

**UNIVERSITY OF ZAGREB
FACULTY OF TEACHER EDUCATION**

S T A T U T E

OF THE FACULTY OF TEACHER EDUCATION OF THE UNIVERSITY OF ZAGREB

Zagreb, 2019

On the basis of the Article 63 of the Act on Scientific Activity and Higher Education (the Official Gazette of the Republic of Croatia No. 123/03, 198/03 – Regulation, 105/04, 174/04, 2/07 – OUSRH (Decision of the Constitutional Court), 46/07, 45/09, 63/11, 94/13, 139/13, 101/14 – OIRUSRH (Decision of the Constitutional Court), 60/15 – OUSRH (Decision of the Constitutional Court), 131/17 – Regulation; hereinafter: the Act), of the Article 43 of the Statute of the University of Zagreb (final draft), the Faculty Council at the meeting held on 15 October 2019 adopted the

S T A T U T E

OF THE FACULTY OF TEACHER EDUCATION OF THE UNIVERSITY OF ZAGREB

I. GENERAL PROVISIONS

Subject of Regulation

Article 1

(1) The present Statute regulates the organization, activities and operation of the Faculty of Teacher Education of the University of Zagreb (hereinafter: the Faculty); jurisdiction and procedure of decision-making of the Faculty bodies; organization and conduct of studies at the Faculty; status of teachers, associates, scientific and other employees of the Faculty; status of students; other issues of significance to the Faculty operation.

(2) The terms used in the Statute of the Faculty shall refer to persons, are used neutrally and with reference to both male and female persons.

Status and activities of the Faculty

Article 2

(1) The Faculty shall be a legal entity with the status of a public institution, scientific-teaching constituent unit of the University of Zagreb (hereinafter: the University), engaged in organizing and conducting university studies as well as in developing and conducting scientific, artistic and professional work in several scientific and artistic fields and areas.

(2) In accordance with the Act and Statute of the University the Faculty may exceptionally organize and perform occupational studies.

Article 3

(1) The Faculty is entered into the register of institutions kept by the Commercial Court in Zagreb and the record book of higher education institutions as well as the record book of scientific research organizations kept by the Ministry of Science and Education.

(2) The University of Zagreb shall be the bearer of founding rights in relation to the Faculty.

Article 4

- (1) The name of the Faculty shall be SVEUČILIŠTE U ZAGREBU, UČITELJSKI FAKULTET.
- (2) The name of the Faculty in the English language shall be UNIVERSITY OF ZAGREB, FACULTY OF TEACHER EDUCATION.
- (3) The name of the Faculty in the Latin language shall be UNIVERSITAS STUDIORUM ZAGRABIENSIS FACULTAS MAGISTRORUM.
- (4) The registered seat of the Faculty shall be in Zagreb, Savska cesta 77.
- (5) The Faculty Day shall be October 5.
- (6) The Faculty sign shall consist of stylized initial letters of the name (Učiteljski fakultet) in *blue* color (*6aa6cc* color code).

Stamp and seal of the Faculty

Article 5

- (1) The Faculty shall have its stamps and seal.
- (2) The stamp of the Faculty shall be of circular shape with a 38-milimeter diameter, the coat of arms of the Republic of Croatia in the central part and the inscription along the perimeter: "Republic of Croatia, University of Zagreb, Faculty of Teacher Education" and shall be used for issuing documents on the grounds of public authorities.
- (3) The stamp of the Faculty shall be of circular shape with a 25-milimeter diameter, a drawing of the building of the University of Zagreb and the inscription along the perimeter: "University of Zagreb, Faculty of Teacher Education" and shall be used for other activities of the Faculty.
- (4) The embossed seal of the Faculty with a 38-milimeter diameter shall be of circular shape and identical to the stamp as described in paragraph 2 of this Article.

Location departments

Article 6

- (1) At the Faculty shall be established location departments in which the studies outside the seat of the Faculty are conducted:
 - Department of Petrinja
 - Department of Čakovec.
- (2) Location departments of the Faculty (in Čakovec and Petrinja) shall perform activities and operate under the name of the Faculty and the Department and indicate their own address next to the seat of the Faculty.
- (3) The location departments of the Faculty shall use in their work the stamp of the Faculty of Teacher Education with the following inscription:
 - University of Zagreb – Faculty of Teacher Education – Department of Čakovec
 - University of Zagreb – Faculty of Teacher Education – Department of Petrinja
- (4) To a location department shall belong teachers elected to scientific-teaching, artistic-teaching and teaching titles as well as to associate titles (assistants and postdoctoral researchers) employed with the Faculty that participate in conducting at least one obligatory course at the location department in a

current academic year, which shall be determined based on the curriculum, as well as other employees that perform professional, administrative and technical duties.

Article 7

- (1) The location departments shall be run by the Vice-Dean for Business Activities, Study Programs and Student Affairs.
- (2) The meetings of the location department shall be convened and chaired by the Vice-Dean mentioned in paragraph 1 of this Article.
- (3) The vice-deans of location departments shall be responsible for their work to the Dean and Faculty Council.

II. ACTIVITIES OF THE FACULTY

Article 8

- (1) The activities of the Faculty shall be:
 - organization and conduct of programs of university undergraduate, graduate, integrated undergraduate and graduate studies, postgraduate studies as well as occupational studies,
 - organization and conduct of educational programs that are not considered to be studies as defined by the Act on Scientific Activity and Higher Education (hereinafter: Act) and are based on the principles of life-long learning,
 - conduct of scientific and professional researches in the area of social sciences, humanities, natural sciences, interdisciplinary and other areas and science fields as well as conduct of artistic researches and artistic creativity in various fields of artistic area,
 - conduct of other forms of scientific, artistic and professional activities (professional gatherings, symposia, seminars, guidance courses, summer schools),
 - publishing activities,
 - library, IT and documentary activities needed for teaching as well as scientific, artistic and professional work,
 - teaching at other higher education institutions that contributes to the development of teacher competencies.
- (2) Without being registered with the court register of institutions and the record book of higher education institutions kept by the Ministry of Science and Education of the Republic of Croatia, the Faculty shall be allowed to conduct other activities when they serve the main operation defined in paragraph 1 of this Article if they are performed on a limited or regular basis in addition to the described operation and contribute to a more complete utilisation of spatial and staff capacities of the Faculty.
- (3) By a decision of the Faculty Council and with the prior consent of the founder, the Faculty may change its operation.

III. ORGANIZATIONAL UNITS OF THE FACULTY

Article 9

- (1) The organizational units of the Faculty shall be:
 - program departments

- faculty chairs
- centers
- offices
- secretary office
- library
- counseling center
- gallery
- music scene.

(2) By the decision of the Faculty Council other organizational units of the Faculty may be established.

(3) The internal organization of the Faculty, modes of operation, list and description of the activities of organizational units, description of employment positions and requirements that employees should meet for respective employment positions as well as the planned number of employees shall be defined in detail by the bylaws regulating the internal organization of the Faculty, which shall be adopted by the Faculty Council.

(4) The decision on the establishment and cessation of the organizational units shall be made by the Faculty Council. In the case of organizational units covering several fields, the consent of the Senate shall be required for the establishment or cessation thereof.

(5) The Faculty may found or co-found legal entities whose activities are aimed at connecting higher education, science, arts and practice. The decision regarding the establishment of a legal entity shall be approved by the Senate, unless specified by the Statute of the University or decision of the Senate of the University that the consent shall be granted by the respective Field Council.

Program departments

Article 10

(1) A program department is organizational unit of the Faculty responsible for organization and conduct of particular study programs.

Article 11

(1) The following program departments shall be established at the Faculty:

- Department of Primary Teacher Education
- Department of Preschool Teacher Education
- Department of Educational Studies

(2) To a program department shall belong teachers elected to scientific-teaching, artistic-teaching and teaching titles as well as to associate titles (assistants and postdoctoral researchers) employed with the Faculty that conduct at least one obligatory course at the location department in a current academic year, as well as other employees that perform duties directly connected to the activities of the department.

(3) The issues related to the establishment of the departments and their modes of operation shall be regulated by special regulations adopted by the Faculty Council.

The head of the program department

Article 12

- (1) The program department shall be managed by the head of the program department.
- (2) Any person elected to scientific-teaching or artistic-teaching title and employed with the Faculty may be elected head of the program department.
- (3) Members of the program department shall elect a head of the department from among themselves by the secret ballot for a period of three academic years by the majority of votes of all the department members and he/she shall be approved by the Faculty Council.
- (4) A person may be elected head of the program department twice in a row at most.
- (5) The deputy of the program department head shall assist him/her in his/her work and be his/her substitute.
- (6) The deputy head of the program department shall be appointed in the same way and according to the same criteria as the head of the program department.

Article 13

- (1) The head of the program department shall:
 - represent the program department and act on behalf thereof,
 - preside over the meetings of the program department,
 - oversee teachers' work at the program department and be responsible for regular and high-quality conduct of teaching activities in accordance with the curriculum
 - take care of timely and high-quality fulfillment of all obligations in teaching, scientific, artistic and professional work,
 - perform all other duties assigned by the Dean and other competent bodies of the Faculty.
- (2) For his/her work, the head of the program department shall be responsible to the Dean and Faculty Council.

Faculty Chairs

Article 14

- (1) Faculty chairs (sub-departments) shall be organizational units for teaching, scientific and artistic work at the Faculty and shall be established based on the similarity of scientific and artistic areas and fields.
- (2) The following faculty chairs shall perform activities:
 - Chair of Philosophy and Sociology,
 - Chair of Croatian Language and Literature, Drama and Media Education,
 - Chair of Information and Communication Sciences,
 - Chair of Kinesiology Education,
 - Chair of Mathematics and Statistics,
 - Chair of Teaching Methodologies,
 - Chair of English Language Teacher Education,
 - Chair of German Language Teacher Education – Intercultural German Studies,

- Chair of Pedagogy and Didactics,
- Chair of Science, Geography and History,
- Chair of Psychology,
- Chair of Arts.

(3) A chair shall include teachers elected to scientific-teaching, artistic-teaching and teaching titles as well as associate titles (assistants and postdoctoral researchers) employed with the Faculty as well as other employees that perform duties directly connected to the activities of a chair.

(4) The issues related to the establishment of faculty chairs and their mode of operation shall be regulated by special regulations adopted by the Faculty Council.

Head of the Faculty Chair

Article 15

- (1) The chair shall be managed by the head of the chair.
- (2) Any person elected to scientific-teaching or artistic-teaching title and employed with the Faculty may be elected head of the chair.
- (3) Members of the chair shall elect a head of the chair from among themselves by the secret ballot for a period of three academic years by the majority of votes of all the chair members and he/she shall be approved by the Faculty Council.
- (4) A person may be elected head of the chair twice in a row at most.
- (5) The deputy of the chair head shall assist him/her in work and be his/her substitute.
- (6) The deputy head of the chair shall be appointed in the same way and according to the same criteria as the head of the chair.

Article 16

- (1) The head of the faculty chair shall:
 - represent the chair and act on behalf thereof,
 - preside over the meetings of the chair,
 - organize, lead and coordinate in cooperation with his/her deputy teaching, artistic, scientific and professional work at the chair,
 - perform all other duties assigned by the Dean and other competent bodies of the Faculty.
- (2) For his/her work, the head of the chair shall be responsible to the Dean and Faculty Council.

Centers

Article 17

- (1) Center shall be an organizational unit of the Faculty involved in scientific, artistic, professional and teaching work.
- (2) The center shall be managed by its head.

- (3) Any person elected to scientific-teaching or artistic-teaching title and employed with the Faculty may be elected head of the center.
- (4) The following centers shall perform activities:
 - Center for European Education
 - Center for Research in Children’s Literature and Culture
 - Center for Lifelong Learning
 - Publishing Center.
- (5) The issues related to the activities of the centers, their establishment and modes of operation shall be regulated by special regulations adopted by the Faculty Council.

Secretary Office

Article 18

- (1) The secretary office shall be an organizational unit that includes staff service necessary for the operation of the Faculty.
- (2) The secretary office shall be managed by the secretary of the Faculty.
- (3) The Faculty secretary shall assist directly the Dean, vice-deans and other employees in their work on high-ranked Faculty positions.
- (4) The Faculty secretary is responsible for his/her work to the Dean of the Faculty.

Library

Article 19

- (1) The Faculty library shall be an organizational unit of the Faculty available to teachers, associates and students for achieving their scientific, artistic, educational and professional aims and tasks.
- (3) The library shall be managed by the library head appointed by the Dean of the Faculty for a four-year-term.
- (4) The head of the library may be re-elected.
- (5) A person who meets the requirements pursuant to the Library Act and the bylaws regulating the internal organization of the Faculty shall be appointed the library head.
- (6) The library head is responsible for his/her work to the Dean of the Faculty.
- (7) The issues related to the activities of the library shall be regulated by special regulations adopted by the Faculty Council.

Counseling center

Article 20

- (1) The counseling center shall be an organizational unit of the Faculty involved in professional work.
- (2) The counseling center shall have members, council and the head of the counselling center.
- (3) Activities of the counseling center shall be managed by the head and council of the counseling center.
- (4) The student counseling center shall be established at the Faculty.

(5) The issues related to the activities of the counselling center shall be regulated by special regulations.

Gallery and music scene

Article 21

- (1) The gallery and music scene shall be organizational units operating within the scope of the Faculty.
- (2) The gallery and music scene shall be managed by their heads.
- (3) The gallery and music scene head are both responsible for their work to the Dean of the Faculty.
- (4) The issues related to the activities of the Faculty gallery and music scene shall be regulated by special regulations.

IV. FACULTY MANAGEMENT

Article 22

Management bodies of the Faculty shall be the Dean and Faculty Council.

Dean of the Faculty

Article 23

- (1) The Dean shall be the head of the Faculty and shall have jurisdiction stipulated by the Act, the Statute of the University and this Statute.
- (2) The insignia of the Dean's authority shall be the chain.
- (3) The Dean shall be responsible for conducting the business of the Faculty in a legal manner. For his/her work, the Dean shall be responsible to the Faculty Council and the Rector of the University.
- (4) The Dean may authorize other employees of the Faculty to represent the Faculty by issuing a special power of attorney.
- (5) The contents and the scope of the power of attorney shall be specified by the Dean.

Article 24

- (1) Vice-deans shall assist the Dean, as regulated by the Faculty Statute. The Dean may appoint permanent or temporary commissions for performing the tasks within his/her scope of duties.
- (2) The Dean shall grant the power of attorney to the vice-dean performing his/her duties when s/he is absent or prevented from attending.
- (3) Persons substituting the Dean shall not be authorized to conclude contracts and undertake other legal acts that create financial and material obligations for the Faculty if they were not granted a responding power of attorney for it by the Dean.
- (4) The Dean shall appoint persons authorized to sign financial documents.

Article 25

- (1) The Dean shall perform the following activities:
 - act on behalf of and represent the Faculty,
 - make business decisions,
 - convene and chair the Faculty Council and propose the agenda for its meetings,
 - implement the decisions made by the Faculty Council and the Senate, as well as those made by the Field Council in relation to the Faculty,
 - propose the Faculty Council measures aimed at improving scientific, artistic and teaching work as well as the operation of the Faculty,
 - perform other duties in accordance with the regulations.
- (2) Holding the position of the Dean, s/he shall be a member of the corresponding field council.
- (3) The Dean shall at least once a year submit to the Faculty Council and the Rector of the University reports on the business and operation of the Faculty, on his/her work, as well as on the Faculty budget proposal and budget realization.

Election of the Dean

Article 26

The teacher to be elected Dean must hold the science-teaching or artistic-teaching title of associate or full professor and full professor with tenure.

Article 27

- (1) The Dean shall be elected for the period of three academic years.
- (2) A person may be elected Dean twice in a row at most.
- (3) The Dean shall assume the duty on the first day of the new academic year.
- (4) The Dean shall represent the Faculty in the Senate as of duty.

Article 28

- (1) The Faculty Council shall elect the Dean.
- (2) The procedure of the Dean's election shall be instituted at the beginning of the calendar year in which the Dean's mandate ends, by the Faculty Council issuing a public invitation for candidacies to all teachers holding scientific-teaching and artistic-teaching titles.
- (3) For the procedure of Dean's election the Faculty Council shall appoint a three-member-commission.
- (5) The applicants for the Dean shall submit their professional CV and work program for the Dean's mandate, which they shall orally present to the Faculty Council.
- (6) The proposals of the work programs approved by the Faculty Council shall be sent to the Senate of the University to decide, upon the proposal of the Rector, whether to give the consent to the appropriately submitted proposal within one month.

(7) After receiving the opinion of the Senate of the University the Faculty Council shall by a secret ballot elect the Dean from among the applicants approved by the Senate.

(8) The confirmed applicant who, in the final ballot, obtains a majority of votes of all the Faculty Council members shall be elected Dean, if at least two thirds of all Faculty Council members attend its meeting.

(9) If the only applicant does not obtain enough votes, the procedure of election shall be repeated and at the same meeting the Faculty Council shall determine terms of the nomination and election procedure for the Dean.

Article 29

(1) If two applicants apply for the Dean and none of them obtains the necessary number of votes in the first round of voting, the second round shall be held at the same meeting, whereas the applicant who has obtained more votes in the first round shall stand for election.

(2) If the applicant does not obtain the necessary number of votes in the second round of voting, the procedure of election shall be repeated.

(3) If both applicants obtain the equal number of votes in the first round, the second round shall be held at the same meeting, whereas both applicants shall stand for election.

(4) If both applicants obtain the equal number of votes again in the second round, the procedure of election shall be repeated.

(5) If one applicant obtains in the second round more votes than the other, but not the number of votes necessary for the election, the applicant with more votes shall stand for election in the third round.

(6) If the applicant does not obtain the necessary number of votes even in the third round, the procedure of election shall be repeated and at the same meeting the Faculty Council shall determine terms of the nomination and election procedure for the Dean.

Article 30

(1) If three or more applicants apply for the Dean in the first election round and none of them obtains the necessary number of votes, the second election round shall be held at the same meeting, whereas two applicants who have obtained the most votes in the first round shall stand for election.

(2) If after the first round more than two applicants due to the equal number of votes should go through to the second round, a run-off election from among the applicants with the equal number of votes shall be held in order to elect the one that goes through to a second election round.

(3) If none of the applicants receives the necessary number of votes in the second election round, the third election round shall be held to vote for the applicant who has obtained more votes in the second election round. If in the second election round the applicants for the Dean receive the equal number of votes, they shall both go through to a third round.

(4) In the third election round the applicant who receives the necessary number of votes shall be elected Dean. If the Dean is not elected in the third election round, the election procedure shall be repeated.

Article 31

The election of the Dean of the Faculty confirms the Senate of the University.

Article 32

- (1) The election procedure for the position of the Dean whose mandate ends shall be concluded at the latest four months before the beginning of the mandate of the newly elected Dean.
- (2) If the new Dean is not elected within the term mentioned in paragraph 1 of this Article, the Faculty Council shall, within the term of 30 days, propose to the Senate a person who meets the requirements as an Acting Dean until the election of the new Dean. The Senate shall appoint the Acting Dean within 30 days after receiving the approval of the Rector.
- (3) In case that the Faculty Council does not submit a proposal within the prescribed term, the Senate shall appoint the Acting Dean upon the proposal of the Rector.

Article 33

- (1) The Dean may be relieved of duty before the termination of the mandate if:
 - s/he submits a resignation,
 - s/he does not fulfill the duties of the Dean or violates the reputation of the Faculty,
 - s/he performs or abstains from performing actions and thus seriously compromises the reputation of the Faculty,
 - s/he seriously and permanently offends the provisions of the Statute of the Faculty and University or other regulations,
 - s/he abuses the function of the Dean,
 - s/he loses the ability to perform the duty of the Dean.
- (2) The Dean him/herself or one fourth ($\frac{1}{4}$) of the total Faculty Council members shall propose in writing the procedure of relieving the Dean of duty, providing an explanation.
- (3) The oldest present member of the Faculty Council shall preside over the meeting of the Faculty Council if the institution of the procedure of relieving the Dean of duty is included in the agenda.
- (4) The procedure of relieving the Dean of duty shall commence when the majority of the total number of the Faculty Council members makes a decision to initiate the procedure.
- (5) The Faculty Council shall by a secret ballot conduct the procedure of relieving by the majority of votes of the total number of the Faculty Council members. The decision on the proposal of relief shall be made at the latest two months after the commencement of the procedure.
- (6) If the Rector decides to suspend the Dean from duty on the grounds of disregarding the Act, other regulations, the Statute of the University, this Statute or university decisions based on them, such a decision shall be confirmed by the two-thirds majority of all the Senate members within the term of 30 days after the day of the Dean's suspension. If the Senate confirms the decision on suspension, the Dean shall be deemed as relieved of duty on the day of making the decision on the confirmation of suspension.
- (7) In the case of relieving the Dean of duty, the Senate of the University shall appoint the Acting Dean until a new Dean is elected. The procedure of electing a new Dean shall be conducted in accordance with the University Statute and this Statute. The relieved Dean must not be an applicant in the new procedure.

Vice-deans of the Faculty

Article 34

The Dean shall be assisted in his/her work at the Faculty by the Vice-Dean for Teaching and Student Affairs, the Vice-Dean for Science, Art and International Cooperation of the Faculty, the Vice-Dean for Business Affairs and Development of the Faculty, as well as two vice-deans for business, studies and student affairs of location departments of the Faculty (Čakovec and Petrinja) according to the Act, Statute of the University and this Statute as well as other regulations of the University and the Faculty.

Article 35

(1) The Vice-Dean for Teaching and Student Affairs of the Faculty shall:

- manage the design and conduct of undergraduate, graduate and integrated undergraduate and graduate study programs,
- monitor the conduct of classes and participate in the process of improving teaching activities,
- coordinate the teaching-related activities of the heads of organizational units,
- be responsible for the curriculum design and conduct of the curriculum realization,
- participate in the improvement of the curriculum and the European Credit Transfer and Accumulation System (ECTS),
- coordinate the appointment of demonstrators and monitor their work,
- be responsible for the regular application of students' questionnaires on the quality of the teachers' teaching activities,
- deal with students' requests and complaints,
- coordinate the conduct of placement procedure,
- communicate with the University bodies and offices in dealing with teaching affairs,
- perform other duties required by the Dean.

(2) The Vice-Dean for Science, Art and International Cooperation of the Faculty shall:

- organize and improve scientific, artistic, professional and international activities,
- be responsible for the design of postgraduate study programs and monitor their conduct,
- coordinate the design and conduct of scientific, artistic, professional and international projects,
- organize the international scientific, artistic and professional cooperation,
- draw up a plan of the scientific, artistic, professional and international activities and monitor their realization,
- design the proposal of developmental programs of the Faculty according to the developmental plans of the University,
- perform other activities required by the Dean.

(3) The Vice-Dean for Business Activities and Development of the Faculty shall:

- organize, conduct and improve business and developmental activities,

- participate in drawing up and conducting business, financial and developmental plans and programs as well as the procurement plan,
- coordinate the activities of the location and program departments, faculty chairs and other bodies of the Faculty related to the design of business, financial and developmental plans and programs as well as realization projects and regulations,
- follow, coordinate and encourage the business and developmental advancement of all the sectional and organizational units of the Faculty,
- follow, coordinate and encourage the scientific, artistic and professional advancement of teachers and associates,
- be in charge of the business-technical and developmental cooperation between the Faculty and other entities,
- design the developmental plan of the Faculty and monitor its realization,
- design the proposal of the developmental programs of the Faculty in accordance with the developmental plans of the University,
- perform other duties required by the Dean.

(4) The activities and business performance of the location departments (in Čakovec and Petrinja) shall be headed by the vice-deans for business, studies and student affairs, responsible for their work to the Dean and Faculty Council.

Two vice-deans for business, studies and student affairs of the location departments of the Faculty (in Čakovec and Petrinja) shall:

- be responsible for the regular teaching conduct, improvement of teaching activities and curriculum conduct,
- coordinate the appointment of demonstrators and monitor their work,
- coordinate students' requests and complaints,
- coordinate the conduct of placement procedure,
- organize, conduct and improve business and developmental activities,
- propose business, financial and developmental plans and programs,
- follow, control and encourage the business and developmental advancement of the location departments,
- assist in the business-technical and developmental cooperation between the location departments and other entities
- perform other duties and tasks required by the Dean.

Article 36

(1) Vice-deans shall be elected by the Faculty Council by a secret ballot by the majority of votes of all the Faculty Council members upon a proposal of the Dean.

(2) If the majority of all the members of the Faculty Council has not voted for the Vice-Dean, the Dean shall be liable to propose another candidate not later than the next regular meeting of the Faculty Council.

(3) Any person elected to scientific-teaching or artistic-teaching title may be elected Vice-Dean.

(4) The mandate of vice-deans shall last as long as the mandate of the Dean on whose proposal they have been elected. Upon the termination of the Dean's mandate or his/her relieving of duty the mandate of vice-deans shall also be terminated.

- (5) A person may be elected for the vice-dean's office twice in a row at most.
- (6) The vice-deans are responsible for their work to the Dean and Faculty Council.

Article 37

- (1) The Vice-Dean may be relieved of duty before the termination of his/her mandate.
- (2) The Dean of the Faculty him/herself or the majority of the total Faculty Council members shall propose in writing the procedure of relieving the Vice-Dean of duty, providing an explanation.
- (3) The Faculty Council shall by a secret ballot make the decision on the premature relief of vice-deans of duty by the majority of the total number of the Faculty Council members.

Dean's Board

Article 38

- (1) The Dean's Board shall assist the Dean of the Faculty as the advising body consisting of the Dean, vice-deans and the secretary of the Faculty.
- (2) The Dean's Board shall be the advising body of the Dean.
- (3) The Dean shall convene the Dean's Board when needed.
- (4) The Dean may expand the Dean's Board by including the department heads and heads of other organizational units.

Faculty Council

Article 39

- (1) The Faculty Council shall be the expert council of the Faculty.
- (2) The Faculty Council shall include all employees of the Faculty elected to scientific-teaching and artistic-teaching titles, the representatives of employees elected to teaching and associate titles, the representatives of students as well as one representative of other employees.
- (3) The employees elected to teaching titles of lecturer, senior lecturer, language instructor, senior language instructor, art associate, senior art associate and art advisor shall elect their representatives in the Faculty Council by a secret ballot at the joint meeting of all the teachers holding teaching titles.
- (4) The employees elected to associate titles of teaching assistant and postdoctoral researcher shall elect their representatives in the Faculty Council by a secret ballot at the joint meeting of all associates.
- (5) The members of the Faculty Council shall be elected from the representatives of teachers and associates who have obtained the highest number of votes at the joint meeting.
- (6) Other employees of the Faculty shall elect their representative in the Faculty Council at the joint meeting of all other employees.

(7) The representative of other employees who has obtained the highest number of votes at the joint meeting shall be elected member of the Faculty Council.

(8) The representatives of teachers and associates and the representative of other employees shall be elected for a three-year-term. A person may be re-elected as representative in the Faculty Council.

Article 40

(1) One representative in the Faculty Council shall be elected per four teaching titles from the Article 39, paragraph 3 of this Statute.

(2) One representative in the Faculty Council shall be elected per six associate titles from the Article 39, paragraph 4 of this Statute.

(3) At least 15% of the total number of the Faculty Council members shall be students' representatives and they shall be elected by the Student Assembly in accordance with the Statute and regulations of the Student Assembly of the Faculty. Among students' representatives shall be students from all study programs and location departments.

(4) The number of students' representative in the Faculty Council shall be determined in accordance with the number of teachers and associates in the Faculty Council on the 1st October for the current academic year.

(5) Students' representatives shall be elected for a two-academic year term.

(6) A deputy shall be elected for each representative holding teaching and associate title, representative of other employees and students' representative.

(7) Upon the termination of the mandate of the elected Faculty Council member before the expiry of the period for which s/he has been elected, his/her deputy shall assume his/her duties for the remainder of the mandate.

Article 41

(1) The Faculty Council shall according to the Act and this Statute:

- promulgate the Statute of the Faculty and other regulations,
- elect the Dean and vice-deans of the Faculty and decide on their premature relief,
- institute the procedure of adopting study programs, adopt the proposal of study programs and monitor its conduct,
- adopt the curriculum,
- accept the Dean's annual report,
- adopt the budget and final account of the Faculty,
- appoint students' mentors and commissions in the procedure of obtaining doctor's degree,
- evaluate the work of postdoctoral researchers based on the written report on their work
- institute and conduct the procedures for the elections to scientific, teaching, artistic-teaching and scientific-teaching titles as well as respective working positions in compliance with the Act, the University Statute and this Statute,
- submit an annual evaluation of the teaching assistant's work based on the written report and evaluation of the mentor concerning the assistant's work,
- evaluate at least once in two years the work of the assistants' mentors based on the report on the assistants' work and assistants' report and evaluation of the teachers' mentorship,

- appoint extern associates who participate in conducting teaching at the Faculty and draw up a plan of teaching activities outside the Faculty within the academic year,
- grant the consent to the Dean to undertake legal measures on behalf and expense of the Faculty in transactions from 1,000,000.00 HRK to 3,000,000.00 HRK,
- adopt the Rules of Procedure of the Faculty Council and
- carry out other activities according to the provisions of the Act, the Statute of the University, and this Statute.

Article 42

- (1) The representatives of students shall equally participate with other Faculty Council members in its activities, except for the procedures of receiving doctor's degree (approval of doctoral thesis, appointment of mentors and commission members, approval of the report and proposal of the commission). Students' representatives shall provide their opinions about any regulations concerning the rights and obligations of students.
- (2) Students' representatives in the Faculty Council shall have the right to veto in the case of passing decisions upon the issues of particular interest to students.
- (3) The issues of particular interest to students shall include: changing the study system, determining students' rights and duties, ensuring the quality of studies, approving study programs, approving syllabuses and students' standard.
- (4) The suspension veto shall be put by the majority of all the students' representatives in the Faculty Council. When the suspension veto has been put, the Faculty Council shall not discuss the same issue before the eight-day period expiration. In the case of repeated decision-making, the decision shall be made by the majority of all Faculty Council members; the suspension veto cannot be put on this decision.

Article 43

- (1) The Faculty Council shall perform the tasks within its scope of duties by holding public meetings.
- (2) The Dean shall convene the Faculty Council meeting when needed. The Dean shall be obliged to convene the meeting when it is required in the written form by at least $\frac{1}{4}$ of the Faculty Council members. If the Dean does not convene the meeting within 8 days upon receiving the request, the members of the Faculty Council who have proposed the meeting may convene it on their own.
- (3) In exceptional and justified cases when the decision-making is urgent, but the prior discussion is not necessary, the Dean can convene an extraordinary Faculty Council meeting via electronic means.
- (4) The invitation including the proposed agenda as well as attachments to the agenda items shall be submitted to the Faculty Council members via electronic means.
- (5) At the beginning of the meeting any member of the Faculty Council shall have the right to propose a change or an amendment concerning the proposed agenda.

Article 44

- (1) The presence of the Faculty Council members at its meeting is obligatory for all members.
- (2) The Faculty Council shall validly make decisions when more than a half of the total number of the Faculty Council members attend the meeting.

- (3) When deciding on the Statute, statutory decisions and election of the Dean, Faculty Council meetings should be attended by at least two-thirds of the Faculty Council members.
- (4) The Faculty Council shall make decisions by the majority of the Faculty Council members who are present at the meeting, except for the cases regulated differently by this Statute.
- (5) In case that the number of votes is deadlocked at decision-making by the Faculty Council, the Dean's vote is deciding.

Article 45

- (1) The Faculty Council shall make decisions publicly by a show of hands.
- (2) The voting shall be held by a secret ballot using ballot papers.
- (3) The three-member commission elected in the meeting, in which the voting is to be held, shall count ballot papers.
- (4) The Faculty Council members shall decide by a secret ballot on the election and relief of the Dean and vice-deans of the Faculty, the election of candidates to scientific-teaching, artistic-teaching, teaching and associate titles as well as on other cases explicitly foreseen by the Act and/or this Statute.
- (5) Except in the cases from paragraph 4 of this Article the Faculty Council may upon the proposal of the Dean or Faculty Council members decide that on certain issues from the authority of the Faculty Council shall be decided by a secret ballot.

Article 46

- (1) The Faculty Council meetings shall be recorded in the form of minutes, including the data on the place and time of the meeting, the list of attendees, the agenda, brief survey of activities during the meeting as well as decisions and conclusions.
- (2) If the discussion of particular Faculty Council members is given in the written form or at their explicit request, the entire discussion shall be included in the minutes.

Article 47

- (1) The Faculty Council may establish permanent or temporary advisory bodies for performing particular tasks within its scope of duties.
- (2) The composition, authority and modes of operation of the advisory bodies of the Faculty Council shall be regulated by the decision on their establishment and other regulations of the Faculty.

V. STUDIES

Article 48

- (1) The Faculty shall organize and conduct the university undergraduate and graduate as well as integrated university undergraduate and graduate studies.
- (2) The Faculty shall also organize and conduct the postgraduate studies.
- (3) The Faculty shall in accordance with the Act participate in the organization and conduct of various inter-faculty and international studies in and outside the University.
- (4) The Faculty shall also conduct various forms of life-long education and development of professional and scientific staff.
- (5) Upon the completion of one study year on any study program mentioned in paragraph 1 and 2 of this Article, the student shall earn 60 ECTS credits.
- (5) Each level of the university study shall end by earning a certain number of ECTS credits and obtaining the corresponding title or degree.

Article 49

Postgraduate doctoral university studies and postgraduate specialist studies may be conducted partly as joint studies in such a way that as a rule up to 30% of the postgraduate university doctoral study courses may be the courses of the specialist postgraduate study program.

Requirements for admission to university studies

Article 50

- (1) Requirements for admission to particular studies shall be regulated in detail by regulations of the Faculty and a call for admission of participants to a certain university study. Admission to any university study shall be performed on the basis of public calls announced by the Senate of the University, i.e. Faculty Council in accordance with the regulations of the University and the Faculty.
- (2) Applicants shall have the right of admission to undergraduate and graduate university studies as well as integrated undergraduate and graduate university studies within the admission quotas approved by the University upon the proposal of the Faculty.
- (3) A person with completed graduate university study who meets the requirements provided by the bylaws regulating the university study may be admitted to the postgraduate university (doctoral) study.
- (4) A person with completed corresponding graduate studies who meets the requirements provided by the bylaws regulating the studies may be admitted to the postgraduate specialist study program.
- (5) Foreign citizens shall be admitted to studies under the same conditions as Croatian citizens with the obligation of paying for the costs of studies in accordance with the Act and the regulations of the University. Students who are EU-citizens have equal rights as the students who are citizens of the Republic of Croatia.

(6) Requirements for the transfer from another university, from another faculty within the same University as well as from one to another study program within the University shall be regulated by the rules and regulations of the University and the Faculty. The status of students who shall meet differential requirements and the manner of determining terms of students' transfer shall be defined by the general regulations of the Faculty.

Organization and a manner of conducting university studies

Article 51

- (1) The studies shall be organized and conducted according to the study program and the curriculum.
- (2) The proposal of the study program shall be defined by the Faculty Council and the Senate of the University shall adopt the study program.
- (3) Upon the proposal of program departments, the Faculty Council shall adopt the curriculum. The Dean shall monitor the conduct of the curriculum.

Conduct of university studies

Article 52

- (1) The study program and study curriculum are conducted per academic year.
- (2) The academic shall start on the 1st October and end on the 30th September and is divided into winter and summer semester.
- (3) Teaching can start before the begin of the academic year from paragraph 1 of this Article if so prescribed by the curriculum for this academic year, but not before the 1st September.
- (4) In accordance with the university calendar the Faculty Council shall specially determine for each academic year the exact teaching period (when it shall start and end), schedule of examination periods and student holidays, and that shall be done at the end of the current academic year for the following one.

Completion of Study

Article 53

- (1) The undergraduate university study program shall be completed when all examinations have been passed and final thesis has been finished and publicly defended according to the study program.
- (2) The graduate university study program shall be completed when all examinations have been passed and graduation thesis has been finished and publicly defended according to the study program.
- (3) The integrated undergraduate and graduate university study program shall be completed when all examinations have been passed and graduation thesis has been finished and publicly defended according to the study program.
- (4) The postgraduate university doctoral study program shall be completed when all examinations prescribed by the program have been passed and doctoral thesis (doctor's dissertation) has been finished and publicly defended.
- (5) The postgraduate specialist study program shall be completed when all examinations have been passed, final thesis has been finished and/or the final examination has been passed according to the study program.

Documents concerning university studies

Article 54

- (1) Upon the completion of undergraduate, graduate, integrated undergraduate and graduate university studies, postgraduate doctoral studies and postgraduate specialist studies a diploma shall be issued to the student certifying the completion of studies and acquisition of the corresponding academic title, i.e. degree.
- (2) For special forms of the professional development program shall be issued special certificates confirming the completion of the program. The content of that document shall be stipulated by the Faculty Council.
- (3) A format of a diploma and supplementary study document as well as a format of certificates and information package for the transfer of ECTS credits shall be stipulated by the University.
- (4) Diplomas and other supplementary study documents shall be issued in the Croatian language and at the student's request and at his/her expense they may also be issued in Latin or one of the world languages.
- (5) It shall be obligatory to save one copy of the diploma transcript and other issued documents on the completed study program in the Faculty Archives.
- (6) Certificates of graduation and other certificates shall be issued upon the completion of the professional development program and life-long education program.

Article 55

In addition to a diploma, certificate of graduation or other certificate, a supplementary document (*diploma supplement*) concerning the completed study program shall be issued to the student certifying which examinations s/he passed, which grades s/he achieved, and how many ECTS credits s/he earned.

Graduation Ceremony

Article 56

- (1) Graduation ceremony is a solemn conferment of diplomas upon the completion of studies.
- (2) Upon the completion of studies, the diplomas shall be conferred to students at a solemn graduation ceremony.
- (3) Upon the completion of undergraduate, graduate, integrated undergraduate and graduate university studies as well as the postgraduate specialist studies, students shall be conferred by the Dean and in the case of Dean's absence the Vice-Dean for Teaching and Student Affairs.
- (4) Holders of doctor's degree shall be conferred by the Rector of the University.

Other issues concerning the university studies

Article 57

All other issues concerning the organization of university studies shall be regulated by the general regulations adopted by the Faculty Council.

VI. STUDENTS

Article 58

- (1) Student is a person who has enrolled the study program(s) available at the Faculty.
- (2) The student status shall be proved by a document in the form specified by the Senate.

Article 59

- (1) Students may be full-time and part-time students.
- (2) Part-time students attend their education program in addition to their job or other activity requesting specially adjusted schedule and methods of teaching performance in accordance with the curriculum.

Rights and Obligations of the Student

Article 60

- (1) In the undergraduate, graduate and integrated undergraduate and graduate university studies students' knowledge shall be tested by exams after attending the classes, seminars, practical training and fulfilling the obligations concerning praxis, constantly during the semester and by combining constant knowledge testing and exams.
- (2) The method of testing and evaluating students' knowledge acquired in all the study program courses shall be regulated in accordance with a special ordinance of the Faculty, the curriculum as well as the plan and program of a particular course (syllabus).
- (3) The method of testing and evaluating knowledge of students attending postgraduate university doctoral studies and postgraduate university specialist studies shall be regulated by a special ordinance on the organization and conduct of particular postgraduate studies.
- (4) Students shall have the following rights and obligations:
 - to regularly attend the classes, fulfill the obligations regulated by the study program and curriculum, as well as by general and individual deeds of the University and the Faculty,
 - to participate in the evaluation of the quality of instruction and instructors in the manner provided by the regulations of the University and the Faculty,
 - enroll the next semester or year of study provided that s/he has fulfilled all the obligations stipulated by the study program and curriculum,
 - to take examinations in the manner and under terms provided by general and individual deeds of the University and the Faculty,
 - to complete the studies according to the respective program within the provided time specified by the regulations of the University and the Faculty,
 - comply with the regulations of the University and the Faculty,
 - reserve the reputation and dignity of the University and the Faculty, students, teachers and other members of the academic community,
 - act in accordance with the code of ethics of the academic community members.

(5) The student shall have the right to:

- high-quality studies and educational process according to the respective study program,
- high-quality teachers,
- freedom of thought and expression of viewpoints,
- participate in research and professional projects according to his/her abilities and needs of the Faculty,
- according to his/her own choice and in order to acquire additional knowledge, enroll courses and take examinations under other study programs available at the University, pursuant to the respective regulations,
- consultations,
- choose the mentor within the postgraduate studies,
- use the library and other resources available at the Faculty,
- participate in the process of decision-making at the Faculty, pursuant to this Statute and other regulations,
- participate in the activities of students' organizations at the Faculty level, according to their rules,
- complain to the Dean of the Faculty or the Rector of the University in the case of violation concerning any of his/ her student's rights.

VII. STUDENTS' ASSEMBLY, STUDENTS' ASSOCIATIONS AND OTHER STUDENTS' ORGANIZATIONS

Article 61

(1) The Students' Assembly and other student organizations shall be established at the Faculty in accordance with the special Act.

(2) The Students' Assembly is a representative body that shall protect students' interests, participate in the decision-making in the Senate and Faculty Council and represent students in the higher education system.

Article 62

(1) The Students' Assembly of the Faculty of Teacher Education shall have its own Statute adopted by the Faculty Council upon the proposal of the Students' Assembly of the Faculty of Teacher Education.

(2) The Statute of the Students' Assembly shall regulate:

- how the Students' Assembly shall operate,
- the bodies as well as the composition, election method and jurisdiction of particular Students' Assembly bodies,
- how the Students' Ombudsman shall be appointed,
- how the students' representatives in the bodies of the University shall be elected,
- the responsibility of the bodies and members of the Students' Assembly for not performing the tasks entrusted to them concerning the work of the Students' Assembly as well as other issues important for the work of the Students' Assembly.

Article 63

- (1) The Faculty shall be obliged to ensure work premises for the Students' Assembly and Ombudsman, co-finance their work and provide them with administrative-technical support.
- (2) The Dean of the Faculty shall ensure the legality of the work of the Students' Assembly and other student organizations active at the Faculty.
- (3) The Dean of the Faculty shall ensure the legal and timely conduct of student elections and allow all the students of the Faculty to participate equally in the elections.
- (4) The Faculty shall be obliged to allow students' organizations to have the autonomy while handling the financial resources for their work kept on the Faculty's account in accordance with the Act and regulations of the Faculty.

Article 64

- (1) The work of students' organizations shall be public.
- (2) The Dean of the Faculty and Faculty Council shall monitor the activities of students' organizations pursuant to the regulations of the Faculty.
- (3) The Faculty bodies shall monitor the designated use of financial resources allocated by the Faculty to the Students' Assembly and particular students' organizations.

VIII. EMPLOYEES OF THE FACULTY

Administrative and Technical Activities

Article 65

- (1) Administrative and technical activities at the Faculty shall be conducted by the employees who meet the requirements according to the regulations.
- (2) The number of employees conducting such activities as well as the requirements that employees should meet for particular employment positions shall be specified by the bylaws regulating the organization of the Faculty.

Teachers, Associates and Researchers

Article 66

- (1) The teaching, scientific, artistic and expert activities at the Faculty shall be conducted by employees elected to corresponding scientific, scientific-teaching, artistic-teaching, teaching and associate titles, persons employed with the Faculty holding corresponding expert titles as well as external associates of the Faculty.
- (2) Qualifications of employees from paragraph 1 of this Article shall be confirmed by regular election to corresponding scientific, scientific-teaching, artistic-teaching, teaching, associate and expert titles within the terms stipulated by the Act.

(3) The activities from paragraph 1 of this Article may be also conducted by persons elected to nominal titles. A person may be elected to such a nominal title if s/he participates or will participate, partially or completely, in teaching a particular course.

(4) Professionals not elected to corresponding scientific-teaching or artistic-teaching title may conduct teaching activities without concluding an employment contract (so called visiting professor or teacher) and they may be assigned up to 1/5 of the classes within a course in the obligatory part of the study program, provided that the main part of the course is conducted by the persons elected to corresponding teaching titles i.e. scientific-teaching or artistic-teaching titles.

(5) Postgraduate students may participate in conducting undergraduate, graduate and integrated undergraduate and graduate studies according to the program they are studying.

(6) The Dean may appoint demonstrators from among students who shall support teachers, provide help to students in practical training as well as assist teachers in teaching a particular course.

Article 67

(1) Researchers at the Faculty shall be elected to corresponding scientific titles.

(2) Scientific titles shall be: research associate, senior research associate, scientific advisor and scientific advisor with tenure.

Article 68

(1) Teachers at the Faculty shall be elected to corresponding scientific-teaching, artistic-teaching, teaching and associate titles.

(2) Scientific-teaching and artistic-teaching titles shall be: assistant professor, associate professor, full professor and full professor with tenure.

(3) The teachers at the Faculty shall be elected to the following teaching titles in scientific areas: lecturer, senior lecturer, language instructor and senior language instructor.

(4) The teachers at the Faculty shall be elected to the following teaching titles in artistic areas: lecturer, senior lecturer, art associate, senior art associate and art advisor.

Article 69

(1) The associates at the Faculty shall be elected to corresponding associate titles.

(2) Associate titles shall be: teaching assistant and postdoctoral researcher.

Article 70

(1) Other employees at the Faculty who directly participate in teaching and realization of scientific and expert projects shall be elected to corresponding expert titles.

(2) Expert titles shall be: expert associate, senior expert associate and expert advisor in the science and higher education system.

Requirements for the Election to Scientific-Teaching, Artistic-Teaching, Teaching, Associate and Expert Titles

Article 71

(1) The general requirements for the election to scientific-teaching, artistic-teaching, teaching, associate and expert titles shall be provided by the Act and the requirements prescribed by the National Council for Science, Higher Education and Technological Development and special requirements stipulated by the Rector's Conference.

(2) The requirements and procedure for the election of applicants to nominal scientific-teaching, artistic-teaching, teaching and associate titles shall be identical to those for the election of employees of the Faculty to responding titles.

Article 72

Elections to scientific-teaching, artistic-teaching, teaching, associate and expert titles and responding employment positions shall be instituted on the basis of the public competition according to the Act on Scientific Activity and Higher Education and the Statute of the University.

Article 73

(1) The honorary title of *professor emeritus* shall be awarded by the University to renowned retired full professors with tenure in the procedure and under conditions stipulated by the special regulations of the University.

(2) *Professor emeritus* shall have an advisory role at the University and the Faculty.

(3) *Professor emeritus* may participate in research work and partially in teaching the postgraduate university studies, be a member of the commissions in the procedure of election to scientific-teaching titles as well as procedures for obtaining doctoral degrees and exceptionally, on the basis of a special decision of the Faculty Council, may be a mentor for the doctoral dissertation or final paper at the postgraduate specialist study program.

Article 74

(1) A person holding associate title shall conclude an employment contract with the Faculty for the period of six years, within which s/he is obliged to obtain the doctor's degree (PhD). This shall not apply to teaching assistants in artistic area.

(2) A person who completes postgraduate university doctoral studies may be elected to associate title of postdoctoral researcher on the basis of a public competition and employed by the Faculty for a period of 4 years at most.

(3) If the employee of the Faculty holding the associate title has not defended the doctoral dissertation within the prescribed term due to objective reasons (maternity/parental leave, performing

public service and duty, sick-leave exceeding three months or some other justified reason), the Faculty shall prolong the employment contract for the duration of maternal/parental leave, sick-leave exceeding three months and performing public service or duty.

(4) The Faculty shall prolong the employment contract if the doctoral dissertation is submitted to the Registration Office and entered in the Registry at least three months prior to the expiry of the term.

(5) The employment contract from paragraph 4 of this Article shall be prolonged until the completion of defense procedure but not longer than six months.

External associates

Article 75

(1) Persons elected to nominal titles may also perform scientific-teaching, artistic-teaching, teaching and professional activities at the Faculty.

(2) Persons outside the Faculty who, due to their scientific, artistic or professional work and achievements may contribute to the quality of educational process or scientific and professional work, may partially participate in teaching.

(3) The person paragraph 2 of this Article may be assigned up to 1/5 of the classes within a course in the obligatory part of the study program, provided that the main part of this course is conducted by the persons elected to corresponding scientific-teaching, artistic-teaching and teaching titles.

Visiting Teacher, Researcher or Expert

Article 76

(1) In order to enhance teaching, scientific and artistic activities, the Faculty may invite and announce a distinguished teacher, researcher, artist or expert from abroad as a visiting professional.

(2) The person from paragraph 1 of this Article may participate in teaching activities as well as research and artistic projects.

(3) The person from paragraph 1 of this Article may be entrusted by the decision of the Senate or the Field Council, without the election to scientific-teaching or artistic-teaching title, to teach a particular course for two consecutive academic years.

(4) Postgraduate students may participate in conducting undergraduate, graduate and integrated undergraduate and graduate studies, provided that s/he is elected to the associate title of teaching assistant on the basis of the employment contract with the Faculty.

Demonstrators

Article 77

(1) Demonstrators may be appointed to support teachers, assist students in practical training, as well as assist teachers in teaching a particular course.

(2) Upon proposal of the teacher or faculty chair to which a particular course belongs, the Dean shall appoint demonstrators from among students who distinguish themselves in the studies and show exceptional interest for this course. As a rule, the demonstrators shall be appointed at the beginning of the academic year.

(3) Demonstrators may be relieved of duty before the termination of their appointment period if they do not work hard enough or fall behind with passing the examinations.

Employment contracts

Article 78

The Faculty shall conclude full-time or part-time employment contracts for a definite or indefinite period with the applicants elected to scientific-teaching, artistic-teaching, teaching, associate and expert titles and for corresponding employment positions as well as with other employees, in accordance with the Act and regulations of the Faculty.

Article 79

(1) Employment contracts of employees in scientific-teaching or artistic-teaching employment positions shall terminate at the end of the academic year in which s/he reaches the age of 65 because of retirement.

(2) When there is a need for continuation of the work of the employee from paragraph 1 of this Article, the employment contract may be prolonged under the conditions stipulated by the Act and Statute of the University.

Rights and Obligations of the Employees holding Scientific-teaching, Artistic-teaching, Teaching and Associate Titles

Article 80

(1) The employee elected to the scientific-teaching or artistic-teaching title shall have, on the basis of the employment contract, the right and obligation to:

- work in teaching, science or art and regularly fulfil obligations thereof,
- develop professional and collegial relations with other teachers and students and
- conduct teaching at undergraduate, graduate, integrated undergraduate and graduate and postgraduate studies within the scientific field in which he or she has been elected, according to the programs whose holder is the Faculty as well as in accordance with the relevant regulations and decisions of the Faculty Council and other Faculty bodies.

(2) The employee elected to the scientific, scientific-teaching, artistic-teaching and teaching title and in the corresponding employment position shall have the right to take a sabbatical once in every seven years and that after six years of continuous work with the Employer in the scientific, scientific-teaching, artistic-teaching or teaching title and in the corresponding employment position for the purpose of scientific, teaching, artistic or professional work, based on the decision of the Faculty Council, which shall determine the manner in which the Faculty shall ensure continuous conduct of teaching and fulfilment of other obligations of the absent employee.

(3) If it is in the interest of improving teaching and artistic work at the Faculty, the employee elected to the corresponding scientific-teaching, artistic-teaching, teaching or associate title or in the corresponding employment position may take a paid or unpaid leave for the purpose of staying or professional development at another scientific or educational institution in Croatia or abroad, based on the decision of the Faculty Council, which shall determine the manner in which the Faculty shall ensure continuous conduct of teaching and fulfilment of other obligations of the absent employee.

(4) The employee elected to the scientific-teaching, artistic-teaching or teaching title and to the scientific employment position shall have the right to dormant terms for the election to titles and to employment positions in the period of performing duties of a Rector or Vice-rector of the University, i.e. Dean of the Faculty or performing public duty.

(5) The employee from paragraph 4 of this Article appointed or elected to public duty, for the performance of which he or she has concluded the respective employment contract, may continue performing scientific work and conducting teaching at the Faculty in such a manner as to conclude, in accordance with the Act, an employment contract or another corresponding contract with the Faculty. Such an employee shall have the right, according to the above-mentioned contract, to return to the employment position to which he or she had been employed before assuming public duty or to another adequate employment position.

Work outside the Faculty and University

Article 81

(1) Scientific, teaching or professional activities of the employees outside the Faculty and University as well as financial and other interests resulting from such activities shall not be in conflict with the interests of the Faculty and University.

(2) Upon the approval of the Faculty Council the Dean may prohibit, restrict or condition the employment contract from paragraph 1 of this Article with legal persons outside the Faculty if such a contract would negatively affect the work of the Faculty or if it refers to the contract which would represent unfair competition in relation to the Faculty, with which the employee is employed.

Teaching Quality Assurance

Article 82

(1) The work of employees of the Faculty with scientific-teaching, artistic-teaching, associate and teaching titles and corresponding positions shall be subject to teaching quality assurance, which shall be performed when it is required by the decision of the Senate of the University.

(2) The method of teaching quality assurance shall be prescribed by the Senate of the University, taking into account specific characteristics of study programs and course teachers.

(3) Regular teaching quality assurance concerning the employees of the Faculty shall also take into consideration the results of the students' questionnaire.

Evaluation of the work of teaching assistants, postdoctoral researcher and mentors

Article 83

- (1) Each teaching assistant shall have one or more mentors appointed by the Faculty Council who monitor the assistants' work.
- (2) The Faculty evaluates each year the assistants' work. The evaluation is based on the written report of the mentor, in which the assistant's achievement in the scientific and teaching work is evaluated, as well as his/her achievement at the postgraduate university study program.
- (3) At least once in two years the Faculty Council shall evaluate the work of the assistant's mentor based on the work report as well as assistant's report and evaluation of the teacher's mentorship. The mentor who receives a negative assessment twice cannot be appointed to mentor again.
- (4) At least once in two years a postdoctoral researcher shall submit to the Faculty Council the report on his/her work, based on which his/her achievement in the scientific and teaching work shall be evaluated.
- (5) If the work of the assistant or postdoctoral researcher is evaluated negatively by the Faculty Council for the second time, the procedure for regular termination of the employment contract shall be instituted (dismissal due to employee's misconduct).

Awards and Acknowledgements

Article 84

For successful work and contribution to the reputation of the Faculty, the Dean of the Faculty shall give awards and acknowledgements to employees, students and other deserving individuals and legal entities in the form of and in the manner specified by the regulations.

Disciplinary Procedure

Article 85

- (1) Teachers, associates and employees of the Faculty shall be obliged to perform the tasks within his/her scope of duties consciously and responsibly and by their individual behavior in public to preserve the reputation and dignity of the Faculty, University and their profession.
- (2) The issues in terms of establishing the responsibility of the employee of the Faculty for committed violations of this Statute, the Statute of the University and other regulations of the Faculty shall be regulated by special bylaws.

IX. FUNDS FOR THE WORK OF THE FACULTY

Article 86

- (1) The Faculty shall be financed from:
 - sources of the founder,
 - state budget of the Republic of Croatia,
 - budget of the counties, cities and municipalities,

- tuitions,
- income earned from scientific, research, artistic and professional projects, scientific and professional reports and expertise,
- foundations, donations and financial help,
- income from publishing activities,
- income earned on the market,
- income from assets, shares in companies, income coming from legal entities from Article 66 of the Act as well as income from investments of individuals and legal entities,
- other sources.

(2) The Faculty may be financed only from sources that do not affect its autonomy and dignity. Its own income may be earned only from activities that do not harm the realization of fundamental tasks of the University.

Article 87

(1) Total income and expenditure of the Faculty shall be determined by the income and expenditure budget of the Faculty.

(2) The budget shall be adopted as a rule before the end of the current calendar year for the following calendar year.

(3) If there is a need and the conditions foreseen by the Act are fulfilled, the budget may be modified in course of the year by the procedure and in a manner foreseen for its approval.

(4) The income and expenditure budget of the Faculty shall be a constituent part of the universal income and expenditure budget of the University.

(5) The Faculty shall regularly each year submit its budget to the Senate of the University for the approval.

Article 88

(1) The Faculty shall manage its financial operation over its own account.

(2) The total property and financial operation of the Faculty shall be organized and managed in accordance with the valid prescriptions regarding property and financial operation.

X. REGULATIONS

Article 89

(1) The Statute is a fundamental enactment of the Faculty.

(2) Apart from the Statute, as regulations of the Faculty shall be considered bylaws, rules of procedures, plans and programs as well as corresponding decisions and conclusions addressing in a general manner particular matters and relations.

(3) The Statute of the Faculty shall be in accordance with the Act and the Statute of the University and all other regulations of the Faculty shall be in accordance with this Statute, Act and Statute of the University.

(4) Prior to the entry into force, regulations shall be obligatory published on websites of the Faculty and shall enter into force, as a rule, on the eighth day following the publication date.

XI. PUBLICITY OF ACTIVITIES

Article 90

- (1) The activities conducted at the Faculty shall be public.
- (2) The Faculty shall be obliged to timely and transparently keep the public informed about its activities.
- (3) The right of access to information held or controlled by the Faculty shall be exercised in accordance with the Act on the Right of Access to Information.

XII. TRANSITIONAL AND CONCLUDING PROVISIONS

Article 91

- (1) Changes and amendments to the Statute and other regulations of the Faculty shall be carried out in the same manner and in the same procedure, according to which a particular enactment has been approved.
- (2) Changes and amendments to regulations and approval of new regulations may be instituted by:
 - the Dean and vice-deans of the Faculty
 - the Faculty Council.
- (3) All regulations of the Faculty shall be adjusted to provisions of this Statute, the Statute of the University as well as regulations of the University of Zagreb not later than six months following the entry into force of the Statute of the Faculty.
- (4) Until the adjustment of existing regulations to this Statute, Statute of the University and other general regulations of the University of Zagreb, i.e. until the approval of new regulations, the existing regulations of the Faculty shall be applied, except for the provisions that are contrary to the above-stated prescriptions.

Article 92

(1) This Statute shall enter into force on the eighth days following the publication on the websites of the Faculty, upon granting the consent of the Senate of the University of Zagreb.

(2) The Statute of the Faculty of Teacher Education (CLASS: 602-04/05-01/541, ENTRY NO.: 251-378-01/05/1), its amendments (CLASS: 602-04/07-02/274, ENTRY NO.: 251-378-01/07/1) and Decision on the amendments to the Statute of the Faculty of Teacher Education in Zagreb (CLASS: 602-04/09-02/518, ENTRY NO.: 251-378-01/09/11 valid from the 16 June 2009 shall cease to valid by the entry into force of this Statute.

/round stamp: University of
Zagreb, Faculty of Teacher Education/

Dean,

/illegible signature/
Full Professor Siniša Opić, PhD

CLASS: 602-04/19-06/01
ENTRY NO: 251-378-04/20/02
Zagreb, on 11 February 2020

The Senate of the University of Zagreb granted the consent on the Statute of the Faculty in its session held on 28 April 2020.

The Statute of the Faculty is published on the websites of the Faculty on 7 July 2020 and entered into force on 15 July 2020.

Faculty Secretary
(illegible signature)
Lidija Maričić, LL.M