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CERTIFIED TRANSLATION FROM CROATIAN

UNIVERSITY OF ZAGREB
FACULTY OF ECONOMICS AND BUSINESS

STATUTES

Zagreb, March 2010

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The faculty of Economics and Business was founded on 17 June 1920 on the basis of the Decree on the Organization of the Higher School for Trade and Transportation in Zagreb (official gazette "Narodne novine" No. 195/21 and No. 285/25). The Higher School for trade and transportation in Zagreb was transformed into the Economics and Commercial Higher School in rank equal to a university faculty. On the basis of the Decree on the Faculty of Economics and Business in Zagreb (official gazette "Narodne novine" No. 32/47) the Economics and Commercial Higher School in Zagreb became the Faculty of Economics and Business in Zagreb.

Pursuant to Article 63 paragraph 6 item 4 of the Law on Scientific Activity and Higher Education (hereinafter referred to as: the Law) and Article 119 paragraph 2 of the Statutes of the University of Zagreb, the Faculty Board of the Faculty of Economics and Business acting in its restricted composition at the session held on 31 October 2006 passed the following

STATUTES

OF THE FACULTY OF ECONOMICS AND BUSINESS (revised text)

I. GENERAL PROVISIONS

I-1. Foundation and operation

Article 1

- (1) The Faculty of Economics and Business is a public institution, a public college, member of the University of Zagreb, which organizes and performs university study programs and develops the scientific and expert work in the scientific field of economy and related fields.
- (2) The Faculty of Economics and Business organizes and performs the professional studies in accordance with the Law and the Statutes of the University.

Article 2

- (1) The Faculty of Economics and Business is a legal entity registered with the court register of institutions and the records book of colleges and legal entities operating in the field of science and research kept at the Ministry of Science and Technology of the Republic of Croatia.
- (2) The Faculty of Economics and Business operates independently according to the principle of academic self-administration and academic rights and it performs the tasks within its scope of business under the name "University of Zagreb Faculty of Economics and Business" and under the abbreviated name "Faculty of Economics and Business – Zagreb" (hereinafter referred to as the Faculty).
- (3) The registered seat of the Faculty is in Zagreb, Trg. J. F. Kennedyja 6.

Article 3

On the basis of a decision by the Faculty Board the Faculty may establish scientific and research departments, institutes, centers and other legal entities the activities of which provide for the complete and necessary standard of the higher education system.

Article 4

(1) The Faculty has its coat of arms, dry and water stamp (hereinafter referred to as the stamp), a special letterhead, color and flag.

(2) The coat of arms of the Faculty represents stylized contours of three open books shown in the ground view perspective, arranged vertically, thus forming the letter E turned on the left, leaned on the letter F turned on the right without vertical lines.

The original technical drawing of the coat of arms with the set proportions has been deposited with the Dean's office of the Faculty, while the electronic form has been deposited with the Informatics Center.

(3) The stamp of the Faculty is used for the authentication of public documents issued by the Faculty and for the authentication of any other document used in legal transactions which are required to be authenticated with the stamp.

The stamp of the Faculty used to authenticate public documents is round in its form, framed by two circles with a space of one millimeter between them and with a text set in a ring form in two lines within the circles. In the exterior line of the upper part of the stamp there is the text: Republic of Croatia, and in the lower part the text: EKONOMSKI FAKULTET. In the second inner line in the upper part there is the text: SVEUČILIŠTE U ZAGREBU, and in the lower part the text: ZAGREB. In the middle of the stamp there is the coat of arms of the Republic of Croatia. The stamp with 38 mm in diameter is used by the Faculty as dry stamp (which leaves a permanent colorless relief contour) for authentication of diplomas, insignias, written certificates of awards and similar documents which are usually printed on paper of larger grammage. The stamp is used as water stamp with the same dimensions and with a diameter of 25 mm only on documents which have the character of public documents. The stamp with the diameter of 25 mm is used only on documents where due to the space this is required. For the authentication of any other documents and memos which have to be authenticated and with which the Faculty acts as an independent institution in legal transaction the stamp with a diameter of 38 mm or the stamp with the diameter of 25 mm (which differs from the other stamp described herein only by having the Faculty's coat of arms in the center) is used respectively of the space-related requirements.

(4) Any official letters/documents in writing shall be written on a piece of paper with a special letterhead of the Faculty which represents a non-framed rectangular display of the coat of arms of the University of Zagreb on the left and the coat of arms of the Faculty on the right side. Between the two coats of arms there is a text written in two three-line columns. In the first line of the left column there is the text SVEUČILIŠTE U ZAGREBU, in the second line the text Ekonomski fakultet and in the third line the text ZAGREB-HRVATSKA. In the right column there is the translation of the text in the left column which reads: UNIVERSITY OF ZAGREB, Faculty of Economics & Business, ZAGREB-CROATIA. For official purposes the letterhead may be modified by adding the text indicating the address of the Faculty, phone numbers, giro account or

registration number, or by removing the text in English. The letterhead may be modified only in the textual part, while the height of the text column must be limited by the dimensions of the coats of arms. The master letterhead of the Faculty is deposited with the Informatics Center in electronic form.

(5) The color of the Faculty is dark violet PANTONE 261.

(6) The flag of the Faculty has the color of the Faculty or silver grey, with the dimensions proportions of 2:1, with the coat of arms of the University in the upper right corner and the coat of arms of the Faculty in the lower left corner, above which the abbreviated name of the Faculty is written.

I-2. Representation and presentation of the Faculty

Article 5

(1) The Faculty is solely represented by the dean of the Faculty.

(2) The dean is entitled to undertake any legal measures on behalf and for the account of the Faculty within the scope of the authorities provided by the Law, the Statutes of the University and these Statutes.

Article 6

In the case the dean or absent or prevented he shall be deputized by the vice dean authorized by the dean. When the vice deans deputize the dean in all rights and obligations, they must be duly authorized by a written authorization. In the case the dean is not in the position to authorize the vice dean with a special written authorization, he shall be deputized by the vice dean with the highest teaching position. In the case all vice deans occupy the same position, the dean shall be deputized by the most senior vice dean.

Article 7

The Faculty may be represented by the vice deans and the secretary of the Faculty on the basis of a special power-of-attorney or authorization by the dean of the Faculty.

I-3. Activities of the Faculty

Article 8

The activities of the Faculty imply the following:

1. organization and performance of undergraduate university study program;
2. organization and performance of graduate university study program;
3. organization and performance of postgraduate university study program;
4. organization and performance of postgraduate specialized study program;
5. organization and performance of professional study program;
6. organization and performance of specialized graduate professional study program;

7. organization and performance of scientific research and highly expert work in economic and other related social sciences;
8. organization and performance of scientific and other seminars, consultations, courses and other forms of meetings, i.e. permanent education and further training;
9. performance of other activities that serve the main activity and contribute to a more complete utilization of special and staff capacities.

II. ORGANIZATION OF THE FACULTY

II-1- Organizational principles

Article 9

- (1) The Faculty is organized as a single scientific and educational institution.
- (2) The decision on the foundation and suspension of its organizational units shall be made by the Faculty Board acting in its restricted composition (see Art. 30).
- (3) In the case the organizational unit comprises several fields the consent of the Senate is required for the foundation and suspension thereof.
- (4) The main organizational units of the Faculty structure are the departments.
- (5) The other organizational units have the function to carry out the activities of the Faculty or the main units.
- (6) The organizational structure of the Faculty provides for the implementation of the educational plan and program.

Article 10

Organizational units of the Faculty are:

1. Departments
2. Centers
3. Secretariat
4. Auxiliary offices
5. Expert centers

Article 11

- (1) The departments are established as units of scientific and educational work according to the relatedness of the scientific branches and fields, i.e. in accordance with the similarity and interconnection of the educational and scientific areas. The departments perform their tasks at all levels of the university study program and professional study program. They are also engaged in scientific research operations, life-long education and other operations from the faculty's scope of activities.
- (2) In order to establish a scientific and educational department at least 5 employees are required, at least three of which must occupy the position of assistant professor or higher.
- (3) The decision on the establishment of a department is made by the Faculty Board acting in its restricted composition , and exceptional cases for justified reasons the Faculty Board acting in its restricted composition may pass the decision on the

establishment of a department which has less members than provided in the previous paragraph. The procedure of establishment and suspension of departments and the modalities and conditions of work of the departments are regulated by the Departments Rules of Procedure.

(4) The following departments are established at the Faculty:

1. Demography
2. Managerial Economics
3. Economic Theory
4. Finance
5. Informatics
6. Macroeconomics and Economic Development
7. Marketing
8. Mathematics
9. Organization and Management
10. Law
11. Accounting
12. Statistics
13. Trade
14. Tourism

(5) Apart from the departments established as scientific and educational units, the following departments are established as educational units:

1. Business Foreign Languages
2. Physical Education

Article 12

(1) Members of the departments are teachers and associates of compulsory and elective educational courses who are employed with the Faculty.

(2) Teachers, scientists and other experts who are not employed with the Faculty may participate in the work and meetings of the department if they have been assigned with parts of the educational tasks for a certain course or if they participate in a certain research project.

(3) The departments are run by heads of departments elected by the departments and approved by the Faculty Board acting in its restricted composition. The head of department shall be elected by the department staff with science teaching, teaching and associate positions (assistant lecturers and senior assistant lecturers; this category does not include junior researchers) on the basis of secret ballot by simple majority of the votes cast by all department members with voting right. The head of department shall be appointed for a two-year term and may be elected several times in succession.

(4) The head of department may be relieved of duty before the termination of his mandate in the case he does not perform his duties as head of department or when 1/3 of the department members with voting rights declare in the initiative for his removal from office. The decision on the removal from office is made in the same manner and in the same procedure as the election of the head of department.

Article 13

- (1) Aimed at the development of the study program and educational classes, interlinking of practice and science, adjustment with the EU programs and systems, self-evaluation and other activities the Faculty establishes centers.
- (2) The centers are established according to the decision of the Faculty Board. The centers are run by heads appointed by the dean.
- (3) The activities of the centers may be financed from the Faculty's funds, projects, research funds, donations and other funds.
- (4) The gains achieved by performing the tasks of the center are used only for the improvement of the Faculty's operations.

Article 14

In order to foster the cooperation with the economy sector, commercialization of scientific results and achievement of other programs and tasks the Faculty may, with the prior consent of the Senate, establish legal entities, companies and subsidiaries.

Article 15

- (1) For the purpose of efficient and overall provision of the conditions for the realization of scientific-research and educational tasks, the Library Documentation Center is established as a special expert unit.
- (2) Informatics-related tasks in the process of academic teaching and other operations of the Faculty are incorporated within the scope of the Informatics Center.

Article 16

The Secretary Office and auxiliary offices of the Faculty are established to perform professional, administrative and ancillary tasks.
The internal organization and work places shall be regulated by the Rules of Procedure for the Systematization of Work Places.

II-2. Faculty Management

Article 17

The Management of the Faculty is composed of:

- the dean
- vice-deans
- Faculty Board

II-2.1. Faculty Dean

Article 18

The dean manages the Faculty, he occupies the leading and head position.

The Dean:

- presents and represents the Faculty
- prepares the meetings of the Faculty Board, chairs and runs these meetings
- promulgates bylaws of the Faculty, the promulgation of which is not in the competence of the Faculty Board
- makes business-related decisions on behalf and for the account of the Faculty up to the maximum value of 1,000,000.00 HRK
- by position he is the member of relevant field councils
- implements the decisions of the Faculty Board, Senate and field councils
- makes decisions on commencement and termination of employment
- makes decisions on the order of work places
- proposes to the Faculty Board measures and decisions for the improvement of the Faculty's operations
- carries out any other duties provided by the Law, regulations, the Statutes and rules of procedure of the Faculty and University
- is liable for indemnification
- is liable for the legitimacy of the Faculty's operations.

In legal transactions with a value between 1,000,000.00 and 3,000,000.00 HRK the dean requires the consent of the Faculty Board, and for any larger amounts the consent of the Senate of the University.

For his work the dean is answerable to the Faculty Board and the Rector, whom he submits annual operative reports.

Article 19

Along with the requirements stipulated by the Law and the Statutes of the University, the person to be elected dean must also comply with the following requirements:

- that he/she is under permanent employment contract on a full-time basis
- that he/she is qualified to organize and run business operations, which shall be established on the basis of previous work results
- that he has the position of associate professor or higher.

While occupying this position the Faculty Dean performs academic teaching duties according to his availability in respect of his dean duties.

Article 20

Dean candidates may be nominated by a department or by least 15 teachers, or a candidate may run independently provided that he/she has collected at least 15 teachers' signatures.

Article 21

(1) The decision concerning the initiation of the dean election procedure shall be made by the Faculty Board acting in its restricted composition. The decision on the initiation of the dean election procedure shall specify the time schedule for the election, time

schedule for the constitution of the electoral body and the time schedule for the completion of the dean election procedure.

(2) The election procedure shall be completed not later than four months prior to the assumption of the duty. The Faculty Board, acting in its restricted composition, shall appoint an Election Procedure Committee to coordinate and conduct the dean election procedure.

Article 22

The proposed persons and candidates for the position of the dean in the new mandate period shall submit to the Committee for the Implementation of the Election Procedure their professional CVs and work programs according to the deadlines as stipulated by the Decision on the initiation of the dean election procedure. First the Committee has to establish which candidacies comply with the formal requirements, then it invites the candidates to sign their statements of accepting the candidacy so these statements can be included in the agenda of the extraordinary meeting of the Board in its broader formation, in front of which the candidates will in alphabetic order orally present their programs. Subsequently the new Board in its broader formation shall decide on granting consent for the candidacy in public voting by simple majority of cast of the total number of the enlarged Faculty Board members.

Article 23

The proposals granted consent by the Board shall be forwarded to the Senate, which has to pass a decision, upon the proposal of the rector, about granting the consent for the duly filed application within a month.

Article 24

(1) The dean is elected by the Faculty Board in its broader formation. Such meeting shall be convened and chaired by the dean with the current mandate.

(2) All candidates who were granted the consent by the Senate shall be invited to meeting of the Faculty Board at which the dean is elected. The candidates present their programs and answer to any questions related to the election for dean. The programs shall be presented by the candidates in alphabetic order.

(3) The dean is elected in secret ballot for a two-year term. The mandate may be repeated for the same mandate period, in other words, the duty may be performed twice. The dean shall be deemed as elected when the simple majority of the total number of the members of the Faculty Board in its broader formation has voted for that candidate.

(4) Should only one candidate run for the position of dean and he/she has not been elected after voting, the ballot may be repeated at the same or at the next meeting.

Should no candidate be elected after such repeated ballot, the candidacy procedure shall be repeated.

(5) Should several candidates run for the position of dean and none of them receives the simple majority of the votes cast by the total number of the members of the electoral body, the dean shall be elected in the second ballot between the two candidates that have received the greatest number of votes in the first ballot.

(6) Should more than two candidates with equal number of votes received remain after the first ballot, an interim voting shall be conducted among the candidates with the same number of votes.

(7) a) In the second ballot, the candidate that has received the majority of the total number of votes of the electoral body shall be elected the dean.

(b) Should no candidate obtain the required majority in the second ballot, the candidate that has received the greater number of votes in the second ballot shall be allowed to participate in the third ballot. Should the candidates for the dean receive equal number of votes, both of them shall be allowed to participate in the third ballot.

(c) In the third ballot, the candidate that has received the majority of the total number of votes of the electoral body shall be elected dean.

(d) Should no candidate obtain the required simple majority of the total number of votes of the electoral body, the dean shall not be elected and the election procedure shall be repeated. In such event, the Faculty Board shall determine an appropriate time schedule for such repeated election procedure.

Article 25

In the case no dean has been elected by termination of the previous mandate the Faculty Board acting in its restricted composition shall propose to the Senate within 30 days a person that complies with the stipulated requirements for acting dean until the dean has been elected. Within a term of 30 days the Senate shall appoint the acting dean upon the consent of the rector.

In the case the Faculty Board acting in its restricted composition does not provide the proposal for the acting dean, the dean shall be appointed by the Senate upon the consent of the rector.

The acting dean shall be appointed by the Faculty Board acting in its restricted composition on the basis of secret ballot by simple majority of casts of the total number of Board members. Acting dean can be one of the vice-deans or one of the Faculty Board members with teaching positions.

During his mandate the acting dean does not have the authorities as provided in Article 18 of this Statute. He/she is authorized to perform the duties related to the implementation of the Board decisions, the representation of the Faculty, technical issues required for the regular flow of operations and fulfillment of the legal obligations of the Faculty.

Article 26

The dean may be relieved of duty even before the termination of his mandate if:

- he/she asks to be relieved of duty;
- he/she does not fulfill his/her duties;
- with his/her conduct infringes the reputation of his/her position;
- he/she is prevented from performing his/her tasks for a longer period of time;
- he/she does not comply with the regulations and deeds of the Faculty;
- he/she undertakes measures that cause damage to the reputation and the interests of the Faculty.

Article 27

The procedure of relieving the dean of duty shall be instituted by the Faculty Board in its broader formation. The initiative for the institution of such procedure may be submitted by a group of at least 15 teachers with scientific and teaching positions signed in alphabetic order.

The initiative for the removal from office of the dean must be corroborated in writing. The dean shall propose the initiative for discussion at the next scheduled meeting of the Faculty Board, and if no such meeting is scheduled, he shall schedule a meeting not later than 30 days from the day the initiative was submitted. The Faculty Board acting in its restricted composition shall appoint a committee composed of 5 members who shall examine the data presented the initiative. The dean proposes two members to the said committee, the students propose one member and the Faculty Board acting in its restricted composition two members. The committee shall within 15 days submit a written report to the Faculty Board acting in its restricted composition. The Faculty Board shall then examine the report at the first coming meeting. The dean must convene such a meeting within 15 days from the day the report was submitted by the committee at the latest.

The decision concerning the institution of the procedure of relieving the dean of duty shall be made by the Faculty Board acting in its restricted composition in secret ballot by simple majority of casts of the total number of the Board members. The dean is obligated to convene a meeting of the Faculty Board in its broader formation within 15 days from the day of the decision concerning the institution of the procedure made by the Faculty Board acting in its restricted composition.

The decision on relieving the dean of duty shall be made by the Faculty Board in its broader formation in secret ballot by simple majority of casts of all members.

II-2.2. Vice-deans

Article 28

(1) The Faculty has at least three and at the most five vice-deans for various work fields established by the dean upon his appointment. The dean may decide that three or four vice-deans shall provide him assistance in his work, while he requires the approval of the Board for the appointment of the fifth vice-dean.

(2) Vice-deans shall be proposed by the dean and approved by the Faculty Board acting in its restricted composition in public ballot by majority of votes of all members.

Vice-deans shall be appointed for a two-year term. They may be appointed several times in a sequence.

Vice-deans unify and organize the tasks for which they have been elected. With respect to such tasks they are entitled to issue orders and sign documents from the work area of their competence. While occupying their position of vice-deans they shall perform academic teaching duties according to their availability in respect of their duties of vice-deans.

Vice-deans are answerable to the dean.

Article 29

Vice-deans may be relieved of duty even before the termination of their mandate if:

- they ask to be relieved of duty;
- they do not fulfill his/her duties;
- with their conduct infringe the reputation of his/her position;
- they do not comply with the regulations and deeds of the Faculty;
- they undertake measures that cause damage to the reputation and the interests of the Faculty.

Vice-deans shall be relieved of duty by the dean, while the decision shall be approved by the Faculty Board acting in its restricted composition on the basis of the dean's explanation.

II-2.3. Faculty Board

Article 30

(1) The Faculty Board is an expert board of the Faculty

The Faculty Board acts either in its restricted or in its enlarged composition.

(2) The Faculty Board in its restricted composition includes seventy three members, in particular:

- the dean, fifteen heads of department, two heads of department representing teaching positions, three representatives of associate positions (assistant lecturers and senior assistant lecturers), two representatives of junior researchers, eleven students (of whom: 7 pre-graduate, undergraduate and graduate students and 4 postgraduate students), appointed by the Students' Assembly, in accordance with the Law on the Students' Assembly and other Students' Organisations, and thirty nine representatives of scientific-teaching positions proportionally to the share of the teachers on the scientific-teaching positions of individual departments in the total number of the teachers on the scientific-teaching positions at the Faculty (at the time of elections).

(3) Of thirty nine representatives of scientific-teaching positions allocated to various departments, at least one representative of each department shall be appointed to the scientific-teaching position either of full permanent professor or full professor if there is no full permanent professor position at a particular department.

The representatives of various departments in the Faculty Board shall be appointed by the members of individual departments holding scientific-teaching positions.

(4) Representatives of associate positions to the Faculty Board in its restricted composition shall be nominated by the departments provided that each department shall nominate one candidate member. The associate position group (assistant lecturers and senior assistant lecturers) shall appoint its representatives in the Faculty Board through an internal appointment procedure.

(5) Representatives of junior researchers to the Faculty Board in its restricted composition shall be nominated by the departments provided that each department shall nominate one candidate member. The junior researcher group shall appoint its representatives to the Faculty Board through an internal appointment procedure.

(6) The time schedule and procedure for the appointment of representatives of associate positions (assistant lecturers and senior assistant lecturers) as well as of junior researchers to the Faculty Board in its restricted composition shall be established by a Faculty Board's decision to that effect.

(7) Candidates for the position of the dean shall present their respective programmes at the meeting of the Faculty Board. The dean shall be elected through a secret ballot procedure, by simple majority of votes of the total number of members of the Faculty Board in its enlarged composition, including:

- The dean, all teachers holding scientific-teaching positions, five teachers appointed to teaching positions (the Department of Business Foreign Languages shall have three representatives, one of them being the head of the Department and the other two shall be the members appointed by the Department; Physical and Health Culture Department shall have two representatives, one of them being the head of the Department and the other shall be appointed by the Department);

- Seven representatives of associate positions (assistant lecturers and senior assistant lecturers) and three representatives of junior researcher;

- 15% of the total number of members shall be students, nominated by the Students' Assembly in accordance with the Law on the Students' Assembly and other Students' Organisations (of whom: 70% pre-graduate, undergraduate and graduate students and 30% postgraduate students);

(8) Representatives of associate positions to the Faculty Board in its enlarged composition shall be nominated by the departments provided that each department shall nominate one candidate member. The associate position group (assistant lecturers and senior assistant lecturers) shall appoint its representatives to the Enlarged Faculty Board through an internal appointment procedure.

(9) Representatives of junior researchers to the Faculty Board in its enlarged composition shall be nominated by the departments provided that each department shall

nominate one candidate member. The junior researcher group shall appoint its representatives to the Faculty Board through an internal appointment procedure.

(10) The time schedule and procedure for the appointment of representatives of associate positions (assistant lecturers and senior assistant lecturers) as well as of junior researchers in the Faculty Board in its enlarged composition shall be established by a Faculty Board's decision to that effect.

(11) Department members that are at sick leave, maternity leave or study leave may vote provided that they are present in person at the election procedure. Department members whose employment has been put at a standstill at their request, while they are filling another post, shall not have the right to vote.

(12) The Secretary of the Faculty Board shall take part in the Faculty Board activities without a decision-making right. The dean may invite other qualified employees of the Faculty to attend and provide their professional support at a Faculty Board meeting.

Article 31

(1) The Faculty Board in its broader formation and the Faculty Board acting in its restricted composition work in meetings. The meetings shall be prepared, convened and chaired by the dean, and exceptionally by one of the vice-deans in the case of the dean's absence.

(2) The Faculty Board in its broader formation and the Faculty Board acting in its restricted composition constitute a quorum when the meeting is attended by more than 50% of the total members.

(3) When the number of casts is divided when the Faculty Board in its broader formation and the Faculty Board acting in its restricted composition make decisions, the cast of the dean shall decide.

(4) The Faculty Board acting in its restricted composition shall meet at least once per month.

Article 32

The mandate of the Faculty Board members lasts two years in respect of the members coming from the lines of employees occupying science-teaching, teaching and expert positions. They shall be elected six months prior to the termination of the mandate of the active Faculty Board. A member may be elected several times in a sequence.

The mandate of the Faculty Board members representing the students lasts two academic years. Students' representatives in the Faculty Board shall be elected according to the procedure for students' elections.

Article 33

The membership with the Faculty Board may be terminated prior to the mandate expiry in the case the member does not attend the Board meetings or hinders the work of the board with his actions. The proposal for the termination of the membership with the

Faculty Board shall be submitted by the dean. The decision on the membership termination shall be deemed as passed when 2/3 of the Board members voted for. When the membership of a Faculty Board member was terminated due to absence, such member cannot be deputized in the further work of the Board by his proxy; instead, the elective unit loses the right to have one representative, while total number of the members is reduced by one.

Article 34

The Faculty Board acting in its restricted composition has the following tasks:

- it promulgates the statute, bylaws and rules of procedure of the Faculty
- approves the election of the vice-dean
- conducts the election for field council members
- accepts the dean's annual report
- passes the budget and final account of the Faculty
- passes decisions aimed at the provision of quality of study program and scientific work
- institutes the procedure for the adoption of the educational program and provides for the implementation of such program, the study program and scientific projects. It also provides the opinion concerning the proposal of university educational plans and programs as a whole or in parts from the fields of the Board's competences
- establishes new and develops existing research capacities on the level of the relevant scientific discipline
- institutes and conducts the procedures for the appointment to scientific and teaching positions and other positions
- provides the requirements for the freedom of initiative of individual and group researchers, teachers and students in scientific, educational and professional activities
- grants the consent to the dean to undertake legal measures on behalf and for the account of the Faculty in legal transactions exceeding 1,000,000.00 HRK in value
- conducts the procedure of obtaining the D.Sc. degree
- adopts the organizational structure of each postgraduate study program and appoints the heads of these study programs
- adopts educational plans and programs
- appoints committees in the procedure of obtaining masters and doctors degrees
- appoints committees for the election of teachers and associates for academic teaching and passes decisions upon the proposal of such committees
- approves the election of heads of departments and other heads for scientific, science-teaching, teaching and other programs
- appoints boards for the evaluation of the teachers` and associates` results in teaching activities and passes decisions upon the proposal of the committee
- analyzes and evaluates the results from scientific, educational and professional work
- adopts the plan for the publishing and editing operations

- adopts the decision concerning the approval of the free study year? and professional advanced education
- appoints other permanent and temporary committees to pass decisions from their scope of activities
- makes the decision concerning the invitation of prominent domestic and international experts to participate in the academic teaching process
- conducts any other activities for which the Faculty Board is authorized according to legal and other regulations or bylaws of the Faculty and the University.

Article 35

The Faculty Board acting in its restricted composition performs its duties at regular monthly meetings and if necessary at extraordinary meetings.

The work of the Faculty Board, the manners of making decisions, the procedure of making decisions and any other issues concerning its work are regulated by the Rules of Procedure.

The Rules of Procedure for the Faculty Board is adopted by simple majority of the casts of all Faculty Board members.

II-3. Dean's Board

Article 36

(1) The Dean's Board is a consulting body:

- for the coordination of the Faculty's business activities
- for the implementation of the decisions made by the Board and the dean.

(2) The Dean's Board is composed of the dean and the vice-deans.

(3) The secretary of the Faculty and other employees, heads of individual science-teaching, teaching and other organizational units may participate in the work of the Dean's Board upon the invitation of the dean.

II-4. Secretary of the Faculty

Article 37

The secretary of the Faculty is an employee with special rights and authorizations who organizes and coordinates the work of the Secretary's Office of the Faculty, makes decisions concerning administrative procedures in the first degree, signs student's and other documents with the exception of diplomas, participates in the work of the Faculty Board by providing professional legal instructions and carries out other tasks upon the dean's order. For his work he/she is liable to the Faculty Board and the dean.

The secretary of the Faculty may be appointed a person who is a bachelor in law, has five years of professional experience at leading positions and meets any other requirement as set out in the description of that work place in the Regulations on the Systematization of Work Places.

The secretary of the Faculty is elected by the Faculty Board acting in its restricted composition upon the proposal of the dean on the basis of public tendering.

III. UNDERGRADUATE STUDY PROGRAM

III-1. Organization and performance

Article 38

The Faculty organizes and performs the university study program which qualifies the students for highly professional work and prepares them for scientific work in the field of economic and other related social sciences. The undergraduate study program lasts four academic years. Upon graduation the student earns 240 ECTS points. Academic teaching is performed continuously during the eight semesters according to the specified educational plan and program.

Article 39

The Faculty Board acting in its restricted composition shall not later than 30 days prior to the start of the academic year adopt the Lectures Schedule containing the schedule of lectures, the weekly number of hours, the teachers and associates who shall perform the academic teaching in certain courses, the beginning and end of the academic teaching and manners of taking the exams in specific courses.

III-2. Admission requirements

Article 40

A person who finished four years of grammar school and achieved the adequate success in the qualifying examination may be admitted to the undergraduate university study program.

The admission requirements, the procedure of taking the qualifying exam and other issues have been elaborated in the special Study Rules which regulates the issues related to the undergraduate study program regime.

III-3. Requirements for the admission to the next year

Article 41

(1) The student may be admitted only to those courses from the educational plan and program of the study for which he has met the requirements as set out in the Study Rules.

(2) The student obtains the right to admission to the next year of study by meeting all study-related obligations expressed in ECTS points which he has assumed by enrolling in the previous study year.

(3) The student who has not met the requirements set out in paragraph 2 hereof may continue with the study by re-assuming the study-related obligation he/she has not met in the previous study year. He also assumes new obligations, however, the overall obligations must not exceed 60 ECTS points.

III-4. Transfer of ECTS points

Article 42

The criteria and requirements for ECTS points transfer shall be stipulated by the study regulations and contract between the colleges.

III-5. Exams

Article 43

(1) Proficiency of students may be examined and graded during academic teaching (colloquiums, practical tasks etc.), while the final grade is established during the exam.

(2) The success of students in the exams and other proficiency tests, including participation in class, shall be expressed with the following grades: 5 – excellent, 4 – very good, 3- good, 2 – pass, 1 – fail. The examiners shall constantly keep examination records. The grades representing a pass (5, 4, 3 and 2) shall be recorded in the records and other students documents, while the grade fail (1) is registered only in the records.

(3) The numerical grading system is compared with the ECT system of grading as follows:

5=> A	A=> 5
4=> B	B=> 4
3=> C	C=> 3
2=> D	D, E=> 2
1=> F	FX, F=> 1

(4) Exams in the same course may be taken four times at the most. The fourth time the exam is taken in front of the examination board. In the next academic year the student shall be re-admitted to the course in which he did not pass the exam in front of the examination board. In the case the student fails to pass the exam as provided in paragraph 1 hereof even after he was re-admitted to the course he/she loses the right to study in the respective study program.

(5) The Lectures schedule may provide that certain forms of academic teaching are performed without grading or that the grades earned shall be of descriptive character.

(6) The teacher or associate who performs academic teaching is entitled to examine and grade the proficiency of the student during any form of academic teaching .

(7) According to the Lectures Schedule for a respective course it may be stipulated that the proficiency grades of the students earned in individual forms of academic teaching shall be calculated in the final grade of the student's proficiency in the course earned during the exam and/or other forms of examination.

Article 44

The exams are public. The student has the right to request to take the exam under conditions which provide for a public character, implying that at least two persons must be present. The results of the exams are available to the public. A person proving legal interest is entitled to take insight into the exam documentation.

Exams are taken only orally or only in writing, or both in writing and orally. In the case an exam is organized as a written exam, i.e. in the case the practical part of the exam is conducted, the overall exam must be completed within five days from the day the written exam or the practical part of the exam was taken.

Article 45

Unless the exam was taken in front of the board, the student who is not content with the grade he/she achieved may within 24 hours upon the announcement of the grade submit a request indicating the reasons that he/she should be given the opportunity to re-take the exam in front of the examination board.

The dean shall appoint a chairman and two other members of the examination board referred to in the previous paragraph within 24 hours after the receipt of the request and defines the time for the exam. The exam as referred to herein must be scheduled within two days after the decision on the appointment of the board was made. In the case the exam was taken only in writing, the exam shall not be repeated and the appointed board shall re-evaluate the same written paper.

The board shall follow the same procedure for courses in which exams are taken in writing and orally and only the oral part of the exam shall be repeated. The board makes a decision by majority of casts.

Holidays shall not be calculated in the terms referred to in this article.

Article 46

(1) Exams are organized in winter, summer and autumn terms (regular exam terms) and last at least three weeks. In any of these terms two exam dates are provided for each course with a time span of at least 15 days between the said dates. The exams at the Faculty must be organized as that any student is provided the attendance to the exam at any of the scheduled exam dates.

(2) The Faculty also organizes extraordinary exam terms for undergraduates ABDs, part-time students and full-time students for courses in which they attended the classes, in two exam terms, one from 01 December till 15 December and one from 01 April till 15 April. The extraordinary exam terms have only one exam date.

Article 47

(1) The student must apply to take the exam at least eight days from the start of the exam term or exam.

(2) In the case the student is for any possible reason prevented from taking the exam he is obligated to give notice of non-attendance at least two days prior to the scheduled exam date. In the case the student does not give notice of non-attendance to the exam and does not take the exam such exam shall be calculated into the number of admissible

attendances and the teacher shall record in the application form the text “not attended” in the place of the grade.

(3) The student referred to in the previous paragraph loses the right to take the exam until the next exam term, unless he was prevented from giving notice of non-attendance to the exam. The manners of applying for the exam and giving notice of non-attendance to the exam have been regulated by the Study Rules.

Holidays shall not be calculated in the terms referred to in this article.

III-6. Special Study Program

Article 48

(1) The special study program is performed according to the same programs as the regular study, however according to a special educational plan. The decision on the scope of academic teaching shall be made by the Faculty Board acting in its restricted composition for each academic year.

(2) The amount of the academic fee shall be determined pursuant to the scope of academic teaching and the requirements for completing the program and according to the number of students enrolled. On the basis of the Faculty deeds a different study regime may be determined for the special study program as opposed to the regular study program.

III-7. Completion of study

Article 49

The undergraduate study program shall be completed when all exams have been passed and any other study-related obligations have been fulfilled, i.e. when 240 ECTS points according to the Study Rules have been earned.

III-8. Titles, degrees and documents of completed study

Article 50

(1) Upon the completion of the undergraduate study program according to the provisions of the previous article of this Statute, the students shall be issued a certificate which certifies that the study program has been completed and that the student obtained the academic title of *baccalaureus* (Bachelor) of economy in a specific field as well as other rights according to the law and special regulations.

(2) Along with the certificate, diploma or confirmation the student shall be issued a supplemental document (supplement to the diploma) of study certifying which exams the student passed, which grades he/she earned and that he/she earned 240 ECTS points. Upon a personal request the student may be issued a preliminary supplemental document even prior to the completion of the study program.

(3) The certificates and confirmations issued by the Faculty shall be deemed as public documents.

(4) The contents of the certificate and supplemental documents of study are stipulated by the Minister of Science, Education and Sports. On the basis of a special set of rules

the Faculty shall stipulate the form of the certificate and supplemental documents of study, as well as of the confirmation for the transfer of ECTS points.

III-9. Promotion

Article 51

Promotion is the act of ceremonial presenting with the documents of completed study. In the undergraduate and graduate study program the students are promoted by the dean.

IV. GRADUATE STUDY PROGRAM

IV-1. General provisions

Article 52

- (1) A student who completed the undergraduate study program in accordance with the Study Rules may be admitted to the graduate study program.
- (2) The student obtains the right to admission within the scope of the admission quote which shall be determined by the Faculty Board acting in its restricted composition with the consent of the Senate.
- (3) The enrolment in the study program shall be conducted on the basis of public tenders invited by the Senate at least one month prior to the start of classes.
- (4) The enrolment of the applied students shall be conducted on the basis of a ranking list made according to the average grades by the fulfillment of the admission quote.
- (5) The graduate study program lasts one year. Upon its completion the student earns 60 ECTS points.
- (6) Upon the completion of the graduate study program the student obtains the academic title of master of economics or master of business economics.

IV-2. Graduation thesis

Article 53

At the end of the graduate study program the student defends the graduation thesis. The graduation thesis implies the drafting of the written paper and its oral defense. The student chooses by rules the topics for his graduation thesis from his/her field of study. The topics of the graduation thesis shall be approved by the science-teaching unit the teaching disciplines related to the subject of the chosen topics belong to. The student chooses the topics of the graduation thesis after enrolment in the last year of studies. For employed students and students educated on the basis of establishment of mutual relations in education (beneficiaries of scholarships) shall determine the topics for their graduation theses in accordance with the interests of such organizations and communities.

Article 54

The graduation thesis must be the independent work of the candidate. The candidate for the defense demonstrates that on the basis of the knowledge acquired during the studies and from the literature he/she used for drafting the graduation thesis he/she has mastered the topic, that he/she elaborated the topic with appropriate methods, that he/she is familiar with the literature which he/she used while writing the graduation thesis and that he/she made proper references in the text.

Article 55

The graduation thesis shall be graded by the graduation thesis evaluation and defense board composed of a chairman and at least two members. The procedures for the application, defense and other issues related to the graduation thesis shall be provided in a special set of rules.

V. STUDENTS

V-1. General provisions

Article 56

- (1) The status of student of the Faculty of Economics and Business in Zagreb is acquired by enrolment in one of the study programs organized and performed by the Faculty.
- (2) The status of student shall be proved by a document the minimum contents of which shall be stipulated by the Minister of Science, Education and Sports and the form by the Senate of the University of Zagreb. This document shall be issued by the Faculty.
- (3) The student may be full-time or part-time student.
- (4) The bylaw of the Faculty regulating the studies regime – in accordance with the bylaw of the University – regulates the requirements for the continuation of the university studies upon the completion of the specialized studies, transition from another university or transition from one to another study program within the same University.

V-2. Full-time students

Article 57

- (1) Full-time students are students studying according to the program which is based on the full classes schedule (full time schedule). The costs of the full-time study program is subsidized either partially or in whole, dependent on the success at the qualifying examination process or during the studies, as well as on the available funds in the state budget according to the bylaw of the faculty and the University.

- (2) The student has the status of full-time student during the stipulated time of studies, but not longer than twice the stipulated time of studies. The time of deferral of the student's obligations shall not be calculated in the time of study set out in this paragraph.
- (3) A full-time student may study only in one study program simultaneously. Especially talented students may be granted by the University simultaneous studying in another study program.
- (4) The full-time student obtains the right to health insurance, subsidized catering, accommodation in students' dormitories and other rights.

V-3. Part-time students

Article 58

- (1) Part-time students are students studying according to the same program as full-time students, only that part-time students study along with work or other activities according to a special lectures schedule. The costs of the studies are born by the student in whole or in part, pursuant to the bylaw of the Faculty in accordance with the bylaw of the University.
- (2) The status of part-time student and guest student and their rights and obligations are regulated in accordance with the present Statutes and the Study Rules of the Faculty. It shall be deemed that the Senate has made such a decision when it has approved the Statutes of the Faculty which regulates the status of part-time students and their rights and obligations.

V-4. Guest students

Article 59

- (1) A guest student may be a full-time or part-time student of another university who enrolls in parts of the study programs of the University according to a special contract with the other university concerning the recognition of ECTS points. The status of guest student lasts not longer than one academic year. The rights and obligations of the guest students, the modalities of payment for the study fees, options for the continuation of studies at the Universities as well as other issues related to the status of the guest student shall be regulated on the basis of the contract with the other university.
- (2) The attendance in classes and the passed exams of the guest student referred to in the previous paragraph shall be recorded by the student document.

V-5. Program attendants

Article 60

The attendants of programs organized by the Faculty which are not study programs by nature (courses, seminars et.al.) shall have the status of program attendants at the Faculty. A program attendant at the Faculty proves his status with an appropriate document issued by the Faculty. The same provisions applying to the students shall also apply to the program attendants.

V-6. Admissions to undergraduate and graduate study programs

Article 61

(1) Admission to the undergraduate and graduate study program shall be conducted within the scope of the admission quotes which are approved by the Senate of the University upon the proposal of the faculty and the Rector's Board, on the basis of public tenders invited by the Senate of the University.

(2) The University shall invite tenders for the admission to the undergraduate study program at least six months prior to the beginning of the classes, and in respect of graduate and postgraduate study programs at least one month prior to the beginning of classes.

(3) The admission tender implies in particular:

1. admission requirements provided in the bylaws of the University and Faculty;
2. number of available places according to the types of studies
3. number of places which are in whole or partly subsidized from the state budget;
4. information concerning the qualifying procedure and submission of applications;
5. selection criteria (type of grammar school and success in the previous course of education, success in the qualifying exam, special knowledge, abilities and competences, etc.);
6. admission dates;
7. other information.

(4) In the case the number of persons who met the requirements exceeds the number of the Faculty's capacity, i.e. the admissible quote, those persons who achieved better results in the qualifying procedure shall be granted the right to study.

(5) Foreign citizens shall be entitled to enroll in the study programs under the same conditions as Croatian citizens, however, they shall pay for their studies in accordance with the law and the bylaw of the Faculty.

V-7. Qualifying examination

Article 62

(1) The qualifying examination procedure shall be conducted by the board for the implementation of the qualifying examination procedure appointed by the dean and approved by the Faculty Board acting in its restricted composition, according to the procedure and in the manner as stipulated in the Study Rules.

(2) The aforesaid board shall prepare the qualifying examination procedure, implement the procedure and make decisions in the procedures of appeals against the results of the qualifying exam.

V-8. Rights and obligations of the students

Article 63

The student is obligated:

1. to comply with the bylaws of the University and Faculty,
2. to preserve the reputation and dignity of the University, student, teachers and other members of the academic community,
3. act in accordance with the ethical code of members of the academic community.

Article 64

The student has the following rights and obligations:

1. to regularly attend the classes, fulfill the obligations provided by the study program and lectures schedule, as well as by the general and individual deeds of the Faculty and University,
2. participate in the evaluation of the quality of academic teaching and teachers in the manner as provided by the bylaw of the University and Faculty,
3. enroll in the next higher semester or year of study provided that the student fulfilled all obligations stipulated by the study program and the lectures schedule of the studies,
4. take exams in the manner and terms as provided by the general and individual deeds of the Faculty and University,
5. complete the studies according to the respective program within the provided time period.

Article 65

The student is also entitled to:

1. high-quality studies and educational process according to the respective study program,
2. freedom of opinion and expressing points of view,
3. participate in scientific and expert projects according to the student's possibilities and requirements of the Faculty,
4. according to individual choice and in order to gain supplemental knowledge enroll and take exams in other study programs of the University according to the respective bylaw ,
5. individually choose the teachers if such a possibility is offered within the scope of the respective group,
6. choose the mentor,
7. consultations,
8. use the library and other resources of the University,
9. participate in the process of decision making at the University and Faculty pursuant to this Statutes and other bylaw s,
10. take exams in an alternative manner if his/her psychological and physical condition requires so,

11. psychological, spiritual and other forms of consulting support according to the bylaw of the University and Faculty,
12. organized sorts activities aimed at harmonious individual psychological and physical development,
13. participate in the work of students' organizations at the University according to their rules,
14. file complaints to the dean in the case of infringement of any of the student's rights,
15. be awarded or commended for his work, accomplishments and contributions in the affirmation of the Faculty and University.

V-9. Awards and Commendations

Article 66

(1) For their success in the studies, their work and contribution in the affirmation of the Faculty and University the students may be awarded with the:

Rector's Award

Dean's Award

Awards and scholarships from university funds

Scholarships of the University

Other awards.

(2) The decision on awarding the Rector's award and scholarships of the University shall be made by the Senate upon the proposal of the rector in accordance with the criteria as stipulated by the Senate.

(3) The decision on awarding the awards of the faculty shall be made by the Faculty Board acting in its restricted composition upon the proposal of the dean.

V-10. Deferral of obligations

Article 67

(1) The right to suspend the obligations may be asserted:

1. during military service,

2. during pregnancy,

3. by student fathers or student mothers until the child's first birthday,

4. during long-term illness

5. in any other reasonable cases according to the bylaw of the Faculty as long as such circumstances persist.

(2) The time of obligations deferral shall not be calculated in the time of study.

(3) The procedure for asserting the right to deferral of obligations shall be regulated by the bylaw of the Faculty.

V-11. Special options for studying

Article 68

- (1) Students who have the status of top athletes or artists may study according to the lectures schedule under the terms provided by the bylaw of the Faculty.
- (2) Exceptionally successful students may be allowed to study in several study programs under the conditions provided by the bylaw of the Faculty. One of these programs may be studied according to the lectures program for part-time students.
- (3) Exceptionally successful students may be allowed to complete their studies in a shorter period than the stipulated time period of study according to the bylaw of the Faculty.
- (4) According to the bylaw of the Faculty a student may be allowed to attend certain courses or study years or take the respective exams at some other higher educational institution within the scope of the University or another university in the country or abroad.

V-12. Disciplinary procedure for students

Article 69

- (1) Disciplinary liability is caused by failure to fulfill the obligations, non-compliance or infringement of the rules stipulated by the present Statutes and other deeds of the Faculty, as well as by infringement of the reputation of the University and its employees.
- (2) One of the following measures can be pronounced to a student found liable for his conduct during the disciplinary procedure:
 - admonition before expulsion
 - preliminary expulsion from the Faculty
 - permanent expulsion from the Faculty.For less serious disciplinary violations:
 - public rebuke.
- (3) The acts which require a disciplinary procedure and disciplinary measures against students shall be described more detailed in the bylaw of the Faculty in accordance with the bylaws of the University.
- (4) One student representative is mandatory in the composition of the body which decides on the disciplinary liability of students, except when the dean or some other competent body decides on the liability without any discussion. In such cases a student representative is a mandatory participant in the procedure of decision making that is conducted upon legal remedy.

V-13. Cessation of students' status

Article 70

The students' status shall be deemed as ceased:

1. with the completion of the studies,
2. with disenrollment from the study program,

3. in the case the student is not admitted to the next higher academic year (or semester),
4. in the case the student fails to earn at least 35 ECTS points in a sequence of two academic years,
5. with expulsion due to a disciplinary decision of a competent body;
6. in any other case provided by the bylaw of the University or Faculty.

V-14. Students associations

Article 71

(1) The students have the right to organize professional, sports and other non-political and non-profitable associations in the form of clubs or similar associations at the Faculty or outside the Faculty.

(2) For the establishment of specific professional students organizations at least 50 student members must be registered and rules of procedure must be established which require the approval of the Faculty Board acting in its restricted composition.

Article 72

The students associations shall notify the Faculty management and the Faculty Board acting in its restricted composition about any form of organization, association or joining in the membership of associations outside the Faculty as well as about any other form of activity outside the Faculty.

Article 73

(1) During their studies full-time students may participate as representatives of the students body of the Faculty in cultural and sports activities, professional seminars, conferences and other students meetings.

(2) During their studies full-time students may get employment on a temporary or occasional basis provided that such employment does not harm their successful studies, i.e. that they can simultaneously fulfill all their student duties.

V-15. Students records

Article 74

(1) The Faculty keeps the following records with personal information of the students:

1. records of candidates that applied for the qualifying examination, including the results thereof
2. personal records of the enrolled students
3. records of the success in exams
4. records of documents issued upon the completion of the studies and academic titles and degrees obtained .

(2) The records referred to in paragraph 1 hereof shall be kept by the Faculty permanently.

(3) The manners of collecting, archiving and conveying the information referred to in paragraph 1 hereof shall be stipulated by the Minister of Science, Education and Sports by a special set of rules taking into consideration the protection of personal information of the students.

VI. POSTGRADUATE STUDY PROGRAM

VI-1. Types of postgraduate study programs

Article 75

(1) The faculty organizes and performs university postgraduate study programs for doctors degree (hereinafter referred to as: doctor's study program) and postgraduate specialized studies.

(2) In the course of the doctor's study program students acquire knowledge required for mastering the methods of scientific and research work, to perform highly specialized tasks and to find solutions to theoretical and practical problems.

(3) In the course of the postgraduate specialized studies the students acquire knowledge required to perform specialized, in particular expert tasks.

VI-2. Duration of study and number of ECTS points

Article 76

The doctor's study program lasts three academic years. With the completion of this study program the student earns 180 ECTS points.

The postgraduate specialized studies last one or two years. With the completion of these studies the student earns 60, 90 or 120 ECTS points.

VI-3. Organization of the studies

Article 77

The postgraduate studies are organized according to the study program as proposed by the departments.

A special set of rules adopted by the Faculty Board regulates the manners of adopting the proposals for postgraduate study programs which shall be adopted by the Senate of the University. These rules regulate any issues related to the programs, organization, forms of classes conducted during the studies and any other issues related to the performance of the postgraduate studies.

The study program of the postgraduate studies consists of compulsory and elective courses with indication of the number of points for each course.

The number of ECTS points required for the application for the doctor's dissertation at the doctor's studies or the final thesis at the postgraduate specialized studies may be determined in the proposal of the study program.

The provisions regulating the regime for the undergraduate and graduate study program shall apply in analogous manner at the issues which have not been regulated by the provisions of the special set of rules for the postgraduate studies. In the case of issued

that could not be resolved on the basis of provisions for such studies the decision shall be made by the dean.

VI-4. Performance of the postgraduate studies

Article 78

(1) The classes at the postgraduate studies shall be conducted according to the determined lectures schedule adopted by the Faculty Board acting in its restricted composition at the beginning of each academic year.

(2) The lectures schedule shall be adopted upon the proposal of the departments.

(3) The lectures schedule must be announced at the official websites of the Faculty.

(4) The postgraduate study programs shall be conducted in the Croatian language.

Conduct of lectures in a foreign language may be provided by the lectures plan:

a) when lecturers from international faculties participate in the academic teaching program

b) when the program is conducted in cooperation with foreign faculties

c) when it may be assumed that there will be foreign citizens among the attendants of the program.

(5) When the postgraduate study program is conducted in a foreign language the doctor's dissertation or the final thesis may be drafted in that foreign language, however the title, disposition and abstract have to be submitted in the Croatian language as well.

VI-5. Admission requirements

Article 79

(1) A person who completed the graduate studies in the field of economic sciences and who is proficient in one world language to the extent as to be able to use literature written in that language may be admitted to the doctor's studies.

(2) The Faculty Board acting in its restricted composition may adopt a special set of rules to determine additional admission requirements for the doctor's studies if this is required due to the mastering of the study program, such being for example: certain success in the undergraduate studies, proficiency of a specific foreign language, undergoing tests aimed at evaluating proficiency and qualifications, et.al.

(3) A person who has not completed a study program in the field of economic sciences may be admitted the doctor's study if he/she meets the other admission requirements. In such a case the admission to the doctor's study shall be approved under the obligation of taking the exams from the graduate study program provided by a special set of rules adopted by the Faculty Board acting in its restricted composition, i.e. the Study Rules.

(4) Persons who meet the requirements set out in paragraphs 1-3 hereof may be admitted to the postgraduate specialized study program.

VI-6. Organization of academic teaching

Article 80

- (1) Academic teaching at the postgraduate studies shall be carried out in the form of lectures, seminars and consultations.
- (2) Science teaching staff from other faculties and universities as well as other prominent scientists and experts may also participate in the academic teaching at the postgraduate studies.
- (3) Academic teaching is conducted by semesters and continuously as a rule, however it may be organized as that it is conducted during one week in each month or in another appropriate manner.
- (4) Other forms of academic teaching at the postgraduate studies shall be organized according to the Study Rules.

VI-7. Students' obligations in relation to the academic teaching process

Article 81

The student is obligated to attend classes and fulfill any other study-related obligations, in particular those related to the preparation of the seminar-type classes. Regular attendance in classes and the fulfillment of study-related obligations shall be attested by the teacher by his signature in the student document of the student.

VI-8. Appointment of mentors

Article 82

- (1) Every student of the postgraduate studies shall be appointed a mentor who shall direct his work and provide assistance in drafting the doctor's dissertation, i.e. the final thesis.
- (2) The mentor shall be appointed by the Faculty Board acting in its restricted composition in the course of the procedure of applying for the doctor's dissertation or final thesis according to the wishes and interests of the student, bearing in mind the equal distribution of strain among the teachers.
- (3) A teacher with the science teaching regular or associate professor may be appointed mentor to the student of the doctor's study.
- (4) Any science teaching professor may be appointed mentor to the student of the postgraduate specialized studies.

VI-9. Exams and other forms of proficiency evaluation

Article 83

- (1) Exams at the postgraduate studies shall be oral or both written and oral. The manners of taking the exams shall be stipulated in the study program and the academic lectures schedule.

- (2) The teacher who conducts the academic teaching in a course is entitled to examine the proficiency of the students in any form of the classes. The lectures schedule may stipulate for each course that the grade earned by the student in individual forms of classes shall be calculated in the final grade of the student's proficiency which implies the success in the exam and the success in other forms of proficiency evaluation. In such cases the lectures schedule provides the criteria for the calculation of the final grade.
- (3) The provisions of these Statutes and the Study Rules of the Faculty regulating the exams and other forms of proficiency evaluation for students of the undergraduate and graduate studies shall be appropriately applied to the postgraduate studies.
- (4) The exams shall be taken in front of the respective teacher or exceptionally in front of another teacher of the Faculty at the science teaching position of assistant professor or higher.
- (5) Prior to the defense of the doctor's dissertation or final thesis the student is obligated to take the exams in all courses accruing to the educational program of the studies he enrolled in.

VI-10. Completion of the study course for doctor's degree and the postgraduate specialized study program

Article 84

- (1) The doctor's studies shall be completed when all exams have been passed and the scientific doctor's dissertation has been drafted and publicly defended.
- (2) The postgraduate specialized studies shall be completed when all exams have been passed and the final thesis has been drafted and/or an adequate final exam has been passed in accordance with the study program. In the case the study program provides that a final exam is required, such exam shall be taken in front of the examination board appointed by the Faculty Board acting in its restricted composition.

VII. DISSERTATION AND FINAL THESIS

Article 85

- (1) The dissertation must be the original and autonomous scientific work which by the elaboration method and contribution to science is appropriate for the evaluation of the student's or candidate's qualification to engage in the scientific field of economics as an independent researcher.
- (2) The final thesis of the postgraduate specialized studies must be the autonomous expert work by which the student proves that he/she has acquired the expert knowledge required for the performance of specific specialized highly professional tasks.
- (3) Any other issues related to the dissertation shall be regulated according to the Study Rules.

Article 86

(1) A person shall be deprived of the academic title or degree in the case it is established that such title or degree was acquired against the requirements stipulated for the acquisition, or by serious violation of the study rules, in particular when subsequently established that it was acquired on the basis of a dissertation or final thesis of the postgraduate studies which is a plagiarism or falsification.

(2) The procedure of deprivation of the academic title or degree is regulated by the study rules.

VIII. TEACHERS, SCIENTISTS AND ASSOCIATES

VIII-1. Scientific-teaching, scientific, associate and expert positions

Article 87

(1) The teaching, scientific and expert activities at the Faculty shall be carried out by the employees whose qualification shall be established by the appointment to appropriate scientific-teaching, scientific, teaching, associate and expert positions pursuant to the Law and these Statutes.

(2) Aside from the general requirements a person appointed to a scientific-teaching, scientific, teaching, associate and expert position at the Faculty must meet the special requirements for the appointment to each of the positions stipulated by the Law, the Statutes of the University and the present Statutes:

- to demonstrate psychological and physical capabilities to carry out teaching work,
- to prepare individually or in cooperation with other teachers and other experts the necessary textbooks and manuals as well as contribute to the development of other instruments and aids for the purpose of academic teaching.

VIII-2. Scientific-teaching and teaching positions

Article 88

(1) Scientific-teaching positions are the following: full time professor, assistant professor and associate professor. They conduct academic teaching in accordance with the lectures schedule for courses which represent the precondition for mastering the professional courses.

(2) Teaching positions are the following: senior lecturer and lecturer who conduct academic teaching in foreign languages and physical education.

Article 89

(1) Associate positions are the following: senior assistant and assistant. Assistants and senior assistants shall be elected amongst the most successful graduated students.

(2) Assistants and senior assistants provide assistance in the performance of the teaching process, proficiency evaluation, scientific and professional activities of the Faculty in accordance with the present Statutes and other bylaws of the Faculty.

(3) Expert/professional positions are expert associates, senior expert associates and expert advisors.

Article 90

(1) Scientists are persons who pursuant to the Law have been appointed to appropriate scientific positions and have been registered with the scientists' records.

(2) Scientific positions are the following: scientific associate, senior scientific associate and scientific advisor.

(3) The acquisition of a scientific position is not dependent of the work place. Scientific positions are permanent and shall cease with the transition to a higher position or the deprivation thereof according to the Law.

Article 91

The application for the appointment to a scientific position shall be submitted by a person who meets the requirements for the appointment to a specific position or faculty with which that person has an employment contract. The procedure for the appointment shall be conducted in accordance with the Law, the regulations based on the Law and the Statutes of the University.

Article 92

A person meeting the requirements for the appointment may be appointed to respective science-teaching, teaching or associate position even without the requirement of conclusion of an employment agreement, i.e. provided that such person participates or will participate in the performance of the academic teaching in whole or in part in a specific course at the Faculty (so-called honorary position).

Article 93

Pursuant to the Law and the present Statutes other persons who on the basis of their scientific and professional work and achievements may contribute to the quality of the educational process or scientific and professional work at the Faculty may participate in the academic teaching without being appointed to any scientific-teaching position (so-called guest professors or teachers).

Such persons may be entrusted with up to one third of the academic teaching process (lectures, seminars and exercises) provided that the main part of the academic teaching process is conducted by persons appointed to scientific-teaching positions.

For the purpose of fostering the educational and scientific work the Faculty may invite and appoint a distinguished professor, scientist or expert from abroad as a guest teacher or scientist. The guest may participate in the academic teaching process and in scientific projects.

The persons referred to in paragraph 3 hereof may be entrusted with conducting academic teaching in specific courses without the appointment to science-teaching or teaching positions for a maximum period of two academic years in a sequence.

Article 94

- (1) The honorary scientific and educational title *professor emeritus* shall be awarded by the University without conducting an open tendering procedure to meritorious professors who have retired from active service as full time professors, in accordance with the University Statutes.
- (2) *Professor emeritus* has an advisory role at the University or at the particular Faculty that has proposed him/her for the award of this title.
- (3) *Professor emeritus* may take active part in any scientific research work and in any course of postgraduate study, he/she may be a member of the Assessment Board in the procedures for the appointment to science-teaching and arts-teaching positions as well as for the award of doctor's degree. By way of exception and based on a special decision by the Faculty Board or the Field-Specific Council, *professor emeritus* may be appointed a doctor's thesis supervisor or master's thesis supervisor in a postgraduate, specialist study.

Article 95

- (1) Postgraduate students may participate in undergraduate and graduate courses, subject to the particular study program in which they are involved and based on the contract concluded with the Faculty, but only if they have been appointed to an academic teaching position.
- (2) Assistant lecturers may be appointed to assist teachers in conducting individual courses and research work, as well as to assist students in practicum exercises.
- (3) Assistant lecturers shall be selected among the students distinguished by their performance, regular exam-taking and active involvement in both scientific and educational activities at the Faculty.

VIII – 3. Principles of scientific and educational work

Article 96

- (1) Teaching, scientific and professional activities at the Faculty shall be performed by the teachers, scientists and respective assistants.
- (2) In performing their respective tasks and activities and in their conduct in general, the Faculty teachers and their assistants shall comply with the Code of Ethics adopted by the University Senate, outlining the rules of professional and public activities of teachers, scientists, artists and other University staff, as well as moral principles and professional ethics and principles. Their approach to work shall be based on the scientific freedom, respect of the scientific truth and criticism principles and shall safeguard the reputation of the Faculty and the University by:
 - achieving the objectives of academic education based on scientific criteria
 - duly performing their teaching tasks, stimulating the students to autonomous approach to scientific issues and developing their interest in ongoing professional development
 - contributing to the development of modern textbooks and other literature

- supporting the development of scientific and educational resources of the Faculty
- improving their professional competence through lifelong learning and upgrading, in accordance with the development of their profession and science in general
- taking active part in professional, social and other activities in their respective specific scientific fields.

VIII – 4. Rights and obligations of teachers and associates

Article 97

The academic teaching staff and their associates shall duly perform their teaching and other obligations in accordance with the Faculty bylaws as well as their obligations in respect of scientific and professional work in which they are involved at the Faculty. They shall pay special attention to the work with their students, stimulating their autonomous approach and creativity and including them in scientific research work.

Article 98

(1) A member of the staff, appointed to the position of full professor or associate professor shall be entitled, based on his/her Employment Contract, to a paid one-year sabbatical leave every six years of their service at the Faculty or University, under the terms and conditions as laid down in the Faculty bylaws and based on the decision taken by the Faculty Board, specifying how the Faculty or University shall ensure the continuation of the classes and fulfillment of other responsibilities of such staff member during his/her absence.

(2) During that period, the Faculty shall provide for smooth continuation of the classes and for the fulfillment of other responsibilities of the absent teacher.

(3) Decision on the approval of sabbatical year shall be made by the Dean upon the proposal by the Faculty Board.

Article 99

Involvement of academic teaching staff and their assistants in scientific, educational and other professional activities outside the Faculty, including financial and other interests deriving therefrom, shall not be in conflict with the interests of the Faculty. Academic teachers and their assistants shall inform the Dean of any such activities outside the Faculty.

Any engagement in the institutions in the Republic of Croatia, having similar programs as the Faculty, shall be deemed to be contrary to the interests of the Faculty unless cooperation has been established with such institutions at the Faculty level.

Any teaching activities in other educational organizations, institutions and programs shall be subject to approval by the Faculty Board.

Work contracts between the teaching staff/assistants and another entity outside the Faculty may be prohibited, restricted or permitted under specific terms and conditions if such contracts are likely to have adverse effect upon the Faculty's activity and if the

other party of such a contract is an organization involved in activities competing directly with those of the Faculty.

Article 100

(1) The Faculty Board may grant an academic teacher a short-term or a long-term leave for the purpose of his/her professional improvement or for any other justified reason. During such leave, his/her rights and obligations under the Employment Contract may be either brought to a standstill or partly fulfilled, subject to the decision by the Faculty Board and/or the terms and conditions of the contract to be concluded to that effect between such teacher and the Faculty. At the same time, regular performance of teaching activities shall be ensured.

(2) A staff member appointed to a scientific-educational or educational position, shall be entitled to standstill period in respect of the dates specified for the appointment to academic teaching and other positions as provided for in applicable legislation as well as while performing the duties of the Rector, Vice-Rector or the Dean, or any other public office.

(3) The staff member referred to in paragraph (2) above, who has been appointed or elected to a public office and has concluded the relevant Work Contract, may continue to be involved in scientific work and academic teaching activities at the Faculty provided that he/she has concluded a part-work contract covering the period up to the full time working hours, or out of the regular working time, or another contract as shall be appropriate. Such a staff member shall have the right, in accordance with the above mentioned contract, either to return to the job position he/she held before the assignment to such public office, or to another adequate job post.

Article 101

(1) The performance of the members of the scientific-educational or educational staff shall be subject reviews, in accordance with the University and Faculty bylaws.

(2) Regular performance reviews shall be conducted at least once in two years. The review shall also take into consideration the results of student opinion surveys. The review procedure shall be established by the University Senate, taking into account specific characteristics and requirements of different study programs and different Proponents.

Article 102

For successful performance and contribution to the Faculty's reputation, the Faculty staff, students and other meritorious individuals will receive awards and acknowledgements, in the form as set out in the Faculty bylaws.

Article 103

(1) Failure to perform one's responsibilities, failure to comply with the rules of conduct as set out in the present Statutes or in the University Statutes or in the bylaws based thereon, and/or any acts impairing the reputation of the Faculty and the University and their staff, shall be subject to disciplinary sanctions.

- (2) Sanctions applicable to academic teachers and their assistants liable for the acts referred to in the paragraph (1) above, include warning, reprimand and termination of the Employment Contract.
- (3) Detailed description of disciplinary offences and disciplinary proceedings shall be established by the Faculty and University bylaws.

VIII. – 5. Appointment procedure

Article 104

- (1) Appointment procedure for scientific, scientific-educational and educational staff, assistants and associates and appointment procedure for titular positions shall be initiated with a call for the open competition published in the „Official Gazette“, daily papers and on the official web site of the Faculty. The decision on conducting such competition process and on the resulting appointment shall be made by the Faculty Board acting in its restricted composition.
- (2) The procedure for the assignment to a scientific position may be initiated by any individual believing that he/she meets the requirements for the appointment to a particular scientific position.
- (3) The competition procedure for the appointment to the same or a higher scientific or scientific-educational position and the assignment to the corresponding job, because of the expiry of the term to which the employee was appointed in the previous competition, shall be initiated not later than three months before the expiry date of the original term. By a special decision of the Faculty Board and subject to the employee's agreement, the call for the competition may be initiated more than one year before the expiry of the original term, but in any case not earlier than three years after the previous appointment date.
- (4) Not later than 30 days after the deadline for the submission of applications, the Faculty Board, acting in its restricted composition, shall establish the Assessment Board, which shall submit its report to the Faculty Board within the same period (i.e. 30 days from the date of appointment).
- (5) Should for some of the candidates appointment procedure for relevant scientific position be required, the Faculty Board, acting in its restricted composition, shall submit its opinion and appointment proposal, based on the Assessment Board's report and recommendation, to the relevant Steering Committee within one month.
- (6) Upon the receipt of the Steering Committee's decision, the Assessment Board shall submit to the Faculty Board a report identifying the candidate(s) proposed for the appointment to scientific-educational position(s) and corresponding job(s).
- (7) Should appointment procedure for scientific position(s) be not required for any of the candidates, the Assessment Board shall only submit to the Faculty Board the report referred to in the previous paragraph.
- (8) Field-Specific Council shall confirm the appointment to scientific-educational and educational positions, except for the position of full professor and scientific advisor. The appointment to these positions shall be confirmed by the Senate, whereupon such appointment shall become effective.
- (9) All candidates participating in the appointment procedure shall be informed about the outcome of the appointment procedure within 15 days from the completion of the appointment procedure.

(10) Should the Senate or the Field-Specific Council not confirm the decision on the appointment made by the Faculty Board in its restricted composition, the appointment procedure shall be cancelled.

Article 105

(1) Documentary material related to the appointment procedure and competition shall be disclosed only to those that can provide reliable evidence that such disclosure is required on legal grounds.

(2) During the competition procedure, interested parties may submit written comments regarding the selection of the candidates. The Assessment Board and the Faculty Board in its restricted composition shall take into consideration such written comments.

Article 106

(1) The appointment procedure for teaching and associate positions and corresponding jobs shall be initiated by the Faculty in accordance with Article 104 of the Statutes.

(2) The appointment procedure shall be conducted by the Faculty Board in its restricted composition, in accordance with applicable legislation, University Statutes and the present Statutes.

(3) The provisions set out in Article 104, paragraph 4 of the Statutes shall apply to the appointment procedure.

Article 107

(1) The appointment procedure for assistant and senior assistant positions and corresponding jobs shall be based on the open tendering procedure.

(2), The appointment procedure, the appointment of the supervisor and assistant performance monitoring shall be the responsibility of the Faculty Board, in accordance with applicable legislation, University Statutes and the present Statutes.

Article 108

(1) The Assessment Board referred to in Article 104 paragraph 4, shall have an odd number of members, and in any case not less than three. A maximum of two thirds of the members may be the Faculty employees. At least two members shall come from a scientific or specialist field similar to that for which a teacher is being appointed, and the other members shall come from the related fields. The members of the Board shall hold the same or a higher scientific position as compared to the position being the subject of the appointment procedure.

(2) The Assessment Board shall submit a report on the fulfillment of the requirements for the appointment to a scientific-educational or educational position.

(3) The Assessment Board's report shall include:

- details about the competition procedure (name, issue number and date of the paper in which the relevant call for competition was published; brief CVs of the candidates including the information about their educational background, employment history,

functions and membership in social, professional and scientific associations and organizations; participation at scientific and professional conferences; foreign languages, analysis and evaluation of the candidate's past scientific and educational performance, with special reference to the education of young scientists and specialists (for re-appointed teachers);

- details about compliance with the requirements established by the Rector Staff Committee and the National Science Council;
- details about other achievements of the candidates, that are of relevance for the establishment of their compliance with the requirements for the appointment to a particular scientific-educational or educational position;
- appointment proposal to the Faculty Board

Article 109

(1) The competition for the appointment of the Faculty teachers and assistants shall be completed within the period set out in applicable legislation. Should the procedure not be completed within the specified period for a justifiable cause, the Faculty Council, acting in its restricted composition, shall decide whether to proceed with the appointment procedure or to cancel it and repeat it at a later date and, in the latter case, shall fix such date.

(2) The dates of the publication of individual actions/milestones in the tendering procedure shall be defined in accordance with the Faculty Working Rules.

(3) Conclusion, coming into force and termination of the Employment Contract for teachers and assistants shall be in accordance with the provisions set out in the Faculty Working Rules.

Article 110

(1) With the candidates appointed to scientific, combined scientific-educational, educational, assistant and associate positions and assigned to corresponding jobs, the Faculty shall conclude relevant Employment Contracts in accordance with applicable legislation.

(2) Should another person be appointed to a position, the employee that used to hold this particular position shall either be offered another position or, in absence of such vacant position, his/her Employment Contract shall be terminated.

(3) Should an employee fail to submit his/her application for the competition referred to in paragraph 2 or should he/she not be appointed on the grounds that he/she did not meet the requirements for re-appointment, the procedure for the termination of the Employment Contract for default shall be initiated, without the obligation to offer another job.

(4) When the nature of the job so requires, the Employment Contract shall be replaced with another agreement, in accordance with applicable legislation.

(5) The Employment Contract concluded with a person holding a combined scientific-educational or educational position shall expire at the end of the academic year in which the person concerned reaches the retirement age of 65.

(6) When there is a need for a full professor to continue to work, his/her Employment Contract may be extended until the expiry of the academic year in which

he/she turns 70. Decision on such extension shall be made by the Faculty Board acting in its restricted composition and shall be approved by the Field-Specific Council. When making such decisions, special consideration shall be given to scientific contribution of the employee and its performance to the education of young scientists and teachers and to the educational process in general.

(7) The Employment Contract with a member of the academic teaching staff may be terminated only subject to approval by the Faculty Board unless in case of termination for mandatory retirement or disciplinary offence.

IX. SCIENTIFIC AND PROFESSIONAL ACTIVITIES

Article 111

(1) Freedom of scientific, artistic and professional research and creativity, cooperation and association is the academic freedom which, in accordance with the Constitution of the Republic of Croatia, shall be granted to all members of the academic community.

(2) Scientific, artistic and professional research activities are the fundamental right and responsibility of the Faculty staff appointed to scientific-educational positions, as established by the present Statutes and Employment Contracts.

(3) Research activity of the staff referred to in paragraph 2 above shall be implemented through:

- assumption of contractual responsibilities and participation in research programs, projects, analyses and studies
- individual research and creative activities.

Article 112

(1) The Faculty shall support ongoing professional and research activities of the common interest of its employees and students, as well as public presentation and publication of the results of such activities.

(2) In performing their scientific and research activities at the Faculty, the persons referred to in paragraph 1 above shall be granted full legal protection of their intellectual property in accordance with the highest standards and all rights deriving from such activities. The Faculty and all its staff shall respect third party intellectual property rights.

X. FACULTY ASSETS AND OPERATIONS

Article 113

The Faculty assets include movable and immovable property owned by the Faculty, including property rights and financial resources provided by its founders, as well as those acquired through the provision of services and sales of products or from other sources (grants, gifts, succession, inheritance, etc.).

Article 114

- (1) Necessary funds for its operation shall be provided to the Faculty from the sources as set out in Article 107 of the Scientific Activity and High Education Act.
- (2) The funds for the Faculty operation that have not been earmarked for this particular purpose in the state budget of the Republic of Croatia but procured on the market through the performance of own educational, scientific and professional activities, shall be integral part of the budgetary income of the Faculty to be used by the Faculty in accordance with the present Statutes.

Article 115

The Faculty shall manage and use its assets, including the income from its activities, in accordance with the University bylaws, the present Statutes and the Faculty bylaws. The Faculty's own assets shall be primarily used for the performance and development of its activities.

Article 116

- (1) The number of the students admitted to individual courses shall be within the limits of the Faculty's capacities.
- (2) Should the funds earmarked in the state budget be insufficient to cover the costs of all admitted students, the Faculty shall have the right to establish a tuition fee either for all students or for specific student categories, in accordance with the criteria established by the Faculty bylaws.
- (3) The amount of the tuition fee for each course shall be established by the Faculty Board acting in its restricted composition, taking into account actual costs of the course concerned.
- (4) The amount of the tuition fee shall be subject to approval by the Senate.

Article 117

The Faculty income shall include the funds earned by the Faculty from its property rights deriving from its shares in various institutions, institutes or companies, as well as other income earned by the sale of its products and services, income from grants, subsidies, sponsorship or any other legally permitted sources.

Article 118

Funds for capital investments shall be provided from the state budget, own capital of the University and the Faculty and from other appropriate sources and shall be taken into account in the Faculty budget planning.

XI. PUBLICITY OF ACTIVITIES AND CONFIDENTIALITY

Article 119

- (1) The Faculty's activities shall be public.

- (2) The Faculty shall duly and transparently keep the community informed about its activities.
- (3) The Faculty shall regularly keep the community informed through the media, periodical notices and reports, through regular and special publications, information displayed on its bulletin boards and on its web pages.
- (4) Confidentiality provisions shall be established by the Dean in the form of a separate Regulation, in accordance with the Labour Relations Act.

XII. TRANSITIONAL AND FINAL PROVISIONS

Article 120

The Faculty bylaws include regulations, rules of procedure and decisions addressing various matters regarding the Faculty's activities, in particular:

- the Statutes,
- Job Classification and Description,
- Job Safety and Fire Protection Regulation
- Work Regulation
- Studies Regulation
- Department Work Regulation
- Confidentiality Regulation
- Regulation on the form of the Degree Certificate and related documents
- Postgraduate Courses Regulation and other regulations.

Article 121

(1) The students enrolled in graduate and postgraduate master's or doctor's courses in the academic year 2004/2005 shall have the right to complete their study in accordance with the syllabus and under the terms and conditions in effect at the moment of the enrolment in the first year of the study and shall be awarded the academic degree in accordance with the regulations in effect before the entering into force of the present Statutes.

(2) The students referred to in the paragraph 1 above shall have the right to complete their studies in accordance with the syllabus in effect at the beginning of their study, within regular duration of studies extended by two further years.

Article 122

The students who do not complete their studies in accordance with the former programme of studies established in Article 121 above may continue their studies in accordance with the existing syllabus and under the terms and conditions laid down in the Studies Regulation.

Article 123

The students who graduated in accordance with the former programme of studies and obtained the academic title and degree of bachelor of economics shall still be entitled to

use them on the basis of the regulations according to which such titles and degrees have been obtained.

Article 124

- (1) As of the effective date of the present Statutes, the Statutes adopted on 22 November 2005 shall cease in effect.
- (2) As of the effective date of the present Statutes, all provisions of the Faculty bylaws contrary to the present Statutes shall cease in effect.
- (3) The Faculty shall adapt all its bylaws to the provisions laid down by the present Statutes by 30 June 2007 at the latest.

Article 125

- (1) Any changes or additions to the Statutes shall be proposed either by the Dean or by a member of the Faculty Board and the decision on their approval or rejection shall be made by the majority of votes of the Faculty Council. Draft amendment shall be prepared by the Dean who shall initiate public discussion on the draft within the Faculty prior to making a final decision by the Faculty Board about the amendment of the Statutes.

Article 126

- (1) Following the decision on the amendment of the present Statutes, a clean text of the Statutes shall be finalized within 30 days from the effective date thereof.
- (2) The publication of the revised text of the Statutes shall be subject to the same procedure as the publication of the Statutes themselves.

Article 127

- (1) The present Statutes shall be submitted to the Senate for approval and shall enter into force as of the date of such approval.
- (2) The Statutes shall be displayed on the bulletin board and on the web site of the Faculty.

Article 128

On the basis of the decision on the amendments of the Statutes of the Faculty of Economics and Business in Zagreb made on 02 March 2010 at the Faculty Board it has been established that the Protocol on the elections for new mandate periods in the academic years 2010/2011 and 2011/2012, as promulgated at the session of the Faculty Board held on 27 October 2009 and the Decision on the amendments of the Protocol on the elections for new mandate periods in the academic years 2010/2011 and 2011/2012 made on 24 November 2009 at the session of the Faculty Board shall no longer be applicable.

Acting Dean of the Faculty:
Prof. Melita Kovačević, PhD.
(*Signature illegible*)

(Round seal of the
University of Zagreb
Faculty of Economics and Business)

UNIVERSITY OF ZAGREB
FACULTY OF ECONOMICS AND BUSINESS
Z A G R E B

Date: 08 April 2010
Document ID No.
251-56-01-10-1-79

UNIVERSITY OF ZAGREB
Faculty of Economics & Business
ZAGREB – CROATIA

/Text on the stamp:/
University of Zagreb
Faculty of Economics & Business
Zagreb
Received on 07 April 2010
No.: 251-56-01-10-7-49

Pursuant to Article 18 of the Statutes of the Faculty of Economics and Business in Zagreb the acting Dean of the Faculty Prof. Melita Kovačević, PhD., passed the following

DECISION

I

Based on the agreement of the Senate of the University of Zagreb of 16 March 2010

THE STATUTES OF THE FACULTY OF ECONOMICS AND BUSINESS IN ZAGREB

shall enter into force on 26 March 2010.

II

The Secretariat of the Faculty shall be in charge of publishing the text of the Statues and archiving the original copies thereof.

(Text on the seal:)
Republic of Croatia
University of Zagreb
Faculty of Economics
and Business-Zagreb

Acting Dean of the Faculty
Prof. Melita Kovačević, PhD.
(signature illegible)

FAQ:

1. Dean's Board of the Faculty
2. Secretariat of the Faculty
3. Heads of Departments
4. Library and Documentation Center
5. Notice board
6. Archive of the Faculty

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, 20 October 2010
Cert. No. 305/2010

Ankica Udovičić