

Pursuant to Article 43 of the Statute of the Šibenik University of Applied Sciences, the Council of the Šibenik University of Applied Sciences, at its 3rd session held on December 18<sup>th</sup>, 2023, adopted

## **REGULATIONS ON STUDYING**

### **I. GENERAL PROVISIONS**

#### **Article 1**

(1) The Regulations on Studying (hereinafter: the Regulations) regulate in more detail the rules of studying for students in professional undergraduate and professional graduate studies of the Šibenik University of Applied Sciences (hereinafter: the University), other issues of importance for studying at the University, as well as monitoring the quality of studying.

(2) The conditions of study determined by these Regulations are based on the provisions of the Act on Higher Education and Scientific Activity (hereinafter: the Act), the Act on Quality Assurance in Higher Education and Science, the Statute of the University (hereinafter: the Statute), the provisions of the Bologna Declaration, and the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

(3) The terms used in this Regulation and having a gender meaning refer equally to the male and female gender.

### **II. STUDIES at the University**

#### **Types of studies, duration of studies and professional titles**

#### **Article 2.**

(1) The University shall organize and conduct professional short studies, professional undergraduate studies and professional graduate studies in accordance with the Act and permits of the Ministry of Science and Education.

(2) The University shall organize and conduct professional short studies lasting two years, the completion of which leads to the acquisition of at least 120 ECTS credits and the professional title of candidate with an indication of the profession in accordance with special regulations.

(3) The University shall organize and conduct professional undergraduate studies lasting three years, the completion of which leads to the acquisition of at least 180 ECTS credits and the professional title of bachelor (baccalaureus) with an indication of the profession (bacc.) in accordance with special regulations.

(4) The University shall organize and conduct professional graduate studies lasting two years, upon completion of which at least 120 ECTS credits and the professional title of Master with

indication of profession (mag. with indication of profession) shall be acquired in accordance with special regulations.

(5) Studies shall be conducted within the framework of the University's organizational units (departments).

### **Study program**

#### Article 3.

(1) Studies at the University shall be organized and conducted in accordance with the study program adopted by the University Council upon the proposal of the Department Council, in accordance with the Law, the Statute and other general acts of the University and the regulations governing quality assurance in higher education and science.

(2) The study program determines:

- professional or academic title or academic degree acquired upon completion of the study
- compliance of the study program with the corresponding qualification in the Register of the Croatian Qualifications Framework, if it is registered in the Register of the Croatian Qualifications Framework
- conditions for enrollment in the study, conditions for enrollment in the next semester, trimester or study year, and conditions for enrollment in other study obligations
- list of mandatory and elective courses with indication of ECTS load, form of teaching, course content, planned learning outcomes and course holder
- planned learning outcomes acquired upon completion of the study
- number of enrollment places in the study
- organization and form of teaching
- method of verification of acquired learning outcomes for each course or other study obligation
- method of completing the study.

### **Teaching implementation plan**

#### Article 4.

(1) Studies at the University are carried out according to the study implementation plan adopted by the University Council upon the proposal of the Department Council.

(2) The study implementation plan is published for students on the website of the University before enrollment in the study or enrollment in the next academic year.

(3) The study implementation plan determines:

- list of compulsory and elective courses with designated teachers and associates
- forms of teaching
- language of teaching
- places of teaching
- start and end times and teaching hours
- method of taking exams and fulfilling study obligations
- exam deadlines
- list of examination literature
- other important information on teaching.

(4) Changes to the study implementation plan may also be made during classes in the relevant academic year, if there are justified reasons for this.

### **Information package**

#### Article 5.

(1) The University shall prepare an information package in accordance with these Regulations.

(2) The aim of the information package is to facilitate understanding and comparison of educational programs and to provide complete information on educational profiles, courses and the study system.

(3) The information package shall be prepared in Croatian and, if necessary, in English and shall be published on the website of the University.

(4) The information package contains information about the study provider and the conditions for applying for the study and information about the study programs such as:

- name and address of the provider
- general information about the study provider
- list of study programs offered by the study provider
- list of teachers and associates
- rules on the procedure for transferring and recognizing ECTS credits
- description of the study programs (name of the program, qualification to be acquired, objectives, structure of the program with ECTS credits, final examination of the study, continuation of education, etc.)
- description of the courses in the study program (name of the course, status of the course, semester in which the course is offered, timetable and forms of teaching, etc.).

(5) If necessary, the information package may also contain general information of interest to students, such as information on the stay in the Republic of Croatia for foreigners, transport connections, costs and conditions of accommodation and food, student dormitories, student services, medical institutions, space and equipment for learning, sports and recreation, the Student Union, free time activities, etc.

### **Organization of classes**

#### Article 6

(1) The academic year begins on October 1 and ends on September 30 of the following year.

(2) The academic year is divided into two semesters; winter and summer semester.

(3) Classes may begin before the beginning of the academic year referred to in paragraph 1 of this Article, if so determined by the implementation study implementation plan, but not earlier than September 1.

(4) The University Council shall adopt the Academic Calendar for the following academic year no later than three months before the beginning of the academic year.

(5) The method of organizing and conducting teaching is prescribed by the study program and the study implementation plan, and mainly consists of lectures, seminars, exercises, laboratory exercises, fieldwork, practical work, projects, consultations, mentoring work, colloquiums, exams and other forms of testing knowledge and professional practice.

(6) The teacher is obliged to inform students at least once at the beginning of the semester about their obligations and the method of acquiring the percentage of points that make up the final grade during classes and in the final exam of the course, and to publish the same on the intranet pages of the course.

(7) Conducting professional practice in studies is additionally regulated by the Regulations on Professional Practice and the Regulations on Professional Practice of Students of the Professional Undergraduate Study of Nursing.

(8) If fewer than ten students enroll in a particular study or course, the Council of the University may decide that teaching in that study or course is conducted in a consultative manner.

(9) The size of the teaching group for elective courses may be limited by the implementation plan.

#### Article 7

(1) The teaching schedule shall be announced before enrollment in the study program or the following semester or academic year.

(2) Teaching for courses that are common to different study program may be held jointly. The teaching plan shall be announced as a lecture schedule for each program separately.

(3) For reasons of economy and rationality, teaching for full-time and part-time students may be held jointly when this is possible given the spatial and other conditions.

(4) If, for objective reasons, teaching in a particular course has not been held, the Department Council shall decide on the manner and time of subsequent teaching in that course.

### **Enrollment in professional short studies, professional undergraduate studies and professional graduate studies**

#### Article 8

(1) A short professional study program may be enrolled in by a person who has completed an appropriate secondary education program.

(2) An undergraduate professional study program may be enrolled in by a person who has completed an appropriate secondary education program lasting at least four years and has passed the State Matura examination, as well as by a person who has completed an appropriate short professional study program.

(3) By way of exception to paragraph 2 of this Article, a person who, prior to 2010, completed an appropriate four-year secondary education program in the Republic of Croatia without having passed the State Matura examination, as well as a person who has completed appropriate education abroad with a total duration of 12 years, may enroll in an undergraduate professional study program in accordance with the conditions determined by the University Council.

(4) A graduate professional study program may be enrolled in by a person who has completed an appropriate professional study or an undergraduate university study program.

(5) The conditions for enrollment in short professional studies, undergraduate professional studies, and graduate professional studies shall be determined by decision of the University Council.

(6) Foreign nationals and stateless persons have the right to enroll in study programs under the same conditions as Croatian citizens or citizens of other European Union member states, with the obligation to pay tuition fees in accordance with the Law and the general acts of the University.

(7) Special enrollment quotas may be approved for students referred to in paragraph 6 of this Article.

#### Article 9

(1) The University Council shall determine the enrollment procedure for studies in a manner that guarantees equality for all applicants.

(2) A person shall exercise the right to enroll in studies within the enrollment places determined by the University Management Board.

(3) Enrollment in the University's study programs shall be conducted:

- on the basis of a public competition, in the case of first enrollment in the first year of studies
- on the basis of a decision on recognition of prior learning, in the case of an applicant who previously had the status of a student in another study program at this or another higher education institution.

### **Public competition**

#### Article 10

(1) The decision to announce a public competition is made by the University Council.

(2) The public competition contains the number of enrollment places, enrollment conditions, the deadline for applying for the competition, and information on the enrollment procedure and documents required for enrollment.

(3) The University public competition is published in accordance with the Act on the University website.

(4) The candidate is obliged to submit all documents specified in the competition with the application.

(5) Late and incomplete applications shall be excluded from further proceedings.

### **Decision on recognition of prior learning**

#### Article 11

Acquiring student status at the University based on a decision on recognition of prior learning is regulated by the Regulations on recognition and evaluation of prior learning.

### **Right to Enroll in the First Year of Study**

#### Article 12

(1) The right to enroll in the first year of study is acquired by a candidate, in accordance with the conditions and criteria set out in the competition for student enrollment, according to the overall result achieved in the classification procedure.

(2) A candidate who has earned the right to enroll, but has not enrolled within the published deadline, loses the right to enroll.

## **Study Agreement**

### **Article 13**

- (1) When enrolling in the study, students conclude a Study Agreement with the University.
- (2) The Study Agreement regulates the status of the student, issues of tuition fees for students in part-time status or participation in study costs for full-time students, mutual rights and obligations during the study and other issues of importance to the contracting parties.
- (3) In the event of a change in the student status, an annex to the Study Agreement is concluded.

## **III. STUDENTS**

### **Student Status**

#### **Article 14**

- (1) A student is a person who is enrolled in a study program at the University.
- (2) Student status is acquired by enrolling in a study program at the University, and is proven by a student ID issued by the University in accordance with the provisions of the Regulations on Student ID.

#### **Article 15**

- (1) A student enrolls in a study program in full-time or part-time status.
- (2) A student in full-time status enrolls, as a rule, 60 ECTS credits in an academic year in accordance with the curriculum and studies within a full-time schedule.
- (3) A student in part-time status enrolls, as a rule, 30 to 60 ECTS credits in an academic year in accordance with the curriculum and studies within a full-time or adjusted schedule.
- (4) A student in part-time status studies according to the same study program as full-time students. The curriculum may prescribe special forms of teaching for students in part-time status.

#### **Article 16**

- (1) A full-time student may change status and continue his/her studies as a part-time student, only when the study program provides for part-time study.
- (2) When changing status from full-time to part-time student, the amount of student participation in study costs is calculated for that academic year as for students in part-time status.
- (3) In particularly justified cases, provided that they have achieved at least 55 ECTS credits in the current academic year, a student in part-time status may change status and continue their studies as a full-time student.
- (4) The request for changing student status is approved by the dean, and in his absence, by the vice-dean for teaching.

## Article 17.

Student status terminates:

- upon completion of studies
- upon withdrawal from studies
- upon expulsion from studies in the procedure and under the conditions established by the Regulations on Disciplinary Responsibility of Students
- if the student does not complete the studies within a period that is twice as long as the duration of studies established by the study program.

## **Rights and obligations of students**

### Article 18

(1) A student has the right to:

- carry out studies in accordance with the study implementation plan
- participate in scientific, artistic and professional work
- freedom to express opinions and views during classes and other activities in accordance with the Code of Ethics
- complete studies in a shorter period than prescribed in accordance with the criteria established by the general act of the higher education institution
- free use of library materials and scientific and professional sources at the higher education institution
- attend courses from another study in accordance with the study program
- express a statement on the quality of teaching and teachers at least once a year as part of the implementation of the internal quality assurance system
- complain about violations of rights prescribed by law and general acts of the University
- other rights prescribed by law, the Statute and other general acts of the University.

(2) A student has the obligation to fulfill teaching and other obligations at the University in a timely manner and to respect the general acts of the University.

(3) A student categorized as an athlete or a top artist who studies in a full-time status, in accordance with these Regulations, may study under adjusted conditions of study attendance.

(4) A student with a disability, in accordance with these Regulations, may study under adjusted conditions of study attendance.

(5) A student in a full-time status has the right to repeat each academic year at most once.

(6) A student is obliged to complete his/her studies no later than within a period that is twice as long as the duration of the studies.

(7) The disciplinary liability of students is regulated by the Regulations on the Disciplinary Liability of Students.

## **Transcript of grades**

### Article 19

(1) A transcript of grades is a document issued by the University at the student's request.

(2) A transcript of grades contains: information about the student, the name of the study program in which the student is enrolled, the last academic year in which the student is enrolled, the names of courses passed and grades, and the ECTS credits earned, the total number of ECTS credits earned, and the average grade for the study program.

### **Special categories of students**

#### **GUEST STUDENT**

##### Article 20

(1) A guest student is a student with full-time or part-time status from another higher education institution in the country or abroad who enrolls in part of a study program in the studies organized and conducted at the University, based on a special agreement with other higher education institutions on the recognition of ECTS credits.

(2) The status of a guest student lasts for a maximum of one academic year.

(3) The rights and obligations of a guest student, the method of covering the costs of his/her studies, and other issues related to the status of a guest student are regulated by a special agreement in accordance with the mobility program.

#### **STUDENT WITH DISABILITY**

##### Article 21.

(1) A student with a disability is a student whose health condition may prevent his/her full and effective participation in the academic environment on an equal basis with other students.

(2) A student with a disability may study under adjusted conditions of study in accordance with special regulations.

#### **STUDENT CATEGORIZED ATHLETE OR TOP ARTIST**

##### Article 22.

(1) A student categorized as an athlete or top artist is a student who holds a certificate from the Croatian Olympic Committee or a certificate of a top artist from the competent institution.

(2) A student categorized as an athlete or top artist who studies in full-time status may study under the conditions established for students in part-time status in accordance with the Law and the Statute of the University.

(3) The status of a student categorized as an athlete or top artist refers in time to the current academic year of enrollment.

### **Suspension of student rights and obligations**

##### Article 23

(1) A student has the right to suspension of rights and obligations:

- during pregnancy
  - until the child is one year old
  - due to incapacity for work for more than three months
  - in other justified cases prescribed by the law.
- (2) The student is obliged to submit a reasoned written request for approval of suspension with the accompanying documentation to the Student Affairs Service as soon as possible after the occurrence of circumstances due to which suspension may be requested.
- (3) Requests for suspension of rights and obligations submitted after September 1 of the current academic year are considered requests for suspension of the following academic year.
- (4) The Dean shall decide on the request for suspension of student rights and obligations by means of a decision, and in his absence, by the Vice-Dean for Education.
- (5) A student who has been granted suspension of rights and obligations shall not have his attendance recorded in classes and may not register or take exams.
- (6) Suspension of rights and obligations shall not be counted towards the duration of his studies.

### **ECTS credits**

#### Article 24.

- (1) The University uses the ECTS system for the acquisition and transfer of credits as a measure of student workload.
- (2) *The European Credit Transfer and Accumulation System* (hereinafter: ECTS) is a European system for the acquisition and transfer of credits, established as a successful way to create transparent study programs, encourage employment, encourage student and teacher mobility, and recognize academic status between European universities and other higher education institutions.
- (3) An individual course or other study obligation is valued with ECTS credits that reflect the average total work that a student must invest in order to achieve the intended learning outcomes of the course.
- (4) One ECTS credit, in accordance with the Act, represents 30 hours of estimated average student work spent in achieving learning outcomes.
- (5) Student workload during the academic year is realized through 30 weeks of classes and 12 weeks within which the time necessary for preparation and taking exams is provided.
- (6) Each semester generally carries a total of 30 ECTS credits, and an academic year generally carries a total of 60 ECTS credits.
- (7) The workload of students who study full-time during the academic year can be a maximum of 1800 working hours.

### **Acquisition of ECTS credits**

#### Article 25

- (1) A student may acquire ECTS credits for all courses he/she enrolls in – mandatory and elective, final thesis, practical classes, and other activities stipulated in the study program.
- (2) The workload coefficients, expressed in ECTS credits, become earned points only after passing the exam, or other requirements fulfilled in accordance with the curriculum.

## Article 26

- (1) A student is obliged to attend all forms of teaching to the extent determined by the study program and curriculum.
- (2) A full-time student is obliged to attend all forms of teaching determined by the curriculum. If a full-time student is absent for more than 30% of the hours of all forms of instruction in a particular course, he/she will be deemed to have failed to fulfill his/her obligations and the teacher may withhold his/her signature.
- (3) A student in part-time status is required to attend all forms of teaching as determined by the curriculum. The minimum attendance is determined by the University Council upon the proposal of the Department Council. If a part-time student is absent for more than the established minimum attendance for all forms of teaching in a particular course, he/she will be deemed to have failed to fulfill his/her obligations and the teacher may withhold his/her signature.
- (4) A student who has been denied a signature in a particular course cannot take the exam in that course.
- (5) A student who has been denied a signature in a mandatory course is required to re-enroll in the same course in the following academic year in accordance with the curriculum.

## **ECTS Coordinator**

### Article 27

The tasks of the ECTS Coordinator are:

- care and advice on the effective functioning of the implementation of the Bologna Process and ensuring mechanisms for achieving ECTS at the University
- coordination and advice on the preparation and creation of study information packages and their distribution to partner institutions
- coordination of communication between the home and partner institutions (amending application forms, reviewing study programs, etc.)
- ensuring consistent management of the transfer or accumulation of credits at the University
- mediation between students and teachers
- informing teachers and students about ECTS and the rules of its application at the University
- informing students about partner institutions, the procedure for academic recognition of courses taken at the partner institution
- advising students, assisting in filling out application forms for studying at the partner institution
- preparation of information packages for studies run by their institution
- care for the integration and affirmation of visiting students
- preparation of transcripts of grades and other documents for visiting students.

## **Enrollment in an academic year**

### Article 28

- (1) A student is obliged to enroll in the following academic year within the established enrollment period in accordance with the academic calendar.
- (2) If a person fails to enroll in an academic year, he or she loses the status and rights of a student.
- (3) Enrollment deadlines are published on the University's website.

## **Enrollment in a higher year of study**

### Article 29

- (1) A student enrolls in at least 60 ECTS credits in one academic year.
- (2) A student acquires the right to enroll in a higher year of study if, by the enrollment deadline, he or she has duly fulfilled all obligations from the study program that he or she assumed upon enrollment in the previous year of study and has passed the exams in the courses that, according to the points system established by the study program, enable him or her to enroll in a higher year of study.

### Article 30.

Students shall enroll in a higher academic year if they have acquired a minimum of 50 ECTS credits from the previous academic year, by enrolling in all failed compulsory courses from the previous academic year and at least 60 ECTS credits from the higher academic year.

## **Repeating a year with the possibility of partial enrollment in courses from the higher academic year**

### Article 31.

- (1) Students have the right to repeat a year of study with partial enrollment in courses from the higher academic year under the following conditions:
  - partial enrollment in courses from the second academic year, if they have acquired at least 30 ECTS credits in the first academic year
  - partial enrollment in courses from the third academic year, if they have acquired at least 30 ECTS credits in the second academic year.
- (2) Partial enrollment in courses is carried out in such a way that the student enrolls in all failed courses from the previous academic year, and certain courses from the higher academic year.
- (3) The total number of ECTS points of all courses that are enrolled when repeating the year with the possibility of partial enrollment is a minimum of 50 ECTS points, and a maximum of 60 ECTS points.

## **Repeating the year**

### Article 32.

- (1) A student who has not acquired the right to enroll in a higher study year is obliged to enroll in a repetition of the study year in the next academic year.
- (2) A student in regular status has the right to repeat each study year at most once. If, even after repeating the study year, the student does not fulfill all the obligations stipulated in the study program from the corresponding study year, he loses the right to continue his studies in regular status.
- (3) A student in full-time status who loses the right to continue his studies may continue to study in part-time status.

## **Changes to the study program**

### Article 33.

- (1) A student enrolling in a higher study year has the right to complete his studies according to the enrolled study program.
- (2) Changes to the study program to the extent of less than 20% are not considered a new study program.
- (3) In the event of a change in the study program, a student who repeats a year or continues his studies after a dormant status shall enroll in a year and shall be obliged to pass the difference in the exams according to the new study program.

## **Student mobility**

### Article 34.

- (1) Issues of student mobility during studies, implementation and organization of the mobility program are regulated in more detail by the Regulations on the ERASMUS International Mobility Program.
- (2) Other issues of student mobility, especially issues of changing studies at the same level, are regulated by the Regulations on the Recognition and Validation of Prior Learning.

## **IV. EXAMS**

### **Exam periods**

### Article 35.

- (1) Exams are held in regular and extraordinary examination periods.
- (2) Regular examination periods are: winter, summer and autumn examination periods.

- (3) Regular examination periods include two examination periods for each course, separated by at least 14 days.
- (4) In the regular examination period, a student who fails to pass the examination in the first term of the regular examination period has the right to retake the examination in the second term of the same period.
- (5) When justified, the University Council may determine the holding of an extraordinary examination period.
- (6) When particularly justified, the Dean of the University may determine the holding of an extraordinary examination period at the end of the academic year.

### **Examination Schedule**

#### *Article 36.*

- (1) The examination schedule is published at the beginning of each academic year and is an integral part of the study implementation plan, which is published on the website of the University.
- (2) The examination schedule is determined so that the number of examination periods for each course in each examination period can include all students who are entitled to take that course.
- (3) In the event that the examination must be canceled and/or held at another time due to unforeseen reasons, the course lecturer is obliged to inform the head of the department, the vice-dean for teaching and the students.
- (4) In the event that the course lecturer, the dean, or in his absence, the vice-dean for teaching, is unable to attend for a longer period, the examination may be entrusted to another teacher of the same or a related profession or to the teaching committee.

### **Types and methods of taking exams**

#### *Article 37.*

- (1) The achieved learning outcomes of students are checked and assessed during classes and in exams and are entered into the appropriate student document and records.
- (2) The study program may determine the acquisition of ECTS credits from certain forms of teaching with descriptive assessment. Courses that are assessed descriptively do not enter into the calculation of the average grade for the study.
- (3) The final exam of a course is an exam that is taken within the established examination deadlines after attending lectures and completing other activities determined by the study program and the course implementation plan.
- (4) Final exams can be taken in writing and/or orally and/or by performing/presenting practical work, or by implementing and presenting an assignment, or, depending on the course, several of the previously mentioned methods can be combined.
- (5) The practical part of the exam can be held separately from the theoretical part.
- (6) The written and oral exam must be completed within a maximum of 5 working days, except in specially justified cases.
- (7) The written part of the final exam of a course may be eliminatory, i.e. a condition for taking the final oral exam.

(8) The oral exam is public and is usually taken in the presence of at least two people. The subject teacher is obliged to ensure the public at the oral exam. In the event that the subject teacher has not ensured the public at the oral exam, the student has the right to request that the public be ensured and not to take the oral exam until the public is ensured.

(9) The student takes the final exam of the course in all courses he/she has enrolled in according to the material specified in the study program and the teaching plan.

(10) The student takes the exams he/she has enrolled in in the current academic year.

(11) A student who has not fulfilled the obligations specified in the study program and the teaching plan for a particular course cannot take the final exam in that course.

#### Article 38.

(1) During classes, the following student activities may be evaluated:

- attendance and activity in classes
- acquired knowledge, skills and competences (interviews, short tests, etc.)
- independent work (seminar papers, assignments, projects, computer work, preparation of presentations, presentations and case studies, etc.)
- other activities foreseen by the study program and activities determined by the course leader in the course syllabus.

(2) The exact distribution of points for all activities during classes must be published in the course syllabus on the University website and on the course, intranet pages, before the start of the academic year, and they are determined and published by the course leader with the prior consent of the Council department.

### **Exam registration and deregistration**

#### Article 39.

(1) A student registers for an exam via the Higher Education Information System (*Croatian: ISVU*).

(2) The exam is registered for no later than three working days before the published exam deadline.

(3) A student exam can be cancelled no later than one working day before the published exam date or exceptionally at the student office, in which case it will be considered that the exam was not registered and their registration will not be recorded in the exam list.

(4) A student who does not cancel the exam in a timely manner and does not take the exam will be registered within the ISVU system as 0, and in the application form and exam list as "did not take it", which is counted in the number of exam appearances.

### **Verification of acquired learning outcomes and grades**

#### Article 40.

Criteria for evaluating the percentage of points achieved in the teaching process in relation to the possible total number of points that make up the final grade of students:

- from 0 – 49.9% - are assessed with a grade of F (insufficient) and must take and pass the written exam (test). The written exam (test) can be held in a regular or extraordinary exam period;
- more than 50% - students exercise the right to take the final exam of the course.

#### Article 41.

- (1) The final exam of a course is held during a regular or extraordinary exam period.
- (2) The final exam of a course tests specific competencies that are determined for each thematic unit of the course.
- (3) The written, oral or practical part of the final exam of a course is scored separately.
- (4) As a rule, points in the written part of the final exam are obtained when a student correctly answers at least 50% of the points. The description of the examination procedure should state the distribution of points depending on the number of test questions determined by the course leader.
- (5) During the written exam/colloquium, the following is not allowed:
  - copying, turning, talking, using any aids
  - writing with a graphite pencil, except in exceptional cases when determined by the course leader
  - using a mobile phone or any other communication or computer device (unless the test is solved on a computer), as well as devices that can record and/or reproduce data.
- (6) The final grade is formed based on the sum of the percentage achieved during classes and the percentage achieved in the final exam of the course in accordance with Table 1 from Article 42 of this Regulations.

#### Article 42

- (1) Students who have met the assessment requirements during classes must register for the exam and take the final exam of the course.
- (2) The final grade of the course is the sum of the percentages of acquired knowledge, skills and competencies achieved during classes and the percentage achieved in the final exam of the course in the regular or extraordinary period.
- (3) The numerical grading system is compared to the ECTS system as follows:
  - grade Excellent (5) corresponds to grade A
  - grade Very good (4) corresponds to grade B
  - grade Good (3) corresponds to grade C
  - grade Satisfactory (2) corresponds to grade D
  - grade Unsatisfactory (1) corresponds to grade F.
- (4) Passing grades in the numerical grading system are: excellent (5), very good (4), good (3) and satisfactory (2).
- (5) As a rule, grading within the ECTS system is carried out by absolute distribution according to the final success achieved in the final exam of the course according to Table 1 after the student has demonstrated sufficient knowledge of all mandatory learning outcomes.
- (6) For courses for which the study program has determined that they are expressed with a descriptive grade, the teacher finally assigns the descriptive grade "satisfied".

(7) The final exam results are published on the intranet pages of the course and in the ISVU system and must contain all the information about the achieved success in classes and the final exam of the course.

- (8) The teacher is obliged to grade the student's exam as insufficient (1) and when the student:
- register for the exam, take the exam and leave the room where the written part of the exam is held or abandon the oral exam that has already started;
  - after the written part of the exam, if it is foreseen, do not take the oral or practical part of the exam;
  - due to inappropriate behavior, disturbing other students during the exam or for any reason specified in Article 41, Paragraph 5 of this Regulations, he/she will be removed from the exam.

Table 1. Final Grade Formation by Absolute Distribution

Percentage of knowledge/skills/competence (classes + exam)	Numeric grade	ECTS grade
90–100%	5 (Excellent)	A
80–89.9%	4 (Very good)	B
65–79.9%	3 (Good)	C
50–64.9%	2 (Sufficient)	D

### **Communication of exam results and right to inspect exam results**

#### Article 43.

(1) The teacher is obliged to inform the student of the result of the oral exam immediately after the exam, and the result of the written part of the exam no later than five working days from the exam date by displaying the results on the intranet pages of the course or in another appropriate manner.

(2) In addition to displaying the results, the teacher is obliged to announce the date of inspection of the written part of the exam or the colloquium. After the deadline has expired, if there were no student complaints, the teacher is obliged to keep the students' written exams or colloquiums until the end of the academic year in which the exam was held.

### **Complaint about a grade**

#### Article 44.

(1) A student who believes that he/she has been unfairly graded in the final exam of a course has the right to request in writing, within 24 hours after the grade is announced, that the exam is repeated before the committee. The request for a retake must be justified. The request is submitted to the dean through the student office, or in his/her absence, to the vice-dean for teaching.

(2) The dean, or in his/her absence, the vice-dean for teaching, upon the proposal of the head of the department, shall appoint the chairperson and two members of the committee within 48 hours of receiving the request if he/she assesses that the request is justified. A teacher with whose grade the student was not satisfied cannot be the chairperson of the committee.

- (3) The head of the department shall determine the time for taking the exam within three working days from the date of the student's request.
- (4) The committee shall make a decision by majority vote.
- (5) In the event of a complaint about a grade, the teacher shall keep the written exam or colloquium until the procedure is completed and the decision becomes final.

### **Exam Retake Procedure**

#### Article 45.

- (1) A student may take the final exam of a course a maximum of four times in one academic year. The number of the exam takes is also counted if the student who registered for the exam does not take the exam.
- (2) For the fourth time, the student shall take the final exam in the course before an examination committee appointed by the head of the department, or in his absence, by the vice-dean for teaching.
- (3) If the student fails to pass the final exam of a mandatory course even after the fourth time in the academic year, he must re-enroll in the same course in the following academic year in accordance with the implementation plan.

### **Exam Recognition**

#### Article 46.

- (1) The subject teacher may recognize the acquired learning outcomes of a student who has passed an exam in an identical or related course in another study program at the University or at another higher education institution if the course in which the exam was taken corresponds in its content and scope to the course in which the student enrolled.
- (2) If the course content and scope of the course closely matches the course the student has enrolled in, the teacher may recognize the exam in its entirety or require the student to pass with distinction.
- (3) The student is required to register for the exam referred to in this Article in the regular manner.
- (4) The teacher recognizes the passing of the exam by entering the grade in ISVU.

### **Records of exams taken**

#### Article 47.

- (1) Official records of exam success are kept in accordance with the Regulations on the Content and Use of Information Systems in Higher Education and other regulations governing this.
- (2) The exam list shall contain information about the student, the course from which the exam is taken, the date of the exam, the ordinal number, and the candidate's success in the exam.
- (3) The teacher shall submit the exam lists of exams taken and the exam application form to the Student Affairs Service within two working days of the day the exam is completed.

## **Access to examination records**

### Article 48

- (1) Records of examination performance shall be kept permanently.
- (2) A student has the right to access personal examination documentation and the graded written part of the examination.
- (3) Another person who proves that he or she has a legal interest may access examination documentation and the graded written part of the examination.

## **V. COMPLETION OF STUDIES**

### **Final thesis**

#### Article 49

- (1) A professional short study program ends with passing an examination and fulfilling other study obligations. In accordance with the study program, a professional short study program may end with writing or writing and defending a final thesis or taking a final examination.
- (2) A professional undergraduate study program ends with passing an examination, fulfilling other study obligations and writing and defending a final thesis or taking a final examination.
- (3) A professional graduate study program ends with passing an examination, fulfilling other study obligations and writing and defending a final thesis or taking a final examination.
- (4) With the final or diploma thesis, the student must demonstrate that he or she is capable of applying the knowledge acquired during the studies and prove that he or she can successfully solve professional tasks at the level of the title he or she is acquiring.
- (5) The University is obliged to publish the final or diploma thesis within 30 days of the defense on the national repository or the repository of the University.
- (6) All activities related to the final or diploma thesis are described in more detail and are carried out in accordance with the Regulations on the final and diploma thesis of the University.

### **Certificate of completion of studies**

#### Article 50.

- (1) After completing a professional short study, the student is issued a certificate and a diploma supplement, which confirms that the student has completed a specific study and has acquired the right to a professional title.
- (2) After completing a professional undergraduate and professional graduate study, the student is issued a diploma and a diploma supplement, which confirms that the student has completed a specific study and has acquired the right to a professional title.
- (3) The University shall issue a certificate, diploma and diploma supplement free of charge, in Croatian and English, in a signed and certified printout and in digital form.
- (4) The form and content of the certificate, diploma and diploma supplement are determined by the Regulations on the form and content of the certificate, diploma and diploma supplement.

#### Article 51.

Prior to the issuance of a certificate or diploma on successfully completed studies, the student shall be issued a certificate of the acquired professional title containing:

- name of the University
- name and surname of the student to whom the certificate is issued
- name of the study completed by the student
- date of defense of the final or diploma thesis
- duration of the study in semesters and the number of ECTS credits acquired
- professional title acquired
- signature of an authorized person and seal.

### **VI. STUDENT RECORDS**

#### Article 52.

(1) The University shall keep records as determined by the Regulations on the Content and Use of Information Systems in Higher Education and the general acts of the University.

(2) Student records shall be kept electronically in information systems and shall be kept as documents of permanent value.

### **VII. QUALITY ASSURANCE OF STUDIES**

#### Article 53.

(1) The University ensures the conditions for achieving the highest standards in the quality of its activities in accordance with the Act on Quality Assurance in Higher Education and Science and internal acts of the quality assurance and improvement system. The University determines its own system for ensuring and improving the quality of work, which consists of:

- Quality Assurance Office
- Quality Assurance Committee
- Internal Quality Assurance System Review Committee.

(2) The Management of the University directs the work of the bodies referred to in paragraph 1 of this Article by setting priorities, determining and approving implementation mechanisms, reviewing the methods of implementing planned activities and interpreting the results obtained.

#### Article 54

(1) The system of internal quality assurance and improvement at a higher education institution includes:

- monitoring the implementation of the development strategy
- implementation of internal quality assurance and improvement procedures
- monitoring and improvement of the quality of the study program
- monitoring and improvement of learning, teaching and assessment methods in studies
- monitoring and improvement of the achievement of student learning outcomes

- monitoring and improvement of the scientific and artistic productivity of teachers
- monitoring and improvement of the professional work of teachers
- monitoring and improvement of the work of employees of professional services
- monitoring and improvement of other activities carried out by the higher education institution.

(2) The Management Board shall discuss the state of the quality of work and the results of the evaluation at least once a year.

## VIII. TRANSITIONAL AND FINAL PROVISIONS

### Article 55.

On the date of entry into force of these Regulations, the Regulations on Studying, CLASS: 003-05/17-02/01, REGULATION NUMBER: 2182/1-12/3-1-17-01 of June 8, 2017, shall cease to apply.

### Article 56.

These Regulations shall enter into force on the eighth day from the date of publication on the website of the University.

CLASS: 007-02/23-05/18

REG. NO.: 103-05-23-07

Šibenik, December 18, 2024

  
**Dean**  
Ljubo Runjić, PhD, Professor of professional studies

The Regulations on Studying were published on the University's website on December 19, 2023 and entered into force on December 27, 2023.

  
**Secretary**  
Dragan Erceg, Master of Laws