

UNIVERSITY OF ZAGREB
FACULTY OF ORGANIZATION AND INFORMATICS

REGULATIONS
ON STUDYING AT
THE UNDERGRADUATE UNIVERSITY STUDY IN
INFORMATION AND BUSINESS SYSTEMS

Varaždin, September 2024

TABLE OF CONTENTS

I.	GENERAL PROVISIONS.....	3
II.	CURRICULUM AND SYLLABUS OF THE STUDY PROGRAMME.....	3
III.	ADMISSION TO STUDY.....	5
IV.	STUDENTS.....	6
V.	TRANSFER FROM ANOTHER UNIVERSITY STUDY PROGRAMME	10
VI.	ORGANIZATION OF TEACHING	11
VII.	STUDENT MOBILITY	13
VIII.	STUDENT WORKLOAD	14
IX.	PROGRESSION THROUGH STUDY	15
X.	ASSESSMENT OF ACQUIRED LEARNING OUTCOMES, EXAMS AND GRADES	16
XI.	COMPLETION OF STUDY.....	19
XII.	MONITORING AND ENHANCEMENT OF THE QUALITY OF THE STUDY.....	21
XIII.	TRANSITIONAL AND CONCLUDING PROVISIONS.....	21

Pursuant to Article 53 of the Statute of the University of Zagreb Faculty of Organization and Informatics (hereinafter referred to as “the Faculty”), Article 64, paragraph 1 of the Regulations on Studying at Undergraduate and Graduate Studies of the University of Zagreb, the Faculty Council, at its meeting session held on 12 September 2024, adopted these

**REGULATIONS
ON STUDYING AT
THE UNDERGRADUATE UNIVERSITY STUDY IN
INFORMATION AND BUSINESS SYSTEMS**

I. GENERAL PROVISIONS

Introductory Provision

Article 1

- (1) These Regulations govern the terms and conditions of admission, structure, implementation, and duration of the study, obligations, rights and responsibilities of teachers and students, student status, as well as other issues of importance for the smooth execution of the undergraduate university study in Information and Business Systems at the Faculty of Organization and Informatics.
- (2) The gender-specific terms used in these Regulations shall be taken to refer both to the feminine and masculine gender regardless of whether they are used in the feminine or masculine form.

II. CURRICULUM AND SYLLABUS OF THE STUDY PROGRAMME

Curriculum of the Study Programme

Article 2

- (1) The study programme shall be organized according to the curriculum of the study programme adopted by the Senate of the University upon the proposal of the Faculty Council.
- (2) The structure of the content of the curriculum of the study programme shall be determined by the law governing higher education and scientific activity (hereinafter referred to as “the Law”), the regulations governing quality assurance in higher education and science, the Statute of the University and the general act of the University governing the evaluation of study programmes.
- (3) Upon completion of the undergraduate study programme in Information and Business Systems, the student shall acquire the academic title of a *University Bachelor of Informatics*.

Syllabus of the Study Programme

Article 3

- (1) The study shall be conducted in accordance with the syllabus of the study programme adopted by the Faculty Council for each academic year.
- (2) The syllabus of the study programme shall determine the organization and manner of teaching execution in the full or adapted number of classes.
- (3) The syllabus and other important information regarding class attendance and exam procedures shall be published before enrolment in the study programme, or before the start of a subsequent semester or a higher year of study, in a visible and easily accessible location on the official website of the Faculty.
- (4) The following shall be specified by the syllabus of the study programme:
 1. list of mandatory and elective courses, also indicating the teachers and associates who will

- conduct classes according to the curriculum of the study programme
2. forms of teaching (lectures, seminars, exercises, consultations, fieldwork, knowledge tests, etc.)
 3. language of instruction
 4. teaching venue
 5. teaching delivery mode: in-person delivery, distance (online), combination of in-person and distance (hybrid delivery mode)
 6. the beginning and end of class delivery in the course, and the number of classes to be held;
 7. the method of taking the exam and fulfilling study obligations
 8. exam dates, evaluation criteria and methods
 9. list of exam literature
 10. other important information for the orderly performance of classes.
- (5) The recommended literature for a particular course and exam must align with the scope of the course, as well as the content and level of the intended learning outcomes.
- (6) Exceptionally, the syllabus of the study programme may be changed due to justified reasons (e.g., pregnancy, in-service training abroad, scholarships, retirement, etc.) during the academic year. The change shall be published in the manner prescribed in paragraph 3 of this Article.

Implementation Documents

Article 4

To ensure that its study programmes and system of study are recognizable and comprehensible, and to facilitate teacher and student mobility, the Faculty shall create:

- Information Package
- Grade Transcript
- Diploma Supplement.

Information Package

Article 5

- (1) The Information Package is a set of data or information about the Faculty, study programmes, and their components (courses, specializations, professional practice, etc.), as well as the support provided for students. Its goal is to facilitate the understanding and comparison between study programmes and to provide full information about curriculum profiles, courses and the system of study. The Information Package shall be written in Croatian, with relevant parts available in English, and published on the official website of the Faculty.
- (2) The content of the Information Package shall be prescribed by the Regulations on Studying at Undergraduate and Graduate Studies of the University of Zagreb.

Grade Transcript (including ECTS Credits)

Article 6

- (1) The Grade Transcript is a public document through which the Faculty provides detailed information about the programme completed by a student (also including ECTS credits for each course) and their achievements.
- (2) The student's academic success shall be expressed using the national grading scale and credits according to the ECTS system.
- (3) At the student's request, the Faculty shall also issue the Grade Transcript in English.

Diploma Supplement

Article 7

- (1) The Diploma Supplement is a public document issued by the Faculty free of charge, in both Croatian and English, in signed and certified printout form, as well as in electronic form. It shall

be issued with the diploma or certificate to provide a detailed insight into the level and content of the study programme, the system and rules of study at the Faculty, and other information necessary to understand the acquired qualification, in accordance with the Regulations governing the form and content of certificates, diplomas and diploma supplements.

- (2) The Diploma Supplement may contain additional information that is not an integral part of the study programme (awards, scholarships, acknowledgements, extracurricular activities, information on micro-qualifications, etc.).

III. ADMISSION TO STUDY

Terms of Admission to Study, Admission Quotas and Call for Admission

Article 8

- (1) The study may be enrolled by a person that has completed at least a four-year high school education programme, or will have completed it by the deadline prescribed in the call for applications for the qualification procedure for admission, and meets the admission requirements determined by the decision of the Faculty Council.
- (2) Admission to the study shall be carried out based on a public call announced by the Senate, in accordance with the Statute of the University and the Regulations on Studying at Undergraduate and Graduate Studies of the University of Zagreb.
- (3) Students shall gain the right to admission to the study within the admission quotas approved by the Senate, upon the proposal of the Faculty Council.
- (4) The University shall publish a call for admission to the study on its official website no later than 1 May of the current year for the following academic year.
- (5) The application for admission to the study shall be submitted through the Central Admissions Office.

Qualification Procedure

Article 9

- (1) The selection of applicants shall be carried out through a qualification procedure.
- (2) The elements constituting the qualification procedure and their evaluation shall be determined by the Faculty Council.

Right to Admission to Study

Article 10

- (1) The enrolment in the study shall take place after the completion of the qualification procedure.
- (2) The applicant shall acquire the right to admission to the study in accordance with the admission terms and criteria specified in the call for student admission and based on the results of the qualification procedure, within the established and approved admission quota. The right of preference for admission to the study and special admission quotas shall be determined by the call for admission.
- (3) The Faculty Council may determine the criteria for direct enrolment of exceptionally successful candidates (based on their results in previous education, competitions, etc.).
- (4) An applicant who has attained the right to admission shall lose their right to enrol if they do not enrol within the deadline prescribed in the call for admission for the first year of study.
- (5) The Faculty may charge an opportunity cost to the applicant referred to in paragraph 4 of this Article if they are on the enrolment list but do not enrol in the study.
- (6) Instead of the applicant who has attained the right to admission, but is unable to complete the enrolment, the enrolment may be carried out by a person authorized by the applicant.

- (7) A person who has not passed the state matriculation examination may enrol in the study if they completed a corresponding high school educational programme (minimum four years) in the Republic of Croatia before 2010, or has completed appropriate education abroad with a total duration of 12 years, equivalent to level 4.2. of the Croatian Qualification Framework, and in accordance with the admission terms and criteria determined by the call for admission to the study.
- (8) A student who is a citizen of a European Union member state shall have the same rights as a student who is a Croatian citizen. Citizens of other countries shall enrol in the study under the same conditions as Croatian citizens, with the obligation to pay for their studies in accordance with the Law and the general act of the University and the Faculty.

IV. STUDENTS

Student Status

Article 11

- (1) The student status shall be acquired upon enrolling in the study.
- (2) A student shall be enrolled in the study in full-time or part-time status.
- (3) A student shall maintain full-time or part-time status for the prescribed duration of study, and at most twice the prescribed duration.
- (4) The period of suspension of the student's rights and obligations shall not be included in the total duration of study stipulated in paragraph 4 of this Article. The deadline for completing the study shall be extended for the duration of the suspension.
- (5) A student in full-time status shall follow a full study schedule. As a rule, a student enrolled in full-time status shall register for 60 ECTS credits in an academic year, in accordance with the syllabus of the study programme.
- (6) A student in part-time status shall follow a full or adapted study schedule. As a rule, a student enrolled in part-time status shall register for 30 to 60 ECTS credits in an academic year, in accordance with the syllabus of the study programme.
- (7) A guest student is a full-time or part-time student of another university who enrolls in parts of a study programme at the University or one of its constituents, in accordance with a special agreement with other universities on the recognition of ECTS credits.
- (8) The rights and obligations of the guest student, the method of paying study costs, the possibility of continuing their studies at the University, and other issues related to the status of the guest student shall be regulated by the agreement with other universities.
- (9) A student in full-time or part-time status shall enter into a study contract with the Faculty. The study contract shall more specifically regulate the mutual rights and obligations during studies, the method of financing the study, rules regarding copyrighted works and industrial property rights, their exploitation, and other important issues for the contracting parties.

Transition from Full-Time to Part-Time Status

Article 12

- (1) A student who has lost full-time status due to repeating a study year may, in accordance with the conditions established by these Regulations, continue their studies as a part-time student within a full study schedule, with a limitation on the duration of the study, which cannot exceed twice the prescribed length of the study.
- (2) A student in full-time status may, in accordance with the conditions established by these Regulations, switch to part-time status with an adjusted study schedule provided that the same study is also conducted within an adjusted teaching schedule according to the syllabus of the

study programme.

- (3) The student referred to in paragraphs 1 and 2 of this Article shall bear the full or partial costs of study, in accordance with the general act of the Faculty. They shall not exercise rights under the student standard, except for the right to perform student jobs according to the law governing student employment, provided they are not under an employment agreement or working as a self-employed individual or freelancer, and the right to health insurance under the conditions set by the law governing mandatory health insurance.

Transition from Part-Time to Full-Time Status

Article 13

- (1) A student in part-time status may, upon request, switch to full-time status if they have not previously held full-time status, have not fallen behind in their studies, have met the requirements for enrolment in the second or third year, and have an overall grade point average greater than 4.0 before the transition.
- (2) The decision on the transition from paragraph 1 of this Article shall be made by the Dean of the Faculty.

Student Rights and Obligations

Article 14

- (1) Student rights and obligations shall be governed by the Law, the Statute of the University, the Statute of the Faculty, the Regulations on Studying at Undergraduate and Graduate Studies of the University of Zagreb, these Regulations, and any other general act of the University.
- (2) A student in full-time status shall be entitled to repeat each study year no more than once.
- (3) A student shall be obliged to complete the study within a period not exceeding twice the prescribed duration of the study.

Rights under the Student Standard

Article 15

- (1) A student in full-time status who is not under an employment agreement or working as a self-employed individual or a freelancer shall be entitled to health insurance, in accordance with the law governing mandatory health insurance; the right to subsidized housing and food, as determined by the competent Minister; the right to perform student jobs, in accordance with the law governing student employment; and the right to state scholarships and other financial support.
- (2) A student in part-time status who is not under an employment agreement or working as a self-employed individual or a freelancer shall be entitled to perform student jobs, in accordance with the law governing student employment, and to health insurance, under the conditions established by the law governing mandatory health insurance.
- (3) A student with a determined degree of disability who is studying in full-time status shall be entitled to special rights under the student standard, in accordance with the general act of the University or Faculty.
- (4) A student with a determined type and degree of disability shall be entitled to financial support to cover part of the transportation costs for students with disabilities, in accordance with the conditions established by the regulations of the competent Minister.

Suspension of Student Rights and Obligations

Article 16

- (1) The rights and obligations of the student shall be suspended:
 1. during non-active military service
 2. during pregnancy

3. for a father-student or a mother-student, until the child reaches the age of one year
 4. during leave granted under general acts regulating maternity and parental allowances.
 5. during incapacity due to illness or another comparable reason that lasts longer than three continuous months
 6. during an international student exchange lasting longer than 30 days, and for the period of study if the student does not acquire ECTS credits through this exchange
 7. in other justified cases, in accordance with the Law and the general act of the Faculty.
- (2) The student shall be granted a suspension of rights and obligations based on a decision of the Faculty issued upon the student's written request with explanation and supporting documentation. The request must be submitted within the deadline set by the Faculty.
 - (3) A student may be granted a suspension of one semester or one academic year. The decision on the suspension of rights and obligations shall be issued for a period in accordance with the general act of the Faculty, and at the earliest, from the beginning of the semester in which the written request was submitted.
 - (4) An administrative dispute may be initiated against the decision referred to in paragraph 3 of this Article.
 - (5) During the suspension of rights and obligations, the student may take exams and other forms of knowledge assessment (such as midterm exams) if they meet the necessary conditions. However, they may not attend classes and fulfil the requirements for taking exams in a particular course. During the period of suspension, the student shall not exercise rights under the student standard (except for the right to health insurance), in accordance with special regulations. The period of suspension shall not be counted towards the total duration of the study.
 - (6) If, during the period of suspension, the curriculum of the study programme changes, the student must enrol in and pass the differences in the curriculum that have arisen, in accordance with conditions established by the general act of the Faculty.

Termination of Student Status

Article 17

- (1) The student status shall cease:
 1. upon completion of the study
 2. by deregistration from the study
 3. upon exclusion from the study in accordance with the procedure and conditions determined by the general act of the Faculty
 4. if the student does not complete the study within a period twice as long as the prescribed duration of study.
- (2) A student who has deregistered from the study shall, upon request, be issued a deregistration certificate indicating the duration of the study, the total acquired ECTS credits and a list of exams passed, with the corresponding ECTS credits and grades achieved. The deregistration shall be entered into the student's transcript.
- (3) A person who loses student status may not enrol in or continue their studies in the same study programme.
- (4) As an exception to paragraph 3 of this Article, a student who does not enrol in the next academic year within the deadline determined by the general act of the Faculty may continue their studies in the same or another study programme under the conditions established by the general act of the Faculty. The possibility for a student's appeal shall also be outlined in the general act of the Faculty.

Special Study Opportunities and Appointment of Student Teaching Assistants

Article 18

- (1) A student who regularly fulfils their obligations can complete their studies in less time than the

prescribed duration, subject to approval by a decision of the Faculty Council.

- (2) A student shall be granted approval to attend, pass, or both attend and pass, certain courses or study years at another higher education institution within the University or at another university in Croatia or abroad, in accordance with the decision of the competent Vice-Dean and the proposal of the Faculty's ECTS coordinator.
- (3) The Faculty may appoint student teaching assistants for various types of teaching.
- (4) Student teaching assistants are students who help teachers in performing exercises or during the preparation and delivery of classes.

Athletes, Artists and Students with Disabilities

Article 19

- (1) A student categorized as an athlete, an accomplished artist studying in full-time status, and a student with a disability may study under adapted conditions in accordance with the study contract or another general act of the Faculty.
- (2) The determination of the status of a categorized athlete and the issuance of a decision on athlete categorization shall be the responsibility of the Croatian Olympic Committee, the Croatian Paralympic Committee, the Croatian Deaf Sports Association, and the Croatian Academic Sports Association (for a student-athlete who is a member of a national university sports team and/or a member of the university sports club), in accordance with the Regulations of the Rectors' Conference that govern the rules and conditions of studying for student-athletes.
- (3) The category of an accomplished student artist shall be confirmed by a certificate of membership in the Croatian Freelance Artists' Association or an artistic professional association, or by a positive opinion regarding the achievement of the criteria for acquiring the status of an artist, which can be issued by a faculty offering studies in the artistic field, or another competent authority.
- (4) Students with disabilities are those who, due to illness, impairment or disorder, regardless of the percentage of physical impairment or the type and severity of disability – impairment of functional abilities as determined by expert examination, experience permanent, occasional or temporary difficulties in performing daily academic activities, such as students with visual and hearing impairments, motor disorders, chronic diseases, ADHD, autism, mental illnesses and disorders, and specific learning disorders (dyslexia, dysgraphia, dyscalculia), and other health conditions and difficulties that may affect the course of their studies. Health conditions, difficulties or impairments shall be determined by a decision on the percentage of physical impairment issued by the competent authority or by the findings and opinion on the type and severity of disability – impairment of functional abilities established by expert examination, the decision of the National Centre for External Evaluation of Education on the approval of taking the state matriculation exam with adapted exam technology or other relevant documentation in accordance with the procedure established by the general act of the University.
- (5) The Senate can also establish other special categories of students (such as asylum students, students from areas affected by war or other difficult situations, parent students, etc.). Students shall be required to provide appropriate documentation to prove their eligibility for these categories.
- (6) In carrying out curricular and extracurricular activities, the Faculty shall ensure that the principle of inclusiveness is upheld, providing access to educational content while taking into account the diversity of students' needs.
- (7) Adapted study conditions shall involve adjustments to the teaching process and exam-taking, ensuring that academic standards are upheld and that the learning outcomes remain consistent for

all students.

- (8) Adapted study conditions for students categorized as athletes or accomplished artists shall include the elements specified by the general act of the University.
- (9) A student-athlete, a member of a national university sports team and/or a university sports club, may be granted the same rights as outlined in paragraph 8 of this Article, depending on the needs and interests of the Faculty.
- (10) Adapted study conditions for students with disabilities may include:
 - extended time for writing exams and midterm exams
 - graphic adaptation of teaching materials (e.g. larger font and spacing, etc.)
 - digitized literature
 - support from another person (e.g., peer support, sign language translator)
 - use of assistive technology
 - other adjustments in accordance with the general act of the Faculty or University.

Subsidizing of Tuition Fees

Article 20

- (1) A student who is a citizen of the Republic of Croatia or a citizen of another member state of the European Union and is studying in full-time status shall be entitled to a tuition fee subsidy from the state budget, in accordance with the decision of the Government of the Republic of Croatia that regulates programme financing of public higher education institutions and public scientific institutes in the Republic of Croatia.
- (2) A student enrolled in part-time status shall cover the full or partial costs of study, in accordance with the general act of the University and the Faculty.
- (3) A student referred to in paragraph 1 of this Article who is not entitled to a tuition fee subsidy from the state budget shall be charged a tuition fee by the Faculty according to the model adopted by the Faculty Council and the common criteria specified in the decision of the Senate.
- (4) A student referred to in paragraph 1 of this Article may be under an employment agreement or work as a self-employed individual or a freelancer.

Disciplinary Responsibility of the Student

Article 21

Disciplinary responsibility of the student, disciplinary acts, disciplinary proceedings, and disciplinary measures shall be governed by the Regulations on Disciplinary Responsibility of Students at the Faculty.

V. TRANSFER FROM ANOTHER UNIVERSITY STUDY PROGRAMME

Right to Transfer

Article 22

- (1) Transfer to the study programme may be made from a related study programme within the Faculty, from another related study within the University, or from another university.
- (2) If a course passed at the parent higher education institution approximately corresponds to a course from the Faculty's study programme in terms of its content, scope and learning outcomes, the competent authority of the Faculty may fully or partially recognize the exam or establish differential requirements to be completed by the transfer student.
- (3) A student from another university study may transfer to the study programme under the conditions that:

- they are enrolled in at least the second year of study or have met the conditions for enrolment in the second year of study at their parent faculty;
 - at least 30 ECTS credits from the first year of the undergraduate study programme in Information and Business Systems, or 45 ECTS credits from the first and second years of the same programme, may be recognized for the student.
- (4) Exceptionally, the transfer may be granted to a student who does not meet general conditions if the transfer is necessary due to serious illness, family relocation, training obligations for a top athlete, or another justified reason.
 - (5) The student transfer shall be carried out based on the Faculty's decision on the recognition of the ECTS credits achieved. The Committee for the Recognition of Prior Learning shall give an opinion on the recognition of these ECTS credits.
 - (6) A student studying at a university outside the Republic of Croatia shall acquire the right to transfer to the Faculty in accordance with the procedure established by the law governing the recognition and evaluation of foreign educational qualifications, under the conditions determined by the Faculty.

Required Documents and Transfer Decision

Article 23

- (1) The transfer request must be made no later than 15 days before the end of the regular enrolment period for the academic year. Along with the reasoned request, the student is required to submit a certificate of student status, their Grade Transcript, and a certified curriculum and syllabus of the study programme from which the transfer is being made.
- (2) The transfer decision shall be made by the Dean of the Faculty.
- (3) The transfer student must enrol within 8 days of receiving the transfer decision, and no later than the end of the enrolment period.
- (4) If a full-time transfer student has achieved a grade point average of 4.0 or above at their parent faculty and has not fallen behind in their studies, they may retain full-time status after transferring to the Faculty.

VI. ORGANIZATION OF TEACHING

Delivery of Teaching and Attendance in Classes

Article 24

- (1) Teaching shall be organized into semesters in accordance with the provisions outlined in the syllabus of the study programme.
- (2) The teaching of a particular course shall be conducted within one semester. Exceptionally, the course can be taught in several semesters and in other suitable and justified formats. Course teaching may also be organized in shorter periods (e.g., in specializations, blocks, or shifts)
- (3) Teaching may be partially conducted remotely (online).
- (4) By enrolling in a compulsory or elective course within the study programme, the student shall assume all obligations outlined in the curriculum and syllabus of that course.
- (5) Attendance in classes shall be mandatory. A student may miss classes in a particular course to a specified limit but must fulfil all the other study obligations. The method of tracking attendance, the permissible number of absences, and the ways to make up for any absences shall be defined by the Faculty.
- (6) The teacher may deny certification of course completion to a student who has been absent from lectures, seminars, or exercises, or who has not fulfilled other obligations outlined in the study programme syllabus to a greater extent than that permitted in paragraph 5 of this Article, except

in cases of justified absence due to objective reasons (e.g., illness, death in the family, etc.).

- (7) The decision regarding the justification of absence from classes, as mentioned in paragraph 6 of this Article, shall be made by the Vice-Dean for Education and Students based on the student's written request, along with an explanation and supporting documentation.

Specializations

Article 25

- (1) The undergraduate university study programme in Information and Business Systems lasts three years (i.e., six semesters), during which the student shall acquire 180 ECTS credits.
- (2) In the first two years of study, only compulsory courses shall be offered, amounting to 120 ECTS credits. The remaining 60 ECTS credits shall be earned through the selected specialization, which is completed in the third year of study.
- (3) Students enrolled in the undergraduate university study programme in Information and Business Systems must select one of the offered study specializations upon their first enrolment in the fifth semester.
- (4) For a particular specialization, as well as for elective courses in the specialization, the Faculty Council may determine the maximum number of enrolled students based on teaching capacities.
- (5) Each specialization of the undergraduate university study programme in Information and Business Systems shall consist of two categories of courses:
 - Compulsory courses within the specialization, and
 - Elective courses within the specialization.
- (6) The compulsory courses in a particular specialization (including Student Practice and the Bachelor Thesis) shall constitute the core of that specialization. A student may only enrol in compulsory courses of the specialization they have chosen.
- (7) In each specialization, at least three elective courses related to that specialization shall be offered in the fifth semester, and at least two elective courses from that specialization shall be offered in the sixth semester.
- (8) In each specialization during the fifth semester, students shall enrol in three elective courses. One of the three elective courses must be from the set of elective courses pertaining to the selected specialization. The other two elective courses may be chosen from the set of elective courses of the selected specialization, from elective courses of other specializations, or other related study programmes.
- (9) In each specialization in the sixth semester, students shall enrol in two elective courses. One of the two elective courses must be from the set of elective courses pertaining to the selected specialization. The other elective course may be chosen from the set of elective courses of the selected specialization, from elective courses of other specializations, or from other related study programmes.

Article 26

- (1) A particular specialization of the study programme shall be delivered if it is enrolled by at least 15 students in the third year of study. This number shall also include students repeating the third year.
- (2) A particular elective course of a specialization shall be delivered if it is enrolled by at least 10 students in the third year of study.
- (3) If a particular specialization is delivered, at least one of its elective courses must also be performed.
- (4) If none of the elective courses within a performed specialization has a sufficient number of

students in the first selection phase, then, in the second phase of elective course selection, students of that specialization must enrol in the elective course of that specialization that was chosen by the highest number of students in the first selection phase.

- (5) If, in the second phase of selection, two elective courses are chosen by an equal number of students, the elective course selected by the students with the higher weighted grade point average shall be performed.
- (6) A single elective course in a specialization may be enrolled by a maximum of half of the students enrolled in the third year of study for the first time, rounded up to the nearest whole number. Students who are re-enrolling in an elective course shall not be included in this quota.
- (7) Exceptionally, if an elective course pertaining to a particular specialization has been enrolled by more than half of the students enrolled in the third year of study, all students in that specialization may be allowed to enrol in the elective course within the specialization.
- (8) Priority in selecting an elective course within the specialization shall be given to students enrolled in that specialization.
- (9) Students must specify their priority when selecting elective courses outside the specialization.
- (10) The remaining students shall be ranked based on academic success, expressed as a weighted grade point average. A student will be able to enrol in elective courses outside their specialization according to the defined priorities, provided they are allocated to the quota based on academic performance.

Academic Calendar and Academic Year

Article 27

- (1) The academic calendar shall be adopted by the Senate at least six months before the start of the academic year and published on the official website of the University. It shall contain the general dates for the beginning and end of the academic year, teaching weeks, regular examination periods, public holidays, and major university events.
- (2) Based on the academic calendar, the Faculty shall adopt a calendar of classes and exam schedules and publish it on the official website of the Faculty at least two weeks before enrolment in the study programme, or in the next semester or academic year.
- (3) The academic year shall begin on 1 October and end on 30 September of the following year.
- (4) By way of exception to paragraph 3 of this Article, if established by the syllabus of the study programme, classes may begin before the beginning of the academic year, but no earlier than 1 September.
- (5) The academic year shall generally consist of 44 working weeks, 30 of which shall be teaching weeks, and 14 of which shall be allocated for consultations, preparing and taking exams, without the obligation to attend other forms of teaching.

VII. STUDENT MOBILITY

Horizontal Student Mobility within the University

Article 28

- (1) In accordance with the study programme curriculum, a student may enrol in courses from other study programmes at the University or Faculty that are not offered in their parent study programme. Course enrolment shall be approved by the competent body of the study programme holder, with the consent of the ECTS coordinator of the faculty offering the selected course and the course holder.
- (2) A student from another constituent unit or another study programme of the Faculty may enrol in

- a maximum of one course per semester as a replacement for an elective course, in accordance with the conditions for elective courses specified in Articles 25, 26 and 31 of these Regulations.
- (3) A special certificate stating the name and credit value of the course (in ECTS credits) shall be issued to confirm the approval. ECTS credits may be recognized as if they were earned within the parent study (study programme) and shall be entered in the Diploma Supplement, with the credit value of the course corresponding to the value assigned to that course within the study (study programme) in which it is conducted.
 - (4) The number of students who can enrol in a particular course shall be limited by the Faculty's capacity, as determined by the competent body of the Faculty on the proposal of the course holder.
 - (5) A course that a student attends at another constituent unit or within another study programme of the Faculty shall be entered into the information system. The course holder shall confirm the fulfilment of study obligations by entering the ECTS credits and grades into the information system. ECTS credits acquired at another constituent unit or study programme of the Faculty shall be validated by submitting a certified Grade Transcript (showing ECTS credits) or by another appropriate method.

VIII. STUDENT WORKLOAD

ECTS Credits System

Article 29

- (1) ECTS credits shall represent the average total time a student spends working to achieve the learning outcomes of a course.
- (2) One ECTS credit shall represent 30 hours of the estimated average time a student spends working to achieve the learning outcomes, including actual classes, exams and all activities required for passing exams.
- (3) A full-time student shall register for between 25 and 35 ECTS credits per semester.
- (4) A part-time student shall register for between 15 and 35 ECTS credits per semester.
- (5) A student who regularly fulfils their obligations may be allowed to register for more than 35 ECTS credits per semester in order to complete their studies more quickly or acquire a broader education, in accordance with the general act of the Faculty.
- (6) A student may be allowed to register for more than 35 ECTS credits in the semester during which they are on a study visit.
- (7) With the aim of faster completion of studies, a student enrolling in the fifth or sixth semester may be exceptionally allowed to register for up to 40 ECTS credits upon the student's written request, approved by the Vice-Dean for Education and Students.
- (8) In special and justified cases, upon written request, a full-time student may register for fewer than 25 ECTS credits, and a part-time student for fewer than 15 ECTS credits per semester (for example, if the student has not acquired the prerequisites for enrolling in a sufficient number of courses).
- (9) ECTS credits shall be earned exclusively after the successful completion of all preset obligations and the application of appropriate methods for assessing the achievement of the planned learning outcomes, i.e. after passing the exam.
- (10) The application of the ECTS credit system shall imply the following:
 - precise definition of the expected learning outcomes for each course
 - determination of the student workload for all the activities planned in each course
 - determination of the method for assessing the achievement of each stated learning outcome
 - determination of the method for scoring or grading each curricular and extracurricular

activity.

- (11) The criteria and conditions for the recognition and transfer of ECTS credits shall be governed by the curriculum of the study programme, general acts of the University and the Faculty regarding the recognition of prior non-formal and informal learning, foreign higher education qualifications, periods of studying abroad, recognition of extracurricular activities, and other general acts of the University and the Faculty.
- (12) ECTS credits that were part of the total number of credits required for a previously acquired qualification may not be recognised toward the acquisition of another qualification at the same or a different level of study.
- (13) The credits referred to in paragraph 10 of this Article may be recognised as acquired competencies, and the student shall be obliged to enrol in additional courses to achieve the total number of ECTS credits required for the acquisition of the other qualification.

Weekly Student Obligations

Article 30

- (1) The student workload throughout the study must be evenly distributed.
- (2) The syllabus of the study programme for a full-time student shall be based on a student workload of 40 hours per week, which includes all forms of teaching and the time required for the student to prepare for fulfilling study obligations.
- (3) The average total weekly obligations in classes of a student in the undergraduate study programme shall, as a rule, amount to 26 hours.
- (4) If teaching is organized in a shorter period, the student's weekly obligations may exceed the time determined in paragraph 3 of this Article.

IX. PROGRESSION THROUGH STUDY

Conditions of Enrolment in Higher Semesters or Years of Study

Article 31

- (1) A student shall be entitled to enrol in the third semester of study upon acquiring at least 50 ECTS credits from the previous year of study.
- (2) If a student has not obtained 50 ECTS credits during the first year of study, they shall repeat the first year of study and may enrol in courses from the second year for which they meet the requirements defined in Article 32, paragraph 1, with the obligatory enrolment in any uncompleted courses from the semester they are enrolling. Re-enrolled courses shall count toward a total of up to 35 ECTS credits per semester.
- (3) The student shall be entitled to enrol in the fifth semester of study upon acquiring at least 110 ECTS credits from the first and second years of study and passing all courses from the first year.
- (4) If a student has not earned 110 ECTS credits by passing exams from the first and second years of study, they shall repeat the second year and may enrol in elective courses of the third year for which they meet the requirements defined in Article 32, paragraph 1, with the obligatory enrolment of uncompleted courses from the semester they are enrolling. A student may enrol in up to three elective courses in the winter semester and up to two elective courses in the summer semester. Re-enrolled courses shall count toward a total of up to 35 ECTS credits per semester.
- (5) A student who repeated the first year of study in the previous academic year may, upon their regular enrolment in the second year of study, enrol in elective courses of the third year for which they meet the requirements defined in Article 32, paragraph 1, with the obligatory enrolment of uncompleted courses from the semester in which they are enrolling. A student may enrol in up to three elective courses in the winter semester, and in up to two elective courses in the summer semester. Re-enrolled courses shall count toward a total of up to 35 ECTS credits per semester.

Article 32

- (1) When enrolling in courses for the winter semester, the student must have passed all courses from previous years of study that are part of the prerequisite chain (i.e., the course(s) that are prerequisites for a particular course, along with their prerequisites). When enrolling in courses for the summer semester, the student must have completed the minimum required obligations from the winter semester prerequisites of the same academic year and passed all courses from previous years of study that are part of the prerequisite chain.
- (2) A full-time student in the first or second year of study who, even after repeating the same year, does not meet the requirements for enrolment in the subsequent year, shall lose their full-time student status. A full-time student in the third year of study who, even after repeating the year, does not complete their studies, shall lose their full-time student status. The student may continue their studies as a part-time student.

Cancellation of Course Enrolment

Article 33

- (1) Enrolment in a course may be cancelled upon the student's request only for justified reasons (e.g. timetable conflicts, etc.).
- (2) An elective course that a student enrolled in for the first time but has not passed may, upon the student's request, be replaced by another elective course, provided the student has fulfilled the study obligations from the new course.
- (3) An elective course that has not been passed may be cancelled and replaced by another elective course if the original elective course that has not been passed is not offered.

X. ASSESSMENT OF ACQUIRED LEARNING OUTCOMES, EXAMS AND GRADES

Exams and Other Forms of Knowledge Testing

Article 34

- (1) The student's achievement of learning outcomes shall be assessed and evaluated throughout the course (midterm exams, practical assignments, projects, artefacts, etc.), with the final grade determined by the exam.
- (2) The syllabus of the study programme may specify that some forms of teaching are conducted without assessment, or are assessed descriptively. Such courses shall not be included in the calculation of the grade point average in the study programme.
- (3) The teacher shall have the right to assess and evaluate the student's knowledge and skills in any form of teaching.
- (4) A student may take the exam only if they have fulfilled all course obligations as determined by the syllabus of the study programme.
- (5) A student shall be required to register for the exam through the Higher Education Information System (ISVU), specifically via Studomat (the student access point), no later than 3 days before the scheduled exam period.
- (6) If, for any reason, a student is unable to take the exam they have registered for, they shall be obliged to deregister from the exam via ISVU (Studomat) no later than one day before the exam, by 12:00 p.m.
- (7) Exams may be theoretical and/or practical and may be conducted in written form only, oral form only, or both written and oral forms, through performing or presenting practical work, by realizing and presenting an artistic assignment, or by other appropriate and objectively necessary methods. The practical part of the examination may be conducted separately from the theoretical part.
- (8) The entire exam process must be concluded in five working days at the most from the date it is

conducted, as specified in the exam calendar, except in specially justified cases, and in accordance with the general act of the Faculty.

- (9) The method of conducting exams shall be specified in the syllabus of the study programme.
- (10) A student shall have the right to inspect the corrected written exam within five working days from the publication of the results.

Continuous Assessment of Knowledge

Article 35

- (1) The curriculum and the syllabus of the study programme shall prescribe how the student's activities will be evaluated throughout the course and counted toward the final course grade. During the course, the following elements may be evaluated:
 - 1. Students' attendance in classes
 - 2. Students' in-class activities determined by the curriculum for which points are awarded (such as participation in discussions, written preparation for class participation, project work, writing essays, performing searches of information sources, practical exercises in real situations, field research, e-learning, software development, seminar paper, etc.)
 - 3. Midterm exams as a means of gradually monitoring students' achievements.
- (2) A midterm exam shall be an oral, written, or practical assessment of knowledge, or the learning outcomes of a course from a particular part of the study material. It shall allow the student to take the exam successively for parts of the teaching material that comprise logically connected units within the study curriculum, immediately after the teaching of a particular part of the material has been completed.
- (3) The possibility of exempting a student from the obligation to take a part of the exam or the entire exam must be specified in the syllabus of the study programme.
- (4) A student shall have the right to appeal the evaluation and grading in continuous assessment.

Right to Appeal Grades

Article 36

- (1) A student shall have the right to appeal grades.
- (2) A student who is dissatisfied with the grade received on the written exam, the written part of the exam, the performance or presentation of practical work, or any other part of the exam, shall have the right to request a re-grading of the exam, or its components by an Examination Committee within 24 hours.
- (3) A student who is dissatisfied with the grade received on the oral exam, or the part of the exam that includes the performance or presentation of practical work, shall have the right, within 24 hours after the oral exam, to submit a written explanation and request that the exam be repeated before an Examination Committee, subject to the Dean's approval.
- (4) If the Dean finds the appeal to be justified, they shall be obliged, within 24 hours of receiving the request, to appoint an Examination Committee composed of the President and two members, with one member of the Committee coming from a different study discipline. The examiner whose assessment the student was dissatisfied with cannot serve as the President of the Committee.
- (5) The Dean shall determine the exam date, which must be held within three working days of the student's request submission.
- (6) The Committee shall reach its decision by a majority vote.
- (7) After the end of each examination period, the student shall be required to check, within 48 hours, whether the received grade has been recorded in ISVU. In case of any discrepancy, the student shall be required to promptly inform both the Student Administration and the course teacher in writing.

Publicity of Exams

Article 37

- (1) As a rule, the oral part of the exam shall be public, while respecting the specifics of the situation.
- (2) If there are justified reasons, the student may request that the presence of the public be limited.
- (3) A student, or another individual who proves a legal interest in doing so, shall have the right to inspect exam documentation. The Vice-Dean for Education and Students shall have the authority to approve the inspection of exam documentation.

Exam Periods

Article 38

- (1) The regular exam periods shall be the winter, summer, and autumn exam periods.
- (2) The Faculty Council may also determine extraordinary exam periods.
- (3) Continuous assessment of students' knowledge shall be carried out throughout the semester for all courses, the results of which shall be recorded as a single exam sitting.
- (4) Each student shall be allowed a minimum of four exam sittings per academic year for each course.
- (5) The minimum interval between two exam periods for a course must be eight working days.

Academic Exam Calendar

Article 39

The exam calendar shall generally be published at the beginning of the academic year in a prominent and easily accessible location on the official website of the Faculty.

Grades

Article 40

- (1) Learning outcomes achieved with excellent success shall be assessed with an excellent (5) grade, corresponding to the letter grade A. Learning outcomes achieved with above-average success shall be assessed with a very good grade (4), corresponding to the letter grade B. Learning outcomes achieved with average success shall be assessed with a good grade (3), corresponding to the letter grade C. Learning outcomes achieved with satisfactory success shall be assessed with a satisfactory grade (2), corresponding to the letter grade D. Learning outcomes not achieved with satisfactory success shall be assessed with an unsatisfactory grade (1), corresponding to the letter grade E.
- (2) A student's success in a course may also be expressed as a descriptive grade, in accordance with Article 34, paragraph 2 of these Regulations.

Grade Point Average in the Study Programme

Article 41

- (1) In calculating the grade point average, exam grades from all courses shall be considered, excluding descriptive grades.
- (2) The grade point average shall be expressed by rounding it to three decimal places.

Duties of Teachers Regarding Grading

Article 42

- (1) The teacher shall be obliged to inform the student of the oral exam result immediately after it takes place, and the result of the written part no later than five working days after the exam, by making the results available in ISVU, in accordance with regulations governing the protection of personal data.
- (2) The teacher shall also be required to assign an unsatisfactory grade (1) on the student's exam when the student:

1. withdraws from the written part of the exam or the oral exam that has already started,
 2. does not attend the oral part of the exam after the written part, withdraws from the exam or any part of it that has already started,
 3. is removed from the exam due to misconduct, disturbing other students or using forbidden aids during the exam.
- (3) If a student does not attend the written part of the exam or any part of the exam, or the entire exam, a zero (0) shall be entered in ISVU to indicate that the student did not take the exam. If the student fails to deregister from the exam, the sitting they registered for will count toward the total number of exam sittings for the same course, except in particularly justified cases, which shall be decided upon by the Vice-Dean for Education and Students based on the appropriate documentation.
- (4) The teacher shall be required to enter the exam grade or the final course grade in ISVU within five working days of the announcement of the exam results.

Consultations

Article 43

- (1) Consultations shall serve as a form of interaction between teachers and students, primarily aimed at further clarifying the teaching content.
- (2) Consultations shall be held by teachers and associates
- (3) The number of weekly hours of consultations and the manner of their execution shall be determined by the general act of the Faculty.

XI. COMPLETION OF STUDY

Bachelor Thesis and Final Exam

Article 44

- (1) The study shall be completed by passing all enrolled courses, fulfilling other study obligations, and submitting and defending the Bachelor Thesis.
- (2) To complete the study, a student must achieve a minimum of 180 ECTS credits, including passing all compulsory courses (both in the study programme and the selected specialization) and elective courses.
- (3) If a student earns the ECTS credits established in the previous paragraph during their studies, they shall not be required to pass all enrolled elective courses.
- (4) The Regulations on the Bachelor Thesis shall specifically address all matters related to the Bachelor Thesis and the final exam, including the registration of the topic, creation and preparation, submission, and assessment of the Bachelor Thesis, defence procedure, rules on handling copyrighted works, and the student's industrial property rights and their exploitation.
- (5) Copyright of an author's work created by a student during their course of studies shall belong to the author without restrictions.
- (6) The Faculty is required to make the student's Bachelor Thesis publicly available in the Faculty's Library online database and the National and University Library's public online database of bachelor/master theses.

Documents Related to Study Completion

Article 45

- (1) After the completion of the study, a diploma shall be issued.
- (2) Diploma Supplement shall be issued together with the diploma.
- (3) Diplomas and Diploma Supplements shall be public documents confirming that the student has

completed the course of study and earned the right to an academic title in accordance with the Law.

- (4) Public documents referred to in paragraph 3 of this Article shall be issued free of charge, in both Croatian and English, in signed and certified printouts as well as in electronic form. The diploma may also be issued in another language in which the study was conducted.
- (5) The diploma shall state the number of ECTS credits for the study, while the Diploma Supplement shall indicate the number of ECTS credits earned during the study.
- (6) The form and content of public documents shall be determined by the regulations governing the form and content of the diploma and Diploma Supplement.

Overall Score of Academic Success

Article 46

- (1) The overall score of academic success (weighted grade point average) shall be based on the grades achieved in all courses, including the grade obtained for the Bachelor Thesis, and their corresponding ECTS credits.
- (2) Courses assessed only with a descriptive grade shall not be included in the calculation of the overall score of academic success.
- (3) The overall score of academic success shall be determined by adding the individual exam grades of all courses mentioned in paragraph 1 of this Article, multiplied by their corresponding ECTS credits, and dividing the result by the total number of ECTS credits for all courses listed in paragraph 1 of this Article.
- (4) The overall score of academic success shall be expressed in documents by rounding it up to three decimal places.

Honours

Article 47

- (1) Students with the highest overall score of academic success at the end of their undergraduate studies shall be awarded an honour, with the Latin classification of honours indicated on the diploma or its supplement:
 1. University Bachelor with the highest honours (SUMMA CUM LAUDE Baccalaureus);
 2. University Bachelor with great honours (MAGNA CUM LAUDE Baccalaureus);
 3. University Bachelor with honours (CUM LAUDE Baccalaureus).
- (2) The conditions for receiving honours shall be that the student has not fallen behind in their studies, has not had any disciplinary measures imposed, has a weighted grade point average greater than 4.00, and ranks in the top 10% of students based on their weighted grade point average.
- (3) The number of students receiving honours in each category shall be determined so that the ratio of the highest honours, great honours and honours is approximately 1:2:3.

Promotion

Article 48

- (1) A promotion shall be a ceremonial presentation of the diploma upon completion of the study.
- (2) At the undergraduate level, students shall be promoted by the Dean.
- (3) A student who has completed their studies shall be issued a diploma in accordance with the deadlines established by the Regulations governing the form and content of certificates, diplomas and diploma supplements.
- (4) If the promotion is held after the deadlines established in paragraph 3 of this Article, the student may receive the diploma before the promotion.

Withdrawal of the Academic Title

Article 49

- (1) The academic title shall be revoked if it is determined that it was obtained in violation of the prescribed conditions for its acquisition, through gross violation of study rules, or based on a plagiarized or counterfeit Bachelor Thesis.
- (2) Any person may submit a written proposal to initiate proceedings, along with a detailed explanation and evidence supporting a reasonable suspicion regarding the matters outlined in paragraph 1 of this Article.
- (3) Based on the proposal in paragraph 2, the Faculty Council shall, by majority vote, decide whether to initiate proceedings for the withdrawal of the academic title or determine that the prerequisites for rejection exist, i.e., declare the proposal unfounded.
- (4) If the Faculty Council determines that there are grounds to initiate the proceedings, it shall appoint a three-member Committee from the broader field of the Bachelor Thesis topic. The members of the Committee for the evaluation of the proposal to withdraw the academic title must be teachers in scientific and teaching positions. The mentor or co-examiner of the Bachelor Thesis may not be appointed as members of the Committee.
- (5) The Committee referred to in paragraph 4 of this Article shall review and evaluate the proposal for the withdrawal of the academic title. Within 30 days of receiving the proposal, it shall submit a report to the Faculty Council with the recommendation for either the withdrawal of the academic title or suspension of the proceedings.
- (6) Within 30 days of receiving the report of the Committee referred to in paragraph 4, the Faculty Council shall decide, by majority vote, whether to accept the report.
- (7) If the Faculty Council accepts the report proposing the withdrawal of the academic title, its decision shall be communicated to the competent authorities of the University.

XII. MONITORING AND ENHANCEMENT OF THE QUALITY OF THE STUDY

Monitoring and Enhancement of the Quality of the Study

Article 50

The Faculty is required to monitor and improve the quality of each course, the entire study programme, and the organizational and administrative support of the study programme in accordance with the law governing quality assurance in higher education and science, as well as the general act of the University that regulates the quality assurance system.

XIII. TRANSITIONAL AND CONCLUDING PROVISIONS

Acquired Rights

Article 51

- (1) Students enrolled in the university undergraduate study programme before October 1 of the 2023/2024 academic year shall have the right to complete their study in accordance with the regulations that were in effect at the time of their enrolment.
- (2) Exceptionally, the provisions of these Regulations may be applied to the students mentioned in paragraph 1 of this Article if they are more favourable to them (such as provisions regarding the number of exam sittings and termination of student status, except for the provisions from Article 17, paragraph 1, item 4, concerning part-time students).
- (3) Students mentioned in paragraph 1 of this Article shall have the right to complete their studies in accordance with the study programme and conditions in effect at the time of their enrolment in the first year of study, except when repeating a year or enrolling in a year of study suspension, if

the curriculum was changed during the repetition of the study year or the suspension of rights and obligations, in accordance with the general act of the Faculty.

Emergency Conditions

Article 52

- (1) In the event of a natural disaster, a state of war or other immediate threats to the population, the Senate may govern the adoption and modification of the syllabus of the study programme, exam schedules, forms and methods of monitoring and evaluating learning outcomes, exam-taking procedures, as well as progression and study completion requirements that differ from those prescribed by these Regulations.
- (2) Decisions on the matters referred to in paragraph 1 of this Article shall be made by the Senate upon the proposal of the Faculty Council.

Entry into Force

Article 53

- (1) Upon the entry into force of these Regulations, the Regulations on the Undergraduate University Study in Information and Business Systems v. 1.2., dated 26 May 2022, shall cease to have effect.
- (2) These Regulations shall enter into force on 1 October 2024 and shall be published on the official website of the Faculty.

CLASSIFICATION NUMBER: 602-04/24-06/1

REGISTRY NUMBER: 2186-62-14-24-45

Varaždin, 12 September 2024

D E A N :

Professor Marina Klačmer Čalopa, Ph.D.

S E C R E T A R Y :

Tatjana Zrinski, univ. spec. iur.