

**UNIVERSITY OF SPLIT
FACULTY OF HUMANITIES AND SOCIAL SCIENCES**



**S T A T U T E
FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

October, 2023

Pursuant to Article 19 of the Act on Higher Education and Scientific Activity (Official Gazette No. 119/22), hereinafter: the Act, and Article 119 of the consolidated text of the Statute of the Faculty of Humanities and Social Sciences in Split of 12 April 2023, as well as the Decision on Amendments to the Statute of 13 September 2023, to which the Senate of the University of Split granted its approval on 21 September 2023, and which was published on the official website of the Faculty of Humanities and Social Sciences in Split on 25 September 2023 and entered into force on 3 October 2023, the Dean of the Faculty of Humanities and Social Sciences in Split hereby establishes, on 3 October 2023 the

STATUTE OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES IN SPLIT (consolidated text)

I GENERAL PROVISIONS

Subject Matter

Article 1

(1) By this Statute, the Faculty of Humanities and Social Sciences in Split (hereinafter: the Faculty) regulates its name, registered office, organisational structure and activities, the powers and decision-making procedures of its bodies, the organisation and delivery of study programmes, the rights and obligations of students, the rights and obligations of teaching staff, associates, researchers and other employees, as well as other matters relevant to the activities and operations of the Faculty.

(2) The use of the masculine gender in this Statute when referring to elected offices and professional titles, as well as to employees and students, may under no circumstances be interpreted as grounds for sex/gender discrimination or preferential treatment.

Academic Community and Its Freedoms

Article 2

The Faculty is a public higher education institution and a constituent unit of the University of Split (hereinafter: the University), which organises and delivers university and professional study programmes and develops research and professional activities in several research areas and fields.

Article 3

(1) Academic freedoms belong to all members of the academic community: teaching staff, associates, students and other participants in the higher education process. Academic freedoms include freedom of scientific research and creativity, teaching, mutual cooperation and association, in accordance with the Constitution of the Republic of Croatia, international treaties and laws.

(2) Academic self-governance at the Faculty includes:

- establishing rules governing studies and student admission;
- electing the Dean and teaching staff;
- managing the resources available to the Faculty, in accordance with applicable regulations and the principle of public accountability.

(3) The autonomy of the Faculty as a constituent unit of the University of Split, in accordance with the Act on Higher Education and Scientific Activity (hereinafter: the Act), includes:

- determining its internal organisation;
- determining educational, research and professional programmes;
- financial autonomy in accordance with the Act;
- deciding on the acceptance of projects and international cooperation;
- other forms of autonomy in accordance with the Act.

(4) Academic freedoms, academic self-governance and the autonomy of the Faculty also entail its responsibility towards the community in which it operates.

Faculty Status

Article 4

(1) The Faculty is an institution with legal personality that carries out higher education, research and professional activities in several research areas.

(2) The Faculty is a constituent unit of the University of Split (hereinafter: the University).

Faculty Name

Article 5

(1) The name of the Faculty is *University of Split, Faculty of Humanities and Social Sciences*.

(2) The abbreviated name of the Faculty is *Faculty of Humanities and Social Sciences in Split*.

(3) In correspondence with natural and legal persons abroad and in bilingual publications, the Faculty may, in addition to the name entered in the court register, use its English-language name: *University of Split, Faculty of Humanities and Social Sciences*.

(4) The acronym of the Faculty is FFST.

(5) The Faculty's website is www.ffst.unist.hr.

(6) Within the scope of their core activities, the Faculty and its organisational units have the right and obligation to use the name of the Faculty and to include it in full in their respective names.

Faculty's Registered Office

Article 6

(1) The registered office of the Faculty is in Split, at Poljička cesta 35.

(2) The Faculty may change its registered office by a decision of the Faculty Council.

Faculty Day

Article 7

(1) The Faculty of Humanities and Social Sciences in Split was established on 20 June 2005 by a decision of the Senate of the University of Split.

(2) The anniversary of the establishment of the Faculty is celebrated as Faculty Day.

Faculty Insignia

Article 8

(1) The Faculty has an embossing seal, a stamp, a symbol and a flag.

(2) The embossing seal and the stamp of the Faculty are circular, 38 millimetres in diameter, with the coat of arms of the Republic of Croatia in the centre, and with inscriptions in the Croatian language and Latin script: "*Republika Hrvatska*" (Republic of Croatia) in the upper part of the outer rim, "*Sveučilište u Splitu*" (University of Split)

in the lower part of the outer rim, and “*Filozofski fakultet Split*” (Faculty of Humanities and Social Sciences) in the inner circle.

(3) The Faculty also has a stamp 25 millimetres in diameter, of the same form and content, which is used in cases where the use of the larger stamp is inappropriate.

(4) The embossing seal and stamp referred to in paragraphs 2 and 3 of this Article are used to authenticate official documents issued by the Faculty.

(5) For other operations, the Faculty uses a circular seal bearing the Faculty’s symbol in the centre, characterised by the outline of a ship, with the inscription in the Croatian language and Latin script along the upper rim: “Sveučilište u Splitu - Filozofski fakultet”.

(6) The number of embossing seals and stamps, as well as the manner of their use and safekeeping, shall be determined by the Dean.

(7) In its operations, the Faculty uses an electronic seal and electronic signature in accordance with the regulations governing the issuance of electronic documents.

(8) In its business correspondence, the Faculty uses letterhead bearing the Faculty’s symbol, the name of the Faculty in Croatian and English, and other information about the Faculty.

(9) In its business correspondence, the Faculty may also use letterhead bearing the names and logos of teaching bases and/or partner institutions, subject to their consent. In correspondence with parties abroad, the name of the Faculty may also be stated in other foreign languages.

(10) The Faculty flag is white, with the Faculty’s symbol positioned in the centre. The ratio of the width to the length of the flag is 1:2. The centre point of the symbol coincides with the point at which the diagonals of the flag intersect.

Faculty Representation

Article 9

(1) The Faculty shall be represented by the Dean.

(2) Within the scope of their authority, the Dean may authorise another person to represent the Faculty in legal transactions.

(3) The content and scope of the authorisation shall be determined by the Dean.

Inviolability of Faculty Premises

Article 10

(1) The premises of the Faculty shall be inviolable.

(2) Competent state authorities and state administration bodies may exercise their official powers on the Faculty premises only with the consent of the Dean, pursuant to a decision of the competent court, or where there is an imminent threat to property or to human life and health.

(3) State authorities and state administration bodies authorised to conduct inspections may act on the Faculty premises without the consent of the Dean, in accordance with the regulations governing inspection procedures.

Article 11

(1) A search of the Faculty premises may, exceptionally, be ordered only by the competent court if the conditions prescribed by the Criminal Procedure Act are met.

(2) A search of the Faculty premises may be conducted in the absence of the Dean or a person designated by the Dean only if, without justified reason, they have failed to respond to a timely summons from the competent authorities.

Faculty Activities

Article 12

(1) The activities of the Faculty comprise higher education, research and professional activities, which constitute activities of special interest to the Republic of Croatia and form an integral part of the international, particularly European, research and higher education area.

(2) The activities of the Faculty as a higher education institution and a constituent unit of the University include:

- educating students through professional, undergraduate, graduate, integrated undergraduate and graduate, postgraduate doctoral and specialist studies in the research areas of the social sciences, humanities and interdisciplinary sciences, in accordance with the Act;
- organising and delivering supplementary pedagogical, psychological, didactic and methodological education programmes for the purpose of acquiring the competences required to work at all levels and in all types of education;
- research and professional activities in the social sciences, humanities and interdisciplinary sciences;
- developing and implementing national and international scientific, research and professional projects;
- organising national and international scientific, research and professional conferences;
- conducting appointment procedures for positions in accordance with the Act and other regulations;
- conducting procedures for the appointment of adjunct teaching staff and associates in accordance with the Act and other regulations;
- adult education;
- organising and delivering professional development programmes in the research areas of the social sciences, humanities and interdisciplinary sciences, based on the principles of lifelong education and professional development;
- printing, publishing, library and information technology activities for the purposes of the Faculty's teaching, scientific, research and professional activities; providing services to companies and other organisations where such services contribute to the development of the Faculty's core activities.

(3) The Faculty may also carry out other activities on a smaller scale where these contribute to more effective use of its human and spatial resources (proofreading and translation services, editing publications and providing other professional services, selling its own promotional materials, and making its premises and equipment available to other legal and natural persons.

Article 13

The tasks of the Faculty are:

- in addition to the activities referred to in the preceding Article of this Statute, to develop all forms of scientific, professional and *research* work within the scope of its activities;
- to introduce students to the methodology of scientific, professional and *research* work in the scientific fields within the scope of its activities;
- to ensure the development of early-career researchers and teaching staff and the professional development of employees in education;
- to cooperate with other institutions and organisations in advancing research and teaching in Croatia;

- to develop cooperation with other higher education institutions with a view to developing and enhancing the Faculty's core activities;
- to propose programmes of educational and scientific *research* activities in accordance with the needs and prospects of its development;
- to maintain international scientific, *research* and teaching cooperation;
- to promote, foster and enhance the values of national and international culture;
- to coordinate the work of its research-teaching units and ensure the research and professional development of its employees.

Article 14

The Faculty fulfils its tasks through:

- teaching organised on research principles;
- theoretical and applied research, participation in research projects, and cooperation with other higher education institutions, institutions and organisations;
- organising practical fieldwork, study visits, mentoring, consultations and similar activities;
- organising practical pedagogical and methodological work in educational institutions;
- organising practical professional work at the Faculty's teaching bases;
- publishing research and professional publications, organising research and professional conferences, and carrying out other appropriate forms of professional and research activities involving its employees.

II INTERNAL ORGANISATION OF THE FACULTY

Article 15

- (1) For the purpose of organising and delivering studies, conducting research and advanced professional work in several research and educational areas and fields, and performing professional and administrative tasks at the Faculty, departments, chairs, centres, the library and professional services shall be established as organisational units.
- (2) For the purpose of the functional integration of the University and, in particular, to ensure more effective organisation and rational use of human and material resources, the Faculty may, on the basis of a separate agreement with the University and its constituent units, organise the joint performance of professional, logistical and auxiliary technical tasks.
- (3) For the purpose of functional integration, the organisation of teaching and compliance with accreditation requirements, and in particular to ensure more effective organisation and rational use of human and material resources in teaching activities, the Faculty may, on the basis of a separate agreement, assign and exchange employees with other constituent units of the University (internal cooperation).
- (4) The internal organisation of the Faculty shall be regulated in greater detail by separate regulations adopted by the Faculty Council upon the proposal of the Dean.
- (5) The Faculty may establish legal entities and organisational units whose activities link higher education, research and professional practice.
- (6) The decision on the establishment of the organisational units referred to in paragraph 5 of this Article shall be adopted by the Faculty Council on the basis of a reasoned proposal by the Dean, subject to the approval of the University Senate.
- (7) The Faculty may establish foundations and funds.
- (8) Foundations and funds are legal entities whose status and activities are governed by the provisions of a separate law.

(9) Foundations and funds of the Faculty shall be established by the Dean with the approval of the Faculty Council.

Departments

Article 16

(1) Departments shall be established as the Faculty's basic organisational units for the delivery of study programmes and for conducting research and advanced professional work in one or more research and educational areas or fields.

(2) The decision on the establishment of a department shall be adopted by the Faculty Council upon the proposal of the Dean.

(3) Members of a department are teaching staff and associates employed by the Faculty and assigned to the department as their primary organisational unit. Each employee may be a member of one or more departments, but shall exercise the rights and fulfil the obligations arising from department membership in only one department – their primary department.

(4) As a basic organisational unit of the Faculty, a department shall have the following tasks and powers:

- electing and proposing the appointment and dismissal of the Head of Department;
- preparing a proposal for the study programme implementation plan for each academic year;
- planning and monitoring the delivery of all study programmes involving teaching staff and associates assigned to the department and monitoring the fulfilment of their work obligations;
- preparing proposals for new study programmes in the research field within its remit and amendments to study programmes delivered by the department;
- developing the concept of, enhancing and further developing study programmes;
- proposing to the Faculty Council the initiation of appointment/reappointment procedures and proposing member(s) of expert committees;
- proposing professional and research development for the department's teaching staff and associates and promoting research and professional activities;
- proposing research programmes and projects, as well as development and professional projects;
- monitoring work and advancement of teaching staff, associates and students;
- proposing amendments to study regulations;
- determining proposals for study capacities and enrolment quotas;
- proposing criteria for compiling admission ranking lists;
- proposing the appointment of supervisors for assistants;
- adopting decisions concerning undergraduate and graduate theses;
- ensuring adequate textbook coverage for teaching;
- considering and adopting positions on all decisions made by the Faculty bodies;
- proposing the procurement of research and teaching equipment;
- performing other tasks in accordance with the provisions of this Statute and other normative acts.

Article 17

(1) The work of a department shall be managed by the Head of Department and, in the event of the Head's absence or inability to perform their duties, by the Deputy Head. The Head of Department shall be elected by the members of the Department Council by secret ballot and confirmed by the Faculty Council. The Head of Department shall appoint a

Deputy Head, whose term of office shall coincide with that of the Head who appointed them.

(2) The Head of Department and Deputy Head shall be elected from among Faculty employees employed under a full-time employment contract, as a rule in research-teaching positions. Exceptionally, where an election is not possible for specifically justified reasons, an employee holding the teaching position of senior lecturer or the associate position of senior assistant may be elected Head of Department and/or Deputy Head.

(3) The term of office of the Head of Department shall be three years. The same person may be elected for no more than two consecutive terms.

Article 18

(1) The Department Council shall consist of all members of the department and two student representatives with voting rights.

(2) The Faculty Student Council shall determine the composition of student representatives on the Department Council, taking into account balanced representation across levels of study.

(3) The Department Council shall perform the tasks within its remit at its meetings.

(4) The organisation and manner of operation, powers and decision-making procedures of the department bodies, as well as other matters relevant to the department, shall be regulated by a separate general act of the Faculty.

Chairs

Article 19

(1) Chairs are organisational units of the Faculty that may operate independently or be organised within an individual department.

(2) The work of a Chair shall be managed by the Head of Chair, who shall be elected from among Faculty employees employed under a full-time employment contract, as a rule in research-teaching positions. Exceptionally, where an election is not possible for specifically justified reasons, an employee holding the teaching position of senior lecturer or the associate position of senior assistant may be elected Head of Chair.

(3) The term of office of the Head of Chair shall be three years. The same person may be elected for no more than two consecutive terms.

(4) The conditions for establishing a Chair, as well as its organisation and manner of operation, shall be regulated by a separate general act of the Faculty adopted by the Faculty Council.

Independent Chair

Article 20

(1) Independent Chairs are research-teaching and/or professional units of the Faculty covering one or more research fields or professional disciplines that are not studied within individual departments or are studied across several departments, and whose establishment is required by the research or teaching needs of the Faculty as a whole.

(2) The decision on the establishment of an Independent Chair shall be adopted by the Faculty Council upon the proposal of the Dean.

(3) The Head of an Independent Chair shall be elected by the members of the Independent Chair and confirmed by the Faculty Council. The Head of the Independent Chair shall appoint a Deputy Head, whose term of office shall coincide with that of the Head who appointed them.

Chair within a Department

Article 21

- (1) Chairs within departments are the basic organisational units for the research and teaching activities of a department.
- (2) Chairs within departments shall be established for several related courses, in accordance with the proposal adopted by the department.
- (3) The decision on the establishment of a Chair as an organisational unit within a department shall be adopted by the Faculty Council upon the proposal of the respective department.
- (4) The Head of Chair shall be elected by the members of the department within which the Chair is established, from among the teaching staff of that department, and the election shall be confirmed by the Faculty Council.

Centres

Article 22

- (1) Centres are organisational units of the Faculty engaged in research, teaching and professional activities or activities aimed at quality enhancement in all areas of the Faculty's activities.
- (2) Centres may be established as independent organisational units of the Faculty or as organisational units within individual departments.
- (3) The Head of a Centre shall be elected from among teaching staff or associates employed full-time by the Faculty who hold a doctoral degree and possess appropriate competences in areas relevant to the work and activities of the Centre.
- (4) The term of office of the Head of a Centre shall be three years. The same person may be elected for no more than two consecutive terms.
- (5) The conditions for establishing a Centre, as well as its organisation and manner of operation, shall be regulated by a separate general act of the Faculty adopted by the Faculty Council.

Independent Centre

Article 23

- (1) The decision on the establishment of an Independent Centre shall be adopted by the Faculty Council upon the proposal of the Dean.
- (2) The Head of an Independent Centre shall be appointed by the Dean, subject to the prior favourable opinion of the Faculty Council.

Centre within a Department

Article 24

- (1) The decision on the establishment of a Centre within a department or the affiliation of a Centre with a particular department shall be adopted by the Faculty Council upon the proposal of the Council of the department within which the establishment or affiliation of the Centre has been proposed.
- (2) The Head of a Centre within a department shall be elected by the members of the department from among the teaching staff of that department and confirmed by the Faculty Council.

Quality Improvement Centre

Article 25

- (1) The Quality Improvement Centre is a separate organisational unit of the Faculty that coordinates and performs tasks related to the internal quality assurance and improvement

system in all aspects of the Faculty's activities. The Faculty's internal quality assurance and enhancement system comprises the Quality Improvement Centre, the Quality Improvement Committee and the Committee for Internal Review of the Quality Assurance System.

(2) The internal quality assurance and improvement system encompasses:

- monitoring the implementation of the development strategy;
- conducting internal quality assurance and enhancement procedures;
- monitoring and enhancing the quality of study programmes;
- monitoring and enhancing learning, teaching and assessment methods within study programmes;
- monitoring and enhancing the research productivity of teaching staff;
- monitoring and enhancing the professional activities of teaching staff;
- monitoring and enhancing the work of professional services staff;
- monitoring and enhancing other activities carried out by the Faculty.

(3) At the end of each academic year, the Quality Improvement Centre shall submit to the Faculty Council a report on its work and activities during the preceding academic year.

(4) The organisation and manner of operation of the Quality Improvement Centre shall be regulated by a separate general act of the Faculty adopted by the Faculty Council.

Library

Article 26

(1) The Library is a separate organisational unit that performs library and information tasks and activities for the educational, research and professional needs of the Faculty.

(2) The Faculty Library forms part of the Faculty's research, teaching and research infrastructure and serves as a communication centre through which research and professional publications and information are made available.

(3) The Library serves the Faculty's teaching staff, associates and students in achieving the Faculty's research, educational and professional objectives and tasks.

Article 27

(1) The Library shall be managed by the Head of the Library. The Library shall be governed by the Library Committee.

(2) The organisation and operation of the Library shall be regulated by regulations adopted by the Dean in accordance with the relevant legislation.

Professional Services of the Faculty

Article 28

(1) The professional services are organisational units of the Faculty responsible for legal, professional, information technology, administrative, financial and accounting, human resources, student affairs and other tasks.

(2) The professional services shall be managed by the Secretary of the Faculty.

III FACULTY BODIES

Article 29

(1) The bodies of the Faculty are the Dean, the Faculty Council and other bodies provided for by this Statute.

(2) The Faculty shall be governed by the Dean and the Faculty Council.

Dean

Article 30

- (1) The Dean shall represent the Faculty and shall be its head and chief executive.
- (2) The Dean shall have the rights and obligations of the director of an institution in accordance with the law governing institutions, as well as the term of office and powers provided for by the Act, this Statute and other regulations.
- (3) The Dean's Chain of Office is the formal insignia of Dean's honour and capacity.

Dean's Rights and Duties

Article 31

The Dean shall:

- organise and coordinate the work and operations of the Faculty;
- prepare and convene meetings of the Faculty Council, propose their agendas, chair and conduct the meetings;
- propose the appointment and dismissal of Vice-Deans to the Faculty Council;
- propose to the Faculty Council the Statute and the general act governing the internal organisation and structure of positions at the Faculty;
- adopt general and individual acts relating to employment matters;
- adopt other general acts provided for by this Statute and other regulations;
- appoint standing and temporary committees to perform tasks within the Dean's remit;
- sign diplomas and other official documents issued by the Faculty;
- propose to the Faculty Council the Faculty's development plan and programme;
- propose to the Faculty Council the adoption of proposals for new study programmes;
- propose to the Faculty Council the adoption of proposals for new research and professional development programmes delivered as part of lifelong learning activities;
- sign all contracts concluded by the Faculty;
- adopt decisions on awards in accordance with the relevant general act;
- adopt decisions on compensation for damages;
- ensure the enhancement of the quality of the teaching process;
- organise the monitoring of the fulfilment of work obligations by Faculty employees;
- approve teaching staff engagement outside the Faculty;
- propose to the Faculty Council the Faculty's annual budget and financial plan and final accounts, and decide on investment maintenance of the Faculty;
- adopt the procurement plan;
- perform other tasks prescribed by the Act, this Statute, the Statute of the University and other general acts.

Article 32

- (1) The Dean shall be accountable for their work to the Faculty Council and the University Senate.
- (2) The Dean shall be responsible for the lawful operation of the Faculty.
- (3) The Dean shall participate in the work of University bodies in accordance with the Statute of the University.

Legal Transactions Undertaken by the Dean in the Name and on Behalf of the Faculty

Article 33

- (1) The Dean shall be authorised to undertake legal transactions in the name and on behalf of the Faculty up to a value of EUR 70,000 (seventy thousand euros).

(2) For legal transactions exceeding EUR 70,000 (seventy thousand euros) and up to EUR 200,000 (two hundred thousand euros), the Dean shall require the approval of the Faculty Council.

(3) For legal transactions exceeding EUR 200,000 (two hundred thousand euros), the Dean shall require the approval of both the Faculty Council and the Senate.

Dean Election

Article 34

(1) A member of the Faculty's teaching staff holding a research-teaching position of associate professor or a higher academic rank, who has concluded a full-time employment contract of indefinite duration with the Faculty, may be elected Dean.

(2) The Dean shall be elected by the Faculty Council by secret ballot, as a rule at a special meeting, by the personal vote of the members of the Faculty Council present at the meeting at which the Dean is elected.

(3) The candidate who receives more than half of the votes of all members of the Faculty Council shall be elected Dean.

(4) The Dean shall be elected for a term of three years and the same person may be re-elected once.

Article 35

(1) The decision to initiate the procedure for the election of the Dean shall be adopted by the Faculty Council in the final year of the incumbent Dean's term of office, no later than March, and the election procedure shall be completed by 30 June, except where the procedure is repeated.

(2) Where the procedure for the election of the Dean is repeated, the election shall be completed no later than the expiry of the incumbent Dean's term of office.

(3) The election of the Dean shall be confirmed by the University Senate.

Initiation of the Procedure for the Election of the Dean

Article 36

(1) The Faculty Council shall initiate the procedure for the election of the Dean. The decision initiating the election procedure shall include the appointment of an Applications Committee, specifying its Chair, the deadline for employees to submit applications for election to the office of Dean for the following term of office, the manner in which applications are to be submitted, as well as all duties of the Applications Committee and the deadlines for their completion.

(2) Members of the Applications Committee shall be appointed from among teaching staff employed in research-teaching positions. The deadline for submitting applications for election to the office of Dean shall be at least eight days from the publication of the Call for Applications for the Election of the Dean.

Article 37

On the grounds of the Decision Initiating the Procedure for the Election of the Dean, the Chair of the Applications Committee shall publish the Call for Applications for the Election of the Dean on the Faculty's official website.

Candidacy for the Election of the Dean

Article 38

(1) Within the prescribed application period, candidates shall submit a signed application, a curriculum vitae and a work programme for the following term of office.

(2) The work programme shall contain the principal guidelines for the development of the Faculty's teaching, research and professional activities and for the development of the Faculty as a whole.

(3) On the basis of the documentation received, the Applications Committee shall prepare a report on the applications received, identifying the candidates who meet the requirements for election prescribed by the Act, the Statute of the University and the Statute of the Faculty.

(4) The report on the applications received, together with the candidates' curricula vitae and work programmes, shall be submitted to the members of the Faculty Council, together with the notice convening the meeting at which the Dean is to be elected, no later than seven days before the meeting, and shall at the same time be made publicly available on the Faculty's official website.

Dean Election Procedure

Article 39

(1) The election of the Dean shall be conducted by a three-member Election Committee appointed by the Faculty Council at the election meeting, upon the proposal of the Dean, from among teaching staff holding research-teaching positions who are members of the Faculty Council. The decision on appointment shall specify all duties of the Election Committee, as well as the manner and deadlines for their performance.

(2) Following its appointment, the Election Committee shall assume responsibility for the further conduct of the Faculty Council meeting. The meeting shall be chaired by the oldest member of the Election Committee, who shall also serve as Chair of the Committee.

(3) At the meeting at which the Dean is elected, the candidates shall present the principal elements of their respective work programmes.

(4) Members of the Faculty Council may ask each candidate questions concerning the work programme presented.

(5) Upon conclusion of the discussion, the procedure for the election of the Dean shall commence.

(6) Where there is only one candidate and that candidate fails to receive more than half of the votes of all members of the Faculty Council in the first round of voting, the vote shall be repeated at the same meeting.

(7) Where there are two candidates and neither candidate receives more than half of the votes of all members of the Faculty Council in the first round of voting, a second vote shall be held at the same meeting for the candidate who received the greater number of votes. If the candidates receive an equal number of votes in the first round, the vote shall be repeated for both candidates at the same meeting.

(8) Where there are more than two candidates and none receives the required majority in the first round of voting, and the voting results are such that it is not possible to determine the two candidates who should proceed to the second round because two or more candidates received an equal number of votes, the vote shall be repeated for all candidates at the same meeting.

(9) Regardless of the number of candidates for election as Dean, voting may be repeated only once at the same meeting. If no candidate receives the required majority in the repeated vote, the procedure for the election of the Dean shall be reinitiated at the same meeting by adopting a decision to repeat the election procedure.

(10) The decision to repeat the procedure for the election of the Dean shall provide for the appointment of a new three-member Applications Committee and establish a new deadline for the submission of applications by candidates for election as Dean.

(11) The repeated election of the Dean shall, as a rule, be held within thirty days of the previous election.

(12) If a new Dean is not elected in the repeated election procedure, a new decision to repeat the procedure shall be adopted.

(13) In each repeated procedure, the election shall be conducted in accordance with the same rules governing the election of the Dean laid down in this Statute.

Dean's Inability to Perform Their Duties

Article 40

(1) In the event of the Dean's temporary inability to perform their duties (illness or similar circumstances), the Dean shall be replaced by one of the Vice-Deans.

(2) The Faculty Council shall authorise one of the Vice-Deans to perform the duties of the Dean for the duration of the Dean's inability to perform their duties, for a maximum period of six months from the date on which such inability is established.

(3) A proposal to initiate the procedure for establishing the Dean's inability to perform their duties may be submitted by at least one third of the members of the Faculty Council or by the Dean.

(4) The Vice-Dean replacing the Dean shall have all the powers and perform all the duties of the Dean provided for by the Act, the Statute of the University and the Statute of the Faculty, and shall sign official documents and other acts with an indication that they are signing on behalf of the Dean.

(5) If the Dean's inability to perform their duties lasts for more than six months, the Faculty Council shall adopt a decision dismissing the Dean, appoint an Acting Dean and initiate the procedure for the election of a new Dean.

Termination of the Dean's Term of Office before Its Expiry

Article 41

(1) The Dean's term of office shall terminate before the expiry of the period for which they were elected:

- upon becoming entitled to retirement;
- upon termination of their employment contract;
- upon assuming another office or entering into employment with another legal entity or teaching base outside the University.

(2) Upon termination of the Dean's term of office, the terms of office of the Vice-Deans elected upon the Dean's proposal shall also terminate.

Dismissal of the Dean

Article 42

(1) The Dean may be dismissed before the expiry of their term of office if:

- the Dean requests dismissal;
- the Dean's inability to perform their duties lasts for more than six months;
- circumstances arise which, under special regulations or regulations governing employment relations, result in the termination of the Dean's employment contract;
- the Dean fails to act in accordance with the provisions of the law, statutes or other general acts of the University and the Faculty;
- the Dean neglects or fails to perform the duties of the office;
- the Dean abuses the office of Dean;
- through negligent or improper performance of duties, the Dean causes substantial damage to the Faculty.

- (2) A written and reasoned proposal for dismissal may be submitted by the Dean, the Rector or one third of the members of the Faculty Council.
- (3) Where dismissal is proposed by the Rector or one third of the members of the Faculty Council, the dismissal procedure shall be conducted by the Faculty Council at a meeting which the Rector is required to attend.
- (4) In proceedings concerning dismissal on the grounds referred to in paragraph 1, subparagraphs 3 - 6 of this Article, the Dean shall be given an opportunity to respond. In reaching its decision, particular consideration shall be given to the seriousness of the violation, the consequences arising therefrom, the degree of responsibility and other circumstances relevant to the decision.
- (5) The Faculty Council shall decide on the dismissal of the Dean by secret ballot, by a majority of all members of the Faculty Council. The meeting of the Faculty Council shall be chaired by its oldest member.

Appointment of an Acting Dean

Article 43

- (1) If a new Dean has not been elected by the expiry of the incumbent Dean's term of office, or if the Dean's term of office terminates or the Dean is dismissed before the expiry of the period for which they were elected, the Faculty Council shall, within thirty days, appoint as Acting Dean a member of the teaching staff who meets the requirements for election to the office of Dean prescribed by the Act and this Statute.
- (2) If the Faculty Council fails, within thirty days, to appoint as Acting Dean a member of the teaching staff who meets the requirements prescribed by the Act and this Statute, the University Senate shall, upon the proposal of the Rector, appoint an Acting Dean within a further period of thirty days.
- (3) The appointment of the Acting Dean shall be confirmed by the University Senate.
- (4) The term of office of the Acting Dean shall last until the newly elected Dean assumes office, but for no longer than one year. The Acting Dean shall initiate the procedure for the election of a new Dean as soon as possible and no later than sixty days after assuming office.
- (5) Where the Dean is dismissed at their own request or a new Dean has not been elected by the expiry of the incumbent Dean's term of office, essential day-to-day business shall, until the appointment of an Acting Dean, be conducted by the Dean elected for the preceding term of office.
- (6) In all other cases of termination of employment or dismissal of the Dean, essential day-to-day business shall, until the appointment of an Acting Dean, be conducted by the Vice-Dean for Finance and Operations elected for the preceding term of office.

Supervisory Powers of the University over the Faculty

Article 44

- (1) If the Rector considers that a general act of the Faculty is contrary to the law or the Statute of the University, the Rector shall suspend its application and submit a request to the High Administrative Court for a review of its legality.
- (2) If the Rector considers that a decision of the Faculty is contrary to the law or the Statute of the University, the Rector shall notify the Dean by a reasoned written submission and request that the decision be brought into compliance within a specified period. If the Dean fails to bring the decision into compliance within that period, the Rector shall propose that the Senate revoke the decision. If, upon the Rector's proposal, the Senate revokes the Faculty's decision, the Rector may propose to the Faculty Council that the Dean be dismissed.

Dean's Advisory Board

Article 45

- (1) The Dean's Advisory Board is an advisory body to the Dean.
- (2) The Dean's Advisory Board core membership shall comprise the Dean, the Vice-Deans and the Secretary of the Faculty, while its extended membership shall also include the Heads of Departments and the Heads of Independent Chairs.
- (3) The Dean may invite other persons to participate in the work of the Dean's Advisory Board.

Vice-Deans

Article 46

- (1) The Dean shall be assisted by four Vice-Deans:
 - Vice-Dean for Teaching and Student Affairs;
 - Vice-Dean for Research and International Cooperation;
 - Vice-Dean for Finance and Operations;
 - Vice-Dean for Study Programmes and Quality.
- (2) The Vice-Deans shall perform specific tasks determined by the provisions of the general act governing the Faculty's internal organisation and structure of positions.
- (3) The Dean may authorise one of the Vice-Deans to act on the Dean's behalf in representing the Faculty and may entrust that Vice-Dean with tasks falling within the Dean's remit.

Election of Vice-Deans

Article 47

- (1) Candidates for Vice-Dean shall be proposed by the Dean and elected by the Faculty Council.
- (2) A member of the teaching staff holding a research-teaching position who has concluded a full-time employment contract of indefinite duration with the Faculty may be elected Vice-Dean.

Article 48

- (1) A Vice-Dean shall be elected by the Faculty Council by open vote, by a majority of all members of the Faculty Council.
- (2) The term of office of a Vice-Dean shall coincide with the term of office of the Dean upon whose proposal the Vice-Dean was elected.
- (3) If a candidate for Vice-Dean does not receive the required number of votes, the Dean shall propose a new candidate at the next meeting of the Faculty Council.

Termination of a Vice-Dean's Term of Office before Its Expiry

Article 49

A Vice-Dean's term of office shall terminate before the expiry of the period for which they were elected:

- upon becoming entitled to retirement;
- upon termination of their employment contract;
- if the term of office of the Dean upon whose proposal they were elected has terminated or the Dean has been dismissed.

Dismissal of a Vice-Dean

Article 50

(1) A Vice-Dean may be dismissed before the expiry of the term of office for which they were elected if:

- the Vice-Dean requests dismissal;
- circumstances arise which, under special regulations or regulations governing employment relations, result in the termination of the Vice-Dean's employment contract;
- the Vice-Dean fails to act in accordance with the provisions of the law, statutes or other general acts of the University and the Faculty;
- the Vice-Dean neglects or fails to perform the duties prescribed by this Statute;
- the Vice-Dean seriously breaches or fails to comply with decisions of the Faculty Council or the Dean;
- the relationship between the Vice-Dean and the Dean is such as to preclude further cooperation.

(2) Upon a reasoned proposal by the Dean or one half of the members of the Faculty Council, the Faculty Council shall dismiss the Vice-Dean by secret ballot, by a majority of the members of the Faculty Council present.

(3) In the event of termination of a Vice-Dean's term of office due to becoming entitled to retirement or termination of their employment contract, or in the event of their dismissal, the Faculty Council shall, upon the proposal of the Dean, elect a new Vice-Dean in accordance with the procedure prescribed by this Statute. The newly elected Vice-Dean shall assume office immediately upon election and their term of office shall last until the expiry of the incumbent Dean's term of office.

Faculty Council

Article 51

(1) The Faculty Council is a professional body of the Faculty comprising:

- Dean;
- Vice-Deans;
- Heads of Departments;
- Heads of Independent Chairs;
- Head of the Doctoral Study Programme;
- Head of the Library;
- one representative of each Department;
- representative of the Heads of Faculty Centres;
- representative of the Quality Enhancement Committee;
- representative of the Publishing Committee;
- representative of employees holding teaching positions;
- representative of employees holding associate positions;
- representative of non-teaching staff;
- student representatives.

(2) The Secretary of the Faculty and a representative of the representative trade unions in the field of science and higher education shall participate in the work of the Faculty Council without voting rights.

Article 52

(1) Members of the Faculty Council representing the organisational units, bodies and groups of employees of the Faculty shall be elected at meetings of the respective units, bodies and groups. Decisions on their election shall be adopted by secret ballot by a

majority of the members present. The procedure and manner of conducting their election, the manner in which they perform their duties, and their dismissal shall be regulated by a general act adopted by the Faculty Council.

(2) If, during their term of office, an elected representative who has a deputy ceases to have the status of an employee of the group they represent or the status of a student, or if a decision is adopted dismissing that representative, their deputy shall become a full member of the Faculty Council for the remainder of the term for which the representative was elected. In such a case, a new deputy shall be elected.

(3) In the case of representatives who do not have an elected deputy, a new representative to the Faculty Council shall be elected and shall become a full member for the remainder of the term of the representative whom they replace.

Article 53

(1) Student representatives shall account for 10% of the members of the Faculty Council, of whom no more than 20% shall be postgraduate students.

(2) The Student Union shall elect student representatives to the Faculty Council in accordance with the procedure prescribed by the law governing student organisations and the regulations adopted pursuant thereto.

(3) The term of office of student representatives on the Faculty Council shall be two years and may be renewed once.

(4) Student representatives shall participate in the work of the Faculty Council on an equal footing with other members, except in procedures for the election and re-election of teaching staff and associates, in which they shall not participate in voting.

Article 54

The Faculty Council shall:

- adopt decisions on teaching, research and professional matters;
- elect and dismiss the Dean, Vice-Deans and acting office-holders;
- adopt the Statute, the general act governing the internal organisation and structure of positions, the Code of Ethics and other general acts of the Faculty in accordance with the provisions of the Statute;
- adopt the mission and development strategy of the Faculty;
- establish and abolish organisational units of the Faculty;
- with the approval of the University, establish legal entities or organisational units carrying out activities that integrate professional practice, research and higher education and in whose activities students may also participate;
- elect Faculty representatives to University bodies in accordance with the Statute of the University;
- adopt additional criteria for election/re-election to research-teaching, teaching, professional and associate positions;
- initiate and conduct procedures for election/re-election to research-teaching, teaching, professional and associate positions;
- initiate and conduct procedures for the appointment/reappointment of honorary teaching staff and associates;
- conduct procedures for the award of doctoral degrees;
- analyse and evaluate the results of teaching and research, research, teaching and professional activities;
- foster the development of research-teaching and teaching staff at the Faculty;
- decide on matters of particular interest to students;

- upon the proposal of the Dean, adopt the part of the programme agreement relating to the Faculty and adopt the Faculty's financial plan;
- grant approval to the Dean for the management of Faculty assets in accordance with the provisions of the Statute of the University;
- ensure the quality of study programmes and research and adopt decisions relating thereto;
- ensure the improvement of conditions for teaching and research;
- decide on publishing activities;
- upon the proposal of organisational units or the Dean, adopt proposals for study programmes and submit them to the Senate for adoption;
- determine enrolment quotas and admission requirements for individual study programmes;
- decide on the conferral of the honorary title of professor emeritus;
- propose the conferral of honorary doctorates;
- participate in preparing proposals for University curricula and study programmes, in whole or in part, within its field of activity, provide opinions thereon, and ensure the implementation of study programmes;
- upon the proposal of organisational units or the Dean, adopt proposals for all research and professional training and development programmes delivered at the Faculty within the framework of lifelong learning;
- adopt the teaching implementation plan for each academic year;
- upon the proposal of the Dean, adopt the Faculty's annual budget, financial plan and final accounts;
- provide an opinion on the procurement, installation and use of capital equipment at the University within its field of activity;
- appoint mentors to associates in accordance with the procedure laid down in a general act of the Faculty;
- once a year, adopt a decision on the evaluation of the work of associates in accordance with the procedure laid down in a general act of the Faculty;
- appoint student demonstrators;
- establish committees, boards and working groups to perform tasks within its remit;
- adopt the Dean's annual report on the implementation of the strategy, the Faculty's operations and the implementation of the part of the programme agreement relating to the Faculty;
- perform other tasks prescribed by the Act, this Statute, the Statute of the University or another general act.

Article 55

- (1) The Faculty Council shall perform tasks within its remit at its meetings and may entrust individual tasks, except those falling within its exclusive competence, to bodies appointed for that purpose.
- (2) Meetings of the Faculty Council shall be convened by the Dean as necessary or, if the Dean is unable to perform their duties, by the Vice-Dean replacing the Dean.
- (3) Meetings of the Faculty Council may be held in a hybrid or virtual format.
- (4) A meeting shall be convened if requested in writing by one third of the total number of members of the Faculty Council.
- (5) If the Dean or the Vice-Dean replacing the Dean fails to convene a meeting within eight days of receiving a request from one third of the total number of members of the Faculty Council, the members who submitted the request may convene the meeting themselves.

(6) The notice convening the meeting, together with the agenda, shall be sent to the members of the Faculty Council no later than three days before the meeting.

Article 56

(1) The Faculty Council may validly deliberate and decide when at least half of its members are present and shall adopt decisions by open vote by a majority of the members present, unless otherwise prescribed by law, the Statute of the University or this Statute. By way of exception, the Faculty Council may decide certain matters by secret ballot.

(2) Decisions shall be adopted by a majority of all members of the Faculty Council when electing the Dean and Vice-Deans, deciding on changes in legal status, adopting proposals for study, research and professional programmes, adopting the Statute and the general act governing the internal organisation and structure of positions, adopting the financial plan, budget and final accounts, and deciding on extensions of employment.

(3) The work of the Faculty Council shall be regulated in greater detail by the Rules of Procedure of the Faculty Council.

Article 57

(1) Student representatives shall have the right of suspensive veto over decisions of the Faculty Council concerning matters of interest to students, such as changes to the conditions of study, amendments to curricula and study implementation plans, and matters concerning student welfare.

(2) Student representatives may exercise the suspensive veto if requested by a majority of the total number of student representatives on the Faculty Council.

(3) If a suspensive veto is exercised, consultations shall be held between the student representatives on the Faculty Council and the Dean's Advisory Board before the Faculty Council reconsiders the matter.

(4) Following the consultations, the Faculty Council may reconsider the matter no earlier than eight days after the meeting at which the suspensive veto was exercised.

(5) Upon reconsideration of the matter, the decision shall be adopted by a two-thirds majority of all members of the Faculty Council and shall not be subject to a suspensive veto.

Committees and Boards

Article 58

(1) For the purpose of considering specific matters, preparing meetings or draft decisions, and performing other tasks within its remit, the Faculty Council shall appoint standing or temporary committees and boards.

(2) The composition and tasks of temporary committees and boards shall, as a rule, be determined by the decision appointing them, unless otherwise prescribed. When appointing members of standing committees and boards, the Faculty Council shall take into account gender equality and balanced representation of the Faculty's organisational units.

Article 59

(1) The standing committees and boards of the Faculty Council are:

- the Ethics Committee;
- the Publishing Committee;
- the Quality Improvement Board and the Committee for Internal Review of the Quality Assurance System;
- the Teaching Committee;

- the Library Board;
- the Research Committee;
- the Awards Committee;
- the Disciplinary Committee.

(2) Where necessary, the Faculty may, upon the proposal of the Dean, appoint other standing committees and boards by decision of the Faculty Council.

Ethics Committee

Article 60

(1) In their work, activities and conduct, Faculty employees shall adhere to moral principles and the principles of research critical inquiry and, with a view to upholding these principles, an Ethics Committee shall be established.

(2) The Ethics Committee shall have five members: four members from among Faculty employees shall be proposed by the Dean's Advisory Board, while the student representative shall be proposed by the Faculty Student Union.

(3) The term of office of members of the Ethics Committee shall be three years, and the same person may be appointed as a member for no more than two consecutive terms.

(4) The first meeting of the Committee, at which the members shall elect a Chair from among themselves, shall be convened by the Dean.

(5) The Faculty Ethics Committee shall propose the Code of Ethics and the Rules of Procedure of the Faculty Ethics Committee, which shall be adopted by the Faculty Council.

Publishing Committee

Article 61

(1) The principal task of the Publishing Committee shall be to contribute to the development of the Faculty's teaching, research, educational and other activities and to foster creativity within those activities.

(2) The Publishing Committee shall have seven members. The Vice-Dean for Research and International Cooperation, the Head of the Library and the Editors-in-Chief of the Faculty's serial publications shall be ex officio members of the Publishing Committee, while two members from among the teaching staff and associates shall be proposed by the Dean's Advisory Board.

(3) The term of office of members of the Publishing Committee whose membership is not ex officio shall be three years, and the same person may be appointed for no more than two consecutive terms.

(4) The first meeting of the Committee, at which the members shall elect a Chair from among themselves, shall be convened by the Dean.

(5) The Publishing Committee shall propose the Regulations on Publishing Activities, to be adopted by the Faculty Council, which shall regulate in greater detail the general conditions, procedure and manner of publishing Faculty publications.

Quality Improvement Board and Committee for Internal Review of the Quality Assurance System

Article 62

(1) The objective of the quality improvement system shall be to establish institutional mechanisms for the systematic evaluation and coordination of initiatives and development programmes, with the continuing aim of promoting high standards of professional development among participants in all areas of the Faculty's activities.

- (2) The Quality Improvement Board is a standing board of the Faculty Council responsible for overseeing the implementation of the quality enhancement system.
- (3) The Board shall have nine members: four employees holding research-teaching positions, one employee holding a teaching position, one employee holding an associate position, one external stakeholder, one former student representing the Alumni Association, and one student. The employees and the external stakeholder shall be proposed by the Dean's Advisory Board, while the Management Board of the Alumni Association and the Faculty Student Union shall propose their respective representatives to the Board.
- (4) Members of the Board may not be members of the Faculty management during the current term of office.
- (5) The term of office of members of the Quality Improvement Board shall be three years.
- (6) The Faculty Council shall adopt a general act regulating in greater detail the remit and manner of operation of the Quality Improvement Board, as well as other general acts concerning the quality assurance system.

Article 63

- (1) The Committee for Internal Review of the Quality Assurance System is a standing committee of the Faculty Council that periodically conducts internal reviews of the Faculty's quality assurance system.
- (2) The Committee shall comprise five members: four members from among the teaching staff and associates employed by the Faculty shall be appointed by the Faculty Council upon the proposal of the Faculty's Quality Improvement Board, and one student member shall be appointed upon the proposal of the Faculty Student Union.
- (3) Members of the Committee may not concurrently be members of quality enhancement bodies or the Faculty management during the current term of office.
- (4) The student representative may not be a first-year undergraduate student or a student with a grade point average below 3.00.
- (5) The term of office of members of the Committee shall be three years, and the same person may be appointed for no more than two consecutive terms.
- (6) The Faculty Council shall adopt a general act regulating in greater detail the remit and manner of operation of the Committee for Internal Review of the Quality Assurance System.

Teaching Committee

Article 64

- (1) The Teaching Committee is a body responsible for overseeing and monitoring the delivery of teaching and other forms of the teaching process across all study programmes and other programmes delivered at the Faculty. Monitoring the delivery of teaching serves to identify, interpret and remedy possible causes of shortcomings in the implementation of study programmes.
- (2) The Committee shall comprise five members: the vice-dean for teaching and student affairs, who shall be an *ex officio* member and chair of the teaching committee; three members from among the teaching staff and associates employed by the Faculty, proposed by the Dean's Advisory Board; and one student member, proposed by the Faculty Student Union.
- (3) The term of office of members of the Teaching Committee whose membership is not *ex officio* shall be three years, and the same person may be appointed for no more than two consecutive terms.

(4) The Faculty Council shall adopt a general act regulating in greater detail the remit and manner of operation of the Teaching Committee.

Library Board

Article 65

(1) The Library Board shall decide on all matters relevant to the operation of the Library and, in particular, shall establish the Library's work plan and oversee its implementation.

(2) The Library Board shall comprise five members: the Vice-dean for research and international cooperation and the head of the library as ex officio members; one employee holding a research-teaching position in the Humanities; one employee holding a research-teaching position in the Social Sciences or Interdisciplinary Sciences; and one student representative.

(3) The employee members shall be proposed by the Dean's Advisory Board, while the student representative shall be proposed by the Faculty Student Union.

(4) The Vice-dean for research and international cooperation shall serve as Chair of the Library Board ex officio.

(5) The term of office of members of the Library Board whose membership is not ex officio shall be three years, and the same person may be appointed for no more than two consecutive terms.

(6) The Regulation on the Operation of the Library, governing the management and organisation of the Library and the conditions for the use of the Faculty Library's holdings, shall be adopted by the Dean upon the proposal of the Library Board, in accordance with the statutory provisions governing libraries and library activities and with this Statute.

Research Committee

Article 66

(1) The Research Committee is a body responsible for overseeing and monitoring the Faculty's research activities, promoting and fostering research and the development of research staff.

(2) The Research Committee shall comprise the Vice-Dean for Research and International Cooperation as an ex officio member and one representative of each Department and Independent Chair.

(3) The Vice-Dean for Research and International Cooperation shall serve as Chair of the Research Committee ex officio.

(4) The term of office of members of the Research Committee whose membership is not ex officio shall be three years, and the same person may be appointed for no more than two consecutive terms.

(5) The Faculty Council shall adopt a general act regulating in greater detail the remit and manner of operation of the Research Committee.

Awards Committee

Article 67

(1) The Awards Committee is a body responsible for professional and administrative tasks relating to the procedure for granting awards and recognitions to Faculty employees, retired employees, students and external stakeholders.

(2) The Awards Committee shall be appointed by decision of the Faculty Council and shall comprise five members: one employee holding a research-teaching position in the Humanities; one employee holding a research-teaching position in the Social Sciences or Interdisciplinary Sciences; one employee holding an associate position; one non-teaching

employee; and one student representative. The employee members shall be proposed by the Dean's Advisory Board, while the student representative shall be proposed by the Faculty Student Union.

(3) The term of office of appointed members of the Awards Committee shall be three years, and the same person may be appointed for no more than two consecutive terms.

(4) The Faculty Council shall adopt a general act regulating in greater detail the remit and manner of operation of the Awards Committee.

Committee for the Disciplinary Responsibility of Faculty Employees

Article 68

(1) Faculty employees shall be subject to disciplinary responsibility for breaches of their employment obligations and for conduct detrimental to the reputation of the Faculty and the University.

(2) The Committee for the Disciplinary Responsibility of Faculty Employees shall be appointed by decision of the Faculty Council and shall comprise five members: three members from among the teaching staff and associates, one member from among employees holding non-teaching positions, and one student representative. The employee members shall be proposed by the Dean's Advisory Board, while the student representative shall be proposed by the Faculty Student Council.

(3) The term of office of the appointed members of the Committee for the Disciplinary Responsibility of Faculty Employees shall be three years, and the same person may be appointed as a member for no more than two consecutive terms.

(4) The Faculty Council shall adopt a general act regulating in greater detail disciplinary offences, disciplinary sanctions and the disciplinary procedure conducted by the Committee for the Disciplinary Responsibility of Faculty Employees.

IV TEACHING, ASSOCIATE AND PROFESSIONAL POSITIONS

Staff Engaged in Research, Teaching and Professional Activities

Article 69

(1) Research, teaching and professional activities at the Faculty shall be carried out by teaching staff, associates and persons employed in professional positions, whose qualifications shall be determined through appointment to research-teaching, teaching, associate and professional positions.

(2) Teaching staff at the Faculty shall be employed in research-teaching positions.

(3) Appointment to teaching positions shall be conducted for the teaching of languages in university study programmes, the teaching of foreign languages, courses within university study programmes that do not require a research-based approach, and for the purposes of professional study programmes.

(4) Persons may be appointed to professional positions for the purpose of carrying out research and professional projects and delivering teaching that does not require a research-based approach.

(5) In addition to the duties prescribed by the Act and other acts governing employees' rights and obligations, the employees referred to in paragraph 1 of this Article shall participate in the work of professional councils and other working bodies and perform other duties in accordance with this Statute and other general acts of the Faculty.

(6) For the purpose of carrying out research, teaching and professional activities, the Faculty may also engage honorary teaching staff and associates who are not employed by

the Faculty but meet the criteria for appointment to research-teaching, teaching and associate positions.

Article 70

All persons engaged in research, teaching and professional activities at the Faculty shall, in their work, activities and conduct, adhere to moral principles and the principles of research truth and critical inquiry and shall safeguard the reputation of the University and the Faculty.

Research-Teaching, Teaching, Associate and Professional Positions

Article 71

(1) Research-teaching positions are:

Full Professor with Tenure;
Full Professor;
Associate Professor;
Assistant Professor.

(2) Teaching positions are divided into the following groups:

- for the teaching of languages in university study programmes:
Lector Adviser;
Senior Lector;
Lector;
- for the teaching of foreign languages:
Lecturer Adviser;
Senior Lecturer;
Lecturer;
- for courses that do not require a research-based approach and for the purposes of professional study programmes:
Senior Lecturer;
Lecturer.

(3) Associate positions are:

Senior Assistant;
Assistant.

(4) Professional positions are:

Professional Adviser;
Senior Professional Associate;
Professional Associate.

Professor Emeritus

Article 72

(1) The Faculty may confer the honorary title of Professor Emeritus (hereinafter: the honorary title) upon a distinguished retired member of its teaching staff.

(2) A nominee for the honorary title must be a person who has made an outstanding contribution to the development and advancement of the Faculty and has achieved internationally recognised excellence in research, teaching and professional activities.

(3) The honorary title of Professor Emeritus shall be conferred by the Faculty Council upon the proposal of a Department Council or the Dean.

(4) As a rule, the proposal shall be submitted at the beginning of the academic year and shall include the nominee's curriculum vitae, the nominee's consent, a description of their research and teaching activities, a list of publications relevant to the conferral of the honorary title, and a statement explaining their exceptional contribution. The statement

shall describe the activities through which the nominee has achieved internationally recognised excellence and their contribution to the development of the Faculty.

(5) For the consideration of each individual proposal, the Faculty Council shall appoint a committee of at least five members from among Faculty employees holding research-teaching positions.

(6) Within sixty days of receiving a complete proposal for the conferral of the honorary title, the committee referred to in paragraph 5 of this Article shall submit to the Faculty Council a report containing a reasoned opinion and recommendation.

(7) A Professor Emeritus may participate in teaching within doctoral study programmes and in the Faculty's research activities. The honorary title Professor Emeritus shall precede the name and surname of the person upon whom it has been conferred.

(8) Teaching staff upon whom the Faculty Council has conferred the honorary title of Professor Emeritus shall be entitled to financial remuneration in accordance with a decision of the Faculty Council.

Titular Teaching Staff and Associates

Article 73

(1) For the purpose of participation in the teaching process, the Faculty Council may appoint titular teaching staff or titular associates without concluding an employment contract with them.

(2) Titular teaching staff and titular associates shall be appointed in accordance with the provisions of the Act and this Statute governing appointment to a vacant position and appointment to a higher position, except that no public call shall be issued for the appointment of titular teaching staff or titular associates.

(3) A titular member of the teaching staff or an titular associate is a person who is not employed by the Faculty but meets the criteria for appointment to a research-teaching, teaching or associate position.

(4) The provisions of this Statute concerning the reappointment of teaching staff shall apply, as appropriate, to the reappointment of titular teaching staff.

(5) Titular teaching staff shall use the designation "Titular" before the abbreviated title of the relevant research-teaching or teaching position.

Visiting Teaching Staff

Article 74

The Faculty Council may entrust a distinguished foreign professor with teaching a particular course, provided that such engagement enhances the teaching process and is consistent with the Faculty's development policy.

Requirements for Appointment to Research-Teaching, Teaching, Associate and Professional Positions

Article 75

(1) The general requirements for appointment to research-teaching, teaching, associate and professional positions shall be prescribed by the Act and regulations adopted pursuant thereto.

(2) Employment in research-teaching, teaching and associate positions at the Faculty shall require an appropriate level of education in the relevant research area and field and fulfilment of the criteria for appointment to research-teaching, teaching and associate positions.

(3) A general act of the Faculty shall prescribe the criteria for appointment to professional positions and any additional criteria for appointment to research-teaching, teaching and associate positions.

Procedure for Appointment to Vacant Research-Teaching and Teaching Positions

Article 76

- (1) The procedure for appointment to vacant research-teaching and teaching positions shall be initiated by a decision of the Faculty Council and conducted on the basis of a public call published in the manner prescribed by the Act and subordinate legislation.
- (2) In each individual appointment procedure, the Faculty Council shall adopt a decision to issue a public call and appoint a three-member expert committee to provide an opinion and recommendation in the appointment procedure (hereinafter: the Expert Committee). Members of the Expert Committee must be employed in the same research area and field and hold a position at the same or a higher hierarchical level than the position for which the appointment procedure is being conducted, and at least one member may not be employed by the Faculty.
- (3) Within thirty days of the expiry of the application deadline, the Expert Committee shall submit a report to the Faculty Council assessing whether each applicant meets the National University, Research and Artistic Criteria and any additional criteria established by the Faculty, and shall provide a reasoned recommendation for the appointment of the best candidate to the position.
- (4) Within thirty days of receiving the Expert Committee's report, the Faculty Council shall adopt a decision accepting the Committee's opinion and recommendation or a reasoned decision rejecting them.
- (5) The decision of the Faculty Council accepting the Expert Committee's report shall be submitted to the competent Field Committee no later than eight days after its adoption.
- (6) The competent Field Committee shall determine by decision whether the proposed candidate meets the National University, Research and Artistic Criteria prescribed for appointment to the vacant position, no later than sixty days after receiving the decision.
- (7) Once the competent Field Committee has adopted a positive decision confirming that the candidate meets the requirements for appointment, or has failed to adopt a decision within the statutory time limit, the Faculty shall conclude an employment contract of indefinite duration with the selected candidate, subject to the obligation to undergo appointment to a higher position or reappointment in accordance with the Act.
- (8) By way of exception, in procedures for the appointment of candidates to the research-teaching positions of Full Professor and Full Professor with Tenure, following the decision of the competent Field Committee or the expiry of the time limit for adopting such a decision, the decision of the Faculty Council shall be submitted to the Senate for confirmation.

Procedure for Appointment to Vacant Associate Positions

Article 77

- (1) The procedure for appointment to vacant associate positions shall be conducted by the Faculty on the basis of a public call published in the manner prescribed by the Act and subordinate legislation.
- (2) In each individual appointment procedure, the Faculty Council shall adopt a decision to issue a public call and appoint a three-member Expert Committee to conduct the appointment procedure. Members of the Expert Committee must be employed in the same research area and field and hold a position at the same or a higher hierarchical level than the position for which the appointment procedure is being conducted, and at least one member may not be employed by the Faculty.

- (3) The Expert Committee shall submit to the Faculty Council a report containing an assessment of all applicants and a reasoned recommendation for the appointment of the best candidate to the position.
- (4) The Faculty Council shall adopt a decision accepting the opinion of the Expert Committee and appointing the associate to the position, or a reasoned decision rejecting the opinion of the Expert Committee.
- (5) If the Faculty Council adopts a decision to appoint an associate to the position, a fixed-term employment contract shall be concluded with the selected applicant in accordance with the Act.
- (6) If the Faculty Council adopts a decision accepting the Expert Committee's recommendation not to appoint a candidate or a decision rejecting the Expert Committee's recommendation for appointment, the procedure shall be concluded without the appointment of a candidate.

Article 78

- (1) The Faculty may appoint persons to professional positions for the purpose of carrying out research and professional projects and delivering those parts of teaching that do not require a research-based approach.
- (2) The procedure for appointment to vacant professional positions shall be conducted by the Faculty on the basis of a public call.
- (3) The requirements and procedure for appointment to vacant professional positions shall be prescribed by a general act of the Faculty.

Procedure for Appointment of Teaching Staff to a Higher Position - Promotion

Article 79

- (1) The procedure for appointment of a member of the teaching staff to a higher position shall be initiated by a decision of the Faculty Council and shall be conducted without issuing a public call.
- (2) A member of the teaching staff who considers that they meet the criteria for appointment to a higher position shall submit an application for appointment to a higher position before the expiry of the period for which they were appointed or reappointed to their current position.
- (3) The procedure for appointment to a higher position shall be initiated upon expiry of the period for which the member of the teaching staff was appointed or reappointed to their current position.
- (4) The Faculty Council's decision to initiate the procedure for appointment to a higher position shall include a decision appointing the members of an Expert Committee to provide an opinion and recommendation in the procedure for appointment to a higher position (hereinafter: the Expert Committee).
- (5) Members of the Expert Committee must be employed in the same research area and field and hold a position at the same or a higher hierarchical level than the position for which the appointment procedure is being conducted, and at least one member may not be employed by the Faculty.
- (6) Within fifteen days of the adoption of the decision initiating the procedure, the member of the teaching staff shall submit, in electronic form, evidence demonstrating fulfilment of the criteria for appointment to a higher position, including evidence of achievements attained since the most recent appointment/reappointment demonstrating fulfilment of the National University, Scientific and Artistic Criteria and any additional criteria established by the Faculty.

- (7) The Expert Committee shall submit to the Faculty Council a report assessing whether the member of the teaching staff meets the National University, Research and Artistic Criteria and any additional criteria established by the Faculty and shall provide a reasoned recommendation for appointment to a higher position.
- (8) The Faculty Council shall adopt a decision accepting the opinion and recommendation of the Expert Committee or a reasoned decision rejecting them.
- (9) A decision of the Faculty Council accepting the Expert Committee's report containing a positive opinion on fulfilment of the requirements for appointment to a higher position shall be submitted to the competent Field Committee.
- (10) The competent Field Committee shall determine by decision whether the member of the teaching staff meets the National University, Scientific and Artistic Criteria no later than sixty days from the date on which the decision was submitted to it.
- (11) If the competent Field Committee fails to adopt a decision on fulfilment of the National University, Scientific and Artistic Criteria within sixty days, the member of the teaching staff shall be deemed to meet those criteria.
- (12) Where, in a procedure for appointment to a higher position, a member of the teaching staff is being appointed to the research-teaching position of Full Professor or Full Professor with Tenure, following the decision of the competent Field Committee or the expiry of the time limit for adopting such a decision, the decision of the Faculty Council shall be submitted to the Senate for confirmation.
- (13) If, in the procedure for appointment to a higher position, it is determined that the member of the teaching staff does not meet the National University, Scientific and Artistic Criteria and any additional criteria established by the Faculty, the Faculty Council shall initiate the procedure for reappointment to the current position no later than thirty days after the adoption of the decision determining that the criteria have not been met.

Procedure for Reappointment of Teaching Staff

Article 80

- (1) If a member of the teaching staff has not submitted an application for appointment to a higher position before the expiry of the period for which they were appointed or reappointed, the Faculty shall initiate the procedure for their reappointment.
- (2) The procedure for reappointment of a member of the teaching staff shall be initiated five years after their previous appointment or reappointment and shall be completed no later than six months after the Faculty Council adopts the decision initiating the reappointment procedure.
- (3) A member of the teaching staff shall be reappointed for a period of five years in accordance with the procedure for appointment to a higher position prescribed by the Act.
- (4) To be reappointed to a position, a member of the teaching staff must meet half of the National University, Scientific and Artistic Criteria prescribed for appointment to a higher position. Where additional criteria for appointment to a higher position have been established, half of those additional criteria must also be met for reappointment.
- (5) The employment relationship of a member of the teaching staff who is not reappointed shall terminate in accordance with the provisions of the legislation governing employment relationships.

Employment Contracts for Research-Teaching, Teaching, Associate and Professional Positions

Article 81

- (1) Persons appointed to vacant research-teaching and teaching positions shall conclude an employment contract of indefinite duration, subject to reappointment or appointment to a higher position every five years, in accordance with the Act and regulations adopted pursuant thereto.
- (2) An annex to the employment contract shall be concluded with members of the teaching staff appointed to a higher position or reappointed to the same position in a reappointment procedure.
- (3) The requirement of reappointment shall cease once an employee has been appointed to the research-teaching position of Full Professor with Tenure.
- (4) Decisions on extending the employment of members of the teaching staff after they have reached the statutory retirement age shall be adopted by the Faculty Council by secret ballot.
- (5) Persons appointed to associate positions shall conclude a fixed-term employment contract for the period prescribed by the Act.
- (6) Persons appointed to professional positions shall conclude a fixed-term or indefinite-term employment contract, depending on the duration of the research and professional projects concerned or teaching requirements.
- (7) Persons appointed to associate positions who work on a project of limited duration may conclude a fixed-term employment contract for the duration of the project or the part of the project in which they are engaged.

Paid Sabbatical Leave

Article 82

By decision of the Faculty Council and under the conditions prescribed by a general act of the Faculty, members of the teaching staff employed in research-teaching positions may be granted paid sabbatical leave for the purpose of conducting research.

Suspension of Time Limits and Extension of Employment Contracts

Article 83

- (1) At the request of a member of the teaching staff or an associate, time limits for appointment and reappointment to a position shall be suspended for the duration of maternity and parental leave, temporary incapacity for work, the performance of managerial duties at the Faculty or within the higher education and research system, or the performance of public office within the meaning of the regulations governing the prevention of conflicts of interest, as well as in other cases prescribed by law, a collective agreement or a general act of the Faculty.
- (2) At the request of an associate, a fixed-term employment contract shall be extended by a period corresponding to the duration of maternity and parental leave, temporary incapacity for work, the performance of managerial duties at the Faculty or within the higher education and research system, or the performance of public office within the meaning of the regulations governing the prevention of conflicts of interest, as well as in other cases prescribed by law, a collective agreement or a general act of the Faculty.

Work Outside the Faculty

Article 84

- (1) Research, teaching or professional activities undertaken by employees outside the Faculty shall not be detrimental to the interests of the Faculty or the University.
- (2) Faculty teaching staff and associates may not enter into contracts for research, teaching or professional work with other legal entities in Croatia or abroad without the prior consent of the Dean.
- (3) The Dean may grant the consent referred to in the preceding paragraph upon the request of a member of the teaching staff or an associate and subject to the prior favourable opinion of the Vice-Dean for Teaching and Student Affairs confirming that the proposed activity does not conflict with their regular work obligations.

Disciplinary Responsibility and Disciplinary Proceedings

Article 85

- (1) Faculty employees shall be subject to disciplinary responsibility for breaches of their work obligations and other obligations arising from or related to their employment, as well as for serious damage to the reputation of the Faculty, as provided for by this Statute and the Codes of Ethics of the University and the Faculty.
- (2) A person may be held disciplinarily responsible only for an act which, at the time it was committed, was defined as a disciplinary offence by a general act of the Faculty and for which a specific disciplinary sanction was prescribed.
- (3) Disciplinary offences and disciplinary sanctions, as well as disciplinary proceedings and the bodies conducting such proceedings, shall be regulated by a separate ordinance.

Scientific and Research Activities

Article 86

- (1) The Faculty shall support research and professional activities of its employees that are of general interest, as well as the public presentation and publication of the results of such activities.
- (2) In carrying out their research and professional activities, employees shall act in accordance with the Faculty's Code of Ethics and shall not use the name or insignia of the Faculty for commercial purposes; failure to comply shall render them subject to disciplinary responsibility.
- (3) Employees may propose and enter into agreements concerning scientific research and advanced professional programmes and projects subject to the Dean's prior written consent.
- (4) Agreements on the implementation of programmes or projects shall be signed by the commissioning party, the proposers and the Dean of the Faculty.

V STUDENTS

Acquisition of Student Status

Article 87

- (1) Student status shall be acquired by enrolment in a full-time or part-time study programme and shall be evidenced by a student identification document.
- (2) A full-time student shall study according to a programme based on a full course load.
- (3) A part-time student shall study with a full or adjusted course load and shall bear the full costs of their studies.

(4) A visiting student is a full-time or part-time student of another university who enrolls in parts of a study programme at the Faculty pursuant to a separate agreement with the other university on the recognition of ECTS credits. Visiting student status may last for no longer than one academic year.

(5) The rights and obligations of a visiting student, the arrangements for covering the costs of their studies, any possibility of continuing their studies, and other matters relating to visiting student status shall be governed by an agreement.

Rights and Obligations of Students

Article 88

(1) A student shall have the right:

- to high-quality studies and an educational process as provided for in the course delivery plan and study programme;
- to participate in professional and research activities;
- to consultations and mentoring;
- to freedom of thought and expression of views during classes and other Faculty activities, provided that this does not adversely affect the quality or delivery of teaching;
- to complete their studies in a shorter period in accordance with general acts;
- to use the Library and other information resources free of charge;
- to enrol in courses offered within another study programme in accordance with the programme of the study in which they are enrolled;
- to provide an annual evaluation of the quality of teaching and teaching staff;
- to participate in decision-making in accordance with this Statute and the Statute of the University;
- to lodge complaints where any of their rights have been infringed;
- to other rights provided for by this Statute, the Statute of the University, other general acts and laws;
- to counselling support in accordance with general acts;
- if a student with a disability, to study under adjusted conditions for attending classes and fulfilling academic obligations;
- if a categorised athlete studying on a full-time basis, to attend classes and take examinations under alternative arrangements;
- to the suspension of student obligations during pregnancy and until the child reaches one year of age, during a prolonged illness preventing the student from pursuing their studies, and in other justified cases of interruption of studies in accordance with the general acts of the Faculty;
- to appropriate psychological and healthcare assistance at appropriate healthcare institutions;
- to participate in the activities of student organisations in accordance with their rules;
- to commendations and awards in accordance with general acts.

(2) A student studying on a full-time basis in a university undergraduate study, university graduate study, integrated university undergraduate and graduate study, professional undergraduate study, professional graduate study or professional short-cycle study shall, subject to the employment-status requirements prescribed by the Act, be entitled to:

- health insurance;
- subsidised accommodation and meals;
- perform student work in accordance with the regulations governing such work;
- state scholarships and other forms of financial support.

(3) A student studying on a part-time basis in a university undergraduate study, university graduate study, integrated university undergraduate and graduate study, professional undergraduate study or professional graduate study shall, subject to the employment-status requirements prescribed by the Act, be entitled to perform student work in accordance with the regulations governing such work.

Article 89

(1) Students shall comply with the rules of study and the general acts of the Faculty and the University and shall duly fulfil their academic and other obligations.

(2) The disciplinary responsibility of students shall be regulated by the Student Disciplinary Regulations.

Termination of Student Status

Article 90

A person shall cease to have student status:

1. upon completion of their studies;
2. upon withdrawal from the Faculty;
3. upon exclusion from the study programme in accordance with the procedure and under the conditions laid down in the Student Disciplinary Regulations;
4. if they fail to complete their studies within a period twice the prescribed duration of the study programme.

Higher Education Records

Article 91

(1) In accordance with applicable legislation, the Faculty shall maintain records and data collections in electronic form and process the collected personal and other data of students, employees and external stakeholders for the purpose of carrying out the Faculty's research, teaching and professional activities.

(2) The procedure for maintaining the records prescribed by the Act in the higher education institutions information system and in the study programme browser shall form an integral part of the internal quality assurance and enhancement system and shall be subject to the procedures of the external quality assurance and enhancement system.

Faculty Student Council

Article 92

(1) The Faculty Student Council is a representative body and student organisation comprising students elected as student representatives from among students enrolled in study programmes delivered at the Faculty.

(2) The bodies of the Faculty Student Council shall be determined by the Statute of the Student Council.

VI STUDIES

University and Professional Study Programmes

Article 93

University education at the Faculty may be delivered through:

- university undergraduate study;
- university graduate study;

- integrated university undergraduate and graduate study;
- university specialist study;
- doctoral study.

Article 94

Professional higher education at the Faculty may be delivered through:

- professional short-cycle study;
- professional undergraduate study;
- professional graduate study.

Duration of Studies and the Credit System

Article 95

- (1) A university undergraduate study shall last three to four years and, upon completion, shall carry 180 to 240 ECTS credits.
- (2) A university graduate study shall, as a rule, last one to two years and, upon completion, shall carry 60 to 120 ECTS credits.
- (3) The total number of credits acquired through undergraduate and graduate studies shall amount to at least 300 ECTS credits.
- (4) An integrated university undergraduate and graduate study shall last five years and, upon completion, shall carry at least 300 ECTS credits.
- (5) A university specialist study shall be delivered at postgraduate level, shall last one to two years and, upon completion, shall carry 60 to 120 ECTS credits.
- (6) A doctoral study shall be delivered at postgraduate level, shall last three years and, upon completion, shall carry 180 ECTS credits.
- (7) A professional short-cycle study shall last two years and, upon completion, shall carry at least 120 ECTS credits.
- (8) A professional undergraduate study shall last three to four years and, upon completion, shall carry 180 to 240 ECTS credits.
- (9) A professional graduate study shall last one to two years and, upon completion, shall carry 60 to 120 ECTS credits.

Educational Programmes within the Lifelong Learning Framework and Bridging Requirements in Study Programmes

Article 96

- (1) In addition to studies, the Faculty shall also deliver various educational programmes and training and professional development activities based on the concept of lifelong learning, as well as programmes establishing bridging requirements for students for the purposes of changing study programmes and/or enrolling in a study, completing previously commenced studies, and recognising competences acquired outside a study where such competences constitute a requirement for enrolment.
- (2) The programmes referred to in paragraph 1 of this Article shall not be considered study programmes. Where they include parts of a university or professional study programme, they may enable students or participants to acquire a certain number of ECTS credits.
- (3) The Faculty shall regulate, by a general act, the forms and methods of implementing the programmes and activities referred to in paragraph 1 of this Article, as well as the status of students, participants and other persons taking part in them.

(4) All programmes and activities referred to in paragraph 1 of this Article, as part of the internal quality assurance and enhancement system, shall be subject to the procedures of the external quality assurance and enhancement system.

Providers and Deliverers of Studies

Article 97

(1) The Faculty may organise and deliver all study and professional development programmes.

(2) The Faculty may organise the delivery of part of a study at teaching bases under the supervision of its teaching staff, with appropriate participation by professionals from the teaching bases in accordance with the general acts of the Faculty and the University.

(3) The Faculty may organise and deliver a joint study with another higher education institution accredited in the Republic of Croatia or with a foreign higher education institution. Exceptionally, the Faculty may organise a joint study with a public research institute accredited in the Republic of Croatia.

(4) The institution responsible for the accreditation procedure, the organisation and mode of delivery, and all other mandatory elements required for the organisation of a joint study programme shall, in accordance with the relevant legislative and subordinate provisions, be determined by an agreement between the Faculty and the other higher education institution or public research institute.

Organisation and Delivery of Study

Article 98

The Faculty shall commence delivery of a study programme after it has been entered in the Register of Study Programmes maintained by the Ministry of Science and Education.

Article 99

(1) Studies shall be organised in accordance with a study programme adopted by the University Senate upon the proposal of the Faculty Council, in accordance with the Act and the regulations governing quality assurance in higher education and science.

(2) A study programme shall contain:

- the professional or academic title or academic degree awarded upon completion of the study programme;
- information on the alignment of the study programme with the corresponding qualification in the Croatian Qualifications Framework Register (hereinafter: the CROQF Register), where that qualification has been entered in the CROQF Register;
- academic requirements for admission at the beginning of the study programme, requirements for enrolment in the following semester or trimester or the following year of study, and requirements for enrolment in other study obligations;
- a list of compulsory and elective courses, indicating the ECTS workload, organisation and mode of teaching delivery, course content, intended learning outcomes and course leaders;
- the intended learning outcomes acquired upon completion of the study programme;
- the number of enrolment places;

- the method of assessing the acquired learning outcomes for each course or other study obligation;
- the method of completing the study programme.

ECTS Credits

Article 100

- (1) Courses and other study obligations shall be assigned ECTS credits as specified in the study programme.
- (2) The number of ECTS credits assigned shall reflect the average total workload required of a student to achieve the intended learning outcome, with 1 ECTS credit corresponding to thirty hours of estimated student workload.
- (3) ECTS credits may be transferred between different study programmes or educational programmes that are not considered study programmes but are based on the principles of lifelong learning.
- (4) The criteria and conditions for the transfer of ECTS credits shall be prescribed by a general act of the Faculty.

Admission to Studies

Article 101

- (1) Admission to the Faculty's studies shall be based on a public call issued by the University no later than 1 May of the current year for the following academic year and published on the websites of the University and the Faculty.
- (2) Exceptionally, admission to a doctoral study shall be based on a public call issued by the Faculty.
- (3) The criteria for selecting candidates shall include: evaluation of achievement in previous secondary education, results of the state graduation examinations, special achievements during secondary education, and any additional assessment of knowledge, skills and abilities determined by the Faculty. Where the number of persons meeting the requirements exceeds the Faculty's enrolment quota, the right to enrol shall be acquired according to the points achieved on the ranking list within the enrolment quota.

Article 102

- (1) The academic year shall begin on 1 October of the current year and end on 30 September of the following calendar year. The teaching implementation plan may provide for teaching in an academic year to begin before 1 October, but no earlier than 1 September.
- (2) Teaching shall, as a rule, be organised by semester, but may also be delivered in blocks in accordance with the study programme and the study implementation plan.

Article 103

- (1) Teaching at the Faculty shall be delivered in Croatian.
- (2) Teaching in foreign language and literature studies shall be delivered in Croatian and in foreign languages, while in other studies teaching or part of the teaching may also be delivered in a foreign language in accordance with the study programme and the study implementation plan. (1) A study programme shall be delivered in accordance with the Study Delivery Plan adopted by the Faculty Council.

(2) The Study Delivery Plan shall determine the organisation and manner of delivery of the study programme according to a full or adjusted teaching workload, including:

1. a list of compulsory and elective courses, specifying the teachers and associates who will deliver the courses in accordance with the study programme;
2. the language of instruction, including an indication of the possibility of delivering courses in a foreign language;
3. the locations at which teaching is delivered;
4. the commencement and completion dates and the teaching schedule;
5. forms of teaching (lectures, seminars, practical classes, consultations, assessments, etc.);
6. the manner of taking examinations and fulfilling study obligations;
7. examination periods;
8. a list of examination literature;
9. other relevant information necessary for the proper delivery of teaching.

(3) The adoption of the Study Delivery Plan shall be a prerequisite for the commencement of teaching in the respective academic year. The Study Delivery Plan must be published before the commencement of teaching in the academic year. The Study Delivery Plan shall be published on the official website of the Faculty.

(4) If, for justified reasons, the Study Delivery Plan is amended during the academic year, the Faculty Council's decision on the amendments shall be published on the official website of the Faculty immediately upon its adoption.

(5) Subject to the approval of the Agency, a study programme may be delivered entirely online, using computer technologies and interactive teaching materials that provide access to learning under conditions in which the teacher and student are physically separated, provided that the learning outcomes can be achieved through distance learning.

Article 105

Forms of study delivery include lectures, seminars, practical classes, practical training, consultations, mentoring, individual student work, professional, didactic, methodological and research placements, fieldwork, preparation of qualification theses, assessment of achieved learning outcomes, and other forms of teaching provided for in the study programme.

A full-time student is required to attend all forms of teaching specified in the study programme and the Study Implementation Plan, except in special cases where, due to particular circumstances, the student has been granted permission to attend classes in an alternative manner.

Assessment of Achieved Learning Outcomes, Examinations and Grades

Article 106

(1) The achievement of student learning outcomes shall be assessed and graded during the teaching process (mid-term examinations, assignments, etc.), while the final grade shall be determined at the examination and entered in the relevant records and documents.

(2) Oral assessments shall be public, while written assessments shall be retained until the end of the academic year.

(3) Learning outcomes achieved:

- with excellent performance shall be awarded the grade excellent (numerical grade 5 / letter grade A);
- with above-average performance shall be awarded the grade very good (numerical grade 4 / letter grade B);
- with average performance shall be awarded the grade good (numerical grade 3 / letter grade C);
- with satisfactory performance shall be awarded the grade sufficient (numerical grade 2 / letter grade D);
- learning outcomes not achieved with satisfactory performance shall be awarded the grade insufficient (numerical grade 1 / letter grade F).

(4) The study programme may stipulate that certain courses are not graded or are assessed descriptively, in which case such courses shall not be included in the calculation of the grade point average.

(5) The Faculty shall regulate students' rights and obligations, rules governing the conduct and retaking of examinations, appeals against grades, the right of access to examination results, and other related matters by a separate general act.

Completion of Studies

Article 107

(1) A university undergraduate study shall be completed by passing all examinations, fulfilling all other study obligations, and preparing and defending a Bachelor's thesis, or by passing a final examination, in accordance with the study programme.

(2) A university graduate study shall be completed by passing all examinations, fulfilling all other study obligations, and preparing and defending a Master's thesis, or by passing a Master's examination, in accordance with the study programme.

(3) An integrated university undergraduate and graduate study shall be completed by passing all examinations, fulfilling all other study obligations, and preparing and defending a Master's thesis, or by passing a Master's examination, in accordance with the study programme.

(4) A university specialist study shall be completed by passing all examinations, fulfilling all other study obligations, and preparing and defending a specialist thesis, or by passing a specialist examination, in accordance with the study programme.

(5) A doctoral study shall be completed by passing all examinations, fulfilling all other study obligations, and preparing and defending a doctoral thesis.

(6) A short-cycle professional study shall be completed by passing all examinations and fulfilling all other study obligations, as well as by passing a final examination and/or preparing, or preparing and defending, a final thesis in accordance with the study programme.

(7) A professional undergraduate study shall be completed by passing all examinations and/or passing a final examination and/or preparing a Bachelor's thesis in accordance with the study programme.

(8) A professional graduate study shall be completed by passing all examinations, fulfilling all other study obligations, and preparing and defending a Master's thesis, or by passing a Master's examination, in accordance with the study programme.

(9) Upon completion of a study, the student shall acquire the appropriate professional or academic title or academic degree and other rights in accordance with the Act and other relevant regulations.

(10) The Faculty shall publish a doctoral thesis on its website at least thirty days before the date of its defence.

(11) The Faculty shall make Bachelor's theses, Master's theses and doctoral theses (doctoral dissertations) publicly available in the national repository or the Faculty repository within thirty days of the date of their defence.

Article 108

(1) An academic or professional title or academic degree shall be revoked if it is established that it was acquired contrary to the prescribed requirements for its acquisition, through a serious violation of the rules of study, or if the Bachelor's thesis, Master's thesis, specialist thesis or doctoral thesis is found to constitute plagiarism or forgery.

(2) The decision to initiate proceedings for the revocation of an academic or professional title or academic degree, as well as the decision on its revocation, shall be adopted by the Faculty Council in accordance with the procedure prescribed by a separate general act of the Faculty.

Study Documents

Article 109

(1) Upon completion of a university or professional undergraduate study, a university or professional graduate study; an integrated university undergraduate and graduate study; a university specialist study; or a doctoral study, the student shall be issued a diploma and Diploma Supplement certifying the completion of the study and the acquisition of the relevant academic title or academic degree.

(2) Upon completion of a short-cycle professional study, the student shall be issued a certificate and Diploma Supplement certifying the completion of the study and the acquisition of the relevant professional title.

(3) The diploma, certificate and Diploma Supplement are official documents issued by the Faculty under its public authority, free of charge, in Croatian and English, in a signed and certified hard copy and in digital form.

Academic and Professional Titles and Academic Degree

Article 110

(1) Upon completion of a university undergraduate study, the academic title of University Bachelor, with an indication of the relevant field (*univ. bacc.* with an indication of the field), shall be acquired in accordance with the law. The abbreviation of the academic title shall be placed after the person's name and surname.

(2) Upon completion of a university graduate study or an integrated university undergraduate and graduate study the academic title of University Master of Education, with an indication of the relevant field (*univ. mag. educ.* with an indication of the field), or University Master, with an indication of the relevant field (*univ. mag.* with an indication of the field), shall be acquired in accordance with the law. The abbreviations of academic titles shall be placed after the person's name and surname.

(3) Upon completion of a university specialist study programme, the academic title of Specialist, with an indication of the relevant field (*spec.* with an indication of the field), shall be acquired. The abbreviation of the academic title shall be placed after the person's name and surname.

(4) Upon completion of a doctoral study, the academic degree of Doctor of Science, with an indication of the relevant scientific field (*dr. sc.* with an indication of the scientific field), shall be acquired. The abbreviation of the academic degree shall be placed before the person's name and surname.

(5) Upon completion of a short-cycle professional study, the professional title of Professional Associate, with an indication of the relevant field, shall be acquired.

(6) Upon completion of a professional undergraduate study, the professional title of Bachelor, with an indication of the relevant field (*bacc.* with an indication of the field), shall be acquired. The abbreviation of the professional title shall be placed after the person's name and surname.

(7) Upon completion of a professional graduate study, the professional title of Master, with an indication of the relevant field (*mag.* with an indication of the field), shall be acquired. The abbreviation of the professional title shall be placed after the person's name and surname.

Graduation Ceremony

Article 111

(1) A graduation ceremony is the formal conferral of a certificate or diploma upon completion of studies or upon the acquisition or conferral of a (honorary) doctorate.

(2) At undergraduate, graduate, integrated undergraduate and graduate, specialist and professional studies, degrees and qualifications shall be conferred by the Dean of the Faculty. The academic degree of Doctor of Science and honorary doctorates shall be conferred by the Rector.

VII FINANCING OF THE FACULTY

Sources of Funding

Article 112

(1) The activities of the Faculty shall be financed from funds provided by the founder, earmarked revenues and the Faculty's own-source revenues, in accordance with the Act.

(2) The Faculty's earmarked revenues comprise revenues arising from the performance of its core activities and activities related thereto.

(3) The Faculty's own-source revenues comprise revenues generated by carrying out activities on the market and under market conditions which may also be carried out by other legal entities outside the general government budget.

(4) Own-source revenues may be generated only from sources that do not prejudice the performance of the core tasks of the Faculty and the University.

(5) Funds from endowments, foundations, donations and sponsorships or other forms of gifts may be accepted in support of the Faculty's activities provided that they are not contrary to the principles of autonomy, the interests of the Faculty and the University, or business ethics.

(6) The Dean's prior approval shall be required for the acceptance of funds from endowments, foundations, donations and sponsorships or other forms of gifts.

Faculty Financial Plan

Article 113

(1) The Faculty Financial Plan shall be adopted by the Faculty Council upon the proposal of the Dean, in accordance with the provisions of the University Statute, the instructions of the competent ministry and the guidelines of the Government of the Republic of Croatia.

(2) The Faculty Financial Plan shall be prepared in accordance with the laws and subordinate legislation governing the budgetary system, the University Statute, the Faculty Statute and the programme contract.

Management of the Faculty's Own-Source and Earmarked Funds

Article 114

(1) The Faculty shall independently prepare project budgets, thereby guaranteeing the academic freedom of each teacher to engage in professional and scientific research activities.

(2) Project leaders shall be guaranteed freedom to manage the funds referred to in paragraph 1 of this Article in accordance with the law, the University Statute, the Faculty Statute and the general acts of the University and the Faculty.

(3) The Faculty shall independently manage the earmarked revenues it generates, as well as its own-source revenues generated on the market.

Allocation of Funds

Article 115

(1) The Faculty's funds shall be used:

- for the payment of salaries and other remuneration to teachers and other employees;
- to cover material costs;
- to cover financial costs;
- for capital investments and investment maintenance;
- for student organisation and activities;
- for research and professional activities;
- for international cooperation and cultural and publishing activities;
- for the improvement of the Faculty's activities;
- to cover other costs necessary for the performance of its activities.

(2) The Faculty shall independently manage its own-source and earmarked revenues generated on the market.

(3) The Faculty shall allocate a portion of its own-source and earmarked revenues generated on the market to the University budget for the purpose of ensuring the integrated and coordinated operation of the University, in accordance with a separate decision adopted by the Senate.

VIII PUBLIC NATURE OF THE FACULTY'S WORK AND BUSINESS SECRETS

Public Nature of the Faculty's Work

Article 116

- (1) The work of the Faculty shall be public.
- (2) The public nature of the Faculty's work shall be ensured through public access to Faculty data entered in the relevant registers and records, the Faculty's annual financial statements, and information on the Faculty and its activities published on the Faculty's website and social media.
- (3) The Faculty shall inform the public in a timely and accurate manner about the performance of its activities, its work and other matters of relevance to the Faculty's activities.

Article 117

Only the Dean or a person authorised by the Dean may issue official statements on behalf of the Faculty to the media concerning the Faculty's operations and development.

Business Secrets

Article 118

- (1) Business secrets shall include information designated as a business secret by the Dean, the disclosure of which to unauthorised persons could have adverse consequences for the Faculty's business interests or reputation, or for the interests and reputation of its employees and students, as well as information relating to measures and procedures to be followed in emergency circumstances and information designated as confidential by the competent state authorities.
- (2) The Faculty shall be required to protect information considered a business secret, for which the Dean shall be directly responsible.

IX GENERAL ACTS OF THE FACULTY

Article 119

- (1) The Statute is the fundamental general act of the Faculty.
- (2) The Statute shall be adopted by the Faculty Council by an absolute majority of the votes of all Council members.
- (3) Amendments to the Statute shall be adopted in the same manner as the Statute.
- (4) The Dean is authorised to establish the consolidated text of the Statute.

Article 120

- (1) Within the scope of their respective powers, the Faculty Council and the Dean shall also adopt other general acts.
- (2) Before adopting general acts, the Dean shall be required to organise a public consultation.

Article 121

The general acts of the Faculty shall enter into force on the eighth day following their publication on the official website of the Faculty.

Article 122

- (1) Amendments to the general acts of the Faculty shall be adopted in accordance with the same procedure prescribed for their adoption.
- (2) The Dean is authorised to establish the consolidated text of the general acts of the Faculty.

X TRANSITIONAL AND FINAL PROVISIONS

Article 123

- (1) The general acts of the Faculty shall be brought into conformity with the provisions of the Act, the University Statute and this Statute no later than within the time limits prescribed by the Act.
- (2) The Faculty shall bring its internal organisation into conformity with this Statute no later than 21 October 2023.
- (3) Until general acts are adopted pursuant to the provisions of this Statute, the existing general acts shall continue to apply, except for provisions that are contrary to the Act, the University Statute or this Statute, in which case the provisions of this Statute shall apply directly and as appropriate.

Article 124

- (1) The Dean of the Faculty serving a second term of office at the time this Statute enters into force shall remain in office until the expiry of the term for which they were elected, without the possibility of re-election.
- (2) Vice-Deans elected to office before the entry into force of this Statute shall remain in office until the expiry of the term of office of the Dean upon whose proposal they were elected. The Vice-Dean for Study Programmes and Quality shall be elected to office after the necessary approvals have been obtained from the competent institutions for the funding of the relevant managerial position from the State Budget.
- (3) The terms of office of members of the Faculty Council that are still ongoing at the time this Statute enters into force shall continue until 30 September 2023, except for student representatives, whose number shall be brought into conformity with the provisions of this Statute within sixty days of its entry into force.
- (4) The terms of office of members of the Faculty's standing committees and boards that are still ongoing at the time this Statute enters into force shall continue until 30 September 2023.
- (5) The ongoing terms of office of heads of departments, heads of centres and heads of chairs at the time this Statute enters into force shall continue until the expiry of the terms for which they were elected.
- (6) The Centre for Quality Enhancement shall be established in accordance with a general act of the Faculty no later than 21 October 2023.
- (7) Where the provisions of this Statute limit the number of consecutive terms of office, a term that is ongoing at the time this Statute enters into force shall count towards the number of consecutive terms within the meaning of this Statute only if the preceding terms were served in full.

Article 125

Upon the entry into force of this Statute, the full text of the Statute of the Faculty of Humanities and Social Sciences in Split of 12 April 2023 shall cease to have effect.

Article 126

This Statute shall enter into force on the eighth day following its publication on the official website of the Faculty, after obtaining the approval of the Senate of the University of Split.

CLASS: 011-04/23-02/00001

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In Split, 3 October 2023

DEAN

Full prof. Ina Reić Ercegovac, PhD

The Amendments to the Statute of the Faculty of Humanities and Social Sciences in Split were published on the official website of the Faculty on 25 September 2023 and entered into force on 3 October 2023.
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SECRETARY

Maja Kuzmanić, dipl.iur.