



BJELOVAR UNIVERSITY OF APPLIED SCIENCES
TRG E. KVATERNIKA 4, BJELOVAR

RULES OF STUDY OF THE BJELOVAR UNIVERSITY OF APPLIED SCIENCES

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Pursuant to Article 27 and Article 97, Paragraph 3 of the Statute of the Bjelovar University of Applied Sciences, at its first session in the academic year 2017/18 that was held on 30th November 2017 the Professional Council passed

RULES OF STUDY AT THE BJELOVAR UNIVERSITY OF APPLIED SCIENCES

1. GENERAL PROVISIONS

Article 1.

(1) The Rules of Study at the Bjelovar University of Applied Sciences (hereinafter referred to as: Rules of Study) regulate the conditions and rules of enrolment, study and study completion, as well as the rights and obligations of students, teachers and other subjects related to the teaching and academic process. Furthermore, the Rules of Study regulate other issues relevant for the foundation and implementation of professional undergraduate and specialist graduate programmes of study that are founded and implemented by the Bjelovar University of Applied Sciences (hereinafter referred to as: University).

(2) The terms candidate, student, associate, teacher etc. as referred to within these Rules of Study are neutral and shall refer equally to both genders.

(3) The term Act shall refer to the Act on Scientific Activity and Higher Education.

(4) During enrolment students shall be provided with an AAI@EduHr user account for accessing the University's web page (www.vub.hr) that represents the main medium for providing information to students. The aforementioned user account shall also be used for accessing the Gmail system. In official correspondence with the University, students are obliged to use the e-mail address that corresponds to the AAI@EduHr user account.

(5) Teachers are obliged to publish all relevant information about their respective courses at regular intervals on the University's web page and/or in the e-learning system Merlin.

(6) Students are obliged to check information and documents published on the University's web page and/or the e-learning system Merlin at regular intervals and act accordingly.

(7) Issues not regulated by the Rules of Study shall be regulated by individual acts and documents of the University.

2. GENERAL INFORMATION ABOUT PROGRAMMES OF STUDY

Article 2.

(1) The University establishes, implements and acts as the principal body in charge of professional undergraduate programmes of study that provide students with a suitable level of knowledge and skills that allow them to pursue professional occupations and enable them to be directly involved in the work process.

(2) The University may organise and implement specialist graduate programmes of study.

(3) The University may found and implement combined and joint programmes of study, pursuant to the provisions of the Act.

2.1 Types and levels of programmes of study

Article 3.

(1) Professional undergraduate programmes of study at the Bjelovar University of Applied Sciences last 3 (three) years and upon completion one may acquire 180 ECTS credits or more.

- (2) Specialist graduate programmes of study last one to two years and upon completion one may acquire 60 to 120 ECTS credits.
- (3) Upon completion of a professional undergraduate programme of study with a minimum of 180 ECTS credits, one shall acquire the professional title: professional bachelor (baccalaureus/baccalaurea) accompanied by the indication of profession according to the special law.
- (4) Upon completion of the professional undergraduate programme of study in Mechatronics, one shall acquire the professional title: bachelor (baccalaureus/baccalaurea) engineer of mechatronics.
- (5) Upon completion of the professional undergraduate programme of study in Nursing, one shall acquire the professional title: bachelor (baccalaureus/baccalaurea) of nursing.
- (6) Upon completion of the professional undergraduate programme of study in Computer Science, one shall acquire the professional title: bachelor (baccalaureus/baccalaurea) engineer of computer science.
- (7) Upon completion of a specialist professional graduate programme of study, one shall acquire the professional title: professional specialist of a certain profession according to the Act.

Article 4.

- (1) Study programmes are set up based on a curriculum approved by the competent Ministry, in accordance with the valid licence, Statute and other general acts of the Bjelovar University of Applied Sciences.
- (2) Curricula must contain all elements defined by Law.

2.2 Syllabus

Article 5.

- (1) Based on the curriculum and following the proposal of the head of department and / or the vice dean for teaching and students, the Professional Council passes the syllabus.
- (2) The syllabus defines the following:
 1. teachers and associates participating in the teaching process according to the curriculum,
 2. teaching locations,
 3. beginning and end of classes and the number of teaching hours,
 4. forms of instruction (lectures, seminars, practical sessions, consultation, assessment etc.),
 5. examination methods,
 6. exam terms,
 7. list of required reading,
 8. possibility of instruction in a foreign language,
 9. requirements that the students must meet for the purpose of obtaining the course instructor's signature,
 10. conditions for taking an exam (another course completed, another course passed) and
 11. other important facts relevant for assuring an orderly teaching process.
- (3) Each study programme may be organised in two modes: as full-time and as part-time studies. Both modes of study are implemented according to the same curriculum, but, as a rule, with different syllabi.
- (4) Full-time studies are organised and implemented according to full teaching hours, as a rule on working days, and are offered primarily to full-time students.
- (5) Part-time studies are organised and implemented according to adjusted teaching hours and are offered primarily to part-time, mostly employed students, but also to other students with specific needs who are not able to study in the full-time mode (top athletes, students with health problems and other special needs etc.). Part-time studies involve special features by means of which classes are adapted to specific needs of this student population (evening classes, possible classes on weekends etc.).
- (6) Syllabi must be made publicly available and are published on the institution's website.
- (7) Syllabi are published before the beginning of classes in the academic year they relate to.

(8) Syllabus amendments may exceptionally be published in the course of the academic year as well if a syllabus is amended due to justified reasons.

(9) Syllabus amendments are approved by the Professional Council of the Bjelovar University of Applied Sciences based on the proposal of the head of department and / or the vice dean for teaching and students, and are published in the manner defined by Law.

(10) Studies may be organised in the form of distance learning, which must be approved by the National Council for Science, Higher Education and Technological Development. The proposal of a syllabus implemented in the form of distance learning shall be passed by the Professional Council.

2.3 Teaching process organisation

Article 6.

(1) Academic year begins on 1st October of the current calendar year, and finished on 30th September of the following calendar year.

(2) Classes are held in two semesters, winter and summer, and are organised within 30 teaching weeks in each academic year.

(3) Classes may be organised as rotation classes or in sections.

(4) Teaching calendar is defined by the Professional Council for each academic year.

Article 7.

(1) As a rule, classes in courses that are shared by different study programmes are organised jointly. Teaching plan is published in the form of a schedule for each study programme separately.

(2) For the purpose of cost-efficient and rational organisation, classes for full-time and part-time students are organised jointly when allowed by spatial, legal and other conditions.

(3) If classes in a particular course have not been held due to objective reasons, the head of department shall decide on the manner and time of subsequent class compensation in this course.

3. ENROLMENT

3.1 Public call for enrolment and applications

Article 8.

(1) Enrolment is carried out based on a public call published by the Bjelovar University of Applied Sciences not later than six months before the beginning of classes.

(2) The public call is published on the notice board and the institution's website, the Central National Applications Office of the Agency for Science and Higher Education (www.postani-student.hr), and it may also be published in public press.

(3) The call must contain the following information: enrolment conditions, number of enrolment places, criteria for the classification and selection of candidates, data about the documents that are to be enclosed to the enrolment application, deadlines for application and enrolment, tuition amount and other relevant data.

(4) The dean may exceptionally allow enrolment of up to 5 % of students above the approved admission quota by means of a special decision.

- (5) Foreign citizens have the right of enrolment according to the provisions defined by Law and general acts of the Bjelovar University of Applied Sciences. The admission quota and enrolment conditions are defined for each academic year by means of the decision passed by the Professional Council.
- (6) A new open call is published for the remaining free places.
- (7) The dean may exceptionally allow subsequent enrolment of candidates who have not enrolled within the defined deadlines if there are justified reasons for this.

Article 9.

- (1) Enrolment applications are performed via the state graduation exam system or via the classification procedure according to the Call for student enrolment.
- (2) Candidates are obliged to submit their enrolment application within the deadlines and according to the conditions defined by the Call. Candidates are obliged to enclose all documents as defined by the Call.
- (3) In the application form candidates must specify which study programme they apply for as well as select the mode of study (full-time or part-time status).
- (4) Incomplete and late applications shall be excluded from the subsequent procedure.

Article 10.

- (1) The right of enrolment application for an undergraduate professional study programme at the Bjelovar University of Applied Sciences shall be granted to persons who have previously completed an appropriate high school education in the duration of 4 (four) or five (5) years and who meet the requirements defined by the Call for student enrolment.
- (2) The right of enrolment application for a specialist graduate professional study programme at the Bjelovar University of Applied Sciences shall be granted to persons who have previously completed an appropriate professional study programme or undergraduate university study programme in the minimal duration of three years and have acquired at least 180 ECTS credits and who meet the requirements defined by the Call for student enrolment.
- (3) A specialist graduate professional study programme at the Bjelovar University of Applied Sciences may be enrolled by a person who has completed professional undergraduate studies and has acquired advanced vocational training (VŠS, ISCED 6) where the professional title acquired upon the completion of studies has been equated with the corresponding professional title of professional bachelor with the conditions defined by the Bjelovar University of Applied Sciences.
- (4) Detailed enrolment conditions shall be passed by the Professional Council and published in the Call for student enrolment.

3.2 Classification procedure

Article 11.

- (1) The selection of candidates within the Call for enrolment, who are enrolled outside the state graduation exam system, shall be carried out via the classification procedure.
- (2) The classification procedure for student enrolment is based on evaluation criteria defined by the Regulations on the Classification Procedure.

3.3 Committee for Enrolment, Preparation and Implementation of the Classification Procedure

Article 12.

- (1) Classification procedure is implemented by the Committee for Enrolment, Preparation and Implementation of the Classification Procedure.
- (2) The Committee from Paragraph 1 shall be appointed by the Professional Council based on the dean's proposal.
- (3) Based on the documentation submitted to the Student Registry and the Regulations on the Classification Procedure, the Committee shall check the applications, calculate and publish the ranking list of all candidates and in this manner select the candidates who have acquired the right of enrolment.
- (4) The results of the classification procedure shall be published on the institution's website.

3.4 Right of objection

Article 13.

- (1) A candidate shall have the right of objection regarding the regularity of the classification procedure implementation in the manner and under conditions stipulated by the Regulations on the Classification Procedure.
- (2) An objection shall be submitted to the Committee within 24 hours from publishing the ranking list of candidates, in the written form and including an explanation. If certain documents are involved in the explanation, the person submitting the objection shall be obliged to enclose the originals of these documents or their photocopies certified by a notary public.
- (3) The Committee shall be obliged to consider the candidate's objection and pass a decision within 48 hours from the expiry of the deadline for submitting objections, write minutes and inform the candidate about their decision. The Committee's decision is final.

3.5 Right of enrolment in the first year of studies

Article 14.

- (1) The right of enrolment in an undergraduate professional study programme or a specialist graduate professional study programme shall be pertained to candidates who have acquired the number of points defined in the Call for enrolment according to the ranking list of candidates or via the published results of the state graduation exam of the Central National Applications Office of the Agency for Science and Higher Education (www.postani-student.hr).
- (2) Candidates who acquire the right of enrolment in study programmes implemented by the Bjelovar University of Applied Sciences via the classification procedure, and do not enrol in studies according to the published enrolment schedule, shall lose the right of enrolment, and the aforementioned right shall be pertained to the next candidate on the list who has passed the classification threshold.
- (3) Candidates who acquire the right of enrolment in study programmes implemented via the Central National Applications Office of the Agency for Science and Higher Education (www.postani-student.hr), based on the points acquired in the state graduation exam and the points acquired during the high school education, and do not enrol in studies according to the published enrolment schedule, shall lose the right of enrolment

3.6 Transfer from other higher education institutions in the Republic of Croatia

Article 15.

- (1) Students from other higher education institutions in the Republic of Croatia may transfer to the Bjelovar University of Applied Sciences if the capacities allow for it and if the general and professional programme frameworks are compatible.
- (2) Detailed conditions of student transfer from other higher education institutions in the Republic of Croatia shall be defined by a separate decision.
- (3) The transfer decision shall be passed by the Committee for Enrolment, Preparation and Implementation of the Classification Procedure and shall be confirmed by the dean.
- (4) Students who transfer from another higher education institution in the Republic of Croatia may only be enrolled as part-time students.

3.7 Right and conditions of enrolment in higher years of study

Article 16.

- (1) Students shall acquire the right of enrolment in a higher year of study if they have fulfilled all obligations defined by the curriculum and syllabus in a timely manner and if they have passed exams in the courses that allow them to enrol in a higher year of study according to the credit system defined by the curriculum.
- (2) The enrolment of students in a higher year of study is carried out within the deadline defined by a separate decision passed by the Professional Council.
- (3) The courses from the previous year in which a student has not met the prescribed requirements (has not acquired the right of course instructor's signature) must be re-enrolled in the next academic year.
- (4) In a higher year only those courses may be enrolled in which the pre-requisites for enrolment defined by separate decisions and acts of the Bjelovar University of Applied Sciences have been obtained.
- (5) A student who has met the enrolment requirements, but has not enrolled in a higher year until the defined deadline, shall lose the student status, except in a justified case and based on the student's request, which is decided on by the dean.
- (6) If the dean allows the subsequent enrolment, the student shall reimburse the subsequent enrolment costs according to the decisions passed by the Governing Council.

Article 17.

- (1) Students who take the exam for the third time and do not manage to pass it with a positive grade shall be examined for the fourth time by the examination committee.
- (2) Students who have enrolled for the first time and taken the exam in the current academic year four (4) times and have not passed the exam with a positive grade are obliged to re-enrol, attend and regulate their obligations within the course in the following academic year.
- (3) Full-time students who do not pass the same exam before the examination committee twice (8th time) shall lose the right of studying in the full-time student status at the Bjelovar University of Applied Sciences.
- (4) Part-time students who do not pass the same exam before the examination committee twice (8th time) shall lose the right of studying, and if they want to continue their studies, they shall submit a request for the continuation of studies to the dean of the Bjelovar University of Applied Sciences.

Article 18.

- (1) A student shall acquire the status of the 2nd year student in the course of enrolment in the winter semester if they have acquired a minimum of 48 ECTS credits in the first year of studies.
- (2) A student shall acquire the status of the 3rd year student in the course of enrolment in the winter semester if they have acquired a minimum of 96 ECTS credits.

3.8 Course enrolment and student workload

Article 19.

- (1) Students are enrolled in the winter and summer semester separately, independent of their status. Students are enrolled in winter semester courses before the beginning of the academic year, while summer semester courses are enrolled in after winter exam terms.
- (2) Students may be enrolled in the current semester courses with the maximum workload amounting to 36 ECTS credits. This workload includes previously enrolled courses that the student has not passed from that semester.
- (3) During enrolment in the winter semester only the enrolled and not passed courses from the winter semester shall be included in this workload, and during enrolment in the summer semester only the enrolled and not passed courses from the summer semester shall be included in this workload.
- (4) During enrolment students must first enrol in the courses from junior years of study to be able to enrol in the courses of senior years of study.
- (5) Student workload in the academic year is implemented within 30 teaching weeks.

Article 20.

- (1) Students are obliged to attend classes in order to meet the requirements within individual courses.
- (2) A full-time student shall not meet the requirements within a course if:
 - they are absent from more than 30 % of the total number of teaching hours organised as lectures within a course,
 - they are absent from more than 30 % of the total number of teaching hours organised as auditory practical sessions within a course,
 - they are absent from more than 30 % of the total number of teaching hours organised as seminars within a course,
 - they are absent from more than 15 % of the total number of teaching hours organised as laboratory practical sessions within a course,
 - they are absent from more than 15 % of the total number of teaching hours organised as methodical practical sessions, practicum sessions, preclinical practical sessions,
 - they are absent from more than 15 % of the total number of clinical training (field training, clinical sessions, special clinical sessions).

Exceptionally, the course curriculum may define the obligations of full-time students in a different manner.

- (3) A part-time student shall not meet the requirements within a course if:
 - they are absent from more than 50 % of the total number of teaching hours organised as lectures within a course,
 - they are absent from more than 50 % of the total number of teaching hours organised as auditory practical sessions within a course,
 - they are absent from more than 50 % of the total number of teaching hours organised as seminars within a course,
 - they are absent from more than 25 % of the total number of teaching hours organised as laboratory practical sessions within a course,
 - they are absent from more than 25 % of the total number of teaching hours organised as methodical practical sessions, practicum sessions, preclinical practical sessions,
 - they are absent from more than 25 % of the total number of clinical training (field training, clinical sessions, special clinical sessions).

Exceptionally, the course curriculum may define the obligations of part-time students in a different manner.

3.9 Repeating a year of study

Article 21.

- (1) Students who have not acquired the right of enrolment in the following year of study shall repeat the year.
- (2) A student may enrol in the year to be repeated in the following academic year.

Article 22.

- (1) Students who have regulated the third year of study (who have met all requirements as defined by the course curriculum), but have not passed all exams including the final thesis, shall not be obliged to re-enrol and attend the courses, and they shall pay the study fee according to the Decisions passed by the Governing Council of the Bjelovar University of Applied Sciences.

3.10 Termination of study and/or curriculum amendments

Article 23.

- (1) Termination of study refers to the situation when a student does not enrol in a respective academic year.
- (2) A student who has terminated the studies, but wants to continue the studies, must submit a request for the continuation of studies (subsequent status regulation) and enclose the payment slip for the procedure costs.
- (3) The continuation of studies shall be allowed to students who have not lost the right of studying in the study programme they were enrolled in.
- (4) A student who continues the studies and was enrolled as a full-time student before the termination, shall be enrolled in the part-time studies after the termination.
- (5) If curriculum amendments took place in the meantime during the approval of the continuation of studies, a separate decision shall be passed to define the manner in which the student shall continue their studies according to the current study programme.
- (6) In case of curriculum amendments a student repeating the year or continues the studies after the dormancy status shall enrol in the academic year and be obliged to pass the exam difference according to the new curriculum as defined by the Bjelovar University of Applied Sciences.

4. STUDENTS

4.1 Student status and student identification

Article 24.

- (1) Student status may be: full-time or part-time.
- (2) From the aspect of time, student status is related to the enrolled academic year.
- (3) Student status at the Bjelovar University of Applied Sciences is acquired by means of enrolment in an undergraduate professional study programme or specialist graduate professional study programme and by signing the Agreement on the study conditions for the academic year being enrolled.
- (4) The proof of the student status is student identification.
- (5) Student identification is the student card, and it represents a public document whose minimum content and form is defined by the minister of science and education.

(6) Student card is issued to students during the enrolment at the Bjelovar University of Applied Sciences, and each student collects it personally.

Article 25.

(1) All students of the Bjelovar University of Applied Sciences shall use the student card as a public identification.

4.2 Full-time student status

Article 26.

(1) The status of a full-time student is pertained to students who study according to a verified study programme, meet legal, academic and other obligations arising from these Regulations and the Agreement on Study Conditions for the current academic year.

(2) As a rule, full-time students study in the full-time teaching mode.

(3) The costs of the full-time studies (study programme) are borne by the students themselves or from other sources.

(4) A student shall have the full-time student status during the defined duration of studies, which lasts for a maximum period of time that is longer than the defined study duration by one third (a total of four years). After the expiry of this period the student shall lose the full-time student status and may continue the studies in the part-time student status. Dormancy of student rights is not included in the duration of studies.

(5) Full-time students may pursue their studies in a single study programme at the same time.

(6) The Professional Council may grant an exceptionally successful full-time student the permission to pursue additional studies in another study programme in the part-time student status.

4.3 Part-time student status

Article 27.

(1) The status of a part-time student is pertained to students who study according to a verified study programme, meet legal, academic and other obligations arising from these Regulations and the Agreement on Study Conditions for the current academic year.

(2) Part-time students study in the part-time teaching mode.

(3) The costs of the part-time studies (study programme) are borne by the students themselves or from other sources.

4.4 Visiting student

Article 28.

(1) A visiting student is a full-time or a part-time student of another higher education institution in Croatia or abroad who enrolls parts of a study programme at the Bjelovar University of Applied Sciences.

(2) The status of a visiting student is acquired by the decision on enrolling a student as a visiting student that is passed by the dean based on the candidate's request and the enclosed documentation within 30 days from submitting the request.

(3) A visiting student is recorded in a separate file, and receives the confirmation on the enrolment mode, status confirmation and the confirmation on completed courses, i. e. passed exams.

(4) The status of a visiting student lasts for the maximum period amounting to one academic year.

(5) The rights and obligations of a visiting student, the manner of paying the costs of study, the possibility to continue their studies at the Bjelovar University of Applied Sciences and other issues related to the status of the visiting student shall be defined by means of a separate agreement with another higher education institution.

4.5 Students with disability

Article 29.

(1) Students with disability and students with special needs who, due to illness or dysfunctions, have difficulties with performing everyday activities (students with damaged sight and/or hearing, with motor disorders, chronic diseases, learning disabilities and other difficulties that may affect their studies) may use the services of a mentor and coordinator at the Bjelovar University of Applied Sciences.

(2) The mentor and coordinator for students with disability shall be appointed by the Professional Council of the Bjelovar University of Applied Sciences.

(3) Students with disability and students with special needs shall submit a written request supported by evidence and other relevant documentation to the head of department. In the request the students shall list their specific difficulties and needs.

4.6 Changing the student status

Article 30.

(1) A full-time student may change the status and continue their studies as a part-time student. It is necessary to submit a request for changing the student status, which must be supported by an explanation. The decision regarding the request is made by the dean of the Bjelovar University of Applied Sciences.

(2) Part-time students may change their status and continue their studies as full-time students not earlier than upon the expiry of the first academic year if they were enrolled in and if they passed all courses anticipated by the curriculum (a minimum of 60 ECTS credits in one academic year), if their average grade is greater or equal to 4.000 and if they meet other legal requirements related to full-time students, whereat it is necessary to submit a request for changing the student status.

(3) The request for changing the student status must be supported by an explanation, and the decision regarding the request is made by the dean of the Bjelovar University of Applied Sciences.

(4) Students who have not acquired 36 ECTS credits within two academic years shall lose the right of enrolment, and if they want to continue their studies, they are obliged to submit a request for status regulation.

(5) Full-time students who have not acquired 36 ECTS credits within two academic years, and have submitted the request for status regulation, may continue their studies as part-time students.

(6) Part-time students who have not acquired 36 ECTS credits within two academic years, and have submitted the request for status regulation, may continue their studies as part-time students.

(7) Students who have not regulated their student status in the previous year(s) of study shall be obliged to submit a request for enrolment after non-regulated status to the Student Registry and, pursuant to decisions of the Governing Council, shall be obliged to pay the costs of enrolment after non-regulated status in the previous year(s) of study.

(8) All requests related to changing the student status must be submitted not later than until 30th September of the current year for the following academic year.

(9) Exceptionally, the dean may permit a student status change from Paragraph 1 of this article during the academic year, which will be formulated in a separate decision.

4.7 Student status termination

Article 31.

(1) Student status at the Bjelovar University of Applied Sciences shall be terminated:

- when a student finishes their studies (on the day of the final thesis defence),
- if a student quits their studies (on the day of official study termination),
- if a student does not enrol in a year of study, i. e. if a student does not enrol in the following academic year (upon expiry of the academic year the student was enrolled in),
- if a student is expelled from a study programme within the procedure and under the conditions defined by the Student Accountability Regulations (on the day of legal effectiveness of the decision),
- if a student does not fulfil their financial obligations towards the Bjelovar University of Applied Sciences (upon enforcement or declaring the enforcement unenforceable),
- in other manners as defined by the Rules of Study, the Statute or other general acts of the Bjelovar University of Applied Sciences.

4.8 Student rights and obligations

Article 32.

(1) Along with the rights defined by the Law and the Statute of the Bjelovar University of Applied Sciences, students have the following **rights** as well:

- quality study and education process according to the adequate study programme,
- quality teaching staff,
- freedom of opinion and expression of attitudes,
- participation in professional and scientific work, according to their possibilities and the needs of the Bjelovar University of Applied Sciences,
- freedom of opinion and expression of attitudes during classes and other activities during their studies,
- completion of studies within the shortest possible deadlines according to the conditions defined by a separate general act,
- selection of a teacher if a certain course has more than one course instructor, up to the full workload of a teacher regarding the teaching norm,
- free use of the library and other resources of the Bjelovar University of Applied Sciences,
- taking exams in an alternative manner if required due to their psychophysical condition,
- consultation hours, the selection of a mentor and mentorship,
- participation in the decision-making process according to the Law, the Statute and other general and individual acts of the Bjelovar University of Applied Sciences,
- participation in the work of student associations,
- complaint if one of their rights as defined by the Law or the general acts of the Bjelovar University of Applied Sciences has been violated,
- dormancy of student obligations during pregnancy and up to the first year of age of the child, during a longer illness or in other justified cases of study termination,
- participation in cultural, sports and other activities of the Bjelovar University of Applied Sciences,
- the right of establishing student associations,
- psychological and other forms of advisory support according to the general acts of the Bjelovar University of Applied Sciences,

- other rights defined by the Law, the Statute and general acts of the Bjelovar University of Applied Sciences.

(2) Along with the obligations defined by the Law and the Statute of the Bjelovar University of Applied Sciences, students also have the following **obligations**:

- obey the rules of study and general acts of the Bjelovar University of Applied Sciences and regularly meet their teaching and other obligations at the University,
- meet their academic and financial obligations according to the Law, the Statute of the Bjelovar University of Applied Sciences, the Rules of Study and general and individual acts of the Bjelovar University of Applied Sciences,
- meet the financial obligations according to the Decisions of the Governing Council of the Bjelovar University of Applied Sciences,
- preserve the reputation and dignity of the Bjelovar University of Applied Science, students, teachers and other members of the academic community,
- act according to the Ethical Code of the Bjelovar University of Applied Sciences,
- take the knowledge assessment (exams, partial exams, seminar papers, laboratory sessions, programmes etc.) in the manner and within the deadlines defined by the general and individual acts of the Bjelovar University of Applied Sciences,
- activate the student status dormancy in the case of the occurrence of circumstances defined by the Law that may prevent them from regular fulfilment of study programme obligations,
- regularly attend classes, meet the obligations anticipated by the curriculum and syllabus of the study programme they are enrolled in, according to the general and individual acts of the Bjelovar University of Applied Sciences,
- participate in the evaluation of the teaching quality and the quality of teaching staff in the manner anticipated by the general act of the Bjelovar University of Applied Sciences,
- enrol in a higher semester or a year of study if they have met all obligations defined by the curriculum and syllabus of the study programme,
- take exams in the manner and within the deadlines as defined by the general and individual acts of the Bjelovar University of Applied Sciences,
- complete their studies according to the enrolled study programme within the deadlines anticipated by the general act of the Bjelovar University of Applied Sciences.

Article 33.

(1) Students have the right and obligation to actively participate in all forms of classes, regularly attend lectures, seminars and practical sessions and meet class requirements according to the curriculum and the number of teaching hours, as well as to take the exams within the defined exam terms.

Article 34.

(1) Via student representatives students participate in the decision-making process of the Professional Council regarding the issues that are directly related to students.

(2) Student representatives participate in the work of the Professional Council in the manner anticipated by the law and other acts of the Bjelovar University of Applied Sciences.

Article 35.

(1) Students have the right to participate in cultural, sports and other activities of the Bjelovar University of Applied Sciences as well as the right to establish student associations and organisations.

4.9 Study agreement

Article 36.

- (1) During the enrolment in a study programme, Bjelovar University of Applied Sciences concludes an agreement on the study conditions for the current academic year with full-time and part-time students.
- (2) The agreement on the study conditions is concluded in the written form for each enrolled year individually.
- (3) The agreement on the study conditions in the current academic year defines the mutual rights and obligations during the study, the tuition amount, obligations and the manner of financing the study as well as other issues relevant for both parties.

4.10 Tuition

Article 37.

- (1) All full-time and part-time students who are enrolled in a study programme at the Bjelovar University of Applied Sciences are obliged to pay the tuition regardless of the year of study they enrol in.
- (2) Tuition amount is defined by the Decision of the Governing Council of the Bjelovar University of Applied Sciences.
- (3) Students who have acquired the first year student status within the first enrolment at the Bjelovar University of Applied Sciences shall pay the full tuition amount during three years of study.
- (4) The tuition amount for the students from Paragraph 3 who re-enrol an academic year after three years of study shall be determined by the total number of ECTS credits that the student has not passed and that the student enrolls, according to the achieved requirements.
- (5) Students who have acquired the second year student status within the first enrolment at the Bjelovar University of Applied Sciences shall pay the full tuition amount during two years of study.
- (6) The tuition amount for the students from Paragraph 5 who re-enrol an academic year after two years of study shall be determined by the total number of ECTS credits that the student has not passed and that the student enrolls, according to the achieved requirements.
- (7) Students who have acquired the third year student status within the first enrolment at the Bjelovar University of Applied Sciences shall pay the full tuition amount during one year of study.
- (8) The tuition amount for the students from Paragraph 7 who re-enrol an academic year after one year of study shall be determined by the total number of ECTS credits that the student has not passed and that the student enrolls, according to the achieved requirements.

4.11 Dormancy of rights and obligations

Article 38.

- (1) Dormancy of student obligations (“dormancy in a year of study”) relates to the dormancy of all student rights and obligations, i. e. the inability of fulfilling all obligations related to class attendance (lectures, practical sessions and seminars), as well as the inability of applying for and taking exams.
- (2) Students are entitled to the dormancy of student obligations in the following circumstances:
 - during pregnancy,
 - up to one year of age of the child, in the case of which the dormancy right may be used by a father-student instead of a mother-student,

- if they were not able to attend classes during the academic year due to hospital treatment in the uninterrupted duration amounting to at least 60 days or amounting to 90 days with interruptions,
- in other justified cases of study termination.

(3) The student shall submit the request including the explained reasons for dormancy of a year of study to the Student Registry in the written form in the period of enrolment in the following academic year, not later than on 30th September of the current year, except in cases of subsequent treatment or in other unanticipated situations that have occurred during the academic year. Before submitting the request, the student is obliged to settle all financial obligations towards the Bjelovar University of Applied Sciences according to the Agreement on the study conditions.

(4) The decision on the dormancy of student obligations based on the written and explained student request shall be checked and proposed by the head of department, and passed by the dean.

(5) The dormancy of student obligations may be activated exclusively before the beginning of the winter semester (30th September) or summer semester (1st March) of the current academic year. The dormancy shall be activated in the duration of one year from the day of the dormancy activation. Exceptionally, the dean may allow a student to activate dormancy only in the summer semester.

(6) If dormancy is approved before the beginning of the academic year (winter semester), the student shall not be obliged to pay the tuition for the academic year in which the dormancy is activated. If dormancy is approved during the academic year (before the beginning of the summer semester), the student shall be obliged to pay the total tuition amount.

(7) If a student does not regulate their student status in the current academic year, it shall be considered that they have lost the student status. In the aforementioned case it is possible to acquire the student status again exclusively based on the dean's approval and in the status of a part-time student.

(8) The termination of the approved dormancy is not possible.

4.12 Protection of student rights

Article 39.

(1) Students who believe that one of their rights has been violated may submit a written request to the vice dean for teaching and students or to the student ombudsman via the student letterbox that may be found on the University's premises or via the e-mail address: studentski.sanducic@vub.hr.

(2) A competent body or the vice dean for teaching and students if no decision for the procedure in a certain matter was passed that stipulates the competent body, shall decide within 15 days if the request has grounds.

(3) Students have the right to submit an objection against a certain act directly to the dean of the Bjelovar University of Applied Sciences. The objection must be submitted in the written form by post, e-mail or orally in the form of minutes. The objection must include the description of the act that the student objects to, the name of the body / person who has passed the decision against which the objection is made and the reasons for the student's dissatisfaction.

(4) The dean shall decide on the objection within 8 days.

(5) The Professional Council of the Bjelovar University of Applied Sciences shall be competent for solving student issues in the second degree.

5. EXAMS AND OTHER FORMS OF KNOWLEDGE ASSESSMENT/ COMPULSORY ELEMENTS AND TYPES OF EXAMS

5.1 Types and forms of taking an exam

Article 40.

- (1) Students' knowledge may be evaluated continually during classes and/or within exam terms by applying the evaluation methods that are defined by the curriculum.
- (2) Within continual assessment and / or an exam term students are evaluated in individual learning outcomes according to the Regulations on Student Assessment.
- (3) A student has passed an exam (course) if they achieved the percentage of points defined by Regulations on Student Assessment and / or the curriculum in all of the defined learning outcomes.
- (4) The grade in an exam is based on the sum of percentage points of all learning outcomes, according to the Regulations on Student Assessment.
- (5) Exams may be taken by students who have met all the requirements defined by the curriculum.

Article 41.

- (1) Students have the right to take the exam in the same course for a maximum of four times.
- (2) Students who have failed to pass the exam in the same course four times are obliged to re-enrol this course in the following academic year.
- (3) If a full-time student fails to pass the exam after the repeated course enrolment, they shall lose the right to study in the full-time student status, and they may continue their studies in the part-time student status.
- (4)) If a part-time student fails to pass the exam after the repeated course enrolment, they shall lose the right of study in the enrolled study programme. By way of derogation, a student may submit a request for the purpose of obtaining the permission to continue their studies based on the dean's decision.
- (5) The entire exam procedure must be completed within a maximum of 5 working days except in justified cases.
- (6) Students shall take the exam before the course instructor, and if a course has more than one course instructor, before one of them.
- (7) Should it be impossible to complete the exam procedure in a timely manner due to the course instructor's absence or them being prevented from attending to their duties, the head of department in agreement with the vice dean for teaching and students or the dean may determine that, within a defined period, the exams in a certain course are taken before another teacher of the Bjelovar University of Applied Sciences, i. e. a person selected to a teaching or a nominal teaching title.

Article 42.

- (1) Exams are public (students have the right to attend the examination of other candidates).
- (2) Exam results are public.
- (3) Course instructors are obliged to assure that the oral examination is public. If the course instructor fails to assure public examination, a student may demand public examination or refrain from taking the oral exam until it is organised as public.

5.2 Exam terms

Article 43.

- (1) Students may apply for an exam in all planned exam terms if they meet the conditions for taking the exam.
- (2) Exam terms may be regular or extraordinary.
- (3) Regular exam terms are: winter, summer and fall terms.
- (4) As a rule, a regular exam term lasts for four weeks.
- (5) Exam terms are defined by the decision of the Professional Council within the Academic Calendar before the beginning of the academic year.
- (6) Regular exam terms include two exam terms for each course, and extraordinary terms one exam term for each course.
- (7) The time of taking the exam for the applied students shall be published on the institution's websites, in the ISVU system or in another adequate manner.

5.3 Applying for and cancelling exams

Article 44.

- (1) Students apply for taking an exam via the Information system *Studomat* that simultaneously counts the number of times the student has taken a certain exam.
- (2) By means of derogation, students apply for the exam at the Student Registry, in case of exams that are applied for by means of exam application forms. The Student Registry keeps records of the number of times the student has taken such exams.
- (3) Within exam terms students are obliged to apply for an exam not later than three days before the defined exam term.
- (4) Three full days must pass between the day of exam application and the day of the exam term.

Article 45.

- (1) Students who cancel the exam are obliged to do it at least three days before the exam term.
- (2) If a student has not taken the exam, and had not cancelled the application, the teacher shall enter "Exam not taken" in the exam list, and it shall be considered that the student has used one exam term.

5.4 Taking an exam before the examination committee

Article 46.

- (1) Along with applying for the exam via *Studomat*, students are obliged to report to the Student Registry about their intention to take the exam before the examination committee not later than three days before the day of a regular exam term defined in the ISVU system.
- (2) The examination committee shall include three members appointed by the dean, one of whom being the committee chairperson. One of the members shall be the course instructor. The course instructor may not be the committee chairperson.
- (3) The committee shall write the minutes on the course of the examination that shall include the final decision about the grade.
- (4) The committee shall reach the decision by the majority of votes. The minutes shall be signed by all members of the committee. The committee's decision is final.
- (5) The minutes on the course of the examination shall be submitted to the Student Registry within one day from the completion of the entire exam (written and oral exam).

5.5 Grades

Article 47.

- (1) Grading is carried out by implementing the national numerical grading system according to the Act on Scientific Activity and Higher Education. The grades are as follows: excellent (5), very good (4), good (3), sufficient (2) and insufficient (1).
- (2) If required, grading may be carried out by applying the scale of the European credit transfer system according to the Regulations on Student Assessment.
- (3) The manner in which the grades are distributed (numerical and according to the ECTS scale) in an exam is closely defined by the Regulations on Student Assessment.

Article 48.

- (1) In the case of discrepancy between the data from the exam list and the data in *Studomat*, priority shall be given to the data from the exam list.
- (2) The curriculum or syllabus may define that certain teaching forms are implemented without assessment or that they are evaluated in a descriptive manner.

5.6 Communicating the exam results and the right of objection

Article 49.

- (1) Teachers' obligations as related to communicating the results of students' achievements and the right of student complaint are closely defined by the Regulations on Student Assessment.

5.7 Exam recognition

Article 50.

- (1) Students who passed an exam at another higher education institution in the Republic of Croatia may be granted the exam recognition if the passed course is compatible with the enrolled course from the aspect of content and workload, according to the Regulations on Exam Recognition.

5.8 Exam records

Article 51.

- (1) Official evidence on the implemented exams is recorded according to the Law and the Regulations on Student Records at Higher Education Institutions.
- (2) Teachers are obliged to submit the correctly filled in exam lists to the Student Registry not later than one day upon the completion of the entire exam (written and oral exam).
- (3) In the case of discrepancy between the grade in the exam and the grade in the information system *Studomat*, the Student Registry shall consider the grade entered in the exam list as valid. By means of derogation, if a teacher determines that a grade in the exam list is incorrect, they are obliged to inform the Student Registry about any corrections.

6. STUDENT ACCOUNTABILITY

Article 52.

- (1) Students are obliged to fulfil their obligations and follow the provisions of the Rules of Study and other general acts of the Bjelovar University of Applied Sciences, behave appropriately in the communication with teachers, technical staff and their peers, preserve and promote the reputation of the Bjelovar University of Applied Sciences and handle the institution's property with care.
- (2) If a student fails to meet the prescribed obligations, they may be held accountable before the Student Accountability Committee.

Article 53.

- (1) Along with being held accountable, a student may be held financially liable for any damage caused to the building or property of the Bjelovar University of Applied Sciences.
- (2) The procedure of determining the liability and the amount of damage shall be carried out by the Student Accountability Committee within the same procedure and in the manner in which the accountability procedure is carried out.

Article 54.

- (1) Disciplinary offences, student accountability, determining student accountability, taking disciplinary measures and the procedure based on legal remedies as well as other relations arising from student accountability are closely defined by the Regulations on Student Accountability and other general acts of the Bjelovar University of Applied Sciences.

7. PROFESSIONAL PRACTICE

Article 55.

- (1) Professional practice is considered an integral part of the teaching process according to the curriculum and syllabus.
- (2) Students attend professional practice for the purpose of familiarising with technological processes, organisation of production, business activities, nursing care of patients, work at health care institutions and for the purpose of acquiring certain work habits.
- (3) The head of department makes proposals on professional practice and the manner of its implementation, and the Professional Council passes the Regulations on Professional Practice of the Bjelovar University of Applied Sciences.

8. COMPLETION OF STUDIES

Article 56.

- (1) An undergraduate professional programme of study is completed by passing all exams and meeting other defined obligations (practice, seminars, practical sessions etc.) and by writing and defending the final thesis, according to the curriculum.
- (2) A specialist graduate professional programme of study is completed by passing all exams and meeting other defined obligations and by writing and defending the final specialist thesis, according to the curriculum.

(3) In the final thesis and the final specialist thesis students should prove their capability to apply the knowledge acquired during their studies and demonstrate their ability to successfully solve problems from the area of their profession on the level of the professional title being acquired.

(4) All student obligations related to the final thesis are regulated by the Regulations on the Final Thesis.

Article 57.

(1) Upon the completion of an undergraduate professional study programme and a specialist undergraduate professional study programme students receive a diploma confirming the completion of studies and acquisition of a professional or specialist title according to the Law.

(2) A diploma supplement is issued with the diploma. The purpose of the diploma supplement is presenting a sufficient amount of independent data for the purpose of assuring international transparency and a fair academic and professional recognition of education qualifications (diplomas, degrees, certificates etc.). The diploma supplement contains the description of the nature, level, context, content and status of the study programme attended and completed by a person holding the original document on the acquired qualifications.

(3) Diplomas issued by the Bjelovar University of Applied Sciences are public documents signed by the dean and certified by the embossed stamp.

(4) Students receive their diplomas at the graduation ceremony.

Article 58.

(1) Until the diploma on the completion of studies is issued, students shall receive a confirmation at their request, which contains the following information:

- name and surname of the student who receives the confirmation;
- name of the undergraduate professional study programme completed by the student;
- date of the final thesis defence;
- acquired professional title;
- signature of the competent person and stamp.

(2) Upon completion of an undergraduate professional study programme and the final defence, students shall acquire a professional title according to the Law.

9. STUDENT REWARDS

9.1 Rewarding students at the graduation ceremony

Article 59.

(1) At the graduation ceremony the Dean shall pronounce and reward the best students in undergraduate professional study programmes:

- a student with the highest grade point average (higher than or equalling 4.000) of all the graduating students, and
- a student with the best final thesis of all the graduating students.

(2) The highest grade point average in each undergraduate professional study programme shall be selected in accordance with the achievement attained during the whole period of studies at the University.

(3) The best final thesis in each undergraduate professional study programme shall be selected by the dean or the department heads.

9.2 Tuition reduction

Article 60.

- (1) The Dean may decide to reduce tuition to students by 50 % for the following academic year, based on their academic achievement, provided that the following requirements have been met:
 - a minimum grade point average of 4.5000 (or higher) in the course of the current academic year,
 - enrolment and passing grade in all the courses that have been included in the curriculum (a minimum of 60 ECTS credits in an academic year).
- (2) The Dean may decide to exempt students from paying tuition for the following academic year, based on their academic achievement, provided that the following requirements have been met:
 - a grade point average of 5.000 attained during the current academic year,
 - enrolment and passing grade in all the courses which are part of the curriculum (a minimum of 60 ECTS credits in an academic year).
- (3) Students who have met the requirements referred to Paragraphs 1 or 2 of this Article shall submit a request to the Finance and Accounting Department to have their tuition reduced or to be made exempt from it, no later than 30 September of the current year, for admission to the next year of study.
- (4) The right to have their tuition fees reduced shall be granted to 5 students per study programme who have met the requirements referred to in Paragraphs 1 and 3 of this Article, in accordance with the academic performance in the preceding year of study.
- (5) On the basis of requests submitted by students and proving fulfilment of the requirements referred to in Paragraph 1 of this Article, a ranking list based on the grade point averages attained in the preceding two academic years shall be compiled.
- (6) On the basis of the ranking list 5 students with the highest grade point average in each study programme shall be selected.
- (7) The right to tuition reduction shall apply to all the students of professional study programmes who have met the requirements referred to in Paragraphs 2 and 3 of this Article.
- (8) By way of derogation, the Dean may partially or fully release a student from the obligation to pay his/her tuition fees on the grounds of special circumstances, with the consent of the Governing Council of the University.

9.3 Successful students

Article 61.

- (1) Exceptionally successful students may be allowed to complete their studies within a period of time that is shorter than the prescribed study duration.
- (2) An exceptionally successful student is a student whose average grade is greater or equal to 4.500 and who has not repeated any year of study.
- (3) The Professional Council may grant an exceptionally successful student the permission to simultaneously study in another study programme.
- (4) The Professional Council may grant a full-time student with the status of a top athlete or artist the permission to pursue the enrolled study programme under the conditions defined for part-time students.

10. STUDENT RECORDS

Article 62.

- (1) Student records are kept for each student and are permanently filed.
- (2) Student records include:
 - records of enrolment candidates that include the enrolment procedure results,
 - personal records of enrolled students,
 - records of the exam results,
 - records of the issued documents on the completion of studies and acquired professional titles.
- (3) The records from the previous paragraph shall be filed according to the provisions of the Law and the regulations of the Bjelovar University of Applied Sciences.

10.1 Enrolment results records including the procedure results

Article 63.

- (1) Enrolment results records shall include the data on students who have acquired the right of enrolment, which is especially related to the following data: name and surname of the student, personal identification number, name of father or mother, date, place and country of birth, citizenship, address, the document based on which the enrolment and the evaluation of the classification procedure results were implemented.

Article 64.

- (1) Students are entered into the registry book starting from the first enrolment in a study programme (ordinal number 1) onwards. Ordinal numbers in a new registry book shall be continued as related to the last number from the previous registry book.
- (2) All student documents (registry form, enrolment form, student file, confirmations) shall be designated with the ordinal number from the registry book or the unique registry number of the academic citizen (*JMBAG*) that is allocated to each student during the first enrolment in the first year of study.

10.2 Personal records of enrolled students

Article 65.

- (1) Personal records of enrolled students shall include the registry form and enrolment form.
- (2) The registry form shall be filled in by the student during the first enrolment in a study programme.
- (3) The enrolment form shall be filled in by the student or it shall be listed from the ISVU system.
- (4) The enrolment form includes data for each academic year that provide an insight into students' achievements during their studies and their obligations.

10.3 Records of the exam results

Article 66.

- (1) Records of the exam results shall include the data on implemented exams.
- (2) The data on exam results shall be entered into the exam list and exam records in the ISVU system.

10.4 Records of the issued documents on the completion of studies

Article 67.

(1) The records of the issued documents on the completion of studies shall contain the data on the issued certificates, diplomas, diploma supplements and acquired professional titles.

10.5 Student file

Article 68.

(1) Student files contain the following: application documentation, registry form, enrolment forms and other documents related to the course of studies.

(2) Student file data are protected according to the Personal Data Protection Act. The secretary of the Bjelovar University of Applied Sciences and the head of the Student Registry shall be held responsible for the implementation of the Act.

(3) An insight into the student file data may be provided to persons who prove a legal interest for it.

(4) The request shall be submitted in the written form. The dean shall decide on the validity of the request and providing an insight into the student file. Parents and legal guardians do not have the right of an insight into the student file.

11. QUALITY ASSURANCE OF STUDY PROGRAMMES

Article 69.

(1) Professional Council shall determine the manner and form of monitoring the quality of the implementation of undergraduate professional study programmes by applying the following:

- research and surveys among students and teachers regarding the regularity and organisation of teaching, completeness of teaching contents, required reading and study materials, introduction of new approaches and forms of the implementation and improvement of the teaching process, exams, general and specific competencies, communication with teachers, students' level of acquaintance with the information on the study programme, the possibility of students influencing the contents and methodology in the teaching process, student workload (ECTS credits) etc.,
- the process of self-evaluation of teachers,
- keeping unique records about teachers,
- passing the plan of measures for improving the study process and the manner of their implementation for the following academic year.

12. TRANSITIONAL AND FINAL PROVISIONS

Article 70.

(1) As of entry into force of these Rules of Study, all the provisions of the Rules of Study of the Bjelovar University of Applied Sciences of 30th November 2017 (Class: 602-04/17-07/008, Reg. No.: 2103-67-08-17-10) shall no longer apply.

Article 71.

(1) Amendments to the Rules of Study shall be passed by the Professional Council by the same procedure and in the manner equal to its initial enforcement.

Article 72.

(1) The Rules of Study shall be published on the notice board of the Bjelovar University of Applied Sciences and shall enter into force on the eighth day following the day of announcement on the notice board.

Bjelovar, 13th December 2018

Bjelovar University of Applied Sciences
Professional Council
Dean: Zrinka Puharić, PhD, Assist. Prof., College Professor

The Rules of Study were published on the notice board of the Bjelovar University of Applied Sciences on 13th December 2018 and entered into force on 21st December 2018.