

UNIVERSITY OF ZAGREB
FACULTY OF ORGANIZATION AND INFORMATICS
V A R A Ź D I N

STATUTE

OF THE FACULTY OF ORGANIZATION AND INFORMATICS

**(Revised text – aligned with the Decision about the amendments and updates
from the September 16th 2008.)
Varaždin, October 2008**

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Pursuant to the article 114 paragraph 3 of the Act of scientific activity and higher education (NN, no. 123/2003, 198/2003, 105/2004, 174/2004), article 38 paragraph 3 of the Statute of the University of Zagreb and the article 32 of the Statute of Faculty of Organization and Informatics, 4 th Faculty Council, on the sessions of June 7th and September 16th 2008, has issued:

STATUTE

OF THE FACULTY OF ORGANIZATION AND INFORMATICS

**(Revised text – aligned with the Decision about the amendments and updates from the September 16th 2008.)
Varaždin, October 2008**

I GENERAL AND STATUTARY PROVISIONS

The subject of standardization

Article 1

In accordance with the Act of the scientific activity and higher education (hereinafter: the Act), the Statute of the University of Zagreb (hereinafter: University) and other regulations, this Statute defines the organization, activity and operations of the Faculty of Organization and Informatics (hereinafter: the Faculty), authority and manner of decision making of the faculty bodies, organization and implementation of the studies, status of the teachers, associates, scientific and other employees, status of the students and other issues important for the Faculty.

The status of the Faculty

Article 2

The Faculty is a higher education institution which performs its function as the scientific-teaching component of the University of Zagreb, organizes and conducts the university studies and develops the scientific and the expert work in one or more scientific or expert fields. The Faculty can establish and conduct the associate degree studies in accordance with the Law and the Statute of the University.

Founding of the Faculty

Article 3

- (1) The Faculty was founded by the Decision about founding of the Faculty of Organization and Informatics of December 9th 1974.
- (2) The Faculty Day is December 18th.
- (3) The rights and the obligations of the founder of the Faculty were transferred to the University of Zagreb.

II NAME, HEADQUARTERS, ACTIVITY AND SEAL OF THE FACULTY

Name of the Faculty

Article 4

The faculty performs its activity, operations and participates in the legal issues under the name:

University of Zagreb, Faculty of Organization and Informatics

The Faculty Headquarters

Article 5

The Headquarters of the Faculty is in Varaždin, Pavlinska Street no 2.

Change of the name and the headquarters of the Faculty

Article 6

The decision of the change of name and headquarters of the Faculty is issued by the Senate of the University on proposal of the Rector's Board in broader sense, with the submitted proposal of the Faculty Council.

Activity

Article 7

The activity of the Faculty is:

1. Higher education in the scientific field of social sciences and the scientific field of information and organization sciences, which includes:
 - 1.1. Organization and implementation of the university undergraduate, graduate, post-graduate, Ph.D. and specialistic studies in the field of social sciences and the field of information and organization sciences.
 - 1.2. Organization and implementation of the associate degree studies
2. organization and implementation of the scientific researches in the field of social sciences and the information sciences, which includes the implementation of the results of the scientific achievements in solving of the real taska, i.e. providing the research, developmental and consulting services, making of the expert surveys, expertises etc.
3. Organizing and conducting of the scientific and expert conferences, symposiums, consultations, seminars, congresses, workshops and other events;
4. Organizing of the continuous professional education and development and lifelong learning
5. Publishing activity and the computer processing of the texts
6. Performing of the expert translations,
7. Expert projects and international cooperation and
8. Other activities in accordance with the Law and the Statute of the University.

The Faculty acts independently and performs work within the frame of its activity in the manner defined by the Law, the Statute of the University, this Statute and other general acts of the Faculty.

Change of the activity

Article 8

The Faculty can change its activity.

The change of activity requires the approval of the Senate of the University on proposal of the Faculty Council and the Rector's Board in broader sense. .

The seal of the Faculty

Article 9

(1) The Faculty has its seal and its stamp.

(2) The seal of the Faculty is round and contains the coat of arms of Republic of Croatia in the middle; on the upper side of the edge there is inscription «Republic of Croatia», and on the lower side of the edge «University of Zagreb, Faculty of Organization and Informatics Varaždin».

(3) The round seal is used in the public activities according to the provisions of the Law and other regulations.

(4) The ordering, use and change of the seal with the coat of arms of Republic of Croatia is performed in the way prescribed by the Law.

The stamp of the Faculty

Article 10

(1) For other uses, the Faculty has a stamp of rectangular shape, sized 60 x 10 Meren, and of round shape, with 30 Meren diameter, without the coat of arms of Republic of Croatia, which contain the shortened name of the Faculty and its headquarters.

(2) The faculty has a raised seal which looks in accordance to the article 9, paragraph 2, whose imprint is placed on the certificate of the Faculty.

Use of the seals and the stamps

Article 11

(1) The stamps of the Faculty are marked by serial numbers.

(2) The Dean of the Faculty defines the number of stamps in use, the manner of their use, and the persons responsible for their keeping.

III THE STATUS, LEGAL POSITION, REPRESENTATION AND PRESENTATION OF THE FACULTY

Legal position of the Faculty

Article 12

The Faculty is a legal entity inscribed into the court registry of institutions at the Commercial Court in Varaždin and into the Registry of the higher education institutions and the Registry of scientific institutions which is kept in the Ministry of Science, Education and Sport of the Republic of Croatia (hereinafter: the Ministry)

Founding of the trade associations

Article 13

(1) The Faculty cannot, without the approval of the Senate of the University, found a trade association, i.e. purchase the shares or interests in the already founded trade associations.

(2) The Faculty cannot, without the approval of the Senate of the University, found other legal entities.

The property of the Faculty

Article 14

The property of the Faculty consists of the real estates and the movables in its ownership, including the property rights and the financial funds gained by the founder, through the service provision and through the sale of the products, or gained from other sources (gifts, inheritances etc.)

Responsibility

Article 15

(1) For the obligations taken in the legal transactions the Faculty is responsible with all its property.

(2) The founder of the Faculty is responsible for the Faculty obligations in solidary and unlimited manner.

The legal transactions

Article 16

The Faculty cannot, without the approval of the Senate, acquire, dispose and burden the real estates, and make other legal transactions whose value exceeds the amount of 3,000.000.00 kunas.

Giro account

Article 17

The Faculty has its own giro account for the monetary transactions.

Representation of the Faculty

Article 18

The Faculty is represented and presented by the Dean in accordance with the authority defined by the Statute of the University and by this Statute.

IV INTERNAL ORGANIZATION OF THE FACULTY

Organization of the Faculty

Article 19

For the conduction of the registered activity on the Faculty, three organizational units are formed, and these are:

1. Scientific-teaching organizational unit
2. The library with the information – documentation center
3. The Office of the common services.

1 Scientific – teaching organizational unit

Scientific – teaching organizational unit

Article 20

The Scientific – teaching organizational unit performs its activity through the lower organization units, and these are:

1. Departments
 - 1.1. Department for economics
 - 1.2. Department for organization
 - 1.3. Department for the quantitative methods
 - 1.4. Department for theoretical and applied basics of the information science
 - 1.5. Department for the computers and the technology
 - 1.6. Department for the development of the information systems
 - 1.7. Department for foreign languages and physical education
2. Technical support unit for the classes
3. Unit for international cooperation and projects

Departments

Article 21

The department is founded for the related study disciplines, and consists of the teachers and the associates of the Faculty included into the teaching process in these disciplines. The head of the department is the principal.

Department organization

Article 22

The distribution of the study disciplines in the departments, the method of work and the management of the department is regulated by the Regulations of organization and operation of the departments of the Faculty.

Technical support unit for the classes

Article 23

Technical support unit for the classes represent the organizational unit within the frame of the scientific – teaching organizational unit whose basic task is the providing of the technical support to the teachers, the associates and the students of the Faculty in realization of the teaching process and the scientific research.

Tasks and jobs of the Technical support unit for the classes

Article 24

In realization of the tasks from the previous article, the Technical support unit performs the tasks and the jobs defined in the Regulations about the internal organization and the organization of the jobs on the Faculty.

Scientific research unit

Article 25

(1) The scientific research unit represents the organizational unit which acts within the frame of the scientific-teaching organizational unit whose basic task is the scientific research, international cooperation and work on the projects.

(2) Tasks and jobs of the Scientific research unit are listed in the Regulations about the internal organization and the organization of the jobs on the Faculty.

2. Organizational unit: library with the information – documentation center

Library with the information – documentation center

Article 26

(1) The jobs and the tasks of the organizational unit of library with information – documentation center are listed in the Regulations about the internal organization and the organization of the jobs on Faculty.

(2) The activities of the library of the Faculty are defined in the Regulations about the library activities

3. Organizational unit: Office of common services

Office of common services

Article 27

The Office of common services is the organizational unit of the Faculty in which the legal, administrative and accountance jobs are performed.

The organization of the Office of common services

Article 28

The jobs from the previous article the Office of common services performs through the lower organizational units – departments, and these are:

1. Department for the student affairs
2. Department for accountance
3. Department for general and technical tasks.

Jobs and tasks of the Office of common services

Article 29

The jobs and the tasks of the Office of common services are mentioned in the Regulations about the internal organization and organization of the jobs on the Faculty.

V THE PUBLICITY OF WORK AND THE PROFESSIONAL SECRET

The publicity of the Faculty's work

Article 30

- (1) The work of the Faculty is public.
- (2) The Faculty is obliged on timely and true information of the public about its activities.
- (3) The Faculty informs the public through the public media, through the individual oral informations, and through advertizing on the advertizing boards and the web sites of the Faculty.

Insight into the Faculty activity

Article 31

The Faculty is obliged to allow a person who can prove his/her legal interest to have an insight into its activities.

Informing the public about the Faculty activity

Article 32

- (1) The Dean and his appointed employee of the Faculty, i.e. legal representative of the Faculty, can inform the public about the Faculty activity through the press, radio and television.
- (2) The project leaders and the heads of the post-graduate studies of the Faculty can give information and inform the public within the limits related to the activities of these projects and studies.
- (3) The students' representative or a person appointed by him/her can give informations related to the student issues.

Professional secret

Article 33

- (1) The Faculty shall not give informations about the data which are considered to be a professional secret in accordance to the provisions of the Act of protection of the secrecy of data, which can damage the functionality of the Faculty.

(2) The decision about the implementation of the paragraph 1 is under the Dean's authority.

(3) When a student approaches the work on a project which has certain degree of secrecy, the student has to be informed about this and to sign the statement that he/she is introduced to the above mentioned fact.

Article 34

(1) The professional secrets are the documents and the data whose uncovering to the unauthorized persons would be against the Faculty activity and would damage its business reputation and interest, i.e. the interest and reputation of the employees and the students.

(2) The following data are deemed to be the professional secret:

1. The data which the Dean defines as the professional secret,
2. The data related to the jobs which the Faculty does for the public institutions, if they are protected with the appropriate degree of secrecy,
3. The data which contain the tender application, until the results of the tender are not published,
4. The data related to the defence issues, and
5. Other data which are defined as confidential by the law or some other regulations.

VI THE BODIES OF THE FACULTY

The bodies of the Faculty

Article 35

The bodies of the Faculty:

- The Dean
- The Faculty Council
- The Executive board
- Other bodies defined by the Regulations about the internal organization and the organization of jobs.

1 The Dean

The Dean and the Dean's jurisdiction

Article 36

(1) The Dean manages the Faculty, represents and presents the Faculty; the Dean is the head and the leader of the Faculty.

(2) The symbol of the Dean's honor is the Dean's chain.

(3) The Dean is the chair of the Faculty Council.

(4) The Dean of the Faculty has all authorities in the legal transactions within the activities of the Faculty entered into the Court registry.

(5) The Dean has the right to make business decisions in the name of the Faculty in the value up to 1,000.000,00 kunas.

(6) For the legal transactions in the value up to 3,000.000.00 kunas the Dean requires the approval of the Faculty Council, and for the values above this amount, the Dean required the approval of the Senate.

(7) Besides the above mentioned tasks, the Dean has the following tasks:

1. The Dean organizes and leads the work and the business of the Faculty;
2. The Dean represents and presents the Faculty, chairs the Faculty Council, and proposes the schedule of the Faculty Council sessions,
3. The Dean is the member of the related Council of Area,
4. The Dean proposes to the Faculty Council the measures for the improvement of the Faculty operations;
5. The Dean provides the written accreditation to other persons for representation of the Faculty in legal transactions,
6. The Dean appoints the persons authorized for the signing of the financial and other documentation,
7. The Dean issues the act about the organization of the jobs on the proposal of the Faculty Council, with the approval of the Senate of the University,
8. The Dean issues the general acts of the Faculty in accordance with the Law, with the Statute of the University and this Statute,
9. The Dean implements the decision of the bodies of the University and the Faculty Council,
10. The Dean decides about the investment maintenance,
11. The Dean makes labour contracts,
12. The Dean proposes the election of the Vice-dean to the Faculty Council,
13. The Dean approves the temporal and part-time employment,
14. The Dean establishes the committees for realization of certain working tasks, whose organization is not within the authority of the Faculty Council,
15. The Dean issues second degree resolutions in the administrative operations,
16. The Dean initiates and implements the disciplinary procedure for the Faculty employees,
17. The Dean performs other tasks defined by the Law, by the Statute of the University and by this Statute.

The choice of the Dean

Article 37

The Dean can be the teacher of the Faculty in scientific – teaching rank of professor or associate professor.

The Dean's mandate

Article 38

- (1) The Dean is chosen by the Faculty Council for the two years mandate.
- (2) The mandate of the Dean can be repeated once in a row.

Candidates for the Dean

Article 39

(1) The candidates for the Dean submit their professional CV and their program of work for their Dean's mandate to the Faculty Council, the Rector and the Senate of the University.

The candidates present their program of work personally in front of the Faculty Council.

(2) The proposals which have the approval of the Faculty Council are directed to the Senate which has to, on Rector's proposal, decide upon the approval of the correctly submitted application in a period of one month.

Confirmation of the Dean's election

Article 40

(1) The election of the Dean is confirmed by the Senate of the University, with the Rector's opinion within the period of 30 days.

(2) If the Senate of the University does not withhold the approval in the period of two months after the regularly submitted request, it is considered to have given its approval. The decision of the Senate which withholds the approval for the election of the Dean has to be elaborated.

(3) If the Senate of the University does not confirm the election of the Dean, the procedure of election is repeated.

Initiation of the procedure of Dean's election

Article 41

(1) The procedure of the Dean's election is initiated on the notification of the Faculty Council, at the latest six months before the end of the mandate of the current Dean. The procedure is initiated by enlisting the item of establishing the candidates for the Dean of the Faculty into the schedule of the Faculty Council session.

(2) The procedure of the election of the Dean has to be completed at the latest four months before the beginning of the new Dean's mandate.

(3) If the new Dean is not elected until the end of the previous mandate, the Faculty Council shall, within a period of 30 days, propose to the Senate a person who fulfills the prescribed conditions for the acting Dean until the new Dean is elected. The Senate shall name the acting Dean within 30 days after the approval of the Rector.

(4) If the Faculty Council does not submit the proposal within the proscribed period, the acting Dean will be named by the Senate on the Rector's proposal.

Taking over of the Dean's duty

Article 42

The newly elected or named acting Dean of the Faculty takes over his/her duties on the first day of the new academic year.

The Dean's responsibility

Article 43

For his/her work, the Dean answers to the Faculty Council and the Rector of the University, to whom he is obliged to submit at least once per year the report about the operations and activities of the Faculty, and the report of his/her work, including the report about the proposal of the Faculty budget and its realization.

Naming of the candidates for the position of the Dean

Article 44

(1) The right of naming of the candidate for the position of Dean has every member of the Faculty Council.

(2) The list of the candidates is entered by the candidate who was supported by at least five members of the Faculty Council present on the session, and who signs the statement that he/she agrees to enter the list of the candidates.

The program of the Dean's work

Article 45

(1) The candidates for the position of the Dean of the Faculty are obliged to write and submit their program of work within 15 days after entering the list of the candidates

(2) The proposals which acquire the approval of the Faculty Council are submitted to the Senate, which has to, on Rector's proposal, decide about the approval of the regularly submitted application within one month.

The procedure of Dean's election

Article 46

The election of the Dean of the Faculty on the session of the Faculty Council is conducted according to the following procedure:

- □ introduction of the members of the Faculty Council with the opinion of the Rector and the Senate of the University about the candidate's programs of work;
- □ discussion about the proposed candidate's programs of work;
- □ naming of the committee for implementation of the procedure of secret voting;
- □ publication of the results of secret voting, and making of the decision about the election of the Dean of the Faculty.

The election of the Dean

Article 47

For the position of the Dean of the Faculty, the candidate is elected who acquired the votes of more than the half of the total number of the Faculty Council members.

The second round of voting

Article 48

(1) If, after the voting, it is established that none of the candidates has won the required majority of the votes, on the same session of the Faculty Council, after the pause, the second round of voting is conducted; in the second round, the voters vote only for two candidates who have won most of the votes in the first round.

(2) If, after the first round of voting, there are more than two candidates for the second round, an inter-voting is conducted among the candidates with the equal number of votes.

Repeating the procedure of the election of the Dean

Article 49

If in the second round of voting none of the candidates has won the required majority of the votes, the Dean announces the new session of the Faculty Council, on which the procedure of naming and establishing of the candidates for the position of the Dean is repeated.

Relieving of the Dean's duty

Article 50

The Dean of the Faculty can be relieved of the duty before the end of the mandate if:

1. he/she asks to be relieved,
2. he/she does not fulfill the Dean's duties,
3. he/she severely and continuously breaks the provisions of the Statute, the general acts of the University or other regulations,
4. he/she abuses the position of the Dean,
5. he/she behaves in such way that the dignity of the Dean's duty is suffering,
6. he/she loses the ability to perform the duty.

The decision about the initiation of the procedure of Dean's relieving of the duty

Article 51

The procedure for Dean's relieving of the duty begins with the decision about the initiation of the procedure made by the Faculty Council with more than half of the votes of total number of members.

Decision about the Dean's relieving of the duty

Article 52

The procedure for the relieving of the duty is conducted by the Faculty Council, which also decides about the relieving with more than half of the votes of total number of members within 2 months from the initiation of the procedure.

Dean's suspension

Article 53

If the Rector suspends the Dean because of breaking of the law, other regulations, Statute of the University or the university decisions based upon them, the decision about the suspension is confirmed by the Senate by the two-third majority of the total number of members within 30 days from the Rector's suspension. If the Senate confirms the suspension, it is deemed that the Dean's suspended from his/her duties on the day of decision about the suspension confirmation.

Acting Dean

Article 54

(1) In the case of the decision of the Faculty Council about the Dean's relieving of the duty, the Senate of the University shall name the acting Dean of the Faculty until the election of a new Dean.

(2) The procedure of the election of the new Dean of the Faculty shall be conducted in accordance with the provisions of the Statute of the University and this Statute. In this procedure, the relieved Dean cannot be the candidate.

Vice-deans

Article 55

(1) In his work, the Dean is helped by the Vice-deans and the Secretary.

(2) The Faculty can have three Vice-deans:

Vice-dean for education and quality management,

Vice-dean for the scientific research, and

Vice-dean for the financial and material operations.

Vice-deans are Dean's replacement in his/her absence and work on his/her instructions.

(3) On the Dean's proposition, the Faculty Council names the Dean's deputy, who performs the Dean's duties during his/her temporary absence. The Faculty Council names the Dean's deputy during the election of the Vice-dean.

(4) The proposal for initiating the procedure of establishing the temporary absence of the Dean is submitted by at least one third of the Faculty Council members, by the Dean himself/herself, or by the Rector.

(5) The Faculty Council decides about the temporary absence of the Dean by the secret voting and over the half of majority of the total number of members.

(6) Vice-dean performs the duty of the Dean for at most six months since the day of the establishment of the absence. After the period of six months, the Faculty Council initiates the procedure of the election of a new Dean.

(7) Authorized Vice-dean has all the authority and performs all the duties of the Dean established by the Law and this Statute, and the public documents and other acts are signed with the mark «u.z.».

The election of the Vice-dean

Article 56

The Vice-deans of the Faculty is elected by the Faculty Council on the proposal of the Dean from the ranks of the teachers of the Faculty in the scientific-teaching rank of the assistant professor or higher rank; he/she assumes the duty for two years, and after that period, the same persons can be re-elected for this duty.

Relieving the Vice-dean of the duty

Article 57

(1) The Vice-deans of the Faculty can be relieved of the duty before the end of their mandate in following cases:

1. on his/her own demand;

2. on demand of the Dean of the Faculty,
 3. if he/she does not fulfill the duties of the Vice-dean
 4. he/she severely and continuously breaks the provisions of the Statute, the general acts of the University or other regulations,
 5. he/she abuses the position of the Vice-dean,
 6. he/she behaves in such way that the dignity of the Vice-dean's duty is suffering,
 7. he/she loses the ability to perform the duty.
 8. in other cases defined by the Law
- (2) The decision of the relieving of the Vice-dean's duty is made by the Faculty Council by the majority of votes of the total number of Faculty Council members.

2. Faculty Council

Faculty Council

Article 58

The Faculty Council is the expert council of the Faculty.

The composition of the Faculty Council

Article 59

The Faculty Council consists of:

1. All the regular professors, associate professors and assistant professors of the Faculty,
2. The representatives of the teachers of the Faculty elected into the teaching ranks,
3. The representatives of the Faculty associates elected into the associated ranks, and
4. Representatives of the students.

Election of the members of the Faculty Council

Article 60

(1) The representatives of the teachers elected into the teaching ranks and the associates elected into the associate ranks are elected into the Faculty Council on the special meetings convoked by the Dean of the Faculty, in such way that there is one representative on every five persons with the related rank.

(2) If there are less than five persons in some of the ranks from the previous paragraph, one representative is elected into the Faculty Council for this rank.

(3) The mandate of the representatives of the teachers of the Faculty elected into the teaching ranks and the associates elected into the associate ranks lasts two years in the Faculty Council.

Election of the students into the Faculty Council

Article 61

The students of the Faculty elect the students' representatives into the Faculty Council directly, in a manner defined by the Act of the students' assembly.

The number of the students in the Faculty Council

Article 62

- (1) The students' elect five representatives and deputy representatives for the Faculty Council, in such way that every year of the study elects one representative and one deputy.
- (2) The students' representatives in Faculty Council make at least 10% of the total number of the Council members.
- (3) Every year of the post-graduate study can elect one representative and one deputy into the Faculty Council.

The mandate of the students in the Faculty Council

Article 63

The mandate of the student representatives and their deputies in the Faculty Council lasts two academic years.

Participation of the students in the work of the Faculty Council

Article 64

- (1) The students' representatives participate with equal rights with other members of the Faculty Council in the work of the Faculty Council, except in the procedures of gaining the titles of M.S and Ph. D., the election of the candidates for the honorary title professor emeritus and the election into the scientific – teaching ranks.
- (2) When there is a decision to be made about the issues of special interest for the students, the student representatives have the right of suspensional veto. The issues of the special interest for the students are those related to the rights and obligations of the students, the change of the system of studying, the ensurance of the quality of study, defining of the educational program, establishing of the operational plans of teaching and the student standard. The suspensional veto can be placed by the majority of all students' representatives in the Faculty Council. After the suspensional veto, the Faculty Council debates again about the issue in question after at least 8 days. In the re-voting, the decision is reached by the majority of all the members of the Faculty Council, and the suspensional veto cannot be applied to this decision.

The management of the Faculty Council

Article 65

The Faculty Council is managed and presided by the Dean.

Authority of the Faculty Council

Article 66

The Faculty Council:

1. Elects and relieves of the duty the Dean of the Faculty,
2. establishes the Statute of the Faculty by the majority of votes of the total number of members,

3. conducts the election for the members of the Council of Area and the Senate;
4. accepts the annual report of the Dean;
5. defines the budget and the final account of the Faculty;
6. elects and relieves of duty the Vice-deans on proposal of the Dean of the Faculty;
7. suggest the Act about the organization of the jobs on the Faculty to the Dean;
8. suggest the educational, scientific and professional programs to the Senate of the University of Zagreb;
9. initiates the procedure of defining and monitors the implementation of the educational programs, studies, scientific projects, and gives opinion about the proposal of the university educational plan and programs as a whole or partially, in the field of its activity;
10. names the mentors of the students of the post-graduate study;
11. on the proposal of the candidates, names the mentors for the writing of the dissertation;
12. names the committees in the procedure of gaining the M.S. and Ph. D. degrees;
13. initiates and conducts the procedures of the election into the scientific-teaching, teaching, associate and scientific ranks;
14. gives approval for the work of the teachers outside of the Faculty and the University, and submits the proposal to the Senate of the University for final adoption;
15. monitors and makes decisions related to the ensuring the quality of the studies and the scientific work
16. establishes new research capacities on the level of the related scientific discipline, and develops the existing ones;
17. ensures the conditions for the freedom of the initiatives of the individuals and the groups of researchers, teachers and students in the scientific, teaching and professional activities;
18. gives the approval to the Dean for performing the legal transactions in the name of the Faculty for the amounts between 1,000.000,00 and 3,000.000,00 kunas.
19. gives the opinion about the supply, setup and use of large equipment on the University from the field of its activity, and
20. performs other tasks in accordance with the Law, the Statute of the University and this Statute.

The work of the Faculty Council

Article 67

- (1) The Faculty Council performs the tasks from its jurisdiction on the sessions.
- (2) The Faculty Council can make decisions if more than the half of the total number of the Council member is present on the session. The Faculty Council makes decisions, conclusions and takes a stand by public voting and by the majority of the present members, unless the Law, the Statute of the University or this Statute do not state differently,
- (3) In the case of equal number of votes, the voting is repeated. If, after the repeated voting, the number of votes is still equal, the vote of the Dean is decisive in Faculty Council decision making.
- (4) The work of the Faculty Council is defined in more details in the Regulation book about the work of the Faculty Council.

Committees

Article 68

- (1) The Faculty Council can name the committees and the boards because of the solving of certain issues under its authority.
- (2) The number of the committee and board members and the scope of their work is defined by the naming decision.

3 Executive Board

Executive Board

Article 69

- (1) The Executive Board is the Dean's committee for coordinating the executive activities on the Faculty, for the preparation of the material for decision making etc.
- (2) The Executive Board in the narrow sense consists of Dean, Vice-deans and the Secretary of the Faculty.
- (3) The Executive Board in the broader sense consists of the heads of the departments, the managers of the services, the facilitators of the post-graduate study, the students (when there are issues of special interest for the students), and, if required, other employees of the Faculty.
- (4) If required, in the work of the Executive Board, other Faculty employees are included.

4 Vice-deans

Vice-deans

Article 70

- (1) The Vice-deans help the Dean in his/her work.
- (2) The Vice-deans represent the Faculty within the scope of the jobs and the tasks for which they are authorized by the Statute.

Vice-dean for the education

Article 71

- (1) Vice-dean for the education is authorized for the tasks related to the realization and development of the program of educational activity in undergraduate and graduate programs, and the programs of continuous education, the tasks related to the professional development, publishing activity and international cooperation in the field of educational activity under his/her jurisdiction. The Vice-dean for the education contacts the students, the organizations and institutions outside of the Faculty in relation with the issues of educational activity of the undergraduate and graduate study, of the quality management and the continuous education, and performs other tasks related to the decision of the Dean or the Faculty Council.
- (2) The Vice-dean for the education is authorized to:
 - issue the orders to the heads of the departments related to the realization of the tasks under his/her jurisdiction;

- control the realization of the programs of undergraduate and graduate study and the continuous education;

(3) The Vice-dean for the education is responsible for the successful and timely realization of the educational programs of undergraduate and graduate study and the continuous education, and for his/her work he/she is responsible to the Dean of the Faculty and the Faculty Council.

Vice-dean for the scientific research

Article 72

(1) Vice-dean for the scientific research is authorized for the tasks related to the establishing and implementing the programs of the scientific research activity of the Faculty, the programs of post-graduate education and the procedures related to gaining of the Ph.D., and the realization of the services of the Faculty from the field of scientific research; he/she implements the required measures for the realization of the contractual obligations and manages the control of the costs per activity within his/her scope of work; coordinates the tasks related to the scientific and professional development, and performs other tasks in accordance with the decision of the Dean or the Faculty Council.

(2) The Vice-dean for the science is authorized to:

- sign the contracts for the scientific research and expert tasks in the name of the Faculty;
- sign the orders for payments within his/her scope of work;
- sign the approvals for the spendings in the activities within his/her scope of work and control the costs;
- issue orders for performing the scientific research.

The Vice – dean for the scientific research is responsible:

- for realization of the defined programs and contractual obligations within his/her scope of work;
- for correct and professional conduct of the tasks within his/her scope of work.

For his/her work, the Vice-dean is responsible to the Dean of the Faculty and the Faculty Council.

Vice-dean for financial and material operation

Article 73

(1) The Vice-dean for financial and material operation is authorized for the tasks related to the creation of the business and developmental policy, the budget of the Faculty, the financial plan, i.e. annual implemental plan and program of the Faculty, and takes all the necessary measures for the preparation of these documents, as well as the measures required for their realization, and the ensuring the sources of funding; he/she takes the necessary measures for coordination of the functioning of particular organizational units within his/her scope of work. The Vice-dean for finances participates in the work of the bodies which solve the issues from his/her authority, and performs other tasks related to the decision of the Dean or the Faculty Council.

The Vice-dean for the finances is authorized to:

- sign the orders for individual payments and the orders for supply of the office, expendable and other material for the departments and other organizational units;
- sign the financial documents;
- control the distribution of the available financial funds of the Faculty;

The Vice – dean for the finances is:

- co-responsible for the material and financial operations of the Faculty, together with the Dean and the head of the accountance service;
- responsible for the legality of the work of the Faculty within the scope of his/her work, and is responsible to the Dean.

5 Secretary of the Faculty

Head of the Office of common services/Secretary of the Faculty

Article 74

- (1) The Secretary of the Faculty is an employee with special rights, authorizations and responsibilities, who organizes and coordinates the work of the Office of common services of the Faculty, makes first-degree decisions in administrative matters, and performs other tasks defined by the acts of the Faculty and on the order of the Dean of the Faculty.
- (2) The Secretary is for his/her work responsible to the Dean of the Faculty.
- (3) His/her rights and obligations, and the conditions he/she has to fulfill, are established by the Regulations about internal organization and the organization of the jobs on the Faculty.
- (4) The Secretary of the Faculty is named by the Dean of the Faculty pursuant to the public tender on the period of four years.

VI PROCEDURE OF ELECTION INTO THE SENATE OF THE UNIVERSITY OF ZAGREB AND THE COUNCIL OF AREA

1 Procedure of election into the Senate of the University of Zagreb

The number of Senate members from the Faculty

Article 75

- (1) The Faculty of Organization and Informatics elects one member and one deputy for the Senate of the University of Zagreb, among the employees in the scientific – teaching rank.
- (2) The employees in the scientific-teaching ranks are the electoral pool for the election of one member and his/her deputy to the Senate.

Proposition of the candidate for the Senate member

Article 76

- (1) The members of the Faculty Council in the scientific-teaching ranks can propose a candidate in the scientific-teaching rank for the member of the Senate in such way that, on the list of the members of the Faculty Council in scientific-teaching ranks, mark one of the candidates for the member and one for the deputy of the member for the Senate. The candidate is the employee in the scientific – teaching rank supported by at least ten members of the Faculty Council in scientific – teaching rank, and the deputy of the member is the candidate who won the second place in the voting.
- (2) The procedure of candidate election is monitored by the Committee named by the Dean on the session of the Faculty Council on which the voting is conducted.

Forming of the electoral list

Article 77

On the base of the proposed candidates, an electoral list is formed which is submitted to the University electoral committee.

Voting for the election of the member of the Senate and his/her deputy

Article 78

- (1) The voting for the election of the member of the Senate is conducted on the session of the Faculty Council.
- (2) During the voting, the voters mark the name of one candidate for the Senate.
- (3) On the electoral lists, besides the name of the candidate, the voters have to mark the name of his/her deputy.

Right of vote for the election of the member of the Senate and his/her deputy

Article 79

- (1) The right of vote for the election of the employee in the scientific – teaching rank into the Senate, as well as the right of vote for his/her deputy, have the members of the Faculty Council in the scientific – teaching rank.
- (2) The voting is conducted through the voting forms.
The voting form is filled in such way that the voter has to encircle the serial number in front of the name of the candidate.
The valid voting form is a form from which the Electoral Board can see in certain and unambiguous way for which candidate the voter has voted.

Election of the member of the Senate and his/her deputy

Article 80

- (1) The candidate who wins the over half of the votes of all members of the Faculty Council in scientific-teaching rank is elected for the member of the Senate.
- (2) If none of the candidates wins over the half of the votes of all members of the Faculty Council in scientific – teaching rank, the second round of the elections shall be conducted.
- (3) The second round enters the candidate with the highest number of votes, i.e. candidates with the equal number of votes.

Repeating of the election procedure

Article 81

If in the second round of voting the candidate does not win over the half of votes of all members of the Faculty Council in scientific – teaching rank, the voting shall be terminated and appointed in 24 hours because of the urgency.

Responsibility of the member of the Senate and his/her deputy

Article 82

If the elected member of the Senate is not the Dean, the elected candidate answers for his/her work to the Dean and the Faculty Council.

2. Procedure of election into the Council of Area of the University of Zagreb

Number of members in the Council of Area from the Faculty

Article 83

(1) The Faculty of Organization and Informatics elects into the Council of Area of the Social Sciences three members among the employees in the scientific-teaching and teaching ranks. According to the article 23 par. 6 of the Statute of the University, the Dean, the member of the Senate and his/her deputy are by their function the members of the Council of Area.

(2) The members of the Faculty Council in scientific-teaching and teaching ranks may propose the candidate for the Council of Area by marking the name of the candidate on the list. The candidate is a person supported by at least five members of the Faculty Council in scientific-teaching and teaching rank, and he/she enters the electoral list.

Implementation of the procedure of election for the Council of Area

Article 84

(1) After the elections for the Senate, the elections for the Council of Area are conducted in the same manner as the elections for the Senate defined by this Statute.

(2) The member of the Senate and his/her deputy are, by their function, the members of the Council of Area.

(3) The employees in the scientific-teaching and the teaching ranks who are the members of the Faculty Council are the electoral pool for the election of three members into the Council of Area of social sciences.

Election of the members of the Council of Areas and their deputies

Article 85

(1) If the Dean is elected for the member of Senate, and the Vice-dean for his/her deputy, only one member of the Council of Area is elected among the employees in the scientific- teaching and teaching ranks, as well as his/her deputy.

(2) If the member of the Senate is not the Dean, the election of the members of the Council of Area is not conducted, because the Dean is the member of the Council of Area by his/her position.

(3) The Faculty has three members in the Council of Area, and these are the Dean, the member of the Senate and his/her deputy.

VIII. STUDY

Faculty studies

Article 86

(1) The Faculty organizes, performs and authorizes the university study which enables the students for highly professional work and prepares them for the scientific work in the field of information sciences, and the fields related to information sciences.

(2) If required, the Faculty also introduces the associate degree study in the field of information sciences under the conditions provided by the Law.

(3) If required, the Faculty can also organize the study through remote learning system, which is specially approved by the National Council for Higher Education.

(4) The proposal of the operational plan of studies through the remote learning system is submitted by the Faculty Council, and confirmed by the Senate with the opinion of the Council of Area.

1. Types of studies

Organization and implementation of the studies

Article 87

(1) The university studies in the Faculty are organized and implemented as:

- undergraduate study
- graduate study
- post-graduate study

Every level of the university study ends with the gaining of a particular title or grade.

(2) Every level of the study from the paragraph 1 of this article has to be in accordance with the European Credit Transfer and Accumulation System (hereinafter: ECTS), by which every year of the studies provides 60 ECTS points.

Undergraduate study

Article 88

(1) Undergraduate university study lasts three years (i.e. 6 semesters) and 180 ECTS points can be acquired in it.

(2) Undergraduate study may have several directions. The direction of the study is defined by the Study program and the Operational plan of teaching.

(3) The direction of the study is chosen during the admission into the 3rd semester of the study.

(4) Undergraduate study offers two directions:

1. Information systems
2. Business systems.

Graduate study

Article 89

(1) Graduate university study lasts two years (i.e. four semesters) and 120 ECTS points can be acquired in it. The total number of points which can be acquired on the undergraduate and graduate study is at least 300 ECTS points.

(2) Graduate study offers four directions:

1. Informatics and program engineering,
2. Organization of business systems,
3. Data bases and knowledge bases, and
4. Informatics in education

Post-graduate study

Article 90

(1) Post-graduate Ph.D. study lasts for three years, and 180 ECTS points may be acquired.

(2) Post-graduate specialist study lasts from one to two years. The student has to acquire 60 ECTS points per year during the study.

(3) Post-graduate Ph.D. study and post-graduate specialist study can be conducted partly as the common study, in such way that 30% of the courses of the post-graduate Ph.D. study can be the courses of one or more specialist post-graduate study.

Programs of professional development

Article 91

(1) Besides the studies from the previous article, the Faculty organizes and implements the programs of professional development in the field of information sciences, and the fields related to information sciences. Professional development lasts up to one year.

(2) Such program is not considered to be a study in the legal sense. After the completion of the development program, a special certificate is issued.

The study year

Article 92

The study year is established with the academic calendar issued by the Senate of the University.

Study program

Article 93

The study program establishes the total obligations of the regular students in education in accordance with the Statute of the University.

2. Organization of the classes and the student workload

Article 94

- (1) The operational plan of teaching for the regular students is based upon the student workload of 40 hours per week, which includes the lectures, practical exercises and other forms of classes, as well as the time required for the individual work of the students. The workload of the students during the study has to be balanced.
- (2) The classes are organized per semester, in accordance with the provisions of the operational plan of teaching.
- (3) Academic year has, as a rule, 44 working weeks.
- (4) The class within one academic course is generally realized within one semester.
- (5) The regular student can achieve 50 to 70 ECTS points per year, i.e. 25 to 35 ECTS points per semester. The exception from this rule are the students of the final years of study.
- (6) Particularly successful students can achieve up to 40 ECTS points per semester, if their average grade during the previous study was at least 4,0, with the goal of quicker completion of studies or broader education, and with the obligation of fulfillment of the financial conditions.
- (7) The curricular and extracurricular activities of the regular students related to the physical education are performed as obligatory in the first and second year of the undergraduate study, and as non-obligatory in other years of the study. These classes do not yield ECTS points.

3 Examinations

Article 95

- (1) In all the courses of the undergraduate and graduate study of the Faculty, the performance of the students is continuously monitored. The methods of monitoring of the regular and part-time students are established and published by the main lecturer before the beginning of the classes. The part-time students are obliged to contact the main lecturer in the first two weeks of the classes to define the obligations of continuous monitoring. The knowledge of the students is graded during the classes, and the final grade is determined in the examination.
- (2) The success achieved on the written examination is available to the public in the form of information about the names of the students who have passed the examination, without the information about the points achieved. The right of insight into the examination documentation has the student or the person who proves the legal interest in the cases in which this is justified. The decision about this is under the authority of the Vice-dean for education. The examination documentation is preserved for at least two weeks after the publication of the results of point allocation or grading. The teacher is obliged to publish the term in which the student can look at his/her written examination.
- (3) The students have to approach the examination from all the enlisted courses, with the content established by the operational plan of teaching.

Passing of the examination

Article 96

- (1) The examinations have to be completed in all the courses the student has enlisted, in the content established in the operational plan of teaching.
- (2) The enlisted study disciplines cannot be changed.

Periods of examinations

Article 97

- (1) Regular periods of examination are winter, summer and autumn terms.
- (2) Regular periods of examination last two weeks at least. During this period, the teacher has to provide at least one examination term to the students.
- (3) In special and justified cases, the Faculty Council can establish the non-regular periods of examination, and it can decide that, during one non-regular period of examination per semester, the active classes are suspended for at most 5 working days. In every academic year, the Faculty Council makes decision about the non-regular periods of examination.
- (4) The teacher proposes periods of examination, the student administration office coordinates them, and the Vice-dean for education verifies them.

Terms of examination

Article 98

- (1) In every regular period of examination, the teachers are obliged to publish at least one examination term for every course.
- (2) The teachers are obliged to publish the regular and non-regular examination terms for the current academic year in 30 days from the beginning of the academic year.
- (3) The calendar of examinations is the component of the operational plan of teaching and is published in the beginning of every academic year.
- (4) In all of the courses of the undergraduate and graduate study of the Faculty, the students' achievements are continuously monitored.
- (5) Through the operational plan, it can be established that some forms of the teaching can be conducted without the grading, or that they are evaluated only descriptively, with the condition of fulfilment of the prescribed obligations
- (6) The teacher or the associate who conducts the classes has the right to check and to grade the knowledge of the students in every form of classes.
- (7) The operational plan of a course can prescribe that the grades for the student's performance in particular forms of the classes are counted into the final grade of the student's performance achieved through the examination or through other forms of evaluation.

(8) Every prescribed form of the student activity during the classes is counted into the final grade.

Manner of implementing the examination

Article 99

(1) The examinations can be theoretical and practical, and they can be implemented in written form only, in oral form only, or both in written and oral form.

(2) The practical part of the examination can be conducted separately from the theoretical part, and the whole examination has to be finished within at most 5 working days, with the exception of special and justified cases.

Examination registration

Article 100

(1) The student has to register for the approach to examination at most 5 days before the examination term.

(2) If the student is prevented to approach the examination because of any reason, he/she is obliged to sign off from the examination at least 24 hours before.

(3) The student who does not sign off from the examination on time loses the right for application and approach the examination from this course in the next term of the (regular) period of examination, and the examiner writes into the application form: «did not approach».

(4) To the students who gives up the already started examination, the examiner writes grade «insufficient (1)» into the examination registry form.

Examination performance

Article 101

(1) Performance of the students on examination is expressed by the grades: excellent (5), very good (4), good (3), sufficient (2), insufficient (1).

(2) The student graded with the grade «insufficient» did not pass the examination.

(3) The examination are evidenced in the documentation, whose content and method of management is prescribed by the general act of the Faculty.

Complaint on the grade

Article 102

(1) The student who is not satisfied with the grade achieved on the examination can, except in the case of commission examination, ask of the Dean of the Faculty in written form with explanation to repeat the examination in front of the teachers committee within 24 hours after the information about the grade.

(2) If the Dean decides that the request is valid, he/she is obliged to name the teachers committee consisting of the chairman and two members within 24 hours from receiving of the request. One of the members of the committee has to be from other study discipline, and the examiner with whose grade the student was not satisfied cannot be the chairman of the committee.

(3) The Dean determines the time of examination, which has to be conducted within three days after the student's request.

(4) The written examination or the written part of examination shall not be repeated in front of the committee; the committee shall re-evaluate the examination.

(5) The committee makes decision with the majority of votes.

Commission examination

Article 103

The examination from the same course can be approached at most four times during the same academic year. The fourth time, the examination is approached in front of the examination commission. The student who failed to pass the examination from the same course for the fourth time is obliged to re-enlist this course. If the student does not pass the examination after the re-enlistment of the course, he/she loses the right of studying on this study.

4 The completion of the study

The completion of the study

Article 104

(1) The undergraduate study on the Faculty is completed by passing of the enlisted courses and the writing of the final thesis in accordance with the study program.

(2) The final thesis is defended in front of the examination commission consisting of three members, named by the Dean of the Faculty.

(3) The teacher who was the mentor to the student in writing of the final thesis has to be a member of the examination commission.

(4) The graduate study is completed by passing of the enlisted courses, the writing of the graduate thesis and the defence of the graduate thesis in front of the graduation commission in accordance with the study program, and realization of at least 300 ECTS points.

(5) The post-graduate study is completed by passing of the enlisted courses, the writing of the dissertation and public defence of the dissertation.

(6) The post-graduate specialist study is completed by passing of the enlisted courses, and the writing of the final thesis in accordance with the study program.

(7) The Regulations about the post-graduate study defines the procedure of application, grading and defence of the dissertation.

(8) The Regulations about the undergraduate and graduate study and the Regulations about the post-graduate study provide more details about the procedure of the completion of the study.

5 Documents, titles and degrees of the completed studies

Documents about the study

Article 105

(1) After the completion of the undergraduate university study, the Faculty issues to the student a certificate which confirms the end of the studies and the gaining of the academic title *baccalaureus* i.e. *baccalaura* with the note about the rank or the study direction, if some special law does not state differently.

(2) After the completion of the graduate, undergraduate and post-graduate study, a diploma is issued to the student. The diploma confirms that the student has completed a particular degree and gained the right to the academic title or degree.

(3) The student of the post-graduate study who, by fulfillment of the prescribed conditions achieves more than 120 ECTS points, can get the confirmation about the achieved number of points.

(4) After the associate study, a certificate is issued to the student which confirm the completion of the study and gaining of the rank title in accordance with the law.

(5) The diplomas, the certificates and the verifications issued by the Faculty are public documents.

(6) The content of the diplomas and the additional documents related to the study is prescribed by the minister.

(6) The form of the diplomas and the additional documents related to the study, the content and the form of the certificates and verifications for the transfer of the ECTS points is prescribed by the general act of the University.

(7) Along with the certificate, the diploma or the verification, the student is also provided with the additional document about the study which confirms the examinations he/she has passed and with which grades, as well as the data about the educational workload and the educational contents. On personal request, the student is also issued with the additional document before the completion of the study.

Confirmation

Article 106

(1) The Faculty issues to the candidate the confirmation about the completed program of continuous development.

(2) The content of the confirmation is defined by the Dean of the Faculty.

The titles of the completed studies

Article 107

(1) By the completion of the undergraduate study, the student gains the academic title of baccalaureus i.e. baccalaura of informatics.

(2) The completion of the graduate study entitles the student to the academic title «magister of informatics»

(3) The completion of the post-graduate study entitles the student to the academic title of the Ph.D. in information sciences and Ph.D. in sciences, depending upon the selected Ph.D. study.

(4) The completion of the post-graduate specialist study entitles the student to the academic title of «specialist» (spec.), which is added to the academic title from the par. 2 of this article.

(5) The abbreviation of the academic title is written after, and the abbreviation of the academic degree in front of the name and family name.

The operational plan of the study

Article 108

(1) The study is conducted according to the operational plan issued by the Faculty Council at the beginning of every academic year.

(2) Operational plan is defined in accordance with the Law and the Statute of the University.

The operational plan has to be published on the public web sites of the University and the Faculty, includes the summaries of the lectures and other forms of the classes, as well as the text of the lectures, and the other forms of classes in exceptional cases, when the adequate literature is unavailable.

(3) The content of the operational plan is established by the Law.

Study program

Article 109

(1) The study is organized according to the study program defined by the Senate of the University on proposal of the Faculty Council with the opinion of the National Council for Higher Education.

(2) The content of the study program is determined by the Law.

Article 110

The further provisions related to the organization and implementation of the undergraduate, graduate and post-graduate study on the Faculty shall be regulated in accordance with the Law, the Statute of the University and this Statute, Regulations about the undergraduate and graduate study and Regulations about the post-graduate study on the Faculty.

6. Post-graduate study

Types of the post-graduate study

Article 111

The post-graduate study on the Faculty is organized and performed as:

1. The post-graduate Ph.D. study for achievement of the academic degree of Ph.D., which lasts for three years;
2. The post-graduate specialist study for the achievement of the profession of the specialist (spec.) which lasts for two years.

Conditions for admission to the post-graduate study

Article 112

- (1) The post-graduate university study can be enlisted after the completion of the graduate university study.
- (2) The post-graduate specialist study can be enlisted by persons who have completed the associate degree study with 240 or more ECTS points.
- (3) The adequacy of the university graduate study is determined by the Senate of the University within the conditions for admission which are the part of the teaching program of the post-graduate study.

Organization of the post-graduate study

Article 113

- (1) The post-graduate studies on the Faculty are organized and conducted according to the study program and operational plan of teaching.
- (2) The study programs of the post-graduate studies are defined by the Senate of the University on proposal of the Faculty Council and with the approval of the Council of Areas.

Mentor of the students of the post-graduate study

Article 114

During the first semester of the post-graduate study, the Faculty Council is obliged to name a mentor for every student of the post-graduate study of the Faculty. The mentor helps the student and monitors his/her work.

Committees

Article 115

- (1) During the post-graduate Ph.D. study, the Faculty Council names the committees for:
 - acceptance of Ph.D. thesis
 - evaluation of Ph.D. thesis;
 - defence of Ph.D. thesis
- (2) During the post-graduate specialist study, the Faculty Council names the teaching committees for the writing of the final thesis in accordance with the study program.

The composition of the committees

Article 116

- (1) The teachers' committees from the previous article consist of at least 3 members; the mentor of the student can be the chair of the committee for evaluation, but cannot be the chair of the committee for the defence of the thesis.
- (2) The Ph.D. thesis is evaluated in the report of the committee members.

Acts about the organization of the post-graduate study

Article 117

Detailed provisions related to the post-graduate Ph.D. study on the Faculty, in accordance with the Law, the Statute of the University, this Statute and the Regulations of the University Center for post-graduate studies, are defined by the Regulations about the post-graduate university study on the Faculty and the Regulations about the post-graduate specialist study on the Faculty.

IX STUDENTS

Realization of the student status

Article 118

- (1) The student is a person admitted into the study on the University, who fulfills his/her academic and financial obligations in accordance with the Law, the general acts of the university and the general acts of the Faculty.
- (2) The student can prove his/her status with the document whose form is prescribed by the Senate.
- (3) The minimum content of the document about the student status is prescribed by the minister; the form of the document is prescribed by the Senate of the University.
- (3) The right of the admission into the study, within the Faculty capacities, has a person who fulfills the admission conditions established by the Law, general acts of the University and the Statute of the Faculty, and who achieves the best results in the classification procedure.

The regular and the part-time students

Article 119

- (1) The students can be regular or part-time students.
- (2) Regular students are the students who study under the program based upon the full academic schedule (full time). The cost of the regular study (study program) is subsidied partially or in a whole, according to the general acts of the University and the Faculty, depending upon the performance on the classification procedure or in the study, and upon the available means from the state budget.
- (3) The regular student has such status within the prescribed duration of the study, and at most during the time twice longer than the prescribed duration of the study. The

period of the pause of the student's obligations is not calculated into the duration of the study from this paragraph

(4) The regular student can study only on one study in one moment. To the specially gifted student, the University can approve studying on another study.

(5) The part-time students are the students who attend the study program while working or doing some other activity which demands a specific program. The costs of such study are partial or full obligation of the student, according to the general act of the Faculty.

(6) The visiting student is a regular or a part-time student from some other university who is admitted into the parts of the study program on the University, according to the special contract of the recognition of ECTS points made with other universities. The status of the visiting student lasts at most one academic year. The rights and obligations of the visiting student, the ways of payment of the costs of his/her study, eventual possibility of continuing the study on the University and other issues related to the status of the visiting student are established in the contract with other universities.

1 Registry of equivalence

Organization of the registry of equivalence

Article 120

(1) The Faculty organizes the registry of equivalence which contains all the established conditions for recognition of the equivalence of the courses completed on other higher education institutions.

(2) The procedure of establishing of equivalence is regulated by the Regulations about the undergraduate and the graduate study on the Faculty.

2 Study admissions

Study admissions

Article 121

(1) The students realize their right to admission into the undergraduate and graduate study within the frame of the admission quotas approved by the Senate on proposal of the Faculty Council.

(2) Study admission is performed pursuant to the tender issued by the Senate of the University. The University issues the tender for admission to the undergraduate study at least six months before the start of the classes. The tender for the graduate and post-graduate study is issued, as a rule, at least one month before the start of the classes.

(3) The admission tender has to contain the data about the conditions of the admission, the admission quota for the students who shall study with the full state subvention, the admission quota for the students who will study with the partial state subvention, the admission quota for the part-time students, classification procedure, about the selection criteria (type of the education completed and the performance in previous education, performance on the classification exam, special knowledge, skills and abilities etc), about the documents attached to the tender application, and about the deadlines for application submittal, i.e. the terms of the study admissions.

(4) The tender is issued in accordance with the capacity of every particular study program established by the Senate of the University on proposal of the Rector's Board in broader sense.

(5) The Faculty establishes the criteria for the classification and the selection of the candidates after the admission tender, and these are: performance in the previous education, type of education completed, performance on the classification examination, special knowledge, skills or abilities etc.

(6) The Faculty Council can approve the transfer from the associate grade study to the university study, the transfer from another University and the transfer from one study to another within the frame of the University.

(7) The Regulations about the undergraduate and graduate study defines the conditions for the transfer from the associate grade study to the university study, the transfer from another University and the transfer from one study to another within the frame of the University.

Conditions of the admission to the study

Article 122

(1) The undergraduate university or associate study can be entered by a person with the completed four-year high school. The study program establishes which the high school programs are adequate for the admission to the undergraduate or associate study.

(2) The graduate study can be entered by a person who has completed the related undergraduate study. The study program of the graduate study establishes which undergraduate studies have programs which are adequate for admission into the particular graduate study, as well as the conditions of the admission for the candidates who have completed some other undergraduate or graduate university study.

(3) The post-graduate study can be entered by a person who has completed the related graduate study.

(4) Exceptionally, according to the prescribed condition, a person without the completed previous education can also be admitted into the study, if it is an extremely gifted person who can be expected to complete the study successfully.

(5) To the student who has the status of top athlete or artist, the Faculty can approve the admission under the part time study curriculum, according to the study contract.

(6) Every year, the Faculty administration approves the direct admission of the students from the high schools of the Republic of Croatia which were attended by the Faculty students with the best results.

(7) To the exceptionally successful student, the completion of the study in the period shorter than the prescribed duration of the study may be approved, according to the general act of the University.

(8) According to the general act of the University, the students can be approved to attend particular courses or the study year on other component within the University, or on some other university within country or abroad, with which the University has a student exchange agreement.

Classification procedure

Article 123

- (1) The selection of the candidates is conducted through the classification procedure.
- (2) The candidate acquires the right of admission through the points achieved on the classification procedure.

3 Rights and obligations during the study

Facilitator and mentor

Article 124

- (1) The student has a right of a facilitator who helps him/her with the study and monitors his/her work and achievements.
- (2) The student of the post-graduate study is obliged to have a mentor, and his/her wishes about the selection of the mentor are taken into account.
- (3) More detailed provisions about the facilitator and the mentor, and the procedure of their appointment, are defined by the Regulations about the undergraduate and graduate study and the Regulations about the post-graduate and specialist study on the Faculty.

Admission into the next semester

Article 125

The student acquires the right of admission into the next semester if he/she has fulfilled all the obligations defined by the study program and the operational plan of the Faculty in accordance to this Statute, and the Regulations about the undergraduate and graduate study.

The possibility of admission and completion of the courses on other component

Article 126

The regular student on the higher education institution which is a part of the University can, per his/her own choice, and because of acquiring additional knowledge, enlist and complete the courses on the related study program of the component of the University, according to the conditions and in the manner determined by the particular general act of the University.

Financing of the study programs

Article 127

The manner of financing of the study programs shall be defined by the general act of the University.

Conditions for continuance and completion of the study on the Faculty

Article 128

To the student who has lost the right of studying on other higher education institution or on another component of the University, the Faculty can approve the continuance and completion of the study under the conditions and within the deadline defined by this Statute and the Regulations about the undergraduate and graduate study.

The duration of the study

Article 129

The total time of the study duration can be limited for every study program by the Regulations about the undergraduate and graduate study on the Faculty, and by the Regulations about the post-graduate study on the Faculty.

The right on pause of the obligations

Article 130

The obligations of the regular student are paused during the military service, during the pregnancy, for the students who are mothers or fathers until the child is one year old, during the prolonged illness, and in other justified cases for pause of the study according to the conditions determined by the particular general act of the University and Faculty.

Student's complaint because of the injury to his/her rights

Article 131

The student can submit the complaint to the Dean of the Faculty in the case of injury of some of his/her rights in a way defined in other general act of the Faculty.

The rights and obligations of the students

Article 132

(1) The rights and obligations of the students are:

- a) To attend the classes regularly, to fulfill the obligations defined by the study program and operational plan, as well as the general and particular acts of the University and the Faculty,
- b) To participate in the evaluation of the quality of teaching in a way defined in the general act of the University,
- c) To pass into the next semester if he/she has fulfilled all the obligations established in the study program and the operational plan of study,
- d) To pass the examinations in a way and in the terms defined by the general and particular acts of the Faculty, and
- e) To finish the study according to the program, in the terms defined by the general acts of the Faculty.

(2) Beside the above mentioned, the student has the right on:

- a) Quality study and educational process according to the particular study program
- b) Quality of the teacher personnel
- c) Participation in the expert and scientific work
- d) Consultations with the facilitator during the undergraduate and graduate study, and the mentor in the postgraduate study;
- e) Freedom of opinion and expressing of the attitudes related to the content of education, during the classes and other activities in the study
- f) Finish the study in a shorter term, according to the terms defined in a special act
- g) Choosing of the teacher if there are more teachers for the selected course
- h) Free use of libraries and other sources of information
- i) Passing of the exams in an alternative way adjusted to his/her psycho – physical condition
- j) Consultations
- k) Expressed opinion about the quality (evaluation) of the classes and the teachers
- l) Participation in the decision making, according to the provisions of this Statute
- m) Participation in the work of student organizations
- n) Psychological, spiritual and other forms of counselling support, according to the general acts of the University, i.e. the Faculty
- o) Other rights defined by the Statute of the University and the general acts

The student obligations

Article 133

(1) The student has following obligations:

- a) To abide by the Statute and the general acts of the Faculty,
- b) To preserve the respectability and the dignity of the University, Faculty, students, teachers and members of the academic community, and
- c) To behave according to the ethical code of the members of the academic community.

The student rights

Article 134

The regular student has the rights from the health insurance, the right to the subsidized residence and nutrition, and other rights according to the law and the law-based regulations. The level of the above mentioned rights and the level of the financial participation of the student is defined by the particular regulations. The performance on the classification examination or during the studies can be the standard for establishing the level of the rights.

Student poll

Article 135

The Faculty implements the student evaluation of the study through the student poll or through some other adequate method. The results of evaluation are used in the planning of the teaching and scientific program of the Faculty.

Disciplinary responsibility of the student

Article 136

(1) Disciplinary responsibility of the student is defined by the Regulations about the disciplinary and material responsibility of the students and other attendants of the Faculty of Organization and Informatics.

(2) The disciplinary measure of eviction from the study can be prescribed and implemented only for the severe disciplinary breaches.

4 The termination of the student status

The termination of the student status

Article 137

(1) The student status is terminated in the following manner:

- a. the completion of the study,
- b. the withdrawal from the study,
- c. if he/she does not enlist into the next academic year in the defined term,
- d. if he/she does not achieve at least 35 ECTS points as the regular student, i.e. at least 25 ECTS points as the part-time student in two academic years in a row.
- e. by exclusion based upon the disciplinary decision under the conditions defined by the general act in the article 136 of this Statute
- f. if the student does not complete the study within the deadline defined by the Regulations about the undergraduate and graduate study on the Faculty,
- g. in other cases defined in the general act of the Faculty.

Student activities

Article 138

(1) The students participate in the work of the Faculty by:

- attending the lectures, exercises, seminars and other forms of classes,
- participating in the teaching process;
- participating in the scientific research and other projects on the Faculty;
- working in the committees, boards and other bodies of the Faculty;
- representatives in the Faculty Council
- in other manners.

Student awards

Article 139

(1) For their work and the contribution to the affirmation of the University and the Faculty, the students may be given the following awards:

- Rector's award,
- Dean's award and
- Other awards.

(2) The students with the highest sum of the relative grades per courses pondered with the ECTS points of the courses after the completion of undergraduate, graduate and integrated study have the following recommendations from the Latin recommendation classification written on the certificate, i.e. the diploma:

SUMMA CUM LAUDE Baccalaureus/Magister;

MAGNA CUM LAUDE Baccalaureus/Magister;

CUM LAUDE Baccalaureus/Magister.

(3) Conditions for acquiring recommendations, i.e. the number of the recommended students is established through the special Faculty act, taking into consideration the grades, the duration of the study etc.

X TEACHERS, ASSISTANTS AND SCIENTISTS

Performing the activities of the Faculty

Article 140

Teaching, scientific and associate activity on the Faculty is conducted by the teachers, associates and scientists whose qualification is defined by the election into the scientific-teaching, teaching, assistant, scientific and associate ranks, according to the Law and the Statute of the University.

Ranks

Article 141

Scientific – teaching ranks are:

- assistant professor,
- associate professor,
- professor

Teaching ranks are:

- lecturer
- senior lecturer

Assistant ranks are:

- assistant,
- senior assistant

Associate ranks are:

- expert associate
- senior expert associate
- expert counsellor

Scientific ranks are:

- scientific associate,

- senior scientific associate
- scientific counsellor.

Ethical code

Article 142

(1) Persons from the previous article have to uphold the moral principles and the principles of professional ethics in their work, activity and behavior on the University, and base their work on freedom of the scientific and artist creation.

(2) The Senate issues the ethical code about the professional and public activity of the teachers, scientists and artists, in accordance with the dignity and the respectability of the University.

(3) For the injury of the work obligations and the ethical code, the persons from the par. 1 and 2 of this article are disciplinary responsible, according to the Statute of the University, to this Statute and the Regulations about the disciplinary responsibility of the Faculty employees.

1 Scientific – teaching ranks

Elections into the ranks and the corresponding work places

Article 143

(1) To the scientific-teaching rank and on the appropriate work place, a person can be admitted who is elected or fulfills the conditions for election into the scientific rank in the related field, the conditions prescribed by the Rector's Board in the sense of educational, teaching and scientific for the election into the scientific-teaching work place, has the required psycho-physical features, and fulfills the conditions prescribed by the Statute of the University.

(2) Required psycho-physical features will be elaborated by the Regulations about the conditions and the procedure of election into the ranks.

Scope of the work of the teachers in the scientific – teaching ranks

Article 144

(1) The teacher in the scientific – teaching rank of the assistant professor, associate professor and professor organizes and conducts the classes and other forms of the teaching activity from the courses which belong into the scientific area or the branch for which he/she is elected; he/she consults the students, mentors the student in the post-graduate study, mentors the candidates for the Ph.D., manages or participates in the scientific research and the professional work, organizes students' examinations and performs other functions established by this Statute, by the study program and the Faculty's operational plan of teaching.

(2) They have to pay special attention to the work with the students and to encouragement of their independent work, as well as to the inclusion of the students into the professional, scientific and artistic activities.

Conditions of the election into the scientific – teaching ranks and the corresponding work places

Article 145

(1) With the teachers elected into the scientific – teaching, teaching and associate work places, an employment contract for indefinite period is made, with the obligation of re-election or advancement after every five years.

(2) The obligation of re-election ceases after the employee is elected for the second time into the scientific – teaching work place of the professor (permanent rank).

(3) Into the work place of the assistant professor, associate professor, lecturer and senior lecturer, the employee can be elected two times at most.

(4) Exceptionally, if the employee is not elected into the higher scientific – teaching or teaching rank after the second election, and the decision of the Faculty Council establishes that there exists the need for his/her further engagement, in the next re-election of such employee, the Faculty can make the employment contract for definite period of five years at most.

(5) The procedure of re-election into the scientific – teaching ranks and the corresponding work places is conducted by the Faculty according to the provisions of the Law, the Statute of the University, this Statute, and the Regulations about the conditions and procedure of election into the ranks on the Faculty, based upon the public tender published in the «Narodne novine», in the daily press and on the web site of the Faculty.

(6) The tender which is published for the same or the higher rank because of the expiration of the period in which the candidate was elected in the previous tender shall be published three months before the expiration of the period at latest.

(7) The tender can be published more than a year before the expiration of the period on which the candidate was elected, based on the special decision of the Faculty Council and with the approval of this candidate, but not before the expiration of three years since the previous election.

(8) If none of the candidates has the election into the corresponding scientific rank, during the election into the scientific – teaching rank a procedure of election into the scientific rank is conducted, according to the provisions of the Law.

(9) In every procedure of election or re-election, the Faculty Council issues a decision about the publishing of the public tender and names the expert committee for implementation of the procedure of election into the scientific – teaching rank, i.e. teaching rank.

(10) After the completion of the election into the scientific rank, the Faculty, after the consideration of the conditions of the Rector's Board, within 60 days elects the candidate which fulfills the condition of the tender in the fullest manner.

2 Teaching ranks

The election into the teaching ranks and corresponding work places

Article 146

(1) The election into the teaching ranks and corresponding work places is conducted on the Faculty in the case of conducting of the associate degree studies for the needs of this study, and also when the course in question does not required the scientific approach.

(2) In the rank of the lecturer and senior lecturer and the corresponding work place, a person can be elected who fulfills the conditions prescribed by the Law, and the

conditions prescribed by the Rector's Board of the higher education institutions of the Republic of Croatia.

Scope of work of the teachers in the teaching ranks

Article 147

The teacher in the teaching rank of lecturer and senior lecturer organizes and conducts the classes and other forms of the teaching work in the courses within the area for which he/she was elected. He/she consults the students of the undergraduate and graduate study, manages and participates in the professional work, organizes the students' examination and performs other activities prescribed by this Statute, study program and the operational plan of teaching.

The election of the teachers

Article 148

The Faculty Council elects into the teaching rank and in the corresponding work place the candidate who fulfills the most conditions of the tender and the conditions of the Rector's Board, at most 90 days after the conclusion of the tender. All the candidates are informed about the results of the tender within 15 days from the conclusion of the tender.

Conducting the study disciplines of the teacher

Article 149

The teacher in the teaching rank of the lecturer or senior lecturer can be elected to conduct the classes on the Faculty only in those study disciplines for which it is explicitly prescribed by the study program and the operational plan of teaching.

3 Assistant ranks

Elections into the assistant ranks

Article 150

- (1) Assistant ranks and the corresponding work places on the Faculty are the assistant and the senior assistant.
- (2) The election into the assistant ranks of assistant and senior assistant and on the corresponding work places is conducted on the base of the public tender.
- (3) The assistant and senior assistant help in the conducting of the part of the teaching process, examinations, scientific and professional activities of the Faculty.
- (4) The procedure of election, of naming of the mentor, and of monitoring of the work of the assistants are under the jurisdiction of the Faculty Council, in accordance with the Law, with the Statute of the University, this Statute and the Regulations about the conditions and procedure of election into the ranks.

Employment contract with the assistants

Article 151

(1) With a person who has completed the graduate study, the Faculty can make an employment contract on definite time in duration of six year at most for the work place of the assistant. The assistant is obliged to enlist a post-graduate study.

(2) The Faculty Council names the mentor for the assistant and monitors his/her work.

(3) With the assistant who has finished the post-graduate study and achieved his/her Ph.D., the Faculty can make an employment contract on definite time for the work place of senior assistant. The duration of this employment contract can be at most until the expiration of the period of ten years from the making of the employment contract from the par. 1 of this article.

4 Scientific ranks

The conditions of election into the scientific ranks

Article 152

Into the scientific ranks of scientific associate, senior scientific associate and scientific counselor, a person can be elected who fulfills the conditions prescribed by the Act of scientific activity and higher education and the regulations based upon this Act, and through the procedure defined by the same Act.

Relieving of the scientific rank

Article 153

(1) The scientific rank is permanent, and it ceases by the transfer into the higher rank, or by the relieving of the scientific rank.

(2) A person can be relieved of the scientific rank if:

facts and evidences appear that, in the moment of election into the scientific rank, the candidate did not fulfill the prescribed conditions for the election;

it is established that the scientific papers which were the base of the scientists' election into the scientific rank are plagiarism, or that the researches which were the base for the papers are falsified, and

in the cases of severe injury of the ethical code.

5 Junior researchers

Procedure of election of the junior researchers

Article 154

(1) The minister can, on proposal of the head of the scientific project, and with the approval of the Dean of the Faculty, approve the employment of the junior researchers on the project, which is funded by the Ministry. The Faculty can employ the junior researchers without the approval of the minister, if it funds their work independently. The junior researchers are elected through the public tender and they enter the employment in the assistant rank of the assistant or senior assistant. The employment contract can be made on definite time, in the duration of the project or its part in which the junior researcher is included.

(2) The junior researchers can participate in the classes under the same conditions as other employees elected into the assistant ranks.

Conditions of the election of the junior researchers

Article 155

(1) The election of the junior researchers in the Faculty is conducted on proposal of the responsible head of the project, in accordance with the contract about the implementation of the project which the Faculty makes with the Ministry.

(2) The criteria for the election of the junior researchers for the projects for which the Faculty has concluded the contracts with the Ministry are prescribed by the minister, on proposal of the Council of Area.

(3) The junior researchers from the paragraph 1 of this article are funded by the Ministry.

6 Associate ranks

Conditions of election into the associate ranks

Article 156

Into the rank of the expert associate, a person can be elected with the completed university graduate study.

Into the rank of senior expert associate, a person can be elected with the completed university graduate study and at least five (5) years of experience in the field for which he/she is elected.

Into the rank of associate counselor, a person can be elected with the completed university graduate study and at least twenty (20) years of experience in the field for which he/she is elected, or with the completed university post-graduate study and at least ten (10) years of experience in the field for which he/she is elected, or with the Ph.D. in science and at least six (6) years of experience in the field for which he/she is elected.

7 Procedure of election into the ranks

Initiation of the procedure of election into the ranks

Article 157

The election into the scientific – teaching, scientific, teaching, assistant and associate ranks is conducted on the base of public tender which is issued by the Dean on proposal of the Faculty Council, and which is published in the «Narodne novine», daily press and the web site of the Faculty.

The procedure of election into the ranks

Article 158

(1) The election into the particular ranks is conducted by the Faculty Council, by implementing the procedure which is prescribed by the Law, by the Statute of the University and by the Regulations about the criteria and procedure of election into ranks.

(2) General conditions for the election into ranks are established by the Law and the conditions prescribed by the National Council for Science and the Rector's Board.

(3) The election into the scientific – teaching rank of the professor is confirmed by the Senate of the University.

(4) The election into other scientific – teaching and scientific ranks is confirmed by the Council of Areas.

Visiting teachers, scientists and professionals

Article 159

(1) Because of the improvement of the teaching and scientific work, the Faculty can invite and nominate the distinguished foreign professors or distinguished foreign experts as the visiting professors or teachers who will conduct the classes or participate in the scientific projects. The Faculty can entrust the conducting of up to one third of the course to the visiting professor, with the condition that the rest of the course is covered by the persons elected into the scientific – teaching or teaching ranks.

(2) The decision about the invitation and nomination of the visiting professor or teacher is issued by the Faculty Council, under the conditions and with the procedure established by the Regulations about the appointment of the title «visiting professor» or «visiting teacher».

(3) To the persons from the par. 1 of this article, the conducting of the classes from a course can be entrusted for at most two academic years in a row without the election into the scientific – teaching rank.

Entrusting of the classes to the teacher outside of the Faculty

Article 160

(1) The Faculty Council can accredit the teaching of the whole course, or a part of the course, to the teacher outside of the Faculty.

(2) The Faculty Council can accredit the teaching of the whole course, or a part of the course, to a scientist, with the condition of previous conducted and positively evaluated initial lecture in front of the teachers and the students in a way prescribed by the Rector's Board.

(3) The Faculty Council can accredit the performance of the whole course, or a part of the course, to the expert, with the condition that he/she is elected into the nominal scientific – teaching or teaching rank.

(4) The conducting of the exercises can be entrusted to the associate outside of the Faculty.

(5) The Faculty can, by the procedure defined in this Statute, confirm the rank as nominal to the persons entrusted with the conducting of the par for the whole of a course, if these persons are elected into the scientific-teaching rank.

(6) The students of the postgraduate studies can participate in the teaching of the undergraduate and graduate studies, according to the study program in which they are studying, on the base of contract with the Faculty, only if they were elected into the rank.

(7) The students can help in teaching and scientific work according to the general act of the University and the Faculty.

Professor emeritus

Article 161

(1) The Faculty Council can, with the approval of the Rector of the University, initiate the procedure in front of the Senate of the University for the awarding of the honorary rank of *professor emeritus* to the deserving retired professor in permanent rank.

(2) The initiation of the procedure for election of the candidate on the Faculty is defined by the Instructions about the initiation of the procedure for election of the candidate into the honorary rank of *professor emeritus*.

(3) The procedure of awarding of the honorary rank of *professor emeritus* is regulated by the provisions of the Statute of the University, the Regulations about the awarding of the honorary rank of *professor emeritus* and by the Instructions about the initiation of the procedure for awarding the honorary rank of *professor emeritus*.

8 Concluding and terminating of the employment contract

The employment contract and other corresponding contracts

Article 162

(1) The teachers, the assistants, the scientists and other employees are employed on the Faculty after the completed tender and election procedure by signing of the employment contract.

(2) With the persons elected into the scientific – teaching, scientific, teaching and associate work places, an employment contract about the work on indefinite time is signed, with the obligation of re-election or advancement in every 5 years, according to the provisions of the Law.

(3) The employment contract of the employee in scientific – teaching and teaching rank ceases in the end of the academic year in which he/she reaches 65 years of age, because of the retirement.

(4) When there exists a need for the continuance of his/her work, to the professor in permanent rank the employment contract can be prolonged at most until the end of the academic year in which he/she reaches 70 years of age. The decision about the prolongation is issued by the Faculty Council, and confirmed by the Council of Area. In the decision making, special consideration shall be given to the scientific contribution of the employee, and his/her performance in the teaching process and the upbringing of the young scientists and teachers. The decision about the prolongation is made in every academic year.

(5) With a person who has finished the graduate study, the employment contract on definite period is concluded in duration of six years at most, on the work place of assistant. The assistant is obliged to enlist the post-graduate study.

(6) With the assistant who has finished the post-graduate study and gained Ph.D. in the period of six years or shorter, an employment contract on definite period is made for the assistant work place in the rank of senior assistant. The duration of this employment contract can be at most until the expiration of the period of ten years from the conclusion of the employment contract from the previous paragraph.

(7) With the assistant or senior assistant who work on the project of limited duration, the employment contract can be concluded on definite period, within the duration of the project or its part on which that person is engaged.

(8) The contract establishes the conditions of employment, the beginning and the end of the employment, the rights and obligations of the employee of the Faculty and other components defined by the Law and the Regulations about the employment on the Faculty, as well as the Regulations about the organization of the jobs on the Faculty.

Temporary and periodical employment

Article 163

- (1) Temporary and periodical employment and additional work on the Faculty is approved by the Dean of the Faculty when the need arises, and when the funds for these activities are ensured.
- (2) The forms of the employment defined in the previous paragraph can be realized in full time or in part time, and last throughout the duration of the concluded employment contract.
- (3) While concluding the employment contract related to the work on the project, it is necessary to define the scope of the scientific research and expert work in the contract for every employee included in the project work.

9 Sabbatical

Sabbatical

Article 164

- (1) The teachers of the Faculty elected into the scientific-teaching ranks of professor or associate professor can, after every six years of the work on the Faculty, use a sabbatical for the scientific and professional development or for the scientific and professional work.
- (2) A sabbatical is approved to the teacher in accordance with the plan of the use defined by the Faculty Council.
- (3) During the sabbatical, the teacher has a right to the payment according to the special Regulations.
- (4) During the sabbatical, the Faculty is obliged to organize the continued classes and fulfillment of other obligations of the absent teacher.
- (5) The sabbatical is approved by the Faculty Council.

Rights and obligations of the teachers with the scientific, scientific – teaching and teaching ranks

Article 165

- (1) The employee elected into the scientific – teaching rank or into the scientific work place can, with the approval of the Faculty Council, use the paid or unpaid vacation because of the scientific and professional development, or because of the development of the teaching, or the scientific and professional development on other scientific or educational institution. After approval of such vacation, the Faculty has to ensure the continuous classes and fulfillment of other obligations of the absent employee.
- (2) The employee elected into the scientific – teaching rank or into the scientific work place has the right on pause of the deadlines for election into the ranks and work places according to the Law, and also during the time of performing the duty of Rector, Vice-rector, Dean of the Faculty, or any public duty.
- (3) The employee elected into the scientific – teaching rank or into the scientific work place who is nominated or elected into a public duty for which he/she has concluded the corresponding employment contract can continue with the scientific work and teaching on the Faculty in such manner that, according to the Law, concludes with the Faculty the employment contract or some other adequate contract. Such employee has the right,

according to the above mentioned contract, to return to the work place he/she had before the employment on the public duty, or to return to some other adequate work place.

(4) During the absence caused by the reason mentioned in the article 1 of this paragraph, because of the public duty or other justified reason, the teacher's rights and obligations from the contract can be on pause, or partial pause; however, the conducting of the classes or the adequate replacement for the teacher has to be ensured.

(5) The vacation can be approved in duration defined in the general labor regulations.

(6) The vacation from the paragraph 1 of this article is approved by the Dean of the Faculty on proposal of the Faculty Council.

Provisions from the Labor regulations

Article 166

More detailed elaboration of the conditions for realization of the rights from the articles 153 and 154 of this Statute shall be defined in the Labor regulations.

10 Evaluation of the teaching performance

Evaluation of the teaching performance

Article 167

(1) Regular evaluation of the performance of the teachers, associates and scientists is conducted on the Faculty at least once in two years.

(2) If the University does not conduct the evaluation of the teaching performance in the period of two years, the Faculty retains the right to initiate the procedure of evaluating the teaching performance.

Method of evaluation of teaching performance

Article 168

(1) Regular evaluation of the teaching performance from the previous article has to take into consideration the results of the students' poll.

(2) The evaluation of the teaching performance is conducted in a manner defined by the decision of the Senate.

11 Work outside of the University and the Faculty

Working outside of the University and the Faculty

Article 169

(1) Scientific, teaching and professional work of the employees outside of the Faculty and the University, and the financial and other interests stemming from such work, cannot be in conflict with the interests of the Faculty and the University.

(2) The interests of the individual employees of the Faculty have to be subordinated to the interests of the Faculty and the University.

(3) The interests of the Faculty related to the content of the previous paragraphs of this article are represented by the Dean of the Faculty, and in the case of a conflict, the arbiter is the Senate of the University.

(4) External teaching activity of the Faculty employees on other higher education institution is realized by the agreement between the University and the higher education institution, according to the general act of the University. The above mentioned activity cannot be over 30% of the employees regular teaching activity.

Approval for conducting of the classes in other institution

Article 170

(1) The Dean can forbid, limit or place conditions on the contract of the employee with the legal entities outside of the Faculty, if such contract may have negative influence to the work on the Faculty, or if it is a contract with an organization which is a competition to the Faculty.

(2) The opinion about conducting the classes in other institution is provided by the Faculty Council.

(3) The Senate gives the approval for conducting the classes exclusively on the base of the elaborated request of the Faculty and the previous agreement between the Faculty and the higher education institution.

(4) More detailed regulation of the rights and obligations of the teachers, associates and scientists regarding their work outside of the Faculty and/or University shall be elaborated by the general acts of the University and the Faculty.

12 Disciplinary procedure

Regulations about the disciplinary responsibility

Article 171

(1) Failure to fulfill the obligations, injury to the rules of conduct defined by this Statute, and the injury to the reputation of the University, the Faculty and its employees leads to the disciplinary responsibility.

(2) The description of the disciplinary transgressions and the disciplinary procedure is defined by the Regulations about the disciplinary responsibility of the employees of the Faculty in accordance with the Law, this Statute and the labor legislation.

13 Scientific and professional work

Research and creativity

Article 172

(1) It is in the interest of the Faculty that the teachers, associates and scientists are engaged in the scientific research and professional tasks.

(2) The Faculty has to ensure the conditions and encourage the scientific research and professional activity under the equal conditions for all.

(3) Scientific research and professional activities are realized in the form of projects, analysis and expertises.

Scientific research projects

Article 173

(1) Scientific research projects are proposed by the teachers, associates and scientists of the Faculty with the written information to the Dean of the Faculty, and the criteria of acceptance and final evaluation of the scientific research projects are defined by the Faculty Council, i.e. the client who ordered the project.

(2) The international projects or the projects of special importance are agreed upon through the University.

(3) The criteria of acceptance and evaluation of the international projects or the projects of special importance for Republic of Croatia are defined by the Senate based on the proposal of its committee.

Contract of scientific research project

Article 174

(1) The contract about the acceptance of the scientific research project is concluded by the party which proposed the project, i.e. the party which conducts the project, the Faculty as the host of the activity, and the party which ordered the project.

(2) The organizational, financial and other forms of support to the head of the scientific research activity is ensured, depending upon the activity type, by the Faculty, i.e. the principal, in accordance with the provisions of the contract.

Provisions of the contract about the scientific research project

Article 175

(1) The contract from the previous article defines the fee to the Faculty for the use of the space, the equipment, the infrastructure and other resources during the work on the project.

(2) The fee relates to the use of the space, the equipment, the infrastructure and other resources ensured by the Faculty.

XI PROPERTY AND BUSINESS OF THE FACULTY

Funds for the activities

Article 176

The Faculty acquires the funds for its activities from:

- the resources of the founders;
- the resources of the budget of Republic of Croatia,
- budget of the County and the City

- National trust for the science, the higher education and the technological development of Republic of Croatia;
- own income realized on the market, from the scholarships, research and professional projects, elaborates, expertises, publishing and other activities;
- direct investments of the individuals, companies and other legal entities;
- donations;
- other resources in accordance with the Faculty activities

The amount of the scholarships

Article 177

Pursuant to the proposal of the decision of the Rector's Board in broader sense, the Senate defines the amount of the scholarships for the studies on the Faculty for every study year, and also the number of the students who shall study with the support of the Ministry in the next study year.

Defining the budget and the budget plan

Article 178

- (1) All the incomes and the expenses of the Faculty in the period of three calendar years are defined in the plan of the University budget and the Faculty budget for that period.
- (2) All the incomes and the expenses of the Faculty within one calendar year are defined by the budget of the University and the Faculty for that year, and concluded by the final account for that year.
- (3) The plan of the budget and the budget is issued by the Faculty Council, on the proposal of the Dean of the Faculty.
- (4) The Faculty is obliged to issue the proposal of the budget for the next calendar year until the 15th of May of the currant year, and the budget for the calendar year after the approval of the budget by the Senate of the University.
- (5) The Faculty issues the plan of the budget for the three year period at the latest six months after the election of the Rector, and six months before the beginning of the three year period for which the budget is issued.

Capital investments

Article 179

- (1) The funds for the capital investments are ensured from the State budget, from Faculty's incomes and from other corresponding sources, and are planned in the budget of the University and its components.
- (2) For the investments not included into the budget, whose value surpasses

1.000,000,00 kunas (construction, bigger repairs, additional construction, purchase of the equipment etc) an approval of the Senate is required, except in the case of urgent repairs whose delay would cause damage.

The obligation of purposeful spending of the funds

Article 180

(1) The Faculty is obliged to spend the approved funds from the budget of the University for programme realization in purposeful manner. The costs within the approved amount shall be distributed independently, according to the real needs and rationally.

(2) The Faculty shall submit the most recent report about the number and the structure of the employees and about the spending of the funds for the implementation of the program to the Committee for University Budget at least once a year.

The Fund for the development of the University

Article 181

(1) A part of the funds which the Faculty acquires on the market by performing its activity and by the incomes out of the program of the basic activities is appointed into the Fund for the development of the University and its components, according to the general act.

(2) The following shares from the total incomes of the individual activities shall be appointed into the Fund:

- from the undergraduate and the graduate studies, 3 %
- from the post-graduate studies, 2 %
- from the scientific and professional activities, permanent development and other educative programs, publishing activities etc, 1%
- from the rents, 6%
- from the gifts and the sponsorships, % and
- from other incomes, 3%

XII TRANSITIONAL AND FINAL PROVISIONS

The property of the Faculty

Article 182

The property of the Faculty stays the property of the Faculty.

The Dean, the Vice-deans and the heads of the departments

Article 183

The Dean and the Vice-deans of the Faculty, as well as the heads of the departments elected before this Statute is put into effect stay on their duties until the end of the mandate for which they were elected.

The Faculty Council

Article 184

(1) The Faculty Council as the expert council of the Faculty shall be established according to the provisions of this Statute within thirty days since the Statute is put into effect.

(2) The current student representatives and their deputies in the Faculty Council continue to perform the duty of the student representatives in the Faculty Council.

(3) The mandate of the student representatives from the paragraph 2 of this article lasts until the new elections, according to the regulations about the Students' Assembly and the provisions of this Statute.

(4) For the needs of the elections of the student representatives into the Faculty Council, the students of the pre-graduate studies shall be considered as the students of the undergraduate and graduate studies.

(5) The students of the post-graduate studies shall elect their representatives in accordance with the Decision of the Senate.

(6) The Faculty Council which was constituted in accordance with the regulations which were in force before this Statute is put into effect continues with the work until the constitution of a new Faculty Council.

Students

Article 185

(1) The students admitted into the pre-graduate and post-graduate magister or Ph. D. study on the day the Law is put into effect, have the right to complete the study under the curriculum and the conditions which were valid during their admission into the first year of the study and to acquire corresponding academic degree according to the regulations valid before the Law was put into effect.

(2) The students from the previous paragraph have the right to complete the study in time which they have left until the completion of the program according to which they began their studies, prolonged for at least two years, i.e. in accordance with the Law and the general acts of the University and the Faculty.

Continuance of the study

Article 186

The students who do not complete the study according to the old study program within the period defined in the previous article, may continue the study under the valid study program under the conditions defined by the Regulations about the undergraduate and graduate study on the Faculty and Regulations about the post-graduate study on the Faculty.

Study

Article 187

The implementation of the study according to this Statute begins in the academic year 2005/2006.

Post-graduate studies shall be implemented according to this Statute at the latest from the academic year 2005/2006, if the Law did not define differently.

Equalization of the studies

Article 188

The university and the associate degree studies completed under the regulations valid until the day when the Act of the scientific activity and higher education is put into effect will be equalized with the corresponding university graduate and associate degree studies, according to the provision of the Law.

Implementation of the provisions of the Law and the Statute of the University

Article 189

The provisions of the Law and the Statute of the University are applied directly to all issues not regulated by this Statute.

Associate degree study

Article 190

The associate degree studies shall be conducted according to the possibilities prescribed by the Law.

Procedures of election into the ranks

Article 191

(1) The procedure of election of the teachers into the scientific – teaching and teaching ranks, which were initiated before the Law was put into effect shall be completed according to the procedure and within the deadlines defined by the earlier regulations, at the latest July 1st 2005.

(2) All the teachers of the Faculty elected according to the earlier regulations are subjected to the re-election according to the provisions of the Law and this Statute, but not before the expiration of the period on which they were elected under the provisions of earlier regulations, i.e. before the expiration of the deadline for evaluation of the teachers under the provisions of previous regulations.

General acts

Article 192

(1) The Dean of the Faculty and the Faculty Council are obliged to issue the additional general acts of the Faculties within the three months since this Statute is put into effect; these acts have to be in accordance with the Law, with the Statute of the University and with this Statute.

(2) Until the issuing of the new general acts of the Faculty, the provisions of the existing acts shall be applied, if they are not contrary to the Law, the Statute of the University and this Statute.

Issuing of the Statute

Article 193

This Statute of the Faculty was issued by the Faculty Council on the session held on June 7th 2005, and the approval of the Statute was provided by the Senate of the University in Zagreb, on July 21 2005.

Cessation of the validity of the Statute of July 20th 2004

Article 194

By putting into effect of this Statute, the Statute of the Faculty issued on July 20th 2004 (revised text) ceases to be valid.

Putting into effect

Article 195

This Statute is put into effect on the eighth day since the publication on the advertising board of the Faculty.

Amendments and updates of the Statute

Article 196

- (1) The Faculty Council of the Faculty of Organization and Informatics has issued the Decision about the amendments and updates of the Statute on September 16th 2008.
- (2) The Senate of the University has given the approval to the amendments and updates of the Senate on October 14th 2008.

Revised text of the Statute

Article 196

The Secretary of the Faculty is obliged to define and issue the revised text of the Statute within 30 days since the approval of the provisions of this Statute by the Senate of the University of Zagreb.

In Varaždin, October 28th, 2008

DEAN:Prof. Tihomir Hunjak, Ph.D.

The Statute was published on the advertising board and web sites of the Faculty on October 28th 2008.

SECRETARY:Tatjana Zrinski, LLB