

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK
FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK**

STATUTE

Faculty of Economics and Business in Osijek



Osijek, April 2023

Pursuant to Article 19, paragraph 3, subparagraph 2 of the Act on Higher Education and Scientific Activity (Official Gazette No. 119/22) and in accordance with Article 19, paragraphs 3 and 4 and Article 190, paragraph 3 of the Statute of the Josip Juraj Strossmayer University of Osijek, the Faculty Council of the Faculty of Economics and Business within the Josip Juraj Strossmayer University of Osijek (hereinafter: the Faculty Council) at its 6th session in the academic year 2022/2023 held on 27 April 2023, under item 4 of the agenda, adopted the

**STATUTE
FACULTY OF ECONOMICS AND BUSINESS WITHIN THE
JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK**

I. GENERAL PROVISIONS

Article 1

- (1) This Statute regulates the organisation, activities and operations of the Josip Juraj Strossmayer University of Osijek, the Faculty of Economics and Business in Osijek (hereinafter: the Faculty), the powers and decision-making methods of faculty bodies, the organisation and implementation of university and professional studies, the status of teachers and associates and their rights and obligations, the status of other employees, the status of students and their rights and obligations, the performance of scientific and professional activities, financing of the Faculty and other issues relevant to the Faculty, in accordance with the Act on Higher Education and Scientific Activity (hereinafter: the Act) and the Statute of the Josip Juraj Strossmayer University of Osijek (hereinafter: the University Statute).
- (2) The terms used in this Statute, which have a gender meaning, refer equally to the male and female gender.

Status of the Faculty

Article 2

- (1) The Faculty is a higher education institution, a public institution and has the status of a legal entity with public authority and is registered in the court register and in the Register of Higher Education Institutions kept by the ministry responsible for science and education (hereinafter: the Ministry).
- (2) The Faculty is a university constituent unit with legal personality and performs higher education, scientific and professional activities in accordance with the Act, the University Statute and this Statute.
- (3) The Statute is the fundamental general act of the Faculty, which must be in compliance with the University Statute.
- (4) The founder of the Faculty is the Josip Juraj Strossmayer University of Osijek (hereinafter: the University) and has founding rights in accordance with the Act, the University Statute and the act on the establishment of the Faculty.

Article 3

- (1) The Faculty, as a constituent part of the University, participates in legal transactions under the name of the University and its own name.
- (2) The name of the Faculty in Croatian is Sveučilište Josipa Jurja Strossmayera u Osijeku, Ekonomski fakultet u Osijeku, and in English Josip Juraj Strossmayer University of Osijek, Faculty of Economics and Business in Osijek.
- (3) The abbreviated name of the Faculty is: University of Osijek, Faculty of Economics and Business in Osijek.
- (4) The seat of the Faculty is in Osijek, Trg Ljudevita Gaja 7.
- (5) The Faculty Day is 31 May as the day of the establishment of the legal predecessor of the Faculty in 1961.

Mission and vision of the Faculty

Article 4

The mission of the Faculty is to create competent individuals capable of dealing with various challenges of the environment through the higher education process and scientific research work in the field of economics and business economics. The Faculty adopts scientific achievements, critically evaluates them and creates new knowledge through scientific research in the field of economics and related sciences with the aim of developing the environment. The Faculty is a socially responsible, innovative and open institution with high academic values and ethical principles that ensure equality and prosperity for its students, staff and society as a whole.

The vision of the Faculty is to be an institution recognisable for excellence, innovation and creativity in higher education, scientific research work in the field of economics and business economics, as well as contribution to the social community at the regional, national and international level.

Logo, trademark and seal of the Faculty

Article 5

- (1) The Faculty has its own sign, dry stamp and seal.
- (2) The logo of the Faculty is rectangular in shape. It consists of three vertical columns in blue of unequal height that grow from left to right, above which there is a slash in green pointing upwards, and stylized letters EFOS in blue.
- (3) The Faculty has a seal of a circular shape, with a diameter of 25 mm, with the coat of arms of the Republic of Croatia in the center, the ordinal number of the seal above the coat of arms and a circular inscription on the edge of the seal in three rows: Republic of Croatia, Josip Juraj Strossmayer University of Osijek, Faculty of Economics and Business in Osijek, Osijek. It certifies public documents issued by the Faculty on the basis of the Act.
- (4) The Faculty has a dry stamp of a circular shape, with a diameter of 38 mm, with the coat of arms of the Republic of Croatia in the center and a circular inscription on the edge of the seal in two rows: Republic of Croatia, Josip Juraj Strossmayer University of Osijek, Faculty of Economics in Osijek, Osijek. Dry stamp is used to certify public documents issued by the Faculty.

- (5) Other documents of the Faculty are certified with a seal of a circular shape, with a diameter of 29 mm, with the silhouette of the Faculty building in the middle, the ordinal number of the seal above it, the number 1961 below it and a circular inscription on the edge of the seal in two rows: Josip Juraj Strossmayer University of Osijek, Faculty of Economics and Business in Osijek.
- (6) The number of seals and stamps, the method of their use and marking with serial numbers, and the persons responsible for their use and safekeeping shall be determined by the decision of the dean.

II. REPRESENTATION AND AUTHORISATION

Article 6

- (1) The dean is the head of the Faculty and has the powers and obligations of the director of the institution.
- (2) The dean represents and acts on behalf of the Faculty and is responsible for the legality of the Faculty's work.
- (3) Vice deans and the secretary may also represent the Faculty and sign documents within the scope of the tasks they perform, provided that they may not undertake obligations for the Faculty unless they are authorised to do so by a special power of attorney.
- (4) Other employees whom the dean authorises by issuing a special power of attorney may also represent and act on behalf of the Faculty. The dean determines the content and scope of the power of attorney.
- (5) The dean appoints the persons authorised to sign financial documents.

III. LEGAL TRANSACTIONS AND LIABILITY FOR OBLIGATIONS

Article 7

- (1) The Faculty enters into legal transactions with third parties independently and without restrictions.
- (2) The Faculty has its own business account.
- (3) The Faculty is liable for its obligations with all its assets and all its funds – full liability.
- (4) The University, as the founder of the Faculty, is jointly and severally liable for the Faculty's obligations.

IV. ACTIVITIES OF THE FACULTY

Article 8

- (1) The Faculty is a higher education institution and a university constituent unit that performs higher education, scientific and professional activities, and organises and performs university and professional studies as well as scientific and professional work in the field of economics and related fields. The Faculty may also perform other activities in accordance with the Act, the University Statute and this Statute.
- (2) The Faculty performs its activities on the basis of registration in the Court Register and the Register of Higher Education Institutions kept by the Ministry.

- (3) The Faculty performs the activity of higher education as a public service.

Article 9

- (1) The activities of the Faculty are:

- higher education
- scientific and professional activity in the scientific area of social sciences, the field of economics and related fields under the conditions determined by special regulations
- interdisciplinary research
- organisation and implementation of university and professional studies
- organisation and implementation of professional development programmes
- organisation and implementation of lifelong learning programmes
- business and management consulting
- implementation of projects within the scope of its competences
- publishing, library and IT activities for the purposes of teaching, scientific and professional work
- promotion (advertising and propaganda) and market research
- production of audiovisual works
- preparation of expert opinions and expert assessments
- information society services
- sale of promotional materials for the purpose of promoting the Faculty and sale of own publications.

- (2) The Faculty may also perform other activities to a lesser extent without being registered in the court register if they serve to improve the registered activity and contribute to the utilisation of spatial and personnel capacities and equipment.

V. ORGANISATION OF THE FACULTY

Organisational units of the Faculty

Article 10

- (1) The internal organisation of the Faculty shall be regulated by this Statute in accordance with the University Statute.
- (2) The organisational units of the Faculty are: departments, centers, library and Secretariat.

Department Status and powers of the department

Article 11

- (1) The department is the basic organisational unit of the Faculty for the performance of teaching, scientific and professional work, which is established by the decision of the Faculty Council, as a rule, for several related courses.
- (2) The department does not have any lower organisational units in its composition.

- (3) The name, number of departments and their composition shall be regulated by a decision on the organisation of the Faculty in accordance with this Statute, which is adopted by the Faculty Council before the beginning of each academic year.
- (4) Members of the department are teachers and associates who have an employment contract at the Faculty and conduct classes, i.e. participate in teaching in the same or related courses and participate in the performance of scientific and professional work.
- (5) External associates, i.e. title-only teachers and associates who participate in teaching in accordance with the study programme and the study curriculum, as well as other experts employed outside the Faculty, may participate in the work of the departments without the right to vote.
- (6) The department, as the basic organisational unit, has the following powers:
 - organises and carries out teaching, scientific and professional activities
 - proposes to the Faculty Council new study programmes in the scientific area and scientific field from which the Faculty conducts classes in accordance with the regulations governing quality assurance in higher education
 - proposes amendments to the study programme, which are carried out or participated in teaching by teachers and associates who are members of the department, in accordance with the regulations governing quality assurance in higher education
 - proposes to the Faculty Council minor amendments to the study programme
 - proposes a study plan in the courses for university and professional studies in which it conducts or participates in teaching
 - takes care of the implementation of the work plan, monitors and analyses it, analyses the results of work and takes measures to improve the work within the department
 - proposes a plan of new scientific-teaching, teaching and associate positions within the department
 - proposes an annual plan for the election of teachers to higher scientific-teaching and teaching positions
 - takes care of the scientific and professional development of its members, especially assistants and senior assistants
 - proposes scientific and professional development of teachers of departments in the country and abroad
 - proposes the procurement of scientific and teaching equipment
 - proposes scientific programmes and projects, as well as development and professional projects
 - takes care of the coverage of teaching with textbooks and manuals
 - performs other tasks within the scope of its work.
- (7) The department discusses and makes decisions at sessions.
- (8) The session of the department shall be convened and chaired by the department president.
- (9) The department submits a report on its work to the Faculty Council at least once a year.

Rights and powers of the department president

Article 12

- (1) The department president represents the department and manages its work.
- (2) A faculty member in a scientific-teaching position may be appointed as the department president: assistant professor, associate professor, full professor or full professor in permanent appointment who has a full-time employment contract at the Faculty, and in a department for courses that do not require a scientific approach, a faculty member in a

teaching position: lecturer, senior lecturer or lecturer-advisor who has a full-time employment contract at the Faculty.

- (3) The department president, at the proposal of the dean, and with the prior opinion of the members of the department, shall be appointed for a period of three (3) years by the Faculty Council by public vote, by a simple majority of votes of all members of the Faculty Council with the right to vote. The same person may be re-appointed as the department president.
- (4) The department president shall have the following rights and powers:
 - represents and acts on behalf the department within the Faculty, and under the authority of the dean, also to third parties
 - organises and coordinates the teaching, scientific and professional work of the department
 - supervises the work of the department teachers and takes care of the regularity of teaching in accordance with the study plan
 - makes suggestions for ensuring and improving the quality of teaching
 - convenes and chairs the meetings of the department
 - executes the decisions of the Faculty Council and the dean relating to the department
 - takes care of the personnel policy of the department, the development of the department, and the scientific and professional development of the department's employees
 - performs other tasks in accordance with this Statute and other general acts of the Faculty
 - performs other tasks entrusted to him by the dean, vice deans and the Faculty Council.
- (5) At the beginning of his/her term of office, the department president shall appoint a deputy who, in the event of his/her inability or absence, shall be authorised to perform all tasks within his/her authority determined by this Statute.
- (6) The department president may be relieved of office even before the expiry of the term of office to which he was elected for the same reasons as the dean and vice deans in accordance with this Statute.
- (7) The decision to initiate the procedure for the dismissal of the department president shall be made by the dean personally or on the basis of a written request of at least one third of the members of the department of the total number of members of the department. The request must contain the substantiated reasons why dismissal is sought.
- (8) Before making a decision to initiate dismissal proceedings, the president of the department must be given the opportunity to comment on the reasons for which his or her dismissal is requested.
- (9) The decision on the dismissal of the department president shall be made by the Faculty Council by public vote by a simple majority of votes from the total number of members of the Faculty Council with the right to vote.
- (10) In the event of dismissal of the department president, the Faculty Council shall appoint a new department president at the same session at the proposal of the dean.
- (11) In the event that the department president is not appointed, the dean shall appoint the deputy department president as the acting department president until the appointment of a new the department president, and for a maximum period of six (6) months.
- (12) The procedure for the election of a new department president shall be carried out in accordance with this Statute, and the dismissed department president may not be a candidate in this procedure.

Center
Status and powers of the center

Article 13

- (1) The Faculty may establish centers for scientific and professional work, for lifelong learning and other activities of importance to the Faculty.
- (2) Centers are special organisational units of the Faculty established and abolished by the Faculty Council at the proposal of the dean.
- (3) The center shall accommodate teachers and associates of the Faculty who have an employment contract at the Faculty, and teachers, associates and other experts who are employed outside the Faculty and who participate in the activities of the center may participate in the work of the center.
- (4) The head of the center represents the center and manages its work.
- (5) The head of the center from among teachers in scientific-teaching positions: assistant professor, associate professor, full professor or full professor in permanent election who has a full-time employment contract at the Faculty is appointed by the Faculty Council on the proposal of the dean for a period of three (3) years. The same person may be reappointed as the head of the center.
- (6) The head of the center shall have the following rights and powers:
 - represents and acts on behalf of the center within the Faculty, and upon the authority of the dean, also towards third parties
 - organises activities related to the activities of the center
 - is responsible for the work of the center, its employees and associates
 - coordinates the overall activities of the center
 - executes the decisions of the Faculty Council and the dean relating to the center
 - takes care of the development of the center
 - performs other tasks in accordance with this Statute and other general acts of the Faculty
 - performs other tasks entrusted to him by the dean, vice deans and the Faculty Council.
- (7) The head of the center may be relieved of office even before the expiry of the term of office to which he or she was appointed for the same reasons as the dean and vice deans in accordance with this Statute.
- (8) The proposal for the dismissal of the head of the center shall be submitted by the dean, and the Faculty Council shall decide on the dismissal of the head of the center by a public vote, by a simple majority of votes of the total number of members of the Faculty Council with the right to vote.
- (9) The center shall submit a report on its work to the Faculty Council at least once a year.

Library

Article 14

- (1) The library is a special organisational unit of the Faculty for performing library and information tasks and tasks related to the teaching, scientific research and professional needs of the Faculty.
- (2) The faculty library system with its library and information services is part of the university library system.
- (3) The library is represented, and its work is managed by the head of the library.
- (4) The head of the library is appointed by the dean of the Faculty for a term of three (3) years. The same person may be reappointed as the head of the library.

- (5) A person who meets the conditions in accordance with the law governing library activities and the Ordinance on the Organisation of Work Positions of the Faculty may be appointed as the head of the library.
- (6) The library submits a report on its work to the Faculty Council at least once a year.
- (7) The work of the library is regulated in more detail by the Library Rules of Procedure.

Secretariat

Article 15

- (1) The Secretariat is a professional and administrative organisational unit of the Faculty for performing legal, professional-administrative, financial and accounting, quality assurance and improvement activities, tasks related to student issues, technical and auxiliary tasks at the Faculty and other tasks related to the successful work of the Faculty determined by this Statute and other general acts.
- (2) All tasks referred to in paragraph 1 of this Article shall be performed by the Secretariat for the entire Faculty, unless these tasks are in the regular activities of other organisational units of the Faculty determined by this Statute and other general acts of the Faculty.
- (3) The Secretariat has lower organisational units in its composition.
- (4) The work of the Secretariat shall be managed by the secretary of the Faculty.

Job structure

Article 16

- (1) The Faculty Council shall determine the organisation of the Faculty in accordance with the University Statute and the decision of the University Senate on the composition of organisational units at university constituent units.
- (2) The list and description of the tasks of the organisational units of the Faculty, the description of positions and jobs and the conditions to be met by employees in these positions are prescribed by the Ordinance on the Organisation of Work Positions of the Faculty.
- (3) The Ordinance on the Organisation of Work Positions shall be adopted by the dean on the proposal of the Faculty Council with the prior opinion of the Committee for Statutory and Legal Issues of the University.

VI. FACULTY BODIES

Governing bodies

Article 17

- (1) The governing bodies at the Faculty are: the Faculty Council and the dean.
- (2) The Faculty may also have other professional and advisory bodies, the composition, manner of establishment and powers of which are regulated in more detail by this Statute.

Faculty Council

Article 18

- (1) The Faculty Council is the governing body at the Faculty that is elected in accordance with this Statute, in a way that ensures the representation of teachers in scientific-teaching and teaching positions, associates in associate positions, the representation of other employees of the Faculty and the representation of students through student representatives.
- (2) The term of office of representatives of teachers, associates and other employees in the Faculty Council is three (3) years. The same person may be re-elected as a member of the Faculty Council.
- (3) The mandate of student representatives in the Faculty Council is determined by a special law.

Composition of the Faculty Council

Article 19

- (1) The Faculty Council consists of the dean and vice deans and representatives of teachers in scientific-teaching positions and teaching positions, as well as representatives of associates in associate positions and representatives of other employees and student representatives.
- (2) The Faculty Council has fifty-seven (57) voting members. Members of the Faculty Council with the right to vote are: the dean and four (4) vice deans by position, forty-two (42) representatives of teachers in scientific-teaching positions: full professor in permanent election, full professor, associate professor and assistant professor, one (1) representative of teachers in teaching positions: lecturer advisor, senior lecturer and lecturer, two (2) representatives of associates in associate positions: senior assistant and assistant, one (1) representative of other employees who have an employment contract in the library or the Faculty Secretariat, and six (6) student representatives.
- (3) The faculty secretary and the representative of the representative trade union at the Faculty in the field of science and higher education, who is an employee of the Faculty, shall participate in the work of the Faculty Council without the right to vote.

Election of members of the Faculty Council

Article 20

- (1) The election of members of the Faculty Council shall be carried out at the following election sessions:
 1. election session for the election of representatives of teachers in scientific and teaching positions
 2. election session for the election of representatives of teachers in teaching positions and representatives of associates in associate positions
 3. election session of other employees.
- (2) Individual election sessions referred to in paragraph 1 of this Article must be held no later than thirty (30) days before the expiry of the mandate of the Faculty Council.
- (3) Candidates for representatives of teachers, associates and other employees who received the highest number of votes in individual election sessions according to the determined number of representatives referred to in Article 19, paragraph 2 of this Statute by public vote were elected as members of the Faculty Council.

- (4) If two or more candidates have the same number of votes at individual election sessions, an interim vote shall be carried out and the candidate who received the greater number of votes in the interim vote shall be elected as a member of the Faculty Council.
- (5) If the representatives of teachers, associates and other employees are not elected at individual election sessions in accordance with the determined number of representatives in Article 19, paragraph 2 of this Statute, the election procedure shall be repeated no later than fifteen (15) days from the date of the election session.
- (6) Student representatives to the Faculty Council are elected by students in accordance with this Statute and a special law.
- (7) The Faculty Council in the old composition confirms the results of the elections and determines the mandate of the members of the Faculty Council in the new composition.

Election session for the election of representatives of teachers in scientific and teaching positions

Article 21

- (1) Teachers in scientific-teaching positions: full professor in permanent election, full professor, associate professor and assistant professor shall elect their representatives by public vote at the election session for the election of representatives of teachers in scientific and teaching positions for which candidates are proposed and the election of representatives of teachers in scientific and teaching positions in the Faculty Council according to the determined number of representatives referred to in Article 19, paragraph 2 of this Statute.
- (2) The election session for the election of teachers' representatives in scientific-teaching positions shall be convened and chaired by the dean of the Faculty.
- (3) A candidate for the representative of teachers in scientific-teaching positions may be a teacher elected to a particular scientific-teaching position who has an employment contract at the Faculty, except for the dean and vice dean in the current mandate.
- (4) Candidates for representatives of teachers in scientific and teaching positions who received the highest number of votes at the election session by public vote are elected as members of the Faculty Council.
- (5) If teachers who are elected to the position of dean or appointed to the position of vice dean are elected as representatives of teachers in scientific-teaching positions in the Faculty Council, repeated elections shall be conducted for the election of representatives of teachers in scientific-teaching positions in the same mandate, in accordance with the procedure set forth in this Article.

Election session for the election of representatives of teachers in teaching positions and representatives of associates in associate positions

Article 22

- (1) Teachers in the following teaching positions: lecturers, advisors, senior lecturers and lecturers, and associates in associate positions: senior assistants and assistants shall elect their representatives by public voting at the election session of all teachers in teaching positions and associates in associate positions, where candidates are proposed and representatives of teachers and associates in the Faculty Council are elected according to

the determined number of representatives referred to in Article 19, paragraph 2 of this Statute.

- (2) The election session for the election of representatives of teachers in teaching positions and representatives of associates in associate positions in the Faculty Council shall be convened and chaired by the dean of the Faculty.
- (3) A candidate for a teacher representative in teaching positions may be a teacher elected to a particular teaching position who has an employment contract at the Faculty, and a candidate for representatives of associates in associate positions may be an associate elected to an individual associate position who has an employment contract at the Faculty.
- (4) Candidates for representatives of teachers and associates who received the highest number of votes at the election session by public vote are elected as members of the Faculty Council.
- (5) If, during the term of office, the elected representative of the associate is promoted to a higher position, repeated elections shall be held for the election of the representative of the associate to the associate positions in the same mandate, in accordance with the procedure set forth in this Article.

Election session of other employees

Article 23

- (1) The representative of other employees determined by this Statute shall be elected by employees in professional-administrative, technical and auxiliary jobs who have an employment contract in the Secretariat and the faculty library.
- (2) The employees of the Secretariat and the library elect a representative of other employees at the election session of other employees at which candidates are proposed and the representatives of other employees in the Faculty Council are elected.
- (3) The election session for the election of representatives of other employees in the Faculty Council shall be convened and chaired by the faculty secretary.
- (4) A candidate for the representative of other employees in the Faculty Council may be an employee of the Secretariat and the library who has an employment contract at the Faculty.
- (5) The candidate for the representative of other employees who received the highest number of votes at the election session by public vote shall be elected as a member of the Faculty Council.

Dismissal of a member of the Faculty Council

Article 24

- (1) A member of the Faculty Council may be relieved of office before the expiry of the term of office for which he or she was elected:
 - if he/she asks for dismissal
 - if he/she fails to fulfil his/her duties as a member of the Faculty Council and causes damage to the Faculty by his/her negligent or improper work;
 - if there are reasons that lead to the termination of employment according to the Act, this Statute or labour regulations
 - termination of student status.

- (2) The dismissal of a member of the Faculty Council shall be carried out by the Faculty Council at the proposal of the dean or one third of the total number of members of the Faculty Council with the right to vote.
- (3) The decision on the dismissal of a member of the Faculty Council shall be made by the Faculty Council by public vote by a simple majority of votes of the total number of members of the Faculty Council with the right to vote.
- (4) The dismissed member of the Faculty Council shall be replaced by a new elected member of the Faculty Council in accordance with the procedure set out in Article 20 of this Statute.
- (5) The elected member of the Faculty Council shall continue the term of office of the dismissed member of the Faculty Council.

Powers of the Faculty Council

Article 25

The Faculty Council has the following powers:

1. makes decisions on teaching, scientific and professional issues
2. conducts the procedure for the election and dismissal of the dean
3. conducts the procedure of appointment and dismissal of the vice dean at the proposal of the dean
4. adopts the Statute at the proposal of the dean
5. adopts other general acts of the Faculty determined by this Statute
6. adopts the mission and development strategy of the Faculty.
7. adopts the proposal of the part of the programme agreement relating to the Faculty
8. adopts the financial plan of the Faculty
9. adopts additional criteria for election of Faculty employees to scientific-teaching, teaching and associate positions
10. conducts re-elections and elections to scientific-teaching and teaching positions of Faculty employees
11. conducts elections to associate positions
12. conducts re-elections and elections of title-only teachers
13. determines the organisation of the Faculty
14. makes decisions on the establishment of new organisational units of the Faculty
15. proposes to the dean the Ordinance on the Organisation of Work Positions of the Faculty
16. appoints and dismisses presidents of departments and heads of centers
17. adopts study programmes and their amendments in accordance with the Act and regulations governing quality assurance in higher education and the University Statute
18. brings minor changes and additions to study programmes
19. determines the number of enrolment places in each study
20. adopts the implementation plan of the study before the beginning of the academic year
21. carries out the procedure for obtaining a doctorate in accordance with the provisions of the University Statute
22. at the proposal of the head of postgraduate studies, appoints mentors to students at university specialist and doctoral studies
23. appoints mentors to associates in the associate position of assistant and senior assistant
24. at least once a year, an assessment of the work of the assistant and senior assistant on the basis of a written report and the mentor's assessment on the work of the assistant and senior assistant
25. elects demonstrators upon the proposal of the course teacher

26. adopts measures to ensure and improve the quality system at the Faculty
27. elects *professors emeriti* from among the employees of the Faculty
28. adopts the Dean's Annual Report on the Implementation of the Faculty's Development Strategy and the Dean's Report on the Operations and Implementation of Part of the Programme Agreement
29. adopts semi-annual and annual reports on the execution of the financial plan of the Faculty
30. adopts the annual report on the work of departments, centers and the library
31. adopts the annual report of the Committee for the Improvement and Quality Assurance in Higher Education on the Quality of Study Programmes at the Faculty
32. approves a paid *sabbatical* year of study to teachers in scientific-teaching positions
33. appoints boards and committees as its expert and advisory bodies and other boards and committees in accordance with this Statute
34. performs other tasks in accordance with this Statute and other general acts of the Faculty.

Mode of operation of the Faculty Council

Article 26

- (1) The Faculty Council discusses and makes decisions at its sessions.
- (2) The session of the Faculty Council shall be convened and chaired by the dean.
- (3) The Faculty Council may pass decisions if more than half of the total number of its members with the right to vote are present at the session.
- (4) The Faculty Council shall make decisions by a simple majority of votes of the total number of members of the Faculty Council with the right to vote.
- (5) Student representatives in the Faculty Council do not participate in voting in the process of electing teachers and associates to positions.
- (6) When making decisions in the Faculty Council, student representatives have the right of suspensive veto when deciding on the issues of changing the conditions of study, changing study programmes and the study implementation plan, ensuring the quality of studies and student standard issues. Student representatives may use a suspensive veto when requested by a simple majority of all student representatives in the Faculty Council. After the suspensive veto, the Faculty Council shall discuss the said issue again within eight (8) days at the earliest. In repeated decision-making, the decision shall be made by a simple majority of votes of the total number of members of the Faculty Council with the right to vote without the right to use a suspensive veto.
- (7) The dean may invite all teachers and associates of the Faculty to participate in the work of the Faculty Council at a session of the Faculty Council at which issues of common interest for the operation and development of the Faculty are discussed (Faculty strategy, organisation of teaching, establishment of study programme proposals, amendments to the study programme, study implementation plan, establishment of a plan for the development of scientific research activities, etc.).
- (8) The work of the Faculty Council and the manner of decision-making shall be specified in detail by the rules of procedure in accordance with this Statute.

Expert and advisory bodies of the Faculty Council

Article 27

- (1) The Faculty Council may appoint permanent and temporary boards and committees as its professional and advisory bodies in accordance with this Statute or other general act.
- (2) The Faculty Council has the following professional and advisory bodies as standing boards and committees:
 - Board for Final and Graduate Theses
 - Library Board
 - Committee for Teaching and Students
 - Committee for the Improvement and Quality Assurance in Higher Education
 - Committee for Publishing Activities
 - Ethics Committee
 - Disciplinary Committee
 - Committee for Cooperation with the Environment.
- (3) Boards and committees shall have a minimum of three (3) members and a maximum of seven (7) members.
- (4) Members of boards and committees are appointed and dismissed by the Faculty Council on the proposal of the dean.
- (5) The term of office of the president and a member of the board and the committee shall be three (3) years. The same person may be reappointed as a chairman, i.e. a member of the board and the committee.
- (6) The composition, organisation and scope of work of boards and committees shall be determined by a special decision of the Faculty Council.

Dean of the Faculty

Article 28

- (1) The dean is the head of the Faculty.
- (2) The dean represents and acts on behalf of the Faculty and is responsible for the legality of the Faculty's work in accordance with the University Statute and this Statute.
- (3) The dean has the powers and obligations of the director of the institution.
- (4) The dean has the following powers:
 1. organises the work and business of the Faculty
 2. prepares, convenes, proposes the agenda for, presides over and leads the sessions of the Faculty Council
 3. proposes to the Faculty Council the Statute of the Faculty and other general acts adopted by the Faculty Council
 4. adopts the Ordinance on the Organisation of Work Positions of the Faculty at the proposal of the Faculty Council with the prior opinion of the Committee for Statutory and Legal Issues of the University
 5. adopts other general acts that are not within the competence of the Faculty Council
 6. proposes the mission and strategy of the Faculty.
 7. prepares a proposal for the part of the programme agreement relating to the Faculty and proposes it to the Faculty Council
 8. proposes the financial plan of the Faculty
 9. submits a semi-annual and annual report on the execution of the Faculty's financial plan
 10. manages the execution of the Faculty's financial plan in accordance with the Act and this Statute and the provisions of the Programme Agreement

11. manages the property of the Faculty in accordance with the University Statute and this Statute with the prior consent of the Faculty Council
 12. implements the decisions of the Faculty Council, the Senate and other university bodies relating to the Faculty
 13. proposes candidates for vice deans to the Faculty Council
 14. proposes to the Faculty Council the appointment of department presidents and heads of centers
 15. appoints the acting department president
 16. proposes the election of *professors emeriti* from among the employees of the Faculty
 17. elects the secretary of the Faculty
 18. decides on the selection of employees and the establishment of employment in the Faculty Secretariat and the library
 19. appoints the head of the library
 20. decides on the termination of the employment contract of the Faculty employees in accordance with the Act, the law governing labour relations and the general acts of the Faculty
 21. decides on the employment status of employees and on issues related to the exercise of rights and obligations arising from the employment relationship or in connection with the employment relationship of employees
 22. proposes to the Faculty Council measures to improve the work of the Faculty
 23. appoints the committee and determines the time for taking the exam following a students' appeal
 24. signs diplomas and other public documents issued by the Faculty
 25. signs contracts concluded by the Faculty
 26. decides on cooperation with entities at interinstitutional and international level
 27. awards the Dean's Award to students
 28. performs other tasks determined by the Act, the University Statute, this Statute and other general acts.
- (5) The dean is assisted in his work by the vice deans and the secretary.
 - (6) The dean has the right to undertake all legal actions in the name and on behalf of the Faculty up to the amount of EUR 200,000.00.
 - (7) For legal actions above the amount of EUR 200,000.00, the dean requires the consent of the Senate.
 - (8) The dean is responsible for his work to the Faculty Council, the Senate and the rector of the University.
 - (9) The dean is obliged to submit to the Faculty Council an annual report on the implementation of the Faculty's development strategy, a report on the operations and implementation of a part of the programme agreement and other reports determined by this Statute.
 - (10) The dean may appoint advisors, expert committees or working groups to perform specific tasks within their scope of work. The number of advisors, the composition of expert bodies or working groups and the scope of their work shall be specified in detail by the decision on appointment.
 - (11) The symbol of the dean's honour is the dean's chain.

Election of the dean

Article 29

- (1) The dean shall be elected by the Faculty Council by secret ballot by a simple majority of votes of the total number of members of the Faculty Council with the right to vote, in accordance with the conditions and in the procedure prescribed by the University Statute and this Statute.
- (2) A teacher at the Faculty holding a scientific-teaching position of full professor in permanent election, full professor, or associate professor who has a full-time employment contract with the University, i.e., the Faculty, may be elected as dean.
- (3) The term of office of the dean is three (3) years, and the same person may be re-elected.
- (4) The term of office of the elected dean shall begin on 1st October of the following academic year and shall last until 30th September of the academic year in which his/her term of office expires.
- (5) The procedure for the election of the dean must be initiated by the Faculty Council no later than six (6) months before the end of the term of office of the dean whose term of office is expiring, i.e. no later than 1st April, and must be completed no later than four (4) months before the expiry of the dean's term of office, i.e. no later than 1st June, except in the case of repetition of the procedure.
- (6) In the event of a repetition of the dean's election process, the election must be completed no later than fifteen (15) days before the elected dean's term of office is due to begin.

Procedure for candidacy and collection of proposals for the election of the dean

Article 30

- (1) The Faculty Council adopts a decision on the initiation of the procedure for the election of the dean, which determines the implementation of the procedure for collecting nominations of candidates for the election of the dean, the powers of the Election Committee, the deadlines for the implementation of the candidacy procedure and the collection of proposals for the election of the dean, the proposals of candidates for the election of the dean, the deadlines for convening an election session of the Faculty Council for the presentation of the work programme of candidates for the election of the dean and the implementation of the secret ballot procedure for the election of the dean.
- (2) The decision of the Faculty Council on the initiation of the procedure for the election of the dean shall be published on the Faculty website on the second day from the date of entry into force.
- (3) The procedure for the election of the dean is carried out by the Election Committee. The Election Committee shall have three (3) members appointed by the Faculty Council from among its members.
- (4) The procedure of candidacy and collection of candidate proposals for the election of the dean may not be shorter than thirty (30) days.
- (5) The procedure of candidacy and collection of proposals of candidates for the election of the dean is based on the proposal of the candidate for the election of the dean according to the established list of all teachers in the scientific-teaching position of full professor in permanent election, full professor and associate professor.
- (6) The procedure of candidacy and collection of proposals of candidates for the election of the dean shall be carried out in such a way that the Faculty Council determines the list of all teachers in the scientific-teaching position of full professor in permanent election, full professor and associate professor and submits it to the Election Committee. The Election Committee is obliged, within the deadline set by the decision of the Faculty Council, to carry out the procedure of candidacy and collection of proposals of candidates for the

election of the dean in such a way that, according to the established list of all teachers at the scientific-teaching position, it conducts an interview with the teachers and, according to the written statement of the teacher, determines the proposal of the candidate for the election of the dean.

- (7) In addition to the proposals of the candidates for the election of the dean, the candidates for the election of the dean are obliged to submit the following documentation to the selection committee:
- candidate's statement of acceptance of candidacy
 - candidate's curriculum vitae with a description of teaching, scientific and professional work
 - work programme for the three-year mandate period.

Article 31

- (1) The Election Committee, after the expiry of the deadline for collecting proposals of candidates for the election of the dean, shall report to the dean on the collected proposals of candidates for the election of the dean.
- (2) The dean is obliged to convene an election session of the Faculty Council no later than fifteen (15) days from the date of receipt of the Election Committee's proposal on the collected proposals of candidates for the election of the dean.
- (3) The Election Committee shall submit to the Faculty Council a report on the collected proposals of candidates for the election of the dean.
- (4) The report of the Election Committee on the candidates for the election of the dean and the candidates' statements on the acceptance of the candidacy, the candidate's CVs with a description of teaching, scientific and professional work and the work programmes of the candidates for the election of the dean shall be delivered to all members of the Faculty Council with an invitation to the election session, no later than seven (7) days before the date of the election session.

Article 32

- (1) The dean is elected by the Faculty Council by secret ballot, by personal vote of the members of the Faculty Council at the election session. The election session is chaired by the oldest member of the Faculty Council.
- (2) The procedure for the election of the dean by secret ballot is carried out by the Election Committee.
- (3) The candidate who received a simple majority of votes of all members of the Faculty Council with the right to vote shall be elected dean.
- (4) Each member of the Faculty Council with the right to vote has one vote.
- (5) The procedure for the election of the dean by secret ballot shall be carried out in electoral rounds, in a maximum of three (3) electoral rounds.
 1. The first round of elections:
 1. If in the first election round the procedure for the election of the dean is carried out for only one candidate who does not receive as simple majority of votes of all members of the Faculty Council, the second election round shall not be entered, but the procedure of candidacy and election of the dean shall be repeated. At the same

- session, the Faculty Council shall determine the deadlines for the candidacy and election of the dean and appoint the Election Committee.
2. If the dean is elected from two candidates in the first round of elections, and neither of them receives a simple majority of votes of all members of the Faculty Council, the candidate who received a larger number of votes in the first round of elections enters the second round of elections.
 3. If in the first election round the dean is elected from two candidates and both candidates receive the same number of votes, the procedure of candidacy and election of the dean shall be repeated. At the same session, the Faculty Council will determine the deadlines for the candidacy and election of the dean.
 4. If in the first election round the dean is elected from among three or more candidates, and none of them receives a simple majority of votes of the electorate, the two candidates who received the highest number of votes in the first round shall enter the second round of elections.
 5. If, after the first election round, one of the candidates receives a larger number of votes, but not a simple majority of the votes of the Faculty Council members, and the remaining two or more candidates receive the same number of votes, an additional vote (intermediate voting) shall be conducted among those candidates who have the same number of votes. After the additional voting, the candidate with the highest number of votes enters the second round of voting in addition to the candidate who received the highest number of votes in the first round of voting.
2. Second round of elections:
 1. If none of the candidates receives a simple majority of votes of the electorate in the second round of voting, the candidate who received the greater number of votes in the second round of voting shall enter the third round of elections.
 2. If in the second election round the candidates for the election of the dean receive the same number of votes, no additional voting is conducted, but both candidates enter the third election round.
 3. Third round of elections:
 1. In the third election round, the candidate who received a simple majority of votes of the members of the Faculty Council shall be elected dean.
 2. If the dean is not elected in the third election round, the procedure of candidacy and election of the dean shall be repeated. At the same session, the Faculty Council shall determine the deadlines for the candidacy and election of the dean.

Repetition of the dean election procedure

Article 33

- (1) If the dean is not elected at the election session of the Faculty Council in the election procedure by secret ballot, the Faculty Council shall, at the same session, determine the deadlines for the implementation of the repeated procedure of candidacy and election of the dean.
- (2) In the repeated procedure for the election of the dean, the procedure of candidacy and collection of proposals of candidates for the election of the dean lasts fifteen (15) days.
- (3) In the event that the Faculty Council fails to elect the dean by 15th September in the repeated procedure of candidacy and election of the dean, the acting dean shall be appointed at the same session until a new dean is elected, and for a maximum period of one year.

- (4) Candidates who have been in the process of electing a dean cannot be appointed as acting dean. The Faculty Council appoints the acting dean from among its members, i.e. from among teachers in the scientific-teaching position of a full professor in permanent election, full professor or associate professor.
- (5) The Faculty Council decides on the appointment of the acting dean by public voting, by a simple majority of votes of all members of the Faculty Council.
- (6) In the event that the Faculty Council does not elect the dean and does not appoint the acting dean at the same session, the Senate shall, no later than fifteen (15) days from the date of receipt of the notification from the Faculty Council, appoint an acting dean from among the Faculty teachers in the scientific-teaching position of a full professor in permanent election, full professor or associate professor until the election of a new dean, and for a maximum period of one year.

Article 34

- (1) After the procedure for the election of the dean, the Faculty shall submit the documentation on the implementation of the procedure for the election of the dean in accordance with the University Statute and this Statute to the supervisory body of the University, i.e. the Committee for Statutory and Legal Issues, which shall give a preliminary opinion on the conducted procedure for the election of the dean.
- (2) If the supervisory body of the University establishes illegality in the implementation of the procedure for the election of the dean, the Senate shall, on the proposal of the rector, appoint an acting dean from among the Faculty teachers who meet the conditions for the election of the dean, for a maximum period of six (6) months.
- (3) The acting dean shall initiate the regular procedure for the election of the dean in accordance with this Statute.

Inability of the dean to perform duties

Article 35

- (1) In the event that the dean is prevented from performing his/her duties (absence, illness, etc.), he/she is replaced by the vice dean, who is authorised by the dean at the beginning of his/her term of office.
- (2) The vice dean who replaces the dean shall have all the powers and perform all the duties of the dean provided for by the Act, the University Statute and this Statute, and shall sign public documents and other acts marked "u. z."
- (3) In the event that the dean is prevented for more than six (6) months, the Faculty Council shall make a decision on the dismissal of the dean, appoint an acting dean and initiate the procedure for electing a new dean.

Termination of the term of office and dismissal of the dean

Article 36

- (1) The term of office of the dean shall expire before the expiration of the time for which he or she was elected due to:
 - acquisition of the right to retirement
 - termination of the employment contract

- transfer to another duty
 - by establishing an employment relationship with another legal entity or teaching base outside the University.
- (2) The dean may be relieved of office before the expiration of the time for which he or she was elected:
 - if he/she asks for dismissal
 - if there are reasons that lead to the termination of employment according to the Act, this Statute or labour regulations
 - if he/she does not act in accordance with the Act, this Statute and other general acts
 - if he/she causes major damage to the University or the Faculty by negligent or improper work, or if he/she neglects or negligently performs his/her duties.
 - (3) The procedure for the dismissal of the dean shall be initiated at the proposal of one third of the Faculty Council members of the total number of Faculty Council members with the right to vote or at the proposal of the Rector of the University if the Senate annuls the decision of the Faculty in accordance with the University Statute and this Statute.
 - (4) The proposal to initiate the procedure for the dismissal of the dean shall be submitted in writing with an explanation of the proposal for the initiation of the procedure for the dismissal of the dean, which must include: the reason for the dismissal of the dean and evidence of the stated reason for the dismissal of the dean.
 - (5) A substantiated proposal for the initiation of the procedure for the dismissal of the dean shall be submitted to the Faculty Council no later than thirty (30) days from the date of receipt of the substantiated proposal.
 - (6) The session of the Faculty Council at which the decision on the dismissal of the dean is made is chaired by the oldest member of the Faculty Council.
 - (7) Before making a decision on dismissal, the dean must be given the opportunity to comment on the stated reasons for dismissal at the session of the Faculty Council.
 - (8) The Faculty Council shall decide on the dismissal of the dean by secret ballot by a simple majority of votes of all members of the Faculty Council with the right to vote.
 - (9) The decision relieving the dean of office must be substantiated and shall be delivered to the dean within eight (8) days after its adoption.
 - (10) The dean who has been dismissed has the right to initiate an administrative dispute against the decision of the Faculty Council on dismissal.
 - (11) If the dean's term of office ends, i.e. if he or she is relieved of office before the expiration of the time for which he or she was elected, the Faculty Council shall appoint an acting dean until the election of the dean for a maximum period of one year, in accordance with this Statute.
 - (12) The Faculty Council decides on the appointment of an acting dean by public voting, by a simple majority of votes of all members of the Faculty Council.
 - (13) In the event that the Faculty Council does not appoint an acting dean after the procedure of dismissal of the dean, the Senate shall, no later than fifteen (15) days from the date of receipt of the notification from the Faculty Council, appoint an acting dean from among the Faculty teachers in the scientific-teaching position of a full professor in permanent election, full professor or associate professor until the election of a new dean, and for a maximum period of one year.
 - (14) Upon the appointment of an acting dean, the term of office for all vice deans who were appointed during the term of office of the dean whose mandate, or the dismissed dean, shall cease. At the same session or at the latest at the next session of the Faculty Council, the Faculty Council shall appoint one or more acting vice deans by public vote at the proposal

of the acting dean. The term of office of the appointed acting vice dean shall be identical to the mandate of the appointed acting dean, on whose proposal he or she was appointed.

- (15) The procedure for the election of a new dean shall be carried out in accordance with the University Statute and this Statute, and in this procedure the dismissed dean may not be a candidate in the procedure for the election of the dean.

Vice deans

Article 37

- (1) The dean shall be assisted in the work and management of the Faculty by the vice deans.
- (2) The Faculty has four (4) vice deans.
- (3) The scope of work of vice deans and their rights and obligations are regulated in more detail by the Ordinance on the Organisation of Work Positions of the Faculty.
- (4) Vice deans are responsible for their work to the Faculty Council and the dean.

Appointment of vice deans

Article 38

- (1) A teacher at the Faculty holding a scientific-teaching position of full professor in permanent election, full professor, associate professor, or assistant professor who has a full-time employment contract with the University, i.e., the Faculty, may be appointed as vice dean.
- (2) The term of office of the vice dean lasts three (3) years, or until the expiration of the dean's term of office and may be repeated.
- (3) Vice deans are appointed by the Faculty Council by public vote on the proposal of the dean by a simple majority of votes of the total number of members of the Faculty Council with the right to vote.
- (4) The proposal for the appointment of the vice dean must include:
 - statement of acceptance of candidacy for vice dean
 - curriculum vitae with a description of teaching, scientific and professional work.
- (5) In the event that the candidates for vice deans do not receive a simple majority of votes of the total number of members of the Faculty Council with the right to vote, the dean will propose new candidates at the next session of the Faculty Council.
- (6) The dean may authorise a vice dean to replace him or her in representing and acting on behalf of the Faculty.

Dismissal of vice deans

Article 39

- (1) A vice dean may be relieved of office before the expiry of the term for which he or she was appointed:
 - if he/she asks for dismissal
 - if there are reasons that lead to the termination of employment according to the Act, this Statute or labour regulations
 - if he/she does not act in accordance with the Law, this Statute and other general acts

- if he/she causes major damage to the University or the Faculty by negligent or improper work, or if he/she neglects or negligently performs his/her duties.
- (2) The proposal for the dismissal of the vice dean shall be submitted by the dean, and the Faculty Council shall decide on the dismissal of the vice dean by a public vote, by a simple majority of votes of the total number of members of the Faculty Council with the right to vote.
 - (3) After the decision on the dismissal of the vice dean, the Faculty Council shall appoint a new vice dean under the conditions and in the procedure set forth in this Statute.

Faculty secretary

Article 40

- (1) The secretary is the head of the Faculty Secretariat and is responsible for the execution of organisational, professional-administrative, legal, technical and other general affairs at the Faculty.
- (2) The secretary of the Faculty is responsible for the efficient work of the offices: for legal, personnel and professional-administrative affairs, for financial and accounting affairs, for quality improvement and quality assurance in higher education, for student issues and technical and auxiliary affairs and other tasks determined by the Statute, the Act, other regulations and general acts of the Faculty.
- (3) The secretary is elected by the dean of the Faculty on the basis of a public competition.
- (4) A person who has completed university integrated undergraduate and graduate studies in law and five (5) years of work experience in the profession may be elected as a secretary.
- (5) The secretary of the Faculty shall be responsible for his/her work to the dean of the Faculty.

Dean's Collegium

Article 41

- (1) The Dean's Collegium is an advisory and expert body of the dean, consisting of the vice deans, the secretary and the head of the Office for Financial and Accounting Affairs.
- (2) The Dean's Collegium is convened by the dean as needed to:
 - coordinate and monitor the overall activities of the Faculty.
 - improve the work of the Faculty's professional services
 - harmonise all business activities of the Faculty
 - perform other tasks determined by the Statute and other general acts and decisions of the dean.
- (3) The dean may expand the Dean's Collegium with the appropriate heads of the Faculty's organisational units or with experts for specific issues.

Article 42

- (1) The Faculty may also establish other legal entities in which activities are performed that combine practice, science and higher education, and in whose work students may also participate. Likewise, the Faculty can establish companies, foundations, associations, etc.

- (2) The provisions of the University Statute shall apply to the establishment and management of other legal entities within the Faculty in an appropriate manner to the management of other legal entities within the University, unless a particular activity is regulated by special regulations.

VII. WORK POSITIONS OF TEACHERS AND ASSOCIATES

Article 43

- (1) Teaching staff at the Faculty are employed in scientific-teaching positions.
- (2) Exceptionally, teaching staff at the Faculty are employed in teaching positions of lecturers and senior lecturers for the delivery of courses that do not require a scientific approach and for the needs of the professional study programme. Teaching staff in university study programmes at the Faculty are also employed in teaching positions for foreign language instruction.
- (3) Associates at the Faculty are employed in associate positions.

Organisation of work positions of teachers and associates at the Faculty

Article 44

- (1) Scientific-teaching positions at the Faculty from the lowest to the highest are: assistant professor (assist. prof.), associate professor (assoc. prof.), full professor and full professor in permanent election (prof.).
- (2) Teaching positions by groups from the lowest to the highest are: lecturer and senior lecturer.
- (3) Teaching positions for teaching a foreign language from lowest to higher are: lecturer, senior lecturer and lecturer advisor.
- (4) Associate positions from the lowest to the highest are: assistant and senior assistant.
- (5) The abbreviations of the names of scientific-teaching positions are written in front of the name and surname of the person employed in the specified position. The abbreviations of the names of teaching positions are written after the name and surname of the person employed in the specified position.
- (6) The organisation of the positions of teachers and associates at the Faculty shall be regulated in more detail by the Ordinance on the Organisation of Work Positions of the Faculty in accordance with this Statute.

Criteria for election to a work position

Article 45

- (1) A person who has an appropriate level of education in a scientific area and field, who meets the National University, Scientific and Artistic Criteria for Selection to a Scientific-Teaching and Teaching Position at the Faculty (hereinafter: national criteria) and additional criteria established by the general act of the Faculty (hereinafter: additional criteria) may be employed in a scientific-teaching and teaching position at the Faculty.

- (2) In addition to the criteria prescribed in paragraph 1 of this Article, a person who has obtained the academic degree of Doctor of Science in a scientific area and field and who is registered in the Register of Scientists may be employed in a scientific-teaching position.
- (3) A person who has completed a university master's study in a scientific area and field may be employed in a teaching position and an associate position of an assistant at the Faculty. Exceptionally, a person who has completed a professional master's study in a scientific area and field may be employed in a teaching position at the Faculty, in accordance with the criteria regulated by the general act of the University.
- (4) A person from among particularly successful students is elected to the associate position of assistant. The selection criteria for the associate position of assistant shall be regulated by a general act of the University and the Faculty.
- (5) A person who has obtained the academic degree of Doctor of Science in a scientific area and field may be employed in the associate position of senior assistant.
- (6) National criteria for individual scientific areas or fields are adopted by the National Council for Higher Education, Science and Technological Development (hereinafter: the National Council) at the proposal of the Rectors' Assembly and the competent scientific field committee and are published in the Official Gazette. Additional criteria are adopted by the Faculty Council and published on the Faculty website in Croatian and English.

Election of teachers and associates to a vacant position

Article 46

- (1) A teacher and associate shall be employed for a vacant position at the Faculty in a procedure initiated by a public tender.
- (2) The decision to announce a public tender referred to in paragraph 1 of this Article shall be made by the Faculty Council. An integral part of the decision on announcing a public tender is the decision on the appointment of an expert committee.
- (3) The expert committee referred to in paragraph 2 of this Article shall consist of at least three (3) members employed at a position of higher or the same hierarchical level in relation to the position for which the selection is made, in the same scientific area and field. At least one (1) member of the expert committee must be employed outside the Faculty.
- (4) A public competition for the selection of teachers and associates for a vacant position is published in the "Official Gazette" and on the websites of the University and the Faculty in Croatian and on the official website for jobs of the European Research Area in English. The deadline for applying for a public tender may not be shorter than thirty (30) days from the date of announcing the tender in the Official Gazette.
- (5) Applications for the competition and evidence of meeting the criteria are submitted in electronic form.
- (6) The expert committee referred to in paragraph 2 of this Article shall assess whether the candidates applied for the competition meet the legal criteria, the National Criteria and additional criteria and shall propose the best candidate to the Faculty Council by means of a substantiated written opinion, containing the assessment of all applicants, no later than thirty (30) days from the date of expiry of the deadline for applying to the competition.
- (7) The Faculty Council shall make a decision on the adoption or rejection of the opinion of the expert committee within thirty (30) days from the date of receipt of the opinion of the expert committee referred to in paragraph 6 of this Article. The decision to reject the opinion of the expert committee must be substantiated. If the Faculty Council makes a decision to reject the opinion of the expert committee, it will simultaneously make a decision to annul

the public competition and announce a new public competition for the same vacant position of teacher or associate.

- (8) The Faculty shall submit the decision of the Faculty Council adopting the opinion of the expert committee and the entire documentation with evidence of the fulfilment of the criteria of the best candidate to the competent scientific field committee no later than eight (8) days from the date of adoption of the opinion, except in the case of election to an associate position.
- (9) The competent scientific field committee shall determine by decision whether the proposed candidate meets the National Criteria no later than sixty (60) days from the delivery of the decision.
- (10) If the competent scientific field committee does not make the decision referred to in paragraph 9 of this Article within the prescribed deadline, the candidate shall be deemed to meet the National Criteria. The decision of the Faculty Council shall determine that the prerequisites have occurred, i.e. that the competent scientific field committee has not made the decision referred to in paragraph 9 of this Article within the prescribed deadline, therefore it shall be determined that the candidate meets the criteria for election to the vacant position of teacher.
- (11) Upon delivery of the decision referred to in paragraph 9 of this Article, i.e. upon the occurrence of the presumption referred to in paragraph 10 of this Article, the Faculty shall conclude an employment contract with the selected candidate. In the case of the election of an associate: assistant and senior assistant to a vacant position after the decision on the adoption of the opinion of the expert committee referred to in paragraph 2 of this Article, the Faculty shall conclude an employment contract with the selected candidate.
- (12) If the competent scientific field committee determines in its decision that the candidate does not meet the National Criteria, the Faculty cannot conclude an employment contract with the proposed candidate.
- (13) An employment contract for an indefinite period of time shall be concluded with persons elected to teaching positions, with the obligation to conduct re-election or election to a higher position.
- (14) A fixed-term employment contract shall be concluded with persons elected to the positions of associates: assistant and senior assistant in accordance with the Act and this Statute.

Duration of election to the position of teacher

Article 47

- (1) The election of teachers to the position is carried out for five (5) years.
- (2) After the expiry of the deadline referred to in paragraph 1 of this Article, the teacher shall be re-elected to the existing position or shall be elected to a higher position in accordance with the Act, the University Statute and this Statute.
- (3) With the election of a teacher to the position of full professor in the permanent election, the promotion or re-election procedure has been completed.

Re-election to the position of teacher

Article 48

- (1) The re-election procedure shall be initiated five (5) years after the last election or re-election and shall be completed no later than six (6) months from the date of initiation of the procedure. The re-election procedure is initiated if the teacher has not submitted a request for election to a higher position before the expiry of the term for which he or she was elected or re-elected.
- (2) The re-election of teachers shall be carried out in accordance with the procedure prescribed for the election of teachers to a higher position in accordance with the provisions of the Act, the University Statute and this Statute.
- (3) A teacher is re-elected to an existing position if he/she has fulfilled half of the National Criteria since the last election or re-election.
- (4) The re-election of a teacher to the position shall be carried out for a period of five (5) years.
- (5) A teacher who has not been re-elected to an existing position shall have their employment terminated in accordance with the law governing labour relations.

Election to a higher teaching position

Article 49

- (1) A teacher who considers that he/she meets the criteria for election to a higher position is obliged to submit a request for election to a higher position, no later than thirty (30) days before the expiry of the period of five (5) years from the last election or re-election to the previous scientific-teaching or teaching position.
- (2) The teacher's request shall be submitted in electronic form to the dean of the Faculty within the deadline specified in paragraph 1 of this Article.
- (3) The procedure of election to a higher position is initiated by a decision of the Faculty Council after the expiry of the term for which the teacher was elected or re-elected. An integral part of the decision on initiating the procedure for the selection of teachers to a higher position is the decision on the appointment of an expert committee.
- (4) The expert committee referred to in paragraph 3 of this Article shall consist of at least three (3) members employed at a position of higher or the same hierarchical level in relation to the position for which the selection is made in the same scientific area and field. At least one (1) member of the expert committee must be employed outside the Faculty.
- (5) The teacher is obliged to submit to the expert committee evidence of meeting the criteria for selection to a higher position in electronic form no later than fifteen (15) days from the initiation of the selection procedure. In the procedure of selection for a higher position, the teacher submits evidence of achievements achieved after the last election or re-election to the position, which meet the National Criteria.
- (6) The expert committee referred to in paragraph 3 of this Article shall assess whether the teacher meets the legal criteria and the National criteria and shall submit to the Faculty Council a substantiated opinion in writing on the fulfilment of the criteria for appointment to a higher position no later than thirty (30) days from the date of receipt of proof of fulfilment of the criteria.
- (7) The Faculty Council shall make a decision on the adoption or rejection of the opinion of the expert committee within thirty (30) days from the date of receipt of the opinion of the expert committee referred to in paragraph 6 of this Article. The decision to reject the opinion of the expert committee must be substantiated. If the Faculty Council makes a decision to reject the opinion of the expert committee, it is obligatory to initiate the procedure of re-election for the teacher to the existing position within thirty (30) days at the latest.

- (8) The Faculty shall submit the decision of the Faculty Council determining that a teacher meets the criteria for selection to a higher position and the entire documentation with evidence of the fulfilment of the criteria for the election of a teacher to a higher position to the competent scientific field committee within eight (8) days from the date of adoption of the opinion.
- (9) The competent scientific field committee shall determine by a decision whether the teacher meets the National Criteria no later than sixty (60) days from the delivery of the Faculty's decision.
- (10) If the competent scientific field committee fails to make the decision referred to in paragraph 9 of this Article within the prescribed deadline, it shall be considered that the teacher meets the National Criteria. The decision of the Faculty Council shall determine that the prerequisites have occurred, i.e. that the competent scientific field committee has not made the decision referred to in paragraph 9 of this Article within the prescribed deadline, therefore it shall be determined that the teacher meets the criteria for election to a higher position.
- (11) Upon delivery of the decision referred to in paragraph 9 of this Article, i.e. upon the occurrence of the presumption referred to in paragraph 10 of this Article, the Faculty shall conclude an annex to the employment contract with the selected teacher.
- (12) If it is determined in the procedure of selection to a higher position that a teacher does not meet the criteria for election to a higher position, the Faculty Council shall initiate the procedure of re-election to the existing position of teacher within thirty (30) days at the latest.

Associates

Article 50

- (1) An assistant is employed on the basis of a fixed-term employment contract for a period of six (6) years at the Faculty at the expense of the founder's funds, project funds, or own income.
- (2) A senior assistant is employed on the basis of a fixed-term employment contract for a maximum of four (4) years at the Faculty at the expense of the founder's funds, project funds, or own income.
- (3) An associate has the right and obligation to:
 1. participate in teaching and performing scientific activities
 2. participate in scientific conferences and conferences
 3. participate in project and other activities of the Faculty
 4. submit an activity report to the institutional mentor at least once a year
 5. perform other tasks as ordered by the mentor and the dean of the Faculty.
- (4) An assistant has the right and obligation to:
 1. enrol in and attend doctoral studies at the expense of the Faculty
 2. at their own request, change the mentor once in accordance with the personnel capabilities of the Faculty.
- (5) If the employment of an assistant or senior assistant at the Faculty is provided from the founder's funds, the prior consent of the Rector of the University is required.

Evaluation of the work of associates

Article 51

- (1) A mentor shall be appointed to the associate from among the teachers at the scientific-teaching position in accordance with the procedure established by the general act of the Faculty.
- (2) The Faculty Council makes a decision on the evaluation of the work of associates on the basis of the mentor's report, at least once a year, in accordance with the procedure established by the general act of the Faculty.
- (3) The evaluation of the contributors shall be decided by a decision. No appeal is allowed against this decision, but an administrative dispute may be initiated.
- (4) An associate who has been negatively assessed for two (2) consecutive years on the day of the enforceability of the decision shall have his/her employment at the Faculty terminated in accordance with the law governing labour relations.

Free study year (sabbatical)

Article 52

- (1) The Faculty Council may, by decision, approve a paid free study year (sabbatical) for the purpose of scientific work to a teacher in the scientific-teaching position of a full professor in permanent election, full professor, associate professor and assistant professor.
- (2) Teachers in scientific-teaching positions referred to in paragraph 1 of this Article shall be entitled to use a free study year (sabbatical) after six (6) years of work at the University or Faculty.
- (3) The Faculty is obliged to organise the regular performance of classes and other obligations of a teacher who has been approved a paid free study year.

Rights of teachers appointed to managerial duties

Article 53

- (1) A Faculty teacher shall be guaranteed a return to his/her work position after the expiry of his/her term of office in the event of election or appointment to a managerial duty at the University or in the system of higher education and scientific activity, as well as public office in the sense of regulations governing the prevention of conflicts of interest, within thirty (30) days from the date of termination of his/her managerial or public duty.
- (2) During the performance of a managerial or public duty, the Faculty may, on the basis of a fixed-term employment contract, employ an employee who replaces the employee referred to in paragraph 1 of this Article.

Suspension of deadlines and extension of employment contracts

Article 54

- (1) At the request of teachers and associates, the deadlines for election and re-election to a position do not run for the duration of maternity and parental leave, temporary incapacity for work longer than three (3) months, performance of managerial duties at the Faculty or in the system of higher education and scientific activity, or public duty in the sense of

regulations governing the prevention of conflict of interest and in other justified cases prescribed by the Act, collective agreement or the general act of the Faculty.

- (2) At the request of the associate, the fixed-term employment contract shall be extended for the duration of maternity and parental leave, temporary incapacity for work, performance of managerial or public duties or other justified case prescribed by the Act, collective agreement or general act of the Faculty.

Work of employees outside the Faculty

Article 55

- (1) In accordance with the law governing labour relations, a teacher and associate employed at the Faculty may perform tasks that are the subject of activity or are related to the subject of the Faculty's activities outside the Faculty where they are employed only with the approval of the dean of the Faculty.
- (2) The procedure for issuing approval for the work of employees outside the Faculty is regulated by a general act of the University or the Faculty.

Termination of teachers' employment contracts

Article 56

- (1) At the Faculty, a teacher's employment contract is terminated due to retirement at the end of the academic year in which the teacher acquired the conditions for the termination of the employment contract in accordance with the law governing labour relations.
- (2) Exceptionally, the Faculty may conclude an employment contract with a full professor in permanent election referred to in paragraph 1 of this Article at the expense of its own funds until the end of the academic year in which he/she reached the age of seventy (70).

Replacement of a temporarily absent employee

Article 57

- (1) In the event of temporary absence of a teacher or associate, the Faculty may conclude an employment contract for a definite period of time, without conducting a public tender, with a person who replaces a temporarily absent teacher or associate for a maximum period of six (6) months.
- (2) The Faculty Council appoints an expert committee consisting of at least three (3) members employed at a position of higher or the same hierarchical level in relation to the position for which the person replacing the temporarily absent employee is employed, in the same scientific area and field. Within fifteen (15) days, the expert committee shall submit to the Faculty Council an opinion in writing determining whether the candidate meets the criteria for the position in question.
- (3) Within fifteen (15) days from the date of delivery of the opinion of the expert committee, the Faculty Council shall make a decision on the adoption or rejection of the opinion of the expert committee referred to in paragraph 2 of this Article. If the Faculty Council rejects the opinion of the expert committee, a fixed-term employment contract for six (6) months cannot be concluded.

- (4) An employee who replaces a temporarily absent associate is not subject to the right and obligation to enrol and attend doctoral studies.

Other employees

Article 58

- (1) Employment contracts with the Faculty shall be held by employees in professional-administrative, technical and auxiliary jobs who perform work related to the Faculty's activities.
- (2) The status of employees is regulated by general labour regulations, unless otherwise specified by the Act, the University Statute, this Statute and the regulations of the Faculty.

Title-only teacher and title-only associate

Article 59

- (1) The Faculty may engage a title-only teacher or title-only associate.
- (2) A title-only teacher or title-only associate is a person who is not employed by the Faculty but meets the criteria for election to a scientific-teaching, teaching and associate position.
- (3) A person who believes that he/she meets the criteria for selection to a scientific-teaching, teaching and associate position may submit an application in electronic form to the dean of the Faculty.
- (4) The title-only teacher or title-only associate shall be elected as for election to the vacant position of teacher and associate in accordance with the provisions of the Act and this Statute or as for the election of a teacher to a higher position in accordance with the provisions of the Act and this Statute, whereby no public competition shall be announced for the selection of the title-only teacher or title-only associate.
- (5) The provisions of this Statute relating to the re-election of teachers shall be applied accordingly to the re-election of title-only teachers.
- (6) The title-only teacher should highlight the word "title-only" in front of the abbreviation in accordance with the Act.

Visiting professor

Article 60

- (1) By decision of the Faculty Council, with the consent of the Senate, the teaching of a particular course may be entrusted to a distinguished foreign professor (visiting professor).
- (2) The basic condition for entrusting the performance of teaching to persons referred to in paragraph 1 of this Article is that the distinguished professor from abroad has the status of an internationally recognised scientist and professor.
- (3) The criteria for assessing whether a person is an internationally recognised scientist and professor shall be determined by an expert committee appointed by the Faculty Council for the teaching course for which the teaching is proposed.
- (4) On the basis of the opinion of the expert committee referred to in paragraph 3 of this Article, the Faculty Council shall make a decision on entrusting the teaching of a particular course to a distinguished foreign professor, and the status of the visiting teacher shall be confirmed by the Senate.

Honorary title of teacher

Article 61

- (1) The Faculty may award the honorary title of professor emeritus to a distinguished retired teacher.
- (2) The honorary title of professor emeritus is awarded by the Faculty Council without conducting a public competition to deserving retired full professors in permanent election and full professors who have particularly distinguished themselves with their scientific work and achieved international reputation.
- (3) The proposal for the award of the honorary title of professor emeritus is proposed by the dean.
- (4) The proposal must contain the proposer's curriculum vitae with a description of his/her teaching and scientific work and an explanation of his/her exceptional contribution.
- (5) The Faculty Council appoints a committee of at least five (5) members from among full professors who will consider the proposal and give its opinion with the proposal.
- (6) The final decision on awarding the honorary title of professor emeritus on the basis of the opinion and proposal of the committee referred to in the previous paragraph of this Article shall be made by the Faculty Council.
- (7) In accordance with the needs of the Faculty, the professor emeritus may participate in teaching at the doctoral study, be a mentor to doctoral students, participate in the procedures for obtaining a doctoral degree and participate in the performance of scientific activities.
- (8) The procedure for the appointment and rights of a professor emeritus, as well as the criteria for awarding the honorary title of professor emeritus, shall be specified in a general act, in accordance with the University Statute, the general act of the University and this Statute.

Ethical responsibility of teachers and associates

Article 62

- (1) The Faculty establishes an Ethics Committee for the purpose of promoting and protecting ethical principles in teaching and scientific activities, professional work, mutual relations and public appearances of teachers, associates and other employees.
- (2) The National Council adopts guidelines setting out minimum ethical principles. Minimum ethical principles form an integral part of the Code of Ethics of the University and the Code of Ethics of the Faculty.
- (3) The Faculty Council shall adopt the Code of Ethics of the Faculty, which must be in accordance with the Code of Ethics of the University, and which establishes ethical principles and the procedure for preventing and sanctioning unethical conduct.
- (4) The decision of the Ethics Committee on the violation of the Code of Ethics is delivered to the dean, who is obliged to act in accordance with the Ordinance on Disciplinary Responsibility.
- (5) The composition, powers and manner of work of the Ethics Committee are regulated in more detail by the Code of Ethics of the Faculty.

Disciplinary responsibility of faculty employees

Article 63

- (1) An employee of the Faculty shall be disciplinarily responsible for violations of his/her work obligations and for damage to the reputation of the University or the Faculty.
- (2) The Faculty shall establish a Disciplinary Committee.
- (3) The Ordinance on Disciplinary Responsibility determining the composition of the Disciplinary Committee, disciplinary offences, disciplinary penalties and disciplinary proceedings shall be adopted by the Senate of the University.
- (4) Disciplinary responsibility established in disciplinary proceedings may result in the termination of the employment contract.
- (5) An employee of the Faculty may be held disciplinary liable only for an action which, at the time of committing it, was prescribed as a disciplinary offence in accordance with the Ordinance on Disciplinary Responsibility referred to in paragraph 3 of this Article and for which a disciplinary penalty was prescribed.

VIII. STUDIES

Types of studies

Article 64

- (1) University studies are organised and implemented at the Faculty.
- (2) Exceptionally, professional studies may be organised and implemented at the Faculty in accordance with the Act.
- (3) Studies are organised and implemented on the basis of the Decision of the Senate, after registration in the Register of Study Programmes carried out by the ministry in charge of science and education, on the basis of the obtained permit to implement studies.
- (4) The university study trains students to perform jobs in science and higher education, in the business world, the public sector and society in general, and trains them to apply and develop scientific and professional achievements.
- (5) The professional study trains students to perform professional jobs in the business world, the public sector and society in general.
- (6) The Faculty organises and implements studies in accordance with the teaching, scientific and professional activities it performs in accordance with this Statute.

Article 65

- (1) University studies are organised and implemented as:
 1. university undergraduate study
 2. university master's study
 3. university integrated undergraduate and master's study
 4. postgraduate study that can be organised as a doctoral study or as a university specialist study.
- (2) The professional study is organised and implemented as:
 1. short study
 2. undergraduate study
 3. master's study.

- (3) The duration of university and professional studies and the acquisition of ECTS credits are determined by the Act and the University Statute.
- (4) In addition to the studies referred to in paragraphs 1 and 2 of this Article, the Faculty may, in accordance with its general acts, establish various professional development programmes for the purposes of lifelong learning, which enable the acquisition of competencies aligned with the occupational standard or a set of competencies and a qualification standard or a set of learning outcomes from the Register of the Croatian Qualifications Framework and the distinguishing obligations of students for the purpose of changing studies, i.e. enrolment in the study, completion of the previously started study and recognition of competencies acquired outside the study that are a condition for enrolment in the study. A professional development programme for the purposes of lifelong learning is not considered a study and can be financed through vouchers for the purpose of access to the labour market.

Joint study

Article 66

- (1) A joint study programme is a study programme carried out jointly by the Faculty and at least one university constituent unit or by the Faculty and at least one foreign higher education institution. Exceptionally, a joint doctoral study may be carried out jointly by the Faculty and a scientific institute.
- (2) The organisation, implementation, completion, place of performance, holder and manner of issuing the final document of the joint study and the holder of the accreditation procedure of the joint study shall be determined by a contract between the Faculty and the university constituents, i.e. foreign higher education institutions or a public scientific institute. The contract for joint studies is adopted by the Faculty Council.
- (3) The joint study is accredited by the Agency for Science and Higher Education or another international accreditation agency in the European Union that is registered in the European Quality Assurance Register (EQAR). The accreditation procedure of the joint study is carried out in accordance with the regulations governing quality assurance in higher education and science.

Enrolment in university and professional studies

Article 67

- (1) A person who has completed an appropriate secondary education programme lasting at least four years and passed the state graduation exam may enrol in a university or professional undergraduate study. A person who has completed an appropriate professional short study can enrol in a professional undergraduate study. The conditions for enrolment in university or professional undergraduate studies are determined by the Faculty through a decision of the Faculty Council.
- (2) A person who has completed a relevant university undergraduate study or university integrated study programme can enrol in a university master's programme. A person who has completed an appropriate professional or university undergraduate study can enrol in a professional master's study. Exceptionally, a person who has completed an appropriate professional undergraduate study programme in accordance with the general act of the Faculty and by passing differential examinations determined by the Faculty may also enrol in a university master's study programme. The conditions for enrolment in university or

professional master's studies are determined by the Faculty through a decision of the Faculty Council.

- (3) The university integrated undergraduate and master's study programme can be enrolled by a person who has completed an appropriate secondary education programme lasting at least four years and passed the state graduation exam. The conditions for enrolment in the university integrated undergraduate and master's study programme are determined by the Faculty through a decision of the Faculty Council.
- (4) A person who has completed an appropriate secondary education programme can enrol in a professional short study programme, and the conditions for enrolment are determined through a decision of the Faculty Council.
- (5) The Faculty Council shall determine the conditions of enrolment and the enrolment quotas for the enrolment of students in university and professional studies referred to in paragraphs 1 to 4 of this Article, which shall be an integral part of the joint public call for enrolment in studies adopted by the Senate for each academic year.
- (6) The Senate shall issue and publish a joint public call for enrolment on the official website no later than 1st May of the current academic year, and the mandatory content of the public call is determined by the Act and the University Statute.

Enrolment in postgraduate studies

Article 68

- (1) A person who has completed an appropriate university master's study programme or a university integrated undergraduate and master's study programme may enrol in a university specialist study programme. Exceptionally, a person who has completed a professional master's study may also enrol in a university specialist study programme by passing differential examinations determined by the Faculty, i.e. with at least five (5) years of work experience in the field of study. The conditions for enrolment in the university specialist study programme are determined by the Faculty through a decision of the Faculty Council.
- (2) A person who has completed an appropriate university master's study or a university integrated undergraduate and master's study or a university specialist study can enrol in a doctoral study. The conditions for enrolment in doctoral studies are determined through a decision of the Faculty Council.

Doctoral studies

Article 69

- (1) The doctoral study is conducted at the postgraduate level, and the Faculty is the holder of the doctoral study.
- (2) The doctoral study prepares students for independent scientific work.
- (3) The doctoral study is completed by passing exams, fulfilling other study obligations, and the writing and defence of the doctoral dissertation.
- (4) The acquisition of a Doctor of Science degree based on scientific achievements is specified in detail by a special ordinance adopted by the Senate.

- (5) The procedure for the application, evaluation and defence of the doctoral dissertation is determined by the University Statute.

Study programme

Article 70

- (1) Studies at the Faculty are organised and carried out in accordance with the study programme.
- (2) The study programme shall determine:
1. professional or academic title or academic degree acquired upon completion of studies
 2. compliance of the study programme with the corresponding qualification in the Register of the Croatian Qualifications Framework if it is registered in the Register of the Croatian Qualifications Framework
 3. conditions for enrolment in studies, conditions for enrolment in the next semester, trimester or academic year, and conditions for enrolment in other study obligations
 4. list of compulsory and elective courses with an indication of the ECTS load, method of instruction (delivery format), course content, planned learning outcomes and the course lecturer
 5. anticipated learning outcomes to be acquired upon completion of the study
 6. number of enrolment places in the study
 7. organisation and method of instruction
 8. method of verifying the acquired learning outcomes for each course or other study obligation
 9. method of completion of the study.
- (3) The study programme is adopted by the Faculty Council, with the prior consent of the Center for Quality Assurance and Improvement of Higher Education of the University, in accordance with the Act and regulations governing quality assurance in higher education and the University Statute.

ECTS credits and transfer of ECTS credits

Article 71

- (1) An individual course or other study obligation is evaluated with ECTS credits that reflect the average total amount of work that the student must put in in order to achieve the anticipated learning outcomes of the course.
- (2) One ECTS credit represents 30 hours of estimated average student work spent in achieving learning outcomes.
- (3) The transfer of ECTS credits can be carried out between different studies in accordance with the Act and the general act of the University.
- (4) The criteria and conditions for the recognition and transfer of ECTS credits referred to in paragraph 1 of this Article shall be prescribed by the general act of the University for studies within the University and by the agreement between the Faculty and other higher education institutions outside the University.

Academic year

Article 72

- (1) The academic year begins on 1st October of the current year and ends on 30th September of the following year.
- (2) Classes are organised by semesters: winter and summer.
- (3) Classes may begin before the beginning of the academic year referred to in paragraph 1 of this Article if the Faculty has determined it in the study plan for that academic year and if it is determined by the teaching calendar adopted by the Senate for the next academic year, but not before 1st September.

Conduct of the study

Article 73

- (1) The study is conducted according to the study plan adopted by the Faculty Council before the beginning of the academic year and is published on the Faculty website.
- (2) The study plan defines the structure and manner of conducting the study in a full, i.e. adapted teaching timetable.
- (3) The study implementation plan shall determine:
 1. list of compulsory and elective courses with indicated teachers and associates
 2. methods of instruction
 3. language of instruction
 4. places of instruction
 5. start and end, and timetable of classes
 6. method of taking exams and fulfilling study obligations
 7. examination periods
 8. list of examination literature
 9. other important information about the conduct of classes.
- (4) The study plan, timetable, examination schedule and other information necessary for attending classes and taking exams are published to students before enrolment in the study, i.e. enrolment in the next semester, trimester or academic year.
- (5) The study can be conducted entirely by teaching with the use of computer technologies and interactive teaching materials that ensure access to learning in special conditions when the teacher and the student are physically distant (hereinafter: online study). The online study is conducted in accordance with the regulations governing quality assurance in higher education and science if the learning outcomes of the study programme can be achieved through distance learning.

Teaching bases

Article 74

The Faculty may establish a teaching base in state administration bodies, local or regional self-government units, other state bodies or other legal entities for the purpose of regular practical teaching. The teaching base is established by a cooperation agreement, the content of which is determined by the Act and the University Statute.

Verification of acquired learning outcomes, exams and grades

Article 75

- (1) The achieved learning outcomes of students are checked and evaluated during classes and during the exam and are entered into the appropriate document and records of students.
- (2) Oral examinations are public.
- (3) Written examinations are kept until the end of the academic year.
- (4) Learning outcomes achieved with outstanding success are graded as Excellent (5) corresponding to the letter grade A. Learning outcomes achieved with above-average success are graded as Very Good (4) corresponding to the letter grade B. Learning outcomes achieved with average success are graded as Good (3) corresponding to the letter grade C. Learning outcomes achieved with satisfactory success are graded as Sufficient (2) corresponding to the letter grade D. Learning outcomes that were not achieved with satisfactory success are graded as Insufficient (1) corresponding to the letter grade F.
- (5) The study programme may determine that a course is assessed descriptively. Courses that are assessed descriptively are not included in the calculation of the grade point average.

Completion of studies

Article 76

- (1) The university or professional undergraduate study is completed by passing exams, fulfilling other study obligations, and the writing and defence of the final thesis.
- (2) The university or professional master's study is completed by passing exams, fulfilling other study obligations, and the writing and defence of the master's thesis.
- (3) The issue of the writing and defence of the final or master's thesis, the rights and obligations of students, mentors and the examination committee, and other specifics are regulated in more detail by the general act of the Faculty adopted by the Faculty Council.
- (4) The doctoral study is completed by passing exams, fulfilling other study obligations, and the writing and defence of the doctoral dissertation.
- (5) The university specialist study programme is completed by passing exams, fulfilling other study obligations, and the writing and defence of the specialist thesis.
- (6) The procedure for applying, evaluating and defending a specialist thesis in university specialist studies is regulated in more detail by a general act of the University adopted by the Senate.
- (7) The professional short study programme is completed by passing exams and fulfilling other study obligations. In accordance with the study programme, the professional short study programme can be completed by writing, or writing and defence of the final thesis, or by passing a final exam.
- (8) The manner and deadlines for the publication of final, graduate, doctoral and specialist theses are determined by the Act.

Academic and professional titles and academic degree and certificates of completion of studies

Article 77

- (1) Upon completion of the study, the student acquires the appropriate academic or professional title or academic degree in accordance with the Act and other rights in accordance with special regulations.
- (2) After completing the undergraduate, master's, postgraduate and integrated studies, the student is issued a diploma and a diploma supplement.
- (3) Upon completion of the short professional study, the student is issued a certificate and a supplementary document on study.
- (4) Diplomas, certificates and diploma supplements are public documents issued by the Faculty, which confirm that the student has completed a certain study and has acquired the right to an academic or professional title or academic degree.
- (5) Public documents referred to in paragraph 4 of this Article shall be issued free of charge, in Croatian and English, in a signed and certified printout and in digital form.
- (6) The Minister shall determine the form and content of public documents by means of an ordinance.
- (7) Upon completion of the professional development programme, the Faculty issues a certificate to the participant containing a description of the student's obligations, and if the workload within the programme is measured by ECTS credits, it also contains ECTS credits.

Other study-related questions

Article 78

- (1) The rules on exams, objections to the grade, the procedure for retaking exams, the content, form and manner of keeping exam records, securing the public nature of exams and the right to inspect exam results shall be specified in more detail by a general act of the University adopted by the Senate.
- (2) The general act referred to in paragraph 1 of this Article shall be published in such a way that it is accessible to the public, in particular to students and applicants for the acquisition of student status.
- (3) An academic or professional title or degree is revoked if it is determined that it was acquired contrary to the prescribed conditions for its acquisition, by gross violation of the rules of study or on the basis of a final, master's, specialist and doctoral thesis that is plagiarised or forged.
- (4) The initiation and implementation of the procedure for the revocation of an academic or professional title or degree shall be carried out in accordance with the Act and the University Statute, and the procedure shall be specified in more detail by a general act of the University adopted by the Senate.

IX. STUDENTS

Student status

Article 79

- (1) The status of a student is acquired upon enrolment at the Faculty and is proved by an official student document issued by the Faculty.

- (2) A student is a person who is enrolled in a university or professional study.
- (3) A full-time student studies as part of a full-time teaching schedule.
- (4) A student enrolled in full-time status enrolls in 60 ECTS credits per academic year in accordance with the study plan. A student who is a citizen of the Republic of Croatia or a citizen of another Member State of the European Union who is studying in full-time status at a university or professional undergraduate or master's study or university integrated study is entitled to subsidising the cost of tuition fees in full from the state budget, in accordance with the Act.
- (5) A student in part-time status studies as part of a full or adjusted teaching schedule.
- (6) A student enrolled in part-time status enrolls in 30 to 60 ECTS credits per academic year in accordance with the study plan. The costs of study are borne in whole or in part by the student in accordance with the general act of the University.

Rights and obligations of students

Article 80

- (1) The student has the right to:
 - delivery of the study in accordance with the study implementation plan
 - participation in scientific and professional work
 - freedom to express opinions and views during classes and other activities in accordance with the Code of Ethics
 - completion of studies within a shorter period than prescribed in accordance with the criteria set out in the general act of the University
 - free use of library materials and scientific and professional sources at the Faculty
 - attend courses from another study in accordance with the study programme
 - take exams in the manner and within the deadlines set by the general acts of the University
 - choose a teacher if there are more than one of the same teachers for a particular subject.
 - consultations and mentoring and selection of mentors and topics of final thesis, master's, specialist and doctoral thesis at university and professional studies
 - adaptation of the manner of taking exams and fulfilling study obligations if required by his/her health condition
 - appropriate psychological and health assistance in university psychological counselling centers, counselling centers within the Faculty and health institutions
 - organised sporting activities
 - participation and decision-making in the work of university bodies, boards and committees, as well as boards and committees of the Faculty in accordance with the University Statute and this Statute;
 - participation in the work of student organisations in accordance with a special Act
 - express opinions on the quality of teaching and teachers at least once a year as part of the implementation of the internal quality assurance system
 - file a complaint regarding violations of rights prescribed by the Act and the general act of the University
 - other rights prescribed by the Act, the Statute and other general acts of the University.
- (2) A full-time student has the right to repeat each academic year once the most.
- (3) A student acquires the right to enrol in a higher year of study if he/she has fulfilled all study obligations determined by the study programme in accordance with the University Statute, this Statute and other general acts of the University and the Faculty.

- (4) The student is obliged to perform teaching and other obligations at the Faculty in a timely manner and to respect the general acts of the University and the Faculty.
- (5) The student is obliged to complete the study no later than within a period that is twice as long as the duration of the study.
- (6) The student is obliged to behave in accordance with the Code of Ethics of the Faculty and to preserve the reputation and dignity of students, teachers and other members of the academic community at the University and the Faculty.
- (7) The disciplinary responsibility of students is determined by the Ordinance on Disciplinary Responsibility of Students adopted by the Senate.

Suspension of students' rights and obligations

Article 81

- (1) The rights and obligations of students are suspended:
 1. during pregnancy
 2. for a student father or a student mother up to one year of age of the child
 3. due to inability to work for more than three (3) months
 4. during an international student exchange lasting longer than thirty (30) days during classes, if the student does not acquire ECTS credits through that exchange
 5. in other justified cases in accordance with the general act of the University.
- (2) The manner of exercising the suspension of students' rights and obligations shall be specified in detail by a general act of the University.

Special study opportunities

Article 82

- (1) A student who is a categorised athlete and studies full-time may, in accordance with a general act of the University, study under adjusted study attendance conditions.
- (2) A student with a disability may, in accordance with a general act of the University, study under adjusted study attendance conditions.
- (3) An exceptionally successful full-time student may, based on the Minister's approval, study at two studies simultaneously with tuition fees fully subsidised from the state budget, in accordance with the criteria established by a general act of the University.
- (4) An exceptionally successful full-time student or a student who regularly fulfils his/her obligations may complete his/her studies in a period shorter than the standard prescribed duration of study, in accordance with the general act of the University.
- (5) Students may, in accordance with a general act of the University, be approved to attend and/or take certain courses or an academic year at another higher education institution within the University or at another university in the country or abroad.

Termination of student status

Article 83

Student status ceases:

- upon completion of the study

- by withdrawal from the study
- if the student fails to enrol in the next academic year
- by exclusion from the study under the procedure and conditions established by a general act of the University
- if the student fails to complete the study within a period that is twice the duration of the study.

Student Union and other student organisations

Article 84

- (1) The Faculty's Student Union or other authorised student body, along with other student organisations, shall be established at the Faculty in accordance with a special act and general acts of the Faculty.

X. SCIENTIFIC ACTIVITY

Article 85

- (1) The scientific activity of the Faculty is based on scientific research in the scientific area of social sciences, the scientific field of economics and in interdisciplinary areas.
- (2) The provisions of the Act and the University Statute regarding the basic principles of scientific activity, as well as the goals and scope of scientific activity, shall apply accordingly to the Faculty's teachers, associates, title-only teachers and associates, and students.

XI. QUALITY ASSURANCE

Quality assurance and improvement system at the Faculty

Article 86

- (1) The system of quality assurance and improvement at the Faculty, in accordance with the regulations governing quality assurance in higher education and science, includes:
 1. monitoring the implementation of the Faculty's development strategy
 2. implementation of the internal quality assurance and improvement procedure
 3. monitoring and improving the quality of the study programme
 4. monitoring and improving methods of learning, teaching and assessment in studies
 5. monitoring and improving the achievement of students' learning outcomes
 6. monitoring and improving teachers' scientific productivity
 7. monitoring and improving the professional work of teachers
 8. monitoring and improving the work of employees of professional services
 9. monitoring and improving other activities performed by the Faculty.

- (2) Quality assurance and improvement at the Faculty is conducted through a special organisational unit – the Office for Quality Assurance and Improvement of Higher Education (hereinafter: the Office) within the Faculty Secretariat.
- (3) The Office mentioned in the previous paragraph of this Article is connected to the University Center for Quality Assurance and Improvement of Higher Education, which coordinates the work of all Offices within the University's constituent units.
- (4) The Faculty shall adopt a special general act that further specifies the system of quality assurance and improvement at the Faculty.

XII. FACULTY FINANCING

Article 87

The financing of the Faculty is carried out on the basis of the Act, the University Statute and the general acts of the University and the Faculty.

Sources of financing

Article 88

- (1) The activities of the Faculty are financed by the founders' funds, earmarked revenues, and own revenues in accordance with the Act and the University Statute.
- (2) The founder's funds consist of funds from the state budget of the Republic of Croatia, which are transferred to the University on the basis of the programme agreement for the financing of the basic budget component, the development budget component and the executive budget component.
- (3) The earmarked revenues of the Faculty shall consist of revenues resulting from the performance of the core activity and related activities, specifically:
 1. student tuition fees and other fees paid by participants in educational programmes
 2. funds from the Croatian Science Foundation, university and other foundations
 3. European Structural and Investment Funds and other funds and programmes of the European Union
 4. revenues from funds, donations and other appropriate sources of financing for educational and scientific activity.
- (4) The Faculty's own revenues consist of revenues generated by performing activities on the market and in market conditions that can be performed by other legal entities outside the general budget, and which do not harm the achievement of the basic mission or undermine the reputation, independence and dignity of the University and the Faculty.
- (5) The criteria and manner of using own revenues shall be determined by an ordinance issued by the minister responsible for science and education, while the Faculty shall regulate the manner of disposing of own revenues by a general act.

Financial plan

Article 89

- (1) The financial plan of the Faculty shall contain a plan for the financial year and projections for the next two budget years and shall be adopted for each calendar year in accordance with the law governing the budget system and bylaws adopted on the basis thereof, the University Statute and the programme agreement.
- (2) The financial plan of the Faculty shall be prepared in accordance with the law governing the budget system and bylaws adopted on the basis thereof, the Statute and the programme agreement.
- (3) The financial plan of the University combines the financial plans of all university constituents with legal personality.
- (4) The Faculty is financed by funds from the state budget of the Republic of Croatia through programme agreements, earmarked and own revenues. The programme agreement of the University determines the multi-year financing from the State Budget of the Republic of Croatia, and the part of the programme agreement relating to the Faculty is an integral part of the programme agreement of the University.

XIII. PUBLICITY OF WORK AND BUSINESS SECRET

Article 90

- (1) The work of the Faculty is public.
- (2) The Faculty is obliged to truthfully and timely inform the public about the performance of its activities and about the work of faculty bodies in accordance with the regulations governing the right of access to information.
- (3) The public is informed through public outreach via media, the issuing of special publications, and on the Faculty's website.
- (4) The Faculty is not obliged to disclose information that constitutes a business secret.

Article 91

- (1) A business secret is considered to be information that is defined as a business secret by law or other regulations, or information whose disclosure or disclosure to unauthorised persons could have adverse consequences for the operations of the Faculty, or whose disclosure or disclosure to unauthorised persons could have adverse consequences for the interest and reputation of the Faculty's employees.
- (2) Documents designated as a business secret by the dean shall be considered a business secret, as well as data relating to the measures and procedures for acting in extraordinary circumstances, documents pertaining to defence, and data declared confidential by the competent state authorities.
- (3) The Faculty is obligated to safeguard information considered a business secret, a duty for which the dean is directly responsible.

XIV. GENERAL ACTS OF THE FACULTY

Article 92

- (1) The Statute is the fundamental act of the Faculty.
- (2) The Faculty Statute is adopted by the Faculty Council upon the proposal of the dean. Consent to the Faculty Statute is given by the University Senate based on the prior opinion of the Committee for Statutory and Legal Issues of the University.
- (3) Amendments to the Statute are adopted in the identical manner in which the Statute was adopted.

Article 93

- (1) The Faculty Council and the dean shall adopt the general acts of the Faculty within their respective jurisdictions, in accordance with this Statute and the University Statute.
- (2) All general acts of the Faculty must be harmonised with the University Statute and other general acts of the University.

XV. TRANSITIONAL AND FINAL PROVISIONS

Organisational and other changes of the Faculty

Article 94

- (1) The Faculty shall adopt the general acts determined by this Statute no later than six (6) months from the date of entry into force of this Statute, or no later than the beginning of the academic year 2023/2024 if no other deadline has been set by the Act and the University Statute.
- (2) Until the adoption of the general acts referred to in the previous paragraph, the existing general acts shall apply, except for the provisions that are contrary to the Act, the University Statute and this Statute.
- (3) The Faculty shall harmonise the internal structure and bodies in accordance with the provisions of the University Statute and this Statute no later than one year after the entry into force of the Act, i.e. no later than 22 October 2023.
- (4) The dean of the Faculty in the second term, i.e. elected for the second time before the entry into force of the Act, the University Statute and this Statute, shall remain in office until the expiry of the term of office to which he or she was elected without the possibility of re-election.
- (5) Vice deans of the Faculty appointed before the entry into force of the Act, the University Statute and this Statute shall remain in office until the expiry of the term of office to which they were appointed.
- (6) The presidents of the departments and the head of the center appointed in accordance with the provisions of the previously adopted regulations shall continue to work until the appointment of the presidents of the departments and the head of the center in accordance with the University Statute and this Statute.
- (7) The head of the library, appointed in accordance with the provisions of the previously adopted regulations, shall continue to work until the appointment of the head of the library in accordance with the University Statute and this Statute.

Faculty bodies

Article 95

- (1) Members of the Faculty Council in the current composition from the ranks of teachers in scientific-teaching positions and representatives of teachers in teaching positions, representatives of associates in associate positions, representatives of other employees and student representatives shall continue to work until the election of members of the Faculty Council in accordance with this Statute.
- (2) The initiation of the procedure for the election of members of the Faculty Council from among teachers and associates and other employees in accordance with this Statute shall commence upon the entry into force of this Statute.
- (3) Bodies of the Faculty Council: permanent and temporary boards and committees and other professional and advisory bodies appointed under the provisions of previous regulations shall continue to operate until the boards and committees are established in accordance with this Statute.

Existing work positions and titles

Article 96

- (1) Teachers and associates elected to a scientific-teaching, teaching or associate position before the entry into force of the Act, i.e. before 22 October 2022, continue to work in the same position.
- (2) The deadlines for the election or re-election of teachers prescribed by the Act shall begin to be counted on the day of the previous election or re-election to the position.
- (3) A teacher who was elected to the scientific-teaching position of a full professor in a permanent position before the entry into force of the Act, i.e. before 22 October 2022, shall continue to work in the position of a full professor in a permanent position.
- (4) An associate who was elected to the associate position of postdoctoral researcher before the entry into force of the Act, i.e. before 22 October 2022, continues to work in the position of senior assistant.
- (5) A teacher and associate who was elected to a scientific-teaching, teaching or associate title before the entry into force of the Act, i.e. before 22 October 2022, retains the existing title.

Article 97

A title-only teacher elected to the title before the entry into force of the Act, i.e. before 22 October 2022, retains the title until the expiry of the period of five (5) years, and the five (5) year period shall begin on the date of the previous election to the title-only title.

Equalisation of academic and professional titles

Article 98

- (1) Persons who acquired the academic title of university bachelor (baccalaureus) with an indication of the profession before the entry into force of the Act shall, upon the Act's entry

into force, acquire the academic title of university bachelor with an indication of their profession (univ. bacc. with an indication of profession).

- (2) Persons who, acquired the professional title of professional bachelor (baccalaureus) with an indication of their profession before the entry into force of the Act shall, upon the Act's entry into force, acquire the professional title of bachelor (baccalaureus) with an indication of their profession (bacc. with an indication of profession) upon the entry into force of the Act.
- (3) Persons who acquired the academic title of master with an indication of their profession before the entry into force of the Act shall, upon the Act's entry into force, acquire the academic title of university master with an indication of their profession (univ. mag. with an indication of profession).
- (4) At the request of a person who has completed a study programme at the Faculty, a certificate confirming the equivalency of the professional title must be issued free of charge.

Registers and records

Article 99

The Faculty is obligated to establish records and data collections prescribed by Article 75 of the Act no later than one year from the entry into force of the Ordinance on the Content and Use of Information Systems.

Entry into force

Article 100

Upon the entry into force of this Statute, the Statute of the Josip Juraj Strossmayer University of Osijek, Faculty of Economics and Business in Osijek, adopted by the Faculty Council on 8 April 2014, and its amendments, shall cease to be valid: Decision on Amendments to the Statute of the Josip Juraj Strossmayer University of Osijek, Faculty of Economics and Business in Osijek of 5 June 2017, Decision on Amendments to the Statute of the Josip Juraj Strossmayer University of Osijek, Faculty of Economics in Osijek of 27 October 2020, and the Decision on Amendments to the Statute of the Josip Juraj Strossmayer University of Osijek, Faculty of Economics and Business in Osijek of 10 February 2022.

Article 101

This Statute shall enter into force on the eighth day from the date of its publication on the notice board and the website of the Faculty.

DEAN

Prof. Boris Crnković, PhD

The Statute of the Faculty of Economics and Business within the Josip Juraj Strossmayer University of Osijek was published on the notice board and the website of the Faculty on _____ 2023 and entered into force on _____ 2023.

SECRETARY

Biljana Graša, univ. mag. iur.

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