

Pursuant to the Decision on modifications and amendments to the Statute of the University of Zagreb Faculty of Teacher Education, CLASS: 025-02/23-01/01; ENTRY NO.: 251-378-04-23-10, the legal administrative office of the Faculty of Teacher Education has issued a consolidated text of the Statute of the University of Zagreb Faculty of Teacher Education.

The text of the Statute of the University of Zagreb Faculty of Teacher Education includes the Statute of the Faculty of Teacher Education, CLASS: 602-04/19-06/01, ENTRY NO.: 251-378-04/20/02 of 15 July 2020 and the Decision on modifications and amendments to the Statute of the University of Zagreb Faculty of Teacher Education of 21 November 2023, CLASS: 025-02/23-01/01; ENTRY NO.: 251-378-04-23-10, which came into force on 17 January 2024.

**THE STATUTE**  
**OF THE UNIVERSITY OF ZAGREB FACULTY OF TEACHER EDUCATION**  
**(consolidated text)**

***Article 1***

(1) The present Statute regulates the organization, activities and business activities of the University of Zagreb Faculty of Teacher Education (hereinafter: the Faculty); the constituent units and authority; the decision making process of the Faculty bodies; organization and implementation of study programs at the Faculty; the status of teachers, associates, and other employees of the Faculty; the status of students; scientific, artistic and developmental research, and other matters of significance for the activities performed by the Faculty.

(2) The terms used in this Statute which imply gender shall refer both to male and female gender.

***Status and Activities of the Faculty***

**Article 2**

(1) The Faculty is a legal entity with the status of a public institution, a scientific and teaching constituent unit of the University of Zagreb (hereinafter: the University) which provides higher education and performs scientific, artistic and professional activities, that is, develops and implements university studies and develops and performs scientific, artistic and professional activities in multiple scientific and artistic areas and fields.

(2) In accordance with the Act and Statute of the University, the Faculty may organize and implement professional studies.

(3) The Faculty may establish professional development programs for the purpose of lifelong learning, which develop competencies aligned with the occupational standards or with a set of competencies and qualification standards or with a set of learning outcomes listed in the Croatian Qualifications Framework; differential exams for the students who change the study program or enrol in a study program; completion of a previously started study program and recognition of competencies gained outside the Faculty and which are mandatory for the

study program enrolment. A professional development program designed as a lifelong learning program is not considered a study program and can be funded using a voucher to access the labour market.

(4) The Faculty may establish and implement professional development programs and adult education programs based on the lifelong learning principles.

### **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 of 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.  
The acronym shall be UFZG.*

(2) The name of the Faculty in the English language shall be: THE 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 marked on October 5.

(6) The Faculty sign shall consist of stylized initial letters of the name of the Faculty (Učiteljski fakultet) in blue colour (6aa6cc colour 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.

### **Local branches** **Article 6**

(1) The Faculty has two local branches within which study programs are implemented outside the Faculty headquarters:

1. Branch in Čakovec
2. Branch in Petrinja

(2) Local branches of the Faculty (in Čakovec and Petrinja) shall perform activities and operate under the name of the Faculty and the Branch and indicate their own address next to the seat of the Faculty.

(3) The local branches of the Faculty shall use in their work the stamp of the Faculty of Teacher Education with the following inscription:

1. University of Zagreb – Faculty of Teacher Education – Čakovec Branch
2. University of Zagreb – Faculty of Teacher Education – Petrinja Branch

*(4) The staff in each local branch shall comprise teachers employed with the Faculty, holding scientific-teaching, artistic-teaching and teaching titles, as well as associates, who teach at least one obligatory course in this branch in the current academic year, which is determined in accordance with the curriculum, and other employees who perform professional, administrative, and technical activities.*

### **Article 7**

(1) Each local branch shall be run by its own Vice-Dean for Business Activities, Study Programs and Student Affairs.

(2) The Vice-Dean mentioned in Paragraph 1 of this Article shall convene and chair all meetings held at the local branch.

(3) The Vice-Deans of the local branches 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:

1. organization and implementation of undergraduate, graduate, integrated undergraduate and graduate university studies, university specialist studies, doctoral studies and professional studies;

2. organization and implementation of educational programs that are not considered study programs as defined by the Act on Scientific Activity and Higher Education (hereinafter: the Act) and are based on the lifelong learning principles;
3. conducting scientific and professional research in social sciences, humanities, natural sciences, interdisciplinary and other areas, and scientific fields, as well as conducting artistic research and artistic creation in various artistic areas and fields;
4. performing other forms of scientific, artistic and professional activities (conferences, symposia, seminars, counselling courses, summer schools);
5. publishing activities;
6. library, IT and administrative activities required for teaching and scientific, artistic and professional work;
7. teaching at other higher education institutions, which contributes to the development of teacher competencies.

(2) The Faculty shall be allowed to perform other activities necessary to implement the activities defined in Paragraph 1 of this Article, providing they are performed within a limited scope or on a regular basis, in addition to the described activities, and that they contribute to better utilisation of faculty space and human resources of the Faculty. For these activities, the Faculty shall not have the obligation to be 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.

(3) The Faculty may change its activities, following a decision of the Faculty Council and with the prior consent granted from the founder.

### **III. ORGANIZATIONAL UNITS OF THE FACULTY**

#### **Article 9**

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

1. departments
2. local branches
3. chairs
4. centers
5. offices
6. Secretary's Office
7. library
8. counselling center
9. gallery
10. The Music Scene.

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

(3) The internal organization of the Faculty, modes of operation, the list and description of the activities performed by organizational units, the description of employment positions and requirements that employees should meet for respective employment positions, and the

planned number of employees occupying these positions shall be defined in detail by the bylaws regulating the internal organization of the Faculty adopted by the Faculty Council.

(4) The decision on the establishment and cessation of the organizational units shall be made by the Faculty Council.

(5) The Faculty may establish or co-establish legal entities whose basic activities have a purpose of fulfilling the Faculty mission and meeting the needs of students, the University, and its constituent parts, and connecting higher education, science, arts, and practice. The decision on establishing a legal entity shall be approved by the Senate of the University.

#### **Article 10**

A Faculty department is an organizational unit of the Faculty responsible for the organization and implementation of study programs.

#### **Article 11**

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

1. Department of Primary Teacher Education
2. Department of Preschool Teacher Education
3. Department of Educational Studies.

(2) A Faculty department shall comprise teachers appointed to scientific-teaching, artistic-teaching, teaching and associate positions who teach at least one obligatory course within that department in the current academic year, as well as other employees who perform activities directly related to the activities of the department.

(3) Any matters pertaining 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 Department**

#### **Article 12**

(1) The Head of the Department shall be in charge of the work performed by the department.

(2) Any teacher employed with the Faculty, holding a scientific-teaching or artistic-teaching title, may be appointed the head of the department.

(3) The head of the department shall be elected by the members of the department by secret ballot to a period of three academic years, by the majority of votes of all the department members, and shall be appointed by the Faculty Council.

(4) A person may be elected the head of the department not more than two times in succession.

(5) The deputy head of the department shall assist the head in their work and act as a substitute when necessary.

(6) The deputy head of the department shall be appointed in the same manner and according to the same criteria as the head of the department.

### **Article 13**

(1) The head of the program department shall:

1. represent the department and act on behalf thereof
2. preside over the department meetings
3. oversee teachers' work at the department and be responsible for regular and high-quality implementation of teaching activities in accordance with the curriculum
4. take care of timely and high-quality fulfilment of all obligations in teaching, scientific, artistic and professional work
5. perform all other duties assigned by the Dean and other competent bodies of the Faculty.

(2) For his/her work, the head of the department shall be responsible to the Dean and Faculty Council.

### **Article 14**

(1) Faculty chairs 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 their activities:

1. Chair of Philosophy and Sociology,
2. Chair of Croatian Language and Literature, Drama and Media Education,
3. Chair of Information and Communication Sciences,
4. Chair of Kinesiology Education,
5. Chair of Mathematics and Statistics,
6. Chair of Teaching Methodologies,
7. Chair of English Language Teacher Education,
8. Chair of German Language Teacher Education – Intercultural German Studies,
9. Chair of Pedagogy and Didactics,
10. Chair of Science, Geography and History,
11. Chair of Psychology,
12. Chair of Arts.

(3) A chair shall consist of teachers holding scientific-teaching, artistic-teaching and teaching titles, and associates employed with the Faculty, as well as other employees that perform duties directly related to the activities of a chair.

(4) Matters pertaining 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 head of the chair shall manage the chair.
- (2) Any teacher employed with the Faculty, holding a scientific-teaching or artistic-teaching title, may be appointed the head of the chair.
- (3) The head of the chair shall be elected by the members of the chair by secret ballot for a period of three academic years, by majority vote of all members of the chair and shall be appointed by the Faculty Council.
- (4) The same person may be elected the head of the chair for not more than two consecutive terms.
- (5) The head of the chair shall be assisted in their work by the deputy of the chair, who shall also act as their 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 chair shall:
  1. represent the chair and act on behalf thereof,
  2. preside over the meetings of the chair,
  3. organize, lead and coordinate in cooperation with their deputy the teaching, artistic, scientific and professional work at the chair,
  4. perform all other duties assigned by the Dean and other competent bodies of the Faculty.
- (2) The head of the chair shall be responsible to the Dean and the Faculty Council for his/her work.

### ***Centers***

#### **Article 17**

- (1) A center shall be an organizational unit of the Faculty involved in scientific, artistic, professional and teaching activities.*
- (2) Each center shall be managed by its head.*
- (3) Any teacher employed with the Faculty, holding a scientific-teaching or artistic-teaching title may be appointed the head of the center by the Faculty Council, having been nominated by the Dean.*

*(4) The Faculty comprises the following centers:*

1. *Center for European Education*
2. *Center for Research in Children's Literature and Culture*
3. *Center for Lifelong Learning*
4. *Publishing Center*
5. *Center for Early Childhood and Preschool Education Research*
6. *Diagnostic Center for Research in Kinesiology Education.*

(5) The matters relating to the activities of the centers, their establishment and modes of operation shall be regulated by special regulations adopted by the Faculty Council.

### ***The Secretary's Office***

#### **Article 18**

(1) The Secretary's Office shall be an organizational unit that includes administrative and professional service necessary to perform business activities in accordance with the law.

(2) The Secretary's Office shall be run by the secretary of the Faculty.

(3) The secretary of the Faculty shall directly assist the Dean, Vice-Deans and other employees holding positions at the Faculty, in all their activities.

(4) The secretary of the Faculty shall be responsible for their work to the Dean of the Faculty.

### ***The 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.

(2) The library shall be managed by the library head appointed by the Dean of the Faculty for a four-year term of office.

(3) The head of the library may be reappointed.

(4) A person who meets the requirements pursuant to the relevant act which prescribes the organization and activities performed by libraries, and the bylaws regulating the internal organization of the Faculty shall be appointed the library head.

(5) The library head shall be responsible for their work to the Dean of the Faculty.

*(6) The matters pertaining to the library activities shall be regulated by special regulations adopted by the Faculty Council.*

#### **Article 20**

(1) The Counseling Center shall be an organizational unit of the Faculty performing professional work.

(2) The Counseling Center shall have members, the Council and the head of the Counseling Center.

(3) The activities of the counseling center shall be managed by the head and the Council of the Counseling Center.

(4) The Student Counselling Center has been established at the Faculty with the aim of providing support to students.

(5) Matters pertaining to the activities performed by the Counseling Center shall be regulated by special regulations.

#### **Article 21**

(1) The gallery and the Music Scene are organizational units operating within the scope of the Faculty activities.

(2) The gallery and the Music Scene shall be run by their heads, who shall be appointed by the Faculty Council, upon the Dean's proposal.

(3) The gallery and the Music Scene heads are both responsible for their work to the Dean of the Faculty.

(4) Matters pertaining to the activities performed by the gallery and the Music Scene of the Faculty shall be regulated by a special act.

### **IV. FACULTY MANAGEMENT**

#### **Article 22**

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

#### ***The Dean of the Faculty***

#### **Article 23**

(1) The Dean shall be the head of the Faculty and shall have jurisdiction stipulated by the Statute of the University and this Statute, in accordance with the Act.

(2) The Dean shall have the responsibility to assure that all activities at the Faculty are performed in a legal manner. The Dean shall be responsible for their work to the Faculty Council and the Rector of the University.

(3) The Dean may authorize other employees of the Faculty to represent the Faculty by issuing a special power of attorney.

(4) The scope and duration 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.

(2) The Dean may appoint permanent or temporary committees for performing the tasks within their scope of duties.

(3) The Dean shall grant the power of attorney to a Vice-Dean to perform their duties in case of absence or hindrance.

(4) Persons substituting the Dean shall not be authorized to conclude contracts nor to take other legal actions that may create financial and material obligations for the Faculty if they have not been granted a relevant power of attorney to do so by the Dean.

(5) The Dean shall appoint persons authorized to sign financial documents.

#### **Article 25**

(1) The Dean:

1. shall act on behalf of and represents the Faculty;
2. shall be a member of the Senate by position;
3. shall be a member of the Humanities and Social Sciences Council by position;
4. shall organize work and business activities of the Faculty and make business decisions;
5. shall convene and chair the Dean Council;
6. shall convene and chair the Faculty Council meetings and propose the agenda for the meetings;
7. shall propose to the Faculty Council the general acts and approve the general acts which fall beyond the scope of the Faculty Council;
8. shall propose to the Faculty Council measures aimed at improving Faculty activities;
9. shall implement the decisions made by the Faculty Council and the Senate;
10. in co-operation with the Rector, shall propose a part of the program contract relating to the Faculty and along with the Rector, actively participate in negotiations on the program contract made between the Faculty and the competent Ministry;
11. in co-operation with the Rector and other deans shall design a proposal of the University program contract;
12. shall propose the financial plan of the Faculty;
13. shall propose human resources management plan of Faculty;
14. shall manage the implementation of the financial plan of the Faculty;
15. shall manage the Faculty assets;
16. shall perform other duties in accordance with the regulations.

(2) The Dean shall have the authority to take legal action on behalf of and to the benefit of the Faculty, not exceeding the amount of 200,000,00 euro. The Dean shall be obliged to obtain the approval of the Faculty Council to take legal action exceeding the amount of 200,000,00 euro and amounting to not more than 600,000,00 euro. In case of taking legal action exceeding the amount of 600,000,00 euro, the Dean shall obtain the approval of the Faculty Council and the Senate.

(3) The Dean shall be responsible to the Rector and the Faculty Council and submit to them an annual report on implementing the Faculty strategy, an annual report on business activities and implementation of a part of the program contract within their competence, and other reports set by the regulations.

### ***Election of the Dean***

#### **Article 26**

(1) The teacher to be elected Dean must be employed with the Faculty as a Full Professor, Full Professor with tenure or Associate Professor.

(2) The position of the Dean is a full-time position.

#### **Article 27**

(1) The Dean's term of office shall last three academic years. The same Dean may be re-elected only for one additional term of office.

(2) The Dean shall assume their duties on the first day of the new academic year.

#### **Article 28**

(1) The Dean shall be elected by the members of the Faculty Council by secret ballot. Each member of the Faculty Council shall cast one vote.

(2) The procedure of the Dean's election shall be initiated at the beginning of the calendar year in which the Dean's term of office ends, by the Faculty Council issuing a public call for candidacies to all teachers who hold positions of Full Professor, Full Professor with tenure and Associate Professor.

(3) The election procedure for the Dean whose term of office is expiring must be completed no later than four months before they assume their duties.

(4) The Faculty Council shall appoint a three-member committee among its members to implement the election procedure of a new Dean.

(5) The applicants for the Dean position shall submit their CV and work program for the Dean's term of office, which they shall orally present to the Faculty Council.

(6) Based on the submitted applications, the Election Committee shall select the candidates who meet the election criteria prescribed by the Act and the Statute, and nominate them for the position of the Dean accordingly.

(7) The nominated candidates' CVs and work programs will be posted on the Faculty web page no later than two weeks before the Faculty Council session at which they shall present their programs.

(8) The work program proposals 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.

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

(10) The Dean elected shall be the nominated applicant who, in the final ballot, has obtained a majority of votes of all the Faculty Council members at the meeting attended by at least two-thirds of all members of the Faculty Council.

(11) If the only applicant does not obtain a sufficient number of votes, the entire election procedure shall be repeated. At the same meeting, the Faculty Council may determine the deadline for the Dean nomination and election procedures.

## **Article 29**

(1) If there should be two nominees for the Dean position and neither 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 nominee who has obtained more votes in the first round shall stand for election.

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

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

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

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

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

### **Article 30**

(1) If there should be three or more nominees for the Dean position in the first round of voting and neither of them obtains the necessary number of votes, the second round of voting shall be held at the same meeting, whereas two nominees who have obtained the most votes in the first round shall stand for election.

(2) If there should be more than two nominees with the equal number of votes after the first round of voting, before the second round of voting, a run-off election between the nominees with the equal number of votes shall be held in order to elect the one that goes through to a second round of voting.

(3) If neither of the nominees receives the necessary number of votes in the second round of voting, the third round shall be held to vote for the nominee who has obtained more votes in the second election round. If in the second election round the nominees for the Dean position receive the equal number of votes, they shall both go through to a third round.

(4) In the third election round, the nominee 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, and the Faculty Council may determine deadlines for nomination and election procedures for the Dean position at the same meeting.

### **Article 31**

The election of the Dean of the Faculty shall be confirmed by the Senate of the University.

### **Article 32**

(1) If the new Dean is not elected within the deadline mentioned Article 28, Paragraph 3 of this Statute, the Faculty Council shall, within the period of 30 days, nominate a candidate as an Acting Dean until the election of the new Dean. The Senate is obligated to appoint the Acting Dean after receiving the approval of the Rector.

(2) If the Faculty Council should fail to nominate the Acting Dean within the prescribed timeframe, the Senate will appoint the Acting Dean, following the Rector's proposal.

### **Article 33**

The Dean may cease to perform their duty before the termination of the term of office:

1. if they meet the retirement criteria;
2. upon termination of employment contract;
3. if they assume another position;
4. if they find employment with another legal entity of educational institution outside the University;

5. at personal request.

***Relieving the Dean of Duty***  
**Article 33a**

- (1) The Dean may be relieved of duty before the termination of the term of office if:
1. they cause irreparable damage to the University or the Faculty by their illegal, unlawful or unconscientious activities;
  2. they fail to act in accordance with the general acts;
  3. they neglect, abuse or perform their duty unconscientiously;
  4. they act in a way detrimental to the reputation and the dignity of the duty they perform;
  5. they lose the ability to perform the duty;
  6. the criteria set in the Statute of the University for their relief from duty.
- (2) A reasoned proposal to initiate the procedure of relieving the Dean of duty shall be submitted in writing by one-third (1/3) of the total number of the Faculty Council members or the Rector.
- (3) A reasoned proposal to initiate the procedure of relieving the Dean of duty must contain the factual description, legal grounds, and evidence for their relief from duty.
- (4) The Dean is required to suggest including the proposal from Paragraph (2) of this Article in the agenda of the Faculty Council meeting within 30 days from the day the complete proposal was received.
- (5) The Faculty Council shall decide on the proposal from Paragraph (4) of this Article by secret ballot, and by majority vote of all members of the Council.
- (6) Prior to voting on the proposal from Paragraph (4) of this Article, the Dean must be provided with an opportunity to address the reasons listed to relieve them of duty.
- (7) The Faculty Council meeting at which the decision on the Dean's suspension is made shall be convened within 30 days after the date of the meeting from Paragraph (4) of this Article.
- (8) 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.
- (9) At the meeting from Paragraph (8) of this Article, before voting on the decision to relieve the Dean of duty, the Dean must be given an opportunity to address the reasons listed to relieve them of duty.
- (10) At the meeting from Paragraph (8) of this Article, the Faculty Council shall decide whether to relieve the Dean of duty by secret ballot and majority vote of all the members of the Faculty Council.

(11) If the Dean should be relieved of duty, the Faculty Council shall appoint the Acting Dean at the same meeting, who will assume the duty until a new Dean is elected for a period not longer than a year. The Senate shall confirm the appointed Acting Dean, with prior approval obtained by the Rector. The procedure to elect a new Dean shall be implemented pursuant to the terms of the Statute of the University and this Statute. The Dean who has been relieved of duty must not be nominated in the election procedure for the new Dean.

***Supervisory Power of the University over the Faculty***  
**Article 33b**

(1) The Rector shall supervise the legality and alignment with the Statute of all work and activities performed by the Faculty, as well as the alignment of the general acts of the Faculty with the general acts of the University.

(2) If there should be a doubt that a Faculty act violates the law or the Statute of the University, the Rector may require the formal statement from the University Board for Statutory Matters. If the Rector believes that a Faculty act does not comply with the law or the Statute of the University, they will suspend the act and file the request with the High Administrative Court of the Republic of Croatia to assess the legality of the general act.

(3) If the Rector believes that a Faculty act does not comply with the law or the Statute of the University, it is their obligation to notify the Dean, explain the reasons why the act might be unlawful and set the deadline for harmonising the act with the law or the Statute of the University. The Rector may require the opinion of the University Board for Statutory Matters.

(4) If the Dean fails to act upon the Rector's notification from Paragraph (3) of this Article, the Rector shall, providing an explanation, propose to the Senate to abolish the act. The Senate shall make a decision by majority vote of all the members present at the meeting.

(5) If the Senate abolishes the act from Paragraph (4) of this Article, the Rector may propose to the Faculty Council to relieve the Dean of duty.

***Vice-Deans of the Faculty***  
**Article 34**

The Dean shall be assisted in their work at the Faculty by the vice-deans: 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 in local branches of the Faculty (Čakovec and Petrinja) according to the Act, the 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:

1. manage the design and implementation of undergraduate, graduate and integrated undergraduate and graduate study programs
2. monitor the implementation of the teaching process and participate in the process of improving the teaching activities
3. coordinate the teaching-related activities of the heads of organizational units
4. be responsible for the curriculum design and implementation
5. participate in the improvement of the curriculum and the European Credit Transfer and Accumulation System (ECTS)
6. coordinate the appointment of student demonstrators and monitor their work
7. be responsible for the regular administration of student questionnaires on the quality of the teaching activities performed by teachers
8. manage students' requests and complaints
9. coordinate the implementation of enrolment procedure
10. collaborate with the University bodies and offices in managing teaching affairs and students
11. perform other duties required by the Dean.

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

1. organize and improve scientific, artistic, professional and international activities
2. be responsible for the design of postgraduate study programs and monitor their implementation
3. coordinate the design and implementation of scientific, artistic, professional, and international projects
4. organize international, scientific, artistic and professional cooperation
5. design a plan of the scientific, artistic, professional and international activities and monitor its implementation
6. design the proposal of developmental programs of the Faculty according to the developmental plans of the University
7. perform other activities requested by the Dean.

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

1. organize, implement and improve business and developmental activities
2. participate in planning and implementation of business, financial and developmental plans and programs as well as the procurement plan
3. coordinate the activities of the branches and departments, Faculty chairs and other bodies of the Faculty in the process of designing business, financial and developmental plans and programs as well as project implementation and acts
4. monitor, coordinate and promote the business and developmental advancement of all the constituent and organizational units of the Faculty
5. monitor, coordinate and promote the scientific, artistic and professional advancement of teachers and associates
6. be in charge of the business, technical and developmental cooperation between the Faculty and other legal entities
7. design the developmental plan of the Faculty and monitor its implementation

8. design the proposal of the developmental programs of the Faculty in accordance with the developmental plans of the University
9. perform other duties required by the Dean.

(4) The activities and business performance of the local branches (in Čakovec and Petrinja) shall be headed by the Vice-Deans for Business, Studies and Student Affairs of the Faculty, who shall be responsible for their work to the Dean and the Faculty Council.

Two Vice-Deans for Business, Studies and Student Affairs of the local branches of the Faculty (in Čakovec and Petrinja) shall:

1. be responsible for the regular implementation of the teaching process, improvement of teaching activities and curriculum implementation
2. coordinate the appointment of student demonstrators and monitor their work
3. coordinate students' requests and complaints
4. coordinate the implementation of enrolment procedure
5. organize, implement and improve business and developmental activities
6. propose business, financial and developmental plans and programs
7. follow, adjust, and promote business and developmental advancement of the local branches
8. assist in the business, technical and developmental cooperation between the location departments and other legal entities
9. perform other duties and tasks requested by the Dean.

### **Article 36**

(1) Vice-Deans shall be appointed, upon the Dean's proposal, by the Faculty Council by secret ballot and by majority vote of all the Faculty Council members.

(2) If the Vice-Dean does not obtain a majority vote of all members of the Faculty Council, the Dean shall be obligated to propose another candidate by not later than the following regular meeting of the Faculty Council.

(3) Any teacher employed with the Faculty holding a scientific-teaching or artistic-teaching title may be appointed Vice-Dean.

(4) The term of office of Vice-Deans shall be equal to the term of office of the Dean upon whose proposal they have been elected. Upon the termination of the Dean's term of office or their suspension from duty, the term of office of Vice-Deans shall also be terminated.

(5) The same candidate may be appointed Vice-Dean for not more than two consecutive times.

(6) The Vice-Deans are responsible for their work to the Dean and Faculty Council.

### **Article 37**

(1) A Vice-Dean may cease to perform their duty before the termination of their term of office:

1. if they meet the retirement criteria

2. upon termination of employment contract
3. if they assume another position
4. if they find employment with another legal entity or educational institution outside the University
5. upon the expiry of the Dean's term of office
6. at personal request.

- (2) A Vice-Dean may be relieved of duty before the termination of the term of office if:
1. they cause irreparable damage to the University or the Faculty by their illegal, unlawful or unconscientious activities
  2. they fail to act in accordance with the general acts of the Faculty and the University
  3. they neglect, abuse or perform their duty unconscientiously
  4. they act in a way detrimental to the reputation and the dignity of the duty they perform
  5. they lose the ability to perform the duty
  6. the Dean loses their trust in them.

(3) The procedure for a Vice-Dean's suspension from duty may be initiated by the Dean of the Faculty, by a written reasoned proposal, or by one-third (1/3) of the total number of the Faculty Council members.

***The Dean's Board***  
**Article 38**

(1) The Dean's Board shall assist the Dean of the Faculty as the advisory body consisting of the Dean, Vice-Deans and the secretary of the Faculty.

(2) The Dean's Board shall be the advisory body to 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 constituent units.

***The 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 student representatives, as well as one representative of other employees.

(3) The Faculty employees elected to teaching titles of lecturer, senior lecturer, language instructor, senior language instructor, language instructor advisor, art associate, senior art

associate, and art advisor shall elect their representatives in the Faculty Council by secret ballot at the joint meeting of all employees holding teaching positions.

(4) The Faculty employees elected to associate titles of teaching assistant and postdoctoral researcher shall elect their representatives in the Faculty Council by secret ballot at the joint meeting of all associates holding associate positions.

(5) The members of the Faculty Council shall be elected from the representatives holding teaching and associate positions who have obtained the highest number of votes at the joint meeting.

(6) Other Faculty employees shall elect their representative in the Faculty Council at the joint meeting of all other employees, by secret ballot.

(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 holding teaching and associate positions and the representative of other employees shall be elected for a three-year-term. The same candidate may be re-elected representative in the Faculty Council.

(9) A representative of the union of employees in the area of science and higher education shall be invited to the Faculty Council meetings and participate in the work of the Faculty Council, but without the right to vote. The union representative must be a Faculty employee holding a scientific-teaching, artistic-teaching or teaching title.

#### **Article 40**

(1) One representative in the Faculty Council shall be elected per four teaching titles from Article 41, Paragraph 3 of this Statute.

(2) One representative in the Faculty Council shall be elected per six associate titles from Article 41, Paragraph 4 of this Statute.

(3) Student representatives shall make 10% of the total number of the Faculty Council members, of which up to 20% may be students enrolled in postgraduate studies, and shall be elected by the Student Assembly in accordance with the Statute of the Student Assembly and the general acts of the Student Assembly of the Faculty. Students enrolled in all study programs and from all local branches should have their representatives in the Faculty Council. The percentage calculation of 10% of student representatives in the Faculty Council shall be rounded to the nearest whole number.

(4) The number of student representatives in the Faculty Council shall be determined in accordance with the number of employees in the Faculty Council on the 1st October for the current academic year.

(5) Student representatives shall be elected for a term of two academic years.

(6) A deputy shall be elected for each representative holding teaching and associate titles, for the representative of other employees and for the student representative.

(7) Upon the termination of the term of office of the elected Faculty Council member before the expiry of the period for which they have been elected, their deputy shall assume their duties for the remainder of the term.

#### **Article 41**

The Faculty Council shall, according to the Act and this Statute:

1. make decisions on the teaching, scientific, artistic and professional matters
2. promulgate the Statute of the Faculty and other general acts
3. approve the mission and development strategy
4. adopt a part of the program contract pertaining to the Faculty
5. adopt the budget
6. adopt final account of the Faculty
7. grant approval to the Dean to take legal action in the amount between 200,000,00 and 600,000,00 euro
8. approve the Dean's proposal to the Senate to grant legal transactions in the amount exceeding 600,000,00 euro
9. implement election procedure for the Dean and their suspension
10. appoint Vice-Deans and relieve them of duty
11. appoint members of the councils in various areas
12. be allowed to set additional criteria for appointment and reappointment to the scientific-teaching, artistic-teaching, teaching, associate and professional positions
13. initiate and implement appointment and reappointment procedures to the associate, teaching, artistic-teaching and scientific-teaching position, pursuant to the Act, the Statute of the University, and this Statute
14. propose to the Senate the quotas for each study program of the Faculty
15. implement teacher appointment and reappointment to titles
16. award the honorary title *professor emeritus* to Faculty employees
17. accept the Dean's annual reports
18. approve the curriculum
19. institute the procedure of adopting study programs, adopt the proposals of study programs and monitor their implementation
20. appoint mentors to students and committees in the process of earning Ph.D. titles
21. evaluate the work of associates once a year, based on the reports provided by mentors
22. appoint external associates who implement the teaching process at the Faculty and design a plan for collaboration with external associates for the current academic year
23. approve the Rules of Procedure of the Faculty Council
24. perform other activities according to the provisions of the Statute of the University, other general acts of the University, the Statute of the Faculty, and other general acts of the Faculty.

## **Article 42**

(1) Student representatives in the Faculty Council shall have the right to suspensive veto while determining student rights and obligations, deciding on the matters pertaining to a change in study conditions, alterations of curricula and syllabi of a study program, matters pertaining to student standards, study program quality and other matters of special interest for students.

(2) Suspensive veto shall be exercised by a majority of all student representatives in the Faculty Council, upon which the Faculty Council is not allowed to discuss the same matter before the period of 8 days has expired. In the following round of decision making, the decision shall be made by majority rule of all members of the Faculty Council and suspensive veto cannot be applied to it.

(3) Student representatives in the Faculty Council shall not vote in the election process of teachers and associates to positions.

## **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 may 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) Attendance at the Faculty Council meetings is obligatory for all members.

(2) The Faculty Council shall make valid decisions when more than a half of the total number of the Faculty Council members attend the meeting.

(3) In matters relating to the Statute, statutory decisions and election of the Dean, the Faculty Council shall make decisions only if the meeting is 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 shall have a decisive vote.

#### **Article 45**

(1) The Faculty Council shall make decisions publicly by a show of hands.

(2) The voting shall be held by secret ballot using ballot papers.

(3) A three-member committee, elected in the meeting in which the voting is to be held, shall count the ballot papers.

(4) The Faculty Council members shall decide by secret ballot on the election and suspension of the Dean and Vice-Deans of the Faculty, the appointment and reappointment of candidates to scientific-teaching, artistic-teaching, teaching and associate positions, the appointment and reappointment of teachers to titles, as well as on other cases explicitly stipulated by the Act, the Statute of the University and this Statute.

(5) Except in the cases from Paragraph 4 of this Article, the Faculty Council may, upon the proposal of the Dean or the Faculty Council members, decide that certain matters falling within the authority of the Faculty Council shall be decided on by secret ballot.

#### **Article 46**

(1) A record shall be kept of The Faculty Council meetings in the form of minutes, including the data on the place and time of the meeting, the list of attendees, the agenda, a 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**

***Types of Studies***  
**Article 48**

- (1) The Faculty shall organize and implement undergraduate and graduate university studies, as well as integrated undergraduate and graduate university studies.
- (2) The Faculty shall also organize and implement the specialist university studies and doctoral studies at the postgraduate level.
- (3) The Faculty may, in accordance with the Act and the Statute of the University, establish short study and joint study programs, as well as professional development and lifelong learning programs, which shall not be considered study programs.
- (4) The Faculty shall also implement various forms of lifelong learning programs and programs designed for professional development of professional and scientific staff.
- (5) Upon completion of one study year in any of the study programs mentioned in Paragraphs 1 and 2 of this Article, the student shall earn a minimum of 60 ECTS credits.
- (6) Each level of the university study shall end by earning a certain number of ECTS credits and by obtaining the corresponding title or degree.

**Article 49**

Doctoral studies and specialist university studies may be partly implemented in such way that not more than 30% of the courses in doctoral studies may be the courses listed in specialist university postgraduate study programs.

***Requirements for admission to university studies***  
**Article 50**

- (1) Requirements for admission to particular studies shall be regulated by the general acts of the Faculty and a public call for admission of participants to a 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., the Faculty Council, in accordance with the general acts 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 candidate who has completed the required graduate university study or integrated undergraduate and graduate university study or a specialist university study, and who meets all the criteria set in the general acts regulating the study programs may be admitted to a doctoral study.

(4) A candidate who has completed a corresponding graduate university study or integrated university undergraduate and graduate study and who meets the requirements provided in the general act regulating the studies may be admitted to the specialist university study program at the postgraduate level. As an exception, a candidate with a completed professional graduate study may also be admitted to the specialist university study provided they have passed differential exams set by the higher education institution or with at least 5 years of work experience in the area covered by the study. Conditions for admission to specialist university studies are determined by a decision of the higher education institution.

(5) Foreign citizens shall be admitted to studies under the same conditions as Croatian citizens, with the obligation of covering the costs of studies in accordance with the Act and the general acts of the University. Students who are EU citizens shall have equal rights as the students who are citizens of the Republic of Croatia.

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

### ***Organization and Manner of Implementing University Studies***

#### **Article 51**

(1) The studies shall be organized and implemented 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, with prior expert opinion obtained from the competent council in that particular area.

(3) Upon the proposal of departments, the Faculty Council shall adopt the curriculum of the study program. It shall be made public before admissions to the study, that is, before the beginning of a new academic year, and it shall be easily visible and available. The Dean shall monitor the implementation of the curriculum.

### ***Implementation of University Studies***

#### **Article 52**

(1) The study program and study curriculum are implemented per academic year.

(2) The academic year shall start on the 1st October and end on the 30th September and it shall be divided into winter and summer semesters.

(3) As an exception, the teaching process may start before the beginning of the academic year from Paragraph 1 of this Article if so prescribed by the curriculum for that academic year, but not before 1st September.

(4) In accordance with the university calendar, the Faculty Council shall determine the exact teaching period (when it shall start and end), the schedule of examination periods and student holidays for each academic year. This process shall be completed at the end of the current academic year for the following academic year.

### ***Completion of Studies*** **Article 53**

(1) The undergraduate university study program shall be completed when all examinations have been passed, other study obligations have been completed, 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, other study obligations have been completed, and final 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, other study obligations have been completed, and final thesis has been finished and publicly defended according to the study program.

(4) The doctoral study program shall be completed when all examinations prescribed by the program have been passed, other study obligations have been completed, and doctoral thesis has been finished and publicly defended.

(5) The postgraduate specialist study program shall be completed when all examinations have been passed, other study obligations have been completed, and final thesis has been finished and publicly defended and/or when the final specialist exam has been passed according to the study program.

### ***Documents concerning university studies*** **Article 54**

(1) Upon 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, as well as a diploma supplement.

(2) A diploma supplement is a public document which confirms the exams the student has passed, the corresponding grades and ECTS points earned.

(3) Upon completion of a professional development program and lifelong learning program, the participant shall be issued a certificate containing a list with description of the

requirements met, and if the program workload should be rendered according to the ECTS system, it shall contain the ECTS points earned.

(4) The form and content of public documents are set in the regulations approved by the competent minister.

(5) A diploma, diploma supplement, and certificate are public documents and are issued free of charge, in English and Croatian language, both as signed and certified copies and in the electronic form.

(6) One copy of diploma transcript and one copy of other issued documents on the completed studies must be kept in the Faculty archives.

### ***Graduation ceremony***

#### **Article 56**

(1) Upon completion of undergraduate, graduate, integrated undergraduate and graduate university studies as well as university doctoral specialist studies, students shall be conferred by the Dean or, in the case of Dean's absence, the Vice-Dean for Teaching and Student Affairs.

(2) Students holding a Doctor of Science or a Doctor of Arts degree shall be conferred by the Rector of the University.

### ***Other Matters Concerning the University Studies***

#### **Article 57**

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

## **VI. STUDENTS**

#### **Article 58**

(1) A student is a person who has been admitted to a study program at the Faculty.

(2) The student status shall be proved by a student document issued by the Faculty.

#### **Article 59**

**Deleted.**

#### **Article 60**

(1) Students may study as full-time, part-time or guest students.

(2) Full-time students shall have a full-time weekly schedule.

(3) Students who are Croatian citizens, citizens of another EU country, full-time students in undergraduate or graduate university study or integrated study shall be entitled to full scholarship subsidies funded by the state budget, in accordance with the Act.

(4) Part-time students shall study according to a full or adjusted work schedule.

(5) Part-time students shall cover the full or partial cost of their studies, in accordance with the general act of the University.

(6) Students shall have a regular or part-time student status throughout the prescribed duration of the study, which may not last longer than double the prescribed duration of the study.

(7) The duration of the study from Paragraph 6 of this Article shall not include the time of student's leave of absence; that is, the student will be granted a prolonged period to complete the study, which shall last as long as their leave of absence.

(8) Full-time students with officially recognized disability status shall be entitled to special rights from student standards in accordance with the general act of the Faculty, the Act or other general acts.

### ***Visiting Students and Guest Auditors***

#### **Article 61**

(1) A visiting student is a student with a full-time or part-time status at another university and who enrolls in some courses of a study program at the Faculty, pursuant to a special contract with other universities regarding recognition of ECTS points.

(2) The rights and obligations of a visiting student, the manner of covering the costs of their study, a possibility of continuing their studies at the University, as well as other matters pertaining to their visiting student's status shall be regulated by a contract with other universities.

(3) A guest auditor is a person who, within the scope of openness of a public higher education institution to a broader community, with prior approval of the teacher, shall attend courses without enrolling in them and shall not be obligated to sit an exam.

### ***Rights and Obligations of the Student***

#### **Article 62**

(1) The student shall have the right and obligation to:

1. take an active part in the teaching process and to fulfil the obligations regulated by the study program, the syllabus, course description and the University and Faculty acts
2. participate in the evaluation of the quality of instruction and teachers at least once a year

3. enrol into the following year of study in accordance with the set criteria
4. take examinations in the manner and within the deadlines stipulated by the University and Faculty acts
5. use the official Faculty e-mail address
6. complete their studies in accordance with the deadlines stipulated in the general act, within the period which may not last longer than double the prescribed duration of the study.

(2) The student shall have the following obligations:

1. comply with the general acts of the University and the Faculty
2. preserve and promote the reputation and dignity of the University and the Faculty, students, teachers and other members of the academic community
3. act in accordance with the code of ethics of the academic community members.

(3) The student shall have the right to:

1. study in accordance with the course syllabus
2. high-quality studies and educational process
3. excellence of teachers and associates
4. consultations and mentorship
5. participate in the scientific, artistic and professional activities, according to the capacities of the University or Faculty
6. repeat each year of study only once if the student is a full-time student
7. complete the studies in accordance with the study program they have enrolled into, in accordance with the set criteria
8. free use of library materials, network equipment and other sources of information; scientific, artistic, and professional sources, and appropriate space and research facilities
9. enrol in and attend courses under other study programs within the University with the aim of gaining additional knowledge
10. choose the mentor who helps them in undergraduate and graduate studies and monitors their work and achievements
11. select the teacher in case there are several teachers teaching the chosen course, in accordance with the criteria set by the Faculty
12. choose the mentor and topics for their final, graduate, specialist and doctoral thesis in accordance with the set criteria
13. freedom to express their opinions and viewpoints, during the teaching process or extracurricular activities, in accordance with the code of ethics of the academic community members
14. participate in the decision-making process at the University and Faculty
15. participate in the activities of students' organizations at the University and Faculty
16. leave of absence during military service which is not professional, during pregnancy and maternity/paternity leave, a longer sick-leave and in other justified cases
17. adjusted manner of participation in the study and knowledge assessment in accordance with the set criteria
18. psychological, spiritual and other forms of counselling support within the University and Faculty

19. participation in cultural, sports, artistic, civic, religious, entertainment, and other activities to achieve a complete and harmonious personality development
20. complaints and other legal remedies in case their rights should be violated
21. other rights in accordance with the act, the Statute of the University, other general acts of the University, the Statute of the Faculty and other general acts of the Faculty.

### ***The Dormant Status of the Student's Rights and Obligations***

#### **Article 63**

(1) The student's status shall be dormant during:

1. military service which is not professional
2. pregnancy
3. maternity/paternity leave, until the child is one year old
4. a leave of absence which is granted pursuant to the general acts which regulate maternity/parental support
5. incapacity due to an illness or other similar justified reason lasting longer than three months
6. international student exchange lasting longer than 30 days during the academic year, if the student does not earn ECTS points in this period
7. other justified cases in accordance with the general act or decision of the University of Faculty.

(2) During dormancy of rights and obligations, the student may take examinations and undergo knowledge assessment if they have met the criteria.

(3) The student's rights and obligations shall be regulated by the general act of the Faculty.

### ***Special Opportunities for Studying***

#### **Article 64**

(1) Special opportunities for studying shall be granted to the student who has a categorized athlete status or who is an exceptional artist, and who is a full-time student or a student with a disability, pursuant to the general act of the University and Faculty.

(2) The full-time student who is exceptionally successful in their studies can simultaneously study two study programs, according to the criteria set in the general act of the University, Faculty, or the Faculty and another constituent part they study at.

(3) An exceptionally successful full-time student or a student who regularly fulfils their obligations may complete the study within a shorter time period than the one officially prescribed, in accordance with the general act of the Faculty.

(4) The student may, in accordance with the general act of the University or the Faculty, be granted permission to attend some courses or take examinations at another higher education institution within the University, or at another university in the country or abroad.

**The Disciplinary Liability of the Student**  
**Article 65**

(1) The disciplinary liability of the student, disciplinary offences, disciplinary procedures, and disciplinary measures shall be defined by the general act of the Faculty, and students may be held responsible solely for the defined disciplinary offence.

(2) A disciplinary measure of expulsion may be defined and applied only in case of serious disciplinary offences.

(3) A student representative shall participate in the work of the body which shall decide on the disciplinary liability of the student.

**The Termination of the Student Status**  
**Article 66**

The student's status shall be terminated:

1. upon completion of study
2. upon withdrawal from study
3. expulsion from study pursuant to the terms described in the general act of the Faculty on student liability
4. if the student fails to complete the study within the period which may not last longer than double the prescribed duration of the study.

***VII. STUDENT ASSEMBLY, STUDENT ASSOCIATIONS AND OTHER STUDENT ORGANIZATIONS***

**Article 67**

(1) The Student Assembly and other student organizations shall be established at the Faculty, in accordance with the special act.

(2) The Student Assembly is a representative body which shall protect the interests of students, and which shall participate in the decision-making processes of the Faculty Council and represent students in the higher education system.

**Article 68**

(1) The Student Assembly shall have its statute which shall be adopted in accordance with the regulations set in the general act regulating the work and activities of the Student Assembly and other student organizations.

(2) The Student Assembly Statute shall define:  
1. the modality of the Student Assembly work

2. the bodies, the composition, the election procedure and responsibilities of the particular Student Assembly bodies
3. the process of appointing the student ombudsperson
4. the election procedure for students who shall participate in the work of Faculty bodies
5. the liabilities of the Student Assembly bodies and members if they should fail to perform the duties they have been trusted with pertaining to the work of the Student Assembly, as well as other matters of importance for the work of the Student Assembly.

#### **Article 69**

(1) The Faculty shall have the obligation to provide the Student Assembly and student ombudsperson with appropriate office space, co-fund their activities, and provide administrative and technical assistance.

(2) The Dean of the Faculty shall be responsible for the legality of the activities performed by the Student Assembly and other student organizations active at the Faculty.

(3) The Dean of the Faculty shall be responsible for the legality and timely implementation of student elections and provide equal opportunities for all students at the Faculty to participate in the elections.

(4) The Faculty shall be responsible to provide student organizations with autonomous usage of financial resources necessary for their work, and these financial resources shall be recorded in the Faculty account in accordance with the act and general acts of the Faculty.

#### **Article 70**

(1) The work of student organizations shall be made public.

(2) The Dean of the Faculty and the Faculty Council shall supervise the activities performed by student organizations in accordance with the general acts of the Faculty.

### **VIII. FACULTY EMPLOYEES**

#### ***Teachers, associates and scientists***

#### **Article 71**

(1) The teaching, scientific, artistic and professional activities at the Faculty shall be conducted by employees elected to corresponding scientific-teaching, artistic-teaching, teaching and associate titles, adjunct lecturers as well as guest lecturers and external associates of the Faculty.

(2) Qualifications of employees from Paragraph 1 of this Article shall be confirmed by regular

election to corresponding scientific-teaching, artistic-teaching, teaching, and associate titles, and by election to adjunct teachers within the terms stipulated by the Act.

(3) Adjunct teachers may also partially participate in the teaching process, or they may teach the entire course.

(4) The core course content shall be delivered only by the teachers with scientific-teaching, artistic-teaching or teaching positions, or adjunct teachers.

(5) The teaching process may also be implemented by external associates who, due to their scientific, artistic or professional work and achievements may contribute to the quality of the educational process, scientific, artistic and professional work, and scientific and artistic creation at the Faculty. External associates may be assigned up to one-third of the classes within a particular course, but this restriction shall not be applied to practical work.

(6) Following a decision of the Faculty Council, a distinguished teacher from abroad (guest lecturer) may also be entrusted with the implementation of the teaching process within a particular course.

(7) Students enrolled in postgraduate studies may participate in the implementation of the teaching process in undergraduate, graduate and integrated undergraduate and graduate studies, in accordance with the study program they have enrolled in.

(8) In order to assist the teacher and provide assistance to students during practical work and in the teaching process within a particular course, the Dean may appoint student demonstrators from the student body.

## **Article 72**

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

(2) Teachers at the Faculty shall be appointed to teaching positions only for courses which do not require a scientific approach.

(3) The scientific-teaching and artistic-teaching positions are: Assistant Professor, Associate Professor, Full Professor and Full Professor with tenure.

(4) The teaching positions at the Faculty are: lecturer and senior lecturer.

(5) The language teaching positions at the Faculty are: Language Lecturer, Senior Language Lecturer, Principal Language Lecturer, Lecturer, Senior Lecturer, Principal Lecturer.

(6) The teaching positions in the area of arts at the Faculty are: Arts Teaching Associate, Senior Arts Teaching Associate and Principal Arts Teacher.

(7) Associate positions are Junior Assistant and Senior Assistant.

(8) In projects, appointment to other positions may also be allowed, in accordance with the general acts of the University or the Faculty.

### **Employment Selection Criteria**

#### **Article 73**

(1) General terms for appointment to a particular scientific-teaching, artistic-teaching and teaching positions are stipulated by the Act, the Statute of the University, national criteria and additional criteria stipulated by the general act of the University and/or the Faculty.

(2) A person who has completed a graduate university study, or an integrated study in a scientific or artistic area and field may be appointed to a teaching position and to an associate position of an assistant.

(3) An exceptionally successful student may be appointed to an associate position of assistant. The status of an exceptionally successful student is regulated by a University or Faculty act.

(4) As an exception, a person who has achieved exceptional results in the artistic area may be appointed to an associate position of assistant in the artistic area. The election criteria for an associate position of assistant are defined by the Faculty.

(5) A person who has earned a doctor of science or a doctor of arts title, in a scientific or artistic area and field, may be appointed to an associate position of a senior assistant. The appointment criteria for a senior assistant position are defined by the Faculty.

(6) As an exception, a person who has achieved exceptional results in artistic area, and who has not earned an academic title of a doctor of arts, may be appointed to an associate position of a senior assistant, according to the criteria defined in the general act of the Faculty.

### **Selection of Candidates to Vacant Job Positions**

#### **Article 74**

(1) Teachers and associates shall be employed to vacant job positions through a procedure initiated by a public call.

(2) The decision on announcing a public call from Paragraph 1 of this Article shall be made by the Faculty Council. The decision on announcing a public call shall contain a decision on the appointment of expert committee.

(3) The selection procedure to a vacant job position shall be conducted in accordance with the terms stipulated in the Act and the Statute of the University.

#### **Article 75**

(1) The teacher shall be appointed to a position for a period of five years.

(2) Upon expiry of five years, the teacher shall be appointed to a higher position or reappointed to the same position.

(3) Upon appointment of the teacher to the highest position, the promotion procedure, i.e., re-election, shall be completed.

### ***Appointment to a higher position***

#### **Article 76**

(1) The teacher who believes that they meet the criteria for promotion to a higher position shall, no earlier than six months before the expiry of the five-year period to which they have been appointed or reappointed, file a request with the employer to be promoted to a higher position.

(2) The procedure for promotion to a higher position shall be initiated following a decision of the Faculty Council upon the expiry of the period to which the teacher has previously been appointed or reappointed. The decision on the appointment of expert committee shall be an integral part of the decision on initiating the procedure for promotion to a higher position.

(3) The procedure for appointment of the teacher to a higher position shall be implemented in accordance with the terms stipulated in the Act and the Statute of the University.

(4) If it is determined during the process of promoting the teacher to a higher position that they do not meet the set criteria for promotion, a reappointment procedure shall be initiated, no later than 30 days from the day when the decision was made.

### ***Reappointment to a Teaching Position***

#### **Article 77**

(1) The reappointment procedure shall be initiated upon the expiry of five years after the last appointment or reappointment, and shall be completed at the latest within six months after the day the procedure was initiated.

(2) If the teacher has not filed a request for promotion to a higher position before the expiry of the period to which they have been appointed or reappointed, the employer shall initiate the reappointment procedure.

(3) The reappointment procedure shall be implemented in accordance with the terms stipulated in the Act and the Statute of the University.

(4) The employment contract of the teacher who has not been reappointed in the reappointment procedure shall be terminated, in accordance with the act which regulates work relations.

***Associates***  
**Article 78**

- (1) The junior assistant shall be employed based on a temporary work contract of six years, and funded by the state budget, projects, or own resources.
- (2) The senior assistant shall be employed based on a temporary employment contract of no longer than four years, and funded by the state budget, projects, or own resources.
- (3) Associates shall have the rights and obligations defined by the Act and the Statute of the University.
- (4) The junior assistant has the right and obligation to enrol into doctoral studies funded by the University or Faculty, and the right to change their mentor once, at their own request, in accordance with the human resources possibilities at the Faculty.
- (5) The junior assistant in the artistic area is not required to enrol in nor attend a doctoral study.

***Evaluation of Work Performed by Associates***  
**Article 79**

- (1) The associate's mentor shall be appointed from among the Faculty teachers.
- (2) The Faculty shall evaluate the work performed by the associate on an annual basis, following a written report by their mentor.
- (3) The evaluation of work performed by the associate shall be confirmed following a decision without the right to appeal, but legal dispute may follow.
- (4) The associate whose work has received negative evaluation in two subsequent years shall have their employment contract terminated, in accordance with the act regulating labour relations.

***Sabbatical Year***  
**Article 80**

The teacher holding a scientific-teaching or artistic-teaching position shall be entitled to a paid sabbatical year with the purpose of performing scientific or artistic work, following a decision of the Faculty Council.

The Faculty shall have the obligation to ensure a continuous implementation of the teaching process and fulfil other obligations of the employee who has been granted a paid sabbatical year.

***Standstill Period and Employment Contract Extension***

**Article 81**

Standstill period for appointment and reappointment to a teaching position and to associate position, and for temporary employment contract extension shall be applied in accordance with the terms stipulated in the Act and the Statute of the University.

***Work outside the Faculty and University***

**Article 82**

(1) The teacher and the associate may perform the duties which are the same as or associated with the activities of the Faculty outside the Faculty and University.

(2) The procedure of issuing consent for work from Paragraph 1 of this Article shall be regulated by the general act of the Faculty.

***Teachers' Employment Contract Termination***

**Article 83**

(1) The teacher's employment contract shall be terminated if they retire at the end of the academic year in which they have met criteria for employment contract termination in accordance with the act regulating labour relations.

(2) As an exception, the Faculty may conclude an employment contract with the full professor with tenure by the end of the academic year in which the full professor reaches the age of 70, in which case the Faculty shall provide the funding.

***Adjunct teaching staff***

**Article 84**

(1) The Faculty may assign the adjunct teaching staff to teaching positions and other activities without announcing a public call.

(2) The adjunct teacher or associate is a person who does not have an employment contract with the Faculty, but the appointment to a title has proved that they meet the criteria for appointment to scientific-teaching, artistic-teaching, teaching, or associate position.

(3) The adjunct teacher or associate is appointed without announcement of a public call, pursuant to Articles 74 and 76 of this Statute.

***Honorary Titles of Teachers***

**Article 85**

(1) The Faculty may award a distinguished retired teacher the honorary title of Professor Emeritus of the Faculty.

(2) The status, the appointment procedure, the rights and obligations of Professor Emeritus Universitatis Zagrabienensis shall be defined by the Senate, in the general act.

(3) The basic appointment criteria for Professor Emeritus of the Faculty shall be defined by the Senate, in the general act. The status, the appointment procedure, the rights and obligations, and additional criteria shall be defined by the Faculty Council in the general act.

### ***Academic Ethics***

#### **Article 86**

(1) The Faculty shall preserve, maintain and promote academic ethics.

(2) The members of the university academic community shall be obligated to abide by the general moral principles and the principles and rules of academic ethics in their work, activities, conduct and public appearances.

(3) The members of the university academic community shall base their work and activities on freedom of scientific and artistic creation, critical discussions, mutual respect, principles of reconciliation and the culture of dialogue.

(4) The University shall have its Code of Ethics which contains the basic principles and rules of academic ethics.

### ***Awards and Acknowledgements***

#### **Article 87**

The Dean of the Faculty shall present awards and acknowledgments to employees, students, and other deserving individuals for their successful work and contribution to the reputation of the Faculty, in the form and manner specified in the general act of the Faculty.

### ***Disciplinary Procedure***

#### **Article 88**

(1) The Faculty employees shall be subject to disciplinary procedures in case of breach of work obligations and damaging the reputation of the Faculty.

(2) The Faculty employees may be subject to disciplinary procedures for a disciplinary act that has been defined by the general act of the Faculty.

## **IX. SCIENTIFIC, ARTISTIC AND PROFESSIONAL ACTIVITIES**

## **Article 89**

(1) Freedom of scientific, artistic and professional research and creation, as well as interpersonal collaboration and networking is a form of academic freedom which, pursuant to the Constitution of the Republic of Croatia and the law, belongs to all members of the academic community.

(2) Scientific, artistic and professional publishing activities and creation shall be the right and obligation of all Faculty employees appointed to scientific-teaching, artistic-teaching, teaching, and associate positions, and project work positions, as well as the right of all students.

(3) The activities of employees and students from Paragraph 1 of this Article shall be implemented by assuming the obligations stipulated by contracts and individual or joint work on scientific, artistic and professional research programs and projects, as well as work on professional studies, analyses, expertise, and other forms of professional activities.

(4) Employees and students from Paragraph 1 of this Article shall propose and initiate scientific, artistic and professional research programs and projects, as well as professional studies, analyses, expertise, and other forms of professional activities performed at the Faculty, with the written consent obtained from the Dean. The projects must meet the criteria of research, creative or professional activities of the Faculty.

(5) Financial support from foundations, donations, sponsorships or other forms of support may be accepted as support for activities performed by the University, in accordance with the law.

## **X. ASSETS AND BUSINESS ACTIVITIES OF THE FACULTY**

### **Article 90**

The Faculty assets shall be composed of immovable and movable assets owned by the Faculty, other property rights, financial resources allocated by the founder, dedicated funds, the Faculty's own financial resources, and assets acquired from other sources.

### **Article 91**

The Faculty shall finance its activities in a responsible and transparent manner, through the following funds:

1. financial resources allocated by the founder
2. dedicated funds
3. its own financial resources.

### **Article 92**

(1) The Faculty shall manage its assets independently, in accordance with the laws of the Republic of Croatia, the Statute of the University and this Statute.

(2) The financial resources allocated by the founder (from the state budget of the Republic of Croatia) shall be allocated to the Faculty based on the program contracts and aimed at financing:

1. the basic budget components
2. development budget components
3. performance budget components.

(3) The Faculty shall use dedicated funds for the purposes stipulated in the Act and Statute of the University.

(4) The Faculty shall be independent in managing its own financial resources in accordance with the financial plans and the Act, while the manner in which the Faculty shall manage its own financial resources shall be regulated by the general act.

#### **Article 92a**

The financial plan of the Faculty for each calendar year shall be approved by the Faculty Council upon the Dean's proposal, in accordance with the terms of the Act and the Statute of the University.

#### **Article 92b**

(1) The program contract shall determine the long-term funding of the Faculty by financial resources provided by the State budget of the Republic of Croatia.

(2) The program contract shall consist of:

1. the basic budget component
2. development budget component
3. performance budget component.

(3) The program contract shall determine the achievement of the Faculty goals, which are aligned with the national acts on strategic planning.

(4) The program contract of the Faculty shall be negotiated upon by the Rector and the Dean, and shall be signed by the Dean after it has been adopted by the Faculty Council and the Senate.

(5) The Faculty may propose an alteration or amendment to the program contract.

(6) If the program contract is not made within the prescribed period, the Faculty shall be funded using the State budget funds, in accordance with the Act.

## **XI. PUBLICITY OF ACTIVITIES AND BUSINESS SECRET**

### **Article 92c**

- (1) The activities performed at the Faculty shall be public.
- (2) The Faculty shall treat the public with respect and based on mutual respect and cooperation.
- (3) Access to information shall be provided, in accordance with the Act.
- (4) The Faculty may withhold the information on data which are considered a business secret.

## **XII. GENERAL ACTS OF THE FACULTY**

### **Article 92d**

- (1) The Statute shall be the fundamental act of the Faculty.
- (2) In addition to the Statute, the general acts of the Faculty shall include regulations, rules of procedure, plans and programs, and relevant decisions and conclusions which shall regulate particular matters and relations in the general way.
- (3) The Statute of the Faculty shall be aligned with the Act and the Statute of the University, whereas all other general acts of the Faculty must be in accordance with the Act, the Statute of the University and this Statute.
- (4) Before entering into force, all general acts shall be published on the Faculty website and shall, as a rule, enter into force on the eighth day after they have been made public.

## **XIII. TRANSITIONAL AND CONCLUDING PROVISIONS**

### **Article 92e**

- (1) The modifications and amendments to the Statute and other general acts of the Faculty shall be implemented following the same manner and procedure upon which each individual act has been passed.
- (2) The initiative for modifications and amendments to the general acts and the initiative for passing new general acts can be introduced by:
  1. The Dean or Vice-Deans of the Faculty
  2. The Faculty Council.

(3) All other general acts of the Faculty shall be aligned with the provisions of this Statute, the Statute of the University, and other general acts of the University of Zagreb and the Act.

(4) Until the current general acts have been aligned with this Statute, the Statute of the University and other general acts of the University of Zagreb and the Act, i.e., until the new general acts have been passed, the current general acts of the Faculty shall be valid, with an exception of those contrary to the above-mentioned regulations.

#### **Article 92f**

All procedures initiated before this Statute entered into force shall be completed according to the regulations valid at the time they were initiated.

#### **Article 92g**

(1) The dormancy of students' rights and obligations, as well as dormancy of deadlines and employment contract extensions for teachers and associates shall be determined in accordance with the regulations valid at the time when the criteria for dormancy were met or when the dormancy began.

(2) Students, teachers and associates will be subject to relevant provisions of the Statute providing they have notified the Dean about it during the dormancy period.

#### **Article 92h**

This consolidated text of the Statute of the Faculty of Teacher Education was aligned with the Decision on the modifications and amendments to the Statute of the Faculty of Teacher Education of the University of Zagreb Faculty of Teacher Education adopted in the 2<sup>nd</sup> regular session of the Faculty Council held on November 21, 2023.

This Consolidated text of the Statute of the Faculty of Teacher Education was published on the website of the Faculty \_\_\_\_\_

***XIII. TRANSITIONAL AND CONCLUDING PROVISIONS OF THE STATUTE of 11 February 2020.  
CLASS: 602-04/19- 06/01 ENTRY NO.: 251-378-04/20/02***

#### **Article 91**

*(1) The modifications and amendments to the Statute and other general acts of the Faculty shall be implemented following the same procedure through which each individual act was adopted.*

*(2) The initiative for modifications and amendments to the general acts and the initiative for adopting new general acts can be proposed by:*

- 1. the Dean and Vice-deans of the Faculty.*
- 2. the Faculty Council.*

*(3) All general acts of the Faculty shall be aligned with the provisions of this Statute, the Statute of the University and other general acts of the University of Zagreb, at the latest within six months after the Statute of the Faculty has entered into force.*

*(4) Until the current general acts have been aligned with this Statute, the Statute of the University and other general acts of the University of Zagreb, that is, until new general acts have been adopted, the current general acts of the Faculty shall be valid, except those provisions which are contrary to the mentioned regulations.*

## **Article 92**

*(1) This Statute shall enter into force on the eighth day after its publication on the website of the Faculty, upon granting the consent of the Senate of the University of Zagreb.*

*(2) Upon entering into force of this Statute, the Statute of the Faculty of Teacher Education, CLASS: 602-04/05-01/541, ENTRY NO.: 251-378-01/05/1, its modifications and amendments, CLASS: 602-04/07- 02/274, ENTRY NO.: 251-378-01/07/1, and the Decision on the modifications and 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 of June 16 shall no longer be valid.*

*The Senate of the University of Zagreb granted its consent for the Statute of the Faculty at its meeting held on 28 April 2020.*

*The Statute of the Faculty was published on the Faculty website on 7 July 2020 and entered into force on 15 July 2020.*