

UNIVERSITY OF ZAGREB
FACULTY OF ORGANIZATION AND INFORMATICS

REGULATIONS
ON UNDERGRADUATE UNIVERSITY STUDY IN
INFORMATION AND BUSINESS SYSTEMS (v 1.2)

Varaždin, May 2022

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Pursuant to Article 63 of the Statute of the Faculty of Organization and Informatics of the University of Zagreb (hereinafter “the Faculty”), Article 59, paragraph 2 of the Regulations on undergraduate and graduate study programmes at the University of Zagreb, the Faculty Council, in its meeting session held on 26 May 2022, adopted amendments and additions to the Regulations on the undergraduate university study in Information and Business Systems (v 1.2), and the Dean of the Faculty, on 26 May 2022, issued the consolidated text of the Regulations on the undergraduate university study in Information and Business Systems (v 1.2).

REGULATIONS

ON UNDERGRADUATE UNIVERSITY STUDY IN INFORMATION AND BUSINESS SYSTEMS v 1.2

(Consolidated text)

GENERAL PROVISIONS

Introductory provision

Article 1

(1) These Regulations govern the terms and conditions of admission, structure and implementation of the study, study duration, obligations, rights and responsibilities of teachers and students, student status and study rules, as well as other issues of importance for smooth execution of the undergraduate university study in Information and Business Systems at the Faculty of Organization and Informatics (hereinafter “the Faculty”).

(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.

THE STUDY

Structure and execution of study

Article 2

- (1) The undergraduate university study in Information and Business Systems lasts three years (i.e. 6 semesters), whereby the student acquires 180 ECTS credits.
- (2) In the first two years of study, only compulsory subjects are performed, which amount to 120 ECTS credits. The remaining 60 ECTS credits are acquired through the selected module which is performed in the third year of study.
- (3) Students of the undergraduate university study in Information and Business Systems must select one of the offered study modules upon the first enrolment in the fifth semester:
 - Module 1: Software Systems Development
 - Module 2: Networked Systems and Computer Games
 - Module 3: Artificial Intelligence in Business
 - Module 4: Business Systems Analysis and Design.
- (4) For particular modules as well as for elective courses in the module, the Faculty Council may determine the maximum number of enrolled students with regard to teaching capacities.
- (5) All modules of the undergraduate university study in Information and Business Systems are performed in the fifth and sixth semester of the study (i.e. in the third year of the study), and upon the completion of each module at least 60 ECTS credits are acquired.
- (6) Each module of the undergraduate university study in Information and Business Systems consists of two categories of courses:
 - a. Compulsory module courses
 - b. Elective module courses.

- (7) The compulsory courses in a particular module (together with Student Practice and Bachelor Thesis) form the core of that module. The student may only enrol in compulsory courses of the module he or she has chosen.
- (8) In each module in the fifth semester at least three elective courses pertaining to that module are offered, and in the sixth semester at least two elective courses from that module are offered.
- (9) In each module in the fifth semester students enrol in three elective courses. One of the three enrolled elective courses must be from the set of elective courses pertaining to the selected module. The remaining two elective courses can be from the selected module or from a set of elective courses of other modules, or from other related study programmes.
- (10) In each module in the sixth semester, students enrol in two elective courses. One of the two enrolled elective courses must be from the set of elective courses pertaining to the selected module. The remaining (one) elective course can be from the selected module or from a set of elective courses of other modules, or from other related study programmes.
- (11) Upon completion of the undergraduate study, the academic title of University Bachelor of Science in Informatics is acquired.

CURRICULUM AND SYLLABUS OF THE STUDY PROGRAMME

Curriculum of the study programme

Article 3

- (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 is determined by the Law on Scientific Activity and Higher Education and the Statute of the University.

Syllabus of the study programme

Article 4

- (1) The study is executed according to the syllabus of the study programme adopted by the Faculty Council at the commencement of each academic year. The syllabus is drawn up in accordance with the Law and the Statute of the University. The syllabus shall be mandatorily published on the official website of the Faculty and includes summaries of lectures and other forms of teaching as well as the text of the lectures and other forms of teaching in exceptional cases where appropriate literature is unavailable.
- (2) The following shall be specified by the syllabus of the study programme:
 - teachers and associates who will conduct classes according to the curriculum of the study programme,
 - teaching venue (physical, virtual),
 - the beginning and end of execution of classes in the course, and number of classes to be delivered
 - forms of teaching (lectures, seminars, exercises, consultations, knowledge test, e-learning, etc.),
 - method of taking the exam, exam dates and criteria,
 - list of study and exam literature,
 - possibility of teaching delivery in a foreign language,
 - teaching delivery mode (in-person delivery, hybrid learning, distance learning), and
 - other important facts for orderly performance of classes.

Implementation documents

Article 5

(1) With a view to ensure that its educational programmes and system of studying are recognizable and comprehensible, and for the purpose of organizing the teacher and student mobility, the Faculty is obliged to create the key ECTS documents:

- Information Package,
- Grade Transcript, and
- Diploma Supplement.

(2) The content of the documents referred to in paragraph 1 of this Article is prescribed by the Regulations on undergraduate and graduate study programmes at the University of Zagreb.

ADMISSION TO STUDY

Call for admission

Article 6

(1) Admission to the study is carried out on the basis of a public call announced by the Senate in accordance with the Statute.

(2) Students attain the right for admission to the undergraduate university study within the enrolment quotas approved by the Senate upon the proposal of the Faculty Council.

(3) The university publishes a call for admission to the undergraduate university study at least six months before the commencement of classes.

(4) The content of the call is prescribed by the Law on Scientific Activity and Higher Education (hereinafter “the Law”) and the Statute of the University of Zagreb.

Article 7

Admission to the undergraduate university study is carried out through applications to the Central Admissions Office and in accordance with the decision on the terms of admission made by the Faculty Council.

Terms of admission to study

Article 8

(1) The undergraduate university study may be enrolled by a person that has completed four-year secondary school in accordance with the conditions determined by the decision of the Faculty Council.

TRANSFER FROM OTHER UNIVERSITY STUDY PROGRAMMES

Right to transfer from other university study programmes

Article 9

(1) Transfer to the undergraduate university study programme in Information and Business Systems may be made from a related study programme within the Faculty, from another related study within the University of Zagreb, or from another university in accordance with the general act of the Faculty. The decision on the terms of the transfer is made by the Faculty Council.

(2) Exceptionally, the transfer may be granted to students who do not meet general conditions if the transfer is necessary due to a serious illness, family relocation, the obligation to train top athletes or some other justified reason.

Required documents and decision to transfer

Article 10

(1) The application for transfer is submitted no later than 30 days before the end of the regular period of enrolment in the academic year.

(2) The decision on the transfer is made by the dean of the Faculty.

(3) The transfer student must enrol within 8 days upon the receipt of the decision on the transfer, and no later than the end of the enrolment period.

(4) Students of other university studies may make a transfer to the undergraduate university study programme in Information and Business Systems under the following conditions:

- that they are enrolled in the second year of study or have fulfilled the conditions for enrolment in the second year of study at the faculty from which they are transferring, and
- that at least 30 ECTS credits of the first year of the undergraduate study programme in Information and Business Systems or 45 ECTS credits of the first and second year of the undergraduate study programme in Information and Business Systems can be recognized to them.

(5) If a full-time transfer student has achieved a grade point average of 4.0 and above at the faculty from which the transfer is made, then after the transfer to the Faculty of Organization and Informatics he or she can retain the status of a full-time student.

(6) If a full-time transfer student from this Article has achieved a grade point average below 4.0 or had the part-time status at the faculty from which the transfer is made, then after the transfer to the Faculty of Organization and Informatics he or she can only attain the status of a part-time student.

STUDENTS

Attaining student status

Article 11

(1) A student is a person enrolled in the study at the University who fulfils his or her academic obligations in accordance with the Law, general acts of the University and general acts of the Faculty.

(2) The student shall prove his or her status by a document the minimum content of which is prescribed by the Minister, and the form of which is prescribed by the Senate of the University.

Full-time and part-time students

Article 12

(1) Students may be full-time or part-time.

(2) Full-time students are the ones who study according to a curriculum based on full-time study schedule (full working time).

(3) Part-time students are the ones who attend the educational programme in addition to work or other activity that requires a specially adapted schedule or modes of delivery of the study, in

accordance with the syllabus of the study programme. Part-time students attend the same programme as full-time students, but according to a special syllabus of the study programme.

(4) A guest student is a full-time or part-time student of another university who enrolls in parts of the study programme at the University in accordance with a special agreement with another university on the recognition of ECTS credits. The guest student status lasts for one academic year at the longest. The rights and obligations of the guest student, the method of paying the costs of his or her studies, the possibility of continuing his or her studies at the University and other issues related to the status of the guest student are regulated by the agreement with the home university of the guest student.

The right to suspend obligations

Article 13

(1) The student's obligations are suspended during the pregnancy of the student, for the student-father or student-mother on maternity/paternity leave, during a prolonged illness, during temporary work with an employment contract, and in other justified cases of interruption of studies in accordance with the conditions established by a special general act of the University and the Faculty.

(2) The student acquires the right to suspension of obligations by means of a decision of the constituent on the basis of a written request with explanation and associated documentation submitted by the student.

(3) The student is obliged, by the end of the current academic year, to inform the Faculty of the circumstances that have arisen on the basis of which the suspension may be granted.

(4) During the suspension of obligations, the student can take exams for which he or she has met the requirements.

(5) If during the period of suspension the curriculum of the study programme has changed, the student must enrol in and pass the differences in the curriculum that have arisen in the meantime.

(6) The period of suspension shall not be counted in the total duration of the study.

Termination of student status

Article 14

- (1) Student status shall cease:
1. upon completion of the study
 2. by deregistration from the study
 3. if the student does not enrol in the next academic year within the prescribed period
 4. if, as a full-time student, in two consecutive academic years he or she does not acquire at least 35 ECTS credits
 5. if, as a part-time student, in two academic years he or she does not acquire at least 15 ECTS credits, except in situations where the student only has to complete his or her Bachelor Thesis, in which case the studies can be extended by one academic year,
 6. upon exclusion on the basis of a disciplinary decision of the competent authority
 7. at the expiry of the time that is two times the prescribed duration of the study
 8. if the student does not pass the exam in the manner specified in Article 71, paragraph 4 of the Statute of the University,
 9. in other cases determined by the general act of the Faculty.

(2) A student who has deregistered from the study is issued a deregistration certificate indicating the duration of the study, the total accumulated ECTS credits and a list of exams passed, with the corresponding ECTS credits and grades achieved. The deregistration is entered into the student's transcript.

(3) A person who loses the student status may not enrol in and continue his or her studies at the same study programme. The Faculty determines the possibility of enrolling in another study programme

at the Faculty.

(4) Exceptionally, a person who loses the student status pursuant to paragraph 1, points 2 and 3 of this Article, may be allowed to enrol in the academic year according to the current curriculum of the study programme. If during the interruption of the study the curriculum of the study programme has changed, the student must enrol in and pass the differences in the curriculum that have arisen in the meantime.

(5) Upon the approval of continuation of studies, the student may continue his or her studies only in the status of a part-time student and with payment in accordance with the Service Fee List of the Faculty.

TEACHING

Forms of teaching delivery

Article 15

(1) Basic forms of teaching are: lectures, seminars, exercises, foreign language exercises, physical education exercises, exercises on computers, student practice, e-learning.

(2) Additional forms of teaching may be: field visits and consultations.

(3) Lectures, seminars, exercises, foreign language exercises, physical education exercises and computer-based exercises are performed in groups according to the established curriculum and syllabus of the study programme.

Organization of teaching and student workload

Article 16

(1) The syllabus of the study programme for full-time students is based on the student workload of 40 hours per week, which includes all forms of teaching, as well as the time required for the student's individual work. The student workload should be evenly distributed throughout the study.

(2) Classes are organized by semesters in accordance with the terms outlined in the syllabus.

(3) Teaching can also be conducted in a virtual teaching and learning environment (e-learning). Each student needs to participate in e-learning in a manner that is determined by the syllabus of a particular course.

(4) The academic year as a rule consists of 44 working weeks.

(5) The teaching of a particular course is as a rule performed within one semester.

(6) A full-time student enrolls 50 to 70 ECTS credits per year, i.e. 25 to 35 ECTS credits per semester. The exception are students in the final year of study and students on mobility.

(7) Each form of compulsory student activity during the course is included in the total student workload expressed in ECTS credits.

(8) With the aim of faster completion of their study or their education in general, successful students may be able to enrol up to 40 ECTS credits per semester if in the previous course of studies they have achieved a grade point average higher than or equal to 4.0.

(9) Teaching and extracurricular activities of full-time students in physical education are compulsory in the first and second year of the undergraduate study.

Article 17

(1) For a particular elective course, classes shall be conducted in a full number of teaching hours if the course is enrolled by at least 10 students.

(2) If the elective course is enrolled by a number of students that is lower than that stated in paragraph 1 of this Article, then classes in that course are as a rule not conducted, but may exceptionally be conducted in a reduced number of teaching hours or in form of consultations if there are special circumstances that justify it.

Article 18

(1) By enrolling in a compulsory or elective course from the study programme, the student assumes all obligations stipulated by the curriculum and syllabus of that course.

(2) Attendance in classes is mandatory for full-time students. A full-time student may miss classes in a particular course during the semester to the specified extent, but must fulfil all the other student obligations. The method of tracking attendance in classes, the permitted number of absences and the ways to compensate for the absences are defined by the curriculum and syllabus of the study programme.

(3) The teacher may deny the certification of the execution of course obligations to a student who has been absent from lectures, seminars or exercises to a greater extent than that prescribed by paragraph 2 of this Article or has not fulfilled other obligations prescribed by the course syllabus and curriculum.

ECTS credit system

Article 19

(1) ECTS credits represent the numerical value added to a particular course that indicates the student's work required to fulfil all preset obligations in the course, including passing exams, i.e. achieving the objectives of the study programme expressed in terms of intended learning outcomes and acquired competences.

(2) One ECTS credit corresponds to the student workload that amounts to 25-30 working hours, including classes, exams and all activities required to pass the exam.

(3) ECTS credits shall be acquired exclusively after the successful fulfilment of all preset obligations and the application of appropriate methods for assessing the achievement of the defined learning outcomes, i.e. after passing the exam.

(4) A full-time student enrolls 25 to 35 ECTS credits per semester, and a part-time student enrolls 15 to 35 ECTS credits per semester.

(5) Exceptionally, in justified cases decided upon by the vice-dean for education, a full-time student may enrol less than 25 ECTS credits, and a part-time student less than 15 ECTS credits per semester.

(6) With the aim of faster completion of studies, a student enrolling in the fifth or sixth semester of study may be exceptionally granted enrolment of up to 40 ECTS credits upon the student's written request approved by the vice-dean for education.

PROGRESSION THROUGH STUDY

Conditions of enrolment in the subsequent semester or year of study

Article 20

(1) A student shall be entitled to enrol in the third semester of study by 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, he or she shall repeat the first year of study and enrol in the courses of the second year of study for which he or she meets the conditions defined in Article 21, paragraph 1, with the obligatory enrolment of unfinished courses from the semester in which he or she enrolls. Re-enrolled courses are counted in the total of up to 35 ECTS credits per semester.

(3) A student shall be entitled to enrol in the fifth semester of study by acquiring at least 110 ECTS credits from the first and second year of study, and by passing all courses from the first year of study.

(4) If a student has not obtained 110 ECTS credits from the first and second year of study, he or she shall repeat the second year of study and enrol in elective courses of the third year for which he or she meets the conditions defined in Article 21, paragraph 1, with the obligatory enrolment of unfinished courses from the semester in which he or she enrolls. A student can 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 are counted in the total of up to 35 ECTS credits per semester.

(5) A student who has repeated the first year of study in the previous academic year may, upon his or her regular enrolment in the second year of study, enrol in elective courses of the third year for which he or she has the conditions defined in Article 21, paragraph 1, with the obligatory enrolment of unfinished courses from the semester in which he or she enrolls. A student can 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 are counted in the total of up to 35 ECTS credits per semester.

(6) A student who has not fulfilled the requirements for taking the exam in a course during a particular year of study shall repeat that year of study.

(7) A student may unenrol from a course and enrol in another course only during the first two weeks of classes and exclusively for justified reasons (e.g. conflicting schedule), on the basis of a submitted request.

(8) Exceptionally, a student has the right to replace an unfinished elective course enrolled for the first time with another elective course, provided that he or she has fulfilled the course obligations in that course and that he or she did not fail the exam in that course held before the teacher committee.

Article 21

(1) When enrolling in courses in the winter semester, the student is obliged to have passed all the courses from previous years of study that constitute the prerequisites tree (i.e. the course(s) that are prerequisite(s) for a particular course, and their prerequisites). When enrolling in courses in the summer semester, the student is obliged to have completed the minimum course obligations from the prerequisites from the winter semester of the same year of study and to have passed all the courses from the previous years of study that constitute the prerequisites tree.

(2) A full-time student of the first or second year of study who, even after repeating the same year does not meet the requirements for enrolment in a subsequent year of study, shall lose the status of a full-time student. A full-time student of the third year of study who, even after repeating the year, does not complete his or her studies, loses the status of a full-time student. The student may continue his or her studies as a part-time student.

Article 22

(1) Students' achievement of the intended learning outcomes may be evaluated and assessed during the course, and the final grade is determined in the exam.

(2) The exam in the same course may be taken no more than four times after the first enrolment in the course and four times after the re-enrolment in the course.

(3) A student who has not fulfilled the preset obligations from the enrolled course must re-enrol it in the next academic year, if the course is performed, and if it is not performed, the student is obliged to enrol in a substitute course.

When re-enrolling the course, the student has to complete the same obligations as in the first enrolment of the course. If a student does not pass the exam even after the re-enrolment, he or she loses the right to continue his or her studies at this study programme.

(4) A part-time student who does not pass the exam in a course within two years is obliged to re-enrol in the course.

(5) When re-enrolling in the course, students are obliged to participate in classes under the same conditions as in the first enrolment in the course.

(6) The syllabus may determine that some forms of teaching are carried out without assessment, or that they are assessed descriptively.

(7) A teacher or associate who conducts classes in a course is entitled to evaluate and assess the achievement of the intended learning outcomes of students through each form of teaching.

(8) The course syllabus may prescribe that the grades for a student's achievement of the intended learning outcomes in particular forms of teaching shall be counted in the final course grade based on the exam and/or other forms of knowledge testing.

TEACHING STAFF

Article 23

(1) Teaching, scientific and professional activities at the Faculty are conducted by teachers, associates and scientists whose qualifications are established according to their appointment to scientific-teaching, teaching, associate, scientific and professional ranks in accordance with the Law and the Statute of the University.

(2) Teachers who conduct classes in a particular course are entered in the study syllabus according to the hierarchy of ranks, and within a particular rank according to the order of appointment to that rank. Associates are entered in the study syllabus for a particular academic year.

Course holders

Article 24

(1) A course holder is a teacher in the scientific-teaching rank of full professor, associate professor or assistant professor who is responsible for course development. As a rule, a course holder is also a course deliverer.

Exceptionally, in courses for which this is explicitly prescribed in the study curriculum and syllabus, the course holder may also be a teacher in the teaching rank of lecturer, senior lecturer or a college professor.

(2) A course may have up to three holders. Three course holders can be proposed if the course has six or more ECTS credits or belongs to compulsory courses in the study programme (compulsory courses in particular modules do not fall into this category).

A teacher ceases to be the course holder if in two consecutive academic years he or she has not cumulatively delivered at least three hours of lectures in that course. The aforementioned two years do not apply to:

- holders who execute the position of the dean or a vice-dean,
- holders who are in public office,
- holders who are external associates,
- holders who are on a sabbatical, study visit, sick leave longer than three months, or on maternity and/or paternity leave,
- other justified cases provided for by the Law, Collective Agreement or the general act of the Faculty.

(3) A course deliverer is a teacher in a scientific-teaching or teaching rank who delivers classes and other forms of teaching in a course (or part of teaching), and conducts the written and oral part of the exam.

(4) An associate is a teacher in the associate rank who assists the deliverer in conducting a part of the teaching process (seminars, exercises and e-learning) and knowledge testing in the written part of the exam and mid-term exam.

(5) An individual teacher may be a holder of up to four courses and a deliverer in up to six courses, including the ones in which he or she is a holder.

External associates

Article 25

(1) The Faculty Council may entrust the performance of part of a course or the entire course to a teacher who is not employed by the Faculty.

(2) The Faculty Council may entrust the performance of part of a course or the entire course to an expert under the condition of prior appointment to an adjunct scientific-teaching or teaching rank.

(3) The Faculty Council may entrust the performance of seminars and exercises to an associate who is not an employee of the Faculty under the conditions prescribed by the general act of the Faculty.

(4) Doctoral students may assist in teaching and scientific work in accordance with the general act of the University and the Faculty.

Consultations

Article 26

(1) Consultations are a form of interaction between teachers and students the main purpose of which is to further clarify the teaching content to students.

(2) Consultations are held by teachers and associates.

(3) The number of hours of consultations per week and the manner of their execution is determined by the general act of the Faculty.

Student teaching assistants

Article 27

(1) Student teaching assistants are students who assist teachers in conducting seminars and exercises, and assist students in accomplishing their course obligations.

(2) Student teaching assistants are selected from among very good and excellent students who show an inclination for pedagogical and scientific work.

(3) At the beginning of each semester, requests for student teaching assistants are submitted by course holders through their respective departments for approval by the Faculty Council.

EXAMS

Article 28

(1) In all courses of the undergraduate university study in Information and Business Systems student achievements shall be continuously monitored. The method of monitoring full-time and part-time students is determined and published by the course teacher prior to the beginning of classes in the course. Full-time and part-time students are obliged to report to the course teacher in the first two weeks of classes in order to get information about their obligations in the course. The knowledge of full-time students is evaluated during the course, and the final grade is determined in the exam. Continuous assessment is counted as one exam session.

(2) The examination documentation shall be kept in accordance with the general act of the Faculty. The teacher is obliged to announce the time at which the student can review the results of a written exam.

Exam periods

Article 29

(1) The exam calendar is published at the beginning of each academic year and constitutes an integral part of the syllabus of the study programme.

(2) In all the courses of the university undergraduate study programme in Information and Business Systems continuous assessment of students' knowledge is carried out during the semester, and the Faculty, by its general act, determines the number and schedule of exam periods.

(3) The Faculty Council may also determine extraordinary exam periods. For each academic year, the Faculty Council makes a decision on extraordinary exam periods.

(4) The vice-dean for education coordinates the scheduling of exams.

Conditions of exam administration

Article 30

(1) A student may take an exam in a course if he or she has fulfilled minimum course obligations and passed the prerequisites of that course from previous years of study. Non-fulfilment of minimum course obligations is recorded by course teachers in the Information System of Higher Education Institutions (Croatian acronym: ISVU).

(2) Exams may be theoretical and practical, and may be taken in only written format, only oral format, or oral and written format.

(3) The oral part of the exam may be conducted separately from the written one, provided that the entire exam is completed within 5 working days at most, with the exclusion of exceptional cases.

Exam registration

Article 31

(1) The student registers for the exam via Studomat (student access point) no later than 3 days before the scheduled exam period.

(2) If the student for any reason cannot take the exam registered for, he or she is obliged to deregister from the exam no later than one day before the exam, by 12:00 p.m.

(3) For a student who does not de-register from the exam in a timely manner and does not attend the exam, the exam is counted as one exam sitting. A student who has not attended the exam for justified reasons may submit a written request for the annulment of the exam sitting within 2 working days from the beginning of the exam period. In justified cases, the vice-dean for education may approve the annulment of exam registration.

Grading

Article 32

(1) The course syllabus shall prescribe the manner in which the student's activities during the course are evaluated and counted in the final course grade.

(2) The final grade of achievement in each course shall be determined on the basis of activities during the course in accordance with the established course syllabus and achievement in the exam. During the course the following elements can be evaluated:

- students' attendance in classes
- students' activities inside and outside the classroom for which points are awarded (participation in discussions, written preparation for class participation, project work, writing essays,

- professional and scientific literature search, practical exercises in real situations, field research, e-learning, software development, seminar paper, etc.),
- the results of mid-term exams.

(3) The teacher is obliged to inform the student about the grade in the oral exam immediately after the exam has been completed. As a rule, the teacher is obliged to inform the student about the result of the written part of the exam no later than five working days from the date of the exam.

Success in exams

Article 33

(1) The student's success in the course shall be expressed by means of the national grading scale (1 to 5) and, if needed, by the ECTS grading scale (A to F) in the ECTS system:

- an excellent grade (5) is equivalent to A in the ECTS scale and vice versa,
- a very good grade (4) is equivalent to B in the ECTS scale and vice versa,
- a good grade (3) is equivalent to C in the ECTS scale and vice versa,
- a satisfactory grade (2) corresponds to grade D in the ECTS scale, and grades D and E in the ECTS scale both correspond to the satisfactory grade (2),
- an unsatisfactory grade (1) corresponds to grade F in the ECTS scale, and grades F and FX in the ECTS scale both correspond to the unsatisfactory grade (1).

(2) The teacher is also obliged to assign an unsatisfactory grade (1) to the student's exam when the student:

- does not attend, or withdraws from, the written part of the exam, or from the oral exam that has already started,
- does not attend the oral part of the exam after the written part of the exam
- is removed from the exam due to misconduct, disturbing other students or using illicit aids during the exam.

Appeals about grades

Article 34

(1) A student who is not satisfied with the grade achieved in the exam, except when the exam is held before a committee, may, within 24 hours after the published deadline for the review of the written part of the exam or after failing the oral part of the exam, submit a justified appeal in writing to the dean of the Faculty to repeat the exam before the teacher committee.

2) If the dean finds the appeal to be justified, he or she is obliged, within 24 hours upon the receipt of the appeal, to appoint a teacher committee composed of the President and two members providing that one of the members of the committee must be from another study discipline, and the examiner whose assessment the student was not satisfied with cannot be the President of the committee.

(3) The dean determines the time of the exam, which must be held within three days after the submission of the student's appeal.

(4) The written exam or the written part of the exam shall not be repeated before the committee, but it will be subject to re-evaluation by the committee.

(5) The committee shall make its decision by a majority vote.

Examination before the committee

Article 35

(1) The exam in the same course may be taken no more than four times after the first enrolment in the course and four times after the re-enrolment in the course. When taken for the fourth time, the exam will be conducted before the examination committee. The student who has not passed the exam

before a committee after his or her first enrolment in the course is obliged to re-enrol in the course in the next academic year. If the student does not pass the exam before the committee even after his or her re-enrolment in the course, he or she loses the right to study in this study programme.

(2) The committee consists of the course holder, who is also the President of the committee, and two members, at least one of whom must be appointed to a scientific-teaching rank. If a course has three holders, only two of them can be members of the committee. When appointing the members of the committee, a substitute member shall also be designated.

(3) The decision on the structure of the examination committee shall be made by the vice-dean for education.

COMPLETION OF STUDY

Terms and conditions for completion of study

Article 36

(1) The undergraduate university study programme in Information and Business Systems shall be completed by passing the enrolled courses, submission of the Bachelor Thesis and its defence before the Bachelor Thesis committee, in accordance with the Regulations on the Bachelor Thesis at the undergraduate study programme.

(2) To complete the study, the student must collect a minimum of 180 ECTS, whereby he or she must pass all compulsory subjects (in the first two years and the selected module) and elective courses according to the structure described in Article 2, paragraphs 8 and 9.

(3) If in course of the study the student fulfils the requirements stated in the above paragraph, he or she does not need to pass all enrolled elective courses.

Study completion documents

Article 37

(1) Upon completion of the undergraduate university study programme in Information and Business Systems, the Faculty issues a diploma confirming the completion of the study and acquisition of the academic title.

(2) Diplomas and certificates issued by the Faculty are public documents.

(3) The content of diplomas and diploma supplements is prescribed by the Minister.

(4) In addition to the diploma, the student shall be issued a diploma supplement confirming which exams he or she has passed and with which grade as well as containing data on the teaching load and the content of the study. Upon the student's personal request, a diploma supplement is issued even before study completion.

(5) The form of diplomas and diploma supplements as well as the content and form of certificates and certificates for the transfer of ECTS credits shall be prescribed by the University.

Overall score of academic success

Article 38

(1) The overall score of academic success shall depend on the grades achieved in all subjects, including the grade obtained for the Bachelor Thesis and/or final exam, and corresponding ECTS credits.

(2) Subjects assessed only with a descriptive grade "Satisfied" shall not be considered when calculating the overall score of academic success.

(3) The overall score of academic success shall be determined by adding up the individual exam grades of all subjects referred to in paragraph 1 of this Article multiplied by their corresponding number

of ECTS credits and dividing the result by the sum of the ECTS credits of all subjects referred to in paragraph 1 of this Article.

(4) The overall score of success shall be expressed in documents by rounding it to two decimal places.

Student awards

Article 39

(1) Students can be granted the following awards for their work and contribution to the affirmation of the University and the Faculty:

- the Rector's Award,
- the Dean's Award, and
- other awards.

Students with the highest overall grades at the end of the undergraduate study are designated an honour from the Latin classification of honours indicated on a diploma or its supplement:

Bachelor/master with highest praise (SUMMA CUM LAUDE Baccalaureus/Magister);

Bachelor/master with great praise (MAGNA CUM LAUDE Baccalaureus/Magister);

Bachelor/master with high praise (CUM LAUDE Baccalaureus/Magister).

(3) The conditions for receiving honours, i.e. the number of students to be awarded honours, are determined by a special Act of the Faculty, taking into account students' grades, duration of study and other.

TRANSITIONAL AND CONCLUDING PROVISIONS

Entry into force

Article 40

These Regulations shall enter into force on the eighth day following their publication on the notice board and the official website of the Faculty.

TRANSITIONAL AND CONCLUDING PROVISIONS – 1st AMENDMENT AND ADDITION TO THE REGULATIONS

Entry into force

Article 41

These Regulations shall enter into force and apply as of enrolment in the academic year 2022/2023.

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Varaždin, 26 May 2022

D E A N :

Professor Nina Begičević Ređep, Ph.D.

S E C R E T A R Y :

Tatjana Zrinski, univ. spec. iur.