

Pursuant to Article 54 of the Statute of the Faculty of Humanities and Social Sciences in Split and Article 1, paragraph 5 of the Regulation on Studies and Studying at the University of Split, the Faculty Council of the Faculty of Humanities and Social Sciences in Split, at its 10th regular meeting in the 2025/2026 academic year, held on 13 July 2026, hereby adopts

**REGULATION
ON STUDIES AND STUDYING
AT THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES IN SPLIT**

I GENERAL PROVISIONS

Subject Matter

Article 1

(1) This Regulation governs the types and levels of study, study programmes, the organization and implementation of studies, the organization of teaching, methods of assessing the achievement of acquired learning outcomes and other methods of evaluating student achievement, models of study together with students' rights and obligations, methods of completing studies, and other matters of significance to students and studying at the university undergraduate, university graduate, and university integrated undergraduate and graduate study programmes of the Faculty of Humanities and Social Sciences in Split conducted in the Croatian language (hereinafter: studies), for which the Faculty of Humanities and Social Sciences in Split is the provider (hereinafter: the Faculty).

(2) The rules governing study programmed and studying at the postgraduate level, as well as studies conducted entirely in English, are regulated by separate regulations.

(3) This Regulation shall also apply to students participating in international incoming and outgoing mobility programmes to the extent that their rights and obligations are not regulated by a separate regulation or other provisions governing academic mobility.

(4) The terms used in this Regulation that have a gender-specific meaning, regardless of whether they are used in the masculine or feminine gender, are gender-neutral and shall apply equally to both genders.

European Credit Transfer and Accumulation System (ECTS)

Article 2

For the purpose of ensuring transparency of studies and study programmes, promoting and facilitating student and teaching staff mobility, and simplifying the recognition of qualifications and periods of study abroad, the Faculty uses the European Credit Transfer and Accumulation System (hereinafter: ECTS), under which a student normally obtains at least 60 ECTS credits in one academic year of full-time study.

II STUDIES

Organization and Delivery of Studies

Article 3

(1) Studies at the Faculty are organized and delivered in accordance with a study programme adopted by the Senate of the University of Split upon the proposal of the Faculty Council (hereinafter: the Council), in accordance with the applicable law governing higher education and scientific activity, laws and subordinate legislation governing quality assurance

in higher education and science, and the Statute and general acts of the University of Split (hereinafter: the University) and the Faculty.

(2) The Faculty shall commence the delivery of a study after obtaining authorization to deliver the study through the initial accreditation procedure and after the study has been entered in the Register of Study Programmes maintained by the ministry responsible for science and higher education.

Article 4

(1) The Faculty organises and delivers university undergraduate studies, which prepare students for employment in professional occupations and for continuation of their studies at the graduate level.

(2) The Faculty organises and delivers university graduate studies and integrated university undergraduate and graduate studies, which prepare students for employment in positions requiring specialised competences and for continuation of their studies at the postgraduate level.

(3) The Faculty organises and delivers university postgraduate studies, which prepare students for independent scientific research or for employment in positions requiring advanced specialised competences.

(4) The Faculty organises and delivers studies independently or in cooperation with other higher education institutions as joint studies.

(5) The Faculty delivers various lifelong learning programmes which are not considered as studies within the meaning of the Act governing higher education and scientific activity and the provisions of this Regulation, and which are based on the principles of lifelong learning.

University Undergraduate Study Programme

Article 5

(1) A university undergraduate study prepares students for employment in specific professional occupations and for continuation of their studies at the graduate level.

(2) A university undergraduate study lasts three years and upon its completion, at least 180 ECTS credits are obtained.

(3) A university undergraduate study may be enrolled in by a person in accordance with the law governing higher education and scientific activity, the Statutes of the University and the Faculty Statute, while the admission requirements for a university undergraduate study are determined by a decision of the Faculty Council and approved by the Senate of the University.

(4) A university undergraduate study is completed by passing examinations, fulfilling other study requirements and passing a final examination and/or writing and defending a final thesis.

(5) The Faculty delivers university undergraduate study programmes in the scientific field of humanities (field of philology, field of history, field of art history, field of philosophy), the scientific field of social sciences (field of pedagogy, field of sociology, field of psychology), and in an interdisciplinary scientific field.

University Graduate Study Programme

Article 6

(1) A university graduate study prepares students for employment in specific positions requiring specialised knowledge, skills and competences, as well as for continuation of their studies at the postgraduate level.

(2) A university graduate study entered upon completion of a three-year university undergraduate study lasts two years and upon completion, at least 120 ECTS credits are obtained.

(3) A university graduate study may be enrolled in by a person in accordance with the law governing higher education and scientific activity, the Statutes of the University and the Faculty Statute, while the admission requirements for a university graduate study programme are determined by a decision of the Faculty Council and approved by the Senate of the University.

(4) A university graduate study is completed by passing examinations, fulfilling other study requirements and passing a graduate exam and/or writing and defending a graduate thesis.

(5) The Faculty delivers university graduate studies in the scientific field of humanities (field of philology, field of history, field of art history, field of philosophy), the scientific field of social sciences (field of pedagogy, field of sociology, field of psychology), and in an interdisciplinary scientific field.

Integrated University Undergraduate and Graduate Study

Article 7

(1) An integrated university undergraduate and graduate study prepares students for employment in specific positions requiring specialised knowledge, skills and competences and prepares them for continuation of their studies at the postgraduate level.

(2) An integrated university undergraduate and graduate study programme lasts five years and upon completion, at least 300 ECTS credits are obtained.

(3) An integrated university undergraduate and graduate study may be enrolled in by a person in accordance with the law governing higher education and scientific activity, the Statutes of the University and the Faculty Statute, while the admission requirements for an integrated university undergraduate and graduate study are determined by a decision of the Faculty Council and approved by the Senate of the University.

(4) An integrated university undergraduate and graduate study is completed by passing all examinations, fulfilling other study requirements, and writing and defending a graduate thesis.

(5) The Faculty delivers an integrated university undergraduate and graduate study in an interdisciplinary scientific field (field of educational sciences).

Study Programme

Article 8

(1) The studies at the Faculty are organised and delivered in accordance with a study programme.

(2) The content of a study programme is determined by the law governing higher education and scientific activity, regulations governing quality assurance in higher education and science, the Statutes of the University, and the Statute and general acts of the Faculty.

(3) The procedure for the initial accreditation of a new study programme and for substantial amendments and supplements to a study programme is conducted in accordance with the law governing higher education and scientific activity, regulations governing quality assurance in higher education and science, the Statutes of the University, and the general act of the University.

(4) A study programme is adopted by the Faculty Council in accordance with the law governing higher education and scientific activity and regulations governing quality assurance in higher education and science.

Full-Time and Part-Time Study

Article 9

- (1) A student normally enrolls in a study at the Faculty as a full-time student.
- (2) By way of exception, provided that this is stipulated in the adopted study implementation plan for a particular study programme, a student may enrol in that study as a part-time student.
- (3) A student enrolled as a full-time student normally takes 60 ECTS credits per academic year in accordance with the study implementation plan and studies on a full teaching load.
- (4) A student enrolled as a part-time student normally takes between 30 and 60 ECTS credits per academic year in accordance with the study implementation plan and studies on a full or adjusted teaching load.

Academic Year

Article 10

- (1) The academic year normally begins on 1 October of the current year and ends on 30 September of the following year, in accordance with the Teaching Calendar for each academic year adopted by the University (hereinafter: University Calendar).
- (2) Teaching is organised by semesters and may also be delivered in rotations in accordance with the study programme and the study implementation plan.
- (3) The Faculty Teaching Calendar for an academic year (hereinafter: Faculty Calendar) may, due to specific teaching requirements, provide for deviations in the implementation of scheduled activities from the University Calendar.
- (4) The Faculty Calendar shall specify, as a mandatory minimum, the beginning and end of teaching, the number of teaching weeks and regular examination periods, information on public holidays and important Faculty and University events, and other information relevant to the delivery of teaching.

Enrolment

Enrolment in a Study Based on a Public Call for Applications for Admission to the First Year of Study

Article 11

- (1) The University and the Faculty shall establish the procedure for admission to studies in a manner that guarantees equal treatment of all applicants.
- (2) The Faculty conducts enrolment in a study on the basis of a public call for enrolment in the first year of study in the following academic year, published on the websites of the University and the Faculty no later than 1 May of the current year.
- (3) The public call for enrolment in the first year of study at the Faculty shall contain the number of available places, admission requirements and criteria, the application deadline, information on the enrolment procedure, information on the selection procedure, and the documents required for enrolment.
- (4) The Faculty shall publish information on enrolment in study in a timely manner on its official website.
- (5) An applicant who has acquired the right to enrol in a study at the Faculty but fails to enrol within the prescribed deadlines and with valid documentation shall lose the right to enrol in the study.
- (6) An applicant who has acquired the right to enrol in a study at the Faculty and has been assigned an enrolment number, but does not enrol in the study in which they have acquired the right to enrol, shall be charged the opportunity costs arising from the unfilled enrolment place.

in the amount of two-thirds of the annual student participation in study costs, as determined by decisions of the University and the Faculty on student participation in study costs for the academic year of enrolment.

(7) Bridging requirements that constitute a condition for enrolment in a graduate study are not considered part of the study within the meaning of the Act governing higher education and scientific activity.

(8) The bridging requirements referred to in paragraph 7 of this Article shall be determined by a special committee consisting of the vice-dean for teaching and student affairs, the head(s) of department or study programme coordinator, and department ECTS coordinators, by issuing a decision specifying the bridging requirements and the deadline for their completion.

(9) The bridging requirements referred to in paragraph 7 of this Article shall be determined on the basis of the admission requirements stipulated in the study programme proposal for the study in which enrolment is sought, up to a maximum of 20 ECTS credits.

Enrolment Based on an Approved Application for Transfer from Another Study Programme at the Faculty or Another Higher Education Institution

Article 12

(1) A student who, at the time of applying for transfer, is enrolled in an identical or related study at another higher education institution in the Republic of Croatia may be granted a transfer only to the same or a higher year of the study programme.

(2) The student shall submit a transfer application for the following academic year to the Faculty's official registry office no later than 1 September of the current year, together with a certified transcript of grades and the syllabi of the courses completed in a study in which the student is currently enrolled. Exceptionally, where a student applies for transfer to a study for which the Faculty requires an additional assessment as part of the admission procedure, the transfer application shall be submitted within the deadlines specified in the notices on applications and the additional assessment procedure published on the Faculty's official website.

(3) Transfer applications shall be considered by the Committee for the recognition and assessment of prior learning, chaired by the vice-dean for teaching and student affairs.

(4) Immediately upon receipt, the application shall be forwarded to the vice-dean for teaching and student affairs who, if the application is complete and submitted within the prescribed deadline, shall request the opinion of the head(s) of department or study programme coordinator responsible for the study to which the transfer is sought, as well as the faculty ECTS coordinator.

(5) Within fifteen days of receipt of the application, the head(s) of department or study programme coordinator, with the consent of the faculty ECTS coordinator, shall provide an opinion proposing approval of the application, specifying the ECTS credits earned in the study programme in which the student is enrolled and providing a comparative overview of the courses in the study programme to which the transfer is sought that the applicant is not required to complete because the learning outcomes have already been achieved through the ECTS credits recognized from the previous study programme.

(6) A proposal to reject an application for transfer must be reasoned.

(7) On the basis of a positive opinion confirming eligibility for transfer, a Decision shall be issued containing: the applicant's personal details; details of the study programme in which the student was enrolled and the study to which the transfer has been approved; details of the academic year in which the student is enrolling; details of the courses the student is required to enrol in but is not required to complete; and information on the payment of tuition fees if the student does not meet the requirements for a tuition fee subsidy.

(8) Courses whose ECTS credits are relevant to the acquisition of the qualification shall be entered into the higher education institution information system under their original titles, together with the credits earned, grade, date of completion, and the name of the higher education institution at which they were completed.

(9) ECTS credits recognized in the transfer procedure shall not be taken into account when determining the student's eligibility for a tuition fee subsidy for enrolment in the following academic year.

Enrolment Based on an Approved Application for Recognition of a Period of Study Completed Abroad

Article 13

(1) A student who, at the time of application has student status in an identical or related study programme at another higher education institution abroad and meets the requirements for enrolment in a study at the Faculty may be granted a transfer through recognition of the period of study completed abroad, with recognition of the ECTS credits relevant to the acquisition of the qualification.

(2) For recognition for the purpose of transfer to a university undergraduate study or an integrated undergraduate and graduate study, the student shall submit a certificate confirming active student status at the higher education institution abroad, a certified transcript of records, syllabi of completed courses, a Decision on the recognition of a foreign educational qualification for persons who completed their secondary education abroad, or a certificate of completion of the State Matura examination if they completed their secondary education in the Republic of Croatia, and a certificate of citizenship.

(3) Recognition for the purpose of transfer to a university graduate study at the Faculty may be carried out in a procedure conducted after a Decision has been issued establishing that the foreign educational qualification obtained at undergraduate level at a higher education institution abroad is appropriate for enrolment in a university graduate study programme at the Faculty.

(4) For recognition for the purpose of transfer to a university graduate study, the student shall submit a certificate confirming active student status at the higher education institution abroad, a certified transcript of records, syllabi of completed courses, and a certificate of citizenship.

(5) Documents issued in English, as well as in Bosnian, Montenegrin and Serbian, if written in the Latin script, do not need to be translated. Documents issued in another language or script must be translated and certified by a court translator.

(6) The application, together with the supporting documentation, shall be submitted to the Faculty's official registry office no later than 15 July of the current year for enrolment in the following academic year.

(7) A student enrolled in a study abroad that does not use ECTS credits may not be granted recognition of the period of study or enrolment in the study programme.

(8) Where admission to a study is subject to an additional assessment conducted by the Faculty, the applicant must successfully complete the assessment.

(9) Applications shall be decided upon by the committee for the recognition of a period of study completed abroad, consisting of the vice-dean for teaching and student affairs, who also serves as chair; the heads of department or study programme coordinators responsible for the study programmes to which the transfer is sought; the faculty ECTS coordinator; and the faculty secretary (hereinafter: the committee for transfers from abroad).

(10) Immediately upon receipt, the application shall be forwarded to the Faculty Secretary, who shall notify the vice-dean for teaching and student affairs of the application.

(11) If established that the application is complete and submitted within the prescribed deadline, the documentation shall be forwarded to the relevant head(s) of department or study programme coordinator who shall, within fifteen days of receipt, obtain the opinion of the relevant department councils responsible for the study programmes to which the transfer is sought and the faculty ECTS coordinator.

(12) An opinion proposing approval of the application shall include consent to the recognition of the period of study completed abroad; the applicant's personal details; details of the study in which the student was enrolled and the study programme to which the transfer has been approved; details of the academic year in which the student is enrolling; details of the ECTS credits earned in the previous study that are relevant to the acquisition of the qualification, together with a comparative list of courses in the study programme that the student is not required to enrol in because the learning outcomes have been achieved through the recognized ECTS credits; and information on the obligation to pay tuition fees.

(13) Based on a positive opinion of the relevant Department Councils responsible for the studies to which the transfer is sought and the Faculty ECTS Coordinator, a draft Decision on the recognition of the period of study completed abroad shall be prepared.

(14) An opinion of the relevant Department Council(s) responsible for the study programmes to which the transfer is sought and/or the Faculty ECTS Coordinator proposing rejection of the application must be reasoned.

(15) The draft Decision on the recognition or non-recognition of the period of study completed abroad shall be submitted to the Faculty Council for decision.

(16) The Faculty Council shall issue the Decision no later than 90 days from the date of receipt of the application for recognition of the period of study completed abroad.

(17) At any stage of the decision-making procedure, the members of the committee for transfers from abroad may, where necessary, seek assistance and advice from the Agency for Science and Higher Education.

(18) No appeal may be lodged against a Decision on the recognition or non-recognition of a period of study completed abroad; however, an administrative dispute may be initiated.

(19) Enrolment in the study programme is possible only before the beginning of classes in the winter semester.

(20) Courses completed at a higher education institution abroad whose ECTS credits are relevant to the acquisition of the qualification shall be entered into the higher education institution information system under their original titles, together with the credits earned, grade, date of completion, and the name of the higher education institution at which they were completed.

Enrolment in the Following Academic Year

Article 14

(1) Enrolment of full-time and part-time students in an academic year is generally carried out by 30 September.

(2) A student may enrol in a higher year of a study programme only if they enrol in, or have already completed, the courses from the lower years of the study programme and fulfil all prescribed obligations within the specified deadlines, in accordance with the requirements for enrolment in a higher year of study laid down in this Regulation.

(3) A student who fails to complete enrolment within the prescribed deadlines, fails to submit the required documentation in full, or fails to pay in full the tuition fees and enrolment fees prior to enrolment, in accordance with the decisions of the Senate of the University and the Faculty Council, shall not be entitled to enrol in the academic year. By way of exception,

where the student has failed to fulfil any of the above obligations for justified reasons, a late enrolment may be approved by the Vice-dean for teaching and student affairs.

(4) When enrolling in an academic year, a student who has not passed all courses enrolled in during the previous academic year must re-enrol in all outstanding courses, except in the exceptional cases specified in paragraph 5 of this Article.

(5) In the event of amendments to a study programme, a student repeating a year, resuming their studies after a period of suspension of student status, or resuming their studies after an interruption, shall enrol in the relevant year and the required number of ECTS credits in accordance with the amended or supplemented study programme. If a student has not passed an elective course, they may be permitted to replace it by enrolling in another elective course from the same group of elective courses within that study programme, carrying an equal or higher number of ECTS credits. Such a replacement may be made only once during the student's studies in the same study programme.

(6) A student who has earned at least 60 ECTS credits in an academic year shall generally take 60 ECTS credits at enrolment in the following academic year and may take on up to 80 ECTS credits.

(7) A student required to complete bridging courses for enrolment in a graduate degree programme, a student who earned at least 60 ECTS credits in the previous academic year, or a student in the final year of a degree programme may enrol taking from 60 up to a maximum of 80 ECTS credits.

(8) Enrolment in or taking an examination in a course may not be made conditional upon the prior completion of another course or courses from the same year of the study programme, except to the extent prescribed by the study programme itself.

III STUDENTS

Student Status

Article 15

(1) A student of the Faculty is a person enrolled in a university study programme.

(2) A full-time student studies on a full-time course load.

(3) A part-time student studies on a full-time or adjusted course load.

(4) Student status is acquired upon enrolment at the Faculty and is evidenced by a student ID card issued by the Faculty.

(5) During their studies in the same study programme, a student may change their status from full-time to part-time or from part-time to full-time only once.

(6) A student may change their status from part-time to full-time only at the end of the academic year in which they have earned at least 55 ECTS credits with a grade point average of 4.0 (the arithmetic mean of the grades obtained in all courses completed in that academic year) and an overall weighted average grade of 4.0, provided that they have not repeated a year during their studies.

Student ID Card

Article 16

(1) The Faculty shall issue a student ID card to students upon enrolment in a study and to students participating in international mobility programmes at the Faculty.

(2) The Faculty shall provide the student with a temporary student ID card until their student ID card is issued.

(3) A student who enrolls in a graduate study at the Faculty and has previously completed an undergraduate study at the Faculty shall retain the student ID card issued by the Faculty at the undergraduate level if the student enrolls in the graduate study programme in the academic year immediately following the academic year in which they completed the undergraduate study programme.

(4) A student must report any loss, theft or destruction of their student ID card to the Faculty without delay and must notify the Faculty of any change in their personal details within eight days of the change.

(5) A student ID card ceases to be valid upon termination of student status at the Faculty, reporting of its loss or theft, or its destruction.

(6) A student may not allow another person to use their student ID card, sell, purchase or lend it to another person, or use another person's student ID card as their own. Any misuse of a student ID card, as well as any consequences arising from such misuse, shall be subject to disciplinary proceedings in accordance with the provisions of the Regulation on the Disciplinary Responsibility of Students of the Faculty of Humanities and Social Sciences in Split.

Termination of Student Status

Article 1

(1) Student status shall terminate:

- a) upon completion of the studies;
- b) upon withdrawal from the studies at the student's own request;
- c) if the student fails to enrol in the following academic year within the prescribed deadlines, or if the student's request for late enrolment or suspension of student rights and obligations is not approved;
- d) upon expulsion from the studies in accordance with the procedure and under the conditions laid down in the Statutes of the Faculty or the Regulation on Disciplinary Responsibility of Students;
- e) if, following a repeated enrolment in an academic year as a full-time student, the student fails to meet the requirements for enrolment in the next academic year as either a full-time or part-time student;
- f) if the student fails to complete the studies within the period prescribed by the law governing higher education and scientific activity.

(2) Before collecting documents related to completion of the studies or a certificate of withdrawal, the student shall, irrespective of the reason for termination of student status, meet all outstanding payment obligations towards the Faculty.

Continuation of Discontinued Studies

Article 18

(1) A former student of the Faculty whose student status terminated for the reasons referred to in Article 17(1), items b) and c), may be granted a request to continue the discontinued study. The Faculty Council shall decide on the request for continuation of the discontinued study, based on a proposal by the vice-dean for teaching and student affairs.

(2) A student whose request to continue the discontinued study programme has been approved shall pay the full tuition fee determined by the decisions of the University and the Faculty. The period of study completed prior to the interruption shall be included in the total duration of study.

(3) A former student of the Faculty whose student status terminated for the reason referred to in Article 17(1), item f), may not re-enrol in the same study programme, nor may they be granted permission to continue their studies in the same study programme.

Visiting Student

Article 19

(1) A visiting student is a full-time or part-time student of another university who enrolls in individual components of a study programme at the Faculty pursuant to a special agreement with another university on the recognition of ECTS credits. Visiting student status may last for a maximum of one academic year.

(2) The rights and obligations of a visiting student, the arrangements for covering the costs of their studies, any possibility of continuing their studies at the Faculty, and other matters relating to visiting student status shall be regulated by an agreement with the other higher education institution(s).

(3) Attendance and examinations passed by a visiting student referred to in paragraph 1 of this Article shall be recorded in a separate document.

Student Rights and Obligations

Student Rights

Article 20

(1) Students have the right to:

1. a high-quality study and educational process as provided for in the curriculum and the study programme;
2. participate in professional and scientific work;
3. consultations and mentoring;
4. undertake a period of studying at another higher education institution as part of a student exchange programme;
5. freedom of thought and expression of views during classes and other activities at the Faculty, in accordance with the Faculty's Code of Ethics;
6. complete their study within a shorter period in accordance with the provisions of this Regulation;
7. free use of the Faculty's library and other information resources;
8. enrol in courses belonging to another study in accordance with the requirements of the study programme in which they are enrolled;
9. participate annually in quality assessment as part of the implementation of the internal quality assurance system;
10. participate in the work of Faculty bodies in accordance with the Statutes and general acts of the Faculty;
11. participate in the work of student organisations in accordance with their rules;
12. suspension of student rights and obligations in accordance with the provisions of this Regulation;
13. lodge complaints concerning violations of rights laid down in the Statutes and other general acts of the Faculty;
14. advisory support in accordance with the general acts of the Faculty;
15. commendations and awards in accordance with the general acts of the Faculty;
16. other rights provided for by law, the Statutes and other general acts of the University and the Faculty.

2) A full-time student who is not employed and does not operate a business as a sole trader or other self-employed professional activity is entitled to health insurance, subsidised accommodation and meals, the right to undertake student work in accordance with the law governing student employment, and the right to state scholarships and other forms of financial support, subject to the conditions and in the manner prescribed by the regulations governing student welfare rights.

(3) A part-time student who is not employed and does not operate a business as a sole trader or other self-employed professional activity is entitled to undertake student work in accordance with the law governing student employment.

Student Obligations

Article 21

(1) Students shall fulfil their teaching and other obligations within the prescribed deadlines in accordance with the Statutes and other general acts of the Faculty and the Statutes and general acts of the University.

(2) Students shall actively participate in all forms of teaching in the courses in which they are enrolled, in accordance with the curriculum.

(3) A student may repeat each academic year of the studies only once.

(4) Students are to complete their studies within the period prescribed by the law governing higher education and scientific activity.

(5) Students of the Faculty shall be subject to disciplinary responsibility for breaches of their obligations and for endangering or damaging the reputation of the Faculty, the University, teaching staff, students and all other stakeholders involved in the work of the Faculty. The disciplinary responsibility of students shall be regulated by a separate regulation on the disciplinary responsibility of students.

(6) In official communication with all stakeholders involved in the work of the Faculty, all students shall use the email address with the Faculty's domain assigned to them upon enrolment in the study programme and shall check it regularly. Notices, information and decisions sent to student's Faculty email address shall be deemed to constitute notification by the Faculty and there shall be no obligation to send them through other communication channels.

Suspension of Student Rights and Obligations

Article 22

(1) A student shall have the right to suspend their student rights and obligations (hereinafter: suspension) in the following cases:

a) during pregnancy;

b) until the child reaches one year of age (this right may be exercised equally by either the mother or the father);

c) due to incapacity for work lasting more than three months;

d) due to other justified reasons resulting in a prolonged inability to exercise student rights and fulfil obligations that cannot be made up within the teaching process in accordance with the Faculty's Academic Schedule for the relevant academic year.

(2) An application for suspension shall be submitted to the Faculty's official registry office within fifteen days of the end of the period of prolonged inability, and no later than 1 September of the current academic year.

(3) Where suspension is requested on health grounds, the student shall, together with the relevant medical documentation, consult the Faculty's designated student physician for the purpose of exercising the right to suspension due to incapacity for work lasting more than three

months or another justified health-related reason. The only documentation considered valid shall be a certificate issued by the Faculty's designated student physician.

(4) The Dean shall decide on the application for suspension by issuing a Decision, based on a proposal by the vice-dean for teaching and student affairs. The Decision shall not be subject to appeal; however, administrative proceedings may be initiated.

(5) Suspension shall be granted for the current academic year. From the date on which the Decision granting suspension is received, the student shall not be entitled to sit exams.

(6) A course in which the student was enrolled but did not pass due to circumstances referred to in paragraph 1 of this Article, pursuant to which suspension was granted, shall not be calculated into the total number of enrolments in that course.

(7) If the study programme is amended during the period of suspension, the student shall be required to pass any bridging exams and fulfil any other obligations arising from the amendments to the study programme.

(8) Following the expiry of the suspension period, the last academic year in which the student was actively pursuing their studies shall be considered when determining eligibility for student welfare benefits and tuition fee subsidies. The academic year during which the student's rights and obligations were suspended, as well as any ECTS credits earned during that year, shall not be considered when determining such eligibility.

(9) During the approved period of suspension, the student shall not be entitled to student welfare benefits, except for the right to health insurance.

(10) The period of suspension shall not be calculated into the total duration of the study programme, and the deadline for completion of the studies shall be extended by the duration of the suspension.

Tuition Fee Subsidies

Article 23

(1) A national of the Republic of Croatia or of another Member State of the European Union who is enrolled as a full-time student in a university undergraduate, university graduate, or integrated university undergraduate and graduate study funded from the state budget shall be entitled to a full tuition fee subsidy from the state budget, in accordance with the relevant regulation adopted by the government of the Republic of Croatia and the relevant decisions of the University and the Faculty on tuition fees.

(2) A student referred to in paragraph 1 of this Article may be employed or carry out a self-employed activity as a craftsperson or in another liberal profession.

(3) A student referred to in paragraph 1 of this Article shall have the right to change their chosen study programme once while retaining the right to a full tuition fee subsidy, in accordance with the relevant regulation adopted by the Government of the Republic of Croatia, which lays down the conditions under which a student is entitled to a tuition fee subsidy.

(4) Full-time or part-time students who are not entitled to a tuition fee subsidy from the state budget shall pay tuition fees in accordance with the relevant decisions of the University and the Faculty on tuition fees. Tuition fees shall be paid in a single instalment prior to enrolment in the academic year.

(5) The Faculty may, by a decision of the Dean, regulate arrangements for contributing to or covering the study costs of students in financial need.

High-Achieving Student

Article 24

- (1) The Minister may grant a high-achieving student permission to enrol in an additional study at a higher education institution as a full-time student, with the tuition fees fully subsidised from the state budget.
- (2) Upon the student's application, the Dean of the faculty shall determine the student's status as a high-achieving student based on a proposal by the vice-dean for teaching and student affairs.
- (3) The status of high-achieving student referred to in paragraph 2 of this Article may be obtained only after completion of the first year of an undergraduate, graduate or integrated study.
- (4) A student may obtain high-achieving student status if they cumulatively meet the following requirements:
 - they have regularly fulfilled all prescribed study obligations in the study in which they are enrolled (including having earned at least 60 ECTS credits in each academic year and having regularly enrolled in the next academic year or years)
 - they have achieved a cumulative weighted grade point average of more than 4.5.
- (5) the faculty shall determine high-achieving student status for students of the faculty.
- (6) high-achieving student status shall be recorded in the diploma supplement.

Student Demonstrator

Article 25

- (1) For the purpose of encouraging students to engage in scientific and professional work and assisting teaching staff and associates in the delivery of classes and practical exercises, where pedagogically necessary and professionally justified, students may be appointed as demonstrators to assist in the delivery of a particular course.
- (2) Students may also be appointed as demonstrators to work in the faculty library in order to assist in carrying out library activities by providing peer assistance to students in using the faculty library's resources.
- (3) The Council shall appoint demonstrators from among students who particularly excel in their studies and demonstrate a particular interest in a specific course.
- (4) A demonstrator assisting in teaching shall be appointed by the council before the beginning of the semester in which they perform demonstrator duties, based on a proposal by the head of department or programme coordinator. A student may serve as a demonstrator for no more than two courses in the same academic year.
- (5) A demonstrator assisting in the library shall normally be appointed by the Council before the beginning of the academic year in which they perform demonstrator duties, based on a proposal by the head of the library.
- (6) The work of a student demonstrator shall be performed during the teaching period and examination periods in accordance with the faculty's academic calendar.
- (7) Heads of departments or the head of the library shall be responsible for coordinating and monitoring the work of student demonstrators.
- (8) Student demonstrators shall be paid for their work in accordance with a decision of the Faculty Council. Payment for performed work shall be made monthly on the basis of a report certified by the relevant head of department or the head of the library.
- (9) A student demonstrator may not be assigned duties outside the scope of work established for the position, and the performance of such duties must not adversely affect their regular study obligations.
- (10) If a student demonstrator fails to regularly fulfil their study obligations, they shall be relieved of their duties following the same procedure as that used for their appointment.

(11) At the student's request, the faculty shall issue a certificate confirming their work as a demonstrator, based on a report on the activities performed by each individual demonstrator submitted to the vice-dean for teaching and student affairs by the course coordinator following completion of the activities, and no later than the end of the academic year in which the demonstrator work was performed.

(12) The certificate referred to in paragraph 11 of this article shall be issued by the vice-dean for teaching and student affairs.

(13) A student's activities as a teaching demonstrator shall be recorded in the diploma supplement.

Students Entitled to Adapted Study Conditions

Article 26

(1) A student who is a categorised athlete, top-level artist or student with a disability may pursue their studies under adapted study conditions, in accordance with applicable legislation, the statutes of the University, the statutes and general acts of the faculty, and the study agreement.

(2) Adapted study conditions for students referred to in paragraph 1 of this Article include adaptations to the teaching process and examinations (attendance, the manner of taking exams, mid-term exams and other forms of assessment, adaptation of teaching materials and other reasonable accommodations), without compromising academic standards and in accordance with the established learning outcomes, which shall be the same for all students.

(3) The Dean shall issue Decisions on academic accommodations for students referred to in paragraph 1 of this Article. In the case of a categorised athlete or top-level artist, the Decision shall be issued based on a proposal by the vice-dean for teaching and student affairs, while in the case of a student with a disability, it shall be issued based on a proposal by the disability support officer. The Decision shall not be subject to appeal; however, administrative proceedings may be initiated.

(4) A student who has the status of a categorised athlete, top-level artist or student with a disability shall enter into a study agreement with the Faculty providing for adapted studying conditions.

Student Who is a Categorised Athlete / Top-Level Artist

Article 27

(1) The status of a categorised athlete shall be evidenced by the relevant categorisation decisions issued by the Croatian Olympic Committee, the Croatian Paralympic Committee or the Croatian Deaf Sports Federation.

(2) The status of a top-level artist shall be evidenced by a certificate of membership in the Croatian Association of Independent Artists or an artists' professional association, or by a certificate issued by an authorised body of an Academy of Arts.

(3) The status of a student referred to in paragraphs 1 and 2 of this Article shall be determined at the beginning of the academic year. Exceptionally, where a decision or relevant certificate is issued subsequently, the student referred to in paragraph 1 of this Article may request that their status be determined and enter into the relevant agreement during the academic year.

(4) If a student ceases to hold the status of a categorised athlete or top-level artist during their studies, they shall be permitted to continue their studies as either a full-time or part-time student, depending on the duration of their studies.

Student with a Disability

Article 28

(1) A student with a disability is a student who, due to a long-term illness, impairment or physical disability, experiences permanent or temporary difficulties in carrying out their everyday academic activities and encounters barriers in their environment that prevent them from fully and effectively fulfilling their student obligations in accordance with the study programme, curriculum and other acts governing studies.

(2) A student may obtain the status of a student with a disability at the Faculty on the basis of a documented application supported by:

- a decision issued by the competent authority establishing the percentage of physical impairment or the degree of functional impairment (hereinafter: a student with an officially established degree of disability);

- medical documentation demonstrating the health conditions referred to in paragraph 1 of this Article, even where the competent authority has not established the percentage of physical impairment or degree of functional impairment by decision.

(3) An application for obtaining the status of a student with a disability at the Faculty may be submitted at any time following enrolment in the study.

(4) A student with an officially established degree of disability who has:

- a physical impairment of 60% or more;
- a degree of functional impairment from Level 2 to Level 4,

shall be entitled to direct admission to a study outside the enrolment quota, provided that they meet the minimum admission requirements laid down in the admission call; subsidised transportation for students with disabilities; accommodation in a student residence; state scholarships; and student residence accommodation and tuition fee subsidies funded from the state budget under more favourable criteria than those applicable to other students, all in accordance with the specific national rules applicable to students with disabilities.

(5) For the purpose of providing professional support to students with disabilities in matters relating to their studies and addressing their educational and socio-psychological needs, the Faculty shall appoint a disability support officer.

(6) The disability support officer shall propose to the Dean that a Decision on the required academic accommodation be issued, shall maintain records of students with disabilities at the Faculty, monitor their needs with a view to improving study conditions, enhancing international cooperation and student mobility involving students with disabilities, and organise support for students with disabilities throughout their studies.

(7) The Head(s) of department and/or programme coordinator responsible for the study programme in which the student is enrolled shall be notified of the issuance of a decision establishing the student's right to adapted study conditions due to a disability. They shall communicate information on the required accommodations to all relevant participants in the teaching process and ensure their implementation.

(8) A student entitled to adapted exams and exam materials shall notify the course coordinator of their intention to take an assessment of learning outcomes at least three days in advance in order to ensure that the necessary accommodations can be provided.

(9) All persons at the Faculty who, in any manner, obtain information concerning a student with a disability shall be required to keep such information confidential as a professional secret.

Recognition of Prior Non-formal and Informal Learning

Article 29

- (1) Upon submission of an application, students may have the learning outcomes acquired through prior non-formal and informal learning assessed and recognised.
- (2) The procedure for the recognition of prior learning outcomes through the assessment of competences acquired through non-formal and informal learning shall be carried out in accordance with the provisions of the faculty regulations on the assessment and recognition of prior learning.

Commendations and Awards for Students

Article 30

- (1) The Faculty shall award prizes and commendations to particularly successful students who distinguish themselves through their achievements in their studies, in accordance with the Regulations on the awarding of prizes and commendations of the Faculty of Humanities and Social Sciences in Split.
- (2) Awards shall be presented once a year to students for outstanding achievements in curricular and extracurricular activities. No more than one student from each department and one doctoral student may be awarded a prize in any given year.

Faculty Student Council

Article 31

- (1) The Student Council is an elected student representative body that protects the interests of all Faculty students and participates in decision-making within the Faculty's bodies and other bodies in which it has representatives.
- (2) The organisation and activities of the Student Council shall be governed by its statute, which shall be aligned with the Act on Student Councils and other student organisations.

Faculty Student Associations

Article 32

- (1) Students shall have the right to establish professional, sports and other non-political and non-profit organisations (associations, clubs) at the Faculty.
- (2) Students shall notify the Faculty administration of any form of establishment, association, or membership in student organisations outside the Faculty.

Student Records and Databases

Article 33

- (1) The Faculty shall maintain electronic records and databases and process the personal and other data collected for the performance of tasks within its remit. Such records may also be maintained in hard-copy form.
- (2) For the purpose of maintaining records on studies and students, the Faculty shall use the Higher Education Institutions Information System (ISVU), which contains data on students and their studies, student documents, students' progress through their studies, student support and rights under the student standard, and other rights in accordance with the applicable regulations.
- (3) For the purpose of subsidising student-standard benefits, the Faculty shall maintain records of beneficiaries and the level of right to subsidised meals, as well as records of beneficiaries of subsidised tuition costs. The Student Centre shall maintain records of

applications for subsidised accommodation and beneficiaries of subsidised accommodation, as well as records of beneficiaries and the level of right to subsidised meals.

(4) The keeping of the records referred to in paragraphs 2 and 3 of this Article shall form an integral part of the internal quality assurance and enhancement system. The Faculty shall collect and process personal and other data in accordance with the applicable personal data protection regulations.

IV ORGANISATION OF TEACHING

Study Delivery Plan

Article 34

(1) Studies shall be delivered in accordance with the Study Delivery Plan adopted by the Faculty Council.

(2) The Study Delivery Plan shall define the organisation and manner of delivery of studies within a full or adapted teaching schedule.

(3) The Study Delivery Plan shall specify:

- a list of mandatory and elective courses, together with the names of teaching staff and associates;
- forms of teaching delivery (lectures, seminars, practical classes, etc.);
- the language of instruction;
- locations where teaching is delivered (Faculty lecture rooms, laboratories, teaching bases, teaching practice institutions or host institutions);
- the start and end dates of teaching and the teaching schedule;
- examination periods;
- methods of taking exams and fulfilling study requirements;
- a reference list of required examination literature;
- other relevant information.

(4) The study delivery plan shall be published for students before the beginning of the academic year and shall remain available throughout the academic year. The teaching schedule, examination timetable within the prescribed periods, and other information necessary for attending classes and taking examinations shall be published before the beginning of each semester.

(5) Where justified reasons so require, the study delivery plan may be amended during the academic year. All amendments shall be decided upon by the Faculty Council.

Consultations

Article 35

(1) The purpose of consultations is to enable students to seek clarification of particular, primarily more complex, aspects of the course content.

(2) Consultations may be held individually or in groups and shall be conducted by course coordinators and/or teaching staff responsible for delivering part of the instruction in the relevant course.

(3) A Faculty teaching staff member employed on a full-time basis shall provide at least one hour (60 minutes) of consultations per week at the Faculty.

(4) The consultation schedule shall be published on the Faculty's official website.

Delivering Parts of a Study Programme at Teaching Practice Institutions and Teaching Bases

Article 36

(1) For the purpose of implementing the study programme and achieving the learning outcomes prescribed by the study programme, part of the teaching shall be delivered at Faculty practice institutions and at teaching bases serving as host institutions.

(2) Teaching practice institutions are educational institutions in which Faculty students realise the practical component of their studies in study programmes leading to the qualification of University Master of Early and Preschool Education, University Master of Primary Education, and University Master of Education in a subject area. The Faculty teaching staff member responsible for the relevant course in which students undertake part of their instruction at a teaching practice institution shall be responsible for the delivery of such instruction. The delivery of part of the instruction at teaching practice institutions shall be carried out in accordance with the provisions of subordinate legislation governing the operation of teaching practice institutions at the national level.

(3) A teaching base is a host institution or organisation in Croatia or abroad with which the Faculty and the University have concluded a cooperation agreement, under which part of the teaching within the Faculty's study programmes is delivered at that institution in the form of teaching and professional practice or as an additional elective course in professional practice. The Faculty teaching staff member serving as the Faculty mentor shall be responsible for the delivery of teaching at teaching bases, with the appropriate involvement of employees of the host institution. The manner of delivery and other procedures relevant to the implementation thereof shall be governed by the Faculty's general act regulating additional professional practice and the University's general act regulating teaching bases.

Teaching in Extraordinary Circumstances

Article 37

(1) In extraordinary circumstances where, due to a threat to safety or human health or for another justified reason of force majeure, the delivery of in-person teaching, within the meaning of the provisions of this Regulation governing the modes of study delivery, would be prevented or substantially hindered, teaching and examinations at the Faculty may, pursuant to a decision of the Faculty Council, also be organised in a virtual environment using available information technologies.

(2) Teaching in a virtual environment referred to in paragraph 1 of this Article shall constitute an alternative form of teaching used only as a result of and for the duration of extraordinary circumstances and shall not be considered a form of study delivery based on the principle of online study.

VECTS CREDITS

Student Workload

Article 38

(1) Student workload, expressed in ECTS credits, shall include the total time required to achieve the prescribed learning outcomes, including both the time spent in all forms of in-person teaching within the meaning of the provisions of this Regulation governing the modes of study delivery and the time required for studying course content and preparing for examinations (independent study and other activities prescribed by the study programme).

(2) A teaching hour shall last 45 minutes, while an hour used to measure the total student workload referred to in paragraph 1 of this Article shall comprise 60 minutes.

Allocation of ECTS Credits to Individual Courses

Article 39

- (1) ECTS credits shall be allocated to students' study requirements for each course on the basis of the estimated average workload required for a student to achieve the intended learning outcomes of the respective course, whereby one ECTS credit shall, as a rule, be equivalent to 30 hours of the total average student workload required to achieve the learning outcomes.
- (2) ECTS credits shall be allocated to an individual course by estimating the total workload required of an average student enrolled in the relevant study programme to fully achieve the intended learning outcomes of that course, after which an ECTS credit value shall be assigned in accordance with paragraph 1 of this Article.
- (3) Each course shall be assigned a whole number of ECTS credits.

VI ASSESSMENT OF ACHIEVED LEARNING OUTCOMES, EXAMINATIONS AND GRADES

Methods of Assessing Achieved Learning Outcomes

Article 40

- (1) The assessment of students' achieved learning outcomes at the Faculty shall be conducted according to the standard teaching and examination model.
- (2) The standard teaching and examination model is a model in which students' achieved learning outcomes and performance are assessed during in-person teaching and through mid-term assessments, while the final grade is determined by an examination.
- (3) In the delivery of an individual study programme, an integrated teaching and continuous assessment model may also be used, or both models may be applied simultaneously (the standard teaching and examination model and the integrated teaching and continuous assessment model).
- (4) The model to be applied shall be specified in the Study Delivery Plan and must be determined before the beginning of the academic year.

Examinations

Article 41

- (1) Examinations shall be held during the examination periods specified in the Faculty Academic Schedule.
- (2) The regular examination periods shall be the winter, summer and autumn examination periods, each of which shall, as a rule, last four weeks and be divided into two parts.
- (3) In addition to the regular examination periods, the Faculty Council may, upon the proposal of the Dean, decide to hold an extraordinary examination period as an additional examination period.
- (4) A student may take an examination provided that they have fulfilled all the requirements prescribed for the relevant course by the study programme.
- (5) The teaching staff member shall publish the results of a written examination no later than five working days after the date on which the examination was held.
- (6) Examinations may be theoretical and/or practical and may be taken in written, oral, practical or combined form.
- (7) The practical part of an examination may be taken separately from the theoretical part.
- (8) Where an examination consists of two or more parts, a student who passes one part but fails another shall not be required to retake the part already passed, except where the course is re-enrolled or where otherwise specified in the course delivery plan.

- (9) The written part of an examination may be eliminatory.
- (10) An oral examination may last no more than 45 minutes per student.
- (11) An examination shall mean any form of assessment of learning outcomes, skills and competences on the basis of which a final course grade may be awarded.
- (12) The oral part of an examination shall, as a rule, be open to the public, considering the specific circumstances.
- (13) The person conducting the examination shall ensure that the oral examination is open to the public. Where a student is the only candidate taking the oral examination, another Faculty student shall be present where this can be arranged. Exceptionally, where this cannot be arranged, a member of the teaching staff or an associate employed at the Faculty may attend the examination. Where the examination is not open to the public, the student shall have the right to request that public access be ensured or to refrain from taking the oral examination until such access has been provided.
- (14) Where justified reasons exist, a student may request restricted public access no later than 24 hours before the beginning of the examination. The Vice-dean for teaching and student affairs shall decide on such a request.
- (15) The student and any other person who demonstrates a legal interest shall have the right to inspect the examination records within thirty days of the date on which the examination was held.

Examination Registration and Records

Article 42

- (1) An examination shall form an integral part of a course, and records of examinations held and examination results shall be maintained electronically in the Higher Education Institutions Information System (hereinafter: ISVU). Where necessary, the teaching staff member may also maintain additional examination records.
- (2) Students shall register for an examination in ISVU no later than two days before the examination date and may withdraw their examination registration no later than one day before the examination date.
- (3) When calculating the time limits referred to in paragraph 2 of this Article, non-working days shall not be included; only calendar days that are working days shall be counted.
- (4) A student shall attend every examination for which they have registered at the scheduled time. Failure to attend shall be deemed to constitute the use of one of the examination attempts to which the student is entitled.
- (5) At the request of a student with a disability, appropriate examination adjustments may be granted, such as extended time for completing a written examination, taking an examination with the assistance of an assistant, the use of adapted computer equipment, graphical adaptation of examination materials, and other adjustments required in view of the type and degree of illness, impairment or disability, all in accordance with the Decision on adapted study conditions. Academic adjustments to examinations for students with disabilities shall not compromise academic standards and shall be consistent with the established learning outcomes, which are the same for all students.

Grades

Article 43

- (1) Learning outcomes achieved with outstanding performance shall be awarded the grade excellent (5), corresponding to the letter grade A. Learning outcomes achieved with above-average performance shall be awarded the grade very good (4), corresponding to the letter grade B. Learning outcomes achieved with average performance shall be awarded the grade

good (3), corresponding to the letter grade C. Learning outcomes achieved with satisfactory performance shall be awarded the grade sufficient (2), corresponding to the letter grade D. Learning outcomes that have not been achieved to a satisfactory standard shall be awarded the grade insufficient (1), corresponding to the letter grade F.

(2) Passing grades are: excellent (5), very good (4), good (3) and sufficient (2), while the grade insufficient (1) is a failing grade. All grades shall be entered into ISVU.

(3) The Study Delivery Plan may stipulate that certain forms of knowledge are not subject to assessment or that they are assessed on a pass/fail basis, without a numerical grade.

(4) Where the standard teaching and exam model is applied, the course coordinator shall enter all grades and all instances of failure to attend an exam into ISVU immediately after the exam has been completed, so that students may register for an exam at the second exam date within the same exam period. All records shall be entered immediately after the end of the exam period so that the exam periods may be closed in the system for data protection purposes.

(5) Where the integrated teaching and continuous assessment model is applied, all passing grades shall be entered into the relevant records during the final week of teaching for the course in which the assessment of achieved learning outcomes and student performance has been carried out.

Objection to an Exam Grade

Article 44

(1) A student dissatisfied with the grade received, due to irregularities in the examination or grading process may lodge an objection to the final exam grade and request to retake the exam before an examination committee. The objection must be lodged within 24 hours of the oral exam or the oral part of the exam, or within 24 hours of the publication of the written exam results.

(2) The objection referred to in paragraph 1 of this Article must state the reasons on which it is based and shall be submitted in writing to the Dean of the Faculty. Within 24 hours of receiving the objection, the Dean shall appoint a three-member examination committee to decide on the objection. The members of the committee must have been appointed to academic positions in the same or a related scientific field as that to which the course belongs.

(3) The teacher whose decision is the subject of the student's objection may not chair the examination committee.

(4) If the objection concerns an oral exam, the examination committee shall re-examine and grade the student within 48 hours of receiving the decision on the appointment of the committee. A written exam or the written part of an exam shall not be repeated but shall be reviewed and graded again.

(5) If the student fails to attend the oral exam before the examination committee at the scheduled time, the student shall be deemed to have withdrawn the objection to the grade.

(6) Minutes shall be drawn up of the exam conducted before the examination committee.

(7) The grade shall be entered in the minutes, which shall be certified by the signatures of all members of the examination committee.

(8) The grade awarded by the examination committee following the student's objection shall be final and shall be determined by a majority vote of the committee members.

Rejection of an Exam Grade

Article 45

(1) A student who is dissatisfied with a passing exam grade, without disputing the validity of the grade or the fairness of the teacher's assessment, has the right to request, either orally or

in writing, to retake the exam at the next scheduled exam date. The request must be submitted to the teacher within 48 hours of the official notification of the grade.

(2) In the case referred to in paragraph 1 of this Article, the teacher shall enter a failing grade into ISVU and record the note “student rejected the grade” in the internal exam records.

(3) The grade referred to in paragraph 2 of this Article shall not be considered final; however, the student shall be deemed to have used one of the available exam attempts.

(4) When the exam is retaken, only the learning outcomes demonstrated in that exam shall be assessed, without taking the previous grade into account. Consequently, the student may receive a lower grade, including a failing grade.

Student Status with Regard to the Year of the Study Programme

Article 46

(1) A full-time or part-time student may be enrolled in a particular year of the study programme, may be repeating a year of the study programme, or may have their rights and obligations suspended.

(2) A student may enrol in the next year of study if they earned at least 40 ECTS credits in the previous academic year and have no more than 40 ECTS credits outstanding in total from all years of the study programme in which they have been enrolled, or if they meet the following cumulative requirements:

a) for enrolment in the second year, the student must have earned 40 ECTS credits from first-year courses;

b) for enrolment in the third year, the student must have earned a total of 100 ECTS credits from first- and second-year courses;

c) for enrolment in the fourth year, the student must have earned a total of 160 ECTS credits from first-, second- and third-year courses;

d) for enrolment in the fifth year, the student must have earned a total of 220 ECTS credits from first-, second-, third- and fourth-year courses.

Taking Exams During the Academic Year

Article 47

(1) A student may take an exam no more than four times in one academic year.

(2) For courses attended in the winter semester, students may take the exam twice during the winter exam period and once during each of the summer and autumn exam periods in the same academic year.

(3) For courses attended in the summer semester, students may take the exam twice during the summer exam period and twice during the autumn exam period in the same academic year.

(4) Where practicable, there shall be an interval of at least 14 days between two exam dates within the same exam period.

(5) If a decision is made to hold an extraordinary exam period, the Faculty Council shall also determine the conditions under which students may take exams during that period.

(6) Defences of final and/or master's theses shall take place during specific periods determined by the Faculty Council for each academic year. As a rule, the periods for the defence of final and/or master's theses shall be the winter, summer and autumn periods.

Average Grade – Weighted Grade Point Average

Article 48

- (1) The average grade for the study is the average of the grades obtained in all courses, weighted according to the number of ECTS credits.
- (2) The average grade referred to in the preceding Article shall be calculated by dividing the sum of the products of each passing grade and the ECTS credits assigned to the respective course, including the final thesis and/or final exam where numerical grading is prescribed, by the total number of ECTS credits assigned to all graded courses. The final result shall be rounded to two decimal places.

Recognition of ECTS Credits Relevant to the Award of a Qualification

Article 49

- (1) A student who has earned ECTS credits at another higher education institution may have those ECTS credits recognised, under the same or a different course title, together with the grade awarded and the number of ECTS credits earned, provided that the learning outcomes of the course for which the ECTS credits were earned correspond to those of the accredited study programme within which they are to be recognised in terms of content (core competences), workload (number of ECTS credits awarded) and level of study.
- (2) The recognition of ECTS credits relevant to the award of a qualification shall be governed by the provisions of this Regulation, the Faculty Regulation on the Recognition and Assessment of Prior Learning, and agreements on the recognition of ECTS credits concluded with other higher education institutions.

Completion of Studies

Article 50

- (1) Upon completion of studies, the student shall be issued a diploma and a Diploma Supplement.
- (2) The diploma and the diploma supplement are official documents issued by the Faculty in the exercise of its public authority, certifying that the student has completed a particular study programme and has acquired the right to the corresponding academic or professional title.
- (3) The Faculty shall issue the diploma and the diploma supplement free of charge, in Croatian and English, both as signed and certified hard copies and in digital form.
- (4) The Faculty shall issue diplomas and diploma supplements in accordance with the content, format and deadlines prescribed by the relevant subordinate legislation adopted pursuant to the law governing higher education and scientific activity.
- (5) Upon completion of studies, the student shall acquire the corresponding professional or academic title and other rights in accordance with the relevant regulations.
- (6) A formal graduation ceremony for the conferral of diplomas and diploma supplements shall be organised by the Faculty twice during each academic year. Graduates may choose whether to participate in the graduation ceremony at which diplomas and diploma supplements are conferred (hereinafter: graduation ceremony).
- (7) Students participating in the graduation ceremony at which they receive a signed and certified hard copy of their diploma shall bear part of the costs of the ceremony.
- (8) If the graduation ceremony is held after the expiry of the deadlines referred to in paragraph 4 of this Article, a graduate may collect the signed and certified hard copy of the diploma before the graduation ceremony.

VII MONITORING AND IMPROVEMENT OF THE QUALITY OF STUDIES

Article 51

(1) The Faculty, in cooperation with the University Centre for Quality Improvement, shall monitor and improve the quality of study programmes, learning, teaching and assessment methods, the achievement of student learning outcomes, and the organisational and administrative support provided for study programmes.

(2) The quality of studies shall be monitored and improved within the Faculty's established quality system, which defines mechanisms for systematic evaluation aimed at continuously promoting high standards of professional development among participants in all areas of the Faculty's activities, in accordance with the ESG Standards (*Standards and Guidelines for Quality Assurance in the European Higher Education Area*), the relevant legislation and subordinate legislation, and the general acts of the University and the Faculty governing the internal quality assurance and improvement system.

VIII TRANSITIONAL AND FINAL PROVISIONS

Accredited Existing and Newly Established Study Programmes

Article 52

(1) In the event of a change to the structure or duration of an existing study programme, a student studying under the existing study programme shall have the right to complete their studies in accordance with the study programme and the conditions applicable at the time of their enrolment in the first year of study.

(2) If a student submits a request to continue their studies under the new study programme referred to in paragraph 1 of this Article, they may be permitted to continue their studies under the new study programme.

(3) If the period within which a student referred to in paragraph 1 of this Article may exercise the right to complete their studies is limited, that period may not be shorter than twice the prescribed duration of the study programme.

Application of the Provisions of this Regulation

Article 53

(1) The provisions of this Regulation concerning the maximum duration of studies shall apply to all full-time and part-time students enrolled in the first year of study from the 2023/2024 academic year onwards.

(2) Students who enrolled in the first year of study before the 2023/2024 academic year shall have the right to complete their studies in accordance with the study programme and the conditions applicable at the time of their enrolment in the first year of study. This shall not apply where a student repeats a year or is granted suspension of student rights and obligations and the study programme has been amended during the period concerned, in which case the relevant general act of the Faculty shall apply.

Repeal of Previous General Acts

Article 54

(1) Upon the entry into force of this Regulation, the following shall cease to have effect: the Decision on Establishing the Right to Suspension of Student Rights and Obligations

(CLASS: 029-06/25-06/00009, REF. NO.: 2181-190-25-00015) of 21 May 2025; the Decision on Establishing the Criteria for Determining the Status of a High-Achieving Student (CLASS: 029-06/25-06/00009; REF. NO.: 2181-190-25-00014) of 21 May 2025; Article 5 of the Regulation on the Academic Recognition of Foreign Higher Education Qualifications and Periods of Study Completed at a Foreign Higher Education Institution (CLASS: 023-02/09-0179) of 29 October 2009; and the Decision on Amendments to the Regulation on the Academic Recognition of Foreign Higher Education Qualifications and Periods of Study Completed at a Foreign Higher Education Institution (CLASS: 003-08/11-06/0005) of 10 June 2011.

(2) This Regulation shall be published on the Faculty notice board and official website and shall enter into force on the eighth day following the date of its publication.