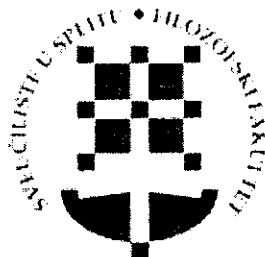


UNIVERSITY OF SPLIT
FACULTY OF HUMANITIES AND SOCIAL SCIENCES



**REGULATIONS FOR THE UNIVERSITY UNDERGRADUATE AND GRADUATE
STUDY PROGRAM IN PSYCHOLOGY**

Split, July 2024

Pursuant to Article 19, paragraph 3 of the Higher Education and Scientific Activity Act (Official Gazette 119/22) and Articles 54, 120, and 121 of the Statute of the Faculty of Humanities and Social Sciences in Split (consolidated text, October 2023), at the 10th regular session of the Faculty Council for the academic year 2023/2024, held on 17 July 2024, the Faculty Council adopted the following:

REGULATIONS FOR THE UNIVERSITY UNDERGRADUATE AND GRADUATE STUDY PROGRAM IN PSYCHOLOGY

GENERAL PROVISIONS

Article 1

(1) These Regulations for the University Undergraduate and Graduate Study Programme in Psychology (hereinafter referred to as "the Regulations") regulate the organization, specific rules of study, implementation of the teaching process, and the rights and obligations of teachers, associates, and students involved in the university undergraduate study programme in Psychology and the university graduate study programme in Psychology (hereinafter referred to as "Psychology Study Programme") at the Faculty of Humanities and Social Sciences in Split.

(2) General rules for teaching, implementing the study programme, managing the quality of teaching, and other related matters are prescribed by the Statute of the Faculty of Humanities and Social Sciences in Split and the Regulations for Studies and the System of Studying at the University of Split.

Article 2

Terms used in these Regulations, such as "dean," "student," "bachelor," "master," "mentor," "member," etc., shall not be interpreted as grounds for gender discrimination or privilege.

Article 3

(1) To support internationalization as one of its strategic goals, the Faculty of Humanities and Social Sciences in Split (hereinafter referred to as "the Faculty") organizes and conducts university studies in English that prepare students for scientific, professional, and research activities in the field of psychology.

(2) The university undergraduate study programme in Psychology lasts three academic years. Upon completion, students acquire at least 180 ECTS credits and the academic title of **Bachelor of Psychology (baccalaureus)** (abbreviated as **univ. bacc. psych.**).

(3) The university graduate study programme in Psychology lasts two academic years. Upon completion, students obtain at least 120 ECTS credits and the academic title of **University Master of Psychology** (abbreviated as **univ. mag. psych.**).

(4) The Psychology Study Programmes are organized as self-financing studies with classes taught in English according to an adopted study program and curriculum.

(5) The Department of Psychology, as the primary organizational unit of the Faculty, is responsible for implementing the Psychology Study Programmes. In addition to faculty teachers and associates from the University of Split, guest teachers and associates from respected national and foreign universities and institutions participate in their implementation.

MANAGEMENT OF THE PSYCHOLOGY STUDY PROGRAMME

Article 4

- (1) The Psychology Studies are directly managed by the head of the study programme.
- (2) The head of the study programme performs their responsibilities in accordance with general acts of the Faculty, with assistance from the head of the Department of Psychology, who oversees performance within this organizational unit, along with administrative support from professional staff at the Faculty.
- (3) The head of the Psychology study programme has several obligations to ensure effective study implementation:
 - Propose rules for enrolment into Year I for each academic year to the Council of the Department of Psychology;
 - Organize and supervise the selection procedure for enrolment into Year I;
 - Organize classes according to applicable regulations throughout the academic year;
 - Propose appointments for student mentors to the Council;
 - Collaborate with departmental heads, administration, and professional services regarding organizational matters;
 - Inform students and teachers about issues related to study organization;
 - Participate in resolving student requests;
 - In collaboration with departmental heads and vice deans for teaching and student affairs, propose syllabi for each academic year;
 - Develop examination schedules;
 - Supervise all forms of teaching with assistance from the Faculty Teaching Committee;
 - Organize promotional activities for the study programme;
 - Collaborate with all teachers and external associates to ensure quality education;
 - Prepare annual reports on study implementation containing relevant financial parameters to be submitted to Faculty Administration.
- (4) The head of the study programme has a right to obtain necessary information about enrolled students from professional services within the Faculty.
- (5) The head is entitled to additional financial remuneration for organizational activities related to study implementation per regulations governing fund allocation at the Faculty.

SYLLABUS

Article 5

- (1) The syllabus (course schedule) for psychology studies for each academic year shall be adopted by the Faculty Council based on a proposal from the Department of Psychology, typically in July preceding that academic year. It will be published on the official website no later than one week before classes commence. Changes may be made during an academic year under justified circumstances.
- (2) Teaching in theoretical and methodological courses may occur on a rotating or continuous basis throughout each semester.
- (3) In exceptional circumstances that threaten safety or health or other justified reasons, all forms of teaching may temporarily transition to a virtual environment using available information technologies upon approval from the Senate of the University of Split. Such virtual implementation is considered a substitute form rather than an online study format.

ENROLMENT

Article 6

- (1) Enrolment into Year I of the Psychology Study Programme occurs based on a call for enrolment published by both the University and Faculty within established quotas.
- (2) Croatian and foreign citizens may enrol in the university undergraduate study programme in Psychology if they have completed secondary education and passed a final examination (state matura examination). This includes applicants who completed secondary education in Croatia before 2010 or those from educational systems without a state matura examination (total previous education must be at least 12 years), provided they possess good English language proficiency and achieve appropriate results on entrance examinations.
- (3) Croatian and foreign citizens who have completed a university undergraduate programme in psychology may enrol in the university graduate study programme if they demonstrate good English proficiency and achieve satisfactory results during selection procedures.
- (4) Applicants who are not native English speakers or have not completed secondary or higher education within an English-speaking system must provide proof of English language competency at B2 level through certificates issued by recognized institutions or verified international examinations (Cambridge, TOEFL, IELTS, PTE Academic).
- (5) Information regarding selection procedures for enrolment will be included within calls for enrolment along with additional notices published on the Faculty's website.
- (6) Should applicants meeting enrolment requirements exceed available places (quota), priority will be given based on results achieved during entrance examinations.

STUDENT STATUS

Article 7

- (1) Student status is obtained by enrolling in a Psychology Study Programme.
- (2) Full-time students follow a full-time schedule based on their respective study programs while part-time students follow either a full or adjusted hourly schedule.
- (3) Students are permitted to repeat each year of study no more than once.
- (4) A student retains their status throughout their prescribed duration of study or up to twice that duration regardless of their studying status; dormant periods do not count towards this duration.
- (5) Students enrolled in Psychology Study Programmes acquire rights under conditions specified by regulations governing student rights.

RIGHTS AND OBLIGATIONS OF STUDENTS

Article 8

- (1) Students enrolled in Psychology are required to:
Comply with general acts established by both University of Split and Faculty;
Uphold the reputation and dignity of both University and Faculty along with fellow students, faculty members, and other community members;
Adhere to ethical codes set forth by both Faculty's Code of Ethics as well as Student Disciplinary Responsibility regulations.
- (2) Rights afforded to Psychology students include:

Attending classes diligently while fulfilling all obligations outlined by their respective study programmes;

Enrolling into higher years if all obligations have been met;

Taking examinations according to timelines established by general regulations;

Completing their studies within prescribed deadlines according to enrolled program rules;

Understanding assessment methods across all types evaluating knowledge acquisition.

(3) Additional entitlements include:

Accessing quality educational processes aligned with enrolled programmes;

Being assigned a mentor-student at semester start for ongoing progress monitoring;

Freedom expressing opinions relevant to educational processes;

Participating in scientific/professional projects aligned with faculty needs;

Serving as student teaching assistants;

Proposing mentors for final/graduate theses;

Regular consultations regarding academic progress;

Alternative examination formats if psychophysical conditions necessitate such arrangements (subject to Departmental Council decision);

Engaging in mobility programs like Erasmus+ alongside other student mobility initiatives;

Utilizing library resources along with counselling services available through Faculty offerings;

Participating actively within decision-making bodies across both Faculty/University levels according statutes established therein;

Engaging culturally/sportively through organized activities aimed at holistic personal development;

Involvement within student organizations governed by respective regulations alongside recognition/rewards based upon achievements per general Faculty/University standards;

Other rights and obligations determined by law and general acts of the University and the Faculty.

(4) Students may exercise rights suspending obligations under circumstances including:

Pregnancy-related conditions;

Parental leave up until one-year post-birth;

Extended illness lasting beyond three months (prolonged absence);

Other justified cases contingent upon ongoing circumstances justifying suspension.

(5) Decisions regarding suspension rights must follow applications submitted through Faculty registry offices accompanied by documentation validating justification claims proposed by heads overseeing respective programs.

(6) Approved suspensions commence at beginning academic year corresponding with application submission timeframe which must occur within fifteen days following awareness regarding circumstances warranting suspension until conclusion thereof.

(7) Students' deadlines completing studies extend proportionately relative duration suspending obligations incurred during approved periods.

STUDENT MENTOR

Article 9

(1) At the beginning of the first semester each student receives appointment mentor designated among higher-year students enrolled within psychology program (hereinafter referred “student mentor”) determined via Council Department’s oversight.

(2) Responsibilities assigned student mentors include:

Introducing new students organizational structures alongside relevant faculty services/code ethics essential navigating academic environment effectively while understanding mentorship roles’ significance therein;

Keeping mentees informed about ongoing developments impacting teaching/student activities encompassing rights/responsibilities throughout tenure (providing information about their rights and obligations during their studies, about the study program and its possible changes, about available scholarships, etc.);

Engaging discussions addressing potential challenges faced fulfilling academic commitments while providing guidance overcoming obstacles encountered respecting individual capabilities/preferences aimed enhancing overall efficiency/successful completion studies (including assistance selecting sources/learning methodologies/elective courses).

EXAMINATIONS

Article 10

(1) Achievement levels concerning learning outcomes may undergo assessment during class sessions via tests/essays etc., culminating final grades determined examinations aligned description course evaluation protocols established therein.

(2) Student performance evaluations articulated through grading system reflecting learning outcomes achieved ranging from outstanding success rated excellent grade (5)/letter grade A down through satisfactory success assessed sufficient grade (2)/letter grade D concluding insufficient performance graded insufficiently (1)/letter grade F.

(3) The examination from the same course can be taken a maximum of four times. If a student does not pass the examination after four attempts, they will be required to retake the course in order to be eligible for further attempts.

(4) Course syllabi may stipulate that certain knowledge assessments will be evaluated on a descriptive, pass/fail basis.

(5) The instructor of record, or the teacher or associate specifically designated as responsible for assessment within a course, retains the right to examine and assess student knowledge through methods consistent with the course syllabus and academic regulations.

(6) Instructors of record, teachers, or associates who conduct examinations are responsible for clearly explaining and publicly announcing the examination procedures and assessment criteria to students enrolled in the course.

(7) The cumulative grade point average shall be calculated as the weighted average of grades from all courses, including the final thesis or examination, with weights corresponding to the European Credit Transfer and Accumulation System (ECTS) credits assigned to each course. The final result shall be rounded to two decimal places.

Article 11

- (1) Your exam will be administered by the instructor listed in the course syllabus or by instructors specifically approved by the Faculty Council to conduct exams in that course.
- (2) If an examiner is a close blood relative or spouse of a student taking the exam (parent, sibling, child, or spouse), they must not be the examiner for that student.

Article 12

- (1) Exams are generally open to observation. You have the right to review your graded written work within five days of the results being published.
- (2) Exams can be given in written form only, oral form only, or both written and oral forms.
- (3) If your exam has both written and oral parts, you must pass the written part before you can take the oral part.
- (4) The written and oral parts of the exam are considered a single assessment, and you will receive one combined grade for both.

Article 13

- (1) If a student believes there were irregularities in how their examination was conducted or graded and is not satisfied with the grade received, the student may submit a formal written appeal to the Dean within 24 hours of receiving notification of the grade. This appeal must clearly explain the reasons for the student's concern and must be submitted through official channels (e.g., the clerk's office). In the appeal, the student may formally request a re-evaluation of the examination.
- (2) Upon receiving the student's appeal, the Dean will appoint an examination committee, consisting of a chairperson and two members nominated by the Head of Studies, within 24 hours. This committee will then schedule a re-examination within 48 hours of their appointment. If the original examination included an oral component, the committee will re-examine the student orally. If a written component was included in the original examination, the committee will review the student's original written test; the written test will not be re-administered.
- (3) The examination committee will determine the student's final grade by a majority vote. This determination is final and not subject to further appeal.
- (4) Should the student fail to attend the re-examination scheduled by the committee, it will be assumed that the student is withdrawing the appeal and accepting the original grade as assigned.
- (5) When calculating the deadlines specified in this Article, weekends and official holidays will not be counted.

Article 14

- (1) A student who is not satisfied with a passing grade achieved on an examination, and without alleging any irregularities in the examination or assessment process, retains the right to request, either orally or in writing, to retake the examination during the next scheduled examination period. This request must be submitted within 48 hours of receiving notification of the grade.
- (2) In such cases, it shall be officially recorded that the "student declined the grade." This declination will be considered as the student having utilized one of their permitted attempts to pass the examination.

(3) During the subsequent examination, only the student's knowledge demonstrated during that specific examination period will be evaluated. The student may receive a lower grade, or a failing grade, as a result of this subsequent evaluation.

Article 15

(1) A student will be deemed to have failed an examination under any of the following conditions:

The student has not achieved the minimum learning outcomes as specified in the course syllabus.

The student withdraws from an examination that has already commenced or leaves the designated examination room while a written examination, or the written portion of an examination, is in progress.

If an examination has both written and oral components, the student fails to participate in the oral portion after completing the written portion.

The student fails to participate in both the written and oral portions of the examination and fails to formally withdraw from the examination in a timely manner.

The student is removed from the examination due to misconduct, including but not limited to interfering with other students or utilizing unauthorized aids.

The student declines to accept the passing grade achieved on the examination.

(2) Official records of all examinations conducted will be maintained through the Integrated Student Information System (ISVU).

REQUIREMENTS FOR ENROLLMENT IN A HIGHER YEAR OF STUDY

Article 16

(1) In the higher year of study, the student may enrol only those courses for which they have acquired the prerequisites specified in the study program and syllabus.

(2) The student acquires the right to enroll in a higher year of study only after having fulfilled all academic and financial obligations to the Faculty.

(3) A student who has not successfully completed all enrolled courses from the current academic year must re-enroll in those courses during the subsequent academic year.

(4) As a standard, the student will enroll in courses totaling up to 60 European Credit Transfer and Accumulation System (ECTS) credits per academic year and will be assessed the full tuition fee amount.

(5) A student who has successfully acquired 60 or more ECTS credits during the academic year may be granted permission to enroll in courses totaling up to a maximum of 80 ECTS credits in the following academic year.

(6) When enrolling in the final year of study, the student may enroll in additional courses totaling up to a maximum of 20 ECTS credits, with the overall credit load not exceeding 80 ECTS credits.

(7) Students who have earned the right to enroll in the university undergraduate study program in Psychology without the obligation to pay tuition fees will retain this right when enrolling in a higher year of study, provided that they achieve a minimum of 60 ECTS credits and maintain a minimum grade point average of 4.0 in the preceding year of study.

FINAL AND GRADUATE THESIS

Article 17

(1) Students enrolled in the university undergraduate study program in Psychology shall complete their studies by defending a final thesis. Students enrolled in the university graduate study program in Psychology shall complete their studies by defending a graduate thesis in English. The final or graduate thesis shall be an independent research paper or review, prepared within the field of psychology in accordance with established principles of scientific discipline and ethics. Through the thesis, the student shall demonstrate the acquisition of scientific and professional knowledge necessary to perform the duties of a university bachelor or master of psychology.

(2) The thesis advisor, and any appointed commentator, shall provide assistance to the student in selecting a thesis topic and relevant literature, structuring the paper, and offering other professional guidance and support throughout the thesis preparation process.

(3) Registration for the defense of the final or graduate thesis is permissible only after the student has fulfilled all academic requirements prescribed by the study program and the written thesis has been reviewed and approved by the thesis advisor.

(4) Other matters pertaining to the preparation and defense of the final and graduate thesis are governed by the provisions outlined in the Regulations on Final and Graduate Theses at the Faculty, which shall apply, *mutatis mutandis*, to students enrolled in the Psychology program.

(5) Upon completion of their studies, students will be given the opportunity to evaluate the work of their thesis advisors and commentators anonymously.

TERMINATION OF STUDENT STATUS

Article 18

The status of a psychology student shall terminate under the following circumstances:

Upon successful completion of the study program.

Upon voluntary withdrawal from the study program.

Upon expulsion from the study program pursuant to a disciplinary decision rendered by the competent body of the Faculty.

If the student fails to complete the study program within a period of time that is twice the prescribed duration of the enrolled study program.

RECORDS AND DATABASES

Article 19

(1) The Faculty shall maintain the following records and databases, in electronic or physical form:

Records of applicants for the entrance examination, including the examination results.

Records of data pertaining to enrolled students.

Individual student files.

Records of examinations and other academic requirements fulfilled.

Records of implemented student mobility programs.

Records of issued documents certifying completion of studies and academic titles conferred.

Other records as mandated by applicable law, Faculty by-laws, or general acts of the Faculty or the University of Split.

(2) For the purpose of administering student financial aid, the Faculty is required to maintain records of beneficiaries and the level of subsidized costs.

(3) All data collected by the Faculty pursuant to the records referenced in paragraphs 1 and 2 of this Article shall be processed with due regard for data protection in accordance with relevant national and international regulations, the provisions of the Regulations on the Processing and Protection of Personal Data of the Faculty, and the Personal Data Protection Policy of the Faculty.

TEACHERS

Article 20

(1) Course leaders in the Psychology program may include Faculty employees, as well as Croatian and foreign university-level instructors. Teaching and Research Assistants, and Senior Teaching and Research Assistants, may participate in all forms of instruction, provided there are no other qualified instructors available within the Faculty. Associates holding a doctoral degree (Ph.D.) may also participate in the delivery of lectures. The selection of all instructors and associates should ensure the provision of high-quality instruction, with selection criteria based on teaching competencies and excellence in international scientific research.

(2) The Faculty Council shall determine the course leaders and lecturers for the Psychology program as part of the adoption of the Syllabus for each academic year.

(3) The obligations of teachers involved in the Psychology program include:
Regularly conducting direct forms of teaching in accordance with the Syllabus and the established class schedule.

Holding consultations at the times designated at the beginning of the academic year, with such times to be advertised on the official Faculty website.

Recording and submitting certified records of classes held in the prescribed manner, either following the conclusion of the course or, at the latest, following the conclusion of the semester in which the classes were conducted.

Establishing cooperative relationships with external associates and teachers engaged in a particular subject to ensure the delivery of high-quality teaching.

Maintaining regular communication with the Head of Studies to continuously improve the quality and development of the study program.

Article 21

(1) The terms and conditions governing the right to remuneration for teaching activities, the amount of gross hourly wages, and the method of calculating remuneration for Faculty employees, as well as teachers and external associates participating in the Psychology program, shall be determined in accordance with the general acts of the Faculty and specific decisions made by the Faculty Council for each academic year, based on the proposal of the Department of Psychology.

QUALITY ASSURANCE

The Faculty shall monitor and enhance the quality of each course and the study program as a whole and shall provide appropriate organizational and administrative support in

accordance with Faculty and University of Split policies and procedures governing the quality assurance system.

Article 22

Matters not explicitly addressed in these Regulations shall be governed by the Statute and other relevant general acts of the Faculty and the University of Split pertaining to student status and the study system.

FINAL PROVISIONS

Article 23

(1) The provisions of these Regulations concerning the duration of studies shall apply to all students enrolling in the first year of study under regular status commencing with the academic year 2024/2025.

(2) Any suspensions of student obligations granted under previously enacted general acts of the Faculty shall be honored and concluded in accordance with the terms of the general act under which the suspension was originally approved. The provisions of these Regulations pertaining to student suspensions shall take effect at the beginning of the academic year 2024/2025.

Article 24

These Regulations shall become operative on the eighth day following its publication on the Faculty's official website.

CLASS: 011-04/24-03/00001

REG. NO.: 2181-190-24-00006

DEAN

Ina Reić Ercégovac

These Regulations were published on the official website of the Faculty of Humanities and Social Sciences in Split on 18 July 2024 and shall become operative on 26 July 2024.

Secretary

Maja Kuzmanić