

Pursuant to Article 19, paragraph 3, subparagraph 2 of the Act on Higher Education and Scientific Activity (Official Gazette of the Republic of Croatia, No. 119/2022 - hereinafter referred to as the Act) and Article 25, item 3 of the Statute of the Faculty of Forestry and Wood Technology, University of Zagreb, Faculty Council of the Faculty of Forestry and Wood Technology, University of Zagreb (hereinafter: Faculty Council), at its 2nd regular session of the academic year 2024/2025, held on 28 November 2024, adopted the following

R E G U L A T I O N

on studying at undergraduate and graduate study programmes at the University of Zagreb Faculty of Forestry and Wood Technology

I. GENERAL PROVISIONS

Article 1

- (1) The Regulation on Studying at Undergraduate and Graduate Study Programmes of the Faculty of Forestry and Wood Technology of the University of Zagreb (hereinafter: the Regulation) shall regulate in more detail the types of study programmes, enrolment in programmes, student status, student transition, termination of student status, participation in study costs, student rights and obligations, course delivery, rules on examinations, acquisition and transfer of credits according to ECTS, withdrawal from the study programme, student mobility and other matters related to studying at the Faculty of Forestry and Wood Technology of the University of Zagreb (hereinafter: the Faculty).
- (2) The terms used in this Regulation, which in their meaning carry gender significance, whether used in the masculine or feminine gender, shall cover the male and female genders equally.

Article 2

- (1) The Faculty shall organize and perform university study programmes in the scientific field of forestry and the scientific field of wood technology and a professional study programme in the scientific field of wood technology.
- (2) The Faculty shall organize and perform the following university undergraduate study programmes:
 1. Forestry
 2. Urban Forestry, Nature Conservation and Environmental Protection
 3. Wood Technology.
- (3) The Faculty shall organize and perform the following professional undergraduate study programme:
 1. Wood Technology.
- (4) University undergraduate study programmes at the Faculty shall last for three years (six semesters), and upon completion of the study programme, at least 180 ECTS credits are acquired.
- (5) The Faculty shall organize and perform the following university graduate study programmes:
 1. Forestry
 - 1.1. Major: Silviculture and Forest Management with Wildlife Management
 - 1.2. Major: Techniques, Technologies and Management in Forestry
 2. Urban Forestry, Nature Conservation and Environmental Protection
 3. Wood Technology Processes
 4. Wood Products Design
 5. Close to Nature Forestry.
- (6) University graduate study programmes at the Faculty shall last for two years (four semesters), and upon completion of the study programme, at least 120 ECTS credits are acquired.

Article 3

- (1) A university study programme shall qualify students to perform jobs in science and higher education, in the business world, in the public sector and in society in general and qualifies them for the development and application of scientific and professional achievements.

- (2) A professional study programme shall qualify students to perform professional jobs in the business world, in the public sector and in society in general.
- (3) The university or professional graduate study programme shall qualify the student for employment in certain jobs that require specialist knowledge, skills and competencies, whereby the university graduate study shall prepare the student for the continuation of studies at the postgraduate level.

II. ADMISSION TO THE STUDY PROGRAMME

II.1. Admission quotas, call for admission, right to apply and enrol

Article 4

- (1) Students shall be admitted according to the admission quotas established by the Faculty Council and approved by the Senate of the University of Zagreb (hereinafter: the Senate).
- (2) The Faculty may internally redistribute quotas among the majors of the same study programme if such redistribution of available places can still ensure the quality of teaching in accordance with the regulations governing quality assurance in higher education and science.
- (3) Admission into the study programme shall be performed on the basis of a public call announced by the Senate.
- (4) The content of the call for admissions shall be prescribed by the Statute of the University.
- (5) The University shall publish the call for admissions for undergraduate, graduate and professional study programmes on its website no later than 1 May of the current year for the following academic year.

Article 5

- (1) The right to apply to the undergraduate study programme shall be granted to the applicant who has completed secondary education in the duration of four years and passed the state graduation exam (matura).
- (2) An undergraduate study programme may be enrolled by a person without a state graduation exam (matura) if they have completed a relevant four-year secondary education programme in the Republic of Croatia before 2010, and by a person who has completed an appropriate education abroad for a total of 12 years, i.e. equivalent to level 4.2. of the Croatian Qualifications Framework, in accordance with the conditions and criteria of enrolment established by the call for admissions of the study programmes.
- (3) The right to apply to the call for admissions to the university graduate study programme and the right to access the classification procedure shall be granted to the applicant who has completed or will complete the relevant university undergraduate study programme by the deadline prescribed in the call for admissions to the classification procedure. By way of exception, the right to apply for admission to a university graduate study programme shall be granted to the applicant who has completed the relevant professional undergraduate study programme in accordance with the general acts of the Faculty performing said programme.
- (4) The Faculty Council, along with the conditions for admission provided in the general act of the University and the Faculty, may adopt a decision on special conditions for admission in the study programme performed by the Faculty.
- (5) The right to enrol in the study programmes referred to in paragraphs 1 and 3 of this Article shall be acquired by the applicant in accordance with the conditions and criteria for admission established by the call for admissions, and according to the results of the classification procedure within the established and approved enrolment quota. Priority admission rights for the study programme and special admission quotas shall be determined by the call for admissions in the study programme.
- (6) The Faculty Council may determine the criteria for direct admission of exceptionally successful candidates based on the results in previous education, competitions, etc.
- (7) The applicant who has gained the right to enrol shall lose this right if they fail to enrol within the deadline prescribed in the call for admissions for the first year of study.
- (8) The Faculty may charge the opportunity cost to the applicant referred to in paragraph 7 of this Article.
- (9) Instead of the applicant who has gained the right to enrol, but has been prevented from doing so, the enrolment may be carried out by a person authorized by the applicant.

- (10) The applicant shall have the right to inspect the results of their classification procedure, the list of priority ranks and other documentation of the call in accordance with the regulations governing the protection of personal data.
- (11) The applicant shall have the right to file an objection to the classification procedure after the publication of its results within the deadline defined by the call for admission to the study programme, which is determined by the calendar of activities of the Central Applications Office at the Agency for Science and Higher Education.
- (12) The Student Affairs Committee shall process the complaints and the adopt a final decision on enrolment. The Student Affairs Committee shall consider the applicant's objection and make a decision within the deadline defined by the call for admission.

Article 6

A student who is a citizen of a Member State of the European Union shall have the same rights as a student who is a Croatian citizen. Citizens of other countries shall be enrolled in the study programme under the same conditions as Croatian citizens, but with the obligation to pay a study fee in accordance with the Act and the general act of the University and the Faculty.

II.2. Enrolment in the undergraduate study programme

Article 7

The application to the call for admission for the undergraduate study programme shall be conducted exclusively through the National Information System for Applications to Higher Education Institutions (NISpVU, Become a student application).

II.3. Enrolment in the graduate study programme

Article 8

- (1) The application to the call for admission for the graduate study programme shall be submitted according to the instructions obtained at the Student Administration Office of the Faculty and through the National Information System for Applications to Higher Education Institutions.
- (2) Enrolment of students shall be performed on the basis of the established priority list of applicants.

II.4. Enrolment in university graduate study programmes of Forestry, Urban Forestry, Nature Conservation and Environmental Protection and Close to Nature Forestry

Article 9

- (1) The University graduate study programme of Forestry, majoring in Silviculture and Forest Management with Wildlife Management and university graduate study programme of Forestry, majoring in Techniques, Technologies and Management in Forestry can be enrolled in by applicants who have completed the undergraduate university study programme of Forestry, and the graduate study programme of Urban Forestry, Nature Conservation and Environmental Protection can be enrolled by applicants who have completed the university undergraduate study programme of Urban Forestry, Nature Conservation and Environmental Protection
- (2) The study programmes referred to in paragraph 1 of this Article may be enrolled in with full-time status by applicants who have completed a university undergraduate study programme in accordance with the decision on the conditions of enrolment in the graduate study programme adopted by the Faculty Council each academic year.
- (3) The priority list of applicants for the study programmes referred to in paragraph 1 of this Article shall be prepared on the basis of the overall success achieved at the undergraduate study programme, evaluated based on the criteria of duration of the applicant's studies. The length of study shall be scored in the following manner:
 1. three years of study – grade point average + 10%
 2. four years of study – only the grade point average
 3. four or more years of study – grade point average - 10%.
- (4) In the event of applicants for admission to the study programmes referred to in paragraph 1 of this

Article having the same number of points, priority shall be given to the applicant who has completed the undergraduate study programme in a shorter period of time, to the winner of the Rector's Award, the Award for Success in Studying, the applicant who has achieved exceptional sports success or who has published scientific papers in one of the relevant professional journals.

- (5) The Close to Nature Forestry university graduate study programme is conducted in English and can be enrolled by citizens of the Republic of Croatia residing in the Republic of Croatia and abroad, and foreign citizens.
- (6) The condition for gaining the general right to compete for admissions in the first year of the Close to Nature Forestry study programme shall be a completed undergraduate study programme of forestry, biology, ecology, environmental protection or related studies, through the completion of which the applicant acquired at least 180 ECTS credits. In addition to the application for admission, candidates shall be obliged to enclose a motivational letter in English on the reasons for applying to the Close to Nature Forestry university graduate study programme. The candidates shall be given an oral test to assess their knowledge of the English language, if their previous education was not in the English language or if the English language is not their mother tongue.

II.5. Admission to the university graduate study programmes Wood Technology Processes and Wood Products Design

Article 10

- (1) University graduate study programme of Wood Technology Processes and university graduate study programme of Wood Products Design can be enrolled in by applicants who have completed the university undergraduate study programme of Wood Technology and the professional undergraduate study programme of Wood Technology.
- (2) The study programmes referred to in paragraph 1 of this Article may be enrolled in with full-time status by applicants who have completed a university undergraduate study programme in accordance with the decision on the conditions of enrolment in the graduate study programme adopted by the Faculty Council for each academic year.
- (3) The priority list of applicants shall be prepared on the basis of the overall success achieved at the undergraduate study programme, evaluated based on the criteria of regularity of the applicant's studies. The regularity of study shall be scored in the following manner:
 1. three years of study – grade point average + 10%
 2. four years of study – only the grade point average
 3. four or more years of study – grade point average - 10%.
- (4) In the event of applicants for admission having the same number of points, priority shall be given to the applicant who has completed the undergraduate study programme in a shorter period of time, to the winner of the Rector's Award, the Award for Success in Studying, the applicant who has achieved exceptional sports success or who has published scientific papers in one of the relevant professional journals.

II.6. Classification procedure for admission in graduate study programmes

Article 11

- (1) The classification procedure shall be carried out by the Classification Procedure Committee appointed by the Dean for each academic year.
- (2) The Committee shall consist of heads of graduate studies and vice deans of the department of Forestry and the department of Wood Technology, and the chairman of the Committee shall be one of the vice deans.
- (3) On the basis of the prescribed criteria, the Classification Procedure Committee shall draw up a priority list of applicants who have acquired the right to enrol in a study programme within the enrolment quota and a priority list of applicants who have not acquired the right to enrol in a study programme within the enrolment quota.
- (4) The priority list shall be published on the Faculty's website.
- (5) After filling the quota for a particular study programme, students shall have the right to select and enrol in other study programmes of the Faculty for which they meet the requirements, until their enrolment quota is filled.

Article 12

The applicant who has gained the right to enrol shall lose this right if they fail to enrol within the deadline prescribed in the call for admissions for the first year of study. The right to enrol in place of such an applicant shall be acquired by the next applicant on the priority list.

Article 13

- (1) The applicant shall have the right to object to the classification procedure and the priority list of applicants.
- (2) The complaint shall be submitted in writing to the Student Administration Office within 24 hours after the publication of the priority list on the Faculty's website.
- (3) The Vice Dean of the Department shall decide on the applicant's objection within 24 hours of its submission.

III. STUDY PROGRAMME

Article 14

- (1) The study programme shall be carried out according to the study programme implementation plan adopted by the Faculty Council each academic year.
- (2) The study programme implementation plan shall determine the organization and method of teaching at the full instructional workload.
- (3) The study programme implementation plan and other information necessary for attending classes and taking exams shall be published before enrolment in the study programme or enrolment in the next semester or academic year, in a prominent and easily accessible place on the Faculty's website.
- (4) The study implementation plan shall determine the following:
 1. the list of compulsory and elective courses with indicated members of the teaching staff and associates who will teach in accordance with the study programme
 2. types of classes (lectures, seminars, practical sessions, consultations, fieldwork, knowledge testing, etc.)
 3. language of teaching
 4. places of teaching
 5. method of teaching: with physical presence, remotely (*online*), simultaneously with physical presence and remotely (hybrid method of teaching)
 6. start and end of classes and the amount of hours
 7. manner of exam taking and fulfilling study obligations
 8. examination periods and assessment criteria
 9. list of required reading and
 10. other important information relevant to the proper performance of classes.
- (5) Mandatory and recommended reading for each course and for each exam must be aligned with the scope of the study programme. The required reading for the examination must be of such a scope that it can be mastered by the student during the stipulated working hours in accordance with Article 32, paragraph 2 of this Regulation.
- (6) By way of exception, the teaching implementation plan may be amended during the academic year for justified reasons (pregnancy, international training, scholarships, retirement, etc.). The amendment shall be published in the manner prescribed by paragraph 3 of this Article and in accordance with the general act of the Faculty.

Article 15

In order to ensure the transparency and understanding of the study programmes and study system and organize the mobility of teachers and students, the Faculty shall provide:

1. an information packet
2. an academic transcript and
3. a diploma supplement.

Article 16

- (1) An information package is a set of data or information on higher education institutions, study programmes and their individual components (courses, modules, practical training, etc.) and on student support. Its aim is the facilitation of the understanding and comparison of study programmes and the provision of complete information on programme profiles, courses and the study system. The information package shall be prepared in Croatian, and in relevant parts in English, and published on the Faculty's website.
- (2) The information package shall consist of three parts:
 - 2.1. General information about the institution:**
 - a. name and address
 - b. general description of the institution (including type and status)
 - c. calendar of classes and exams

- d. list of the teaching staff and associates
- e. list of study programmes
- f. main rules of the institution (procedure for recognition of prior learning, foreign educational qualifications, academic rules, financial rules, etc.)
- g. ECTS coordinator.

2.2. Information on study programmes

A) General description:

- a. application procedure and admission requirements
- b. duration of the study programme
- c. head of study if applicable
- d. level of qualification according to the Croatian and European Qualifications Framework
- e. the right to access a regulated profession
- f. learning outcomes at the level of the study programme
- g. mode of study (in full or adjusted teaching hours)
- h. practical training (if applicable)
- i. the qualification acquired upon completing the study programme
- j. educational and professional objectives
- k. possible access to further study
- l. structure of the study programme, with credits according to the European Credit Acquisition and Transfer System (hereinafter: ECTS)
- m. information on completion of studies (defence of final or graduate thesis)
- n. test and evaluation rules.

B) Description of individual courses:

- a. name
- b. code
- c. status (compulsory, elective)
- d. type and level (type: university/professional; undergraduate/graduate level)
- e. year of study at which it is performed
- f. the semester in which it is performed
- g. ECTS credits awarded
- h. names and surnames of teaching staff members
- i. learning outcomes
- j. method of performance (physical presence, remotely, hybrid)
- k. course framework
- l. required reading
- m. teaching methods
- n. evaluation methods
- o. language of teaching.

2.3. General information for students:

- a. learning facilities and equipment
- b. field work
- c. extracurricular activities at the constituent (heads— teaching staff members, student associations)
- d. student assembly and student associations
- e. language learning courses
- f. facilities and equipment for sports and recreational activities

- g. data related to digital identity, use of information and communication technology
- h. information on the exercise and protection of students' rights and support for students
- i. psychological or other counselling, if any
- j. support for students with disabilities (office/centre/constituent coordinator) if any
- k. practical information for exchange students
- l. other information on student support (student mentors, etc.).

Article 17

The academic transcript is a public document by which the constituent provides detailed information on the performed programme (expressed in credits according to the ECTS for each course) and the achieved results of the student. The student's success is expressed by means of the domestic grades system and ECTS credits. At the request of the student, the constituent shall issue an academic transcript in English.

Article 18

- (1) The diploma supplement is a public document issued free of charge by the constituent in Croatian and English, in a signed and certified copy and in electronic form. It is issued in addition to the diploma in order to provide a detailed insight into the level, content of study programmes, the system and rules of study at a particular constituent, as well as other information necessary for the understanding of the acquired qualification in accordance with the Regulation governing the form and content of the certificate, diploma and diploma supplement.
- (2) The diploma supplement may also contain additional information not forming an integral part of the study programme.

IV. STUDENTS

IV.1. Student status

Article 19

- (1) Student status of the Faculty shall be acquired by enrolment in one of the study programmes organized and performed by the Faculty.
- (2) The student may be a full-time or visiting student.
- (3) The student shall be enrolled in with full-time or part-time status. Students study according to a programme based on a full-time teaching schedule.
- (4) The student shall have full-time or part-time status during the prescribed duration of study, and no longer than twice the prescribed duration of study.
- (5) During the period of study referred to in paragraph 4 of this Article, the period of suspension of the rights and obligations of the student shall not be included, i.e. the deadline for the completion of the study shall be extended for the duration of the suspension.
- (6) A student in full-time status shall study within the full-time teaching schedule. As a rule, a student enrolled in full-time status shall enrol 60 ECTS credits in the academic year in accordance with the study programme implementation plan.
- (7) The student shall have a full-time status during the prescribed duration of study, and no longer than twice the prescribed duration of study.
- (8) A student in a part-time status shall study as part of the full-time teaching schedule. As a rule, a student enrolled in a part-time status shall take on 30 to 60 ECTS credits in the academic year in accordance with the study programme implementation plan.
- (9) A visiting student is a student, with full-time or part-time status, of another university who enrolls in parts of the study programme at the Faculty in accordance with a special agreement with other universities on the recognition of ECTS credits.
- (10) The rights and obligations of the visiting student, the manner of covering the costs of their studies, the possibility of continuing studies at the University and other issues related to the status of the visiting student shall be regulated by an agreement with other universities.

- (11) A full-time student and a part-time student shall conclude a study agreement with the Faculty. The study agreement shall regulate in more detail the mutual rights and obligations during studies, the manner of financing studies, rules on the treatment of copyright works and rules on the treatment and exploitation of industrial property rights and other important issues for the contracting parties.
- (12) The right to health insurance, subsidized meals, accommodation in a student dormitory and other rights shall be acquired by a full-time student in accordance with special regulations.
- (13) The student may take the exam after having fulfilled all the obligations determined by the study programme and the implementation plan of the study programme for each course.

IV.2. Termination of student status

Article 20

- (1) Student status shall cease in the following cases:
 1. graduation from the study programme,
 2. withdrawal from the study programme,
 3. exclusion on the basis of a disciplinary decision of the competent authority
 4. if the student does not complete the study programme within a period that is twice the duration of the enrolled study.
- (2) Upon request of the student who has withdrawn, a certificate of withdrawal shall be issued, stating the duration of study, the total number of ECTS credits acquired, and a list of passed examinations with corresponding ECTS credits and grades. A note of the withdrawal from the study programme shall be entered into the information system.
- (3) A person who loses their student status may not be readmitted in the same study programme nor continue their studies in the same study programme. Such a person, unless their student status has been terminated for the reasons set out in paragraph 1, item 3 of this Article, may be allowed to enrol in another study programme at the Faculty, with payment of the full amount of participation in the year in which they continue their studies. If the study program has changed during the interruption of the study, the student shall be required to take and pass the exam from the courses that were added or changed in the study program in the meantime.

IV.3. Transfer from full-time to part-time status

Article 21

- (1) The Faculty shall allow for a transfer from full-time to part-time status, but not for the transfer of from part-time to full-time status.
- (2) A student who has lost their full-time status due to the repetition of the academic year may continue their studies in full-time status, with the restriction referred to in Article 19, paragraph 4 of this Regulation (double the duration of studies).
- (3) The student referred to in paragraph 1 of this Article shall bear the costs of studies in their entirety and shall not exercise the rights from the student standard, except for the right to perform student jobs under the law governing the performance of student jobs, provided that they are not employed or self-employed, and the right to health insurance under the conditions determined by the law governing compulsory health insurance.

IV.4. Rights and obligations of students

Article 22

- (1) The rights and obligations of students shall be regulated by the Act, the Statute of the University, the Statute of the Faculty, the Regulation on Studying at Undergraduate and Graduate Study programmes of the University of Zagreb or other general act of the University of Zagreb or the Faculty.
- (2) A student with full-time status shall have the right to repeat each academic year no more than once.
- (3) The student shall be required to complete the study no later than within a time limit that is twice the prescribed duration of the study programme.
- (4) A student who studies full-time at an undergraduate or graduate study programme and who is not

employed or self-employed, shall be entitled to health insurance in accordance with the law governing compulsory health insurance, the right to subsidized housing and subsidized meals in accordance with the conditions determined by the competent minister, the right to perform student jobs in accordance with the law governing the performance of student jobs, and the right to state scholarships and other financial grants.

- (5) A student who studies part-time at an undergraduate and graduate study programme and is not employed or self-employed, shall be entitled to perform student jobs under the law governing the performance of student jobs, and the right to health insurance under the conditions determined by the law governing compulsory health insurance.
- (6) A student with a determined degree of disability who studies full-time shall exercise special rights from the student standard in accordance with this Regulation.
- (7) A student with an established type and degree of disability shall be entitled to financial support to cover part of the costs of transport for students with disabilities in accordance with the conditions established by a regulation of the competent minister.
- (8) The rights and obligations of students shall include:
 1. duly attending classes (lectures, practical sessions, fieldwork and other forms of classes), performing obligations as per the study program and the implementation plan, as well as general and individual acts of the University of Zagreb and the Faculty
 2. enrolling in a higher semester or year of study if they have fulfilled all the obligations set out in the study programme and implementation plan
 3. taking the examinations in the manner and within the deadlines determined by the general and individual acts of the University of Zagreb and the Faculty
 4. completing the study programme according to the enrolled programme within the deadlines determined by the general act of the Faculty
 5. participating in the evaluation of the quality of teaching and teaching staff in the manner provided for in the general act of the University of Zagreb.
- (9) The student shall have the right to:
 1. a high quality of the study and educational process according to the appropriate study programme
 2. the quality of teaching staff
 3. the teaching material sufficient for mastering the presented material and passing the exam
 4. freedom of opinion and expression of views
 5. participation in scientific and professional projects in accordance with their capabilities and needs of the University of Zagreb and the Faculty
 6. reward and commendation for their work, achievements and contribution to the affirmation of the University of Zagreb and the Faculty
 7. according to their own choice, for the purpose of acquiring additional knowledge, enrol and take courses in other study programmes at the University of Zagreb and the Faculty and outside the University of Zagreb in accordance with the relevant general act
 8. the selection of a supervisor
 9. consultations
 10. use the library and other resources available to the University of Zagreb and the Faculty
 11. participate in decision-making at the University of Zagreb and the Faculty in accordance with the Statute of the University, the Statute of the Faculty and other general acts
 12. take the examinations in an alternative manner if their psychophysical condition requires it
 13. organized sports activities with the aim of harmonious individual psychophysical development
 14. participate in the work of student organizations at the University of Zagreb and the Faculty in accordance with their rules
 15. file a complaint with the Rector of the University of Zagreb or the Dean of the Faculty in case of violation of their rights
 16. health insurance, subsidized meals, accommodation in a student dormitory and other rights that

a full-time student acquires in accordance with special regulations.

- (10) The student shall have the obligation to:
1. comply with the general acts of the University of Zagreb and the Faculty
 2. preserve the reputation and dignity of the University of Zagreb, students, teaching staff and other members of the academic community
 3. behave in accordance with the code of ethics of the members of the academic community.

IV.5. Suspension of student rights and obligations

Article 23

- (1) Rights and obligations of students shall be suspended in the following cases:
1. during non-active military service
 2. during pregnancy
 3. for a student father or student mother up to one year of age of the child
 4. during leave granted on the basis of general acts governing maternity and parental benefits
 5. during incapacity due to illness or other comparable reason that lasts for more than three consecutive months
 6. during an international student exchange lasting more than 30 days, taking place during the course of classes, if the student does not obtain ECTS credits during such exchange, or
 7. in other justified cases, which shall be decided by the Student Affairs Committee.
- (2) The right to suspend the rights and obligations shall be acquired by the student by a decision of the Faculty, upon the prior approval of the Vice Dean of the relevant department, on the basis of a written request with an explanation and the accompanying documentation. The application shall be submitted within 30 days from the date on which the student learned or had to learn about the circumstances on the basis of which the suspension is requested, or as soon as possible.
- (3) The student may be granted a suspension of one semester or one academic year. The decision on the suspension of rights and obligations shall be issued for the period from the beginning of the semester in which the written request was submitted.
- (4) An administrative dispute may be initiated against the decision referred to in paragraph 3 of this Article.
- (5) During the suspension of rights and obligations, the student may take exams and other forms of knowledge testing (preliminary exams, etc.) if they have previously fulfilled the requirements to do so, but they cannot attend classes and acquire the conditions for taking the exam from a particular course. During the suspension, the student shall not exercise the rights from the student standard (except for the right to health insurance) in accordance with special regulations. The suspension period shall not be included in the duration of the study programme.
- (6) In the event of creation of new courses and requirement of additional ECTS credits the student shall be required to take and pass said courses, if the study programme is changed during the suspension of rights and obligations, in accordance with the conditions determined by the general act of the Faculty.

IV.6. Special study provisions and student demonstrators

Article 24

- (1) An exceptionally successful student shall be a full-time student who has a grade point average (weighted average displayed up to the third decimal) of 4,500 or more in each year of study.
- (2) A student who has achieved a grade point average of at least 4.0 during their studies, or in justified cases based on the decision of the Student Affairs Committee, shall have the opportunity to take the exams from the current academic year before the end of classes.
- (3) Exceptionally successful students shall be approved to complete their studies in a period shorter than the prescribed duration of study on the basis of the proposal of the Committee on Student Affairs and on the basis of the decision of the Faculty Council.
- (4) The Faculty may appoint student demonstrators for various forms of teaching.
- (5) Student demonstrators are students who assist members of the teaching staff in performing practical sessions or during the preparation and implementation of classes.

- (6) The general act of the Faculty shall regulate the appointment, rights and obligations, as well as the remuneration of student demonstrators.

IV.7. Transfer to other study programmes

Article 25

- (1) A transfer to another appropriate study programme of the same level is possible within the Faculty, the University or from another university to the University in accordance with the general act of the Faculty.
- (2) The student transfer shall be performed on the basis of the Faculty's decision on the recognition of ECTS credits. The ECTS coordinator, the competent Vice Dean, together with the study programme heads, shall issue an opinion on the recognition of ECTS credits.
- (3) A student studying at a university outside the Republic of Croatia shall acquire the right to transfer to a constituent of the University according to the procedure established by the law governing the recognition and evaluation of foreign educational qualifications, under the conditions determined by the Faculty.
- (4) The combined total number of transferred students and own students may not exceed the capacity of the constituent in accordance with the minimum criteria established by the regulations governing quality assurance in higher education and science (spatial capacities, human resources, etc.).
- (5) The competent Vice Dean shall determine in which period of study the transfer is possible, provided that transfer shall not be permitted during the academic year in which the student has first enrolled in the first year of study.
- (6) The Faculty shall prescribe the conditions of the transfer (e.g. number of ECTS credits, grade point average of passed courses of study programme, knowledge of the Croatian language, passed exams in certain courses, total time of study, etc.).
- (7) By way of exception, the Faculty may approve the transfer of a student who does not meet the general requirements if the transfer is necessary due to serious illness, family relocation, the obligations of elite athletes, or other justified reasons.
- (8) The request for transfer shall be submitted within the deadline set by the Faculty, as a rule before the start of enrolment in the following academic year. In addition to the reasoned request, the student shall be obliged to enclose the documentation prescribed by the Faculty.
- (9) The decision on the transfer shall be made by the competent Vice Dean on the basis of the student's request.
- (10) Exams passed at the home institution, and recognized by the decision referred to in this Article, paragraph 2 of the Regulation, shall be entered into the academic record of the transfer student.
- (11) If a course passed at the home higher education institution with its content and scope and learning outcomes approximately corresponds to the course from the Faculty's study programme, the teacher may recognize the exam in its entirety or assign differential obligations to the transfer student.
- (12) The student may object to the decision referred to in paragraph 1 of this Article within 2 working days from the receipt of the decision.

IV.8. Horizontal mobility

Article 26

- (1) In accordance with the study programme, students may enrol in individual courses of other university studies (study programmes) of the University that are not taught at the home study programme. Course enrolment shall be approved by the Vice Dean of the Department at the proposal of the Head of Study and ECTS Coordinator, with the consent of the ECTS Coordinator at the Faculty where the selected course is performed and the holder of the selected course.
- (2) A special certificate shall be issued stating the name of the course and determining the credit value of the course (number of ECTS credits). Achieved ECTS credits can be recognized as having been achieved within the home study (study programme) and shall be entered in the diploma supplement, and

the credit value of the course shall correspond to the one that the course has in the study or programme within which it is performed.

- (3) The number of students who can enrol in each course shall be limited by the capacity of the constituent, which shall be decided by the competent Vice Dean at the proposal of the course leader.
- (4) The course the student attends at another constituent shall be entered into the information system. The course leader shall confirm the fulfilment of study obligations by registering ECTS credits and grades in the information system. ECTS credits earned in another study programme shall be proven by submitting a certified academic transcript (ECTS credits) or in another appropriate manner.
- (5) The mobility of students between universities in the Republic of Croatia shall be regulated in the same way as international mobility, in accordance with the general act of the University.

IV.9. Athlete, artist and student with disabilities

Article 27

- (1) A student who is a categorized athlete and an elite artist studying in full-time status and a student with a disability may study according to adapted study conditions in accordance with the study contract or other general act of the Faculty, based on the student's request.
- (2) Determining the status of a categorized athlete and issuing a decision on the categorization of athletes shall be the responsibility of the Croatian Olympic Committee, the Croatian Paralympic Committee, the Croatian Federation of Sports for the Deaf and the Croatian Academic Sports Federation (for a student athlete who is a member of a national university sports team and/or a member of a university sports club), in accordance with the Regulation of the Rectors' Assembly governing the rules and conditions for the study of student athletes.
- (3) The category of student elite artist shall be confirmed by a certificate of membership in the Croatian Freelance Artists' Association or an artistic professional association or a positive opinion on the achievement of the criteria for acquiring the status of an artist, which may be issued by a constituent performing studies in the field of arts or another competent body.
- (4) Students with disabilities are all students who, due to illness, impairment or disorder, regardless of the percentage of physical impairment or the type and severity of disability – impairment of functional abilities, determined by expert testimony, have permanent, occasional or temporary difficulties in performing everyday academic activities (students with visual and hearing impairments, motor disorders, chronic diseases, ADHD, autism, mental illnesses and disorders and specific learning disorders (dyslexia, dysgraphia, dyscalculia) and with other health conditions and difficulties that may affect the course of study). Health conditions, difficulties or impairments shall be determined by a decision on the percentage of physical impairment issued by the competent authority or by a finding and opinion on the type and severity of disability – impairment of functional abilities, determined by an expert examination, the Decision of the National Center for External Evaluation of Education on approving the taking of the state graduation exam (matura) with the adaptation of the test technology, and other relevant documentation in accordance with the procedure established by the general act of the University or the Faculty.
- (5) Adapted study conditions include the adjustment of the teaching process and taking the exam without compromising academic standards and in accordance with the set learning outcomes identical for all students.
- (6) Adapted study conditions for a student categorized athlete or an elite artist may include:
 1. adjustment of the conditions relating to the obligation to attend classes, with the obligation to announce the absence from classes to the course teacher, based on the presentation of evidence of the justification for the absence (preparation and participation in international competitions, etc.)
 2. adjustment of the terms and methods of taking preliminary examinations, written and oral examinations in agreement with the course teacher and the competent Vice Dean (outside the regular exam periods), provided there exist justified and documented reasons, with ensuring public accessibility during their implementation
 3. enrolment of reduced semester workload expressed in ECTS credits in accordance with Article

32, paragraph 6 of this Regulation

4. the right to suspend rights and obligations due to the fulfilment of justified sports or artistic obligations (extended preparations, participation in the Olympic Games, participation in international prestigious competitions, etc.).
- (7) Adapted study conditions for students with disabilities may be:
 1. extended writing time for exams and preliminary exams
 2. graphic adjustment of the teaching material (enlarged letters and spacing, etc.)
 3. digitized literature
 4. other person's support (peer support, sign language interpreter, etc.)
 5. use of assistive technology.

IV.10. Disciplinary responsibility of the student

Article 28

Due to non-performance of obligations, non-compliance or violation of the rules set out in this Regulation and other acts of the Faculty, and due to damage to the reputation of the University of Zagreb and its employees, a procedure shall be initiated to determine the disciplinary responsibility of a student regulated by the Regulation on the disciplinary responsibility of students of the Faculty.

IV.11. Student records

Article 29

- (1) The Faculty shall keep records and collections of data on students, student documents, studies, mobility, student progress during studies, the achievement of student learning outcomes and acquired qualifications.
- (2) In addition to the information referred to in paragraph 1 of this Article, the constituents shall also keep a local electronic record of the issued certificates of completion of study programmes and acquired academic and professional titles, which is in accordance with the regulations governing the form and content of the certificate, diploma and diploma supplement.
- (3) The constituents shall process the collected personal and other data for the purpose of performing the teaching activity in the appropriate information system and in the study programme viewer, i.e. they ensure the interoperability of records and databases, as well as the electronic download of data into the appropriate information system and in the study programme viewer in accordance with the Regulation governing the content and use of information systems in higher education.
- (4) The collection of personal data and access to said data referred to in paragraph 1 of this Article and its processing shall be conducted in accordance with the regulations governing the protection of personal data.

IV 12. Subsidizing tuition costs

Article 30

- (1) A student who is a citizen of the Republic of Croatia or a citizen of another Member State of the European Union studying full-time shall be entitled to a state-funded tuition fee subsidy from the state budget in accordance with the regulation governing the program financing of public higher education institutions and public scientific institutes in the Republic of Croatia.
- (2) A student studying in a part-time status shall bear the costs of the study in their entirety.
- (3) The student referred to in paragraph 1 of this Article who is not entitled to a subsidy for the participation of tuition fees from the state budget shall be charged by the Faculty for the tuition fees according to the model adopted by the Faculty Council and the common criteria specified in the decision of the Senate of the University of Zagreb.
- (4) The student referred to in paragraph 1 of this Article may be employed or engage in self-employment through a trade or other freelance activity.

- (5) The student referred to in paragraph 1 of this Article shall have the right to change the selected study programme once, while retaining the right to a full tuition fee subsidy in accordance with the regulation governing the program-based financing of public higher education institutions and public scientific institutes in the Republic of Croatia.
- (6) An exceptionally successful student may be approved by the Minister to enrol in another study programme at a public university in full-time status with full tuition fee subsidy from the state budget.
- (7) The decision of the Dean on the basis of the student's request and the opinion of the Student Affairs Committee may regulate the manner of participation or settlement of the costs of study of financially disadvantaged students.

V. ORGANIZATION OF CLASSES

V.1. Performance and attendance of classes

Article 31

- (1) Classes shall be performed by semesters in accordance with the provisions of the study implementation plan. The academic year shall begin on 1 October of the current year and end on 30 September of the following year. The beginning of classes shall be determined by an academic calendar adopted by the Faculty Council before the beginning of each academic year, and published on the Faculty's website.
- (2) As a rule, the academic year shall have 44 work weeks, of which 30 are teaching weeks and 14 are weeks within which only the time required for consultations, examination preparation and examinations is provided, with no obligation of any other forms of teaching.
- (3) A course shall be taught during one semester. Course teaching can also be organized in shorter periods (for example, in rotations, modules, blocks, etc.).
- (4) By enrolling in an individual course, compulsory or elective, belonging to a study programme, the student assumes all the obligations provided for in the plan and programme of that course.
- (5) The prescribed conditions of study necessary to acquire knowledge and ensure regular progression on a semester-by-semester, year-by-year basis shall include the following:
 1. attendance shall be mandatory, and attendance records organized by course leaders and associates
 2. the basic condition for obtaining the right to access the exam shall be an orderly attendance of lectures, practical sessions and fieldwork (a justified absence with a maximum of 20% of lectures and 10% of practical sessions is allowed), provided that the student fulfil all their student obligations)
 3. practical sessions and fieldwork shall form an unit with lectures, and serve as a preparation for testing knowledge.
- (6) In accordance with this Regulation, the teaching staff member may refuse to confirm the fulfilment of study obligations to a student who has failed to attend lectures, seminars or practical sessions or has failed to fulfil other obligations prescribed by the study implementation plan to a greater extent than prescribed by paragraph 5 of this Article, except in the case of justified absence from classes due to objective reasons (illness, death in the family, etc.).
- (7) The course holder shall decide on the justification of the absence from the classes referred to in paragraph 6 of this Article on the basis of a written request of the student with an explanation and the accompanying documentation, which the student shall submit without delay, and no later than three days from the date of termination of the absence.
- (8) The deadline for fulfilling study obligations that the student could not fulfil for justified reasons (preparation of a program or seminar, taking a preliminary examination, etc.) shall be determined by the teacher with the competent Vice Dean.

V.2. ECTS credits system and student workload

Article 32

- (1) ECTS credits are used to show the average total work time that a student must invest in order to achieve the learning outcomes of the course.
- (2) A credit according to the ECTS is 30 hours of estimated average student work time spent in achieving

learning outcomes, including active classes, exams and all activities required to pass the exam.

- (3) A student in full-time status shall take on between 25 and 35 ECTS credits per semester.
- (4) A student in a part-time status shall take on between 15 and 35 ECTS credits per semester.
- (5) A student who fulfils their obligations regularly may be allowed to take on more than 35 ECTS credits a semester, for the purpose of completing their studies faster or obtaining a broader education, with the approval of the competent Vice Dean.
- (6) In special and justified cases, a student in full-time status may take on less than 25, and a student in part-time status less than 15 ECTS credits in one semester (if they have not met the prerequisites for enrolment in a sufficient number of courses, etc.).
- (7) ECTS credits shall be acquired only after the successful fulfilment of all planned obligations and the application of appropriate methods for assessing the achievement of defined learning outcomes, i.e., passing the exam.
- (8) The implementation of the ECTS credits system shall include:
 1. precise determination of the expected learning outcomes for each course
 2. determination of the student's workload for all planned activities in each course
 3. definition of assessment methods for the achievement for each stated learning outcome and
 4. definition of the method for scoring or evaluating each individual teaching and extracurricular activity.
- (9) Criteria and conditions for the recognition and transfer of ECTS credits shall be regulated by the study programme, general acts of the University and its constituents on the recognition of prior non-formal and informal learning, foreign higher education qualifications and study periods abroad, as well as the recognition of extracurricular activities and other general acts of the University and its constituents.
- (10) ECTS credits that constituted the set of credits required for a previously acquired qualification shall not be recognized for the purpose of obtaining a different qualification at the same or a different level of study.
- (11) The credits referred to in paragraph 10 of this Article may be recognized as acquired competencies, and the student shall be required to enrol in other courses in order to acquire the required total number of ECTS credits to attain a new qualification.

Article 33

- (1) Student workload during the study programme shall be evenly distributed.
- (2) The study implementation plan for a full-time student shall be based on student workload of 40 hours per week, which includes all forms of teaching and the time required for the student to prepare.
- (3) Average total weekly class obligations shall be the following:
 1. in undergraduate study programmes 26 hours
 2. in graduate study programmes 22 hours.
- (4) When an increased number of practical and fieldwork hours is required according to the study programme and implementation plan, the obligations of the student referred to in paragraph 3 of this Article may amount to a maximum of 40 hours in a particular week.
- (5) If classes are organized in a shorter period, the weekly obligations of the student may be higher than those set out in paragraph 3 of this Article.
- (6) Physical education classes shall be performed as compulsory classes in the first and second year of the undergraduate study programme.

VI. PROGRESSION THROUGH THE STUDY PROGRAMME

VI.1. Enrolment in a higher academic year

Article 34

- (1) By enrolling in the academic year, the student shall regulate their status.
- (2) The student shall acquire the right to enrol in the higher year of the study programme (in the winter semester) when they acquire at least 50 ECTS credits from the courses of the previous year of study.

- (3) As a rule, students shall enrol in academic obligations on a semester-by-semester basis.
- (4) The student may enrol only those courses for which they met the prerequisites in accordance with the study programme and the study implementation plan or other general act of the constituent.
- (5) The prerequisites referred to in paragraph 4 of this Article must be determined in such a way as to enable greater mobility, i.e. progress of the student during the study.
- (6) A student who has not met the requirements for enrolment in the higher year of the study programme may continue their studies by re-enrolling in study obligations they failed to meet in the previous year of study and by enrolling in new obligations, but in such a way that their total study obligations in each semester are within the range of 25 to, as a rule, 35 ECTS credits.
- (7) By re-enrolling in the courses, the student shall assume all the obligations set out in the study implementation plan and the study programme, but the course holder may decide on the recognition of those obligations previously fulfilled by the student in the earlier enrolment.
- (8) A student cannot enrol into the 3rd year of the undergraduate study programme without having passed all the exams from the 1st year of undergraduate study programme.

Article 35

- (1) Course enrolment shall be cancelled only for justified reasons (e.g., timetable collision, etc.).
- (2) By way of exception, a failed elective course may be annulled or replaced by another elective course based on the approval of the competent Vice Dean, provided that the student has not attempted the examination.

VI.2. Examinations and other forms of knowledge assessment

Article 36

- (1) The achievement of the student's learning outcomes shall be checked and evaluated during classes (preliminary exams, practical tasks, etc.).
- (2) The study implementation plan may determine that some forms of teaching are conducted without assessment or are assessed descriptively. Such courses are not included in the calculation of the grade point average of the studies.
- (3) The teaching staff member shall have the right to check and assess the knowledge of the student in any form of teaching.
- (4) The student may take the exam after having fulfilled all the obligations determined by the implementation plan of the study for the course.
- (5) Exams can be theoretical or practical, and are taken only in written form, only in oral form, or in written and oral form, by performance or presentation of practical work, and in other appropriate and objectively necessary ways. The practical part of the exam may be conducted separately from the theoretical part.
- (6) The entire examination shall be completed within a maximum of five working days from examination date determined by the examination schedule, except in duly justified cases, in accordance with this Regulation.
- (7) The method of conducting examinations shall be determined by the implementation plan of the study.
- (8) The student shall have the right to review the corrected written examination.

Article 37

- (1) The study programme and the study implementation plan shall prescribe the manner in which the student's activities during the class are evaluated and calculated in the final grade of the course. The following may be evaluated during classes:
 1. student attendance
 2. student activities in class defined by the study programme resulting in the achievement of credits (participation in discussions, written preparation for class work, project work, essay writing, search of information sources, practical sessions in real situations, field research, e-learning, programme development, term paper, etc.), or
 3. preliminary examinations which monitor student achievements progressively.
- (2) A preliminary examination shall be an oral or written form of assessment, i.e., practical examination of the knowledge or learning outcomes of a course from a particular part of the material. The preliminary

exam shall allow for the student to take the exam in sections of the course material, which are programmatically and logically connected and rounded units, right after the completion of classes in each part of the course.

- (3) The possibility of exempting a student from the obligation to take a part or the exam in its entirety shall be determined by the implementation plan of the study.

Article 38

- (1) The oral part of the exam shall be public.
- (2) If there exist valid reasons for this, the student may request a restriction on public attendance.
- (3) The student shall have the right of access to the examination documents and all elements of the continuous examination in the period determined by the course holder. The competent Vice Dean may grant access to the examination documents to another person who proves that they have a legal interest in the matter.

Article 39

- (1) A student who is not satisfied with the grade achieved on the examination, may, within 24 hours after the examination, submit a written appeal requesting to take the examination before the examination panel.
- (2) Upon receipt of the request, the Dean shall appoint the examination panel referred to in paragraph 1 of this Article and the examination must be held before the panel within two working days.
- (3) The examination panel shall consist of three members, and the chairman of the panel may not be the course leader who has previously graded the student in the respective course.
- (4) In the event that the only form of examination on the course is a written examination, a student who is not satisfied with the grade achieved on the examination shall not be entitled to take the examination before the examination panel, but the examination panel shall re-examine and grade the written examination.
- (5) If the examination consists of a written and an oral part, the examination panel shall re-examine and grade the written examination and the further performance of the examination shall be governed by this Article.
- (6) The grade achieved in the examination before the examination panel shall be final.
- (7) After the end of each examination period, the student shall be obliged to check within five days whether the grade obtained has been recorded in the appropriate information system. If a non-compliance is found, the student shall be obliged to inform the student service and the course teacher in writing without delay.

VI.3. Examination periods, grades and registration and cancellation of exam

Article 40

- (1) Regular examination periods shall be winter, summer and autumn examination periods.
- (2) When justified, the Dean or the Faculty Council may also set extraordinary examination periods.
- (3) By way of derogation from paragraph 1 of this Article, with regard to special methods of teaching, the Dean or the Faculty Council may determine different examination periods, provided that at least three examination periods are held within the academic year.
- (4) At least two examination dates with a minimum gap of eight working days shall be provided for each course during each examination period.

Article 41

- (1) The schedule of exam dates shall be published, as a rule, at the beginning of the academic year, in a prominent and easily accessible place on the Faculty's website.
- (2) The schedule of examination dates shall be determined in a manner that ensures, to the greatest possible extent, that the number of examination dates for each course in each examination period accommodates all students entitled to take the exams for the given course, in accordance with Article 40, paragraph 4 of this Regulation, and shall be published on the Faculty's website.

Article 42

- (1) The student shall register for the examination in accordance with the academic calendar established by the Faculty Council.
- (2) The student shall register for the exam via the information system.
- (3) A student who has not registered for the exam cannot take the exam.
- (4) The teacher may prohibit the student who has not fulfilled the obligations in the course from taking the exam via the information system.
- (5) By way of exception, an exceptionally successful student may take an exam in a specific course even before fulfilling all class obligations from that course.
- (6) The exam shall be taken before the member of the teaching staff registered in the information system as the course holder.
- (7) A student shall register for or cancel an examination by means of the information system (ISVU). When registering for the examination, the final day and hour for the cancellation of the examination are indicated to the student.
- (8) A student shall register for and cancel the examination no later than two days before the scheduled examination date.

Article 43

In the event of the course teacher's unavailability, the Dean shall temporarily entrust the examination to another teaching staff member of the same or a related field or to an examination panel.

Article 44

- (1) Learning outcomes achieved with excellent success shall be graded with the grade excellent (5), which corresponds to the letter grade A. Learning outcomes achieved with above-average success shall be graded with a grade of very good (4), which corresponds to the letter grade B. Learning outcomes achieved with average success shall be graded with a grade of good (3), which corresponds to the letter grade C. Learning outcomes achieved with satisfactory success shall be assessed with a grade of sufficient (2), which corresponds to the letter grade D. Learning outcomes that have not achieved satisfactory success shall be graded with an insufficient grade (1), which corresponds to the letter grade F.
- (2) The student's success in the course may also be expressed by the means of a descriptive grade.

Article 45

- (1) All grades of passed courses shall be taken into account when calculating the average grade.
- (2) The average grade shall be expressed rounded to three decimal places.
- (3) The overall grade of academic success in the study programme (weighted average) shall be determined based on the examination grades for all courses, including the grade of the final or diploma thesis or exam, weighted by the corresponding ECTS credits.
- (4) The overall grade of academic success in the study programme shall be determined by summing up the individual examination grades for all the courses referred to in paragraph 1 of this Article, multiplied by their respective ECTS credits, the result of which shall be divided by the sum of the ECTS credits of all the courses referred to in paragraph 1 of this Article.
- (5) The overall grade of academic success in the study programme shall be recorded in official documents rounded to three decimal places.

Article 46

- (1) The teaching staff member shall communicate the result of the oral examination to the student immediately upon completion, and the result of the written part of the examination no later than five working days from the date of the examination by posting the results on the official website, or in another appropriate manner in accordance with the regulations governing the protection of personal data.
- (2) The teaching staff member shall grade the student success with an insufficient grade in the following

cases:

1. withdrawal from the written part of the examination or from the already commenced oral examination
 2. failure to attend oral part of the examination after the written part of the examination or withdrawal from the examination or any already commenced part of the examination or
 3. removal from the examination due to misconduct, interfering with other students or using illicit unauthorized aids
 4. refusal or failure to accept the grade achieved in the examination.
- (3) If the student fails to attend the written part of the examination or any part of the examination as a whole, the registered information in the information system shall be 0 - student did not attend the examination.
- (4) The member of the teaching staff shall be obliged to enter the grade from the completed examination i.e. the final grade for the course into the information system within five working days from the publication of the examination results.

Article 47

- (1) The registration shall be carried out via the information system.
- (2) Students who pay for their studies shall be obliged to make a payment by the date specified in *Studomat*, and submit a certificate of payment to the Student Administration Office for the purpose of recording the payment of tuition fees.

VII. COMPLETION OF THE STUDY PROGRAMME

Article 48

- (1) The undergraduate study programme shall be completed by passing all exams, fulfilling other study obligations and preparing and defending the final thesis before the supervisor.
- (2) The graduate study programme shall be completed by passing all exams, fulfilling other study obligations and preparing and publicly defending the diploma thesis.
- (3) The final (undergraduate) and diploma (graduate) theses shall be published by the Faculty in appropriate repositories in accordance with special regulations.
- (4) Copyright of works created by students at the study programme shall belong to their authors without restriction, unless otherwise provided for in the study contract or other contract concluded between the student and the Faculty.
- (5) The Faculty shall be obliged to make the final/diploma thesis of the student available to the public through the appropriate public online database of the faculty library and on the public online database of the final/diploma theses of the National and University Library. The student may not object to the publication of the thesis, unless, in accordance with special regulations governing industrial property rights, it is necessary to temporarily maintain the confidentiality of the content or part of the content of the thesis, in which case the student may request a postponement of the publication until the conditions for achieving appropriate protection by industrial property law are met or until the need for confidentiality ceases, of which the student shall sign a statement when submitting the paper.

Article 49

Matters related to the application, preparation and defence and formatting of the graduate and diploma thesis shall be regulated by special regulations.

Article 50

- (1) Upon completion of the undergraduate and graduate study programme the student shall be issued with a diploma.
- (2) The diploma shall be accompanied by a diploma supplement.
- (3) The diploma and the diploma supplement are public documents confirming that the student has completed a particular study programme and has acquired the right to an academic or professional title in accordance with the Act.
- (4) The public documents referred to in paragraph 3 of this Article shall be issued free of charge, in Croatian

and English, in a signed and certified copy and in electronic form. The diploma may also be issued in another language of instruction of the study programme.

- (5) The diploma shall state the ECTS credits allocated to the study programme, and the diploma supplement the number of ECTS credits acquired.
- (6) The form and content of public documents shall be determined by the regulation governing the form and content of the certificate, diploma and diploma supplement.

Article 51

- (1) The academic or professional title shall be revoked if it is established that it was acquired contrary to the prescribed conditions for its acquisition, by gross violation of the rules of study or on the basis of final or diploma thesis being plagiarized or forged.
- (2) The initiation and implementation of the procedure of revocation of the academic or professional title shall be carried out in accordance with the general acts of the Faculty.
- (3) The proposal to initiate the procedure may be submitted by any person in writing with a detailed explanation and evidence of the existence of reasonable doubt referred to in paragraph 1 of this Article.
- (4) The procedure of revocation of the academic or professional title shall be carried out by the Faculty Council on the basis of the proposal, unless the preconditions for rejection have been met and the proposal is clearly unfounded.
- (5) If the Faculty Council determines that the proposal has grounds for initiating the procedure, it shall appoint a three-member committee from the wider field of the diploma or final thesis. Members of the Committee for the evaluation of proposals for the revocation of the academic title must be teaching staff members in scientific-teaching or artistic-teaching positions, and members of the Committee for the evaluation of proposals for the revocation of the professional title must be members of the teaching staff in scientific-teaching or teaching positions. The supervisor or co-supervisor of the diploma or final thesis shall not be a member of the committee.
- (6) The Committee referred to in paragraph 5 of this Article shall consider and evaluate the proposal for the revocation of the academic or professional title and shall, within 30 days from the date of receipt of the proposal for the revocation of the academic or professional title, submit a report to the constituent's council with a proposal for the revocation of the academic or professional title or the suspension of the procedure.

Article 52

- (1) Students with the highest overall grades at the end of undergraduate and graduate studies shall be awarded honours in Latin on their diploma and diploma supplement, as follows:
 1. University Bachelor or Bachelor or University Master or Master with highest honours (SUMMA CUM LAUDE baccalaureus or magister)
 2. University Bachelor or Bachelor or University Master or Master with great honours (MAGNA CUM LAUDE baccalaureus or magister)
 3. University Bachelor or Bachelor or University Master or Master with honours (CUM LAUDE baccalaureus or magister).
- (2) The criteria for awarding, i.e., the conditions for receiving honours and the number of honoured students referred to in this Article shall be determined by the Faculty, taking into account grades, duration of studies, etc.

Article 53

- (1) The graduation ceremony shall be the formal ceremony for the presentation of a diploma upon the completion of studies.
- (2) At undergraduate and graduate study programmes, students are promoted by the Dean.
- (3) A student who has successfully completed a study programme shall be issued a diploma in accordance with the deadlines set out in the regulation governing the form and content of the certificate, diploma and diploma supplement.
- (4) If the graduation ceremony is convened after the deadlines set out in paragraph 3 of this Article, the student may collect the diploma before the graduation ceremony.

VIII. AWARDS, RECOGNITIONS AND SCHOLARSHIPS

Article 54

- (1) For their success in the study, their work and contribution to the affirmation of the University of Zagreb and the Faculty, the student may receive awards, recognitions and scholarships provided for in the general acts of the University of Zagreb and the Faculty.
- (2) The decision on the award of the Rector's Award and University of Zagreb scholarships at the proposal of the Rector shall be made by the Senate in accordance with the criteria established by the Senate.
- (3) The decision to award the "Akademik Milan Anić" award, "Akademik Dušan Klepac" award and the Dean's award and commendation for extracurricular activities shall be adopted by the Dean in accordance with the Regulation on Awards, Commendations, Recognitions and Acknowledgements of the Faculty, and shall be published on the Faculty's website.

IX. MONITORING AND IMPROVING THE QUALITY OF STUDY PROGRAMMES

Article 55

The Faculty shall monitor and improve the quality of each course, the entire study programme and the organizational and administrative support of the study programme in accordance with the law governing quality assurance in higher education and science and the general act of the University governing the quality assurance system.

X. TRANSITIONAL AND FINAL PROVISIONS

Article 56

- (1) Students enrolled in university and professional undergraduate, graduate and university integrated study programmes before 1st October of the academic year 2024/2025 shall be entitled to complete their studies in accordance with the regulations in force at the time of enrolment.
- (2) By way of exception, the provisions of this Regulation may be applied to students referred to in paragraph 1 of this Article if these provisions are more favourable for them (provisions on the number of examinations and termination of student status).
- (3) The students referred to in paragraph 1 of this Article shall be entitled to complete their studies according to the study programme and the conditions applicable at the time of enrolment in the first year of study, except in the case of repetition or enrolment of suspension of the year of study if the study programme has been changed during the repetition or suspension of rights and obligations, in accordance with the general act of the Faculty.

Article 57

- (1) In the event of a change in the structure and duration of the existing study programme, or the replacement of the existing study programme with a new one, the student who studies according to the existing study programme shall be entitled to complete that study programme within the deadlines determined by the general act of the Faculty. In accordance with the Act, the Faculty shall be entitled to limit the duration of the right to complete the existing study programme to a certain number of years. The limit may not be less than twice the duration of the study.
- (2) The student referred to in paragraph 1 of this Article may, in accordance with the general act of the Faculty, be allowed to continue their studies according to the newly established study programme. To such a student, the examinations passed as part of the previous study programme can also be recognized at the newly established study programme, in accordance with the general act of the Faculty.

Article 58

This Regulation shall apply from the academic year 2024/2025.

Article 59

- (1) This Regulation shall enter into force on the eighth day from the date of its publication on the notice board and the website of the Faculty.
- (2) On the date of entry into force of this Regulation, the Regulation on Studying at the Undergraduate and Graduate Study Programmes of the Faculty of Forestry and Wood Technology of the University of Zagreb adopted on 29 October 2021 shall cease to be valid.

D E A N

Full professor, Josip Margaletić, PhD

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In Zagreb, 28 November 2024

The Regulation was published on the notice board and the website of the Faculty on 29 November 2024, and shall enter into force on 7 December 2024.