

Pursuant to Article 166, paragraph 1 of the University of Split Statute, the University of Split Senate, at its 29<sup>th</sup> session held on 27 November 2008, adopted the following

## REGULATIONS ON STUDIES AND STUDY SYSTEM AT THE UNIVERSITY OF SPLIT

### 1. GENERAL PROVISIONS

#### Subject and scope of the Regulations

##### Article 1

(1) The Regulations regulate the type and levels of studies, study holders, study programmes, organisation and implementation of independent and joint studies, student and academic mobility, monitoring the quality of study at the University of Split (hereinafter: University), as well as all matters related to the study system and authorised professional bodies at the University responsible for the studies and the students that attend studies conformed with the Bologna process.

(2) The constituent may specify in more detail all matters referred to in paragraph 1 of this Article in their regulations and other general acts, in accordance with the provisions of these Regulations.

#### Definition of ECTS

##### Article 2

(1) The European Credit Transfer and Accumulation System (hereinafter: ECTS) is a European system for transfer and accumulation of credits, defined as an efficient instrument for creating transparent study programmes, enhancing employability, promoting student and teacher mobility and academic recognition between the European universities.

### 2. STUDY SYSTEM

#### Study holders

##### Article 3

(1) The studies at the University are organized by their holders, the University directly, or its constituents with the status of institution of higher education (faculty, art academy).

(2) When the University is the direct study holder, it can, under the Statute or another general act, transfer a part of its powers which it has as the study holder to a constituent through which it organizes and/or performs most of the study programme (faculty, art academy, university department, university study centre).

#### Study exponents

##### Article 4

(1) In addition to the study holders, all scientific-educational and educational constituents of the University that are not study holders may participate in implementation of the study.

(2) The graduate and postgraduate studies can also be performed in association with the scientific institutes.

(3) The study holder may organise implementation of a part of the study programme at the university clinic, university clinical hospital, university clinical centre, medical centre, law firm, engineering office, company, specialized institution, state authority, and university institute or science and research institute outside the University, and similar, under the guidance of its

lecturers, and with appropriate participation of experts from such institutions, under the following conditions:

- that the study holder does not have at its disposal the necessary staff or equipment,
- that necessity for such study exists at the University,
- if it substantially improves the teaching process.

(4) The method and conditions for implementation of a part of the study programme are regulated by the agreement between the University, i.e. the constituent higher education institution and the exponent of a part of the study programme. The agreement may be concluded after the Senate's approval.

#### Types of studies: university and professional

##### Article 5

- (1) Higher education at the University is provided through university and professional studies.
- (2) The university and professional studies are conformed to the studies available in the European Higher Education Area, taking into consideration the experiences of other higher education systems.
- (3) Teaching at the university and professional studies at the university and its constituents is conducted in standard Croatian language, whereas, following the approval of the Senate, teaching courses may be offered fully or partially in a foreign language.
- (4) If teaching courses in a foreign language forms a part of the study programme approved by the University Senate, it is implied that the approval referred to in Article 3 had been granted.
- (5) The University and constituent higher education institutions may establish different programmes of professional education, taking into consideration the concept of life-long learning and professional advancement. Following the completion of the professional training programme, the participant is awarded a special certificate.

#### Levels of university study

##### Article 6

- (1) The university study is organised and implemented through the following levels:
  - Undergraduate study,
  - Graduate study,
  - Postgraduate specialist study, and
  - Postgraduate university study.
- (2) Each level of university studies is completed by acquiring a certain title or degree.
- (3) Each student enrolled to the undergraduate study at the University, under condition that they fulfil all obligations provided for in the study programme, shall by general or individual act be granted the option to enrol at least one specific graduate study at the University or any other university.
- (4) The right of guaranteed admission referred to in Article 3 may be limited by the general act for the specific time period; however the time period concerned shall not be shorter than 1 year from the date of completion of undergraduate study.
- (5) Specific study programmes are implemented as integrated programmes in the first and second level of study (integrated undergraduate and graduate studies).
- (6) The study programme, with the exception of the postgraduate university study, shall be conformed to the ECTS system, according to which 60 ECTS points can be earned during the one year of study.

#### Undergraduate study

##### Article 7

- (1) Undergraduate study lasts for three to four years and upon its completion student earns from 180 to 240 ECTS.
- (2) Undergraduate study prepares the students for graduate studies and enables acquiring of general and specific knowledge, skills and competences necessary for employment at certain professional positions.
- (3) Upon completion of the undergraduate study, the student acquires the academic title of university bachelor (baccalaureus/baccalaurea), designated by the subject, unless otherwise specified by special law.
- (4) The abbreviation of the academic title is placed after the name and surname of the person.

#### Graduate study

##### Article 8

- (1) During the graduate university study, usually lasting from one to two years, a student can acquire from 60 to 120 ECTS credits. The graduate study can last longer if approved by the National Committee for Higher Education.
- (2) The graduate study enables the students to acquire special knowledge and skills necessary to practice the highly professional activities in specific professions.
- (3) The total number of credits acquired during the undergraduate and graduate studies is at least 300 ECTS credits.
- (4) Graduate study may be established individually, without a corresponding undergraduate level (integrated graduate study). The rules applied for such studies are the corresponding rules applied for separated levels of undergraduate and non-integrated graduate study.
- (5) Unless specified otherwise by a specific law, upon completion of the graduate study the following academic titles are acquired:
  - For the university programmes in medical studies, dental medicine or veterinary medicine: Doctor (MD), designated by the subject,
  - For other university programmes: Master (MA), designated by the subject.
- (6) The abbreviations of the academic titles are placed after the name and surname of the person.

#### Postgraduate study

##### Article 9

- (1) Postgraduate study at the University may be organised as:
  - Postgraduate university study, or
  - Postgraduate specialist study.
- (2) The postgraduate university study usually lasts for three years. In terms of acquired ECTS credits, on completion of the study at least 180 ECTS credits are acquired. As a rule, most ECTS credits are earned through activities related to original scientific research.
- (3) Upon completion of the postgraduate university study the academic degrees of Doctor of Science (Ph. D.) or Doctor of Arts (D.A.) are awarded, respectively.
- (4) Following the proposal of the University constituent – postgraduate study holder, individuals with significant scientific achievements that by their importance correspond to the requirements for appointment to scientific positions, following the approval of the Senate, may acquire the doctoral degree by completing and defending the thesis, without admission to the doctoral study.
- (5) The abbreviation of the academic title is placed after the name and surname of the person.
- (6) The postgraduate specialist study lasts for one to two years and 60 to 120 ECTS points are earned on completion of the studies, as well as the title of university specialist (univ. spec.) with a reference to the graduate field of study.

#### Professional study

## Article 10

(1) Professional studies last from two to three years and upon its completion student earns from 120 to 180 ECTS credits. On an exceptional basis and with a special approval of the National Council for Higher Education, the professional study can last up to four years in cases when such study is in accordance with the internationally accepted standards, accumulating up to 240 ECTS credits during the study.

(2) Upon completion of the professional study with less than 180 ECTS credits (but not less than 120 points), the professional title of associate is awarded, in accordance with special regulations.

(3) Upon completion of the professional study with 180 or more ECTS credits, the professional title of Bachelor (baccalaureus/baccalaurea) is awarded, designated by the subject, in accordance with special regulations.

(5) As provided for by the Science and Higher Education Act, the University and its constituent may organize specialist graduate professional study for persons who have completed professional study or undergraduate university study. Such study shall last from one to two years, accumulating from 60 to 120 ECTS points and awarding the title of a specialist in the particular profession (Spec.), which shall be used along with the professional title gained by professional study or undergraduate university study.

(6) The abbreviation of the academic title is placed after the name and surname of the person.

### Admission to study

## Article 11

(1) The person who has completed secondary education in duration of at least 4 years may be admitted to the undergraduate study and the integrated undergraduate and graduate study. The person who has completed secondary education in duration of at least 3 years can be admitted to the professional study, unless otherwise specified in the study programme or other acts of the study holder. The study programme shall specify which secondary education programmes are appropriate for admission to the specific undergraduate and integrated undergraduate and graduate, or professional studies.

(2) The person who has completed appropriate undergraduate study may be admitted to the graduate study. The graduate study programme shall prescribe which undergraduate study is appropriate for admission to particular graduate study as well as admission requirements for the applicants who have completed another undergraduate or graduate study.

(3) The person who has completed professional study with at least 180 ECTS points may be admitted to the graduate study if this case was provided for in the graduate study programme. The graduate study programme includes the conditions for transfer of ECTS credits from professional study programmes, whereas the admission may be stipulated by passing differential and additional courses.

(4) The person who has completed appropriate graduate study may be admitted to the postgraduate university study and postgraduate specialist study. Additional criteria and requirements for admission to postgraduate study are stipulated by acts of study holders.

(5) The person who has completed professional study or corresponding undergraduate university study may be admitted to the specialist graduate professional study.

(6) As an exemption, under the conditions prescribed by the higher education institution, the admission to study may also be possible without previously completing appropriate education, in the case of exceptionally promising persons for whom successful completion of study may be expected without the completion of previous education.

### Admission to the academic year

## Article 12

(1) The admission of regular students to the academic study year is conducted until October 1 of the corresponding calendar year.

(2) As an exemption from paragraph 1 of this Article, for the postgraduate study students the constituents may by their own acts regulate other admission terms and the rights and obligation of the students that are related to the admission term.

(3) At the time of admission to the academic year, students that have not completed all the courses enrolled in the previous academic year shall retake all the courses they failed to complete.

(4) The student who had acquired at least 60 ECTS credits during the academic year may register maximum 75 ECTS credits in the following academic year, while all other students may, as a rule, register 60 ECTS credits. The scope, manner and conditions are regulated by the Statute or other general act of the study holder.

## Study programme

### Article 13

(1) The study programme is adopted in accordance with the Science and Higher Education Act, the statute and other general acts of the University, i.e. the higher education institution – study holder or the constituent through which the University is directly organising or implementing a major part of the study programme, and includes the following:

- justification assessment for the introduction of the new study programme, past experiences and openness toward student mobility,
- type and title of study and ECTS credits,
- admission requirements,
- learning outcomes achieved upon completion of studies,
- list of core and elective courses,
- course description (title of the course, code, type, level, year, semester, ECTS, teacher, achieved learning outcomes, preconditions for enrolment, course content, recommended reading, supplementary reading, teaching methods, examination methods, teaching language and options for attending the course in other languages, method of monitoring quality and performance of course implementation),
- terms and conditions of course attendance,
- list of courses and modules students can select from other study programmes,
- list of courses and modules provided in foreign languages,
- criteria and requirements for ECTS credits transfer,
- course completion,
- requirements for continuing studies,
- location for implementation of the study programme
- data on premises and equipment,
- professors and associates,
- data on teaching staff (first and last name, institution of employment, e-mail, personal web page, short biography (description of professional development), list of published work in the last five years and other qualifications for teaching, date of last appointment to academic title, courses taught),
- list of locations for practical courses,
- optimal number of students,
- estimated costs per student,
- method of monitoring quality and performance of course implementation, and
- other important notes.

Data necessary for the postgraduate study programmes also include: participation in joint programmes with foreign universities, list of scientific projects on which the postgraduate study is based on and institutional management.

(2) As a rule, the elective courses should cover at least 15 % of ECTS credits for undergraduate and 20 % of ECTS credits for graduate programmes.

(3) In case of postgraduate programmes that are a part of the ECTS system, the elective courses should cover at least 50 % of ECTS credits.

## Study programme implementation plan

### Article 14

(1) The study is implemented according to the study programme implementation plan adopted by the Senate, i.e. the professional council of the higher education institution – study holder or the constituent through which the University is directly organising or implementing a major part of the study programme.

(2) The implementation plan defines:

- teacher and associate staff to perform the teaching activities according to the study program,
- teaching locations,
- start and completion and the schedule of teaching,
- forms of teaching (lectures, seminars, training, consultations, field work, assessment, etc.),
- methods of examination,
- examination terms and schedule,
- reading list for courses and examinations,
- option of attending courses in a foreign language,
- other facts that are of importance for teaching and acquiring general and specific knowledge, skills and competences.

(3) The study programme implementation plan is published before the start of lectures in the corresponding academic year, and is available to the public. The teaching implementation plan shall be available (www link) at the official web site of the University and the institution of higher education - study holder, or the constituent through which the University is directly organising or implementing a major part of the study programme, including the abstracts of lectures and other forms of teaching. Exceptionally, if suitable reading material is unavailable, it is necessary to publish the text of lectures and other forms of teaching at the official web site.

(4) As an exemption from the provision of paragraph 3, the implementation plan can be published in the course of the academic year, if the implementation plan has been modified due to justified reasons. The modifications of the implementation plan shall be published in accordance with paragraph 3 of this Article.

## Academic year

### Article 15

(1) The academic year shall begin on 1 October of the current year and end on 30 September of the following calendar year.

(2) Teaching shall be organized in semesters or trimesters, according to the curriculum and the study programme.

(3) The teaching calendar for the new academic year is adopted by the Senate, not later than May 1.

(4) The academic year generally consists of 45 working weeks, of which there are 30 teaching weeks, and 15 weeks without teaching obligations, that are provided for consultations, the preparation of examinations, conducting examinations and similar.

## Forms of study programme implementation

### Article 16

(1) The forms of study programme implementation are: lectures, seminars, exercises, practical courses, workshops, consultations, mentoring, counselling, practical training, field courses, student participation in professional and scientific work, writing final thesis, assessing acquired competences and similar.

(2) Study may be organized through the distance learning system, specially approved by the

National Council for Higher Education.

(3) The proposal of the implementation plan including distance learning is submitted by the institution of higher education - study holder, or the constituent through which the University is directly organising or implementing a major part of the study programme, and is approved by the Senate.

## Examinations

### Article 17

(1) Acquired knowledge, skills, and abilities of the students are examined and graded during the courses and colloquiums, and the final grade is determined at the examination.

(2) Regular examination terms are summer and winter examination terms. The mandatory examination term is the fall term. The examination term last at least two weeks and includes two examination dates scheduled at least two weeks apart.

(3) The examination may be taken on four dates, determined by the constituents by their own acts, within the examination terms specified in paragraph 2 of this Article.

(4) As an exemption from paragraphs 2 and 3, the examinations can be organized immediately following the end of sequential courses or block schedule, more specifically determined by the constituents - study holders that implement the sequential courses. In such event, the examination terms described in the previous section no longer apply, and the constituent - study holder determines new terms for such examinations.

(5) As an exemption from paragraphs 2 and 3, the constituent's council can adopt a decision whereby relative ECTS system of grading is applied to individual subjects. For such subjects, only two examination dates are set in the examination term at the end of the course, whereas the second examination date is provided exclusively for students that were graded FX in the first examination.

(6) The examinations, or some other forms of testing of the acquired knowledge, skills, and abilities, are taken for all the courses enrolled by the student, and according to the teaching material established by the study programme.

(7) Students who fulfilled all conditions and requirements established by the study programme of the course may enter for examinations.

(8) The examinations are public.

(9) Students have the right to access his/her examination files.

## Forms of examinations

### Article 18

(1) The examinations are taken individually or collectively, and may be theoretical and/or practical.

(2) The conducted examinations can be written, oral, practical, or combined.

(3) The practical part of an examination may be entered for separately from the theoretical part.

(4) If the examination consists of two parts, a student who passes one part of the exam, and fails to pass the other part, does not need to retake the part of the exam that he/she has already passed, except in the case when he/she has re-enrolled the subject.

(5) The written part of an examination may be used for preliminary selection.

(6) The maximum duration of an oral examination is 45 minutes, and the duration of a written and practical examination is determined by the council of the University constituent - study holder.

Registering for the examination, application form – examination sheet, examination list

### Article 19

(1) The examination is an integral part of a course, and it is implied that a student, who enrolled a

subject, has also registered for the examination for the subject within the terms of Article 17, paragraph 3 of these Regulations and is obligated to enter for an examination.

(2) Each time the student fails to enter for an examination in terms of paragraph 1 of this Article, it is considered that the student used their right to one enter for examination, which is recorded with a comment stating "did not enter".

(3) The application form – examination sheet, is a document the contents and form of which are uniform for the entire University, and is regulated by the Annex of these Regulations, representing its integral part.

(4) Apart from the application form – examination sheet, an examination list is also used as an additional document of record, the contents and form of which are identical for the entire University, and is regulated by the Annex of these Regulations, representing its integral part.

#### Examination schedule

##### Article 20

(1) The schedule of examinations shall be published not later than one day before the date of the examination, at the web site and/or bulletin board of the University or the constituent.

#### Grades

##### Article 21

1) The student success at the examinations and other forms of assessment knowledge tests is expressed with the following grades: excellent (5), very good (4), good (3), satisfactory (2), failure (1).

(2) The numerical grading system is compared to the ECTS grading system as follows:

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

(3) The council of a constituent may in the implementation plan define that some forms of teaching, i.e. assessing acquired knowledge, skills, and abilities, are to be conducted without grading, or descriptive grades are awarded.

(4) The council of a constituent, in the implementation plan, defines the subjects for which the relative ECTS grading system is applied, conformed to the numerical grading system in the Republic of Croatia, referred to in paragraph 2.

(5) The ECTS grading system from paragraph 4 during the first stage separates the students into four groups: 15 % of best students are graded A (excellent), 35% of second-ranked students are graded B (very good), the next 35 % are graded C (good), and the last 15 % are graded D, E (satisfactory). The group of students who did not pass the examination are graded FX (additional work required), or F (significant additional work required).

(6) The basic assumptions for application of this grading system are: adequate data on acquired knowledge and skills, i.e. competencies of the students, and an adequate number of students, in order to ensure the correctness of application of statistical methods and the regularity of results control obtained by applying such system.

(7) The relative ECTS grading system may be applied only if continuous assessment of acquired knowledge and skills is carried out during the course, resulting in a satisfactory number of indicators/grades for the classification of students, whereas the student acquires at least 50 % of the elements necessary to enter for an examination during the continuous knowledge assessment. To apply such grading method, the minimum number of students who passed an examination is usually 30. If this is not the case, standard grading system shall be applied.



(8) Grade point average represents the mean value of all subject grades, standardized according to the ECTS credits, and it is determined by adding the multiplied passing grades and ECTS credits for every subject, and then dividing by a total number of ECTS credits from every subject that is graded, and the final result is rounded off to two decimals. If numerically graded, the final thesis and examination are also calculated in the average.

(9) In the corresponding student document and application form – examination sheet, only the passing grades are entered: 5, 4, 3, and 2. The unsatisfactory grade (1) is considered as a failing grade and is entered only in the application form – examination sheet.

#### Grade appeal

##### Article 22

(1) If a student considers that they had not been awarded a deserved grade, due to irregularities in the examination or grading process, grade appeal may be submitted within 2 days from the official publishing of the results.

(2) The appeal is submitted in the written form to the official address of a constituent.

(3) The head of the constituent appoints the examination committee that decides on adequacy of the appeal, and then adopts the final decision regarding the examination grade within 2 days from the appeal submission.

(4) Within the time period referred to in paragraph 3 of this Article, the examination committee may organize a new examination, if considered necessary.

(5) If a new examination is organized in terms of paragraph 4 of this Article, and the student does not enter for the new examination at the time set by the head, as referred to in paragraph 2 of this Article, it is considered that the student waived the right to the grade appeal from paragraph 1 of this Article.

(6) The teacher awarding the grade referred to in paragraph 1 of this Article can not be the head of the examination committee.

#### Refusing the grade

##### Article 23

(1) If a student wishes to achieve a better grade from the positive grade achieved at the examination, and they do not consider that there were any irregularities during the examination or grading, they have the right to request retaking the examination on the next scheduled date, either personally from the teacher, or in writing to the official address of the constituent, within 2 days from the official publishing of the results. In such an event, the teacher makes a record, noting that “the student refused the grade”. Such grade is not considered as the final grade, and it is considered that the student thereby exercised the right of using one attempt in taking the examination.

(2) The student is obligated to retake the examination from paragraph 1 of this Article, which may be awarded with a lower grade than the previously achieved one, including the negative grade.

#### Number of attempts in taking examination for one course, limiting the number of enrolments to one course

##### Article 24

(1) The examination for one enrolled course may not be taken more than four times in the academic year in which the course was enrolled. The fourth attempt in passing the examination is taken before the examination committee appointed by the head of the constituent.

(2) If a student does not pass the examination after re-enrolment of the course, until the end of

the current academic year, they shall lose the right to attend the specific study programme.

#### Requirements for completion of study

##### Article 25

(1) Undergraduate study shall be completed by passing all the examinations and fulfilling other obligations, and producing the final paper and/or passing the final examination according to the programme of study.

(2) Graduate study shall be completed by passing all the examinations and fulfilling other obligations, and producing the diploma paper and passing the diploma examination according to the programme of study.

(3) Postgraduate university study shall be completed by passing all the examinations and fulfilling other obligations, and producing and defending in public the scientific or artistic doctoral dissertation.

(4) Postgraduate specialist study shall be completed by passing all the examinations and fulfilling other obligations, and producing the final paper and/or passing the appropriate final examination according to the programme of study.

(5) By the programme of study, it may be determined that postgraduate artistic study shall be completed by passing all the examinations and passing the final examination before the examination commission and/or producing or performing a work of art.

(6) Professional study shall be completed by passing all the examinations and fulfilling other obligations. Passing of the final examination and/or producing the final paper may also be provided by the programme of study.

(7) Specialist professional study shall be completed by passing all the examinations and fulfilling other obligations, and producing the final paper and/or passing of the appropriate final examination according to the programme of study.

(8) The final examination at the postgraduate specialist study may not be taken more than two times and at all other studies not more than four times.

#### Study documents

##### Article 26

(1) Upon completion of the undergraduate or professional study, a certificate of graduation shall be issued to the student by which the completion of the study and award of a particular academic or professional specialist title shall be certified.

(2) Upon completion of the graduate, postgraduate university, postgraduate specialist or specialist graduate professional study, a diploma shall be issued to the student. The diploma shall certify that the student has completed the particular study and has acquired the right to the professional title, academic title or degree.

(3) Upon completion of the professional training programme, the higher education institution shall issue a certificate to the participant.

(4) In addition to a certificate of graduation, a diploma or a certificate, a supplementary document on the academic history of the study (diploma supplement) shall be issued to the student, containing the information on the examinations passed, grades achieved, student workload and curriculum content, as well as all other activities that were a part of the studies. At his or her own request, the supplementary document on the academic history of the study may also be issued to the student before the completion of the study.

(5) Grade transcript is issued accompanying the supplementary document on the academic history of the study.

(6) Diplomas, certificates of graduation and other certificates issued by the University and the higher education institutions as its constituents shall be regarded as official documents.

(7) The content of diplomas and supplementary study documents shall be prescribed by the Minister.

## Graduation award ceremony

### Article 27

- (1) The official award ceremony is the official presenting of a certificate or diploma upon completion of studies, or the acquired or honorary doctorate.
- (2) The doctors of science are presented with the doctorate certificate by the Rector.
- (3) At all other studies, the certificates and diplomas are presented by the head of the study holder.
- (4) At the studies implemented directly by the University, the diploma/certificate is presented by the rector or head of the scientific-educational/educational constituent through which the University is organising or implementing a major part of the study programme.

## Acquiring and revoking professional title, academic title or academic degree

### Article 28

- (1) Upon completion of studies, in accordance with provisions of Articles 7 to 10, the student earns the corresponding professional or academic title or degree, in accordance with the Statute and other regulations.
- (2) The professional title, academic title or academic degrees are revoked if established that it had been acquired contrary to prescribed requirements or by severe breach of the study regulations.
- (3) The procedure of revoking the professional title, academic title or academic degree shall be prescribed by general acts of the study holder and the University.

## 3. ECTS COMMISSION

### Constitution of the Commission

#### Article 29

- (1) The ECTS Commission of the University of Split (hereinafter: the Commission) is a permanent working body of the University, constituted of ECTS coordinators, one ECTS commissioner from each of the constituents of the University – study holder, or each constituent through which the University is directly organising or implementing a major part of the study programme (hereinafter: the study holder), and four representatives of the Student Council of the University of Split.
- (2) The ECTS coordinator is appointed by the Senate. The requirement for the appointment is that the candidate must be a teacher appointed to scientific-teaching position, employed full-time at the University or its constituent.
- (3) The ECTS commissioners are appointed by the councils of the constituents. The requirement for the appointment is that the candidate must be appointed to scientific-teaching, artistic-teaching, teaching or associate position and employed full-time at the constituent appointing the representative.
- (4) Student commissioners are appointed by the authorised body of the University Student Council.

### Term of the Commission members

#### Article 30

- (1) The members of the Commission shall be appointed for a term of two years and may be re-appointed.
- (2) The body that appointed the member of the Commission shall relieve the members of its

duties before the end of the term, if:

- the member requests removal from duty,
- the member fails to fulfil the obligations of the Commission member,
- the employment or student status at the University is terminated.

(3) In case of removal of the Commission member, the new member is appointed to their position, to continue the term of the revoked member of the Commission until the end of the term.

#### Tasks of the Commission

##### Article 31

(1) The tasks of the Commission are:

- Support and counselling on efficient functioning of the Bologna Process and the functioning of the ECTS system at the University,
- Drafting and proposing general acts of the University related to study at the University,
- Performing other tasks in accordance with the general acts on study at the University.

#### Adopting decisions of the Commission

##### Article 32

(1) The Commission adopts decisions at the sessions presided and convened by the ECTS coordinator.

(2) The notice on session from paragraph 1 of this Article shall be submitted to the members of the Commission via e-mail at least 8 days before the scheduled date of the session.

(3) The Commission adopts legitimate decisions if at least two thirds of all the members are presents at the session.

(4) The decisions are adopted by majority of the votes of all members of the Commission.

#### Tasks of the ECTS coordinator

##### Article 33

(1) The tasks of the ECTS coordinator are:

- ensuring implementation of the Bologna Process, ECTS principles and mechanisms,
- coordination and counselling in preparation and producing the information package of the study and its distribution to the partner institutions,
- coordination of communication between the home and the partner institution (exchange of application forms, review of study programmes etc),
- performing other tasks in accordance with the general acts on study at the University.

#### Tasks of the ECTS commissioner

##### Article 34

(1) The tasks of the ECTS commissioner are:

- meditating between the students and the teachers,
- informing students on partner institutions, the procedure for academic recognition of courses completed at the partner institution,
- counselling students, providing assistance in filling out the application forms for studying at the partner institution,
- informing teachers and students on ECTS,
- preparing information packages for the studies provided by their institution,
- support in integration and affirmation of the guest students,
- preparing grade transcripts and other documents for guest students,
- performing other tasks in accordance with the Regulations on ECTS.

#### 4. ALLOCATION OF ECTS CREDITS

##### Student workload

###### Article 35

- (1) The total student workload amounts to 40 hours per week, during 45 weeks per year.
- (2) Total course attendance obligations of a full-time student at the professional, undergraduate and graduate study may amount to at least 18, and to the maximum of 26 periods per week, and at the postgraduate study at least 8, and to the maximum of 12 periods per week.
- (3) The student workload consists of the total time required to successfully complete all planned learning activities such as attending lectures, seminars, field course, professional and educational training, exercises and other forms of teaching, and the time spent for study (independent and private study, data procession following laboratory work, examinations, other types of student assessment and other activities provided for in the study programme).
- (4) Total course attendance obligations of a part-time student may not amount to less than a half of the total annual course attendance obligations of a full-time student, and the specific obligations are defined by the council of the University constituent – holder of the study, following the proposal of the part-time student.
- (5) At the request of a full-time student with recognized status of an elite athlete or artistic performer, the council of the University constituent – holder of the study may specify that they assume the workload of a part-time student.
- (6) When it is necessary to increase the number of hours of practical courses, according to the study programme and the implementation plan, the student workload may exceptionally increase.
- (7) One period of course represents 45 minutes (as referred to in paragraph 2), and one hour of student workload represents 60 minutes (as referred to in paragraph 1).

##### Workload coefficient

###### Article 36

- (1) One ECTS credit stands for 30 working hours.
- (2) The ECTS credit system is based on an estimate of the total time spent by an average student of an individual study programme to achieve the expected learning outcomes for an individual subject, i.e. knowledge, skills and competences, followed by allocating ECTS credit value to the course in accordance with paragraph 1 of this Article.
- (3) As a rule, each semester carries 30 ECTS credits, and the academic year carries the total of 60 ECTS credits, comprising all enrolled courses of the study programme.
- (4) The course is allocated a whole ECTS credit value.
- (5) In exceptional cases, the course may be allocated half a whole value of ECTS credits.
- (6) The same course that forms an integral part of different study programmes may be allocated different value of ECTS credits, since the measure of ECTS credits for a specific course is the time spent by an average student in different study programmes.

##### Obtaining ECTS credits

###### Article 37

- (1) The student may obtain ECTS credits for all courses enrolls – core and elective, projects, final thesis, field courses, professional training – if included in the curriculum of the course and the study programme, and all other activities provided in the study programme.
- (2) ECTS credits can only be obtained after the successful completion of examination, i.e. all other requirements fulfilled in accordance with the curriculum and the study programme.
- (3) In order to consider that the student fulfilled all the obligations in a specific academic year, the

student must pass the specific number of examinations and complete other requirements in accordance with the study programme, so that the final sum of ECTS credits amounts to at least 60 for that academic year.

## 5. INFORMATION PACKAGE/ COURSE CATALOGUE

### Information package

#### Article 38

(1) Each constituent of the University which is the study holder, or the constituent through which the University is directly organising or implementing a major part of the study programme (hereinafter: holder), shall produce an information package as a guide for potential partners, i.e. students and teachers of partner institutions.

(2) The information package referred to in Article 1 shall contain all important information on the studies (study programmes, courses), academic and administrative arrangements, information on study holder, practical information and general student living conditions.

(3) The form of the information package is uniform for the entire University and is prescribed in the Annex to these Regulations, representing an integral part thereof.

(4) The information package should be prepared in Croatian and at least one other official language of the European Union, and published at the study holder web site.

(5) All information packages must form an integral part of the comprehensive information system of the University.

### Study information

#### Article 39

(1) The information package shall contain the following study information:

- description of the study, general information on study programmes, details on examination and assessment system, description of the grading system,
- description of the study programme, description of qualifications awarded, course structure diagram,
- description of individual course units with workload coefficient for each semester.

### Information on study holder

#### Article 40

(1) The information package shall contain the following information on study holder:

- name and address of the institution,
- academic calendar,
- name and address of ECTS commissioner,
- short description of the institution,
- admission procedure.

### Other information

#### Article 41

(1) The information package shall contain the following information:

- administrative formalities concerning foreign citizens residing in our country,
- information on transport connections with Split,
- prices and conditions of accommodation and leases and furnishing the apartments,
- cost and conditions of living: food, child care, temporary employment of spouses,

- health insurance: insurance policy, health services, assistance to students with special needs,
- study resources: libraries, specialized laboratories,
- leisure activities: entertainment, opportunities for participating in cultural and sports events,
- other practical information.

## 6. STUDENT MOBILITY

### 6.1. GUEST STUDENT STUDYING AT THE UNIVERSITY OF SPLIT

#### Guest student

##### Article 42

- (1) The guest student is a full-time or part-time student of another university enrolling parts of the study programme at the University.
- (2) The guest student status may not exceed one academic year.
- (3) The obligations of the guest student are specified in the ECTS Learning Agreement.

#### ECTS Student Application Form

##### Article 43

- (1) The ECTS Student Application Form contains all the essential information about a guest student, signed by the University ECTS coordinator and the ECTS commissioner of the host institution, i.e. University constituent – study holder.
- (2) In exceptional cases when the guest student comes from the Croatian university, the ECTS Student Application may only be signed by the ECTS commissioner of the host institution, i.e. University constituent – holder of the study the student is applying for.
- (2) The contents and the form of the ECTS Student Application is uniform for the entire University and is prescribed in the Annex to these Regulations, representing an integral part thereof.
- (3) If a constituent of the University requires further information that are not defined in the ECTS Student Application, it may request it separately from the incoming student, using a special form.

#### ECTS Learning Agreement

##### Article 44

- (1) Following the decision on acceptance, the ECTS Learning Agreement is drawn up and signed by the guest student, corresponding coordinators of home institution, ECTS coordinator of the University and the ECTS commissioner of the host institution, i.e. University constituent – study holder.
- (2) In exceptional cases when the guest student comes from the Croatian university, the ECTS Learning Agreement may only be signed by the ECTS commissioner of the host institution, i.e. University constituent – holder of the study the student is applying for.
- (3) The ECTS Learning Agreement is uniform for the entire University and is prescribed in the Annex to these Regulations, representing an integral part thereof.

#### ECTS Transcript of Records

##### Article 45

- (1) The ECTS Transcript of Records shall be issued to the student after fulfilling all the obligations at the University.

- (2) The document referred to in paragraph 1, together with the ECTS Learning Agreement ensures that the courses the guest student completed at the host institution are recognised with the corresponding number of ECTS credits achieved, without an additional recognition procedure.
- (3) The contents and the form of the ECTS Transcript of Records referred to in Article 1 is uniform for the entire University and is prescribed in the Annex to these Regulations, representing an integral part thereof.

#### Initiating the procedure for accepting students

##### Article 46

- (1) The guest student who wishes to spend a certain period of study at the University must submit a formal application letter and completed Student Application Form, accompanied by the ECTS Transcript of Records from the home institution.
- (2) The application referred to in paragraph 1 must be co-signed by the corresponding ECTS coordinators of the home institutions.

#### Decision on application

##### Article 47

- (1) The ECTS coordinator and the ECTS commissioner of the host institution, i.e. University constituent – holder of the study the student is applying for shall jointly review the submitted application, check if the inter-university ECTS agreement has been signed and the contents thereof, review ECTS Student Application Form and the ECTS Transcript of Records, contact ECTS coordinator of the home institution, perform comparative analysis of the study programmes using the information package, and consider financial and other aspects of the student mobility.
- (2) When judging the eligibility of the application, it should be taken into consideration whether the guest student acquired the adequate level of competences for the study programme the student is applying for.
- (3) Following the procedure referred to in paragraphs 1 and 2, the ECTS coordinator and the ECTS commissioner shall jointly refer the application to the head of the constituent referred to in paragraph 1, substantiating and suggesting the decision to be made in relation to the application.
- (4) In case of positive decision from paragraph 3, the ECTS Learning Agreement is signed with the guest student.
- (5) In exceptional cases when the guest student comes from the Croatian university, all the activities referred to in paragraphs 1 and 3 of this Article may be conducted independently by the ECTS commissioner of the host institution, i.e. University constituent – holder of the study the student is applying for.

## 6.2. UNIVERSITY OF SPLIT STUDENT STUDYING AT OTHER UNIVERSITY

#### Initiating the procedure

##### Article 48

- (1) The student of the University who wishes to spend a certain period of study at the other university shall, jointly with the ECTS commissioner of the constituent – study holder, address the ECTS coordinator, provide and complete the ECTS Student Application Form of the university the students wishes to attend, provide ECTS Transcript of Records from the home institution, provide the information package of the university programme the students wishes to attend, and submit the application for approving the application to the ECTS commission of the University.
- (2) In exceptional cases when the guest student comes from the Croatian university, all the activities referred to in paragraph 1 of this Article may be conducted independently by the ECTS



commissioner of the host institution, i.e. University constituent – holder of the study the student is attending.

#### Decision on application

##### Article 49

(1) The ECTS coordinator and the ECTS commissioner of the home institution, i.e. University constituent – holder of the study the student is attending shall jointly review the submitted application, check if the inter-university ECTS agreement has been signed and the contents thereof, review ECTS Student Application Form and the ECTS Transcript of Records, contact ECTS coordinator of the host institution, perform comparative analysis of the study programmes using the information package, and consider financial and other aspects of the student mobility.

(2) When judging the eligibility of the application, it should be taken into consideration whether the student of the University acquired the adequate level of competences for the related study programme.

(3) If the ECTS coordinator and the ECTS commissioner of the home institution, i.e. University constituent – holder of the study the student is attending jointly decide that the application is eligible, they co-sign the detailed and substantiated proposal for approval of application, which is then submitted for decision to the head of the constituent - holder of the study.

(4) In case of positive decision adopted in relation to the procedure from paragraph 3, the student has the right to submit the application to the other university, which needs to be co-signed by the ECTS coordinator.

(5) In exceptional cases, when the host institution is a Croatian university, all the activities referred to in paragraphs 1, 3 and 4 of this Article may be conducted independently by the ECTS commissioner of the University constituent – holder of the study the student is attending.

#### Concluding the ECTS Learning Agreement

##### Article 50

(1) If the other university decides to accept the application of the student of the University, the ECTS Learning Agreement at the host University is drawn up and signed by the student of the University, corresponding coordinators of host institution, ECTS coordinator of the University and the ECTS commissioner of the home institution, i.e. University constituent – study holder.

(2) In exceptional cases when the host institution is a Croatian university, the ECTS Learning Agreement may be signed only by the ECTS commissioner of the home institution, i.e. University constituent – holder of the study the student is attending.

#### Student obligations on return to the University of Split

##### Article 51

(1) Following the completion of all obligations at the other university, the student shall provide the ECTS Transcript of Records from the host university.

(2) The document referred to in paragraph 1, together with the ECTS Learning Agreement ensures that the courses the guest student completed at the host institution are recognised with the corresponding number of ECTS credits achieved, without an additional recognition procedure.

### 6.3. ECTS INTERUNIVERSITY AGREEMENT

#### ECTS Interuniversity Agreement

##### Article 52

(1) The complete interuniversity student mobility is based on previously concluded interuniversity agreements, which form the basis for ECTS Learning Agreements.

(2) The University and its constituents, with prior approval from the University, may conclude different types of agreements on student mobility, academic recognition etc. with other higher education institutions in Croatia and abroad.

(3) In cases referred to in paragraph 1, in relation to student mobility, the provisions of the agreement shall apply. In case a certain issue is not regulated by the agreement, the provisions of these Regulations shall apply.

## 7. QUALITY ASSURANCE OF THE STUDIES

### Quality assurance of the studies

#### Article 53

(1) The stakeholders responsible for quality assurance at the University are study holders, i.e. constituents through which the University is directly organising or implementing a major part of the study programme. With the purpose of quality assurance, the specific measures are taken (in the manner and form prescribed by the Senate).

(2) The constituents referred to in paragraph 1 of this Article shall at least once a year report to the Senate on the quality of the study programme and publish the summary of assessment results for the study programme, and the proposal of activities for the following academic year, in the manner and form prescribed by the Senate.

(3) The manner and form of quality assurance is specified in more detail by the Regulations of the University and the regulations of study holders.

## 8. PROFESSIONAL TRAINING AS PART OF LIFE-LONG LEARNING

### Organising and implementing life-long learning

#### Article 54

(1) The University and its constituents may organise professional training as a part of life-long learning through the following types of learning: formal, non-formal and informal.

(2) Life-long learning may be organised through the existing activities organised and implemented at all levels of university and professional studies.

(3) The formal section of life-long learning may be organised through providing separate activities or as a part of the existing study (e.g. comprehensive activities of a course or a group of courses). Following the completion of all obligations, the participant is awarded a corresponding certificate on acquired knowledge, skills and competences.

(4) The non-formal section of life-long learning may be organised through providing separate activities or as a part of the existing study (e.g. part of the curriculum of a course or a group of courses). The participant attending the course does not participate in the assessment procedure of acquired knowledge, skills and competences, therefore a corresponding document on attending the teaching part of the course, noting that the assessment procedure of acquired knowledge, skills and competences had not been conducted.

(5) The informal section of life-long learning represents acquiring certain general or specific competences at work or in any other similar manner. The participant wishing to confirm their knowledge, skills and competences acquired through informal learning may participate in the examination or other assessment procedure. Following the successful completion of the assessment, the participant is awarded a corresponding certificate on acquired knowledge, skills and competences.

## 9. TRANSITIONAL AND FINAL PROVISIONS

## Continuing the studies enrolled under the previous regulations

### Article 55

(1) The student admitted to the undergraduate study before the undergraduate and graduate studies were established in accordance with the provisions of these Regulations, is entitled to complete the study under the programme and conditions that were in force at the time of admission to the first year of study and obtain a corresponding academic degree under regulations that were in force before adopting these Regulations.

(2) The student referred to in paragraph 1 of this Article may exercise the concerned right for the number of years remaining until the completion of the study programme according to the curriculum in force at the time of admission, increased by two years.

(3) The student admitted to the undergraduate study under regulations that were in force before adopting these Regulations may be enabled transfer to the undergraduate or graduate study, under conditions and differential requirements provided for in the undergraduate and graduate study programme.

### Admission to study

### Article 56

(1) The person who has, in accordance with the regulations in force before entry into force of these Regulations, and in accordance with the Science and Higher Education Act, completed the corresponding undergraduate study or completed the minimum number of examinations in the corresponding undergraduate study for courses which can be established as equivalent, in terms of programme and acquired competences, to the corresponding undergraduate study, may be admitted to the graduate study. The recognition of prior qualifications or a part of it, with the purpose of admission to the graduate study, shall be specified in the study programme or by the decision of the council of the study holder.

(2) The person who has, in accordance with the regulations in force before entry into force of these Regulations, and in accordance with the Science and Higher Education Act, completed the graduate study or acquired the corresponding masters degree in science or completed the corresponding undergraduate study, may be admitted to the postgraduate university study. The recognition of prior qualifications, with the purpose of admission to the postgraduate study, shall be specified in the study programme or by the decision of the council of the study holder.

(3) The person who has, completed the corresponding graduate study or completed the corresponding undergraduate study, in accordance with the regulations in force before entry into force of these Regulations, and in accordance with the Science and Higher Education Act, may be admitted to the postgraduate specialist study. The recognition of prior qualifications, with the purpose of admission to the postgraduate specialist study, shall be specified in the study programme or by the decision of the council of the study holder.

### Transfer to the study programme within the Bologna framework

### Article 57

(1) The student who was admitted to the study programme under prior regulations, and expresses the wish and is able to transfer to the study harmonized with the Bologna Process, which is the formed from the study programme at which the student initiated the studies, if in accordance with the study programme conditions, may be allowed transfer to the substitute study.

### Student status in terms of year of the study programme

Article 58

(1) As long as there is a need that the student is classified according to the year of the study programme (first, second, etc.) the student shall be considered as the student of the higher year of study if the student enrolled at least 42 ECTS credits from the higher year of the study programme.

(2) The student who did not complete all ECTS credits only in the final year of the study programme shall be considered as the student of the final year of the study programme regardless of the number of accumulated ECTS credits.

Student mobility within the University

Article 59

(1) The issues of student transfer within the University are regulated in accordance with the arrangements and agreements between the University constituents.

Compliance of general acts

Article 60

(1) All general acts of the constituents related to issues of studies and study system shall be complied with these Regulations not later than 30 days from entry into force of the Regulations.

Entry into force

Article 61

(1) The Regulations shall come into effect eight days after they are published on the bulletin board of the University. Upon entry into force of the Regulations, the provisions of the Regulations on studies and study system of the University of Split dated 31 May 2007 related to issues regulated by these Regulations shall no longer be valid.

R E C T O R

Professor Ivan Pavić Ph.D.

The Regulations were published on the bulletin board of the University of Split on 28 January 2009 and had entered into force on 05 February 2009.

HEAD SECRETARY

Josip Alajbeg LLB