odgovarajućom ispravom.

Članak 91.

Studenti na veleučilištu mogu imati status redovitih ili izvanrednih studenata.

Stjecanje statusa redovitog ili izvanrednog studenta propisano je zakonom i općim aktima veleučilišta, a student ga bira prilikom upisa i sklapanja odgovarajućeg ugovora o studiranju.

Članak 92.

Studentu prestaje status studenta sljedećeg dana od dana kada je uspješno položio završni ili diplomski ispit. Studentu prestaje status studenta i:

- kada se ispiše sa studija s danom ispisa,
- kada višu studijsku godinu ili ponavljanje iste ne upiše u roku za upis studijske godine za sljedeću akademsku godinu,
- kada je isključen sa studija po postupku i uz uvjete utvrđene općim aktom Visoke škole, danom pravomoćnosti odluke o isključenju,
- kada niti nakon ponovnog upisa predmeta ne položi ispit iz tog predmeta, istekom akademske godine,
- kada upisani studij ne završi u propisanom roku, uvećanom za vrijeme eventualnih mirovanja studentskih prava i obveza i za vrijeme apsolventskog staža,
- na drugi način utvrđen zakonom, ovim Statutom, općim aktima veleučilišta ili ugovorom o studiranju.

Osobi kojoj je status studenta prestao u slučajevima iz prethodnog stavka ovoga članka, na njenu pisanu, obrazloženu i dokumentiranu zamolbu, dekan može dopustiti nastavak studija tj. ponovni upis na studij po nastavnom planu i programu koji vrijedi u trenutku kada se takva osoba ponovno upisuje.

Članak 93.

Pravilnikom o studiranju i drugim općim aktima pobliže se uređuju sva pitanja vezana za status studenata te njihova prava, obveze i odgovornosti.

VI. SUDJELOVANJE STUDENATA U RADU VELEUČILIŠTA

1. Studentski zbor

Članak 94.

Studentski zbor veleučilišta je studentsko predstavničko tijelo organizirano na razini veleučilišta.

Studentski zbor veleučilišta čine izabrani predstavnici studenata i njihovi zamjenici, koje biraju svi studenti veleučilišta, kako slijedi:

- po 3 (tri) predstavnika studenata i njihove zamjenike, biraju studenti preddiplomskog stručnog studija za svako studijsko usmjerenje;
- po 2 (dva) predstavnika studenata i njihove zamjenike, biraju studenti svakog specijalističkog diplomskog stručnog studija.

Predstavnici studenata u Studentskom zboru veleučilišta biraju se za mandatno razdoblje od 2 (dvije) godine, a ista osoba može biti birana za još jedan mandat.

2. Predstavnici studenata u Stručnom vijeću

Članak 95.

Studenti preko svojih predstavnika sudjeluju i odlučuju u radu Stručnog vijeća u skladu sa zakonskim propisima i ovim Statutom.

Članak 96.

Studentski zbor Veleučilišta većinom glasova svojih članova bira predstavnike studenata u Stručnom vijeću.

U Stručno vijeće Veleučilišta bira se po jedan student iz svakog studijskog usmjerenja stručnog studija i po jedan student iz svakog specijalističkog diplomskog stručnog studija.

Za predstavnika studenata u Stručnom vijeću Veleučilišta ne može se predlagati i izabrati student sa prosjekom ocjena manjim od 3,0 (tri), student koji je dva ili više puta ponavljao godinu i student koji je disciplinski kažnjavan za povrede studentskih prava i obveza.

Članak 97.

Predstavnici studenata u radu Stručnog vijeća Veleučilišta imaju pravo glasa i odlučuju kada se radi o pitanjima koja se odnose na prava i obveze studenata, sukladno zakonu.

Članak 98.

Pravilnikom o izborima za Studentski zbor pobliže se uređuju pitanja vezana uz izbor studentskih predstavnika u Studentski zbor Veleučilišta i predstavnika studenata u Stručno vijeće Veleučilišta.

3. Studentska sportska udruga i alumni klub

Članak 99.

Na veleučilištu se studenti mogu baviti sportom i tjelesnim aktivnostima.

Na veleučilištu je osnovana i djeluje kao udruga građana Studentska sportska udruga „Baltazar“ koja okuplja studente i diplomirane studente veleučilišta s ciljem njihovog aktivnog, dragovoljnog i organiziranog bavljenja sportskim i tjelesnim aktivnostima.

U sklopu studentske sportske udruge veleučilište studentima jamči stručni sportski nastavnički kadar za organizaciju i koordinaciju njihovih sportskih i tjelesnih aktivnosti.

Članak 100.

Statutom Studentske sportske udruge „Baltazar“ pobliže se uređuju sva pitanja iz djelokruga rada te udruge i studenata u toj udruzi.

Članak 101.

Pri veleučilištu je osnovana i djeluje kao udruga građana Alumni klub „Baltazar“ koji okuplja diplomirane studente veleučilišta s ciljem promicanja ugleda veleučilišta te izgradnje i jačanja veza i suradnje između bivših studenata i veleučilišta, kao i promicanja ugleda struke, uspostave i razvijanja suradnje s drugim alumni klubovima.

Članak 102.

Statutom Alumni kluba „Baltazar“ pobliže se uređuju sva pitanja iz djelokruga rada te udruge i diplomiranih studenata u toj udruzi.

VII. FINANCIRANJE

Članak 103.

Veleučilište se bavi samo onim nastavnim, stručnim, istraživačkim i znanstvenim djelatnostima za koje ima predviđena i osigurana financijska sredstva.

Članak 104.

Financijska sredstva za redovnu djelatnost Veleučilišta osiguravaju se naplatom školarina i ostalih usluga, uslugama na tržištu u okviru registriranih djelatnosti, iz donacija, sponzorstava ili iz drugih zakonom dopuštenih izvora.

Financijska sredstva za razvoj Veleučilišta mogu se u iznimnim situacijama dijelom osigurati i iz proračuna Grada Zaprešića, Županije zagrebačke ili iz državnog proračuna Republike Hrvatske, sukladno zakonu i/ili postignutim sporazumima.

Članak 105.

Veleučilište se može financirati samo iz izvora koji ne utječu na njegovu neovisnost i dostojanstvo te koji ne štete ostvarivanju temeljnih zadaća veleučilišta.

Članak 106.

Kao neprofitna ustanova koja nije osnovana radi stjecanja dobiti, višak prihoda nad rashodima Veleučilište ulaže isključivo u razvoj i poboljšanje uvjeta rada, obavljanje djelatnosti veleučilišta, usavršavanje nastavnika i asistenata, te poboljšanje studentskog standarda.

Ako svojim poslovanjem Veleučilište ostvari manjak prihoda nad rashodima, način pokrivanja manjka sredstava utvrdit će Upravno vijeće, na prijedlog Uprave sukladno zakonu.

VIII. ZAŠTITA TAJNOSTI PODATAKA VELEUČILIŠTA

Članak 107.

Tajna je podatak koji je zakonom, ovim Statutom, općim aktima veleučilišta i drugim propisima proglašen tajnom.

Članak 108.

Poslovnu tajnu predstavljaju podaci, isprave i dokumenti:

- koji su zakonom ili drugim propisima određeni kao poslovna tajna,
- koje nadležno tijelo državne vlasti kao povjerljive priopći veleučilištu,
- čije bi priopćavanje neovlaštenim osobama štetilo radu, interesima i ugledu veleučilišta,
- koje dekan, predsjednik Upravnog vijeća i/ili osnivač označe kao poslovnu tajnu,
- koji su važni za fizičko tehničku zaštitu osiguranja objekata i imovine veleučilišta,
- koji imaju oznaku poslovne tajne.

Članak 109.

Podatke, isprave i dokumente koji se smatraju poslovnom tajnom dužni su čuvati svi radnici veleučilišta i vanjski suradnici koji s veleučilištem imaju sklopljene ugovor o autorskom djelu ili ugovor o djelu, bez obzira na koji su način saznali za poslovnu tajnu.

Čuvanje poslovne tajne obvezuje sve osobe iz prethodnog stavka i nakon prestanka rada na veleučilištu.

Neovlašteno otkrivanje poslovne tajne predstavlja težu povredu radne obveze i razlog je za izvanredni otkaz ugovora o radu ili jednostrani raskid ugovora o autorskom radu i/ili ugovora o djelu.

Otkrivanje poslovne tajne povlači za sobom i odgovornost za naknadu štete.

Članak 110.

Ne smatra se povredom čuvanja poslovne tajne priopćavanje tajnih podataka, isprava ili dokumenata osobama i tijelima kojima se mogu ili moraju priopćiti na temelju propisa ili ovlaštenja koja proizlaze iz funkcija koje te osobe ili tijela obavljaju.

Članak 111.

Isprave i podatke koji su proglašeni tajnom, drugim osobama mogu priopćiti samo dekan, članovi Uprave veleučilišta i osobe koje dekan za to ovlasti. O čuvanju tajne neposredno skrbe dekan i glavni tajnik veleučilišta.

IX. PRIJELAZNE I ZAVRŠNE ODREDBE

Članak 112.

Svoj unutarnji ustroj i opće akte utvrđene ovim Statutom, veleučilište će uskladiti u roku od šest mjeseci od usvajanja ovoga Statuta.

Do usklađivanja unutarnjeg ustroja i općih akata iz prethodnog stavka, veleučilište nastavlja s radom prema dosadašnjem unutarnjem ustroju i odredbama općih akata ukoliko oni nisu u suprotnosti sa Zakonom. U slučaju nesuglasja primjenjivat će se odredbe Zakona.

Članak 113.

Ovaj Statut može se mijenjati samo u pisanom obliku, na način i prema postupku po kojem je donesen.

Članak 114.

Tumačenje odredba ovoga Statuta daje Upravno vijeće veleučilišta, razmatrajući prethodno stručno mišljenje glavnog tajnika Veleučilišta .

Članak 115.

Statut Veleučilišta stupa na snagu i primjenjuje se nakon potvrde osnivača, osmog dana od dana njegove objave na oglasnoj ploči i Internet stranici veleučilišta.

Danom stupanja na snagu ovog Statuta prestaje važiti Statut Visoke škole za poslovanje i upravljanje, s pravom javnosti Baltazar Adam Krčelić od 13. svibnja 2008. godine.

Urbroj: 0009-05/2-1-2014
Zaprešić 28.01.2014.

za Upravno vijeće
Predsjednik
mr.sc. Drago Bago

*Ovaj Statut je objavljen na oglasnoj ploči i Internet stranici veleučilišta dana
_____ 2014. godine.*

Glavni tajnik veleučilišta

Ninoslav Gregurić-Bajza, mag.iur.



IV; Statut veleučilišta – potvrđen od Grada!



