



**UNIVERSITY OF ZAGREB**

**FACULTY OF ORGANIZATION AND INFORMATICS  
VARAŽDIN**



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

**STATUTE**

**FACULTY OF ORGANIZATION AND INFORMATICS**

## TABLE OF CONTENTS

I.	GENERAL AND STATUS PROVISIONS.....	7
	Subject of Regulation.....	7
	Status of the Faculty.....	7
	Foundation of the Faculty .....	7
II.	NAME, SEAT, ACTIVITY AND SEAL OF THE FACULTY .....	7
	Name of the Faculty.....	7
	Seat of the Faculty.....	8
	Change of the Name and Seat of the Faculty .....	8
	Activities of the Faculty .....	8
	Change of the Activities of the Faculty.....	9
	Seal and Stamp of the Faculty.....	9
	Usage of the Seal and Stamps .....	9
III.	STATUS, LEGAL POSITION, REPRESENTATION AND PRESENTATION OF THE FACULTY 9	
	Legal Position of the Faculty .....	9
	Establishing Commercial Companies .....	10
	Property of the Faculty.....	10
	Liability .....	10
	Conclusion of Legal Transactions.....	10
	Representation of the Faculty.....	10
IV.	INTERNAL ORGANIZATION OF THE FACULTY .....	10
	Organization of the Faculty.....	10
V.	PUBLICITY OF WORK AND CLASSIFIED INFORMATION .....	11
	Publicity of Work and Classified Information .....	11
VI.	FACULTY BODIES.....	11
(1)	Faculty Bodies .....	11
(2)	Dean .....	11
	Dean and the Authority of the Dean .....	11
	Proposed Persons for the Position of Dean .....	12
	Dean's Mandate .....	12
	Candidates for the Dean .....	12
	Responsibility of the Dean .....	13
	Initiation of the Dean Election Procedure .....	13
	Nomination of Candidates for the Dean's Position.....	13

Work Programme of the Dean .....	13
Dean Election Procedure.....	13
Election of the Dean.....	14
Repetition of the Dean Election Procedure.....	15
Confirmation of the Election of the Dean .....	15
Relief of the Dean of Duty and Termination of the Dean's Office.....	15
Decision to Initiate the Procedure of Relieving the Dean of Duty.....	15
Decision to Relieve the Dean of Duty.....	16
Acting Dean .....	16
(3) Management Board.....	16
Management Board .....	16
Vice-Deans.....	16
Appointment of Vice-Deans .....	16
Relief of Vice-Deans of Duty .....	17
Secretary of the Faculty .....	17
(4) Faculty Council .....	17
Faculty Council .....	17
Composition of the Faculty Council .....	17
Election of the Faculty Council Members .....	18
Election of Students to the Faculty Council.....	18
Number of Students in the Faculty Council .....	18
Mandate of Students in the Faculty Council .....	18
Participation of Students in the Work of the Faculty Council .....	19
Suspensive Veto.....	19
Chairing the Faculty Council .....	19
Authority of the Faculty Council .....	19
Work of the Faculty Council.....	20
Committees .....	20
(5) Advisory Bodies of the Faculty .....	20
VII. PROCEDURE FOR ELECTION OF REPRESENTATIVES TO THE SENATE OF THE UNIVERSITY OF ZAGREB AND FIELD COUNCILS.....	21
(1) Procedure for Election to the Senate of the University of Zagreb .....	21
Members of the Senate.....	21
(2) Procedure for Election to the Field Council of the University of Zagreb .....	21
Members of the Field Council.....	21
VIII. STUDIES .....	21
Studies at the Faculty .....	21

(1)	Types of Study .....	21
	Organization and Performance of Studies.....	21
	Study Year.....	22
	Syllabus of the Study Programme.....	22
	Curriculum of the Study Programme .....	22
(2)	Organization of Teaching and Student Workload.....	22
(3)	Exams.....	22
(4)	Completion of Study .....	23
	Completion of Study .....	23
(5)	Documents, Titles and Degrees of Completed Studies .....	23
	Documents on the Study .....	23
	Titles Obtained upon the Completion of the Study.....	23
(6)	Postgraduate Study.....	24
	Types of Postgraduate Studies .....	24
	Enrolment in Postgraduate Studies .....	24
(7)	Acts on the Regulation of Studies.....	24
IX.	STUDENTS .....	24
	Attaining Student Status.....	24
	Full-Time and Part-Time Students.....	24
	Guest Students and Programme Attendants .....	25
	Student Status.....	25
	Admission to Undergraduate and Graduate Studies .....	25
(1)	Rights and Obligations in the Course of Study .....	25
	Enrolment in a Higher Year of Study .....	25
	Specific Conditions of Study .....	25
	Duration of Study.....	26
	Right to Suspend Obligations .....	26
	Rights and Obligations of Students.....	26
	Student Activities .....	26
	Student Awards .....	26
	Disciplinary Responsibility of Students.....	27
	Termination of Student Status.....	27
X.	TEACHERS, ASSOCIATES AND SCIENTISTS .....	27
	Conduct of the Activities of the Faculty .....	27
	Criteria for Election to Employment Positions .....	27
	Employment to Vacancy Positions .....	27
	Elections to a Higher Position and Re-elections .....	27

Associates.....	28
Evaluation of Associates' Work.....	28
Sabbatical Year .....	28
(1) Professional/Expert Employment Positions .....	28
Scope of Work of Employees in Professional Positions .....	28
Conditions for Election to Professional Employment Positions .....	29
Initiating the Procedure for Election to Professional Employment Positions .....	29
Procedure for Election to Professional Employment Positions.....	29
(2) Administrative and Professional-Technical Tasks .....	30
Honorary Titles Granted to Teachers .....	30
(3) Temporary and Occasional Employment.....	30
Temporary and Occasional Employment.....	30
Termination of the Teacher's Employment Contract.....	30
Replacement of an Absent Employee .....	30
Adjunct Teacher and Adjunct Associate.....	31
Rights and Obligations of Teachers in Scientific-Teaching, Teaching and Associate Employment Positions.....	31
Suspension of Deadlines and Extension of Employment Contracts .....	32
Awards and Honours.....	32
(4) Quality Assurance and Improvement System .....	32
Quality Assurance and Improvement System .....	32
Verification of Teaching Work .....	33
(5) Work outside the Faculty .....	33
Employee's Work outside the Faculty .....	33
Consent to Perform Classes and Tasks for other Organizations .....	33
Academic Ethics .....	33
Disciplinary Responsibility .....	33
(6) Scientific and Professional Work.....	34
Research and Creativity .....	34
Scientific Research and Professional Projects .....	34
Foundations, Donations and Sponsorships .....	34
XI. BUSINESS OF THE FACULTY .....	34
Tuition Fees.....	35
Budget Plan.....	35
Obligation of Spending Funds for a Designated Purpose .....	35
XII. TRANSITIONAL AND CONCLUDING PROVISIONS .....	35
Dean, Vice-Deans and Heads of Scientific-Teaching Organizational Units.....	35

Faculty Council .....	36
Application of the Provisions of the Law and the Statute of the University .....	36
Alignment of General Acts of the University and the Faculty .....	36
Termination of the Statute.....	36
Entry into Force .....	36

Pursuant to Article 19, paragraph 3, point 2 of the Law on Scientific Activity and Higher Education (Official Gazette no. 119/22) (hereinafter: the Law), Article 54, paragraph 2, item 2 of the Statute of the University of Zagreb, the Faculty Council, at its meeting session held on 20 April 2023 and 9 May 2024 adopted the following

STATUTE  
of the University of Zagreb  
Faculty of Organization and Informatics

I. GENERAL AND STATUS PROVISIONS

Subject of Regulation

**Article 1**

- (1) This Statute regulates, in accordance with the Law and the Statute of the University of Zagreb (hereinafter: the Statute of the University), the organization, activity and business of the University of Zagreb Faculty of Organization and Informatics (hereinafter: the Faculty), the authority and manner of decision-making of Faculty bodies, the organization and implementation of studies, the status of teachers, associates, scientific and other employees, the status of students and other issues of importance for the Faculty.
- (2) The gender-specific terms used in this Statute shall be taken to refer to both the masculine and feminine gender regardless of whether they are used in the masculine or feminine form.

Status of the Faculty

**Article 2**

The Faculty shall be a higher education institution that performs its activities as a scientific-teaching constituent of the University of Zagreb (hereinafter: the University), organizes and conducts university studies and develops scientific and professional work in one or more scientific and professional fields. The Faculty may also establish and conduct professional studies in accordance with the Law and the Statute of the University.

Foundation of the Faculty

**Article 3**

- (1) The Faculty was established by the Decision on the Establishment of the Faculty of Organization and Informatics of 9 December 1974.
- (2) The Faculty Day shall be 18 December.
- (3) The founder of the Faculty shall be the University of Zagreb.

II. NAME, SEAT, ACTIVITY AND SEAL OF THE FACULTY

Name of the Faculty

**Article 4**

The Faculty shall perform its activities, operate and participate in legal transactions under the name (in Croatian): Sveučilište u Zagrebu Fakultet organizacije i informatike. The abbreviated name of the

Faculty (in Croatian) shall be SUZG FOI. The name of the Faculty in English shall be: The University of Zagreb Faculty of Organization and Informatics, and the abbreviated name shall be: UNIZG FOI.

#### *Seat of the Faculty*

#### **Article 5**

The registered seat of the Faculty shall be in Varaždin, 2 Pavlinska Street.

#### *Change of the Name and Seat of the Faculty*

#### **Article 6**

The decision to change the name and the seat of the Faculty shall be made by the Senate of the University upon the proposal of the Rectors' Collegium in its broader composition, with the submitted proposal of the Faculty Council.

#### *Activities of the Faculty*

#### **Article 7**

The Faculty's activities shall be:

- (1) higher education (P85.4 according to the National Classification of Activities of the Republic of Croatia – NKD 2007) in the scientific area of social sciences, scientific field of information sciences, scientific field of economy, scientific field of interdisciplinary social science and interdisciplinary STEM fields of science, scientific fields of project management, educational sciences, and security and defence sciences, which shall include:
  - a. organization and implementation of university undergraduate, graduate, specialist and doctoral study programmes in the area of social sciences, field of information sciences, in accordance with issued licenses
  - b. organization and implementation of university undergraduate, graduate, specialist and doctoral study programmes in the area of social sciences, the field of economy, in accordance with issued licenses
  - c. organization and implementation of professional study programmes in the area of social sciences, field of information sciences, in accordance with issued licenses
- (2) scientific research and development in the area of social sciences, the field of information sciences, and other scientific areas and fields in which the Faculty employees received their appointments to scientific positions, which also includes the application of the results of scientific achievements to solving specific tasks, i.e. providing research, development and advisory services, creation of expert studies, expert assessments, etc. (M72 according to NKD 2007)
- (3) organization of meetings and business fairs, and, in particular, the holding of scientific and professional conferences, symposia, seminars, congresses, workshops, and other meetings (N82.3 according to NKD 2007)
- (4) organizing continuing professional education and training and lifelong learning
- (5) adult education (NKD 85.59)
- (6) publishing activities and computer text processing (J58 according to NKD 2007)
- (7) computer programming, consulting and related activities (J62 according to NKD 2007)
- (8) aerial imaging activities (NKD-74.20 in the Republic of Croatia)
- (9) information service activities (J63 according to NKD 2007)
- (10) management activities, management consultancy (M70 according to NKD 2007)
- (11) data processing, server services and related activities; internet portals (NKD 63.1)
- (12) software publishing (NKD 58.2)
- (13) computer games publishing (NKD 58.21)
- (14) publishing other types of software (NKD 58.29)
- (15) translation activities (M74.3 according to NKD 2007)
- (16) planning and implementation of professional projects and international cooperation
- (17) retail sale of books in the Faculty's bookstore (G47.61 NKD07)



- (18) photocopying and document preparation (N82.19 NKD07)
- (19) retail sale by post or via the Internet ( G47.91 NKD 2007)
- (20) other activities in accordance with the Law and the Statute of the University.

The Faculty shall operate independently and perform activities within the scope of its activities in the manner specified by the Law, the Statute of the University, this Statute and other general acts of the Faculty.

#### *Change of the Activities of the Faculty*

##### ***Article 8***

- (1) The Faculty may change its activities at the proposal of the Faculty Council.
- (2) The change of the Faculty's activities shall require the consent of the Senate of the University.

#### *Seal and Stamp of the Faculty*

##### ***Article 9***

- (1) The Faculty shall have its seal embossed and rubber stamp.
- (2) The seal of the Faculty shall be round with the coat of arms of the Republic of Croatia at the centre and the inscription "Republic of Croatia" in the upper and "University of Zagreb Faculty of Organization and Informatics" in the lower part of the perimeter.
- (3) The circular seal shall be used in the exercise of public authority in accordance with the provisions of the Law and other regulations.

##### ***Article 10***

- (1) For other purposes, the Faculty shall have a rubber stamp in the rectangular form of 60x10 millimetres in size, and a circular form with a diameter of 30 millimetres, without the coat of arms of the Republic of Croatia, both of which contain the abbreviated name of the Faculty and its seat.
- (2) The Faculty shall have an embossed stamp designed in accordance with Article 9, paragraph 2, the imprint of which shall be placed on the diploma of the Faculty.

#### *Usage of the Seal and Stamps*

##### ***Article 11***

- (1) Faculty stamps shall be marked with ordinal numbers.
- (2) The Dean of the Faculty shall determine the number of stamps in use, the manner of their use, and the persons responsible for guarding them.
- (3) Except in the case of the provisions in Articles 9 and 10 of this Statute about the seal and stamp, the Faculty shall apply the rules on electronic documents, electronic signatures and other electronic determinants of various legal expressions.

### **III. STATUS, LEGAL POSITION, REPRESENTATION AND PRESENTATION OF THE FACULTY**

#### *Legal Position of the Faculty*

##### ***Article 12***

The Faculty shall be a legal entity entered into registers and register books in accordance with positive legal regulations.

### Establishing Commercial Companies

#### **Article 13**

- (1) The Faculty may, in accordance with the Statute of the University, with the consent of the Senate of the University, establish a commercial company, or acquire stocks and shares in existing companies.
- (2) The Faculty may, in accordance with the Statute of the University, with the consent of the Senate of the University, also establish other legal entities.

### Property of the Faculty

#### **Article 14**

The property of the Faculty shall consist of real estate and movable property owned by the Faculty including property rights and financial resources obtained from the founder, resources acquired through the provision of services and the sale of products, or obtained from other sources (gifts, inheritances, etc.).

### Liability

#### **Article 15**

- (1) The Faculty shall be accountable for obligations assumed through legal transactions with its entire property.
- (2) The founder of the Faculty shall be jointly and unrestrictedly liable for the obligations of the Faculty.

### Conclusion of Legal Transactions

#### **Article 16**

Without the consent of the Senate of the University, the Faculty may not acquire, dispose of and burden its real estate property, and conclude other legal transactions whose value exceeds 600,000.00 euros.

### Representation of the Faculty

#### **Article 17**

The Faculty shall be presented and represented by the Dean within the scope of authority established by the Law, the Statute of the University and this Statute.

## **IV. INTERNAL ORGANIZATION OF THE FACULTY**

### Organization of the Faculty

#### **Article 18**

- (1) For the performance of registered activities at the Faculty, the following types of organizational units shall be established:
  1. Scientific-teaching (organizational) units
  2. Professional and support (organizational) units
  3. Library (Library and Documentation Centre)
- (2) The organization and activity of the organizational units of the Faculty shall be defined by the general act of the Faculty.

## V. PUBLICITY OF WORK AND CLASSIFIED INFORMATION

### Publicity of Work and Classified Information

#### **Article 19**

- (1) The work of the Faculty shall be public.
- (2) The Faculty shall inform the public in a timely and truthful manner about the performance of its activities.
- (3) The Faculty shall inform the public through the media by providing individual spoken notices and publications on notice boards and via the Internet.
- (4) The Statute, other general acts and data shall be published by the Faculty on the Faculty's website, in an easily accessible place and an easily searchable manner.
- (5) Access to information shall be provided in accordance with legal regulations.

#### **Article 20**

- (1) The Dean and an employee of the Faculty authorized by the Dean, i.e. a legal representative of the Faculty, may inform the public about the activities of the Faculty.
- (2) Heads of centres, laboratories, projects and studies of the Faculty may provide information and notify the public within the limits relating to the activities of these centres, laboratories, projects and studies.
- (3) A student representative and a person authorized by him or her may provide information on issues concerning the activities of students.
- (4) The Faculty shall not provide information on the data that are considered a trade secret under legal provisions and contractual obligations, data that could cause damage to the functionality of the Faculty, or provide access to documentation, to protect data confidentiality and protect personal data. A trade secret refers to documents and data whose communication or disclosure to unauthorized persons would harm the functioning and performance of the Faculty's activities.

## VI. FACULTY BODIES

### *(1) Faculty Bodies*

#### **Article 21**

- (1) The Faculty bodies are:
  - the Dean
  - the Faculty Council
  - the Management Board
  - other bodies established by the general act of the Faculty.
- (2) The Faculty may establish advisory bodies in the field of its activity.

### *(2) Dean*

### Dean and the Authority of the Dean

#### **Article 22**

- (1) The Dean shall manage the Faculty, present and represent the Faculty, and act as its head and leader.
- (2) The insignia of the Dean shall be the Dean's chain.
- (3) The Dean of the Faculty shall have the right to undertake all legal transactions within the scope of activities of the Faculty registered in the court register.

(4) The Dean shall have the right to undertake all legal actions on behalf and for the account of the Faculty up to the amount of 200,000.00 euros. The Dean shall require the consent of the Faculty Council to undertake legal action in the amount that exceeds this amount, up to the amount of 600,000.00 euros. The consent of the Senate and the Faculty Council shall be required for undertaking legal actions in amounts above 600,000.00 euros.

(5) In addition to the tasks in the above paragraphs, the Dean shall:

1. organize and manage the work and business of the Faculty
2. present and represent the Faculty
3. convene and chair the sessions of the Faculty Council
4. propose to the Faculty Council the adoption of general acts and adopt general acts that are not within the competence of the Faculty Council
5. draft a proposal of the part of the programme contract relating to the Faculty
6. propose the budget plan for the Faculty
7. propose a human resources management plan for the Faculty
8. manage the execution of the budget plan of the Faculty in accordance with this Statute, the Statute and the provisions of the programme contract
9. manage the property of the Faculty with the prior consent of the Faculty Council
10. by position be a member of the Senate and a corresponding Field Council
11. propose to the Faculty Council measures to improve the work of the Faculty
12. give a written power of attorney to another person to represent the Faculty in legal transactions
13. appoint the persons authorized to sign financial and other documentation
14. implement the decisions of the University bodies and the Faculty Council
15. decide on investment maintenance
16. propose to the Faculty Council the appointment of Vice-Deans
17. grant temporary and occasional employment
18. establish committees for the execution of certain work tasks, the establishment of which is not within the competence of the Faculty Council
19. issue second-instance decisions in administrative cases
20. perform other tasks stipulated by the Law, the Statute of the University and this Statute.

(6) The Dean shall submit to the Rector and the Faculty Council an annual report on the implementation of the Faculty's strategy, a report on the business of the Faculty and implementation of part of the programme contract, and other reports established by the Faculty Statute.

#### *Proposed Persons for the Position of Dean*

#### ***Article 23***

The Dean shall be elected from the ranks of the Faculty teachers in the scientific-teaching position of the full professor with a permanent title, full professor or associate professor.

#### *Dean's Mandate*

#### ***Article 24***

The Dean shall be elected for a three-year term and the same person may be re-elected only once

#### *Candidates for the Dean*

#### ***Article 25***

Candidates for the Dean's position who receive the consent of the Faculty Council shall submit their professional CV and their work programme to the Dean whose mandate is expiring.

### Responsibility of the Dean

#### **Article 26**

- (1) The dean shall be responsible for the legality, and implementation of the Statute and decisions of university bodies at the Faculty.

### Initiation of the Dean Election Procedure

#### **Article 27**

- (1) The Dean election procedure shall be initiated by an invitation by the Faculty Council, no later than six months before the expiry of the mandate of the incumbent Dean. The procedure shall be initiated by inclusion in the agenda of the session of the Faculty Council of the item under which the nomination and determination of the candidates for the Dean's position is conducted.
- (2) The Dean election procedure must be completed no later than four months before he or she takes office.
- (3) If a new Dean is not elected by the expiry of the deadline referred to in paragraph 2 of this Article, the Faculty Council shall appoint an Acting Dean within 30 days until the election of the Dean, and for a period no longer than one year. As soon as possible, and no later than 30 days after the appointment, the Senate confirms the appointment of the Acting Dean with the previously obtained opinion of the Rector.
- (4) Should the Faculty Council fail to submit its proposal within the prescribed deadline, the Acting Dean shall be appointed by the Senate at the proposal of the Rector.

### Nomination of Candidates for the Dean's Position

#### **Article 28**

- (1) Each member of the Faculty Council shall be entitled to nominate a candidate for the Dean.
- (2) The candidate list shall include the candidate who is supported by at least two scientific-teaching organizational units of the Faculty, and who signs his or her statement of acceptance of the candidacy.

### Work Programme of the Dean

#### **Article 29**

- (1) Candidates for the Dean of the Faculty shall draw up and submit their work programme to the Dean of the Faculty whose term of office is expiring within fifteen days of their inclusion on the list of candidates.
- (2) The proposals that are granted consent by the Faculty Council shall be forwarded to the Senate, which, upon the proposal of the Rector, has to decide on giving consent to the duly submitted application within one month.

### Dean Election Procedure

#### **Article 30**

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

- a. informing the members of the Faculty Council with the prior opinion of the Rector and the Senate of the University on the work programmes of the candidates
- b. discussing the proposed work programmes of the candidates
- c. appointment of a committee to conduct the secret ballot procedure
- d. publishing the results of the secret ballot and deciding on the election of the Dean of the Faculty.

## *Election of the Dean*

### ***Article 31***

The Dean shall be elected when a majority of the total number of members of the Faculty Council has voted for that candidate.

## *Conduct of the Dean Election Procedure*

### ***Article 32***

(1) The election procedure shall be conducted in a maximum of three election rounds.

(2) The first election round:

1. If in the first election round there is one candidate, and he or she does not obtain a majority of votes of all members of the Faculty Council, the election procedure shall be repeated. In this case, the Faculty Council shall determine the appropriate deadlines for the new election procedure.

2. If in the first election round there are two candidates, and neither of them obtains a majority of votes of all members of the Faculty Council, the second election round shall be held, in which the candidate who has obtained a larger number of votes shall have the right to stand for election.

3. If in the first election round there are two candidates, and they obtain an equal number of votes, voting in the first election round shall be repeated. If both candidates achieve the same number of votes in the repeated vote, the election procedure shall be repeated, and the Faculty Council shall determine the appropriate deadlines for the new election procedure.

4. If in the first election round there are three or more candidates, and none obtains a majority of votes of all members of the Faculty Council, the second election round shall be held, in which the two candidates who have obtained the highest number of votes in the first election round shall have the right to stand for election.

5. If in the first election round there are three or more candidates, and all of them obtain an equal number of votes, voting in the first election round shall be repeated. If in the repeated vote all the candidates obtain the same number of votes, the election procedure shall be repeated, and the Faculty Council shall determine the appropriate deadlines for the new election procedure.

6. If after the first election round more than two candidates remain to enter the second election round due to an equal number of votes, an interim voting shall be conducted before the second election round between the candidates with the same number of votes to select the one entering the second election. If the candidate entering the second election round is not elected in this interim voting, the election procedure continues only for the candidate who has received the highest number of votes in the first election round.

(3) The second election round:

1. If in the second election round there is one candidate, and he or she does not obtain a majority of votes of all members of the Faculty Council, the election procedure shall be repeated. In this case, the Faculty Council shall determine the appropriate deadlines for the new election procedure.

2. If in the second election round no candidate receives a majority of votes of all members of the Faculty Council, the third election round shall be held, in which the candidate who has obtained a larger number of votes in the second election round shall have the right to stand for election.

3. If in the second election round the candidates receive an equal number of votes, both of them shall enter the third election round.

(4) The third election round:

1. In the third election round, the candidate who has obtained a majority of votes of all members of the Faculty Council shall be elected the Dean.

2. If the Dean is not elected in the third election round, the election procedure shall be repeated, and the Faculty Council shall determine the appropriate deadlines for the new election procedure.

#### *Repetition of the Dean Election Procedure*

##### **Article 33**

If, in accordance with the previous Article, no candidate obtains the required majority of votes, the election procedure shall be repeated, and the Faculty Council shall determine the appropriate deadlines for the new election procedure.

#### *Confirmation of the Election of the Dean*

##### **Article 34**

- (1) The election of the Dean shall be confirmed by the Senate of the University.
- (2) If the Senate does not confirm the election of the Dean, the election procedure shall be repeated.

#### *Relief of the Dean of Duty and Termination of the Dean's Office*

##### **Article 35**

(1) The Dean of the Faculty may be relieved of duty before the expiry of the period to which he or she has been elected if:

- a) he or she asks to be relieved of duty
- b) he or she does not fulfil the duties of the Dean
- c) reasons arise that, according to the law, the Statute of the Faculty or labour regulations, result in the termination of employment
- d) he or she gravely and persistently offends the provisions of the Statute, the general acts of the University or other regulations
- e) he or she abuses the function of the Dean
- f) he or she causes substantial damage to the Faculty by malpractice or improper work or neglects or negligently performs his or her duties
- g) his or her conduct infringes on the reputation of the office he or she holds
- h) he or she loses the ability to perform the duty.

(2) The mandate of the Dean of the Faculty shall terminate before the expiry of the period to which he or she was elected by:

1. exercising the right to retirement
2. termination of the employment contract
3. transfer to another position
4. establishing an employment relationship with another legal entity or teaching base outside the University.

#### *Decision to Initiate the Procedure of Relieving the Dean of Duty*

##### **Article 36**

- (1) The procedure of relieving the Dean of duty may be instituted by submitting a reasoned proposal in writing by the Rector of the University of Zagreb or the Dean personally, or a proposal by one-third of the membership of the Faculty Council. The reasoned proposal must contain a factual description, legal grounds for the dismissal and evidence of the existence of reasons for the relief of duty.
- (2) The Dean shall be obliged to propose the inclusion of the proposal referred to in paragraph 1 of this Article on the agenda of the Faculty Council session within 30 days from the date of receipt of the complete proposal.

- (3) The procedure for relieving the Dean of duty shall begin with a decision on initiating the procedure adopted by the Faculty Council by a majority of votes of all its members.

#### *Decision to Relieve the Dean of Duty*

##### ***Article 37***

- (1) The procedure for relieving the Dean of duty shall be conducted by the Faculty Council, with the decision on the relief of duty being made by a majority of votes of all its members within two months from the beginning of the procedure.
- (2) Before voting on relieving the Dean of duty is conducted, the Dean must be allowed to present his or her case about the reasons for the relief of duty.

#### *Acting Dean*

##### ***Article 38***

- (1) In the event of a decision of the Faculty Council on the relief of duty of the Dean, the Senate of the University shall appoint the Acting Dean of the Faculty until the election of a new Dean.
- (2) The procedure for the election of a new Dean of the Faculty shall be conducted in accordance with the provisions of the Statute of the University and this Statute. The Dean who has been relieved of duty cannot be nominated as a candidate in this procedure.

- (3) *Management Board*

#### *Management Board*

##### ***Article 39***

- (1) The Management Board shall be the body of the Faculty established to coordinate managerial activities at the Faculty, prepare materials for decision-making, and similar.
- (2) The Management shall be composed of the Dean, vice-Deans and the Secretary of the Faculty.
- (3) Other employees of the Faculty shall participate in the work of the Management if necessary.

#### *Vice-Deans*

##### ***Article 40***

- (1) The Dean shall be assisted in his or her work by Vice-Deans in accordance with the provisions of the Statute and the Dean's work programme. The Faculty may have up to four Vice-Deans.
- (2) Vice-Deans shall represent the Faculty within the scope of activities and tasks for which they are authorized by the decision on their appointment.
- (3) The Dean may authorize a Vice-Dean to deputize him or her in presenting and representing the Faculty and in performing certain tasks within his or her competence.

#### *Appointment of Vice-Deans*

##### ***Article 41***

- (1) The Vice-Deans of the Faculty shall be appointed by the Faculty Council at the proposal of the Dean of the Faculty from the ranks of the Faculty's teachers in the scientific-teaching positions of assistant professor or higher.
- (2) The mandate of the Vice-Deans shall be equal to that of the Dean on whose proposal they were appointed.
- (3) The field of work and competence of Vice-Deans shall be specified in more detail in the decision on the appointment.



### Relief of Vice-Deans of Duty

#### **Article 42**

(1) Vice-Deans of the Faculty may be relieved of duty even before the expiry of the term of office to which they were appointed:

- a) at their own request
- b) at the request of the Dean of the Faculty
- c) if they do not fulfil the duties of a Vice-Dean
- d) if they gravely and persistently offend the provisions of the Statute, the general acts of the University or other regulations
- e) if they abuse the function of a Vice-Dean
- f) if their conduct infringes the reputation of the office they hold
- g) if they lose the ability to perform their duties
- h) in other cases specified by law.

(2) The decision on the relief of duty of a Vice-Dean shall be made by the Faculty Council by a majority of votes of all members of the Faculty Council.

### Secretary of the Faculty

#### **Article 43**

- (1) The Secretary of the Faculty shall be an employee with special rights, authorities and responsibilities who unites and coordinates the work of the Faculty services to ensure the timely and professional execution of all tasks, as well as the professional bodies at the Faculty, and undertakes the necessary measures to ensure the legality and rationality of work at the Faculty, represents the Faculty by a power of attorney in proceedings before state and other bodies, organizations and communities, participates in the drafting of general acts of the Faculty and contracts concluded at the Faculty, makes decisions concerning first-degree administrative procedures, and performs other tasks regulated by the acts of the Faculty and by order of the Dean of the Faculty.
- (2) The Secretary shall be answerable for his or her work to the Dean of the Faculty.
- (3) The rights and obligations of the Secretary's position and the conditions to be fulfilled shall be determined by the general act of the Faculty.

(4) *Faculty Council*

### Faculty Council

#### **Article 44**

The Faculty Council shall be an expert council and the governing body of the Faculty.

### Composition of the Faculty Council

#### **Article 45**

- (1) The Faculty Council shall consist of:
  - a) all Faculty teachers employed in scientific-teaching positions
  - b) representatives of teachers of the Faculty employed in teaching positions
  - c) representatives of associates of the Faculty employed in associate positions
  - d) student representatives.
- (2) The Faculty representative of the relevant Trade Union in the area of science and higher education shall be invited to the sessions of the Faculty Council and will participate in the work of the Faculty Council without the right to vote.

(3) Members of the Faculty Council who are on sick leave, maternity, parental or adoptive leave, or on a sabbatical or paid leave, may participate in the work of the Faculty Council and have the right to vote.

(4) At the first session of the Faculty Council at the beginning of each academic year, changes in the composition of the Faculty Council shall be established, i.e. the mandate of representatives of teachers, associates and students shall be verified.

(5) The Faculty Council may also establish its composition during the academic year if it receives a reasoned proposal to change the composition of the Faculty Council.

#### *Election of the Faculty Council Members*

##### ***Article 46***

- (1) Representatives of teachers in teaching employment positions and associates in associate employment positions shall be elected to the Faculty Council at special meetings convened by the Dean of the Faculty, in the manner prescribed by the general act of the Faculty, in such a way that one representative is elected for every five persons in a respective position.
- (2) If fewer than five persons are employed in one of the positions referred to in the previous paragraph, one representative shall be elected to the Faculty Council for that position.
- (3) The mandate of representatives of teaching staff of the Faculty in teaching positions and of associates in associate positions shall be two years.
- (4) If the mandate of a member representative referred to in paragraph 1 of this Article terminates before the expiry of the period for which he or she was elected, the elected deputy shall assume his or her duties until the end of his or her mandate. The body that has elected a member representative shall elect a new deputy within 30 days.

#### *Election of Students to the Faculty Council*

##### ***Article 47***

Students of the Faculty shall directly elect student representatives to the Faculty Council in the manner specified by the law governing student organizations.

#### *Number of Students in the Faculty Council*

##### ***Article 48***

- (1) Student representatives elected by students in accordance with the law governing student organizations and the Statute of the Faculty shall constitute 10% of the members of the Faculty Council, according to the composition established at the beginning of the academic year, a maximum of 20% of whom are postgraduate students.
- (2) Student representatives in the Faculty Council and their deputies shall be elected in such a way as to ensure an equal representation of students of all study programmes, years of study and gender.
- (3) If the mandate of a member referred to in paragraph 1 of this Article terminates before the expiry of the period for which he or she was elected, the elected deputy shall assume his or her duties until the end of his or her term of office. The body that elected a member representative shall elect a new deputy within 30 days.

#### *Mandate of Students in the Faculty Council*

##### ***Article 49***

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

### Participation of Students in the Work of the Faculty Council

#### **Article 50**

Student representatives shall equally participate in the work of the Faculty Council with other members of the Faculty Council, except in decision-making in the procedures concerning doctorates of science, evaluation papers and the election of teachers and associates to employment positions.

#### Suspensive Veto

#### **Article 51**

(1) When decision-making on issues of special interest for students is concerned, student representatives shall have the right of suspensive veto.

(2) Issues of special interest for students shall be the regulation of student rights and obligations, changes in the conditions of study, ensuring the quality of studies, adoption and modification of study programmes, adoption of syllabi and amendments thereto, and student standard.

(3) The suspensive veto shall be exercised by a majority of all student representatives in the Faculty Council.

(4) After the suspensive veto has been made at the Faculty Council, consultation shall be held between student representatives in the Faculty Council and the Management Board, and the said issue shall be discussed again by the Faculty Council, no earlier than within 8 days.

(5) In repeated decision-making, the decision shall be made by a majority of all members of the Faculty Council and no suspensive veto may be applied to it.

#### Chairing the Faculty Council

#### **Article 52**

The Faculty Council shall be chaired and presided over by the Dean and in case of his or her incapacity, a Vice-Dean appointed by the Dean.

#### Authority of the Faculty Council

#### **Article 53**

The Faculty Council shall:

1. make decisions on teaching, scientific, artistic and professional issues
2. adopt the Statute by a majority of votes of all members of the Faculty Council
3. adopt other general acts
4. adopt the development strategy
5. adopt the proposal of the part of the programme contract relating to the Faculty
6. adopt the budget plan
7. adopt the final account
8. give consent to the Dean for undertaking legal actions on behalf and for the account of the Faculty in the amount exceeding 200,000.00 euros, up to the maximum amount of 600,000.00 euros
9. confirm the proposal of the Dean to the Senate for undertaking legal actions on behalf and for the account of the Faculty in the amount exceeding 600,000.00 euros
10. conduct the procedure of the election and relief of duty of the Dean
11. conduct the procedure of the election and relief of duty of Vice-Deans
12. elect the members of a relevant Field Council
13. pass additional criteria for the election and re-election to scientific-teaching, artistic-teaching, teaching, associate and professional positions

14. conduct the procedures for the election to scientific-teaching, artistic-teaching, teaching, associate and professional positions
15. propose to the Senate the number of enrolment places in each study of the Faculty
16. conduct the election and re-election of adjunct teachers
17. award the honorary status of *professor emeritus* to teachers from the ranks of employees of the Faculty
18. adopt the Dean's annual reports
19. confirm the granting of awards and honours
20. perform other tasks in accordance with the Statute, other general acts of the University, the Statute of the Faculty and other general acts of the Faculty.

#### Work of the Faculty Council

#### **Article 54**

- (1) The Faculty Council shall perform tasks within its jurisdiction in sessions.
- (2) The Faculty Council may make decisions if more than half of the total number of members of the Faculty Council are present in the meeting session. The Faculty Council shall adopt decisions and conclusions, and take positions by a public vote by a majority of the members present with the right to vote unless otherwise stipulated by Law, the Statute of the University or this Statute.
- (3) If the number of votes is divided, the vote shall be repeated. If, even after the repeated vote, the votes are equally divided, the Dean's vote shall prevail in making decisions by the Faculty Council.
- (4) The work of the Faculty Council shall be regulated by the Rules of Procedure of the Faculty Council.

#### Committees

#### **Article 55**

- (1) The Faculty Council may appoint commissions and committees to resolve particular issues within its jurisdiction.
- (2) The number of members of commissions and committees and the scope of their work shall be determined by the decision on appointment.

#### (5) *Advisory Bodies of the Faculty*

#### **Article 56**

- (1) At the proposal of the Dean, the Faculty Council may appoint advisory bodies of the Faculty for scientific activity, cooperation with the economy, and other areas.
- (2) The work of advisory bodies shall be regulated in more detail by the general act adopted by the Faculty Council.
- (3) Advisory bodies of the Faculty shall:
  - a. monitor, analyze and improve the realization of the Faculty's activities, visibility, recognizability and making connections with key stakeholders in accordance with the area for which the body was established
  - b. care about the reputation of the Faculty and its social role
  - c. discuss and issue an opinion on the strategic and developmental decisions of the Faculty Council and the Management Board
  - d. perform other tasks stipulated in the Founding Act and the Statute.

## VII. PROCEDURE FOR ELECTION OF REPRESENTATIVES TO THE SENATE OF THE UNIVERSITY OF ZAGREB AND FIELD COUNCILS

### *(1) Procedure for Election to the Senate of the University of Zagreb*

#### *Members of the Senate*

##### **Article 57**

Pursuant to the Statute of the University, the Faculty shall elect one or more members and their deputies to the Senate from the ranks of the Faculty's employees in scientific-teaching employment positions.

### *(2) Procedure for Election to the Field Council of the University of Zagreb*

#### *Members of the Field Council*

##### **Article 58**

In accordance with the Statute of the University and this Statute, the Faculty shall elect one or more members and their deputies to the Field Council from the ranks of the Faculty's employees in the manner prescribed by the general act of the Faculty.

## VIII. STUDIES

#### *Studies at the Faculty*

##### **Article 59**

- (1) The Faculty shall organize, perform and hold university study programmes that train students for professional and scientific work.
- (2) The Faculty shall also perform a professional study.
- (3) Course teaching may be conducted fully or partly online based on accreditation. A study programme may be fully or partly performed through teaching by using digital technologies and interactive teaching materials to ensure access to learning in special conditions when the teacher and the student are physically remote.
- (4) A study programme, or part of it, may, in exceptional and particularly justified cases, be performed by teaching using computer technologies and interactive teaching materials to ensure access to learning in special conditions when the teacher and the student are physically remote. The Senate shall approve such a course upon the proposal of the Council of the constituent.
- (5) The Faculty may also organize short professional studies and lifelong learning programmes, adult education and other forms of education.

### *(1) Types of Study*

#### *Organization and Performance of Studies*

##### **Article 60**

- (1) University studies at the Faculty shall be organized and performed as:
  - undergraduate studies
  - graduate studies and
  - postgraduate studies.

Each level of university study shall end with the acquisition of a specific title or degree.

(2) Each level of study in paragraph 1 of this Article must comply with the European Credit Transfer and Accumulation System (hereinafter: ECTS).

(3) All levels of study shall be organized in accordance with the Law and the Statute of the University.

#### *Study Year*

#### ***Article 61***

The study year shall be determined by the academic calendar adopted by the Senate of the University, whereas the decision on the organization of the study year shall be made by the Faculty Council.

#### *Syllabus of the Study Programme*

#### ***Article 62***

- (1) A study shall be executed according to the syllabus of the study programme adopted by the Faculty Council.
- (2) The syllabus of a study programme shall determine the structure and form of teaching delivery in a full and adjusted teaching schedule.
- (3) The syllabus and other information necessary for the attendance of classes and taking exams shall be published before enrolment in the study, that is, before the beginning of each academic year in a visible and easily accessible place.
- (4) The content of the syllabus shall be determined by the Law and the Statute of the University.

#### *Curriculum of the Study Programme*

#### ***Article 63***

- (1) The study shall be organized according to the curriculum of the study programme adopted by the Senate of the University upon the proposal of the Faculty Council.
- (2) The structure of the content of the curriculum of the study programme shall be determined by the Law and the Statute of the University.

#### ***(2) Organization of Teaching and Student Workload***

#### ***Article 64***

Teaching at the Faculty shall be organized in accordance with the Law, the Statute of the University, and the general act of the Faculty.

#### ***(3) Exams***

#### ***Article 65***

(1) In all courses of the undergraduate and graduate studies at the Faculty students' achievement of learning outcomes shall be continuously monitored. The method of monitoring full-time and part-time students shall be determined and published by the course teacher before the beginning of classes in the course and in accordance with the adopted syllabus of the study programme

(2) The manner and procedure of conducting exams shall be regulated by the general act of the Faculty in accordance with the Law and the Statute of the University.

#### *(4) Completion of Study*

##### *Completion of Study*

##### ***Article 66***

- (1) Undergraduate university or professional study shall be completed by passing all exams and fulfilling all other study obligations, and producing and defending the Bachelor Thesis, or passing the final exam.
- (2) Graduate university study shall be completed by passing all exams and fulfilling all other study obligations, and producing and defending the Master Thesis, or passing the diploma exam.
- (3) Postgraduate specialist university study shall be completed by passing all exams and producing and defending in public the final specialist thesis.
- (4) Postgraduate doctoral study shall be completed by passing all exams, fulfilling all other study and scientific research obligations, and producing and defending in public the scientific doctoral dissertation.
- (5) The procedure for the application, assessment and defence of the final specialist thesis and doctoral dissertation, as well as other issues related to the completion of the study, shall be regulated by general acts of the University and the Faculty.

#### *(5) Documents, Titles and Degrees of Completed Studies*

##### *Documents on the Study*

##### ***Article 67***

- (1) Upon completion of undergraduate, graduate and postgraduate study, a diploma and a diploma supplement shall be issued to the student.
- (2) Upon completion of a short professional study, a certificate and a diploma supplement shall be issued to the student.
- (3) Diplomas, certificates and supplementary documents (diploma supplements) shall be public documents issued by the Faculty based on public authority which confirm that the student has completed a certain study and acquired the right to an academic or professional title or academic degree.
- (4) Certificates, diplomas and diploma supplements shall be issued by the Faculty free of charge, in Croatian and English, as a signed and certified print and in digital form.
- (5) The form and content of certificates, diplomas and diploma supplements shall be prescribed by regulations by the minister.

##### *Titles Obtained upon the Completion of the Study*

##### ***Article 68***

- (1) Upon completion of the study, the student shall acquire an appropriate professional or academic title or an academic degree and other rights in accordance with special regulations.
- (2) An academic or professional title or academic degree shall be withdrawn if it is established that it has been acquired contrary to the prescribed conditions for its acquisition, by gross violation of the rules of study, or based on a bachelor, master, specialist or doctoral thesis that is revealed as plagiarism or forgery. Initiating and conducting the process of revocation of an academic or professional title or academic degree shall be carried out in accordance with the provisions of the general act of the Faculty at which the academic or professional title or academic degree was acquired.

(6) *Postgraduate Study*

*Types of Postgraduate Studies*

**Article 69**

Postgraduate study at the Faculty shall be organized and performed as:

- a) a doctoral study leading to a doctoral academic degree (Ph.D.) in a duration of three years
- b) a university specialist study leading to the title of specialist (spec.) in a duration of one to two years.

*Enrolment in Postgraduate Studies*

**Article 70**

Terms of admission to a particular study referred to in Article 69 shall be prescribed by the Law, the Statute of the University, and the general act of the Faculty regulating a particular study.

(7) *Acts on the Regulation of Studies*

**Article 71**

- (1) The organization and performance of undergraduate, graduate and postgraduate studies shall be regulated by the Law, the Statute, the regulations of the University and this Statute.
- (2) The Faculty Council may regulate the organization and performance of study programmes hosted by the Faculty in more detail by its general acts.

IX. STUDENTS

*Attaining Student Status*

**Article 72**

- (1) The student shall be a person enrolled in a university or professional study at the Faculty.
- (2) The student status shall be attained by enrolment to the Faculty and shall be proved by a student document the form and content of which is prescribed by regulations by the competent minister.

*Full-Time and Part-Time Students*

**Article 73**

- (1) Students may be full-time, part-time or guest students.
- (2) Students shall enrol in the study in a full-time or part-time status.
- (3) The status of a student of the Faculty shall be attained by enrolment in one of the studies at the Faculty and is regulated by the Law, the Statute of the University and the general acts of the University and the Faculty.
- (4) Students studying at the Faculty shall have the rights and obligations prescribed by the Law, the Statute of the University and the general acts of the Faculty.



## Guest Students and Programme Attendants

### **Article 74**

- (1) A guest student shall be a full-time or part-time student of another university who enrolls in parts of a study programme at the University or the Faculty in accordance with a special agreement with another university on the recognition of ECTS credits.
- (2) The rights and obligations of the guest student, the method of paying the costs of his or her studies, the possibility of continuing his or her studies at the University and other issues related to the status of the guest student shall be regulated by the agreement with other universities
- (3) Attendance in classes and exams passed by a guest student referred to in paragraph 1 of this Article shall be recorded in a student document whose form and content shall be prescribed by regulations by the competent minister.
- (4) A programme attendant shall be a person who, as part of the openness of a public educational institution to the wider community, with the consent of the teacher, shall attend classes without enrolling in the course and without the obligation to take the exam.

## Student Status

### **Article 75**

- (1) The student shall have a full-time or a part-time status during the period of the prescribed duration of the study, at the most two times the prescribed duration of the study.
- (2) The period of suspension of student's rights and obligations shall not be counted in the total duration of the study referred to in paragraph 1 of this Article, i.e. the deadline for the completion of the study shall be extended by the duration of the suspension.
- (3) The student shall acquire the rights from the student standard in accordance with the Law and special regulations.
- (4) A student with an established degree of disability studying in full-time status shall exercise special rights from the student standard in accordance with the general act of the University, the Law and special regulations.

## Admission to Undergraduate and Graduate Studies

### **Article 76**

Terms of admission to particular studies shall be prescribed by the Law, the Statute of the University, and the general act of the Faculty regulating a particular study.

#### *(1) Rights and Obligations in the Course of Study*

## Enrolment in a Higher Year of Study

### **Article 77**

Conditions of enrolment in a higher year of study shall be prescribed by the Statute of the University and the general act of the Faculty regulating a particular study.

## Specific Conditions of Study

### **Article 78**

- (1) The student who has the status of an excellent athlete or artist may study according to the part-time syllabus under the conditions stipulated by the general act of the University or the Faculty.
- (2) The exceptionally successful student may be allowed to enrol in more than one study programme under the conditions stipulated by the general act of the Faculty or the University. Such a student may study one of these programmes according to the syllabus for part-time students

- (3) The exceptionally successful students may be allowed to complete their studies in a period shorter than the prescribed duration of study, in accordance with the general act of the University or the Faculty.
- (4) Students may, in accordance with the general act of the Faculty or the University, be allowed to attend certain courses or a study year at another higher education institution within the University, or at another university in the country or abroad.

#### *Duration of Study*

#### ***Article 79***

The student shall be obliged to complete the study within the time that is at the most two times the prescribed duration of the study.

#### *Right to Suspend Obligations*

#### ***Article 80***

The right to suspension of a student's obligations shall be regulated by the Law and the Statute of the University.

#### *Rights and Obligations of Students*

#### ***Article 81***

The rights and obligations of students shall be regulated by the Law, the Statute of the University, and the general act of the Faculty.

#### *Student Activities*

#### ***Article 82***

Students shall take part in the work of the Faculty:

- a) by attending lectures, exercises, seminars and other forms of teaching
- b) by participation in the teaching process
- c) by participation in scientific research and other projects at the Faculty
- d) in the work of commissions, committees and other bodies of the Faculty
- e) through a representative in the Faculty Council.

#### *Student Awards*

#### ***Article 83***

- (1) For successful work and contribution to the reputation of the Faculty and the University, the Faculty shall give awards and honours to students in the form and manner prescribed by the general acts of the University and the Faculty.
- (2) Students with the highest weighted average of course grades at the end of the undergraduate or graduate study shall be designated an honour from the Latin classification of honours in their diploma supplement:
  - a) Bachelor/Master with the highest praise (SUMMA CUM LAUDE Baccalaureus/Magister)
  - b) Bachelor/Master with great praise (MAGNA CUM LAUDE Baccalaureus/Magister)
  - c) Bachelor/Master with high praise (CUM LAUDE Baccalaureus/Magister).
- (3) The conditions for receiving honours, i.e. the number of students to be awarded honours, shall be determined by a special act of the Faculty, taking into account students' grades, duration of study and other.

### Disciplinary Responsibility of Students

#### **Article 84**

Disciplinary responsibility of students shall be regulated by the general act of the Faculty.

### Termination of Student Status

#### **Article 85**

Student status shall cease:

1. upon completion of the study
2. by deregistration from the study
3. upon exclusion from the study in accordance with the Regulations on disciplinary and material responsibility of students of the Faculty
4. if the student does not complete the study within the time that is at the most two times the prescribed duration of the study.

## **X. TEACHERS, ASSOCIATES AND SCIENTISTS**

### Conduct of the Activities of the Faculty

#### **Article 86**

- (1) Teaching, scientific and professional activities at the Faculty shall be conducted by employees whose qualifications are established by their election to appropriate scientific-teaching, artistic-teaching, teaching, associate, and professional employment positions.
- (2) Teaching, scientific and professional activities at the Faculty may also be conducted by adjunct teachers or adjunct associates.
- (3) Students shall be entitled to participate in scientific and professional work in accordance with the general act of the Faculty.
- (4) The organization of teaching staff positions shall be defined by the Law, the Statute of the University, this Statute and the general act of the Faculty.

### Criteria for Election to Employment Positions

#### **Article 87**

A person who meets the conditions for the election to scientific-teaching, teaching and associate positions prescribed by the Law and meets the additional criteria established by the general act of the University or the Faculty may be employed in a scientific-teaching, teaching and associate position.

### Employment to Vacancy Positions

#### **Article 88**

Employment in a vacant scientific-teaching, scientific, teaching, professional and associate position shall be conducted in a procedure initiated by a public competition in accordance with the Law and the Statute of the University.

### Elections to a Higher Position and Re-elections

#### **Article 89**

The procedure of election or re-election to scientific-teaching, scientific and teaching positions shall be initiated by the decision of the Faculty Council on the appointment of an expert committee and

conducted in accordance with the provisions of the Law, the Statute of the University, the Statute of the Faculty and general acts of the Faculty.

### Associates

#### **Article 90**

- (1) The assistant shall be employed based on a temporary employment contract of six years at the expense of the founder's funds, project funds or the Faculty's own revenue.
- (2) The senior assistant shall be employed based on a temporary employment contract of four years at the longest at the expense of the founder's funds, project funds or the Faculty's own revenue.
- (3) Rights and obligations of the associate shall be to:
  1. participate in performing teaching and scientific activity
  2. participate in scientific congresses and conferences
  3. participate in projects and other activities of the Faculty
  4. submit a work report to the mentor once a year
  5. perform other duties by order of the Dean.
- (4) Rights and obligations of the assistant shall be to:
  1. and attend doctoral studies at the expense of the Faculty
  2. once change the mentor at his or her own request in accordance with the staff capabilities of the Faculty and the area in which he or she performs teaching.

### Evaluation of Associates' Work

#### **Article 91**

- (1) The associate's mentor shall be a teacher of the Faculty.
- (2) The Faculty shall evaluate the work of associates once a year in accordance with the procedure established by the general act of the Faculty.
- (3) The evaluation of associates shall be determined by a decision against which an appeal is not 0

### Sabbatical Year

#### **Article 92**

- (1) The Faculty Council shall grant the teacher in a scientific-teaching position a paid free study year (sabbatical) for the purpose of scientific work.
- (2) The teacher shall be obliged to submit a request with an explanation of the goal of the free study year specifying planned activities to the Faculty Council.
- (3) After the end of the free study year, the teacher shall be obliged to submit a report on the activities conducted during the sabbatical year to the Faculty Council.

#### **(1) Professional/Expert Employment Positions**

### Scope of Work of Employees in Professional Positions

#### **Article 93**

Persons in professional positions employed in appropriate employment positions shall perform professional jobs related to scientific and professional research, teaching process and performance of teaching that do not require a scientific approach.

### Conditions for Election to Professional Employment Positions

#### **Article 94**

- (1) A person with a completed university graduate study may be elected to the employment position of a professional associate.
- (2) A person with a completed university graduate study and at least three (3) years of work in the field in which he or she is elected may be elected to the employment position of a senior professional associate.
- (3) A person with a completed university graduate study and at least seven (7) years of work in the field in which he or she is elected, or a completed university postgraduate study and at least five (5) years of work in the field in which he or she is elected, or with a doctorate of science and at least three (3) years of work in the field in which he or she is elected, may be elected to the position of an professional advisor. In case of employment of persons working on a project that has a limited duration, the conditions for selection shall be prescribed by the institution that finances the project.

### Initiating the Procedure for Election to Professional Employment Positions

#### **Article 95**

- (1) The election to a professional employment position shall be initiated at the request of a scientific-teaching organizational unit or at the request of an employee who considers that he or she fulfils the conditions for election to a professional employment position, with the consent of the organizational unit in which the employee works if the conditions for announcing the competition prescribed by the Law, bylaws, the Statute of the University and the Statute of the Faculty have been met. In addition to the request, the employee shall submit evidence of the fulfilment of the conditions for election to a particular position.
- (2) The election to a vacant professional position shall be initiated by the Faculty Council by adopting a decision on a public competition that shall be published in the Official Gazette, on the Faculty's website, and the official recruitment portal of the European Research Area in accordance with the Law.
- (3) The decision on announcing a public competition referred to in this Article shall also include a decision on the appointment of an expert committee.
- (4) The competition must remain open for at least 30 days from the date of publication in the Official Gazette.

### Procedure for Election to Professional Employment Positions

#### **Article 96**

- (1) The Faculty Council shall conduct the procedure of election to professional employment positions in accordance with the provisions of the Law, bylaws, the Statute of the University and general acts of the Faculty.
- (2) The election to a higher position shall be initiated in accordance with the provisions of this Statute.
- (3) The expert committee shall assess whether the conditions for the election have been met and shall propose to the Faculty Council the applicant who best suits the conditions of the competition. The expert committee shall submit its report within 30 days of its appointment.
- (4) The Faculty Council shall decide on the election within 30 days of the receipt of the report of the expert committee.
- (5) The Faculty shall inform all applicants about the result of the election within 15 days from the date of the decision on the election.

(2) Administrative and Professional-Technical Tasks

**Article 97**

The number of employees who perform administrative and professional-technical tasks, as well as the conditions that employees in a particular employment position must meet shall be prescribed by the general act of the Faculty.

Honorary Titles Granted to Teachers

**Article 98**

(1) At the proposal of the Dean, the Faculty Council may award a distinguished retired teacher or scientist the honorary title of *professor emeritus* or scientist *emeritus*, in accordance with the provisions of the Law, the Statute of the University, the Statute of the Faculty and the general act of the Faculty.

(3) Temporary and Occasional Employment

Temporary and Occasional Employment

**Article 99**

- (1) Temporary and occasional employment and supplementary work at the Faculty shall be approved by the Dean of the Faculty in accordance with the general act of the Faculty when the need arises and when funds are provided for these activities.
- (2) The forms of employment referred to in paragraph 1 of this Article may be realized in a full-time or part-time mode and shall last for the period of validity of the concluded employment contract.
- (3) When concluding employment contracts to work on a project, the volume of scientific research and professional work for each employee involved in the work on the project shall be determined in the contract.

Termination of the Teacher's Employment Contract

**Article 100**

The teacher's employment contract shall be terminated due to retirement upon the expiry of the academic year in which the teacher has acquired the conditions for termination of the employment contract in accordance with the law governing employment relations. Exceptionally, the Faculty may conclude an employment contract with a full professor in permanent election at the expense of its own funds or project funds, no longer than the end of the academic year in which he or she has turned 70, in accordance with the general act of the Faculty.

Replacement of an Absent Employee

**Article 101**

- (1) In the event of the temporary absence of a teacher or associate, the Faculty may, without conducting a public competition, conclude a temporary employment contract, but not for a period longer than six months, with the person substituting the absent employee.
- (2) An expert committee of three members employed in a higher position, or a position at the same level, shall determine whether a person meets the criteria for employment.
- (3) The Faculty Council shall decide on the opinion of the expert committee referred to in paragraph 2 of this Article.
- (4) The associate replacing a temporarily absent employee shall not have to enrol in a doctoral study and attend it.

## Adjunct Teacher and Adjunct Associate

### **Article 102**

- (1) The Faculty may hire an adjunct teacher, scientist or associate without conducting a public competition.
- (2) An adjunct teacher, scientist or associate is a person who shall not be employed at the Faculty and shall meet the criteria for election to a scientific-teaching, artistic-teaching, scientific, teaching and associate position.
- (3) A teacher, scientist or associate shall be elected to an adjunct title in accordance with the Law and the Statute of the University.

## Rights and Obligations of Teachers in Scientific-Teaching, Teaching and Associate Employment Positions

### **Article 103**

- (1) An employee elected to a scientific-teaching, teaching or associate employment position may, with the approval of the Faculty Council, use a paid or unpaid leave for scientific and professional development or improvement of teaching at another scientific or teaching institution. While granting such a leave, the Faculty must ensure continuous performance of classes and the fulfilment of other obligations of the absent employee.
- (2) An employee elected to a scientific-teaching and teaching employment position shall be entitled to suspension of deadlines for election to employment positions in accordance with the Law and during the time of performing the duties of the Rector, Vice-Rector, Dean of the Faculty, or performing any other public duty.
- (3) An employee elected to a scientific-teaching or scientific employment position who has been appointed or elected to a public office for which he or she has concluded an appropriate employment contract may continue to engage in scientific work and conduct classes at the Faculty in a way that, in accordance with the Law, he or she concludes an employment contract or another appropriate contract with the Faculty
- (4) During the period of absence for reasons referred to in paragraph 1 of this Article, due to the performance of a public duty or any other justified reason, the teacher's rights and obligations arising from the employment relationship may be suspended or may be partially exercised, wherein an orderly conduct of classes or an appropriate substitute for the teacher must be ensured.
- (5) A teacher who has been elected or appointed to a managerial office at the University or in the system of higher education and scientific activity, or to a public office within the meaning of legal acts regulating the prevention of conflict of interest relating to election or appointment, shall inform the Faculty of the suspension of employment.
- (6) The teacher shall be guaranteed to return to the post after the expiry of his or her term of office in the event of election or appointment to a managerial office at the University or in the system of higher education and scientific activity, or to a public office, within the meaning of legal acts regulating the prevention of conflict of interest, within 30 days from the date of termination of the managerial or public office.
- (7) The teacher shall inform the Faculty of the termination of performance of the managerial or public office.
- (8) During the performance of a managerial or public office, the Faculty may, based on a temporary employment contract, hire an employee that shall replace the employee referred to in paragraph 1 of this Article.
- (9) The leave may be granted for a duration provided for in general labour regulations.
- (10) The leave referred to in paragraph 1 of this Article shall be approved by the Dean of the Faculty at the proposal of the Faculty Council.

### *Suspension of Deadlines and Extension of Employment Contracts*

#### ***Article 104***

- (1) The deadlines for the election and re-election to employment positions of teachers and associates shall not run during pregnancy, maternity and parental leave, during a leave obtained based on regulations governing maternity and parental support, temporary inability to work longer than three months, performance of a managerial office at the University or in the system of higher education and scientific activity, or a public office, in compliance with regulations governing the prevention of conflict of interest, and in other justified cases prescribed by law, Collective Agreement or a general act of the University or Faculty.
- (2) A temporary employment contract shall be extended for the period of duration of pregnancy, maternity and parental leave, leave exercised on the basis of regulations governing maternity and parental support, temporary incapacity for work, performance of managerial or public duties, or another justified case prescribed by law, Collective Agreement or a general act of the University or the Faculty.
- (3) The teacher and associate shall submit information containing decisive facts for the application of paragraphs 1 and 2 of this Article to the employer.

### *Awards and Honours*

#### ***Article 105***

For successful work and contribution to the reputation of the Faculty, the Faculty shall give awards and honours to employees, students and other deserving individuals in the form and the manner established by the general act adopted by the Faculty Council.

#### ***(4) Quality Assurance and Improvement System***

### *Quality Assurance and Improvement System*

#### ***Article 106***

- (1) A quality assurance and improvement system shall be instituted at the Faculty.
- (2) Quality assurance aims to build mechanisms for promoting and achieving the highest possible level of quality in areas that contribute to education: teaching, science, professional and administrative activities at the Faculty.
- (3) The purpose of the quality assurance system shall be to establish the principles, criteria and methods of quality assurance in compliance with the provisions of the law governing quality assurance in higher education and science, the Statute of the University, the general acts of the University of Zagreb regulating quality assurance and the Statute of the Faculty, taking into account good practice in the European Higher Education Area.
- (4) The quality assurance system shall be managed by the Faculty Council.
- (5) The Faculty Council shall appoint a Quality Assurance Committee.
- (6) The system of quality assurance, areas of quality assurance and improvement, and the work of the Quality Assurance Committee shall be regulated in more detail by the general act of the Faculty.

### *Student Survey*

#### ***Article 107***

The Faculty shall conduct student evaluation in accordance with the Law and the general act of the University and the Faculty.



### Verification of Teaching Work

#### **Article 108**

Regular verification of the teaching work of teachers, associates and scientists shall be conducted at the Faculty in accordance with the decisions of the Senate, the general acts of the University and the general act of the Faculty.

#### *(5) Work outside the Faculty*

### Employee's Work outside the Faculty

#### **Article 109**

- (1) A teacher and associate may perform tasks that are the subject of activity or are related to the subject of activity of the Faculty, outside the Faculty only with the approval of the Dean.
- (2) The procedure for issuing consent for the work of employees referred to in paragraph 1 of this Article shall be regulated by a general act of the Faculty.

### Consent to Perform Classes and Tasks for other Organizations

#### **Article 110**

- (1) Consent for teaching at another institution shall be given by the Faculty Council.
- (2) The rights and obligations of teachers, associates and scientists relating to their work outside the Faculty may be regulated in more detail by a general act adopted by the Faculty Council.

### Academic Ethics

#### **Article 111**

- (1) The Faculty shall preserve, maintain and promote academic ethics.
- (2) To preserve the dignity and reputation of the Faculty and members of the academic community, the Faculty shall monitor and encourage compliance with the rules of academic ethics and academic customs in the conduct of all subjects involved in the activities of the Faculty.
- (3) Members of the university academic community shall adhere to general moral principles and principles and rules of academic ethics in their work, activities, behaviour and public appearances.
- (4) Members of the university academic community shall be obliged to protect the dignity and integrity of the University and the Faculty, to promote inclusiveness, tolerance, empathy and the protection of the weak and vulnerable.
- (5) Members of the university academic community shall base their work and activities on the freedom of scientific and artistic creativity, critical discussion, appreciation, conciliation and a culture of dialogue.
- (6) The Faculty shall have an Ethics Committee that functions as an independent body and whose work is regulated by the Code of Ethics adopted by the Senate at the proposal of the Rector, with the prior opinion of the university body responsible for the issue of academic ethics.

### Disciplinary Responsibility

#### **Article 112**

Faculty employees shall be subject to disciplinary responsibility in accordance with labour legislation and general acts of the University and the Faculty.

(6) *Scientific and Professional Work*

*Research and Creativity*

**Article 113**

- (1) The freedom of scientific, artistic and professional research and creativity, as well as of mutual cooperation and association is an academic freedom that, in accordance with the Constitution of the Republic of Croatia and the Law, shall belong to all members of the academic community.
- (2) Scientific and professional research activity shall be a fundamental right and obligation of Faculty employees elected to scientific-teaching, scientific and associate positions, as stipulated by this Statute, general acts of the Faculty and employment contracts.
- (3) The Faculty shall ensure conditions and encourage scientific research and professional work for all under equal conditions.
- (4) Scientific research and professional activities are realized in the form of scientific research and professional programmes, projects, analyses and expert assessments, as well as individual research and creativity.

*Scientific Research and Professional Projects*

**Article 114**

- (1) Scientific research and professional programmes and projects, analyses and expert assessments shall be proposed and concluded by scientists, teachers and associates of the Faculty with the written consent of the Dean of the Faculty.
- (2) The manner of submitting an application referred to in paragraph (1) shall be prescribed by the Management Board.
- (3) Organizational, administrative, technical or other forms of assistance to proposers and deliverers of scientific research and professional programmes, projects, analyses and expert assessments shall be provided by the Office for International Cooperation, the Centre for International Projects, and other organizational units of the Faculty.
- (4) Work on a scientific research or professional programme, project, analysis or expert assessment shall be regulated by a contract signed by the Dean of the Faculty and the client.
- (5) Proposers and leaders of activities referred to in paragraph 1 of this Article shall keep up-to-date records of their activities in the Faculty's project database.

*Foundations, Donations and Sponsorships*

**Article 115**

- (1) Foundations, donations, sponsorships or other forms of endowment may be accepted in support of Faculty activities determined by the Law, the Statute of the University and this Statute.
- (2) Resources of foundations, donations, sponsorships or other forms of endowment may be accepted after obtaining the requested consent of the Dean of the Faculty.
- (3) The Dean of the Faculty shall make a general decision on accepting donations of lesser value based on a plan or policy on donations of an organizational unit of the Faculty.

**XI. BUSINESS OF THE FACULTY**

*Financial Resources for Conducting the Activities of the Faculty*

### Tuition Fees

#### **Article 116**

The Faculty Council shall make a decision on the enrolment quotas and the amount of tuition fees for study programmes performed at the Faculty, taking into account its capacities, study costs, the number of ECTS credits that a student can acquire in the academic year for which he or she pays tuition fees, student success in the study or classification procedure, market evaluation of the programmes and other important facts in accordance with the Law and the Statute of the University.

#### **Article 117**

- (1) The Faculty shall acquire funds for the performance of its activities from the sources of financing prescribed by the Law.
- (2) Sources of funding of the Faculty shall not affect the independence and dignity of the Faculty.
- (3) Activities whereby the Faculty generates its own revenue shall not harm the realization of the basic tasks of the Faculty.
- (4) The Faculty shall adopt its budget plan.
- (5) The distribution of the Faculty's own revenue generated in the market from the performance of the Faculty's activities and the Faculty's revenue for special purposes, the manner of distributing these revenues, and the criteria and procedure for obtaining incentives and other remunerations that can be paid to Faculty employees based on their work results shall be regulated by a general act of the Faculty.

### Budget Plan

#### **Article 118**

(1) The budget plan of the Faculty referred to in paragraph 4 of Article 117 shall contain a plan for the budget year and projections for the next two budget years, and shall be adopted for each calendar year in accordance with the law governing the budget system and bylaws adopted in accordance with the law, the Statute and the programme contract.

(2) The budget plan of the Faculty shall be adopted by the Faculty Council at the proposal of the Dean of the Faculty.

### Obligation of Spending Funds for a Designated Purpose

#### **Article 119**

- (1) The Faculty shall be obliged to spend the approved funds from the University budget for a designated purpose and shall allocate costs within a specific purpose according to independently determined priorities.
- (2) The Faculty shall submit data on the number and structure of employees, and the spending of budgetary funds, to the Budgetary Committee of the University.
- (3)

## **XII. TRANSITIONAL AND CONCLUDING PROVISIONS**

### Dean, Vice-Deans and Heads of Scientific-Teaching Organizational Units

#### **Article 120**

The Dean and Vice-Deans of the Faculty and heads of scientific-teaching organizational units elected before the entry into force of this Statute shall perform the same duty until the expiry of the mandate to which they were elected.

### Faculty Council

#### **Article 121**

(1) The Faculty Council shall be established in accordance with the provisions of this Statute within one year from the date of entry into force of the Law.

(2) Former representatives of special categories of employees and their deputies in the Faculty Council shall continue to perform the duty of representatives in the Faculty Council.

(3) The mandate of the representatives referred to in paragraph (2) of this Article shall continue until new elections in accordance with the provisions of this Statute.

(4) Former student representatives and their deputies in the Faculty Council shall continue to perform the duties of student representatives in the Faculty Council.

(5) The mandate of student representatives referred to in paragraph (4) of this Article shall continue until new elections in accordance with the regulations on the Student Union and the provisions of this Statute.

(6) The Faculty Council constituted according to the regulations that were valid before the entry into force of this Statute shall continue to operate until the constitution of the new Faculty Council.

### Application of the Provisions of the Law and the Statute of the University

#### **Article 122**

All matters not regulated by this Statute are directly subject to the provisions of the Law and the Statute of the University.

### Alignment of General Acts of the University and the Faculty

#### **Article 123**

(1) No later than 1 October 2024, general acts of the Faculty aligned with the Statute of the University and the Statute of the Faculty shall have to enter into force.

(2) Until the adoption of new general acts of the Faculty, the provisions of the existing ones shall apply, except in parts contrary to the Statute of the University and the Statute of the Faculty, in which case the provisions of the Statute of the University and the Statute of the Faculty shall be directly and appropriately applied.

### Termination of the Statute

#### **Article 124**

Upon the entry into force of this Statute, the Statute of the Faculty adopted on 16 July 2019 shall cease to have effect.

### Entry into Force

#### **Article 125**

This Statute shall enter into force on the eighth day after its publication on the official website of the Faculty, and after obtaining the prior consent of the Senate of the University of Zagreb.

*Amendments to the Statute*

***Article 126***

- 1) The Faculty Council of the Faculty adopted the Decision on the Amendment of the Statute on May 9, 2024.
- 2) The Senate of the University of Zagreb gave its approval for the Decision on the Amendment of the Statute referred to in the previous paragraph of this Article on June 11, 2024.

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Varaždin, June 24, 2024

DEAN OF THE FACULTY:

Professor Marina Klačmer Čalopa, Ph.D.

The Senate of the University of Zagreb gave its consent to the Statute of the University of Zagreb Faculty of Organization and Informatics on 16 May 2023. The Statute was published on the Faculty's website on 22 May 2023 and entered into force on 30 May 2023.

According to Article 126 of the Statute, the consolidated text of the Statute was published on the Faculty's website on June 24 2024.

SECRETARY OF THE FACULTY:

Tatjana Zrinski, univ. spec. iur.