

UNIVERSITY OF DUBROVNIK

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

Ref. No.:

Dubrovnik, 1 September 2026

Pursuant to the authorisation of the Senate of the University of Dubrovnik for the preparation and publication of consolidated texts of general acts 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 General Acts of the University of Dubrovnik, at its session held on 1 September 2026, established the consolidated text of the Decision on the Requirements for Enrolment in Higher Years of Undergraduate Study Programmes, comprising the Decision on the Requirements for Enrolment in Higher Years of Undergraduate Study Programmes adopted by the Senate of the University of Dubrovnik at its 208th session held on 25 September 2024 and the Decision on Amendments to the Decision on the Requirements for Enrolment in Higher Years of Undergraduate Study Programmes adopted by the Senate of the University of Dubrovnik at its 229th session held on 15 July 2026, which specify the dates of their entry into force.

DECISION ON THE REQUIREMENTS FOR ENROLMENT IN HIGHER YEARS OF UNDERGRADUATE STUDY PROGRAMMES

(Consolidated text)

1. Full-time students enrolled in Croatian-taught study programmes

1.1. Enrolment in the second year of Croatian-taught undergraduate study programmes

Article 1

(1) A full-time student enrolled in the first year of an undergraduate study programme conducted in Croatian (hereinafter: the Croatian-taught undergraduate study programme) shall be entitled to enrol in the second year of study as a full-time student, without the obligation to pay a contribution towards the costs of study, provided that the student has earned 55 or more ECTS credits in the first year of the undergraduate study programme.

(2) A full-time student enrolled in the first year of a Croatian-taught undergraduate study programme shall be entitled to enrol in the second year of study as a full-time student, subject to payment of a contribution towards the costs of study, provided that the student has earned 45 or more but fewer than 55 ECTS credits in the first year of the undergraduate study programme. The student shall be required to enrol in all courses prescribed for the second year of the undergraduate study programme and to pay a contribution towards the costs of study in an amount equal to the product of the value of one ECTS credit (in accordance with the Senate Decision in force on the costs of study and the value of an ECTS credit) and the number of ECTS credits not earned in the first year of study.

Article 2

A full-time student enrolled in the first year of a Croatian-taught undergraduate study programme who fails to meet the requirements for enrolment in the second year of the undergraduate study programme in accordance with Article 1 of this Decision shall, in the following academic year, repeat the first year of study and shall be required to pay a contribution towards the costs of study in an amount equal to the product of the value of one ECTS credit and the number of ECTS credits not earned in the first year of study.

1.2. Enrolment in the third year of Croatian-taught undergraduate study programmes

Article 3

(1) A full-time student enrolled in the second year of a Croatian-taught undergraduate study programme shall be entitled to enrol in the third year of study as a full-time student, without the obligation to pay a contribution towards the costs of study, provided that the student has (cumulatively):

- earned all the prescribed ECTS credits from the first year of study; and
- earned 55 or more ECTS credits in the second year of the undergraduate study programme, i.e. has earned at least 115 ECTS credits (60 ECTS + 55 ECTS) in the first and second years of the undergraduate study programme.

(2) A full-time student enrolled in the second year of a Croatian-taught undergraduate study programme shall be entitled to enrol in the third year of study as a full-time student, subject to payment of a contribution towards the costs of study, provided that the student has (cumulatively):

- earned all the prescribed ECTS credits from the first year of study; and
- earned 45 or more but fewer than 55 ECTS credits in the second year of study, i.e. has earned at least 105 ECTS credits (60 ECTS + 45 ECTS) in the first and second years of the undergraduate study programme.

(3) Upon enrolment in the third year of the undergraduate study programme, the full-time student referred to in the preceding paragraph shall be required to enrol in all courses prescribed for the third year of the undergraduate study programme and to pay a contribution towards the costs of study in an amount equal to the product of the value of one ECTS credit and the number of ECTS credits not earned in the second year of study.

Article 4

A full-time student enrolled in the second year of a Croatian-taught undergraduate study programme who fails to meet the requirements for enrolment in the third year of study in accordance with Article 3 of this Decision shall, in the following academic year, repeat the second year of study and shall be required to pay a contribution towards the costs of study in an amount equal to the product of the value of one ECTS credit and the number of ECTS credits not earned in the first and/or second year of study.

Article 5

(1) A full-time student enrolled in the third year of a Croatian-taught undergraduate study programme who, by the end of the academic year, fails to meet all the requirements for completing the study programme, i.e. fails to earn 180 ECTS credits, and has not previously repeated a year of study, shall re-enrol in the third year of the undergraduate study programme as a full-time student and shall be required to pay a contribution towards the costs of the year of study in which the student re-enrols, in an amount equal to the product of the value of one ECTS credit and the number of ECTS credits not earned in the second and/or third year of study.

(2) If the student referred to in paragraph 1 of this Article only has the final thesis remaining to complete the study programme, the student shall not be required to pay a contribution towards the costs of study in the manner specified in paragraph 1 of this Article, but shall pay only the enrolment fee for the academic year in which the student enrolls.

Article 6

(1) A full-time student enrolled in a Croatian-taught undergraduate study programme shall be required to complete the study programme no later than within a period twice as long as the prescribed duration of the study programme, i.e. the total permitted period of study at undergraduate level for a full-time student shall be six academic years.

(2) A full-time student enrolled in a Croatian-taught undergraduate study programme shall be entitled to repeat each year of study no more than once.

(3) If the student fails to complete the study programme by the end of the academic year in which the student reaches the maximum permitted period of study, the student shall cease to be entitled to continue studying as a full-time student in the study programme concerned at the University of Dubrovnik.

2. Part-time students enrolled in Croatian-taught study programmes

2.1. Enrolment in the second year of Croatian-taught undergraduate study programmes

Article 7

A part-time student enrolled in the first year of a Croatian-taught undergraduate study programme shall be entitled to enrol in the second year of study as a part-time student, subject to payment of the full amount of the costs of study in accordance with the *Senate Decision in force on the costs of study and the value of an ECTS credit*, provided that the student has earned 45 or more ECTS credits in the first year of the undergraduate study programme. Upon enrolment in the second year of the undergraduate study programme, the student shall be required to enrol in all courses prescribed for the second year of the undergraduate study programme.

Article 8

A part-time student enrolled in the first year of a Croatian-taught undergraduate study programme who fails to meet the requirements for enrolment in the second year of study in accordance with Article 7 of this Decision shall, in the following academic year, repeat the first year and shall be required to pay 50% of the full amount of the costs of study in accordance with the *Senate Decision in force on the costs of study and the value of an ECTS credit*.

2.2. Enrolment in the third year of undergraduate study programmes

Article 9

(1) A part-time student enrolled in the second year of a Croatian-taught undergraduate study programme shall be entitled to enrol in the third year of the undergraduate study programme as a part-time student, subject to payment of the full amount of the costs of study in accordance with the Senate Decision on the costs of study and the value of an ECTS credit, provided that the student has (cumulatively):

- earned all the prescribed ECTS credits from the first year of study; and
- earned 45 or more ECTS credits in the second year of the undergraduate study programme, i.e. has earned at least 105 ECTS credits (60 ECTS + 45 ECTS) in the first and second years of the undergraduate study programme.

(2) Upon enrolment in the third year of the undergraduate study programme, the student referred to in paragraph 1 of this Article shall be required to enrol in all courses prescribed for the third year of the study programme.

Article 10

A part-time student enrolled in the second year of a Croatian-taught undergraduate study programme who fails to meet the requirements for enrolment in the third year of the undergraduate study programme in accordance with Article 9 of this Decision shall, in the following academic year, repeat the second year of the study programme and shall be required to pay 50% of the full amount of the costs of study in accordance with the *Senate Decision in force on the costs of study and the value of an ECTS credit*.

Article 11

(1) A part-time student enrolled in the third year of a Croatian-taught undergraduate study programme who, by the end of the academic year, fails to meet all the requirements for completing the study programme, i.e. fails to earn 180 ECTS credits, shall repeat the third year of the undergraduate study programme and shall be required to pay 50% of the full amount of the costs of study in accordance with the *Senate Decision in force on the costs of study and the value of an ECTS credit*.

(2) If the student referred to in paragraph 1 of this Article only has the final thesis remaining to complete the study programme, the student shall not be required to pay a contribution towards the costs of study in the manner specified in paragraph 1 of this Article, but shall pay only the enrolment fee for the academic year in which the student enrolls.

Article 12

(1) A part-time student enrolled in a Croatian-taught undergraduate study programme shall be required to complete the study programme no later than within a period twice as long as the prescribed duration of the study programme, i.e. the total permitted period of study at undergraduate level for a part-time student shall be six academic years.

(2) If the student fails to complete the study programme by the end of the academic year in which the student reaches the maximum permitted period of study, the student shall cease to be entitled to continue studying as a part-time student in the study programme concerned at the University of Dubrovnik.

3. Full-time and part-time students enrolled in English-taught study programmes

3.1. Enrolment in the second year of English-taught undergraduate study programmes

Article 13

A full-time or part-time student enrolled in the first year of an undergraduate study programme conducted in English (hereinafter: the English-taught undergraduate study programme) shall be entitled to enrol in the second year of study as a full-time or part-time student, subject to payment of the full tuition fee in accordance with the *Senate Decision in force on the value of an ECTS credit and the annual tuition fee for English-taught study programmes applicable to the cohort enrolled in the relevant academic year*, provided that the student has earned 45 or more ECTS credits in the first year of the undergraduate study programme. Upon enrolment in the second year of the English-taught undergraduate study programme, the student shall be required to enrol in all courses prescribed for the second year of the undergraduate study programme.

Article 14

A full-time or part-time student enrolled in the first year of an English-taught undergraduate study programme who fails to meet the requirements for enrolment in the second year of study in accordance with Article 13 of this Decision shall, in the following academic year, repeat the first year of the English-taught undergraduate study programme and shall be required to pay 50% of the tuition fee in accordance with the *Senate Decision in force on the value of an ECTS credit and the annual tuition fee for English-taught study programmes applicable to the cohort enrolled in the relevant academic year*.

3.2. Enrolment in the third year of an English-taught undergraduate study programme

Article 15

(1) A full-time or part-time student enrolled in the second year of an English-taught undergraduate study programme shall be entitled to enrol in the third year of the English-taught undergraduate study programme as a full-time or part-time student, subject to payment of the full tuition fee in accordance with the *Senate Decision in force on the value of an ECTS credit and the annual tuition fee for English-taught study programmes applicable to the cohort enrolled in the relevant academic year*, provided that the student has (cumulatively):

- earned all prescribed ECTS credits from the first year of study; and
- earned at least 45 ECTS credits in the second year of the undergraduate study programme, i.e. has accumulated a minimum of 105 ECTS credits (60 ECTS + 45 ECTS) during the first and second years of the undergraduate study programme.

(2) Upon enrolment in the third year of the undergraduate study programme, the student referred to in paragraph 1 of this Article shall be required to enrol in all courses from the third year of study.

Article 16

A full-time or part-time student enrolled in the second year of an English-taught undergraduate study programme who fails to meet the requirements for enrolment in the third year of the undergraduate study programme in accordance with Article 15 of this Decision shall, in the following academic year, repeat the second year of study and shall be required to pay 50% of the tuition fee in accordance with the *Senate Decision in force on the value of an ECTS credit and the annual tuition fee for English-taught study programmes applicable to the cohort enrolled in the relevant academic year*.

Article 17

(1) A full-time or part-time student enrolled in the third year of an English-taught undergraduate study programme who, by the end of the academic year, fails to meet all the requirements for completing the study programme, i.e. fails to earn 180 ECTS credits, shall repeat the third year of the undergraduate study programme and shall be required to pay 50% of the full tuition fee in accordance with the *Senate Decision in force on the value of an ECTS credit and the annual tuition fee for English-taught study programmes applicable to the cohort enrolled in the relevant academic year*.

Article 18

(1) The permitted duration of study and the number of permitted repetitions of a year of study for full-time students enrolled in English-taught study programmes shall be governed by the provisions of Article 6 of this Decision.

(2) The permitted duration of study for part-time students enrolled in English-taught study programmes shall be governed by the provisions of Article 12 of this Decision.

Article 19

(1) The provisions of this Decision shall apply to all students enrolled in university and professional undergraduate study programmes at the University of Dubrovnik, with the exception of students enrolled in the professional undergraduate study programme “Nursing”, for whom a separate decision shall be adopted due to the specifics of that study programme.

(2) The provisions of this Decision shall apply to students enrolled in undergraduate study programmes regardless of the date of their enrolment in the study programme.

(3) Taking into account the specifics of the study programmes and implementation plans, this Decision authorises the councils of the University constituent units, solely for the purpose of implementing and further elaborating the provisions of this Decision and with the consent of the Senate, to adopt specific instructions and guidelines as general acts of the University constituent unit.

(4) The instructions and guidelines referred to in the preceding paragraph shall not be contrary to the provisions of this Decision.

Article 20

On the date of entry into force of this Decision, the Decision on the Requirements for Enrolment in Higher Years of Undergraduate Study Programmes at the University of Dubrovnik, adopted by the University Senate at its 140th session held on 24 April 2017, the Decision on Amendments to the Decision on the Requirements for Enrolment in Higher Years of Undergraduate Study Programmes at the University of Dubrovnik, adopted by the University Senate at its 160th session held on 25 September 2019, the Decision on Amendments to the Decision on the Requirements for Enrolment in Higher Years of Undergraduate Study Programmes at the University of Dubrovnik, adopted by the University Senate at its 163rd session held on 29 January 2020, and the Decision on Amendments to the Decision on Amendments to the Decision on the Requirements for Enrolment in Higher Years of Undergraduate Study Programmes at the University of Dubrovnik, adopted by the University Senate at its 184th session held on 27 April 2022, shall cease to be in force.

Article 21

This Decision shall enter into force on the date of its adoption, shall apply from 1 October 2024, and shall remain in force until revoked or until a new decision is adopted.

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

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