

UNIVERSITY OF DUBROVNIK  
*UNIVERSITAS STUDIORUM RAGUSINA*

**REGULATION  
ON STUDIES AT THE UNIVERSITY OF DUBROVNIK  
(CONSOLIDATED TEXT)**

Dubrovnik, March 2025

The consolidated text of the Regulation on Studies at the University of Dubrovnik contains:

- the Regulation on studies at the University of Dubrovnik, adopted by the Senate of the University of Dubrovnik at its 176th session held on 14 July 2021
- the Regulation on amendments to the Regulation on studies at the University of Dubrovnik, adopted by the Senate of the University of Dubrovnik at its 210th session held on 30 October 2024

**REGULATION  
ON STUDIES AT THE UNIVERSITY OF DUBROVNIK  
(Consolidated text)**

**I GENERAL PROVISIONS**

Article 1

(1) The Regulation on Studies at the University of Dubrovnik (hereinafter: the Regulation) establishes the general legal framework governing the organisation and delivery of university and professional studies at the University of Dubrovnik (hereinafter: the University), the organisation of teaching, the rules governing the status and obligations of full-time and part-time students in university undergraduate, graduate, and integrated undergraduate and graduate studies, as well as in professional short-cycle, professional undergraduate, and professional graduate studies organised and conducted by the University, and the monitoring of study quality at the University.

(2) The organisation and implementation of university specialist and doctoral studies at the University are regulated by a separate act.

(3) Terms used in this Regulation in the masculine gender shall be deemed to refer equally to the masculine and feminine genders.

**II STUDIES AT THE UNIVERSITY**

Article 2

(1) The University shall organise and conduct university and professional studies in accordance with the law.

(2) Studies at the University shall be organised and conducted in accordance with the study programme.

(3) The study programme shall be adopted by the Senate on the basis of the Statute, other general acts of the University, and regulations governing quality assurance in higher education and science, as well as the evaluation of study programmes.

(4) In carrying out higher education activities, the University shall align university and professional studies with those in the European Higher Education Area, taking into account the positive experiences of other higher education systems.

*Types of studies: university and professional studies*

Article 3

(1) University studies prepare students for careers in science, art, higher education, the business sector, the public sector, and society in general, and equip them for the development and application of scientific, artistic, and professional achievements.

(2) University education, as defined by this Regulation and depending on the study programme, includes:

- university undergraduate study
- university graduate study
- university integrated undergraduate and graduate study.

(3) The University organises and conducts university studies, upon the completion of which students acquire higher education and the appropriate academic title in accordance with the law.

#### Article 4

(1) Professional studies prepare students for the performance of professional activities in the business sector, the public sector, and society in general.

(2) Professional studies shall be organised and conducted at the University in accordance with the law.

(3) Professional education, depending on the study programme, includes:

- professional short-cycle studies
- professional undergraduate studies
- professional graduate studies.

#### Article 5

Each level of study shall be aligned with the European Credit Transfer and Accumulation System (hereinafter: ECTS), under which students normally acquire 60 ECTS credits per academic year.

### *Undergraduate university study*

#### Article 6

(1) University undergraduate study prepares students for employment in specific professional positions and for the continuation of studies at the graduate level.

(2) University undergraduate study lasts three years, upon the completion of which students acquire at least 180 ECTS credits, or four years, upon the completion of which students acquire at least 240 ECTS credits.

(3) University undergraduate study is completed by passing all examinations, fulfilling other study obligations, and preparing and defending a final thesis or by passing a final examination.

(4) Upon the completion of university undergraduate study, students acquire the academic title University Bachelor (baccalaureus / baccalaurea) in the relevant field (univ. bacc.), unless a different title is prescribed by a separate law.

(5) The University shall determine which secondary school programmes are appropriate for enrolment in a particular university undergraduate study.

(6) The conditions for enrolment in university undergraduate study shall be determined by the University, taking into account the results of external evaluation of secondary education.

(7) By way of exception to paragraph 5 of this Article, a university undergraduate study in the field of arts may also be enrolled in by a person who has not completed the appropriate secondary education, if the person is exceptionally gifted and it is established through an evaluation procedure that they will successfully complete the study without prior formal education. The enrolment procedure shall be based on the recognition of non-formal and informal learning.

### *Graduate university study*

#### Article 7

(1) University graduate study prepares students for employment in positions that require specialised knowledge, skills, and competences, as well as for the continuation of studies at the postgraduate level.

(2) University graduate study in which a student enrolls after completing a three-year university undergraduate study lasts two years and, upon completion, students acquire at least 120 ECTS credits. University graduate study in which a student enrolls after completing a four-year university undergraduate study lasts one year and, upon completion, students acquire at least 60 ECTS credits, or lasts two years and, upon completion, students acquire at least 120 ECTS credits.

(3) A university graduate study may be enrolled in by a person who has completed an appropriate university undergraduate study or an integrated university undergraduate and graduate study. By way of exception, a university graduate study may also be enrolled in by a person who has completed an appropriate professional undergraduate study in accordance with a general act of the faculty council, subject to passing differential examinations determined by the council of the University constituent unit. The conditions for enrolment in a university graduate study shall be determined by the University by decision.

(4) University graduate study is completed by passing all examinations, fulfilling other study obligations, and preparing and defending a master's thesis or by passing a master's examination.

(5) Upon the completion of university graduate study, students acquire the academic title University Master (univ. mag.) in the relevant field.

(6) Upon the completion of university graduate study in programmes in the field of technical sciences and certain programmes in the field of biotechnical sciences, students acquire the academic title University Master of Engineering (univ. mag. ing.) in the relevant field.

(7) The University shall prescribe which undergraduate study is appropriate for enrolment in a particular university graduate study, as well as additional enrolment requirements for applicants who have completed another undergraduate or graduate study.

#### Article 8

The total number of ECTS credits acquired in university undergraduate and graduate studies shall be at least 300.

#### *Integrated study*

#### Article 9

(1) The University may organise and conduct a particular programme of study as an integrated programme covering the first and second cycles of study.

(2) An integrated university undergraduate and graduate study prepares students for employment in positions that require specialised knowledge, skills, and competences and prepares them for the continuation of studies at the postgraduate level.

(3) An integrated university undergraduate and graduate study lasts five years, upon the completion of which students acquire at least 300 ECTS credits, or six years, upon the completion of which students acquire at least 360 ECTS credits.

(4) An integrated university undergraduate and graduate study may be established on the basis of an authorisation issued by the Agency for Science and Higher Education, in accordance with the regulations governing quality assurance in science and higher education.

(5) An integrated university undergraduate and graduate study programme may be enrolled in by a person who has completed an appropriate secondary education programme lasting at least four years and has passed the State graduation examination. The conditions for enrolment in an integrated university undergraduate and graduate study shall be determined by the University by decision.

(6) By way of exception to paragraph 5 of this Article, an integrated university undergraduate and graduate study in the field of arts may also be enrolled in by a person who has not completed the appropriate secondary education, if the person is exceptionally gifted and it is established through an evaluation procedure that they will successfully complete the study without prior formal education. The enrolment procedure shall be based on the recognition of non-formal and informal learning.

(7) An integrated university undergraduate and graduate study is completed by passing all examinations, fulfilling other study obligations, and preparing and defending a master's thesis or by passing a master's examination.

#### *Short-cycle professional study*

#### Article 10

(1) Professional short-cycle study prepares students for employment in specific specialised professional positions.

- (2) Professional short-cycle study lasts two years and, upon completion, students acquire at least 120 ECTS credits.
- (3) Professional short-cycle study may be enrolled in by a person who has completed an appropriate secondary education programme.
- (4) The conditions for enrolment in professional short-cycle study shall be determined by the University by decision.
- (5) Professional short-cycle study is completed by passing examinations and fulfilling other study obligations. In accordance with the study programme, professional short-cycle study may also be completed by preparing, or by preparing and defending, a final thesis, or by passing a final examination.
- (6) Upon the completion of professional short-cycle study, students acquire the professional title professional short-cycle graduate in the relevant field.

### ***Professional undergraduate study***

#### Article 11

- (1) Professional undergraduate study lasts three years, upon the completion of which students acquire at least 180 ECTS credits, or four years, upon the completion of which students acquire at least 240 ECTS credits.
- (2) Professional undergraduate study is completed by passing all examinations, fulfilling other study obligations, and preparing and defending a final thesis or by passing a final examination.
- (3) Upon completion of professional undergraduate study, students acquire the professional title Professional Bachelor (baccalaureus / baccalaurea) in the relevant field (bacc.), unless a different title is prescribed by a separate law.
- (4) The University shall determine which secondary education programmes are appropriate for enrolment in a particular professional undergraduate study.
- (5) The conditions for enrolment in professional undergraduate studies shall be determined by the University, taking into account the results of external evaluation of secondary education.

### ***Professional graduate study***

#### Article 12

- (1) A professional graduate study prepares students for highly skilled professional work by enabling them to acquire the knowledge, skills, and competences required for employment in their profession.
- (2) A professional graduate study may be enrolled in by a person who has completed an appropriate professional or university undergraduate study.
- (3) A professional graduate study in which a student enrolls after completing a three-year university or professional undergraduate study lasts two years and, upon completion, students acquire at least 120 ECTS credits. Professional graduate study programme in which a student enrolls after completing a four-year university or professional undergraduate study lasts one year and, upon completion, students acquire at least 60 ECTS credits, or lasts two years and, upon completion, students acquire at least 120 ECTS credits.
- (4) A professional graduate study is completed by passing all examinations, fulfilling other study obligations, and preparing and defending a master's thesis or by passing a master's examination.
- (5) Upon completion of a professional graduate study, students acquire the professional title Professional Master (mag.) in the relevant field.
- (6) Upon completion of a professional graduate study in the field of technical sciences and certain programmes in the field of biotechnical sciences, students acquire the professional title Professional Master of Engineering (mag. ing.) in the relevant field.
- (7) The conditions for enrolment in professional graduate study shall be determined by the University by decision.
- (8) The University shall prescribe which undergraduate study is appropriate for enrolment in a particular professional graduate study, as well as additional enrolment requirements for applicants who have completed another undergraduate or graduate study.

### *Study in full-time and part-time status*

#### Article 13

- (1) A student enrolls in a study in full-time or part-time status.
- (2) A student enrolled in full-time status normally enrolls in 60 ECTS credits in an academic year in accordance with the course schedule and studies within the framework of a full teaching workload.
- (3) A student enrolled in part-time status normally enrolls in 30 to 60 ECTS credits in an academic year in accordance with the course schedule and studies within the framework of a full or adjusted teaching workload.

### **III STUDY PROGRAMME**

#### Article 14

- (1) A study programme is the fundamental general act of the University regulating the organisation and implementation of a particular study programme.
- (2) Studies at the University shall be organised and conducted in accordance with the study programme.
- (3) The study programme shall define:
  1. the professional or academic title or academic degree awarded upon completion of the study programme
  2. the alignment of the study programme with the corresponding qualification in the Croatian Qualifications Framework Register, if such qualification is entered in the Register
  3. the conditions for enrolment in the study programme, the conditions for enrolment in the next semester, trimester, or academic year, and requirements for undertaking other study obligations
  4. the list of compulsory and elective courses indicating ECTS workload, forms of teaching, course content, planned learning outcomes, and course coordinators
  5. the expected learning outcomes acquired upon completion of the study programme
  6. the number of available places for enrolment in the study programme
  7. the organisation and mode of delivery of teaching
  8. the method of assessing the achieved learning outcomes for each course or other study obligation, and
  9. the manner of completion of the study.
- (4) The study programme shall be adopted by the Senate in accordance with the laws governing higher education and scientific activity and quality assurance in higher education and science, the Statute of the University, and other general acts of the University.
- (5) The organisation of the study programme and the procedures for its amendments shall be further regulated by a regulation governing the procedure for the evaluation of study programmes.

### *Registration of a study in the Register of study programmes*

#### Article 15

- (1) A study programme may commence once it has been entered in the Register of study programmes.
- (2) The entry of a study in the Register of study programmes is carried out by the ministry responsible for higher education and science on the basis of a licence for the implementation of the study obtained through the initial accreditation procedure, which is conducted by the Agency for Science and Higher Education. By way of exception, a joint study programme accredited by another international accreditation agency in the European Union shall be entered in the Register of study programmes on the basis of the accreditation decision issued by that agency.

## ***Teaching bases***

### Article 16

(1) The University may establish a teaching base within bodies of state administration, units of local or regional self-government, other state authorities, or other legal entities for the purpose of regularly conducting the practical component of teaching within studies.

(2) A teaching base shall be established by means of a cooperation agreement, which shall include:

1. the title and description of the study to which the cooperation relates
2. the teaching workload and the mode of delivery of teaching
3. a list of employees participating in the delivery of teaching, indicating their respective share of teaching work
4. the method of financing the delivery of teaching
5. other issues important for teaching.

## ***Joint study***

### Article 17

(1) A joint study is a study jointly delivered by at least two domestic higher education institutions or by at least one domestic and one foreign higher education institution. By way of exception, a joint doctoral study may be jointly delivered by at least one higher education institution and one public research institute.

(2) The organisation, implementation, completion, place of delivery, responsible institution, and the method of issuing the final qualification for a joint study, as well as the body responsible for the accreditation procedure of the joint study, shall be determined by an agreement concluded between the higher education institutions or between a higher education institution and a public research institute.

(3) A joint study shall be accredited by the Agency for Science and Higher Education or by another international accreditation agency in the European Union that is listed in the European Quality Assurance Register for Higher Education (EQAR). The accreditation procedure for a joint study shall be conducted in accordance with the regulations governing quality assurance in higher education and science.

(4) In accordance with an agreement with other foreign higher education institutions, the University may organise and conduct a combined study programme leading to the award of two or more diplomas (*Double Degree Study Programme / Multiple Degree Study Programme*).

## ***Professional development programmes for lifelong learning***

### Article 18

(1) The University may establish professional development programmes for the purposes of lifelong learning through which participants acquire competences aligned with the occupational standard or set of competences and the qualification standard or set of learning outcomes from the Croatian Qualifications Framework Register, as well as bridging requirements for students for the purposes of changing study programmes or enrolment in a study programme, completing previously commenced studies, and recognising competences acquired outside formal studies that constitute a requirement for enrolment in a study programme.

(2) A professional development programme for the purposes of lifelong learning shall not be considered a study programme and may be financed through vouchers intended to facilitate access to the labour market or from other sources.

(3) The status of participants in professional development programmes for the purposes of lifelong learning, as well as the manner and procedure for the organisation, evaluation, and implementation of such programmes, shall be regulated by a separate regulation.

## IV STUDY PROGRAMME IMPLEMENTATION PLAN

### Article 19

- (1) The study programme is conducted in accordance with the study programme implementation plan.
- (2) The study programme implementation plan defines the structure and the manner in which the study programme is delivered, either with the full or an adjusted teaching workload.
- (3) The University adopts the study programme implementation plan before the beginning of the academic year.
- (4) The study programme implementation plan specifies:
  1. the list of compulsory and elective courses, indicating the teachers and associates responsible for them
  2. the forms of teaching
  3. the language of instruction
  4. the locations where teaching is conducted
  5. the beginning and end of classes and the teaching schedule
  6. the method of taking examinations and fulfilling study obligations
  7. examination periods
  8. the list of required literature
  9. other important information regarding the delivery of teaching.
- (5) The study programme implementation plan, teaching schedule, examination timetable and other information necessary for attending classes and taking examinations shall be published to students before enrolment in the study programme or before enrolment in the following academic year.

### Online study programme

#### Article 19a

A study programme may be delivered entirely through teaching using computer technologies and interactive teaching materials that ensure access to learning under specific circumstances when the teacher and the student are physically separated (hereinafter: online study programme). An online study programme shall be delivered on the basis of an approval issued by the Agency for Science and Higher Education, in accordance with the regulations governing quality assurance in higher education and science, provided that the learning outcomes of the study programme can be achieved through distance learning.

### Article 20

- (1) The study programme implementation plan shall be adopted in the manner and within the time limits determined by a special decision of the Senate on the procedure for adopting study programme implementation plans at the University of Dubrovnik.
- (2) The timetable of activities for the adoption of study programme implementation plans shall be adopted by the Senate as an integral part of the decision referred to in the preceding paragraph.
- (3) In the event that an amendment to the study programme and/or the study programme implementation plan changes the title, teaching workload, or the number of ECTS credits of a course, the study programme implementation plan shall specify, in an appropriate manner, whether such course is equivalent to the course that was delivered in the previous period, and this shall be recorded in the ISVU system.

### Article 21

- (1) Teaching in university and professional study programmes shall be conducted in the standard Croatian language.

(2) Teaching in university and professional study programmes may be conducted, in whole or in part, in a foreign language, if this is specified in the study programme and/or the study programme implementation plan.

### ***Forms of Teaching***

#### Article 22

(1) Direct teaching may include the following forms of instruction: lectures, auditory exercises, laboratory exercises, seminars, practical classes, methodical exercises, demonstration exercises, knowledge assessments, consultations, field teaching, and similar forms.

(2) Direct teaching shall be conducted in accordance with the study programme implementation plan in groups whose size is determined by the council of the constituent unit based on the available capacities of the University and the provisions of the branch collective agreement for science and higher education.

(3) Lectures are the fundamental form of teaching in which the teacher presents the material contained in the study programme implementation plan.

(4) Seminars are a form of teaching intended to enable students to gain broader and deeper knowledge of the subject matter specified in the study programme implementation plan. During seminars, a student or a group of students presents a specific topic based on reviewed scientific and/or professional literature. The teacher moderates the presentation, asks questions, encourages discussion among students and participates in the discussion.

(5) Exercises are a form of teaching through which students are trained to solve tasks, analyse practical cases, or complete project assignments in accordance with the study programme implementation plan.

(6) Consultations are a form of teaching that enables students to clarify specific, primarily more complex parts of the subject matter and provides the necessary assistance in the preparation of seminar papers, final theses, research papers, and master's theses.

(7) Teaching may also be conducted in a virtual learning and teaching environment (e-learning), in accordance with the criteria established pursuant to the law and the provisions of the general acts of the University.

(8) E-learning is defined as teaching conducted in a virtual learning and teaching environment, i.e. through the use of e-learning technologies, in such a way that students may complete part or all of their educational obligations prescribed by the study programme using internet tools and computers, i.e. through the use of information and communication technologies.

(9) Mentored teaching includes work with a mentor on the final thesis, final examination, master's thesis, and on courses that involve research work and/or project work.

(10) Additional forms of teaching include professional practice, professional visits, field teaching, and similar activities.

(11) Where professional practice is prescribed by the study programme, students are required to complete professional practice in the duration specified by the study programme and/or the general act of the University's constituent unit.

(12) More detailed provisions on professional practice, particularly regarding its implementation, recognition, and evaluation, shall be established by a general act of the University and/or the constituent unit.

#### Article 23

Independent student work may include the following forms of instruction: seminars, workshop exercises, programming exercises, e-learning, and other forms of group or individual learning, and similar activities.

### ***Delivery of teaching in extraordinary circumstances***

#### Article 24

(1) In extraordinary circumstances, when due to a natural disaster, threats to security or human health, or any other justified reason of force majeure the delivery of direct teaching within the meaning of Article

22(1) of this Regulation is prevented or significantly impeded, the University Senate may adopt a decision by which the delivery of teaching, the assessment of students' work and the taking of examinations are organised in a virtual environment using available information and communication technologies.

(2) Teaching in a virtual environment referred to in the preceding paragraph is a substitute form of teaching applied only as a consequence of and during the duration of extraordinary circumstances, and shall not be considered a form of delivering an online study programme within the meaning of Article 19a of this Regulation.

## V STUDENTS

### *Student status, rights and obligations*

#### Article 25

Student status at the University of Dubrovnik is acquired by enrolling at the University and is evidenced by the appropriate student identification document.

#### Article 26

- (1) A student is a person enrolled in a university or professional study programme at the University.
- (2) A student may have the status of a full-time, part-time, or visiting student.
- (3) A student enrolls in a study programme with either full-time or part-time status.
- (4) A student retains full-time or part-time status during the prescribed duration of the study programme, but not longer than twice the prescribed duration of the study programme.
- (5) A full-time student studies within according to a full-time schedule.
- (6) A part-time student studies according to a full-time or an adjusted schedule.
- (7) Full-time and part-time students conclude a study agreement with the University regulating in more detail their mutual rights and obligations during the course of study, the method of financing the study, and other matters of importance to the contracting parties.
- (8) The costs of study for full-time students may be partially or fully financed from the state budget in accordance with the student's academic performance and the general acts of the University.
- (9) The costs of study in part-time status shall be borne in full by the student, in accordance with the general acts of the University.
- (10) Courses within a study programme are the same for full-time and part-time students, but may differ in the number of teaching hours and in the mode of delivery.
- (11) The study obligations of part-time students are adapted to their attendance at classes, in accordance with the decision of the council of the constituent unit and the study programme implementation plan.
- (12) Nationals of the Member States of the European Union, third-country nationals and stateless persons may study with full-time or part-time student status.
- (13) Students who are nationals of Member States of the European Union and who study in full-time status shall enjoy the same rights as students who are Croatian nationals in full-time status, in accordance with special regulations and the general acts of the University.

#### Article 27

- (1) A student with full-time status may change their status and continue their studies as a part-time student by submitting a request for a change of status, provided that part-time study is offered. The status may generally be changed at the time of enrolment in the academic year.
- (2) The student shall submit a request with an explanation for a change of status to the head of the constituent unit for approval through the student affairs office or the secretariat of the constituent unit.

(3) The decision on the approval of the request referred to in the preceding paragraph shall be made by the head of the constituent unit.

(4) A student with part-time status may not change their status to full-time status.

(5) The decision referred to in paragraph 3 of this Article shall determine the student's status, the student's obligations, the payment of study costs, the deadline for completion of the study programme, and other necessary information.

## Article 28

(1) A student shall have the right to:

- study in accordance with the enrolled study programme,
- have the study programme delivered in accordance with the study programme implementation plan,
- study without paying tuition fees if, as a full-time student, they enrol for the first time in the first year of a university or professional undergraduate or graduate study programme, or an integrated undergraduate and graduate university study programme,
- study without paying tuition fees in higher years of study if, as a full-time student, they fulfil the study obligations expressed in ECTS credits,
- enrol in a higher year of study on the basis of fulfilled requirements determined by the study programme and a special decision of the Senate,
- use library materials and scientific and professional resources at the University free of charge,
- freely express opinions and views during classes and other activities in accordance with the Code of Ethics,
- complete their studies within a period shorter than the prescribed duration in accordance with the criteria determined by the general acts of the University,
- take examinations in the manner and within the time limits determined by this Regulation, the academic calendar and the study programme implementation plan,
- complete their studies according to the enrolled study programme in accordance with the Statute and this Regulation,
- participate in scientific, artistic and professional work,
- receive consultations and supervision,
- quality education based on the quality of the teaching process determined by the study programme,
- attend courses from another study programme in accordance with the study programme, the Statute and acts adopted on its basis, and agreements between higher education institutions,
- express their opinion on the quality of teaching and teachers at least once a year as part of the implementation of the internal quality assurance system,
- participate in the work of the Student Union in accordance with the Statute of the Student Union and participate in the work of other student organisations,
- participate in and take part in decision-making within the work of University bodies, boards and committees, as well as the bodies of University constituent units, in accordance with the Statute and the general acts of the University constituent units,
- participate in organised sports activities,
- file a complaint regarding violations of rights prescribed by law and/or the general acts of the University,
- a leave of absence in cases provided for in Article 29 of this Regulation,
- other rights prescribed by law, the Statute and other general acts of the University.

(2) A student is obliged to fulfil their academic and other obligations at the University in a timely manner and to comply with the general acts of the University.

(3) In communication with teachers and University services, a student is required to use the official University email address in accordance with the general acts of the University. Teachers and University staff are required to use their official email addresses in official correspondence and are not obliged to respond to emails sent by students from other email addresses.

(4) By enrolling in a particular course, the student assumes all academic obligations determined by the valid study programme implementation plan of the enrolled study programme.

(5) A student is required to log into the e-learning system, and all notifications and materials related to teaching in individual courses available in the e-learning system shall be deemed delivered to the student.

(6) Student disciplinary responsibility shall be regulated by a general act of the University.

(7) A student is required to be appropriately dressed while on the premises of the University.

### *A leave of absence*

#### Article 29

(1) A student may be granted a leave of absence in the following cases:

- during pregnancy
- for a student who is a father or a mother until the child reaches one year of age
- during leave granted pursuant to special regulations governing maternity and parental benefits
- during a prolonged illness that prevents the student from fulfilling study obligations
- in the case of incapacity for work lasting longer than three months
- during non-active military service
- during international student mobility lasting longer than sixty (60) days during the teaching period, if the student does not obtain ECTS credits through such mobility
- due to inability to meet financial obligations resulting from a deterioration in the student's socio-economic status
- in other justified cases in accordance with a decision of the council of the University's constituent unit.

(2) The student is required to submit a reasoned written request for a leave of absence, together with the supporting documentation.

(3) The request referred to in the preceding paragraph shall be submitted to the head of the University constituent unit as soon as possible, and no later than fifteen (15) days from the date on which the circumstances giving rise to the leave of absence occurred.

(4) In the case of a prolonged illness preventing the student from fulfilling their study obligations, the request for a leave of absence may be submitted on behalf of the student by their parent, guardian, family member, or an authorised representative.

(5) Together with the request for a leave of absence, the student is required to provide appropriate and credible supporting documentation (such as: a decision of the competent authority granting leave, a medical certificate confirming the illness and its expected duration where applicable, a certificate issued by the competent Tax Administration of the Ministry of Finance of the Republic of Croatia on the amount of income for the previous year for all family members including the student, and similar documentation).

#### Article 30

(1) A leave of absence may be granted from the date on which the circumstances giving rise to the leave of absence occurred, or from the date of submission of the request for a leave of absence, until the end of the current academic year. If the circumstances justifying the leave of absence continue, the student may submit a new request for a leave of absence for the following academic year. A leave of absence in a single study programme may not last longer than three consecutive academic years, unless otherwise determined by a special decision of the council of the University constituent unit.

(2) A leave of absence may not be granted or recorded retroactively.

(3) If the request is justified, the head of the constituent unit shall issue a decision granting the leave of absence, which must contain the reasons for granting the leave of absence and the start and end dates of the leave of absence from the study programme.

(4) An administrative dispute may be initiated against the decision referred to in the preceding paragraph.

(5) If the circumstances giving rise to the leave of absence cease to exist, the student may submit a written request for the reactivation of their student status.

(6) If the request referred to in the preceding paragraph is justified, the head of the constituent unit shall issue a decision specifying the reasons for the reactivation of the student status, the date of termination of the leave of absence, and the student's rights and obligations upon resumption of studies.

(7) From the date of approval of the request for a leave of absence and for the duration of the leave of absence, the student shall not be entitled to take examinations or participate in other teaching activities and shall not exercise rights under the student standard in accordance with the applicable regulations.

- (8) In the event that a leave of absence is granted in accordance with this Article, the deadline for completing the study programme shall be extended by the period corresponding to the duration of the leave of absence.
- (9) A student who pays tuition fees shall, upon resumption of studies, have the previously paid tuition fees recognised for the period during which the leave of absence was in effect.

#### Article 31

- (1) In the case of a prolonged leave of absence, the student may resume their studies provided that the study programme is still being offered.
- (2) A student referred to in the preceding paragraph shall enrol in the continuation of their studies in accordance with the study programme in force in the academic year in which they resume their studies.
- (3) If the study programme is amended or supplemented during the leave of absence, the student shall be required to pass differential examinations and fulfil other obligations arising from the changes to the study programme.
- (4) The continuation of studies within the meaning of this Article shall begin with enrolment in a new academic year and shall be carried out in accordance with the applicable rules on progression through the study programme, whereby the student enrolls in the next year of study. All previously enrolled but not passed courses shall be recorded in the ISVU system, and the remaining courses shall be enrolled in accordance with the study programme.
- (5) A student who resumes their studies after a leave of absence shall continue their studies with the same status they had at the time the leave of absence was approved, in accordance with the general act regulating enrolment in higher years of study.
- (6) A student may not resume or re-enrol in a previously discontinued study programme if the leave of absence lasted longer than three years, unless otherwise determined by a special decision of the council of the University constituent unit.

#### *Rights under the student standard*

#### Article 31a

- (1) A student studying with full-time status in a university or professional undergraduate or graduate study programme, an integrated undergraduate and graduate university study programme, or a professional short-cycle study programme, and who is not employed or engaged in self-employment through a craft or another independent profession, shall be entitled to health insurance, subsidised accommodation and meals, the right to perform student jobs in accordance with the law regulating student employment, and the right to state scholarships and other financial support.
- (2) A student studying with part-time status in a university or professional undergraduate or graduate study programme, or an integrated undergraduate and graduate university study programme, and who is not employed or engaged in self-employment through a craft or another independent profession, shall have the right to perform student jobs in accordance with the law regulating student employment.
- (3) A student with a recognised degree of disability who studies with full-time status shall be entitled to special rights under the student standard in accordance with the general act of the University. A student with a recognised type and degree of disability shall be entitled to transport for students with disabilities.
- (4) The conditions and manner of exercising the rights referred to in this Article shall be prescribed by the Minister through a regulation.

## ***Special student rights***

### Article 32

- (1) The University shall determine, by a general act, the rights of students belonging to special categories, their progression through the study programme, and the support provided during their studies.
- (2) Special categories of students include:
  - student athletes
  - students who are top-level artists
  - students from underrepresented and vulnerable groups.
- (3) The categories of student athletes and their right to complete the enrolled study programme, as well as the assessment and grading of their work, shall be governed by the Regulation on the Study of Student Athletes at the University of Dubrovnik.
- (4) The provision of paragraph 3 of this Article shall apply accordingly to students who are top-level artists.
- (5) Students with disabilities shall exercise special rights under the student standard and the right to adapted study conditions in accordance with a special decision of the council of the University's constituent unit, by which such student may be allowed to complete the enrolled study programme under the conditions applicable to part-time students.

## ***Student identification document***

### Article 33

- (1) For the purposes of this Regulation, a student document shall mean a student identification card.
- (2) A student identification card is a public document used to prove a student's status.
- (3) The University shall issue a student identification card to all students enrolled at the University.
- (4) The minimum content of the student document shall be prescribed by the Minister, while its form shall be determined by the University.
- (5) A student may not give their student document to another person for use as if it were their own, nor may they use another person's student document as their own.

### Article 34

- (1) A student shall, without delay, report the loss, theft or destruction of their student identification card in writing to the student affairs office or the secretariat of the constituent unit.
- (2) The University shall record the change in the status of the card in the The Student Rights Information System (ISSP) and the The Academic ID-cards Management System (ISAK) and initiate the procedure for issuing a new card. The costs of issuing a new student identification card shall be borne by the student.
- (3) At the request of the student, the University shall provide the student with a temporary student identification card for use until the new student identification card is issued.
- (4) The University shall ensure the availability of temporary student identification cards.
- (5) A student identification card that has ceased to be valid must be submitted to the higher education institution for cancellation.
- (6) Upon completion of studies or withdrawal from studies, the student shall return the student identification card to the student affairs office or the secretariat of the constituent unit for cancellation.
- (7) The student identification card shall be cancelled by declaring the card invalid in the ISSP and ISAK systems through a change of its status, after which the card shall also be physically destroyed by perforation.

## ***Visiting student***

### Article 35

(1) A visiting student is a student with full-time or part-time status at another higher education institution who enrolls in parts of a study programme at the University or its constituent unit in accordance with a special agreement concluded between the University and the visiting student's home higher education institution on the recognition of ECTS credits.

(2) The rights and obligations of a visiting student, the manner of covering the costs of their studies, the possibility of continuing studies at the University, and other matters relating to the status of a visiting student shall be regulated by an agreement with the higher education institutions.

## **VI ENROLMENT IN A STUDY**

### Article 36

(1) The University Senate shall determine the procedure for admission to a study in a manner that guarantees equal treatment of all applicants.

(2) Admission to a study shall be conducted by the University on the basis of a public call published on the University's website no later than 1 May of the current year.

(3) The public call referred to in paragraph 2 of this Article shall contain the number of available places, the admission requirements, the deadline for submitting applications, and information on the admission procedure and the documents required for enrolment.

(4) The number of students admitted to an individual study (quota) shall be determined by the Senate, provided that the quota may not exceed the capacity, i.e. the maximum number of available places determined by the study programme in accordance with a special regulation.

### ***Application for admission to the 1st year of undergraduate and integrated undergraduate and graduate university studies***

### Article 37

(1) Applicants for enrolment in the first year of undergraduate study and integrated undergraduate and graduate university studies shall apply through the National Information System for Applications to Higher Education Institutions (NISpVU).

(2) For enrolment in the first year of undergraduate study and integrated undergraduate and graduate university studies, the University shall apply, as appropriate, the rules, procedures and deadlines of the Central Applications Office of the agency responsible for science and higher education.

### ***Admission criteria and the right to enrol in the 1st year of university and professional undergraduate study and integrated undergraduate and graduate university studies***

### Article 38

(1) The right to enrol in a university undergraduate study, integrated undergraduate and graduate university studies, professional short-cycle study and professional undergraduate study shall be granted to an applicant who has obtained a qualification at level 4.2. of the Croatian Qualifications Framework, acquired upon completion of an appropriate secondary education programme lasting at least four years.

(2) The admission criteria for university undergraduate study, integrated undergraduate and graduate university studies, professional short-cycle study and professional undergraduate study shall be determined in the public call for enrolment.

(3) Third-country nationals and stateless persons shall have the right to enrol in the study referred to in paragraph 1 of this Article under the same conditions as Croatian nationals and nationals of the Member States of the European Union, with the obligation to pay the costs of study in accordance with the law and the general acts of the University.

(4) Third-country nationals and stateless persons shall exercise the rights under the student standard in accordance with special regulations.

#### Article 39

(1) The criteria for enrolment in the first year of university and professional undergraduate studies and integrated undergraduate and graduate university studies at the University shall include:

- the evaluation of the applicant's academic performance during secondary education,
- passed State examination (where applicable),
- other criteria determined by the University (for example: special achievements of the applicant during secondary education, additional assessments of knowledge, abilities or skills, and similar).

(2) An applicant acquires the right to enrol in the first year of an undergraduate study or an integrated undergraduate and graduate university studies in accordance with the conditions and criteria specified in the public call for student enrolment, based on the points achieved in the selection procedure.

(3) An applicant who has obtained the right to enrol shall lose that right if they do not enrol in the first year of study within the deadline prescribed in the public call for student enrolment.

#### *Application for Admission to the 1st year of a graduate study*

#### Article 40

(1) The right to apply for admission to the first year of a university or professional graduate study shall be granted to an applicant who has completed an appropriate undergraduate study programme or an integrated undergraduate and graduate university studies.

(2) The admission requirements for a graduate study shall be determined by the study programme.

(3) The University shall determine which undergraduate study programmes are considered appropriate for admission to a particular graduate study programme, as well as any additional admission requirements for applicants who have completed another undergraduate or graduate study.

#### *Admission criteria and the right to enrol in the 1st year of a graduate*

#### Article 41

(1) The criteria for admission to university and professional graduate studies shall be determined by the Senate upon the proposal of the council of the University's constituent unit.

(2) An applicant shall acquire the right to enrol in the first year of a graduate study on the basis of the selection procedure and in accordance with the points achieved on the ranking list within the admission quota.

(3) Third-country nationals and stateless persons shall have the right to enrol in study programmes under the same conditions as Croatian nationals and nationals of the Member States of the European Union, with the obligation to pay the costs of study in accordance with the law and the general acts of the University.

(4) Third-country nationals and stateless persons shall exercise rights under the student standard in accordance with special regulations.

## ***Selection Procedure***

### Article 42

- (1) The selection among candidates shall be carried out through a selection procedure, and the University may, through the public call for enrolment, prescribe a procedure for assessing special knowledge, skills and abilities.
- (2) The selection procedure for the admission of students to undergraduate study programmes and integrated undergraduate and graduate university study programmes shall be conducted through the Central Applications Office of the agency responsible for science and higher education (hereinafter: the CAO), on the basis of points achieved in accordance with Article 38(1) of this Regulation.
- (3) The selection procedure for the admission of students to graduate study programmes shall be conducted at the University, on the basis of the points achieved on the ranking list within the admission quota.

## ***Right to appeal***

### Article 43

- (1) An applicant enrolling in university undergraduate study programmes, professional undergraduate study programmes, and integrated undergraduate and graduate university study programmes shall have the right to file a complaint regarding the additional assessment of special knowledge, skills and abilities only after the publication of the final results. The complaint shall be submitted to the University in writing.
- (2) The University shall respond to the complaint in writing.

### Article 44

- (1) An applicant for admission to a graduate study shall have the right to file a complaint regarding the correctness of the implementation of the selection procedure or the compilation of the ranking list.
- (2) The complaint referred to in the preceding paragraph of this Article shall be submitted in writing to the committee for the implementation of the selection procedure of the University's constituent unit within 24 hours from the publication of the ranking list on the notice board and the University's website.
- (3) The committee for the implementation of the selection procedure of the University's constituent unit shall issue a decision on the complaint within 24 hours from the receipt of the complaint and deliver it to the complainant. No appeal shall be permitted against this decision.

## ***Participation in the costs of study***

### Article 45

- (1) Students who are nationals of the Republic of Croatia and students who are nationals of the Member States of the European Union who, for the first time as full-time students, enrol in the first year of:
  - university undergraduate study
  - integrated undergraduate and graduate university studies
  - university graduate study
  - professional short-cycle study
  - professional undergraduate study
  - professional graduate studyand who study within the admission quota shall be entitled to full subsidisation of the costs of full-time studies in accordance with a special agreement concluded between the University and the ministry responsible for science and higher education, or in accordance with the applicable decision governing the subsidisation of full-time students' participation in study costs.
- (2) Students who are nationals of the Republic of Croatia and students who are nationals of the Member States of the European Union who enrol for the first time in the first year of study referred to in the preceding paragraph with part-time status shall pay the full amount of participation in study costs.

(3) Third-country nationals and stateless persons who enrol for the first time in the first year of study referred to in paragraph 1 of this Article shall, regardless of their enrolment status, pay the full amount of participation in study costs in accordance with the law and a special decision of the Senate determining the value of an ECTS credit and the participation in study costs.

(4) The enrolment of students belonging to special categories in the first year of study referred to in paragraph 1 of this Article and the participation in their study costs shall be regulated by a special decision of the Senate on participation in study costs for students belonging to special categories.

(5) A student referred to in paragraph 1 of this Article may be employed or engage in self-employment through a craft or another independent profession.

(6) A student referred to in paragraph 1 of this Article may change the chosen study once while retaining the right to full subsidisation of tuition fees in accordance with the regulation governing programme-based funding of public higher education institutions and public scientific institutes in the Republic of Croatia.

(7) The Minister may allow a particularly successful student to enrol in an additional study programme with full-time status, with full subsidisation of tuition fees from the state budget.

### ***Bridging requirements***

#### Article 46

(1) Certain applicants may, in accordance with the provisions of this Regulation, be assigned differential requirements for the purpose of acquiring the fundamental knowledge necessary for admission to a study, transfer to a study, continuation of interrupted studies and/or completion of studies.

(2) Differential requirements shall be determined in accordance with the content of the accredited study programme of the University.

(3) Applicants for whom differential requirements and the passing of differential examinations are deemed necessary, and whose total workload exceeds sixty (60) ECTS credits, shall not be permitted to enrol in or transfer to the study programme.

(4) The differential content, i.e. the examinations that must be passed, shall be determined by the constituent unit after considering each individual request and taking into account the applicant's previously acquired knowledge, relevant experience and skills.

(5) Applicants shall be required to complete the differential requirements within the period determined by the constituent unit of the University by a special decision, and examinations within the study shall not be taken before the differential requirements have been fulfilled.

(6) Differential examinations shall not be included in the teaching workload of the study nor in the grade point average of the enrolled study programme.

(7) ECTS credits obtained by passing differential examinations shall not be included in the total number of ECTS credits that students must achieve after completing the differential requirements in order to complete the undergraduate or graduate study.

(8) By way of exception to paragraphs 6 and 7 of this Article, for students transferring from a study programme at another higher education institution to a study programme at the University, differential examinations may be included in the grade point average and the ECTS credits obtained by passing differential examinations in accordance with paragraph 1 of this Article shall be included in the total number of ECTS credits required to complete the undergraduate or graduate study.

#### Article 47

(1) Applicants whose bridging requirements are determined to be up to 30 ECTS credits shall not enroll in a bridging program but shall be admitted to the study programme with the obligation to pass the required differential examinations.

(2) Applicants referred to in the preceding paragraph, whose bridging requirements have been determined for the purpose of acquiring the fundamental knowledge necessary for enrolment in a graduate study programme, shall not take examinations in that programme before fulfilling the prescribed requirements or passing all differential examinations, in accordance with a decision of the head of the constituent unit adopted upon the proposal of the expert committee.

(3) Applicants whose bridging requirements have been determined in the range of 31 to 60 ECTS credits shall enrol in a bridging programme, within which they are required to pass the prescribed differential examinations, in accordance with the applicable Senate decision on the value of ECTS credits.

(4) The bridging programme referred to in the preceding paragraph shall not be considered a study programme, and applicants who enrol in it shall not acquire student status but the status of participants in a lifelong learning programme.

(5) The obligations of participants in the bridging programme referred to in paragraph 3 of this Article, in terms of fulfilling course requirements, shall be determined by the head of the constituent unit upon the proposal of the expert committee and in accordance with the study programme.

#### Article 48

(1) For the purpose of defining bridging requirements, the council of the constituent unit shall determine a list of courses and/or sets of learning outcomes without which a particular study cannot be completed.

(2) The head of the constituent unit shall appoint an expert committee to carry out the procedure for determining bridging requirements.

(3) The committee referred to in the preceding paragraph shall consist of three members, and the head of the constituent unit shall serve as chair.

(4) At least one member of the committee referred to in paragraph 2 of this Article must belong to the scientific or artistic field of the study programme in which the applicant seeks to enrol. If the applicant enrolls in a multidisciplinary study programme covering several scientific or artistic fields, at least two members of the committee must be from different scientific or artistic fields encompassed by that study.

(5) The committee shall issue an opinion determining the bridging requirements and other conditions necessary for enrolment, transfer to the study, continuation of discontinued studies and/or completion of the study.

(6) The decision of the head of the constituent unit shall determine the bridging requirements and other necessary conditions in accordance with the preceding paragraph.

(7) The decision of the head of the constituent unit referred to in the preceding paragraph shall be final.

#### Article 49

(1) An applicant who completes the bridging programme referred to in Article 47(3) of this Regulation for enrolment in a graduate study programme is not guaranteed admission to the graduate study; admission shall depend on the number of available places and the number of applicants applying for enrolment in a graduate study in a given academic year.

(2) An applicant who fails to fulfil all prescribed obligations required for the completion of the bridging programme referred to in Article 47(3) of this Regulation for enrolment in a graduate study within three years from the beginning of the academic year or the commencement of the programme shall lose the right to enrol in that study.

(3) The bridging programme referred to in Article 47(3) of this Regulation shall be conducted in accordance with the applicable academic calendar.

(4) If the conditions for enrolment in a study change during the duration of the bridging programme referred to in Article 47(3) of this Regulation, additional requirements may be prescribed in accordance with the study programme and the study programme implementation plan, and a new deadline for completion of the bridging programme may be set.

(5) Upon passing all differential examinations within the bridging programme referred to in Article 47(3) of this Regulation, the student shall be issued a certificate of completed differential examinations, specifying all examinations passed and the grades achieved.

#### *Transfer to a study*

#### Article 50

(1) A student may be granted a transfer from one study to another related study, or from one study module to another study module, as follows:

- within the same constituent unit of the University

- from one constituent unit of the University to another
  - from other higher education institutions in the Republic of Croatia
  - from higher education institutions abroad.
- (2) A transfer referred to in the preceding paragraph of this Article may be granted after the end of the current academic year in which the student enrolled in the first year of study.
- (3) The transfer referred to in paragraph 1 of this Article may be granted if the student has previously obtained a qualification at level 4.2. of the Croatian Qualifications Framework, acquired upon completion of an appropriate secondary education programme lasting at least four years, and if, in the course of their previous studies, the student was enrolled in an appropriate study programme aligned with the Bologna Process.
- (4) The student shall submit a request for approval of the transfer to the head of the University's constituent unit no later than 1 September of the current academic year.
- (5) The student's right referred to in paragraph 1 of this Article to the subsidisation of study costs shall be determined in accordance with the applicable regulations and the general acts of the University.
- (6) The transfer of a student studying abroad shall be carried out in accordance with the procedure established by law and the general act of the University.

#### Article 51

- (1) The head of the constituent unit shall appoint an expert committee to determine the conditions for transfer and to issue an opinion on the transfer of a student to a study programme at the University.
- (2) The committee referred to in the preceding paragraph shall consist of three members from among the teaching staff, with the head of the constituent unit serving as the chair.
- (3) At least one member of the committee referred to in paragraph 2 of this Article must be from the scientific or artistic field of the study programme the applicant intends to enrol in. If the applicant intends to enrol in a multidisciplinary study programme covering several scientific or artistic fields, at least two members of the committee must be from different scientific or artistic fields covered by that study programme.
- (4) When determining the conditions for transfer to a study programme at the University of Dubrovnik, the following may be taken into account:
- examinations passed in particular courses
  - the number of ECTS credits obtained during the course of study
  - the grade point average achieved during the course of study
  - other criteria determined by the council of the University's constituent unit.
- (5) The committee referred to in paragraph 1 of this Article may propose to the head of the constituent unit that, as a condition for transfer, the student be required to complete appropriate differential content and pass certain differential examinations in order to acquire the fundamental knowledge necessary for attending and completing the study programme, as well as to pay the prescribed fee.

#### Article 52

The applicant for transfer shall, together with the request, submit the appropriate student identification document, a certified transcript of records and ECTS credits, the study programme of the other higher education institution according to which the applicant previously studied, as well as any other documentation requested by the head of the University's constituent unit.

#### Article 53

- (1) The head of the constituent unit shall make the decision on the transfer.
- (2) The decision on the transfer shall specify the year of study in which the transferring student will enrol, the student's status, the courses for which grades and ECTS credits obtained are recognised, how the recognised grades and ECTS credits will be counted towards the total number of credits required for the award of the academic or professional title at the constituent unit, the differential examinations and other obligations in accordance with the study programme and the study programme implementation plan, as well as the deadlines by which such examinations must be passed and the prescribed obligations fulfilled.

(3) The period of study at another higher education institution shall be counted towards the total duration of studies.

### ***Recognition of examinations upon transfer to a study at the University***

#### **Article 54**

(1) A transferring student shall have examinations recognised if the courses in which the examinations were passed correspond in content and learning outcomes to the courses in which the student has enrolled.

(2) Examinations passed in courses that do not fall within the category referred to in the preceding paragraph may be recognised for the transferring student, but exclusively as elective courses within the study programme in which the student enrolls.

(3) When considering the examinations referred to in paragraph 1 of this Article, the head of the constituent unit shall obtain the opinion of the course coordinator responsible for the course regarding the alignment of the content and learning outcomes of the courses in which the examinations were passed with the courses in which the student is enrolled.

#### **Article 55**

(1) The decision on the transfer shall be delivered to the student, and a copy, together with the documentation, shall be placed in the student's file or returned to the student if the transfer has not been approved.

(2) The student affairs office or the secretariat of the constituent unit shall record in the student's register of passed examinations the examinations passed at the student's home higher education institution that have been recognised by the transfer decision, including the name of the course, the grade obtained and the ECTS credits awarded.

(3) A student whose transfer to the study programme has been approved shall enrol within eight (8) days from the date of the decision.

(4) The total number of transferring students and the constituent unit's students may not normally exceed the planned capacity of the study programme.

### ***Recognition of individual examinations***

#### **Article 56**

(1) If a course that the student has passed at another constituent unit of the University or at another higher education institution approximately corresponds in content and learning outcomes to a course in which the student has enrolled, the course coordinator may recognise the examination in full or require the student to fulfil differential requirements.

(2) The request shall be submitted to the course coordinator by 30 September of the current academic year for courses to be enrolled in the following academic year.

(3) A student requesting recognition of an examination passed at another higher education institution shall submit, together with the request, the study programme indicating the teaching workload, learning outcomes and course content, as well as a certificate issued by the home higher education institution confirming that the examination has been passed.

(4) When it is established that the passed course may be recognised, the student shall register for the examination in the examination period for that course, and the course coordinator shall record the grade on the basis of the submitted documentation.

## ***Withdrawal from the study programme***

### Article 57

- (1) A student shall have the right to withdraw from the study programme.
- (2) Before submitting a request for withdrawal, the student shall settle all financial obligations towards the University and return all borrowed library materials and equipment.
- (3) The request referred to in the preceding paragraph shall be granted if the student has fulfilled their obligations towards the University in accordance with the preceding paragraph. Confirmation of the settlement of obligations together with the relevant evidence shall be placed in the student's file.
- (4) A student withdrawing from the study programme shall be issued a certificate of withdrawal by the University containing the student's name and surname, the title of the study programme, the student's status, the period of study, a list of passed examinations with the corresponding ECTS credits, the total number of ECTS credits obtained, the grades achieved and the weighted grade point average.
- (5) A copy of the certificate of withdrawal shall be placed in the student's file, and a note on the withdrawal shall be recorded in the ISVU system.
- (6) The University or its constituent unit may adopt a decision on the withdrawal of a student for whom the conditions prescribed by this Regulation have been fulfilled.

## **VII STUDENT MOBILITY**

### ***Student mobility at the University***

#### Article 58

- (1) A student may enrol in individual courses from other studies at the University if this is provided for by the study programme and/or the general acts of the University.
- (2) A student may enrol in individual elective courses in accordance with the list of courses adopted for each academic year in accordance with the general act regulating the manner and conditions for enrolment in courses from other studies.

### ***Student mobility between Croatian universities***

#### Article 59

Student mobility between Croatian universities shall be regulated on the basis of special agreements between higher education institutions.

### ***International student mobility***

#### Article 60

- (1) International student mobility shall be carried out in accordance with the provisions of the general act of the University governing international mobility.
- (2) For the purpose of transparency and comparability of the higher education system with other systems and to facilitate student mobility, the University shall adopt and issue:
  - an information package
  - a transcript of records
  - diploma supplements.

#### Article 61

- (1) The information package shall contain:

- *information on the study* (the name and address of the programme provider, the academic calendar and examination periods, the list of teachers and associates, general information on the programme provider, the list of study programmes offered by the provider, the rules on the procedure for the transfer and recognition of ECTS credits, and the name and address of the ECTS coordinator)
  - *information on the study* (description of the study, general information on the study programme, etc.)
  - *general information for students* (information for foreigners on residence in the Republic of Croatia, transport connections with Dubrovnik, cost of living, accommodation costs and conditions, meal costs and conditions, medical facilities, assistance for students with special needs, insurance, the student service, learning facilities and equipment, sports and recreation facilities and equipment, leisure activities, the Student Union, student associations and other student organisations, language learning courses, as well as practical information for exchange students).
- (2) The information package shall be prepared in Croatian and English and published on the University's website.
- (3) The information packages of the University's constituent units shall form an integral part of the unified information package of the University.

## **VIII ACADEMIC YEAR**

### Article 62

- (1) The academic year begins on 1 October of the current year and ends on 30 September of the following calendar year.
- (2) Teaching is organised by semesters (winter and summer), trimesters, or in another manner in accordance with the study programme and the study programme implementation plan.
- (3) Teaching may begin before the start of the academic year referred to in paragraph 1 of this Article if this is provided for in the study programme implementation plan for that academic year, but not before 1 September.
- (4) The academic year normally consists of 45 working weeks, of which 30 are teaching weeks and 15 weeks during which there are generally no teaching obligations but time is reserved for consultations, exam preparation and similar activities.
- (5) By way of exception, teaching may be organised in cycles or as block teaching if this is provided for in the study programme implementation plan for the following academic year.

### *Consultative teaching*

### Article 63

- (1) Consultative teaching is a form of teaching delivery conducted with a reduced number of teaching hours compared to those specified in the valid study programme and the study programme implementation plan, as follows:
- for lectures and seminars, in the range of 30% to 50% of the full course workload
  - for exercises, in the range of 50% to 100% of the full course workload.
- (2) Consultative teaching shall be conducted instead of regular teaching if a maximum of four students have enrolled in the study programme/module or in a compulsory course of the study and/or module.
- (3) By way of exception to the preceding paragraph, the council of the constituent unit is authorised, before the beginning of the academic year, to adopt a decision providing that teaching for the study programme/module or compulsory course of the study and/or module referred to in the preceding paragraph shall be conducted in the full teaching workload determined by the valid study programme and the study programme implementation plan for that academic year, provided that:
- according to the study programme implementation plan, the delivery of teaching in the full teaching workload does not entail the costs of external collaboration, or
  - at the level of the constituent unit, in accordance with the general act governing the acquisition and allocation of revenue, revenue for the costs of external collaboration has previously been allocated by a special decision of the Rector.

(4) If a maximum of four students have enrolled in an elective course of a study and/or module, teaching in that elective course shall not be conducted, and students shall be offered the possibility of enrolling in another elective course. Exceptionally, if students are unable to obtain the required number of ECTS credits within the enrolled study programme, the head of the constituent unit may adopt a decision to conduct teaching in the minimum number of elective courses.

(5) In terms of the teaching workload of employed teaching staff at the University:

- one hour of consultative teaching shall be counted as one contact hour
- teaching hours delivered in accordance with paragraph 3 of this Article may not constitute grounds for the payment of overtime teaching.

(6) Records of conducted consultative teaching shall be maintained in accordance with the applicable decision governing the manner of keeping records of teaching delivery and in accordance with the instructions of the Vice-Rector responsible for studies.

(7) The provisions of this Article shall not apply to consultative teaching conducted in a foreign language, to nursing studies, or to courses within certain specialisations in studies in the field of arts at the University.

### *Academic calendar*

#### Article 64

(1) The academic calendar for the following academic year shall be adopted by the Senate, normally by 1 June of the current academic year.

(2) The academic calendar referred to in the preceding paragraph shall mandatorily contain the dates of the beginning and end of teaching in each semester, examination periods, holidays and public holidays, as well as information on the planned period for conducting student surveys on the quality of teaching activities.

### *Teaching records*

#### Article 65

(1) Records of delivered teaching shall be maintained on a designated form in electronic or written form.

(2) The head of the University's constituent unit shall ensure the delivery of teaching and shall verify and sign the records of delivered teaching in written form.

(3) The records referred to in paragraph 1 of this Article shall be stored and preserved in accordance with the applicable regulations and the general acts of the University.

## **IX EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)**

### *ECTS credits*

#### Article 66

(1) The University shall use the European Credit Transfer and Accumulation System (ECTS).

(2) An individual course or other study obligation shall be assigned ECTS credits that reflect the average total workload a student must invest in order to achieve the intended learning outcomes of the course.

(3) One ECTS credit represents 30 hours of the estimated average student workload required to achieve the learning outcomes.

(4) ECTS credits shall be assigned to a course by estimating the total workload of an average student enrolled in the relevant study programme required to fully achieve the intended learning outcomes of that course, after which ECTS credits shall be allocated in accordance with paragraph 2 of this Article.

(5) The estimation referred to in the preceding paragraph shall be carried out on the basis of analyses of feedback from stakeholders in the teaching process or other procedures provided for by the general acts of the University.

(6) ECTS credits shall be awarded after the successful completion of all prescribed obligations and the application of appropriate methods for assessing the defined learning outcomes, i.e. after passing the examination.

(7) A student may also obtain ECTS credits in accordance with the general act regulating the recognition of students' extracurricular activities.

(8) Within one academic year, and within the framework of the full teaching workload, a student may normally obtain 60 ECTS credits.

### ***Transcript of records***

#### Article 67

(1) The transcript of records is a public document issued by the University.

(2) The transcript of records referred to in the preceding paragraph shall be issued to the student via the Studomat system.

(3) Exceptionally, a transcript of records shall be issued to a person who is not registered in the ISVU system by the student affairs office or the constituent secretariat upon a reasoned written request.

## **X ENROLMENT IN HIGHER YEARS OF STUDY**

### ***Progression through the study programme***

#### Article 68

(1) Progression through the study programme shall be achieved by enrolment in a higher year of study and by enrolling in courses with the corresponding ECTS credits in accordance with the enrolled study programme.

(2) In the following academic year, a student may not take an examination in a related course from a higher year of study if they have not passed the examination in a required course from a lower year of study that is a prerequisite, in accordance with the study programme.

(3) A student who, in an academic year, has obtained all 60 ECTS credits or more with a minimum grade point average of 4.5, or who is among the top 10% of students in their cohort and has not repeated any year of study (an exceptionally successful student), may be granted accelerated study and completion of studies in a period shorter than that prescribed, under the conditions determined by the study programme and the general act of the constituent unit.

(4) A student who is granted the possibility of completing their studies within a shorter period than prescribed shall be assigned a mentor by a decision of the council of the constituent unit. The mentor shall be selected from among teachers holding a scientific-teaching, artistic-teaching, or teaching position who deliver teaching in the enrolled study.

#### Article 69

A student shall have the right to enrol in a higher year of study if, by the enrolment deadline, the student has fulfilled all obligations prescribed by the study programme and passed the examinations in courses which, according to the ECTS credit system, enable enrolment in the higher year of study.

#### Article 70

A student shall acquire the right to enrol in higher years of study in accordance with a special decision of the Senate regulating the conditions for enrolment in higher years of study.

### ***Attendance at classes***

#### Article 71

(1) All students shall have the right to attend classes in accordance with the teaching schedule.

- (2) The teacher shall regularly monitor students' attendance at lectures and/or other forms of teaching and the fulfilment of obligations determined by the study programme implementation plan.
- (3) Full-time students are required to attend classes and be present at a minimum of 70% of the total number of lecture hours and 80% of the total number of hours of exercises and/or seminars for each enrolled course, in accordance with the study programme and the study programme implementation plan.
- (4) The obligation of attendance for part-time students shall be determined by the study programme implementation plan.
- (5) Students who fulfil the prescribed obligations in the enrolled course determined by this Regulation, the study programme and the study programme implementation plan shall have the right to take the examination.
- (6) If a student is denied the right referred to in the preceding paragraph, the student shall be required to attend the course again in the following academic year, fulfil all the obligations of that course referred to in the preceding paragraph, and, after fulfilling those obligations, take the examination.

#### Article 72

- (1) A student who, for a justified reason, is unable to attend classes has the right to request justification of the absence from the head of the University's constituent unit within five (5) days from the occurrence of the reason for the impediment, with the subsequent submission of the necessary certificates and/or medical documentation.
- (2) The justification of absences referred to in paragraph 1 of this Article shall be determined by a decision of the head of the constituent unit, provided that the student:
  - due to hospital treatment, rehabilitation or a prolonged illness lasting continuously for at least three weeks was prevented from normally attending classes
  - participated in activities organised by the University (work in University bodies and expert committees, extracurricular activities, etc.).
- (3) The decision of the head of the constituent unit referred to in the preceding paragraph shall be delivered to the course coordinator responsible for the course.

#### ***Repeating a year of study***

#### Article 73

- (1) A student who, by 30 September, has not acquired the right to enrol in a higher year of study in accordance with the study programme, the study programme implementation plan and the general acts of the University shall repeat the year.
- (2) For a student who has not met the requirements for enrolment in a higher year of study, the courses in which the student has not fulfilled all prescribed course obligations shall be entered in the ISVU system for the following academic year.

#### Article 74

- (1) Full-time students shall participate in the costs of study in accordance with the special decisions of the Senate regulating the conditions for enrolment in higher years of study.
- (2) The amount of participation in the costs of study referred to in the preceding paragraph shall be calculated as the product of the value of one (1) ECTS credit and the number of ECTS credits not obtained.
- (3) The value of one (1) ECTS credit shall be determined by the Senate.
- (4) A full-time student who repeats a year of study shall participate in the costs of the year being repeated in the amount calculated as the product of the value of one (1) ECTS credit and the number of ECTS credits not obtained in the repeated year.
- (5) A full-time student required to participate in the costs of study may pay the prescribed participation in instalments in accordance with the special decision of the Senate on the payment of study cost participation in instalments.

#### Article 75

- (1) A student with full-time status may repeat each year of study at a given level of study only once within the prescribed duration of the study.
- (2) A student with full-time status who, within the meaning of the preceding paragraph, repeats the same year of study shall lose that status if, after repeating the year, the student still does not meet the requirements for enrolment in a higher year of study. Upon the student's written request, and in accordance with the study programme, the head of the University's constituent unit may allow such student to continue their studies with part-time status if, after repeating the year of study, the student still does not meet the requirements for enrolment in a higher year of study.
- (3) The decision on the continuation of studies must contain the remaining permitted number of years of study in part-time status in accordance with the prescribed duration of the study programme.

#### Article 76

- (1) A part-time student shall acquire the right to enrol in a higher year of study in accordance with the special decisions of the Senate regulating the conditions for enrolment in higher years of study.
- (2) A part-time student shall pay the costs of study in accordance with the special decisions of the Senate regulating the conditions for enrolment in higher years of study.
- (3) A part-time student may pay the prescribed participation in the costs of study in instalments in accordance with the special decision of the Senate on the payment of study cost participation in instalments.

#### Article 77

- (1) A student who is a third-country national or a stateless person shall acquire the right to enrol in a higher year of study in accordance with the special decisions of the Senate regulating the conditions for enrolment in higher years of study.
- (2) A student referred to in the preceding paragraph shall pay the costs of study in accordance with the special decisions of the Senate regulating the conditions for enrolment in higher years of study. The prescribed participation in the costs of study may be paid in instalments in accordance with the special decision of the Senate on the payment of study cost participation in instalments.

#### Article 78

- (1) Enrolment of students in a higher year of study shall normally be carried out by 30 September of the current academic year.
- (2) When enrolling in a higher year of study, students shall submit proof of payment of the enrolment fee and the prescribed study costs in accordance with the special decision of the Senate regulating the conditions for enrolment in higher years of study.

#### Article 79

If the University, in accordance with this Regulation, amends or supplements the study programme, a student repeating a year of study, a student continuing studies after an absence of leave, and a student who has been granted continuation of studies after an interruption shall enrol in the year of study and the difference in ECTS credits in accordance with the amended or supplemented study programme.

### **XI ASSESSMENT OF KNOWLEDGE, EXAMINATIONS AND GRADING**

#### Article 80

- (1) The teacher shall continuously assess students' knowledge during teaching through mid-term tests, quizzes, oral examinations, preparation or completion of practical tasks in written or oral form, homework, seminar papers, or in another appropriate manner, in accordance with the study programme and the study programme implementation plan.
- (2) Oral assessments of knowledge shall be public.

- (3) In the first week of classes, each teacher shall inform students about the method, intensity and schedule of continuous assessment, the dates of mid-term tests, the grading method, the characteristics and content of the examination, and the structure and method of determining the final grade.
- (4) A student may, taking into account other relevant indicators, receive a final grade without the obligation to take the examination. The student shall register such an examination using the Studomat module so that the teacher may record the grade in the ISVU system.
- (5) The final grade shall be entered in the electronic record (ISVU) during the examination period, no later than seven (7) working days from the date of the examination.
- (6) Written assessments of knowledge shall be kept until the end of the academic year.

### *Mid-term test*

#### Article 81

- (1) A mid-term test is used to assess knowledge of defined units of course material during teaching.
- (2) During the semester, the teacher shall hold at least two mid-term tests.
- (3) By way of exception to the preceding paragraph, courses consisting exclusively of practical teaching are not required to hold mid-term tests if this is provided for by the study programme and the study programme implementation plan.
- (4) All University students enrolled in the course in which the mid-term test is held shall have the right to take the mid-term test under the conditions determined by the study programme and/or the study programme implementation plan.
- (5) A mid-term test shall, as a rule, be organised and conducted within the time scheduled for teaching of the respective course.
- (6) It is recommended that mid-term tests from different courses conducted in the same year of study not be held on the same day.
- (7) The University's constituent unit may adopt a decision on the schedule of mid-term tests within the semester.
- (8) The teacher shall provide the student with access to the results of the mid-term test and provide feedback.

### *Examination*

#### Article 82

- (1) If a student has not acquired the right to receive a grade based on positively assessed knowledge checks during teaching, the student shall take the examination in the course in which they are enrolled according to the course content specified by the valid study programme and the study programme implementation plan, after fulfilling all prescribed obligations determined by the study programme.
- (2) Examinations may be theoretical and/or practical.
- (3) A student shall take the examination:
  - a) orally
  - b) in writing
  - c) in writing and orally
  - d) by performing or presenting practical work or artistic work.
- (4) The method of taking the examination for each individual course shall be determined by the study programme and the study programme implementation plan.
- (5) The practical part of the examination may be conducted separately from the theoretical part.
- (6) If the examination consists of a written and an oral part, the written part may be a prerequisite for taking the oral part of the examination.
- (7) The constituent units of the University may organise examinations in person on the University premises or online using approved interactive platforms and tools, in accordance with the study programme and the study programme implementation plan.

#### Article 83

- (1) Examinations shall be conducted by teachers, who may be assisted by associates.
- (2) Oral examinations shall be public.

- (3) The teacher may not exclude the public from the oral part of the examination.
- (4) If justified reasons exist, the student may request a restriction of the public at the examination, which shall be decided by the head of the constituent unit.
- (5) A student who withdraws from an examination after it has begun shall be graded with the mark *fail*.
- (6) The student's performance achieved in the examination shall be public, subject to compliance with personal data protection regulations.
- (7) The teacher shall provide the student with access to the examination results and provide feedback.
- (8) The right to inspect the results of a written examination shall be granted to the student and to any person who demonstrates a legal interest.

#### Article 84

- (1) A student shall take the examination before the teacher in accordance with the study programme implementation plan.
- (2) During an examination period, the conduct of examinations may, for justified reasons (such as the teacher's absence due to illness, professional training, etc.), and on the basis of a decision of the head of the University's constituent unit, be entrusted to another teacher of the same or a related field, who shall conduct the examination, assess the students and be responsible for entering the grade in the ISVU system.
- (3) If the course coordinator is justifiably prevented from conducting the examination during the examination period and it is not possible to entrust the examination to another teacher of the same or a related field, the head of the University's constituent unit may postpone the examination.

#### Article 85

- (1) The course coordinator has the right and obligation to monitor the fulfilment of students' course obligations in accordance with Article 71 of this Regulation, conduct examinations, assess students and record grades in the ISVU system, in accordance with the study programme and the study programme implementation plan.
- (2) If the study programme implementation plan designates several teachers as course coordinators, each of those teachers has the right and obligation to perform the activities referred to in the preceding paragraph.

### ***Examination periods***

#### Article 86

- (1) Examinations shall be held in regular and extraordinary examination periods, and the examination dates shall be determined by the head of the University's constituent unit.
- (2) The regular examination periods are the winter, summer and autumn periods.
- (3) In the summer and autumn examination periods, there shall be at least two examination dates for each course.
- (4) Examination periods and their duration shall be determined by the academic calendar.
- (5) At least one extraordinary examination period must be scheduled in each semester.
- (6) The academic calendar may provide that no classes are held during the extraordinary examination period.
- (7) The interval between examination dates for the same course shall not be shorter than fourteen (14) days.
- (8) By way of exception to the preceding paragraph, in the autumn examination period the interval between examination dates for the same course shall not be shorter than eight (8) days.

#### Article 87

In accordance with the previously determined and published examination dates, the schedule for examinations of registered students shall be published no later than one day before the examination on the official website, the notice board, through the e-learning system, or through another information system.

## *Examination registration and deregistration*

### Article 88

- (1) A student recorded in the Information System of Higher Education Institutions (ISVU) shall register for an examination exclusively using the Studomat module.
- (2) A student may register for an examination no later than three (3) days before the examination date.
- (3) An examination may be registered after the completion of teaching in the course.
- (4) A student who has not passed the exam in a course from the previous semester and/or year of study, which is determined by the study programme as a requirement for taking the related course, cannot register for an examination in a related course from a higher semester and/or year of study.

### Article 89

- (1) A student may cancel an examination registration no later than 24 hours before the day scheduled for the examination, in which case it shall be considered that the examination was not registered.
- (2) By way of exception to the preceding paragraph, if the examination is scheduled for Monday, the deadline for cancelling the examination registration is three (3) days before the scheduled examination date.
- (3) A student recorded in the Information System of Higher Education Institutions (ISVU) shall cancel the examination registration exclusively using the Studomat module.
- (4) If a student does not appear for a registered examination that was not cancelled within the deadline referred to in paragraph 1 of this Article, such examination shall be considered as an examination attempt used, and the teacher shall record the non-attendance in the ISVU system by entering zero (0).

### Article 90

- (1) A student shall be deemed not to have passed the examination if the student:
  - does not take the written and oral parts of the examination and has not cancelled the examination in time
  - withdraws from an examination that has already begun or leaves the room where the written examination or its written part is being held
  - does not demonstrate satisfactory knowledge
  - does not appear for the oral part of the examination after completing the written part
  - is removed from the examination due to inappropriate behaviour, disturbing other students or using unauthorised aids
  - does not accept the grade achieved in the examination
  - requests that the examination be taken before an examination board and does not demonstrate satisfactory knowledge.
- (2) Official records of examinations held shall be maintained through the ISVU system.

## *Student pass rates*

### Article 91

- (1) The council of the University's constituent unit shall, at least once a year, analyse and determine the pass rate of students in all courses within the study programmes conducted at that constituent unit and shall submit the corresponding report to the Vice-Rector for Studies and Students.
- (2) If, during a semester, the pass rate in a particular course in three examination dates is lower than 10% of the total number of students who took the examinations, the council of the constituent unit shall review the circumstances and, if necessary, in cooperation with the teacher adopt appropriate measures for further action.

## *Evaluation and assessment of students*

### Article 92

- (1) Student work in a course shall be monitored, evaluated and graded during teaching, i.e. during teaching and in the examination, in accordance with the study programme and the study programme implementation plan.
- (2) The grading procedure, evaluation of student activities and the requirements a student must fulfil to obtain a grade shall be specified in the study programme implementation plan, applying equal evaluation criteria for all students.
- (3) Student assessment shall be based on the application of the European Credit Transfer and Accumulation System (ECTS), the numerical grading system referred to in Article 93 of this Regulation and the percentage of achievement.
- (4) Student performance in each course shall be expressed on a grading scale from 0 to 100%, whereby the passing grade may not be lower than 50%.
- (5) By adopting the study programme implementation plan, the minimum and maximum number of points that students may obtain in a particular course during teaching and in the examination shall be determined.
- (6) A student who, in accordance with the study programme implementation plan, has acquired the right to a grade on the basis of points and requirements fulfilled during teaching may receive a grade or may take the examination if they wish to improve the achieved grade.
- (7) If the study programme does not provide for an examination in a course, the results of the evaluation shall be expressed on a scale from 0 to 100% during teaching.
- (8) The passing threshold in a written examination may not be lower than 50% of the total points of the examination.
- (9) For courses for which the study programme provides descriptive grading, the teacher shall assign a grade to a student who has fulfilled 50% or more of the obligations in accordance with the study programme implementation plan.

### Article 93

- (1) The student's performance in an examination and other assessments of knowledge shall be expressed as follows:
  - learning outcomes achieved with outstanding performance shall be graded excellent (5), corresponding to the ECTS letter grade A and a percentage of achievement from 90 to 100%
  - learning outcomes achieved with above-average performance shall be graded very good (4), corresponding to the ECTS letter grade B and a percentage of achievement from 80 to 89%
  - learning outcomes achieved with average performance shall be graded good (3), corresponding to the ECTS letter grade C and a percentage of achievement from 65 to 79%
  - learning outcomes achieved with satisfactory performance shall be graded sufficient (2), corresponding to the ECTS letter grade D and a percentage of achievement from 50 to 64%;
  - learning outcomes not achieved with satisfactory performance shall be graded fail (1), corresponding to the ECTS letter grade F and a percentage of achievement from 0 to 49%.
- (2) Passing grades are: excellent (5), very good (4), good (3) and sufficient (2).
- (3) The grade fail (1) is not a passing grade.
- (4) The grade obtained in a course shall be recorded in the ISVU system, based on which the examination record shall be finalised.
- (5) The study programme may provide that certain forms of teaching are conducted without grading or are assessed descriptively.

## ***Examination results***

### Article 94

- (1) The teacher shall inform the student of the result of an oral examination immediately after the examination, and of the result of the written part of the examination no later than five (5) working days from the date of the examination by publishing the results in the e-learning system or another information system used at the University, and shall enter the grade in the ISVU system within the time limit determined by Article 80(4) of this Regulation.
- (2) The student has the right to review the written examination and to be informed of the mistakes and the correct answers within forty-eight (48) hours from the publication of the examination results referred to in the preceding paragraph, and within the same period to notify the teacher in writing that the grade is not accepted. The teacher shall record the grade fail in the ISVU system for a student who does not accept the grade, and the student shall be allowed to take the examination again in accordance with the provisions of this Regulation.
- (3) A student who does not submit a written objection to the grade within the period referred to in paragraph 2 of this Article shall be deemed to have accepted the grade.
- (4) The teacher shall keep the written parts of examinations in accordance with Article 80(5) of this Regulation and the provisions of the general act regulating the disposal of archival and registry records.
- (5) The teacher shall grade the student's examination fail (1):
  - if the student does not appear for the oral part of the examination after the written part
  - if the student leaves the room where the written part of the examination is held or withdraws from an oral examination already in progress
  - if the student is removed from the examination due to inappropriate behaviour, disturbing other students or using unauthorised aids
  - if the student does not achieve at least 50% of the total examination points.

## ***Number of examination attempts***

### Article 95

- (1) A student may take the examination in the same course no more than four times in the academic year in which the course is enrolled, and may take the examination a maximum of eight times in total, with the eighth attempt taken before an examination board.
- (2) A student who does not pass the examination in the same course on the fourth attempt in the current academic year has the right to attend the course again in the following academic year, fulfil all obligations prescribed by the study programme implementation plan and take the examination.
- (3) A student who, in accordance with paragraph 1 of this Article, does not pass the examination before the examination board shall be required to re-enrol in the course in the following academic year, fulfil all obligations prescribed by the study programme implementation plan and take the examination.

## ***Examination before an examination board***

### Article 96

- (1) The examination board referred to in Article 95(1) of this Regulation shall be appointed by the head of the University's constituent unit and shall consist of a chair and two members. The teacher before whom the student unsuccessfully took the examination may not be the chair of the examination board but may be its member.
- (2) The decision appointing the examination board shall determine the time and place of the examination. The student shall be informed of the time and place of the examination before the examination board no later than three days before the examination.
- (3) Members of the examination board may be teachers or external associates of the University appointed to the appropriate scientific-teaching, artistic-teaching or teaching position in the relevant area and field.
- (4) The examination shall be conducted in the manner determined by the study programme and the study programme implementation plan.

#### Article 97

- (1) A record shall be drawn up of the examination before the examination board.
- (2) The record shall include the name of the University and the constituent unit, the place, date and time of the beginning and end of the examination, the name of the course, the names of the members of the examination board and of the student, a description of the course and content of the examination, and the examination grade.
- (3) Before the record is finalised, it shall be read to the persons present who participated in the examination before the examination board. At the end of the record it shall be stated that the record has been read and that no objections were raised, or, if objections were raised, their content shall be briefly stated. The record shall be signed by the chair of the examination board, the student and the recording secretary, if one was present. Nothing may be added to or changed in the signed and finalised record.
- (4) If any of the persons present refuses to sign the record or leaves the examination before the record is finalised, this shall be noted in the record, together with the reasons why the signature was withheld.
- (5) A record drawn up in the manner prescribed by this Article shall constitute proof of the course and content of the examination before the examination board.
- (6) The data from the record of the examination before the examination board shall be entered in the ISVU system, and the record shall be placed in the student's file.
- (7) The grade in the examination before the examination board shall be a joint grade given by each member of the examination board.
- (8) The final grade of the examination before the examination board shall be the arithmetic mean (rounded to the nearest whole number) of the grades of the members of the examination board, provided that two of the grades are passing grades.
- (9) The final grade of the examination before the examination board shall be entered by the chair of the examination board in the record and the examination grade sheet.

#### Article 98

- (1) If a student is not satisfied with the passing grade obtained in an oral examination or with the result achieved in the written part of the examination, the student has the right to submit a written objection and, on that basis, repeat the examination before an examination board, whereby the provisions of Articles 96 and 97 of this Regulation shall apply accordingly.
- (2) The written objection to the grade requesting the repetition of the examination referred to in the preceding paragraph must be reasoned and shall be submitted to the head of the constituent unit / the head of the study programme within 48 hours from the publication of the examination results.
- (3) The student shall retake the oral examination or the written part of the examination referred to in paragraph 1 of this Article.
- (4) In the repeated examination, only the knowledge demonstrated in that examination shall be assessed, and the student may therefore receive a lower grade than the one previously obtained, including a failing grade.
- (5) If the student does not pass the examination before the examination board within the meaning of the preceding paragraph, the student shall be deemed not to have passed the examination.
- (6) The deadline for entering the grade shall be extended for the duration of the objection period referred to in paragraph 2 of this Article.

#### Article 99

- (1) Official records of examination results shall be maintained in accordance with the law and the general acts of the University.
- (2) The content, form and method of keeping examination records shall be maintained electronically in the Information System of Higher Education Institutions (ISVU system).
- (3) The content, form and method of keeping examination records in undergraduate and graduate study programmes are determined by the rules of the ISVU system.
- (4) The teacher shall keep records of examinations held on examination grade sheets.

- (5) Using the Teacher Portal module, teachers in undergraduate and graduate study programmes may print examination grade sheets containing a list of students who took the examination and the corresponding data.
- (6) The teacher shall record the grades of written examinations and the final examination grades for individual courses in the ISVU system for all students registered for the relevant examination date using the Teacher Portal module.
- (7) After entering the final examination grades in the Teacher Portal module, the teacher shall generate from the module, via computer, an examination grade sheet containing the following data:
- the date of the examination
  - the student's name and surname
  - the student's JMBAG
  - the ordinal number of the examination attempt
  - the final examination grade
  - the name and surname and the signature of the teacher-examiner.
- (8) The completed and signed examination grade sheet with the entered final grades shall be submitted by the teacher to the student affairs office or the secretariat of the constituent unit in the original; exceptionally, scanned signed examination grade sheets may be sent by e-mail within seven (7) working days from the date of the examination.
- (9) The student affairs office or the secretariat of the constituent unit shall archive the examination grade sheets in printed or electronic form. Examination grade sheets shall be permanently stored at the home constituent unit.
- (10) After the staff member of the student affairs office or the secretariat of the constituent unit receives the signed examination grade sheets containing the grades for all students registered for the examination, the examination period/date for each course shall be closed in the ISVU system.
- (11) The deadline for closing the examination period/date is seven (7) days from the receipt of the signed examination grade sheet, and no later than fifteen days from the date of the examination.

## **XII TERMINATION OF STUDENT STATUS**

### Article 100

Status studenta prestaje: Student status shall terminate:

- upon completion of the study,
- upon withdrawal from the study,
- if the student, without justified reasons, fails to enrol in the next academic year in accordance with the Senate decisions regulating the requirements for enrollment into higher years of study,
- by exclusion from the study programme in a procedure and under the conditions determined by the Statute or other general acts of the University,
- if the student does not complete the study within a period equal to twice the duration of the study as prescribed by the study programme.

### Article 101

- (1) A student who, pursuant to Article 100(1), subparagraphs 3 and 5, and Article 108(2) of these Regulations, loses the right to study in the enrolled study may not re-enrol in that study programme at this University nor continue that study.
- (2) By way of exception to paragraph 1 of this Article, a student referred to in paragraph 1 whose full-time student status in the enrolled study has ceased pursuant to the provisions of these Regulations, and who has not yet reached the total permitted number of years of study prescribed by the study programme, may

continue that study programme as a part-time student in accordance with a special decision of the council of the University constituent unit.

(3) By way of exception to paragraph 1 of this Article, a student referred to in Article 100(1), subparagraph 3, whose student status in the enrolled study programme has ceased may continue that study as a part-time student in accordance with a special decision of the council of the University constituent unit.

(4) By way of exception to paragraph 1 of this Article, a student referred to in paragraph 1 whose student status in the enrolled study programme has ceased pursuant to the provisions of these Regulations and who has reached the total permitted number of years of study prescribed by the study may re-enrol in that study programme once as a part-time student, in accordance with a special decision of the council of the University constituent unit.

(5) The decision of the council of the University constituent unit referred to in paragraphs 2 and 3 of this Article must specify the remaining permitted number of years of study in part-time student status.

(6) A student referred to in paragraph 1 of this Article may enrol in another study at the University if they meet the admission requirements prescribed by the study programme and the general acts of the University.

### **XIII FINAL AND MASTER'S THESIS AND FINAL EXAMINATION**

#### **Article 102**

(1) A final thesis / master's thesis is an independent professional analysis of an approved topic through which the student demonstrates the ability to apply theoretical and practical knowledge acquired during the course of study.

(2) The master's thesis should demonstrate the student's ability for independent thinking, i.e. the ability to provide reasoned assessments, conclusions, or proposals for solving the problem addressed.

(3) The final examination is an assessment of fundamental knowledge in a particular field through which the student demonstrates the ability to apply theoretical and practical knowledge acquired during the undergraduate study, in accordance with the study programme and the study programme implementation plan.

(4) The final thesis / master's thesis shall normally be written and defended in the Croatian language.

(5) A student may write the final thesis / master's thesis in a foreign language, provided that the supervisor and the members of the committee are proficient in the selected language.

(6) A student may defend the final thesis / master's thesis, or take the final examination and complete their studies, after settling all financial obligations towards the University and returning any borrowed library material and equipment.

#### **Article 103**

(1) In the process of preparing the final or master's thesis, or preparing for the final examination, the student shall act in accordance with the instructions and comments of the supervisor, co-supervisor and the members of the Committee.

(2) In the preparation and defence of a final or master's thesis in a university study, the supervisor may be a teacher elected to a scientific-teaching or artistic-teaching position who teaches in the undergraduate or graduate study of the University.

(3) In the preparation and defence of a final thesis in a professional study programme, the supervisor may be a teacher elected to a scientific-teaching, artistic-teaching or teaching position who teaches in the undergraduate or graduate study of the University.

(4) A co-supervisor in the preparation and defence of a final or master's thesis may be:

- a teacher elected to a scientific-teaching, artistic-teaching, teaching or associate position, or
- a person who has not been elected to an academic position, provided that they are a recognised expert in the field relevant to the topic addressed in the final or master's thesis.

#### **Article 104**

(1) The council of the University constituent unit at which the study is conducted shall appoint supervisors for the preparation of final or master's theses.

- (2) When appointing supervisors, consideration shall be given to the fair distribution of students per teacher in terms of an approximately equal number of students.
- (3) The council of the University constituent unit may, by a general act, determine the maximum number of students for whom one teacher may be appointed as supervisor of a final or master's thesis in a single academic year.

#### Article 105

- (1) The supervisor shall verify the originality of the final or master's thesis using a software tool for originality checking.
- (2) If the thesis does not comply with academic standards, the supervisor shall return the final or master's thesis to the student for revision.
- (3) If plagiarism is detected in the final or master's thesis, or if the report generated by the plagiarism detection software establishes that the content of the entire thesis or a part thereof is identical to an existing work, the supervisor shall return the final or master's thesis to the student for revision.
- (4) The revision of the final or master's thesis shall be carried out on the basis of written comments and in accordance with the instructions of the supervisor and the members of the committee.
- (5) If the final or master's thesis has been approved by the supervisor, the student may proceed to the defence of the final or master's thesis once the relevant requirements have been fulfilled.

#### Article 106

- (1) The student shall submit the final or master's thesis for evaluation after having passed all examinations and fulfilled all other study obligations in accordance with the study programme and the study programme implementation plan.
- (2) Together with the final or master's thesis, the student shall submit the written approval of the supervisor, based on the report generated by plagiarism detection software.

#### Article 107

- (1) The procedure for the defence of the final and master's thesis, as well as the procedure for taking the final undergraduate examination, shall be monitored and assessed by the Committee for the evaluation and defence of the final thesis, the Committee for the evaluation and defence of the master's thesis, or the Committee for the final undergraduate examination.
- (2) The Committee for the defence of the final thesis and the Committee for the defence of the master's thesis shall consist of three members, one of whom shall serve as chair of the Committee. The Committee may include the supervisor, co-supervisor and teachers elected to the appropriate scientific-teaching, artistic-teaching or teaching positions.
- (3) The supervisor and/or co-supervisor may not serve as chair of the Committee.
- (4) The Committee for the final examination shall consist of three members, one of whom shall serve as chair of the Committee for the final examination. The Committee shall consist only of teachers elected to the appropriate scientific-teaching, artistic-teaching, teaching or associate positions.
- (5) The members of the Committee for the evaluation and defence of the final thesis and the Committee for the evaluation and defence of the master's thesis shall be appointed by the head of the constituent unit.
- (6) The chair and members of the Committee for the final undergraduate examination shall be appointed by the council of the University constituent unit, unless otherwise determined by the regulations of the University constituent unit and/or the study programme.

#### Article 108

- (1) A student whose final or master's thesis has been assessed with a failing grade shall have the right, in accordance with the supervisor's instructions, to resubmit the thesis for evaluation once more and to proceed to the defence of the thesis.
- (2) A student whose final or master's thesis has been assessed with a failing grade twice shall lose the right to continue studying in the enrolled study.

## Article 109

- (1) The council of the University constituent unit shall adopt general acts regulating all other matters related to the final or master's thesis and the final examination (such as: the submission of the topic of the final or master's thesis, the preparation and formatting of the final or master's thesis, the layout and design of the cover (outer page) and inner cover (title page), the submission of the final or master's thesis, the application for the final examination, the evaluation of the final or master's thesis and the procedure for the defence of the final or master's thesis, the rights and obligations of the student, supervisor, co-supervisor and committees, as well as other matters related to the final and master's thesis and the final examination.
- (2) The University shall publish the final and master's thesis within 30 days from the date of defence in the national repository or the University repository, in accordance with the law and the general acts of the University and its constituent units.

## XIV DOCUMENTS ON STUDIES

### *Certificate, diploma and diploma supplement*

## Article 110

- (1) Upon completion of an undergraduate, graduate, or integrated undergraduate and graduate university studies, the student shall be issued a diploma.
- (2) Upon completion of a short-cycle professional study, the student shall be issued a certificate.
- (3) In addition to the certificate or diploma, the University shall issue to the student a Diploma Supplement.

## Article 111

- (1) The diploma, certificate, and diploma supplement are public documents issued by the University on the basis of public authority, certifying that the student has completed a particular study and has acquired the right to an academic or professional title.
- (2) The higher education institution shall issue the certificate, diploma, and diploma supplement free of charge, in Croatian and English, in a signed and certified printed form and in digital form.
- (3) The form and content of the certificate, diploma, and diploma supplement shall be determined by the Minister by means of a regulation.

### *Cumulative Grade Point Average*

## Article 112

- (1) The cumulative grade point average for the study shall depend on the grades obtained in examinations in all courses, as well as on the grade of the final or master's thesis and/or the final examination, and the ECTS credits assigned to them.
- (2) The cumulative grade point average for the study is determined as a weighted average grade, calculated by summing the individual exam grades of all courses from paragraph 1 of this Article and the final or master's thesis multiplied by their respective ECTS credits, and dividing the result by the total sum of ECTS credits of all courses from paragraph 1 of this Article.
- (3) By way of exception, upon completion of the study, a successful student shall also be awarded an additional diploma with a distinction according to the Latin system of honours, as follows:
  - a student who has passed all examinations (including the final or master's thesis) with a weighted average grade of 4.800 or higher within a period of no more than three years in the undergraduate study or two years in the graduate study – diploma summa cum laude;

- a student who has passed all examinations (including the final or master's thesis) with a weighted average grade of 4.500 or higher within a period of no more than three years in the undergraduate study or two years in the graduate study – diploma cum laude.

## **XV GRADUATION CEREMONY**

### Article 113

- (1) The University shall award the diploma to the student at a graduation ceremony.
- (2) The graduation ceremony shall normally be organised by the University six months after the end of the academic year in which the study was completed.
- (3) At the graduation ceremony, the diploma shall be awarded to the student by the Rector or by the head of the University constituent unit.
- (4) By way of exception, in the event of extraordinary circumstances, the diploma may be awarded to the student in another appropriate manner.

## **XVI MONITORING THE QUALITY OF STUDIES AT THE UNIVERSITY**

### Article 114

- (1) The monitoring of the quality of studies shall encompass the monitoring of the entire study programme at all levels of education.
- (2) The monitoring of the quality of studies shall include the monitoring of the quality of teaching delivery for each course, as well as the implementation of the entire study programme.
- (3) The University shall monitor the quality of studies in accordance with the general act regulating the internal quality assurance and enhancement system.

## **XVII TRANSITIONAL AND FINAL PROVISIONS**

### *Authorisation of the councils of University constituent units*

### Article 115

- (1) Taking into account the specific characteristics and particularities of University constituent units, study programmes and study programme implementation plans, this Regulation authorises the councils of the University constituent units, solely for the purpose of implementing and elaborating the provisions of this Regulation, to adopt special decisions, guidelines and instructions as general acts of the University constituent units.
- (2) The special decisions, guidelines and instructions referred to in the preceding paragraph, adopted by the council of a University constituent unit, shall have the same legal force as the provisions of this Regulation.

### Article 116

- (1) This Regulation shall apply from the beginning of the 2021/2022 academic year, except for the provisions of Article 92(2), (4) and (5) and Article 95(3), which shall apply from the beginning of the 2022/2023 academic year.
- (2) The provisions of this Regulation shall apply to all students of the University of Dubrovnik.
- (3) Procedures (e.g. leave of absence, student transfer, continuation of discontinued studies, etc.) initiated under the rules that were in force prior to the entry into force of this Regulation shall be completed in accordance with the provisions of the regulation that was in force at the time the request was submitted by the student.
- (4) For students who enrolled at the University of Dubrovnik no later than the 2020/2021 academic year and who, after attending a course, acquired the right to take the examination, the counting of the permitted number of examination attempts within the meaning of Article 95(1) of this Regulation shall begin anew from the 2021/2022 academic year.

### Article 117

(1) For the purpose of implementing and elaborating this Regulation, and aligning other general acts with this Regulation, the competent University bodies, as well as the bodies of the University constituent units, shall adopt or harmonise the relevant general acts within ninety (90) days from the date of entry into force of this Regulation.

(2) Until the harmonisation referred to in paragraph 1 of this Article is completed, the University constituent units shall continue to operate in accordance with the existing general acts, provided that they are not contrary to the provisions of this Regulation.

(3) The councils of the University constituent units shall adopt study programme implementation plans aligned with article 92 of this regulation no later than the beginning of the 2022/2023 academic year.

#### Article 118

Amendments to this Regulation shall be adopted in the same manner in which this Regulation was adopted.

#### Article 119

On the date of entry into force of this Regulation, the Regulation on studies at the University of Dubrovnik adopted by the Senate at its 80th session held on 29 September 2011 shall cease to be valid, as well as the Regulation on amendments to the Regulation on studies at the University of Dubrovnik adopted by the Senate at its 95th session held on 18 September 2012; the Regulation on amendments to the Regulation on studies at the University of Dubrovnik adopted by the Senate at its 103rd session held on 18 June 2013; the Regulation on amendments to the Regulation on studies at the University of Dubrovnik adopted by the Senate at its 108th session held on 23 December 2013; the Regulation on amendments to the Regulation on studies at the University of Dubrovnik adopted by the Senate at its 112th session held on 27 March 2014; the Regulation on amendments to the Regulation on studies at the University of Dubrovnik adopted by the Senate at its 119th session held on 26 February 2015; the Regulation on the amendment to the Regulation on studies at the University of Dubrovnik adopted by the Senate at its 139th session held on 22 March 2017; the Regulation on amendments to the Regulation on studies at the University of Dubrovnik adopted by the Senate at its 167th session held on 30 September 2020; and the Decision on the method of conducting consultative teaching at the University of Dubrovnik adopted by the Senate at its 161st session held on 30 October 2019.

#### Article 120

This Regulation shall enter into force on the eighth day following its publication on the website of the University of Dubrovnik.

Rector

prof. dr. sc. Nikša Burum

#### Official Note:

The Regulation on studies at the University of Dubrovnik was published on the official website of the University on 20 July 2021 and entered into force on 28 July 2021

Secretary General

Dalibor Ivušić, dipl. iur., *manu propria* (m.p.)

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Regulation on amendments to the Regulation on the awarding of recognitions of the University of Dubrovnik adopted by the Senate of the University of Dubrovnik at its 210th session held on 30 October 2024

Transitional and Final Provisions

#### Article 69

General acts of the University constituent units relating to matters of studies shall be aligned with this Regulation within six months from the date of entry into force of this Regulation.

#### Article 70

- (1) The provisions of this Regulation shall apply to all students of the University of Dubrovnik.
- (2) The provision of Article 26(7) of this Regulation shall apply from the 2025/2026 academic year.
- (3) Procedures (e.g. leave of absence, student transfer, continuation of discontinued studies, etc.) initiated under the rules that were in force prior to the entry into force of this Regulation shall be completed in accordance with the provisions of the regulation that was in force at the time the request was submitted by the student.
- (4) The provisions of this Regulation relating to the approval of a leave of absence shall apply from the 2024/2025 academic year.
- (5) The provisions of this Regulation concerning the duration of studies shall apply to all students enrolling in the first year of study in full-time or part-time status from the 2024/2025 academic year.
- (6) The provisions concerning the termination of student status shall apply to all students regardless of when they enrolled in the study.
- (7) The provisions of this Regulation may not diminish or revoke any rights previously acquired by a student under the earlier general act of the University of Dubrovnik.
- (8) If the provisions of this Regulation are more favourable to the student, those more favourable provisions shall apply to the student regardless of when the student enrolled in the study.

#### Article 71

This Regulation shall enter into force on the date of its adoption and shall be published on the website of the University of Dubrovnik.

Rector

prof. dr. sc. Nebojša Stojčić, m.p.

#### Official Note

The Regulation on amendments to the Regulation on studies at the University of Dubrovnik was published on the University notice board on 30 October 2024 and entered into force on 30 October 2024

Secretary General

Matej Trpin, dipl. iur., m.p.

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Pursuant to the authorisation of the Senate of the University of Dubrovnik, in accordance with the decision adopted at its 212th session held on 18 December 2024, the Committee for the preparation of consolidated texts of the general acts of the University of Dubrovnik established, on 27 March 2025, the consolidated text of the Regulation on studies at the University of Dubrovnik and published it on the official website of the University of Dubrovnik.

The consolidated text of the Regulation on studies at the University of Dubrovnik contains:

- the Regulation on studies at the University of Dubrovnik adopted by the Senate of the University of Dubrovnik at its 176th session held on 14 July 2021
- the Regulation on amendments to the Regulation on studies at the University of Dubrovnik adopted by the Senate of the University of Dubrovnik at its 210th session held on 30 October 2024.

Chair of the Committee for the preparation of consolidated texts of the general acts of the University of Dubrovnik

Secretary General, Matej Trpin, dipl. iur., m.p.

No.: 643-1/25

Dubrovnik, 27 March 2025