

POLYTECHNIC OF SIBENIK

REGULATIONS ON STUDYING



Sibenik 2017

Under the Article 45 of the Polytechnic of Sibenik`s Statute , the Professional Council of the Polytechnic of Sibenik, at the 69th session held on 8 June 2017 accepts

REGULATIONS ON STUDYING

I. GENERAL PROVISIONS

Subject and Content of the Regulation

Article 1.

- (1) These Regulations shall regulate the rules of studying for students of undergraduate professional studies and specialist graduate professional studies at the Polytechnic of Sibenik (hereinafter referred to as the Polytechnic) as well as to monitor the quality of the studies.
- (2) The terms of studying provided for in this Regulation shall be based on the provisions of the Law on Scientific Activities and Higher Education, the Statute of the Polytechnic and the provisions of the Bologna Declaration.
- (3) The term "Law" refers to all applicable Croatian legal regulations regulating the issues of higher education unless otherwise specified in the text.
- (4) The terms used in this Regulation that have gender significance, whether they are used in male or female gender, cover equally men and women.

The term ECTS

Article 2

(1) *The European Credit Transfer and Accumulation System* (hereinafter referred to as ECTS) is a European system for acquiring and transferring points, established as a successful way to create transparent study programs, employment promotion, student and teacher mobility and recognition of academic status between European universities and other higher education institutions.

II. STUDIES AT THE POLYTECHNIC

Types of studies, duration of studies

Article 3

- (1) Higher education at the Polytechnic is conducted at two levels:
 - undergraduate professional studies and
 - specialist graduate professional studies, in accordance with the Law and Permit of the Ministry responsible for the organization and conduct of studies.
- (2) At the Polytechnic, three-year undergraduate studies are organized with the completion of a minimum of 180 ECTS credits and the professional title of a Bachelor's Degree (Bachelor / Baccalaurea) with a professional qualification in accordance with special regulations.
- (3) At the Polytechnic, two- years specialized graduate professional studies are completed with a minimum of 120 ECTS points awarded and the professional title of a professional specialist of a particular profession in accordance with special regulations.
- (4) Studies are conducted within the units of the Polytechnic (departments).

Article 4

(1) The duration, content, performance and workload of students (ECTS) of undergraduate professional studies and specialist graduate professional studies shall be determined by their study program and curriculum which may vary, depending on whether the classes are held for regular or extraordinary students.

Study program

Article 5

(1) The studies shall be structured according to the study program adopted by the Professional Council of the Polytechnic at the proposal of the Department Council, in accordance with the Law, the Statute and other general acts of the Polytechnic.

(2) The study program includes:

- the type and name of the study and holders;
- information on the duration of the study and the deadline for completing the study and the ECTS value of the study;
- explanation of the need for study;
- enrollment requirements;
- a professional or academic title acquired by completion of the study;
- the conditions under which a student who has terminated studies or has lost the right to study at a study program may continue to study;
- a list of mandatory and optional subjects;
- description of all subjects (name, code, type and level of subject, ECTS credits based on explanation, number of hours of active teaching, terms of entry, content, recommended and supplementary literature, forms of teaching, examination of knowledge and exams, teaching language and learning opportunities in other languages);
- the way of monitoring the quality and performance of the subject;
- conditions and manner of study;
- a list of subjects that students can choose from other professional studies;
- a list of subjects that can be performed in a foreign language;
- criteria and conditions for the transfer of ECTS points;
- completion of studies;
- the method of monitoring the quality and performance of the study program, and in particular the way students participate in the evaluation of the study program;
- the conditions for continued study in the event of termination of study or losing the right to study;
- comparability of the study program with the existing study programs at home and abroad;
- place of study program;
- space and equipment data;
- a list of all the teachers and associates who are conducting the study;
- study costs per student;
- the optimal number of enrolled students in terms of space, equipment and number of teachers.

Curriculum

Article 6

(1) The studies are conducted according to the performance plan or curriculum presented by the Professional Council at the proposal of the Department Council, based on the study program.

(2) The curriculum is published before the beginning of the academic year and is available to the public. The curriculum is compulsory on the web site of the Polytechnic.

(3) Exceptionally the curriculum may also be published during the academic year if this is due to justified reasons. The modification of the curriculum shall be published as set out in paragraph 2 of this article

(4) The curriculum establishes:

- teachers and associates who will be teaching according to the study program;
- place of teaching;
- the beginning and the end of the teaching hours with the term of the curriculum;
- forms of teaching (lectures, seminars, exercises, consultations, etc.) and teaching methods (group work, projects, e-learning and others);
- anticipated learning outcomes in individual teaching units;
- the means of checking learning outcomes during the courses and on final exams;
- calendar of examination deadlines and test terms;
- the exam methods;
- the list of literature for individual teaching obligations and exams;
- possibility of teaching in a foreign language;
- other important facts for teaching performance.

Organization of teaching

Article 7

(1) The academic year starts on October 1st of the current year and ends on September 30th next year.

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

(3) Before the beginning of the new academic year, the Professional Council shall determine the Academic Calendar of Teaching and Exams.

(4) Teaching may begin even before the academic year referred to in paragraph 1 of this Article, if so prescribed by the study plan, but not before 1st September.

Enrollment in undergraduate professional and specialist graduate professional studies

Article 8

(1) The right to enroll in an undergraduate professional study has a person who has completed four years of secondary education and who meets other conditions prescribed by the study program.

(2) The right to enroll in a specialist graduate professional study has a person who has completed a corresponding undergraduate or undergraduate university study and who meets other conditions prescribed by the study program.

(3) Foreign nationals and stateless persons have the right to enroll in study under the same conditions as Croatian citizens with the obligation to pay for studies in accordance with the Law and the general acts of the Polytechnic.

(4) Special enrollment quotas may be granted to students from paragraph 3 of this Article.

Article 9

(1) A person exercises the right to enroll in a study within the enrollment quota issued by the Professional Council.

(2) The enrollment in Polytechnic shall be carried out:

- based on a public tender, when it comes to the first enrollment for the first year of study;
- based on the Decision on the transition, when involving a candidate who previously had a student status in other study of this or other higher education institution.

(3) The decision on the public tender announcement shall be passed by the Professional Council six months before the beginning of teaching.

Public tender

Article 10

(1) The enrollment tender shall contain information on:

- the number of vacancies (study program capacity) by types and levels of study;
- enrollment conditions provided for in these Regulations;
- the number of places subsidized from the state budget;
- the method of admission procedure, the selection criteria;
- the cost of study, for regular and extraordinary students;
- the documents to be submitted and deadlines for the submission of applications and enrollment;
- other data if required.

(2) The enrollment requirements are stipulated in the study program, and the enrollment rates and grading criteria are passed by the Professional Council at the beginning of the academic year for the next academic year.

Application for entry

Article 11

- (1) Applications, evaluation and ranking of candidates for enrollment in professional studies of the Polytechnic of Sibenik shall be conducted through a public call by the Central Registration Office (SPU).
- (2) Applications for admission in undergraduate professional studies shall be conducted through the State matura system and the web site www.postani-student.hr in accordance with the Tender.
- (3) Applications for admission in specialist graduate professional studies are conducted through a system of admissions for graduate studies through the web site www.studij.hr, according to the Tender.
- (4) In the application, a candidate must indicate which study program she/he is applying for and whether for enrollment in the status of a regular or extraordinary student.
- (5) In addition to the application, a candidate is obliged to enclose all documents specified in the Tender.
- (6) Incomplete and untimely applications are excluded from further proceedings.

Admission procedure

Article 12

- (1) Selection between candidates shall be conducted through admission procedure.
- (2) Admission procedure for student enrollment in undergraduate professional studies is based on the evaluation of secondary school achievement, State matura results and possibly additional check results.
- (3) For candidates who are not in the State matura system, the admission procedure is based on the evaluation of success in high school and possibly the results of additional

tests.

- (4) Admission procedure for enrolling students in specialist graduate professional studies is based on the evaluation of the success in the undergraduate or undergraduate university study and possibly the results of additional tests.

Commission for the implementation of admission proceedings

Article 13

- (1) The admission procedure shall be conducted by the Commission for the Implementation of admission proceedings (hereinafter: the Commission). The commission has at least three members.
- (2) Members of the Commission shall be appointed from the teachers associates by the dean.
- (3) Based on the results of the admission procedure, the Commission shall form a rank list of all candidates and on the basis of that list determine the candidates who have acquired the right to enroll in the study.
- (4) The candidate rank list shall be published on the notice board and on the Official Website of the Polytechnic.
- (5) The Commission shall submit a report to the Dean on the results of student enrollment.

The right to enroll in the first year of study

Article 14

- (1) The right to enroll in the first year of study shall be awarded to a candidate, in accordance with the conditions and criteria set out in the tender for the student enrollment, according to the total result achieved in the admission procedure.
- (2) A candidate who has the right to enroll, but has not signed up within the stated deadline, loses the right to enroll.
- (3) If, within the quotas of the remaining places, for the reasons referred to in paragraph 2 of this Article, the dean can decide to move the last place where the enrollment is to be made, and then the right to enroll is obtained by the following candidate on the list based on the public tender.

The right to object to the implementation of the admission procedure

Article 15

- (1) A candidate has the right to object to the proper conduct of the admission procedure.
- (2) The objection shall be submitted in writing to the Commission within 24 hours of publishing the rank on the notice board.
- (3) The Commission shall consider the complainant's appeal and make a decision within 24 hours of its submission. The decision of the Commission is final.

III. STUDENTS

Student status

Article 16

- (1) Student status at the Polytechnic shall be acquired by enrolling in an undergraduate or specialist graduate professional study program. (2) Student status shall be evidenced by a student's identity card.
- (3) Student ID is a public document.
- (4) Student ID is issued by a higher education institution conducting a study program that the student has enrolled.
- (5) Student IDs issued until the entry into force of the Regulations on student ID shall be

valid until the termination of the student status of the holder of such an identification.

Regular students, extraordinary students

Article 17

- (1) Students can be regular and extraordinary.
- (2) Regular students are those who study under a verified curriculum and have special rights in accordance with legal and other regulations. (3) Extraordinary students are studying according to the same program as regular students. Special forms of teaching curriculum for extraordinary students may be prescribed.
- (4) The costs of studying for extraordinary studies are entirely borne by the students themselves, in accordance with the decision of the Professional Council on the payment of study costs.

Article 18

- (1) A regular student may change his / her status and continue his / her studies as an extraordinary student only when the study program envisages the performance of an extraordinary study.
- (2) When changing the status from regular to extraordinary student, the amount of student's participation in the study costs shall be calculated for that academic year as for extraordinary students.
- (3) In specially justified cases, upon presentation of evidence of unemployment, and at least 55 ECTS credits in the current academic year, an extraordinary student may change the status and continue his/her studies as a regular student.
- (4) Requests for change of status shall be submitted through student office exclusively within the deadlines for enrollment in the new academic year.
- (5) An application for the change of student status is approved by the dean, and in his absence the vice dean for academic affairs.

Duration of student status

Article 19

- (1) A student can have student status for a period that is maximum twice the duration of the study period determined by the study program or until the end of the academic year in which that period expires.
- (2) Time of temporary suspended study is not taken into account in the overall duration of study.

Termination of student status

Article 20

- (1) A person loses student status:
 - when completing the study (with the final work defense);
 - when withdrawing from the study (at that date);
 - when not enrolled in the current academic year (expiration of the entry deadline);
 - when excluded from studies under the procedure and under the conditions laid down in the Statute or other general acts (on the date of the final decision);
 - when not fulfilling financial obligations towards the Polytechnic;
 - when not completing the study within the time limit set out in the Statute or other general act;

- when not fulfilling the condition for repeating the year;
- for other reasons stated by the Statute or other general act.

(2) A person loses student status in the event that in two academic years he or she fails to fulfill the requirement for enrollment in higher academic year or for completion of the study. Time of temporary suspended study is not taken into account in the overall duration of study.

Study Agreement

Article 21

(1) Upon enrolling in a study program, students sign the Agreement with the Polytechnic, which specifies the rights and obligations of students in relation to the payment of study costs.

(2) The Study Agreement shall determine the status of the student, the tuition fees for extraordinary or participation in the cost of studying for regular students, mutual rights and obligations during the course of study and other matters of importance to the contracting parties.

(3) In the event of a change of student status, the Annex to the contract shall be concluded. Realization of regular students' rights

Article 22

(1) The success of the study is determined by the acquired ECTS points in one academic year. The acquired ECTS credits are determined on the day of entry into the next academic year.

(2) The success of the study is a condition for the exercise of the regular students' rights (right to subsidies for participation in study costs, health insurance rights, right to subsidized housing and nutrition, right to temporary and occasional employment, and other rights in accordance with the Law and the regulations established therein).

(3) If the exercise of regular students' rights is regulated by the Law or the regulations established therein, other than the minimum conditions laid down in these Regulations, the provisions of this Law or regulations established therein shall apply.

Tuition fees

Article 23

(1) All students are subject to a tuition fee.

(2) The tuition fee is determined by a special Decision defining the value (financial amount) of the ECTS credits for each study.

(3) Regular students are entitled to subsidies in tuition fees, in accordance with the Program Agreements signed between the Polytechnic and the Ministry, depending on the number of ECTS credits achieved in each academic year for the period which is one third longer than the prescribed duration of the study (one repetition of the study year).

(4) In the case of a regular student enrolling for the second time in the repeated study year, he / she participates in the study costs in full amount of participation in the amount specified by a specific Decision, in accordance with the Program Agreements signed between the Polytechnic and the Ministry.

(5) Extraordinary students pay tuition fees for each academic year they enroll.

Regular students - top athletes and artists

Article 24

(1) A regular student who has the status of a top athlete or an artist may obtain the approval from the Professional council to master enrolled undergraduate study under the conditions set out for extraordinary students.

(2) The status of a top athlete is proved by the confirmation from the Croatian Olympic Committee, and the top artist with the confirmation from the competent institution.

Rights and obligations of students

(1) A student is entitled to:

Article 25

- quality study and education process as envisaged by the study program;
- participation in professional and scientific work;
- consultations and mentoring;
- freedom of opinion and expression of attitudes during classes and other activities at the Polytechnic;
- free use of libraries and other sources of information;
- expressing attitudes on the quality of teaching and teachers through a student survey;
- participation in decision-making, in accordance with the Statute of the Polytechnic;
- an objection to a violation of any of the rights provided by the Law or by the general acts of the Polytechnic;
- participation in the work of student organizations;
- participation in cultural, sports and other activities at the Polytechnic;
- the right to associate with student associations.

(2) A student, along with the obligations established by the Law and the Statute, has the following obligations:

- to fulfill obligations in accordance with the Statute of the Polytechnic and other general acts of the Polytechnic;
- to preserve the reputation and dignity of the Polytechnic;
- to behave in accordance with the Code of Ethics of the Polytechnic;
- to attend the classes regularly and perform all obligations in accordance with the study program and the curriculum;
- to enroll in the higher semester or year if completed the enrollment requirements. Untimely enrollment entails loss of student status;
- to repeat the year if he / she does not fulfill the enrollment requirements in the higher study year;
- to access knowledge assessment (exams, colloquia, seminars, projects, etc.) in the manner and within the deadlines prescribed by the Regulations and the curriculum of a particular subject;
- to activate the abeyance of student obligations in the event of the occurrence of circumstances determined by the Law which can prevent from properly performing obligations from the study program.

Article 26

Abeyance of the academic year

(1) Abeyance of the academic year means the abeyance of the rights and obligations of a student from the Regulations on studying due to objective reasons which prevent a student from attending regular classes and performing other duties in accordance with the study program and the curriculum.

(2) Student`s attendance whose academic year is not active shall not be registered and he/she shall not be allowed to register or take an exam.

(3) A student has the right to activate abeyance of the academic year:

- During pregnancy, as evidenced by pregnancy card;

- up to the child`s age of one year, in which case this right instead of a mother-student may be used by a father-student, as evidenced by the birth certificate of the child;

- if he or she has not attended lectures due to continuous treatment for at least 60 days or treatment with breaks lasting at least 90 days during the academic year, as evidenced by the medical report, opinion and recommendation of specialist doctors;

- if, for a continuous period of at least 60 days of treatment, he or she could not attend examinations through two consecutive test terms, or if he or she could not attend examinations through three consecutive test terms due to at least 90 days of treatment with breaks during the academic year, as evidenced by the medical report, opinion and recommendation of specialist doctors.

(4) A reasoned written request for the abeyance with the relevant documentation shall be submitted to the student referral personally or by registered mail as soon as possible from the occurrence of circumstances for which abeyance may be required, and in cases referred to in paragraphs 3 and 4 of paragraph 3 of this Article (treatment) at the latest within 8 days of the termination of the treatment.

(5) Claims for the abeyance of the academic year submitted according to sub-paragraphs 1 and 2, paragraph 3 of this Article (due to pregnancy, up to child`s age of one year) submitted due to an objective reason after September 1 of the current academic year are considered as requests for abeyance of the next academic year.

(7) The decision on abeyance of the academic year shall be passed by the dean, and in his absence the vice dean for academic affairs.

(8) Abeyance of the academic year is not included in the duration of the study.

Implementation and teaching

Article 27

(1) The method of organization and execution of teaching is stipulated by the study program and the curriculum, and in particular consists of lectures, seminars, exercises, laboratory exercises, field teaching, practical teaching, projects, consultations, mentoring, colloquia, exams and other forms of examining knowledge and professional practice.

(2) The study program is carried out according to study years. The year begins with the enrollment in the winter semester.

(3) Teaching is organized in semesters.

(4) Part-time teaching is conducted in parallel with regular lectures on a regular basis or separately, in accordance with the curriculum.

(5) The size of the teaching group for elective subjects may be limited by the curriculum.

Student workload

Article 28

(1) The ECTS system for the acquisition and transfer of points is used at the Polytechnic as a measure of student load.

(2) ECTS credits are awarded to the students` teaching obligations based on the overall work that a student has to invest in order to acquire the anticipated learning outcomes as part of that commitment. (3) One ECTS point, according to the Law, covers from 25 to 30 hours of work in the duration of 60 minutes necessary for acquiring the appropriate learning outcomes.

(4) The workload of students studying regularly during the academic year may be at least 38 and maximum 42 weeks or 1500 to 1800 hours, including exams.

(5) The total workload of regular students may be up to 48 hours a week and not less than 40 hours a week, of which active lessons are up to maximum of 24 hours per week. Exceptionally, students' obligations may be even greater if it is about increased practical training, but not more than two weeks consecutively during the semester.

(6) When it is necessary to increase the number of hours of practical training according to the study program and the plan, students` obligations may be exceptionally even higher.

Acquisition of ECTS credits

Article 29

(1) A student may acquire ECTS credits for all subjects that are enrolled - mandatory and elective, final work completion, practical work, and other activities envisaged by study programs.

(2) The coefficients of the workload, expressed in ECTS points, become merited points only after passing the exam or other requirements fulfilled in accordance with the syllabus and program.

Article 30

(1) A student is obliged to attend all forms of teaching within the extent defined by study program and the curriculum.

(2) A regular student is obliged to attend all forms of teaching defined by the curriculum. If a regular student is absent from more than 30% of classes, seminars or exercises from individual subjects it will be considered that he or she has not fulfilled obligations or may be denied the teacher`s signature.

(3) An extraordinary student is obliged to attend all forms of teaching defined by the curriculum. If an extraordinary student is absent from more than 50% of teaching from individual subjects it will be considered that he or she has not fulfilled obligations or may be denied the teacher`s signature.

Article 31.

(1) The schedule of classes shall be advertised no later than seven days before the beginning of classes.

(2) Classes for subjects that are mutual for different study programs are commonly organized. The teaching schedule announces the schedule of lectures for each program separately.

(3) For the sake of economy and rationality, classes for regular and extraordinary students are conducted jointly whenever possible given the spatial and other conditions.

(4) If for objective reasons teaching of a particular subject is not held, the Council shall decide on the manner and time of subsequent teaching of the mentioned subject.

Semester verification and teachers` signatures

Article 32

(1) A student verifies semester if all teachers have given their signature which certifies that all prescribed obligations from study program and subjects have been properly fulfilled.

(2) A teacher may deny the signature to a regular student who has missed more than 30% of the classes determined by the study programs determined and he/she cannot take the exam.

(3) A student who has not completed his / her obligations from individual subjects cannot take the exam.

(4) The semester validation deadlines are set out in the curriculum and published before the start of the academic year.

Enrollment into academic year

Article 33

(1) A student is obliged to enroll in the next academic year within the defined time limit for enrollment.

(2) If not enrolled into academic year, a person loses student status and rights.

(3) The enrollment deadlines are published on the notice board and on the web site of the Polytechnic.

(4) A student enrolls at least 27, and a maximum of 35 ECTS credits per semester.

(5) If a student has not regulated the obligations (no signature) according to the subject enrolled in the academic year, by enrolling in the new academic year a student enters the repetition of the academic year and he/she re-enrolls the mentioned subject and re-executes all obligations to the subject. A student is entitled to enroll the same subject only twice during the studies.

Enrollment into a higher study year

Article 34

(1) A student shall enroll at least 60 ECTS credits per study year.

(2) A student acquires the right to enroll into a higher study year if completed all the obligations of the study program taken upon by enrolling the previous study year and passed the exams of the subjects that according to the system of credits established by the study program, enable enrollment into a higher study year.

(3) Students who have taken an examination before the Teacher's Commission (the Commission) during the current academic year and did not meet the requirements for a positive assessment (pass the exam), have the obligation to re-enroll, attend and regulate obligations towards the subject.

Article 35

(1) Students enroll into a higher study year if they have obtained at least 50 ECTS credits from the previous year in the following way:

- from the previous year of study they enroll all non-passed subjects and at least 60 ECTS credits from a higher study years.

Repeating of study year with the possibility of partial enrollment of subjects from the higher study year

Article 36

(1) Students have the right to enroll repeating of the study year with partial enrollment of subjects from the higher year of study under the following conditions:

- partial enrollment of subjects from the second (2nd) year of study, if at least 30 ECTS credits have been obtained for the first (1st) year of study;

- partial enrollment of subjects from the third (3rd) year of study, if at least 30 ECTS points have been obtained in the second (2nd) year of study.

(2) Partial enrollment of subjects is conducted in such a way that a student enrolls all the non-passed subjects of the previous academic year and certain subjects from the higher year of study.

(3) The total number of ECTS credits with the partial enrollment of the study year is a minimum of 50 ECTS credits and a maximum of 60 ECTS points.

Repeating of the study year

Article 37

(1) A student who has not gained the right to enroll in a higher study year is obliged to enroll the repeating in the following academic year. (2) A student who repeats the year shall have the label "repeat" in the student transcript card.

(3) A student can enroll the repeat of each academic year only once. If, even after the repetition of the study year, the student does not fulfill all the obligations stipulated by the study program from the corresponding study year, he / she will lose the right to continue the study.

Changes to the study program

Article 38

(1) A student, while retaining the student status, has the right to complete the study according to the enrolled study program.

(2) Modifications to a study program of less than 20% are not considered as a new study program.

(3) In the event of change in the study program, a student who repeats the year or continues his / her study after the abeyance status enrolls the year and is obliged to pass the difference of the exams according to the new study program.

IV. EXAMS

Examination Timetables

Article 39

- (1) The examinations shall be held in regular examination periods.
- (2) Regular examination deadlines are: winter, summer and autumn exam terms.
- (3) Regular examination deadlines shall last at least four weeks, and shall have at least two test terms with a distance of at least 14 days between them. A student has the right to take exams in both terms.
- (4) When justified, the Professional Council of the Polytechnic may, upon the proposal of the vice dean for academic affairs, also determine the extraordinary examination deadlines. When this is especially justified, the Dean of the Polytechnic may, at the proposal of the vice dean for academic affairs, set an extraordinary exam deadline at the end of the academic year.

Calendar and exam schedule

Article 40

- (1) The exam calendar shall be published at the beginning of each academic year and shall form an integral part of the curriculum published on the web site of the Polytechnic.
- (2) The exam schedule shall be determined so that the number of exam periods per each subject in each examination period may cover all students entitled to take this exam.
- (3) The exam schedule of the enrolled students is announced no later than one day before the exam on the e-learning page of the course and on the web site of the Polytechnic and on the notice board.

Types and method of taking exams

Article 41

- (1) Students' work on the subject is evaluated and assessed during the course (continuous evaluation), especially for participation in classes, seminars and exercises
 - audits and labs, design of projects, programs, computer programs, team tasks, experimental tasks, seminar papers, essays, papers, critical presentations, homework, field work, other professional papers and colloquia, and final exam of the subject in accordance with the curriculum.
- (2) The study program can be used to establish the acquisition of ECTS credits from certain types of teaching and without evaluation or with descriptive evaluation.
- (3) The examinations may be made either by written or oral means or through the performance / presentation of practical work, i.e. the realization and presentation of the assignment or, depending on the subject, it may be combined with several of the aforementioned methods. Practical part of the exam can be done separately from theoretical.
- (4) Written and oral examination shall be completed within a maximum of 5 working days except in particularly justified cases.
- (5) The final examination of the subject is the exam that is based on the determined examination deadlines after the lectures and other activities determined by the study program and the plan of the course.
- (6) A student shall take the final exam from all subjects enrolled determined by the study program and the curriculum. A student who has not fulfilled the obligations determined by the study program and the performance plan of the course from a subject cannot take the final exam from that subject.
- (7) The written part of the final examination of the subject may be an elimination or a condition for going to the final oral exam.
- (8) A student and other person who has evidence of a legal interest may inspect the exam documentation and the written part of the exam.

Article 42

(1) During the courses the following student activities can be evaluated:

- attendance and activity in teaching;
 - adopted knowledge, skills and competences (colloquia, short tests, etc.);
 - independent work (seminar papers, tasks, projects, computer work, presentation preparation, screening and case studies, etc.);
 - other activities envisaged by the study program and activities assigned by the subject teacher in the performance plan of the course.
- (2) The exact distribution of points for all activities during the classes must be published in the performance plan of the course on the web pages of the Polytechnic and on the internet pages of the course (on the e-learning subject pages), before the beginning of the academic year and determined and published by the subject teacher with the prior consent of the Department council.

Article 43

(1) The final examination schedule of the subjects of the enrolled students shall be announced by the subject teacher not later than one day before the exam on the e-learning pages, if the number of the enrolled students is required to be divided into groups.

(2) In the event that the examination for unforeseeable reasons must be canceled and / or held in another term, the subject teacher is obliged to notify the head of the Department and the vice dean for academic affairs and students on e-learning subject pages.

(3) In the event of a prolonged disability, the holder of the subject, dean or absence vice dean for academic affairs, shall be entrusted with the holding of the examination by another teacher of the same or related profession or the teaching commission.

Article 44

(1) To a student who has passed an exam of a similar or related subject in another study program at the Polytechnic or at another higher education institution, the subject holder may recognize the acquired learning outcomes if the subject from which the examination is passed according to its content and scope corresponds to the subject that the student has enrolled.

(2) If the subject, by its content and scope, corresponds approximately to the subject that the student has enrolled in the study, the teacher may recognize the examination in its entirety or may require the student to pass the difference.

(3) A student is required to apply the examination from this Article in ordinary way.

(4) A teacher acknowledges the examination by entering a grade in the application form.

Registration and deregistration of exams

Article 45

(1) A student registers for the exam through the student's office in accordance with the published examination term by a certified application form, through a "studomat" or other way secured by technical support at the Polytechnic.

(2) The examination is to be submitted no later than three working days before the published exam date.

(3) A student can deregister an exam through "studomat" until 24:00, two working days before, or in the student's office until 12:00, one working day before the published examination date and in that case it will be considered that the examination was not registered and his/her application will not be recorded in the test list.

(4) A student who does not deregister the exam in due course and does not take the exam will be registered within the ISVU system with 0 and in the registration form and the test list as "not taken" which is counted in the number of examinations in accordance with Article 51 of these Regulations.

Grades and evaluation

Article 46

(1) Criteria for evaluating the percentage of points achieved in the teaching process in relation to the possible total number of points that constitute the final grade of students are listed in Table 1.

Students who during the course achieved:

- 0-24.9% - are rated F (insufficient) and cannot get ECTS credits and must re-enroll the subject in the next academic year;
- 25 - 49.9% - are rated FX (insufficient) and must take and pass the written exam (test). Written exam can be held in a regular or extraordinary exam period;
- more than 50% - students have the right to access the final examination of the subject.

Table 1 Percentage of credits earned during classes

Percentage of grade earned during classes	Numeric grade	ECTS grade	Realized students` rights
0 – 24,9%	1 (insufficient)	F	Cannot take the final exam (must re-enroll the subject in the next academic year)
25 – 49,9%	1 (insufficient)	FX	Must take and pass the written exam before the final exam
More than 50%			The right to access the final examination of the subject.

Article 47

- (1) The final exam of the subject is held during a regular or extraordinary exam period.
- (2) At the final examination of the subject, the specific competences determined for each subject matter are checked.
- (3) The written, oral or practical part of the final examination of the subject is specifically evaluated.
- (4) As a rule, points on the written part of the final exam (test) are obtained when the student correctly solves at least 50% of the points. In the description of the test procedure, the allocation of points should be specified depending on the number of test questions that the subject teacher determines.
- (5) During the writing of the written exam / colloquia it is not allowed:
 - to rewrite, rotate, talk, use any kind of aids;
 - to write with a graphite pencil, except in exceptional cases where the holder of the subject designates it;
 - to use cell phones or any other communication or computer device (unless the test is solved by a computer), as well as devices that can record and / or reproduce data.
- (6) The final grade shall be calculated on the basis of the sum of the percentage achieved during the course and the percentage achieved on the final examination of the subject in

accordance with Table 2 of Article 48 of this Ordinance.

Article 48

- (1) Students who have completed the assessment criteria during the classes must apply for an examination and take the final exam of the course.
- (2) The final grade of the subject is the sum of the percentages of the acquired knowledge, skills and competences achieved during the course and the percentage achieved on the final examination of the subject in a regular or extraordinary exam term.
- (3) The numeric rating system is compared with the ECTS system as follows:
 - grade excellent (5) corresponds to grade A at the ECTS scale;
 - grade very good (4) corresponds to grade B at the ECTS scale;
 - grade good (3) corresponds to the C score on the ECTS scale;
 - grade sufficient (2) corresponds to grade D at ECTS scale;
 - grade sufficient (2) corresponds to the E rating on the ECTS scale;
 - grade insufficient (1) corresponds to the F and FX scores on the ECTS scale.
- (4) Passing grades in numerical evaluation system are: excellent (5), very good (4), good (3) and sufficient (2).
- (5) As a rule, evaluation within the ECTS system is performed by absolute allocation according to the final success achieved in the final examination of the subject under Table 2 after the student has demonstrated sufficient knowledge of all the required learning outcomes.
- (6) For subjects for which the study program has determined to be described by a descriptive grade, the teacher will award the grade "fulfilled".
- (7) The final test results shall be published on the e-learning subject pages and shall contain all data on the achieved success of the teaching and final examination of the subject.
- (8) It is considered that the student has not fulfilled obligations to the subject if absent more than 30% of teaching hours (lectures, seminars or exercises).

Table 2 Final grade forming based on absolute distribution.

Percentage of adopted knowledge, skills and competences (teaching+ final exam)	Numeric grade	ECTS grade
90 – 100%	5 (excellent)	A
80 – 89,9%	4 (very good)	B
65 – 79,9%	3 (good)	C
60 – 64,9%	2 (sufficient)	D
50 – 59,9%	2 (sufficient)	E

Communication of test results

Article 49

- (1) The teacher must, at least once at the beginning of the semester, i.e. lectures, introduce the students to their obligations and how to obtain the percentage of points that make the final grade during the course and on the final examination of the subject and publish them on the e-learning pages of the subject.
- (2) The teacher is obliged to evaluate the student with grade "insufficient (1)" or "FX" and when the student:

- applies the exam, accesses the exam and leaves the room in which the written part of the exam is held or has dropped from the oral exam already started;
- after the written part of the exam, if it is foreseen, does not take the oral or practical part of the exam;
- due to inappropriate behavior, obstructions of other students on the exam or for any of the reasons referred to in paragraph 5 of Article 47 of these Regulations is asked to leave the exam.

(3) The teacher is obliged to inform the student of the result of the oral exam immediately after the examination and the result of the written part of the exam at least within five business days by publishing the results on the e-learning subject pages or otherwise appropriately. With the results, the teacher is obliged to publish the term of the insight into the written part of the exam or colloquium. Upon expiry of the deadline, if there were no student complaints, the teacher is obliged to keep written exams or colloquia by the end of the academic year in which the exam took place.

(4) In the case of student appeal, the teacher is obliged to keep a written examination or colloquium until the appeal is closed and the decision is final.

Appeal on the assessed grade

Article 50

(1) A student who considers not to be evaluated fairly for the final examination of the subject is entitled to request that the examination is repeated in front of the commission within 24 hours after the announcement of the assessment. The re-examination request must be reasoned. The application is submitted to the dean via students office, and in his / her absence, to the vice dean for academic affairs.

(2) The dean, and in his / her absence, the vice dean for academic affairs, at the proposal of the Head of Department, appoints the President and two members of the Commission within 48 hours of receiving the request if considers the request is justified. The teacher with whose grade the student is not satisfied cannot be the president of the Commission.

(3) The Head of the Department shall determine the time of the examination within three business days of the date of submission of the student's appeal.

(4) The Commission shall take the decision by a majority of votes.

Number of repeating exams

Article 51

(1) A student may take the final exam of the subject not more than four times in one academic year. The exam number is counted if the student who applied for the exam does not access the exam.

(2) The fourth time a student completes the final exam from the subject before the examination Commission appointed by the Head of the department and, in absence, the vice dean for academic affairs.

(3) If a student does not pass the final examination of the subject even after the fourth time in the academic year or until the end of the academic year in which the subject was first enrolled, he / she must re-enroll the subject in the next academic year. The student has the right only twice to enroll the same subject for the acquisition of ECTS credits.

Record of completed exams

Article 52

- (1) The official record shall be kept on the success of the examinations in accordance with the Regulations on conducting records of students of higher education institutions and other regulations regulating them. (2) The examination record shall contain the student's data, the subject of the examination, the date of the placement, the serial number, the success of the examination and other relevant circumstances.
- (3) If the data on the student's success on the examination entered in the examination record and the application for the examination do not match, the relevant grade that by the teacher entered into the examination record and the application for the examination and endorsed by his / her signature. In this case, the student office is mandatory to initiate the process of verifying the credibility of the grade entered in the examination record, carried out by the dean or the person authorized by him/her.
- (4) If the data on the student's success on the exam entered in the test report do not match the data in the application for the examination, the relevant grade corresponds to the grade entered in the examination report. Student office is required to ask the teacher to correct the incorrect information and confirm it by signing it.
- (5) If, in the case referred to in the preceding paragraph, the grade is not entered in the student examination record or the grade entered does not match the grade in the examination sheet or the application form, the student office is obliged to notify the teacher concerned and initiate the process of the examination procedure for the validity of the exam evaluation conducted by the dean, or the person authorized by him / her.
- (6) Examination proceedings and application forms for exams shall be submitted to the Student Affairs Department by the teacher within two working days of the completion of the examination.

Insights into exam records

Article 53

- (1) The record of the success at exams is kept permanently.
- (2) The right of insight into the records of the examinations shall be provided to a student or other person who demonstrates the legal interest therein.

V. COMPLETION OF STUDY

Final thesis

Article 54

- (1) Undergraduate professional studies and specialist graduate professional studies are completed by passing all the exams from the enrolled subjects, performing other duties, and drawing up and defining the final thesis.
- (2) A student must demonstrate that he / she is able to apply the knowledge gained during the study and demonstrate that he / she can successfully handle the tasks at the level of vocation acquired.
- (3) All work related to the final thesis shall be described and implemented in accordance with the Regulations on the Final Thesis of the Polytechnic.

Study completion documents

Article 55

- (1) Upon completion of undergraduate professional study or graduate professional study, a diploma is issued to the student, confirming completion of studies and obtaining a certain professional or specialist title.
- (2) Diploma Supplement shall be issued with Diploma confirming which exams were passed

and evaluated and with the data on teaching load and teaching contents as well as all other activities within the study. Diploma supplement is issued to the student upon his / her own request prior to the completion of the study.

- (3) Part of the Supplement is also program data, grades and ECTS credits that represent a credible transcript of the grade.
- (4) The diplomas and certificates issued by the Polytechnic are public documents signed by the dean and are verified by a dry stamp.
- (5) The content of diplomas and supplementary documents on the study and the transcript of the grade shall be prescribed by the competent minister.
- (6) Diplomas and Diploma Supplements are delivered to students at promotion ceremony.

Article 56

(1) A certificate on successfully completed study shall be issued to the student prior to the issuance of a diploma, which contains:

- name of the Polytechnic;
- name of the Department;
- name and surname of the student to whom the certificate is issued;
- name of the study completed by the student;
- date of final thesis defense;
- acquired professional title;
- signature of the authorized person and stamp.

Promotion

Article 57

- (1) The ceremonial promotion is the solemn delivery of a diploma on completed study.
- (2) Undergraduate and graduate professional studies are promoted by the dean, head of Department and vice dean.

VI. STUDENT RECORDS

(1) Student records are:

Article 58

- records of the enrollment process, including the results of the procedure;
 - personal records of enrolled students;
 - record of the success on the exam;
 - records of issued documents on completion of studies and obtained professional titles.
- (2) The records referred to in the previous paragraph shall be kept as documents of lasting value.

Records of the enrollment procedure including the results of the procedure

Article 59

- (1) Records of those applied for enrollment procedure shall contain information on each applicant in accordance with the conditions laid down in the admission procedure, in particular: name and surname of the applicant, name of the father or mother, date, place and country of birth, citizenship, document on which the application was made.
- (2) Evidence of the results of the enrollment process shall include information on the students who have been eligible for enrollment, and in particular: name and surname of the student, name of father or mother, date, place and country of birth, citizenship, document on which registration was made and evaluation of the success of the admission procedure.

Article 60

- (1) In the registry, the students are enrolled in the order of the first enrollment in the department from the ordinal number 1 onwards. The ordinal numbers in the new registry are following the last number from the registry that preceded it.
- (2) All student's records (exam record, registration and enrollment sheet, file, student card, exam application) shall have the registry's ordinal number (student identification number).

Personal records of enrolled students

Article 61

- (1) Personal records of enrolled students shall include the student registration and the enrollment sheet.
- (2) A student fills in the registration sheet on the occasion of the first enrollment in the study.
- (3) A student fills in the enrollment sheet upon each enrollment in the following study year.
- (4) For each academic year, a record of the course of the student during the course of study, his / her obligation (elective courses taught) and other information on the material and social status of the student shall be kept in the enrollment sheet.
- (5) A student who resumes the study upon termination shall enter in the enrollment list the names of subjects from which he/she has not fulfilled the obligations stipulated in the study program, and subjects from the following year under the terms of these Regulations or distinctive courses if a study program has changed.

Record on exam success

Article 62

- (1) Record on exam success shall include the data on the exams held. (2) Data on held exams shall be entered in the examination sheet and in the application forms for the exam.

Evidence of issued documents on completion of the study

Article 63

- (1) Data on issued certificates and diplomas and acquired professional titles shall be entered in the records of the issued documents on the completion of the studies and the acquired professional titles.

Student Files / Insight into student files

Article 64

- (1) The student file shall contain the registration sheet, the enrollment sheets, the application forms, and other documents relating to the enrollment and course of the study.
- (2) Data from the files may be disclosed to persons who have shown to have legal interests.
- (3) The request shall be submitted in writing. The request must state the facts and submit evidence from which the conclusion on the existence of a legal interest can be drawn.
- (4) Exceptionally, a parent or guardian of a student has the right to inspect without proving legal interest while the student is a minor.

Loss of student ID and / or examination record card

Article 65

- (1) Loss, theft or destruction of the student card shall be immediately reported to the University. At the student's request, the Polytechnic will give the student a temporary student card valid for the issuance of a new student ID. The costs of issuing a new student card are borne by the student.
- (2) To the student who lost the examination card a duplicate card is issued on the basis of a written request after the loss of the card is publicly advertised in the "Official Gazette". The

costs of issuing the card are borne by the student.

- (3) In case of loss of the card or in the process of proving the obligations at the study, the enrollment sheet is the basic document from which the data on the enrolled subjects and the obligations to the study are checked and the grades are entered according to the exam applications stored in the student file.

VII. TRANSITIONAL AND FINAL PROVISIONS

Professional Practice

Article 66

- (1) Professional practice is a mandatory form of the teaching process if it is prescribed by the study program.
- (2) A student performs professional practice in a legal entity that performs professional activities as part of his or her core business in accordance with the professional profile of his / her study.
- (3) A student may undertake professional practice within a legal entity that has an organizational unit engaged in professional affairs which are in accordance with the professional profile of his / her study.
- (4) Professional practice can be done in one or more legal entities.
- (5) The issues of student practice are more closely regulated by the Rulebook on Performing Student Practice.

Student mobility

Article 67

- (1) Student mobility issues during the study, implementation and organization of mobility programs are more closely regulated by the Regulations on ERASMUS International Mobility Program.
- (2) Other issues of student mobility, and in particular issues of change of study at the same level, are regulated by the Regulations on the Recognition of Previously achieved Learning Outcomes.

Obligations of the study provider of studies according to ECTS

Article 68

- (1) The study provider is obliged to provide each student with a copy of all the elements required for the transfer and recognition of ECTS (ECTS Transcript of Records).
- (2) Upon completion of the study program, the study provider shall be obliged to issue a supplementary study certificate in Croatian free of charge to the student and upon the student's personal request in English in accordance with the Law and the Regulations on the content and form of the certificate, diploma, confirmation and forms of supplementary study documents.

ECTS coordinator

- (1) **The tasks of the ECTS Coordinator shall be:**

Article 69

- care and advice on the effective functioning of the Bologna Process implementation and the provision of mechanisms for achieving ECTS at the Polytechnic;
- coordination and counseling in the preparation and development of study packages and their distribution with partner institutions;
- coordination of communication between the host and partner institutions (modification of

- application forms, consideration of study programs, etc.);
- ensuring consistent transfer management / collection of points at the Polytechnic;
 - mediation between students and teachers;
 - informing teachers and students of ECTS and the rules of its application at the Polytechnic;
 - informing students about partner institutions, the process of academic recognition of subjects placed at a partner institution;
 - student counseling, assisting in filling in application forms for studying at a partner institution;
 - preparation of information packages for studies of his/her institution;
 - care about the integration and affirmation of visiting students;
 - preparing transcript of grades and other documents for guest students.

Ensuring quality of study

Article 70

(1) The Polytechnic ensures the conditions for achieving the highest standards in the quality of its activity. The Polytechnic determines its own system of quality assurance which consists of:

- Quality Assurance Committee of the Polytechnics of Šibenik,
- Internal Audit Committee of the Quality Assurance System,
- Commission for Mobility Program.

(2) The Directorate of the Polytechnic shall direct the work of the bodies referred to in paragraph 1 of this Article by determining the priorities, determining and approving the performance mechanisms, inspecting the ways of implementing the planned activities and interpreting the results obtained.

Article 71

(1) The Professional Council shall determine the manner and form of monitoring the quality of the professional studies at the Polytechnic through:

- research and survey of students and teachers on the regularity and organization of teaching, the comprehensiveness of teaching contents, literature and learning resources, the introduction of new approaches and forms of performance and improvement of teaching, exams, general and specific competences, working communication with teachers, information on studies, students' influence on content and methodology of teaching, student workload (ECTS), and the like;
- teachers' self-evaluation procedure;
- keeping a single record of teachers;
- adopting a plan for measures to improve the study and how to monitor their performance for the next academic year.

(2) The Professional Council shall, at least once a year, discuss the quality of work and the results of the evaluation, as reported to the Directorate.

Article 72

(1) Amendments to these Regulations shall be adopted in the same procedure as the Regulations themselves.

Article 73

(1) Upon the entry into force of these Regulations, the Regulations Studying (KLASA: 003-08-03 / 14-02 / 12, URBROJ: 2182 / 1-12 / 3-1-14-01-11) shall cease to be valid from 5 September 2014.

Article 74

(1) These Regulations shall be published on the notice board of the Polytechnic of Šibenik and shall enter into force on October 1, 2017

KLASA:

URBROJ: 2182/1-12/3-1-17-

Šibeniku, 8th May 2017

Dean

Anita Grubišić, mag. oec., s.lect.

Regulations on studying were published on the notice board of the Polytechnic on May 8, 2017 and entered into force on October 1, 2017

Adviser for legal affairs

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