

*EUROLANGUAGE*  
*Court interpreters and translators*  
*Zagreb, Kranjčevićeva 14*  
*Tel./fax.:00385 (1) 38 20 122*  
*E-Mail: [info@eurolanguage.hr](mailto:info@eurolanguage.hr); Internet: [www.eurolanguage.hr](http://www.eurolanguage.hr)*

---

*CERTIFIED TRANSLATION FROM THE CROATIAN LANGUAGE*

**RULES OF PROCEDURE**  
**for English-taught university study programs at the**  
**Faculty of Economics and Business – Zagreb**

# CONTENTS

## **I. GENERAL PROVISIONS**

- Organisational structure and course staff
- Syllabus
- Student status

## **II. UNDERGRADUATE COURSE**

- Admission into the undergraduate course
- Requirements for enrolment in further years of study
- Admission deadlines for enrolment into further years
- Transfer from other university courses and other faculties in the Republic of Croatia and abroad
- Titles, levels and course completion documents

## **III. CONDUCTING COURSE CLASSES**

- Timetable and conducting of classes
- Lectures
- Seminars
- Exercises
- Consultations

## **IV. COURSE FACULTY MEMBERS**

## **V. QUALITY MANAGEMENT OF CLASSES AND COURSES**

## **VI. EXAMINATIONS**

- Assessment method
- Examination deadlines
- Registration and de-registration for examinations
- Examination schedule

## **VII. STUDENTS**

- Acquiring student status
- Full time student
- Guest student
- Student rights and obligations
- Deferral of student obligations
- Special study conditions
- Right to shortened studies
- Awards and acknowledgments
- Dean's award
- Disciplinary procedures for students
- Cessation of student status
- Cessation of full time student status
- Student records

## **VIII. FINAL PROVISIONS**

# I. GENERAL PROVISIONS

## Article 1

These Rules of Procedure regulate the general rules of study and conducting of classes in the university undergraduate course in business economics and economics in the English language (hereinafter referred to as the course). The full title of these courses is Bachelor Degree in Business (BDB) and Bachelor Degree in Economics (BDE).

Specific rules for the conducting of classes and running the course, quality MANAGEMENT of classes and other matters are stipulated in the Guidelines for managing the course in the English language which is a constituent part of these Rules of Procedure (hereinafter referred to as Guidelines). The Guidelines are passed by the Faculty Board according to a proposal from the Dean.

## Article 2

(1) The Faculty of Economics and Business – Zagreb (hereinafter referred to as the Faculty) organises and conducts university courses in the English language qualifying students for scientific, professional and research activities, and prepares them for scientific work in the field of economics and other related social sciences.

(2) The undergraduate course is of a duration of four academic years and upon completion of the course, 240 ECTS points are acquired. Classes are held in the English language continually during the eight semesters according to the adopted course and syllabus.

## *Organisational structure and course staff*

## Article 3

- (1) The undergraduate university course in the English language (Bachelor Degree in Business – BDB and Bachelor Degree in Economics – BDE) supports internationalisation as one of the strategic objectives of the Faculty of Economics and Business – Zagreb.
- (2) The course in the English language is directly managed by the director of studies with the assistance of the course secretary, and other professional services.
- (3) The director of studies is proposed by the Dean and confirmed by the Faculty Board. The director of studies is directly accountable to the Board and Faculty Board for all management issues and the running of the course.
- (4) The course secretary is proposed by the director of studies and confirmed by the Faculty Board. The course secretary is directly accountable to the director of studies and the Board.
- (5) The advisory body of the course in the English language is the Strategic Committee for the course in the English language (hereinafter referred to as the Strategic committee); it is comprised of a representative of the Faculty of Economics and Business – Zagreb, representatives of partner institutions (companies, public institutions), student representatives and the public sector. The composition of the Committee and its method of work are regulated by the Guidelines. The members of the Committee are proposed by the director of studies and confirmed by the Faculty Board.

- (6) The Advisory body assisting the director of studies in his work is the International Cooperation Committee which at the level of the Faculty coordinates the work of the course. The composition of this committee and its work are regulated by the general documents of the Faculty.
- (7) The operative body which together with the director of studies manages all the aspects of the quality of the course is the Quality Committee for the course in the English language (hereinafter referred to as the Quality Committee). The composition of the Committee and its method of work are regulated in the Guidelines.

## ***Syllabus***

### Article 4

- (1) The syllabus in the English language must be displayed on the notice board and internet pages of the Faculty before the commencement of classes in the academic year.
- (2) Exceptionally, changes to the syllabus in the English language due to justifiable reasons may also be published during the academic year. Changes are published in the manner stipulated by these Rules of Procedures.

## ***Student status***

### Article 5

- (1) A student may be a full time student or a guest student. Students may be Croatian citizens or foreign citizens.
- (2) Full time students are those studying according to a programme based on studies with a full course schedule in the English language.
- (3) A guest student is a student from another university or faculty in the Republic of Croatia or abroad who within the framework of a student exchange programme is admitted to parts of the course at the Faculty.
- (4) A guest student may also be a student of the Faculty of Economics and Business – Zagreb who has been admitted into an undergraduate course in economics or business economics in the Croatian language, and each semester is entitled to enrol in 1 mandatory and 2 elective subjects in the English language. Fees for admission, attendance and examinations for individual subjects in the English language are determined by the Dean of the Faculty.
- (5) A guest student may also be the holder of a university bachelor degree or masters degree from the Faculty of Economics and Business – Zagreb or any other faculty or university in the Republic of Croatia or abroad which as part of a system of life-long education wants to attend and sit for examinations for some course subjects and attain a corresponding number of ECTS points thereof. The admission of these students shall be additionally regulated by a decision of the Dean and competent committees.

## II. UNDERGRADUATE COURSE

### *Admission into the undergraduate course*

#### Article 6

- (1) The syllabus for the first two years of both courses is identical. Admission into the first year of the undergraduate course in the English language is conducted within the framework of admissions quota which upon the proposal of the Faculty and Vice-Chancellor's office in its wider constitution is approved by the University Senate.
- (2) The University announces admission applications.
- (3) The announcement for admission applications in particular comprises of:
  1. requirements for admission applications envisaged by the general documents of the University and Faculty,
  2. number of available places,
  3. the number of places which are in their entirety or partially subsidised by the Ministry of Science, Education and Sport,
  4. details about the admission procedure and the manner of submitting a registration,
  5. ranking criteria (achievement in prior education, results of the admission examination, special knowledge, skills and capabilities),
  6. admissions deadlines,
  7. and other required details.
- (4) If the number of people fulfilling the admission requirements exceeds the approved quota, candidates who achieved better results in the ranking procedure shall be admitted.

#### Article 7

- (1) Croatian and foreign citizens who have completed four years of high school, who have good knowledge of the English language, and who have achieved the required results during the admissions procedure may be admitted into undergraduate university courses (admission requirements are stipulated annually by the Faculty).
- (2) The admission requirements, admission deadlines, conducting of the admissions procedure and other important matters dealing with admission into the first year of the course are rendered by the Faculty Board for each academic year.
- (3) Foreign citizens may be admitted to the undergraduate university course in the English language. It is the obligation of foreign citizens to regulate their residency status in the Republic of Croatia.

### *Admission into further years of the course*

#### Article 8

- (1) In further years of the undergraduate course in the English language, a student may only be admitted to those course subjects for which he/she has attained the prerequisites envisaged by the course and syllabus in the English language.
- (2) A student is entitled to be admitted to further years in accordance with the decisions of the Faculty Board which are published at least days before the commencement of the academic year.
- (3) The amount of fees is determined for each individual academic year.

- (4) Admission to further years of study is possible after settling all study (programme) and financial liabilities determined in item (1) of this Article.

### ***Admission deadlines for further years***

#### Article 9

- (1) Admission is conducted by submission of a properly filled out student course book and admission material in the Faculty student office. In the Faculty office special staff (clerks) have been allocated to be in charge of courses in the English language.
- (2) Full time students paying for their course also enclose a confirmation about the settlement of financial liabilities.
- (3) Admission to further years of the course is considered completed when an authorised person confirms this by signing the student course book.
- (4) Admission of students to the second and further years of the course is conducted in accordance with a decision of the Faculty Board which is published at least 60 days before the commencement of the academic year.

### ***Transfer from other university courses and other faculties in the Republic of Croatia and abroad***

#### Article 10

- (1) Transfers from undergraduate courses conducted in the Croatian language at the Faculty of Economics and Business – Zagreb into undergraduate courses conducted in the English language are not possible without sitting an admission examination in the English language.
- (2) Transfers from other undergraduate university courses of the University of Zagreb from other Faculties of Economics and Business in the Republic of Croatia or faculties or institutions abroad into undergraduate university courses in the English language at the Faculty of Economics and Business – Zagreb, are possible only in the case of a very similar course with a similar profile and academic excellence. Such applications are reviewed by the Strategic Committee of the course in the English language, and confirmed by the Faculty Board.
- (3) The requirements for transfer of ECTS points upon transfers will be stipulated by special rules and procedures of the University, that is, bilateral agreements between universities and/or tertiary institutions in Croatia and abroad.

### ***Titles, level and course completion documents***

#### Article 11

- (1) Upon completion of an undergraduate university course the student is issued with a degree confirming the completion of the course and acquisition of the academic title of bachelor – *baccalaureus*, that is university bachelor – *baccalaurea*, of economics or business economics, with the indication of the completed field and other rights in accordance with the Law and special legislation.

- (2) Along with the degree or confirmation, the student is also issued with a supplementary document (supplement degree) about the course, confirming the examinations passed, the grades received and that he/she has acquired minimally 240 ECTS points. Upon personal request, even before the completion of the course, a student may be issued with a preliminary supplementary document about passed examinations, grades and the number of acquired ECTS points.
- (3) The degrees and confirmations issued by the Faculty are public documents.
- (4) The content of the degrees and supplementary documents about the course are stipulated by the Minister of Science, Education and Sport.
- (5) The form of the degree and supplementary documents about the course, and confirmations for the transfer of ECTS points are stipulated by the University Senate.

### **III. CONDUCTING COURSE CLASSES**

#### ***Timetable and conducting of classes***

##### Article 12

- (1) Classes are held according to a schedule.
- (2) The timetable is a precise schedule of the holding of classes which contains details about the type of course, course year, subject, faculty member, time and location of classes, and other instructions about classes which are necessary for a student to attend them regularly.
- (3) Classes are held in the form of lectures, seminars, exercises, consultations, practical work and other ways appropriate to a tertiary institution.
- (4) It is possible, and in the case of elective subjects also desirable, to conduct course classes in cooperation with other faculties in the Republic of Croatia and abroad.

#### ***Lectures***

##### Article 13

- (1) Lectures are the basic form of teaching by which a faculty member teaches the course content material.
- (2) If there are less than six students present in the lecture hall, a consultative lecture may be held instead of a lecture.

#### ***Seminars***

##### Article 14

- (1) Seminars are the form of teaching which is conducted for the purpose of providing a wider and deeper understanding of the subject matter of processing selected problems from the curriculum of certain subjects and introducing students to scientific work.
- (2) During the undergraduate university course in the English language, the student is obliged to register and draft seminar work in accordance with the syllabus. Aside from

faculty members at the Faculty of Economics and Business – Zagreb, guest faculty members can also be mentors for seminar work.

## ***Exercises***

### Article 15

Exercises consist of presenting the procedures for solving tasks from certain subjects, of processing cases in practice so that students can become directly acquainted with everyday activities in independent processing of such tasks with the aid of computer program support, etc.

## ***Consultations***

### Article 16

- (1) The purpose of consultations is to provide students with explanations of individual, primarily more complex sections of course material and provide necessary assistance in drafting seminar and final work.
- (2) Consultations are conducted by faculty members and associates. Guest faculty members are obliged to carry out consultations during their stay at the Faculty. After returning to their parent institutions, in agreement with the person in charge of the subject, they should provide course attendees with consultations via email. The persons in charge of subjects are obliged to notify the director of studies and course coordinator and incoming students from the Office for international cooperation.
- (3) Consultation times of individual faculty members and associates are displayed on the doors of the corresponding teaching staff and on the web pages of the Faculty.

## **IV. COURSE TEACHING STAFF**

### Article 17

- (1) The person in charge of a subject may be a local or foreign senior lecturer or professor. The person in charge of a subject is proposed by the Chair, and is confirmed by the Faculty Board.
- (2) Persons conducting seminars and exercises along with (1) may also be associates (selected in associate positions).
- (3) Aside from the teaching staff and associates of the Faculty of Economics and Business – Zagreb, classes (lectures, seminars, exercises) of the university undergraduate course in the English language may be conducted by guest senior lecturers, professors and associates from renowned foreign institutions and faculties. The selection of all the teaching staff should enable the conducting of quality classes, while the criteria and procedure for selection thereof are stipulated in greater detail in the Guidelines.
- (4) The persons in charge of a subject propose guest professors and associates to the director of studies. In each subject a certain number of classes (up to 50 %) are conducted by guest senior lecturers, professors or associates from abroad. The criteria and procedure for selection of guest senior lecturers, professors or associates are stipulated in greater detail in the Guidelines, but in principle refer to the excellence of

the international scientific-research work (respectable list of scientific papers and publications – scientific papers in international journals which are referenced in well known databases in the area of study – business or economics).

- (5) The Faculty of Economics and Business – Zagreb is obliged to cover the costs of transport, sojourn and fees of guest senior lecturers, professors and associates. The amount of fees per hour of lectures, exercises and seminars are approved by the Dean's Board at the proposal of the director of studies. The criteria are stipulated in the Guidelines.
- (6) Teaching staff and guest professors are confirmed by the Faculty Board according to the proposal of the person in charge of the subject.

## **V. QUALITY MANAGEMENT OF CLASSES AND COURSE**

### Article 18

- (1) Quality management of the course is conducted by the Quality Committee for the course in the English language (hereinafter referred to as the Quality Committee).
- (2) The Quality Committee is an operative body appointed by the Faculty Board, and consists of representatives from the Faculty and students. The number of members, obligations, authority and detailed method of work of the Quality Committee is stipulated in the Guidelines.
- (3) The Quality Committee lists the procedures and activities for management and conducting of the quality management system which is coordinated with ISO standards and competent rules and procedures of the Faculty, and this with the objective of fulfilling the course goals.
- (4) At the end of each semester an independent body, appointed by the Dean, conducts an anonymous survey regarding the quality of the conducted classes. With the purpose of improving the quality of classes, and in accordance with ISO standards valid at the Faculty, depending on the results of the survey, changes in the subjects and teaching staff are planned according to criteria stipulated in the Guidelines for course management.
- (5) In accordance with the results of the anonymous surveys regarding the quality of classes or other specific needs, the Quality Committee proposes changes to teaching plans and programmes. The programme for which approval has been given can be amended in accordance with existing regulations. Amendments to the programme are initiated by the director upon the proposal of the Committee, while the final decision about them is passed by the Faculty Board.

## **VI. EXAMINATIONS**

### ***Assessment method***

### Article 19

- (1) A student's knowledge may be tested and assessed during class in the English language (colloquiums, tests, essays, etc.), while the final grade is determined through examinations.
- (2) A student's examination result and other means of testing knowledge, including effort, are expressed using the following grades: 5 – excellent, 4 – very good, 3 – good, 2 – satisfactory, 1 – unsatisfactory. Examiners are obliged to keep permanent records

about conducted examinations. Passing grades: 5, 4, 3 and 2 are entered in the records but also other student documents. The grade unsatisfactory (1) is a non-passing grade and is only entered in the records.

(3) The numerical system of grades compares with the ECTS system of grades as follows:

5	A
4	B
3	C

2	D, E
1	F, FX

- (4) An examination for one subject may be taken a maximum four times. The fourth time the examination is taken before an examination committee. Insofar as the student does not pass the examination before the examination committee, the student is obliged to once again enrol and attend classes for the subject he/she failed to pass before the examination committee in the following academic year. If the student, even after repeating the subject, again fails to pass the examination in the manner laid out in paragraph 1 of this Article, he/she loses the right to continue the studying the enrolled course. In the event of taking the examination for the eighth time before the examination committee, the student signs a statement confirming that he/she is acquainted with the rights of sitting for examinations, and the are: an examination registered before the examination committee may not be unregistered nor postponed, a negative grade for such an examination has as a consequence the loss of rights to study the enrolled course.
- (5) The examination committee referred to in paragraph 4 of this Article has three members who are appointed by the Department Head in which the subject is conducted. The Chairman of the committee may not be the faculty member before whom the student has previously failed the examination.
- (6) The syllabus in the English language may establish that some forms of teaching are conducted without assessment or have a descriptive grade.
- (7) The faculty member or associate teaching a particular subject has the right to test and assess student knowledge during any form of teaching.
- (8) Faculty members or associates teaching a particular subject are obliged to explain and publicly announce the manner of conducting examinations.
- (9) Guest faculty members may test and assess the knowledge of students during any form of teaching.

#### Article 20

- (1) Examinations are taken before the faculty member determined in the syllabus in the English language or before a faculty member who has by means of a decision of the Faculty Board (hereinafter referred to as: the Board), has been given approval to hold classes and examinations for the particular subjects.
- (2) In the event that the faculty member is hindered, the Board will entrust the holding of the examination to another faculty member in the same field or faculty committee.
- (3) An examiner must exempt himself/herself from examinations if the student taking the examination is a first-degree relative or spouse.

## Article 21

- (1) Examinations are public. Public in the sense that at least two people are present (along with the faculty member). Examination results are publicly accessible. A person proving legal interest shall be entitled to review the examination documentation. A student has the right to review the correction of his written work within a time period of 5 days from the date of publication of the results.
- (2) Examinations are only oral or written, or written and oral.
- (3) If the examination is organised as a written examination, that is, if the practical part of the examination is conducted, the overall examination must be completed within five days after taking the written or practical part of the examination. A student may not sit for the oral part of the examination if he/she has not passed the written part of the examination. The written and oral parts of the examination constitute a whole and are assessed with a common grade.
- (4) The department for each subject conducted by its members, clearly defines the manner of conducting examinations which must be publicly (clearly) published.

## Article 22

- (1) Insofar as the examination is not held before a committee, a student who has is not satisfied with the grade he/she has received, may within a time period of 24 hours after being informed of his/her grade, in an argued request, through the file records, request for the Dean to enable him/her to take the examination again before an examination committee.
- (2) The examination committee, comprised of a chairman and two members, is appointed by the Dean within a time period of 24 hours after receipt of the request, and at the same time determines the examination time. The examination referred to in this Article must be set within a time period of two days after rendering the decision on the appointment of the committee. In the event that the examination is only in written form, the examination will not be repeated, rather the appointed examination committee will assess the same written examination again.
- (3) The committee will act similarly in the event of a subject which is assessed both in written and oral form, and only the oral part of the examination will be repeated. The committee renders decisions by a majority of votes.
- (4) Non-working days are not included in the deadlines listed in this Article.

## Article 23

- (1) The following are not permitted at examinations:
  - use of prohibited devices or inappropriate behaviour,
  - mobile telephone switched on or use of any other communication device,
  - handing over of the written examination after the faculty member has given the sign that the writing of the same has expired , and not putting down the written examination paper at the sign of the faculty member. In the abovementioned cases the subject faculty member shall remove the student from the examination hall, and the examination will not be reviewed, and the student will receive an unsatisfactory grade.
- (2) After the expiry of the envisaged time period for completing the written examination, no further writing of answers is permitted and the student must:

- put down his/her writing utensils,
- remain seated in his/her chair and wait for the faculty member to collect the written examination and wait for a sign from the faculty member that the examination has finished,
- turn over the written examination immediately at the end of the table, that is, on the side of the table indicated by the faculty member.

### ***Examination terms***

#### Article 24

- (1) Examinations are organised during winter, summer and autumn terms (regular examination terms). Examination terms are of a duration of at least three weeks; in each of these time periods, for each subject, there are two examination dates which are separated by at least 10 days. Examinations at the faculty must be structured so that each student has the opportunity to attend an examination at each examination date.
- (2) Examinations may not be held outside the aforementioned terms.

### ***Registration and deregistration of examinations***

#### Article 25

- (1) A student must register for an examination via the *Studomat* program or the Internet (ISVU programme) at least eight days before the commencement of the examination time period or examination. When registering for an examination, on the *Studomat* program or via the internet, the final date and hour for deregistering for an examination is indicated for the student.
- (2) If a student for any reason cannot attend an examination, he/she is obliged to deregister it at the latest within 48 hours before the registered examination, and if he/she does not attend the examination, the same is counted in the number of times he/she is permitted to take the examination, and the faculty member in the place allocated for a grade will enter "did not attend". This student loses the right to take the examination until the next examination period, unless he/she was prevented from deregistering the examination which he/she must justify with documentation.
- (3) Non-working days are included in the time periods referred to in this Article.

### ***Examination schedule***

#### Article 26

- (1) Examination schedule – the exact time and location of holding the examination, the surname and name of the student is published no later than 24 hours before the commencement of the examination on the notice board of the department or door of the subject faculty member and web pages of the Faculty.
- (2) A student who is not on the examination list of a faculty member is not entitled to take the examination.
- (3) The results of the written part of the examination must be published, at the latest, within a time period of 5 working days, and is published in the same manner in which

the examination schedule is published. When publishing the results of written examinations, the faculty member determines the time in which the same are available for review, and which must be before the oral part of the examination.

- (4) The written examination must be kept for 30 days from the date of holding the examination.
- (5) After the conducted examination (written and oral part), the examiner is obliged to handover the examination lists, at the latest, on the next working day to the Department secretary, taking into account that a student may register and examination in the next examination time.
- (6) A student may sit for an examination only if he/she has met the prerequisites which have been published publicly.
- (7) If an examination consists of a written and oral part, each student must be given the opportunity to review the written part of his examination paper.
- (8) If examination is taken both in written and oral form, all oral examinations must be completed with a time period of at most five working days from the holding of the written examination and the grade must also be entered within this time period.

#### Article 27

- (1) A student has not passed an examination if:
  - he/she has not shown adequate knowledge,
  - desists from an already commenced examination or leaves the premises in which the written examination or written part of the examination is taking place,
  - after the written part of the examination does not attend the oral part of the examination,
  - does not attend a written and oral part of the examination, but has not deregistered it on time,
  - due to inappropriate behaviour, disturbing other students or using prohibited devices, is removed from the examination,
  - does not attend during the stipulated time period the time scheduled by the examiner for entry of grades,
  - does not accept the grade achieved in the examination.

Official records are kept for examination held via the ISVU system. In the event of a discrepancy between the grades in the student course book and examination registration, the grade entered in the student course book is considered credible.

## VII. STUDENTS

### *Acquiring student status*

#### Article 28

- (1) Student status at the Faculty of Economics and Business – Zagreb is acquired by admission into the course which is structure and conducted by the Faculty.
- (2) Student status is proved by a student course book. The student course book is a public document whose minimum content is stipulated by the Minister, the form by the Senate of the University of Zagreb, and is issued by the Faculty.

- (3) The student course book or entry into the student course book is valid if it has been verified by the seal of the Faculty with the coat of arms of the Republic of Croatia and signed by the Faculty Secretary.
- (4) The student course book is handed over to a student upon admission into the Faculty or upon approval of the continuation of studies at the Faculty.
- (5) Details about the name of subjects according the course are entered into the student course book, that is, syllabus and other mandatory details. In the student course book, a faculty member confirms by means of his/signature the presence of the student at lectures, seminars and exercises, and enters grades from passed examinations, colloquium and seminar work.

### ***Full time students***

#### Article 29

- (1) Full time students are those who study according a programme based on full class schedule.
- (2) A student has the status of a full time student for a stipulated duration of study, and at most for double the length of the stipulated duration of study. For the duration of studies referred to in this paragraph, the duration of a deferral student obligations is not included.
- (3) A full time student may only study one course. Particularly gifted students may simultaneously attend another course.
- (4) The right to health insurance, subsidised food, accommodation in the student dormitories, and other rights, are acquired with special regulations.
- (5) A full time student studies with the assistance of the Ministry or bears the costs him/herself.
- (6) A full time student may sit for an examination after he has listened to the lectures, which is confirmed by a signature of a faculty member, which is confirmed by the signature of the faculty member in the student course book.
- (7) A faculty member will withhold their signature to a student who has been absent from more than 1/3 of the classes set in the course, and the same will not be able to take the examination.
- (8) Before entering the grade, the faculty member is obliged to check whether the student had the signature of the faculty member referred to in paragraph 7 of this Article in his/her student course book. Insofar as the student does not have the signature of the mentioned faculty member, the faculty member may not enter the student's grade.

### ***Guest student***

#### Article 30

- (1) A guest student is a full time student of another University (in Croatia or abroad) who enrolls in part of the course at the University in accordance with a special agreement with other universities. The status of a guest student is of a maximum duration of one academic year. The rights and obligations of guest students, manner of settling costs of his/her studies, the possibility of continuing studies at the University and other matters

related to the status of a guest student are regulated by an agreement with other universities.

- (2) Attendance of classes in the English language and examinations passed by the guest student referred to in the previous paragraph are recorded in the student course book of the guest student and he/she is issued a confirmation of passed examinations.

### ***Student rights and obligations***

#### Article 31

The student is obliged to:

1. Abide by the general documents of the University and Faculty,
2. uphold the reputation and dignity of the University, students, faculty members and other members of the academic community,
3. act in accordance with the code of ethics of the members of the academic community.

#### Article 32

The rights and obligations of the students are:

1. regularly attend classes, carry out the obligations envisaged in the course in the English language and syllabus, and general and individual documents of the Faculty and University,
2. enrol in a further semester or year of study if he/she has fulfilled the obligations established in the course and syllabus in the English language,
3. take examinations in the manner and within the time period as laid out in the general and individual documents of the University and Faculty,
4. complete studies according to the enrolled programme in the English language in the stipulated time period.
5. be acquainted with the manner of assessment for all types of examination of acquired knowledge, skills and competencies, and about the method of forming final grades.

#### Article 33

A student is entitled to:

1. quality studies and education process according to a corresponding course,
2. freedom of thought and expression of opinions,
3. participated in scientific and professional project in accordance with his/her capabilities and needs of the Faculty,
4. of their own choice, for the purpose of acquiring additional knowledge, enrol in and pass subjects from other courses of the University, in accordance with the corresponding general document,
5. of their own choice select faculty members if this is possible within the frame work of the subject group within a time period of 14 days from the date of publication of the schedule (it is necessary to submit an application, which is initialled by the professor of the group the student is leaving and that of the one he is entering)
6. select a mentor,
7. consultations,

8. use the library and other resources offered by the University
9. participate in decision making at the University and Faculty in accordance with the Statutes and other bylaws,
10. sit for examinations in alternative ways if his/her psychological-physical state so requires,
11. organised sports activities with the aim of harmonious individual psychological-physical development,
12. participate in the work of student organisations at the University, in accordance with their rules,
13. submit complaints to the Director of studies and/or Faculty Dean in the event of the infringement of any of his/her rights,
14. be rewarded or acknowledged for his/her work, achievements and contribution to the affirmation of the Faculty and University.

### ***Deferral of student obligations***

#### Article 34

- (1) The right to deferral of obligations exists:
  - during pregnancy,
  - for a student father or student mother of a child up to one year in age,
  - for the duration of a long-term illness,
  - and other justified cases, for as long as these circumstances exist.
- (2) The duration of time in which the obligations are deferred is not counted in the time of duration of studies.
- (3) The decision approving deferral, results in effects from the commencement of the academic year for which the application was submitted, and the application must be submitted within a time period of 30 days from the date of onset of the circumstances on the basis of which deferral is requested or in the shortest possible time period.
- (4) If there are reasons for deferral, a regular student who has had their deferral approved by means of a decision may again enrol in the same year of study, and such repetition is not considered the use of the right to repeat a year.
- (5) A student may realise the right to deferral of studies, at most, two times regardless of whether there exist the same or different basis.

### ***Special study conditions***

#### Article 35

- (1) A regular student who has the status of a top-class athlete of the first category or artist, which is proven by a confirmation from the Croatian Olympic Committee or Ministry of Culture, may have the same rights as a regular student while studying according to a plan of part-time study, that is, is exempt from the obligation of semester testing.
- (2) Exceptionally, a successful student may be permitted to study multiple courses under the conditions envisaged by the general document of the Faculty. One of these programmes may be studied according to the syllabus for part-time students.

- (3) Exceptionally, successful students, at their own request may receive approval for completion of studies in a time period shorter than the stipulated duration of studies, in accordance with the decision of the Faculty.

### ***Right to shortened studies***

#### Article 36

- (1) The right to shortened studies may be exercised by a regular student who in his first and second year of study passes all the stipulated examination in the winter and summer examination time period with an average grade of 5.0.
- (2) The students referred to in the previous paragraph are exempt from the obligation of testing in individual semesters, and are entitled to simultaneously enrol in all the third and fourth year study subjects.

### ***Awards and acknowledgements***

#### Article 37

- (1) For success in studies, their work and contribution to the affirmation of the Faculty and University students may receive the following awards:
  - the Vice-Chancellor's award,
  - the Dean's award,
  - University Scholarship,
  - Awards and scholarships from the University foundation, and other scholarships.
- (2) The Decision on awarding of the Vice-Chancellor's award and University scholarship are rendered by the Senate upon the proposal of the Vice-Chancellor in accordance with the criteria established by the Senate.
- (3) The Decision on the awarding of the Faculty award is rendered by the Faculty Board upon the proposal of the Dean.

### ***Dean's award***

#### Article 38

- (1) Each academic year an invitation is issued for awarding of the Dean's award.
- (2) Each academic year, depending on the number of enrolled students in the course, the Dean decides on the number of awards to be awarded to:
  - undergraduate students of the university course who in the previous academic year passed all examination in the year for which they are competing with the highest average grade and achieved the highest average grade for all examinations of all years cumulatively which they have enrolled in to date, given that seminar work does not enter into the average,
  - students for seminar work or graduation thesis from the previous academic year. The condition for an application is a recommendation of a mentor.

- Bachelors and Masters for the overall achieved average throughout the course of the course,
- students for out-of-class activities according to the proposal of the Student Board of the Regional branch of the Faculty of Economics and Business – Zagreb a special Dean’s award.

Students who fulfil the aforementioned conditions, and insofar as they have enrolled in the course according to the principle “year for year”, that is, they have not repeated a year except for a deferral, may apply.

- (3) Applications for awards are accepted until the time and at the location stipulated in the invitation for applications.

### ***Disciplinary procedures for students***

#### Article 39

- (1) Non-execution of obligations, as well as non-abidance or breaching of rules laid down in these rules of procedure and other Faculty documents, as well as damaging the reputation of the University and its staff, shall be cause for disciplinary liability.
- (2) A student for whom liability has been established during a disciplinary procedure may have measures stated against him/her in accordance with the general document of the Faculty which in greater detail stipulates disciplinary actions, disciplinary procedure and disciplinary sanctions for students.
- (3) A student representative must participate in the body deciding about the disciplinary liability of a student, except when the liability is decided by the Dean or other competent body without conducting a discussion. In this case, in the procedure held on the occasion of legal remedy, a student representative must participate in the decision making.

### ***Cessation of student status***

#### Article 40

Student status (regular) ceases:

- 1. upon completion of the course,
- 2. upon
- 3. missing enrolment in the next academic year,
- 4. when in two consecutive academic years he/she does not achieve at least 35 ECTS points,
- 5. expulsion on the basis of a disciplinary decision of a competent body,
- 6. in other cases envisaged by the general document of the University or Faculty

### ***Cessation of full time student status***

#### Article 41

- (1) The full time student status ceases for a student:
  - who two times fails to fulfil the conditions for enrolment in a further year,

- who in a disciplinary procedure is expelled from the Faculty for a duration exceeding one month.

### ***Student records***

#### Article 42

- (1) The Faculty keeps the following records with student details:
- records of those registered for admission procedures, which also includes procedure results
  - records of details of admitted students,
  - records about examination results,
  - records on issued documents about the completion of the course, and acquired academic title and degree.
- (2) The Faculty permanently stores the records referred to in paragraph 1 of this Article.
- (3) The method of gathering, storing and issuing details referred to in paragraph 1 of this Article are stipulated by the Minister by means of a special Ordinance, taking into account the protection of student personal details.

## **VIII. FINAL PROVISIONS**

#### Article 43

- (1) The rules of procedure of the university course in the English language at the Faculty of Economics and Business – Zagreb, shall enter into force on the date it is passed.
- (2) With the entry into force of these Rules of procedure, the Rules of procedure for conducting the course in the English language shall cease to be valid.

Zagreb, 29 June 2009

Faculty Dean  
(*Signature illegible*)  
Prof. Darko Tipurić, DSc.

UNIVERSITY OF ZAGREB  
Faculty of Economics and Business  
ZAGREB – CROATIA

University of Zagreb  
Faculty of Economics and Business  
Zagreb

Date: 07.07.2009  
Number  
251-56-01-09-220-30-06-52

Pursuant to Article 34 of the Statutes of the Faculty of Economics and Business – Zagreb, the Faculty Board at the meeting held on the 30 June 2009 rendered this

## **DECISION**

**on adopting the Rules of Procedure for English-taught university study programs at the Faculty of Economics and Business – Zagreb.**

The **Rules of Procedure for English-taught university study programs at the Faculty of Economics and Business – Zagreb** are adopted.

Faculty Dean

*(Signature illegible)*  
Prof. Darko Tipurić, DSc.

---

*Hereby I, Ankica Udovičić, sworn court interpreter for the English language, reappointed by the decision of the President of the County Court in Zagreb No. 4 Su-294/08 of March 18, 2008, certify that the above translation fully complies with the Croatian original.*

Zagreb, 18<sup>th</sup> December 2009

*Ankica Udovičić*