



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

BJELOVAR UNIVERSITY OF APPLIED SCIENCES STATUTE

Bjelovar, 2 October 2017

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Pursuant to Article 67 (4) of the Act on Scientific Activity and Higher Education (Official Gazette No. 123/03, 198/03, 105/04, 174/04, 02/07. – Decree of the Constitutional Court of the Republic of Croatia, 46/07, 45/09, 63/11, 94/13., 139/13., 101/14 and 60/15) and the proposal of the Professional Council of the Bjelovar University of Applied Sciences of 18 September 2017 (Class: 602-04/17-07/007, Reg. No. 2103-67-08-17-27), at its 10th session of 2 October 2017 the Governing Council of the Bjelovar University of Applied Sciences adopted and proclaimed the

BJELOVAR UNIVERSITY OF APPLIED SCIENCES STATUTE

1. GENERAL PROVISIONS

1.1 The subject of regulation

Article 1

(1) This Statute confirms the legal continuity of the higher education institution known as Technical College in Bjelovar (hereinafter: Technical College) and establishes its internal structure reorganisation and the change of name from the Technical College in Bjelovar to Bjelovar University of Applied Sciences.

(2) In accordance with the Scientific Activity and Higher Education Act (hereinafter: the Act), the Statute establishes the status, name, seat and official marks of the Bjelovar University of Applied Sciences (hereinafter: the University), its legal status, representation, activities and operations, rules on the establishment and internal system of decision-making and management, the composition and jurisdiction of the University bodies, organisation and execution of university courses, the status of faculty, associates and other employees, the status of students and other issues of significance to the activities and operations of the University.

(3) All the terms used in this Statute which may connote gender, regardless of whether masculine or feminine forms are used, shall be taken to include both genders equally.

1.2 The Status of the University

Article 2

(1) The University is organised as a private university and operates as a public institution. The University performs activities related to higher education and organises and performs undergraduate professional studies and specialist graduate professional studies. It also performs professional and/or scientific work in one or more scientific and professional fields, in accordance with the Act and this Statute.

(2) The University is a private higher education institution executing its activities as public service.

(3) The University is a legal entity and is entered into the Court Register and the Register of Higher Education Institutions, led by the Ministry of Science, Education and Sports of the Republic of Croatia.

(4) The founder and the holder of founding rights in relation to the University is the City of Bjelovar.

(5) The Technical College was established by the Decision of the Bjelovar City Council of 24 April 2007 (Class: 021-05/07-0172, Reg. No. 2103/01-02-07-4), and the University by the Decision of the Bjelovar City Council on the change of name of the Technical College in Bjelovar.

(6) The University Day is 30 October.

2. NAME, SEAT, SEAL, STAMP, COAT OF ARMS AND FLAG OF THE UNIVERSITY

2.1 Name and seat

Article 3

(1) The University performs its activities and operations and conducts legal operations under the Croatian name of Veleučilište u Bjelovaru.

(2) The abbreviated form of the University's name is VUB.

(3) The name of the University in the English language is Bjelovar University of Applied Sciences.

(4) In accordance with the provisions of the Act, the name of the University is protected as any company's.

(5) The seat of the University is in Bjelovar, Trg Eugena Kvaternika 4.

(6) The decision on the change of name and seat of the University is made by the Founder. The change of name and seat of the University is entered into the Court Register.

(7) The name of the University is written on a plate displayed on the University building.

2.2 Seal and stamp

Article 4

(1) In legal transactions the University uses its seal and stamp.

(2) The University uses two (2) circular seals featuring the coat of arms of the Republic of Croatia, 38 mm in diameter, which are used to authenticate the documents issued by the University on the grounds of public authority.

Along the perimeter in its upper section the seal features the inscription REPUBLIKA HRVATSKA in capital letters, and the institution name VELEUČILIŠTE U BJELOVARU in its lower section. The central part of the seal features the coat of arms of the Republic of Croatia, above which the seal number in Arabic numerals is featured. Below the coat of arms the capitalized inscription BJELOVAR is found.

(3) The embossed stamp is used to approve the diplomas and looks as described in Paragraph 2 of this Article.

(4) The University has two (2) seals featuring the coat of arms of the Republic of Croatia, which are circular and with a 25-milimetre diameter, used to authenticate the public documents issued by the University when the use of the 38-millimetre seal is found to be unsuitable.

(5) The University has three (3) circular seals, with a 25-millimetre diameter, which feature the same text as the seal in Paragraph 2 of this Article, but instead of the coat of arms of the Republic of Croatia they feature the coat of arms of the University at its centre. This seal is used in correspondence and administrative and financial operations the University is involved in and to authenticate other documents issued by the University.

(6) Ordering, use, safekeeping and replacement of seals and stamps featuring the coat of arms of the Republic of Croatia is performed in accordance with the provisions of a special act.

- (7) The Dean of the University decides on the number of seals and stamps to be used, as well as the persons in charge of their safekeeping.

2.3 Coat of arms and flag

Article 5

- (1) The University has its coat of arms, flag and logo.
- (2) The coat of arms of the University is circular and features a stylised drawing of the University's logo at its centre. Along the perimeter in its upper section the coat of arms features the capitalized inscription VELEUČILIŠTE, and along the perimeter in the lower section the inscription U BJELOVARU.
- (3) The flag of the University is blue. At the centre it features the University's coat of arms, with letters and signs in white.
- (4) The content and shape of the coat of arms, flag, logo and other official marks of the University are regulated by an act of general application adopted by the University's Governing Council.
- (5) The coat of arms and name of the University are protected in the same ways as a company is protected by the law.

3. ACTIVITY

3.1 Activities of the University

Article 6

- (1) The University activities shall include:
- provision of higher education, organisation and performance of undergraduate professional and graduate specialist studies
 - scientific research and professional work
 - adult education
 - organisation and provision of training and life-long education, not regarded under law as studies
 - the activities run by libraries, archives and collections
 - data processing, provision of expertise and analyses
 - publication and promotion of high-quality professional and technological work and supervision thereof
 - upskilling and training of younger teachers and promoting the internationalisation of teaching
 - provision of help to student associations
 - awarding academic degrees, promotion, diploma nostrification
 - other activities aimed at promotion of education (courses, permanent education, scientific and professional meetings and other forms of training for specialist high-skilled jobs)
 - high-skilled and professional work and scientific research, as well as provision of intellectual services in the scientific field of electrical engineering, mechanical engineering, computer science, mathematics, physics, fundamental and clinical medical science, public health and nursing
 - management of its own real estate, investment and equipment
 - adoption of educational and professional programmes, review thereof, research and experimntal development
 - publishing and printing
 - IT activities

- computer and computer-related activities
- promotion (advertising and propaganda)
- purchase and sales of goods
- promotion of new technologies, innovations and entrepreneurship.

(2) The University is entitled to perform other activities in accordance with the Decision on the Establishment, which serve to perform the activities given in Paragraph 1 of this Article, if they are on a smaller scale or are performed customarily in addition to the given activity.

3.2 Change of activity

Article 7

(1) The University shall have the right to change or make amendments to the scope of its activities in accordance with current legislation and other regulations and register the changes of activities in the register of the Bjelovar Commercial Court.

(2) The decision on the changes and amendments to the scope of activities shall be made by the Governing Council of the University, with the prior consent of the Founder.

3.3 Linking higher education, science and practice

Article 8

(1) In performing its activities, the University shall encourage cooperation and takes part in joint professional and research programmes with educational, scientific-educational, and scientific organisations, as well as with other organisations and companies in the local community, Republic of Croatia and abroad.

(2) The University shall have the right to set up or participate in the setting up of legal entities, i.e. organisational units, such as institutes, centres, trading companies, and others, the activities of which contribute to establishing links between higher education, economy, science and practice and ensure integrity and adequate standards of higher education, professional and scientific work and continuous improvement.

(3) The Decision on Establishment as referred to in Paragraph 2 of this Article shall be made by the Governing Council in response to the statement of reasons provided by the Dean.

4. LEGAL STATUS AND REPRESENTATION OF THE UNIVERSITY

4.1 Legal status

Article 9

(1) The University is a legal entity and is entered into the Court Register of Institutions at the Commercial Court and into the Register of Higher Education Institutions, led by the Ministry of Science, Education and Sports of the Republic of Croatia (hereinafter: the Ministry).

(2) The University operates independently and performs its activities in compliance with the Scientific Activity and Higher Education Act, Institutions Act, the Decision on Establishment, this Statute and other general acts of the University and applicable regulations of the Republic of Croatia.

4.2 University assets

Article 10

- (1) The assets of the University comprise the funds obtained from the Founder, provided and planned in the budget of the City of Bjelovar, own funds, tuition, funds obtained from the University's international cooperation, acquired or purchased buildings and movable assets owned by the University, including its property rights and other financial assets obtained by provision of services and sales of products or obtained from other sources (donations, endowments, bequests, and others), in compliance with the Act and this Statute.
- (2) When making its own income, the University shall be careful not to generate it by conducting activities which may obstruct attainment of its key objectives, or its autonomy and reputation.
- (3) In the event of cessation of operation of the University, all the remaining assets shall be taken to belong to its Founder.

4.3 Conducting legal transactions

Article 11

- (1) The University shall be held responsible with its entire assets for the fulfilment of its duties, as well as for the losses incurred in its operations.
- (2) Without the consent obtained from its Founder, the University shall not be allowed to acquire, divest or encumber real estate or any other assets, nor shall it have the right to close a deal should the value of an individual contract exceed 500,000.00 kuna.

4.4 Giro account

Article 12

- (1) The University shall have a giro account for all its financial transfers.
- (2) Acting on a proposal from the Dean and after obtaining consent from the Governing Council, the University shall have the right to open subaccounts.

4.5 Representation

Article 13

- (1) The University shall be represented by the Dean, in accordance with the powers conferred on him/her under the provisions of this Statute.
- (2) In the event of being prevented from fulfilling his or her duties, the Dean shall be replaced by one of the Vice Deans he or she authorises.
- (3) The Dean shall take legal action on behalf of and for the account of the University, within the powers conferred on him/her by virtue of the provisions of the Act, this Statute and other general acts of the University.
- (4) The Dean shall represent the University in all the proceedings before courts, administrative and other national authorities, as well as legal entities entrusted with public authority.
- (5) The Dean may authorise, within the powers conferred on him/her, another person to represent the University in legal proceedings.
- (6) The content and scope of the powers referred to in Paragraph 4 of this Article is established by the Dean, and they shall be issued in written form.
- (7) The Dean shall designate the persons authorised to sign financial and other documents.

- (8) The Dean shall have all the powers in legal proceedings conferred on him/her, within the scope of activities entered into the Court Register.
- (9) The Dean shall be authorised on behalf and for the account of the University to conclude agreements in independent manner, subject only to any exception provided for by the provisions of this Statute.
- (10) Without the consent of the Governing Council, the Dean shall not be allowed to conclude agreements for the acquisition, encumbrance or disposal of immovable property.

5. INTERNAL ORGANISATION OF THE UNIVERSITY

5.1 Organisation of the University

Article 14

- (1) For the purpose of performing the registered activities the following organisational units shall be established within the University:
- educational organisational units,
 - common services.
- (2) The University's internal organisation shall be specified by the provisions of the Regulation on the internal organisation and organisation of work places at the University, which shall be adopted by the Governing Council of the University, acting on a proposal from the Dean and in accordance with the provisions of the Act.
- (3) After obtaining the consent from its Founder, the University may establish an institution or trading company which shall act as its constituent part in meeting the needs of the students and the University.

5.1.1 Educational organisational units

5.1.1.1 Departments

Article 15

- (1) The departments are the organisational units of the University which do not have the status of branches as referred to in the Institutions Act.
- (2) The departments are the organisational units of the University which are involved in the performance and organisation of professional studies and perform educational and professional work in their respective scientific fields.
- (3) The University comprises the following three departments:
- Department of Mechatronics
 - Department of Nursing
 - Department of Computer Science

Article 16

- (1) Acting on a proposal from the Professional Council, the Governing Council shall adopt a decision on the establishment of new departments, by virtue of the license to perform a new programme of study.

(2) Acting on a proposal from the Professional Council, the Governing Council shall adopt a decision on the abolition of existing departments, based on a detailed statement of reasons and reasonable grounds which do not endanger the University's operations.

(3) A department:

- proposes the programme of study to the Professional Council, as well as the changes and amendments to the programme,
- ensures the professional, educational and scientific work is improved,
- announces the need for new teachers and associates and launches initiatives for election of teachers to teaching titles,
- analyses and assesses the execution of the annual studies-related work plan related to studies and submits a report on the realisation of the programme envisaged in the curriculum,
- proposes the publication of course study materials, course books and books, provision of course books and other professional literature, as well as training for its employees in scientific areas dealt with within the department, in Croatia and abroad,
- proposes topics for final theses,
- takes part in and proposes activities aimed at enhancing the quality of the University,
- discusses, expresses opinions and makes proposals regarding the issues raised by the University bodies.

(4) Each department is chaired by the Head of Department, who is accountable to the Dean. The Head of Department is also the head of the respective study programme (hereinafter: Head of Department/Study Programme).

(5) Head of Department/Study Programme shall occasionally, normally at least once per semester, convene a meeting department, in which all the department members elected to one of the teaching or associate titles take part.

(6) Other jobs and tasks, as well as the way a department operates in, are regulated by the Regulations on the internal organisation and organisation of work places of the University.

5.1.1.2 Other organisational units at department level

Article 17

(1) For the purpose of improved efficiency, within the University and its departments other organisational units may be established at department level. These include:

- chairs,
- laboratories,
- centres and
- other organisational units.

(2) Operations and tasks performed by other organisational units referred to in Paragraph 1 of this Article are regulated by the Regulations on the internal organisation and organisation of work places of the University.

(3) Acting on a joint proposal from the Head of Department/Study Programme and Vice Dean, the Dean of the University adopts a decision on the establishment or abolition of existing other organisational units at department level referred to in Paragraph 1 of this Article, with the consent of the Governing Council of the University.

5.1.2 Common services

Article 18

(1) Common services include a set of organisational units of the University:

- Secretariat

- Dean's Office
- Finance and Accounts Service
- Student Administration
- Library
- IT Service
- Maintenance Service

(2) Operations and tasks performed by the common services referred to in Paragraph 1 of this Article are regulated by the Regulations on the internal organisation and organisation of work places of the University.

6. UNIVERSITY BODIES

Article 19

(1) The bodies of the University include the following:

1. Dean
2. Professional Council
3. Governing Council
4. Other professional and advisory bodies the establishment, composition and jurisdiction of which are regulated by the Statute or some other general act.

6.1 Dean

6.1.1 Dean's competence

Article 20

(1) The Dean is the executive head of the University and shall be responsible for the legality of the University's operations.

(2) The Dean shall chair the Professional Council, make decisions falling within his/her competence and ensure the decisions and conclusions made by other University bodies are implemented.

(3) In addition to work referred to in Paragraphs 1 and 2 of this Article, the Dean shall perform functions referred to in the Institutions Act, Scientific Activity and Higher Education Act, Decision on the Establishment and this Statute, particularly the following:

- organise and manage the operations of the University,
- take legal action on behalf of and for the account of the University,
- represent the University in all proceedings all the proceedings before courts, administrative and other national authorities, as well as legal entities entrusted with public authority and other entities,
- adopt general acts which do not fall within the competences of the Governing Council or the Professional Council under the provisions of the Act, Decision on the Establishment or this Statute,
- deal with student requests and applications at first instance,
- propose the University's work plan and development strategy, financial plan, the annual plan and procurement plan to the Governing Council,
- chair the University's Professional Council,
- participate in the work of the Governing Council, without a voting right,
- implement the decisions adopted by the Professional Council and the Governing Council,
- propose the adoption or changes and amendments to the Statute and other general acts to the Professional Council and the Governing Council,

- propose the annual staffing plan to the Governing Council,

6.1.2 Election of the Dean

Article 21

- (1) In a public selection procedure, the Dean may be elected from among the persons elected to a scientific-teaching title or the teaching title of college professor or senior lecturer.
- (2) The Dean of the University shall be elected and relieved of duty by the Governing Council pursuant to the provisions and procedure laid down in the Scientific Activity and Higher Education Act, Institutions Act and this Statute.
- (3) The Dean's term of office shall be four years.
- (4) An individual may be reappointed as the Dean not more than twice.
- (5) Should the elected Dean not be an employee of the University, he/she signs a fixed-term contract for the full-time position as Dean.
- (6) Should the elected individual be employed at the University under a permanent employment contract, during his/her term of office he/she is transferred to the new position, along with the corresponding weighting coefficient, which is stipulated in the Decision adopted by the Governing Council. Upon expiry of the term of office the individual was elected to, he/she has the right to be reinstated to the post held prior to taking office as Dean.

6.1.3 Dean election procedure

Article 22

- (1) The Dean election procedure shall commence by the decision of the Governing Council on issuing an invitation for the submission of candidacies.
- (2) Prior to the decision to issue an open call, the Governing Council shall submit a request to the Professional Council to propose two candidates from amongst its members to be appointed to the Dean Election Committee. The Professional Council is required to submit the proposal within 8 days following the receipt of the Governing Council's request. The Dean Election Committee shall have three members, one of whom shall be elected by the Governing Council.
- (3) The Decision on issuing an open call for the election of Dean shall be adopted by the Governing Council not later than six months prior to the expiry of the term of office of the current Dean.
- (4) As an exception, the decision to issue an open call for the election of Dean may be adopted by the Governing Council if the current Dean's term of office is terminated before the deadline provided for in the Decision on Dean Election or if due to applicable regulations this change brings an end to Dean's term of office. The election of Dean shall be undertaken in accordance with the regulations comprised in this Statute.
- (5) The open call states the requirements to be satisfied by the applicants, the duration of the term of office Dean is appointed to, the deadline within which applications are to be submitted, and the deadline within which the applicants shall be informed about the results of the election procedure.
- (6) Under the Decision on issuing an open call from Paragraph 3 of this Article, the Governing Council shall appoint the Dean Election Commission, comprising a total of three members. Two of the Commission members shall be members of the University's Professional Council, elected by public voting in a Governing Council meeting. President of the Dean Election Commission shall be designated from among members of the Professional Council and shall be elected by the member themselves. Dean Election Commission members cannot be candidates in the Dean election.
- (7) In addition to their application, the candidates are required to submit the following documents:
 - birth certificate,
 - decision on election to a relevant scientific-teaching or teaching title,

- action plan for a four-year term of office,
- written consent to have their curriculum vitae published on the University's website,
- other documents pursuant to terms specified in the call.

(8) The deadline within which the applications are to be submitted cannot be less than 30 days after the publication of the call in the Official Gazette, and the deadline within which the applicants are to be informed about the election results cannot exceed 45 days after the deadline for proposal submission.

(9) The open call shall be announced in the Official Gazette, a daily newspaper, on the University's website and on the European Research Area's official internet portal for vacancies.

(10) All the candidates who are citizens of European Union countries for which there are no temporary barriers to employment are eligible to apply. In the application process the authentic instruments of European Union member states shall be accepted as long as their purpose corresponds to that of their Croatian equivalents.

(11) Within three days after the deadline for proposal submission has expired, all the proposals with all the required documentation which have been submitted to the University's Secretariat shall be delivered to the Dean Election Commission, which will check the documentation received and ascertain the formal requirements set forth in the open call have been met.

(12) Names of all the candidates who meet the requirements set forth in the call for proposals, as well as their action plans and curricula vitae, shall be published on the University's website after it has been ascertained that they meet all the official requirements and after determining which applicants qualify as candidates for the position of Dean.

(13) A candidate eligible for running for Dean shall be any applicant ascertained by the Dean Election Commission upon opening of received proposals and review of submitted documents to meet the formal requirements set forth in the call. Persons who do not meet the formal requirements set forth in the call shall be regarded merely as applicants.

(14) The Dean Election Commission shall submit a report on the results of proposal opening and on compliance with the formal requirements to the Professional Council, and the Professional Council shall then confirm the decision reached by the Dean Election Commission on which proposals comply with the requirements laid down in the call and shall confirm a candidate or a list of candidates for the position of Dean. The Council shall send a notice of the results of the election procedure to all the applicants who do not meet all the formal requirements set forth in the call.

(15) Candidates for the position of Dean shall present their action plans at the next session of the Professional Council, about which they shall be notified by the Dean Election Commission.

(16) After the candidates have presented their action plans, the University's Professional Council shall rank the candidates in accordance with the total number of votes received in secret ballot and submit the list to the Governing Council. The list shall not contain more than two candidates with the highest number of votes from members of the Professional Council regardless of the number of candidates meeting the requirements. Voting for the candidates shall be secret.

Should more than two candidates receive the same number of votes, the election procedure shall be repeated and will involve only the candidates with the same number of votes.

(17) Dean is elected by secret ballot by members of the Governing Council. The candidate who receives a simple majority of votes from all the members of the Governing Council shall be elected Dean.

(18) Should only one candidate be proposed in the first round of elections, who fails to receive a simple majority of votes from all the members of the Governing Council, the election procedure shall be repeated and a new call for proposals for the position of Dean shall be issued. Should in the first round Dean be elected between two candidates, whereby neither of the two has received a simple majority of votes, the candidate with a larger number of votes shall proceed on to the second round. Should both candidates receive the same number of votes, the election procedure shall be repeated and a new call for proposals for the position of Dean shall be issued. Should in the first round Dean be elected between three or more candidates, whereby none of these has received a simple majority of votes, the two

candidates with the highest number of votes shall proceed on to the second round of elections. The election procedure shall be repeated and a new call for proposals for the position of Dean shall be issued should all the candidates receive the same number of votes. Should the candidate who has proceeded on to the second round fails to receive a simple majority of votes, the election procedure shall be repeated and a new call for proposals for the position of Dean shall be issued. Voting in the second round of elections shall take place at the same session of the Governing Council, immediately upon completion of the first round. The candidate who receives a simple majority of votes from all the Governing Council members shall be elected Dean.

(19) The procedure of electing Dean whose term of office is expiring shall be completed by July 1 of the current calendar year at the latest. The Dean elected shall take office on October 1 of the current calendar year.

(20) Should Dean not be elected within the deadlines and in line with the procedure provided for in this Article, the Governing Council shall appoint an Acting Dean from among the University's employees. The Acting Dean can be elected from among employees holding a scientific-teaching title, college professor teaching title or senior lecturer title in full-time employment. The person elected Acting Dean shall serve as Dean until a new Dean has been elected. During that interim period the person elected Acting Dean shall be obliged to conduct the Dean election procedure, complying with the provisions set out in the Act and this Statute.

(21) In the period referred to in the preceding paragraph the Acting Dean shall have the same rights and obligations as Dean.

6.1.4 Dean's temporary inability to perform his/her duties

Article 23

(1) In the case of Dean's temporary inability to perform his/her duties (absence, illness, etc.), he/she shall be substituted by one of the University's Vice Deans.

(2) Vice Dean authorised by the Dean to act as his/her substitute shall have all the powers and perform all of the Dean's duties established by the Act, Decision and Statute, and shall sign public documents and other acts with the abbreviation „u.z.“ attached to the signature.

(3) Should the Dean be unable to perform his/her duties for more than six months, the Governing Council shall initiate the procedure of electing a new Dean.

6.1.5 Dean's dismissal

Article 24

(1) The Dean may be dismissed from duty before the expiration of the period for which he/she has been elected. Dean is dismissed from duty by the Governing Council.

(2) The Governing Council shall dismiss the Dean from duty:

1. if the Dean requests dismissal himself/herself before the expiration of his/her term of office,
2. if conditions arise which pursuant to special regulations or regulations regulating labour relations lead to termination of employment contract,
3. if the Dean fails to comply with the regulations and general acts of the University or wrongfully fails to implement the decisions adopted by the University's bodies, or acts contrary to them,
4. if the Dean causes serious damage to the University by performing his/her duties in an unconscientious or incompetent manner, or if he/she neglects or unconscientiously performs his/her duties, resulting in disruptions or possible disruptions of the University's activities,
5. if he/she loses the ability to perform his/her duties.

(3) The Governing Council may dismiss the Dean from duty if:

1. he/she abuses the position of Dean or exceeds the limits of his/her authority,
 2. he/she performs services, work or activities which are incompatible with the performance of Dean's duties,
 3. he/she damages the reputation of the duties performed through wrongful conduct,
 4. if a motion of censure of the Dean is approved by the Professional Council by a two-thirds majority vote,
 5. for other justified reasons.
- (4) The decision on the initiation of dismissal proceedings shall be adopted by the Governing Council at the written and reasoned request of the Founder, not less than a third of the members of the Professional Council or a minimum of three members of the Governing Council.
- (5) The decision on the initiation of dismissal proceedings shall contain a factual description, legal indication and evidence relied on against the Dean and shall be submitted in written form to him/her. The Dean shall be entitled to present his written observations regarding the decision.
- (6) Prior to the adoption of the decision on dismissal, the Dean shall be given an opportunity to state his/her position on the grounds for dismissal.
- (7) The dismissal shall be decided on by the Governing Council by a public vote, by a simple majority of votes of all the members of the Governing Council, whereby the voting results shall be recorded in the minutes.
- (8) Should the Professional Council decide to put a censure motion against the Dean in academic matters, it shall be obliged to submit a report on the reasons the censure motion has been moved to the Governing Council.
- (9) Should the Governing Council decide to reject the Dean dismissal proposal put forward by the Professional Council, the Dean shall be obliged to prepare a plan of addressing the academic issues referred to in the report submitted by the Professional Council.
- (10) In the event of Dean dismissal, the Governing Council shall appoint an Acting Dean from among the University's employees who meet the criteria for Dean election, for a maximum of one year. Within that timeframe a new procedure for Dean election has to be conducted.
- (11) A new Dean election procedure shall be initiated within not more than 30 days of the day of appointing the Acting Dean.

6.2 Professional Council

Article 25

- (1) University's Professional Council is a professional body that adopts decisions on matters related to teaching and professional activities performed by the University, in accordance with the Act and this Statute.

6.2.1 Members of the Professional Council and election thereof

Article 26

- (1) The University's Professional Council is comprised of the following members:
- Dean, Vice Dean and Department Heads shall be members of the Professional Council by virtue of their position,
 - two representatives of teaching staff from each Department, taking into account balanced representation in terms of the areas and number of programmes of study performed in each Department. Representatives of each study programme shall be nominated by Department Heads, with the agreement of the Dean,
 - one representative of associates elected to assistant titles in each programme of study, who shall be nominated by Department Heads, with the agreement of the Dean,

- student representatives (not less than 15% of the total number of members of the Professional Council), taking into account that each undergraduate professional programme of study gets at least one representative,
 - one employees' representative, who does not serve as employees' representative in the Governing Council, and one member elected by the Works Council, or, if this Council has not been formed, directly by all workers in an election, under the rules applicable to the election of Works Council consisting of a single member.
- (2) Dean, Vice Dean and Department Heads shall be members of the Professional Council by virtue of their position, and the Secretary shall participate in the activities performed by the Professional Council without a voting right, except in the case he/she has been elected employees' representative.
- (3) Student representatives shall make up for at least 15% of the total number of members of the Professional Council, and shall be elected by students from among themselves in accordance with the provisions referred to in the Statute of the University's Students' and the Act on students' unions and other student organisations.
- (4) Representatives of teaching staff and associates, as well as the employees' representative in the Professional Council, shall be elected for the period of one academic year.
- (5) The same person may be elected representative in the Professional Council more than once.
- (6) Responsible persons of institutions founded or co-founded by the Bjelovar University of Applied Sciences may participate in the activities of the University's Professional Council when issues falling within their competence are discussed, and shall have decision-making rights on these issues.

6.2.2 Competence of the Professional Council

Article 27

- (1) Within its scope of activity the Professional Council shall:
- adopt decisions related to the University's teaching, professional and scientific activity,
 - adopt study programmes and curricula at the proposal of Department Heads,
 - review student requests in the second degree,
 - carry out election to titles in accordance with the Act and this Statute,
 - appoint committees for re-election to teaching and professional positions,
 - adopt decisions on re-election in accordance with the Act,
 - assess and analyse the results of the teaching, scientific and professional activities,
 - adopt the annual plan of publishing activities at University level,
 - review the Dean's annual report,
 - propose the Statute of the University to the Governing Council,
 - adopt general acts related to professional and teaching activity, in accordance with the Statute,
 - propose the ranking list of candidates in the Dean election procedure to the Governing Council,
 - vote no confidence to the Dean in academic matters by a two-thirds majority,
 - elect and dismiss the Vice Dean, or Vice Deans, acting on a proposal from the Dean and in accordance with the Statute,
 - review the Dean's annual report of operations,
 - elect and dismiss Heads of Departments, acting on a proposal from the Dean,
 - request the Governing Council to initiate the Dean dismissal proceedings,
 - adopt the decision on mandating teachers and associates with the teaching entrustment, acting on a proposal from Department head and with the agreement of the Dean,
 - appoint teaching and professional committees, at the proposal of the Dean,
 - decide on the necessity for continuation of work by an employee who after the second election does not get elected to a teaching title in accordance with the Act, and on extension of contract

with teachers after they have turned 65 years of age, in accordance with the conditions referred to in the Act and in specific regulations,

- analyse and assess the results of teaching and professional activities,
- adopt the proposal on financing academic promotion and election to teaching titles,
- take part in activities aimed at enhancing the quality of higher education,
- appoint student advisors/mentors,
- decide on call for proposals for election to titles, at the proposal of the Dean,
- perform other activities in accordance with the Act, this Statute and other general acts.

(2) When the Professional Council assesses and analyses the results of the Dean's work on academic matters, the Dean and Vice Deans of the University do not have the right to vote.

6.2.3 Work performed by the Professional Council

Article 28

(1) The University's Professional Council convenes sessions. Sessions can also be held online, which is regulated by the Council's Rules of Procedure.

(2) A session of the Professional Council can take place if a simple majority of its members are present. The Professional Council adopts decisions, conclusions and opinions by a simple majority of votes of its present members if no other qualified majority is specified by the law, this Statute or any other general act of the University.

(3) In the event of an equal number of votes in the process of adopting a decision by the Professional Council, the vote of the Dean shall be decisive.

(4) Sessions of the Professional Council shall be convened, prepared and presided by the Dean, or in the event of his/her absence, by one of the University's Vice Deans.

(5) When the Professional Council discusses questions of principle (teaching allocation, determining the study programme and curriculum, establishing the criteria for election to teaching titles and the like), the Dean may invite all the University's teaching staff and associates to the session of the Professional Council, whereby they shall take part in discussions with the members of the professional Council on an equal basis, but without the right to vote.

(6) The Professional Council for the study and preparation of particular questions, as well as for the performance of other activities falling within its remit, may establish permanent and/or temporary committees and boards.

(7) The number of committee and board members, as well as the scope their activities, shall be set by a special decision.

(8) Minutes shall be taken at sessions of the Professional Council.

(9) Mode of operation of the Professional Council may be established by special Rules of Procedure.

6.2.4 Matters of particular interest to students

Article 29

(1) Matters of particular interest to students include the following: regulation of students' rights and obligations, change of system of study, quality assurance of study programmes, adoption of study programmes, establishment and adoption of curricula and student standard.

(2) Student representatives in the Professional Council shall have the right to exercise suspensive veto when deciding on matters of particular interest to students.

(3) Suspensive veto is cast by a simple majority of all the student representatives in the Professional Council. After the suspensive veto has been cast, the Professional Council shall again discuss the contested question no earlier than the expiry of the 8-day period. In the reconsideration of the question

contested, the decision shall be reached by a simple majority of votes of all the members of the Professional Council and in that case no suspensive veto shall be used.

6.1 Governing Council

6.1.1 Composition and election of members of the Governing Council

Article 30

- (1) The University shall be governed by the Governing Council.
- (2) The Governing Council of the University shall consist of five members, three of whom shall be appointed by the Founder, one by the Professional Council from among its members, and one by the Works Council or, should it not have been formed, directly by all the workers, in an election and in compliance with the rules applicable to the election of Works Council, which has only one member.
- (3) Members of the Governing Council shall be elected for a term of four years.
- (4) Should there be a change of members of the Governing Council, the term of office of the substitute shall be until the expiry of the term of office of the substituted member.
- (5) The Governing Council shall have a President.
- (6) The President of the Governing Council shall be elected from among themselves.

Article 31

- (1) Members of the Governing Council referred to in the preceding article of this Statute may be dismissed before the expiry of the term of office they have been appointed or elected to.
- (2) The procedure for the dismissal of a member elected by the Professional or Works Council shall be initiated in response to a written request by not less than a third of all of their members. The decision on the dismissal shall be made by the Professional or Works Council by a simple majority of votes of all of their members.
- (3) The term of office of the newly appointed or newly elected member shall be until the expiry of the term to which the earlier member was appointed or elected.
- (4) Dismissal may be requested by a member of the Governing Council himself/herself.

6.1.2 Competence of the Governing Council

Article 32

- (1) The Governing Council shall perform activities defined by the Institutions Act, the Act, Decision on Establishment and this Statute. In particular, it shall:
 - adopt the Statute at the proposal of the Professional Council and after confirmation by the Founder,
 - adopt other general acts if other bodies of the University have not been declared competent for their adoption by this Statute and the Act,
 - adopt the University's Programme of Work and Development and monitor its implementation (strategy),
 - adopt the financial plan, annual statements and procurement plan, and, at the proposal of the Dean, ensure their implementation,
 - adopt the employment plan and programme, at the proposal of the Dean,
 - adopt second instance decisions on exercise of individual employee rights,
 - propose change or extension of activities to the Founder,
 - make proposals and give opinions on particular issues to the Founder and the Dean,
 - decide on the initiation of the Dean dismissal procedure, elects and dismisses the Dean,

- at the proposal of the Dean, decide on the manner in which profits generated by the University are to be used (distribution of operating results),
- appoint an Acting Dean in case Dean has not been elected within the specified period or has been dismissed,
- ensure the legality of the University's operations and a rational use of its material and human resources,
- give its consent to particular decisions made by the Dean and the Professional Council,
- as appropriate, at the proposal of the Dean, set up other professional and advisory bodies,
- give consent to the Dean for conclusion of contracts in legal transactions amounting to a total of 100.000,00 to 500.000,00 kuna,
- adopt decisions and perform other activities defined by the Act and this Statute.

6.1.3 Work of the Governing Council

Article 33

- (1) The Governing Council shall hold sessions. Its decisions shall be adopted by a simple majority of votes of the attending members.
- (2) Sessions of the Governing Council shall be convened and presided over by its President. In the event of being prevented from attending, the President shall be represented by one of the members, designated from among the members themselves, only for the purpose of the particular session.
- (3) The Dean shall participate in the Governing Council sessions, and in the event of being prevented from attending, he/she shall be represented by Vice Dean, authorised by the Dean.
- (4) The Dean shall participate in the work of the Governing Council without the right to vote.
- (5) The Governing Council shall adopt decisions by public voting, by a simple majority of the total number of attending members.
- (6) In the event of a tie, the vote of the President of the Governing Council shall be decisive.
- (7) Minutes shall be taken at sessions of the Governing Council.
- (8) Mode of operation of the Governing Council shall be established in its Rules of Procedure, which shall be adopted by the Governing Council at its first session.

6.1 Other professional and advisory bodies

6.1.1 Vice Dean

Article 34

- (1) In specific areas the Dean shall be assisted by Vice Deans, Department Heads and Secretary.
- (2) Vice Dean shall be elected from among the University employees who have been elected to the teaching title of senior lecturer or college professor.
- (3) The University shall have two Vice Deans:
 - Vice Dean for Student and Academic Affairs
 - Vice Dean for Development
- (4) In the event of his/her absence, the Dean shall be represented by one of the Vice Deans, which shall be decided by special decision by the Dean.
- (5) At the Dean's proposal, Vice Deans shall be elected by the Professional Council by a simple majority of votes of its attending members in a secret ballot.

- (6) Vice Dean shall be elected for a four-year year term. Upon expiry of the term of office, the same person may be re-elected several times.
- (7) Should a Vice Dean be elected during the term of office of the incumbent Dean, he/she shall not be elected for a four-year term of office, but for the remainder of the incumbent Dean's term.
- (8) Vice Dean's term of office is related to that of the Dean and shall be terminated with the termination of the Dean's term.
- (9) In the procedure of Vice Dean's dismissal relevant regulations of this Statute shall be applied.
- (10) Should Vice Dean's term office be terminated before the expiry of term to which he/she has been elected, the newly elected Vice Dean shall continue the term of the dismissed Vice Dean.

Article 35

- (1) Vice Dean for Student and Academic Affairs shall perform the following tasks:
- manage, monitor and ensure the classes are duly conducted and teaching is improved, in agreement with Department Heads,
 - coordinate the work of Department Heads in relation to academic matters,
 - propose the plan of teachers' and teaching associates' professional and academic development,
 - coordinate the procedures of electing teachers and associates to titles,
 - coordinate the University's admissions and entrance exam procedures,
 - provide opinions to the Dean on applications and requests filed by students at first instance,
 - ensure course syllabi are duly prepared and implemented,
 - ensure student surveys on the quality of teaching and teaching staff are regularly conducted,
 - propose measures of improving the curricula,
 - propose measures of solving student issues and improving the student standard,
 - outline a proposal of development programmes, as well as promote and enhance the internationalisation of teaching,
 - be involved in the development of study programmes of undergraduate professional and specialist graduate studies,
 - perform other tasks by order of the Dean.
- (2) Vice Dean for Development shall perform the following tasks:
- perform work related to the development and financing of the University,
 - propose and take part in the drafting of business, financial and strategic development plans and programmes, financial and procurement plans, as well as control and monitor the implementation and reporting thereof,
 - coordinate work related to budget preparation, infrastructure development plan and University development plan,
 - coordinate plan preparation and realisation of the University's capital investment,
 - propose and manage establishment of new study programmes,
 - organise, control and monitor the implementation of the quality assurance system,
 - coordinate activities related to international cooperation,
 - work on proposing development programmes and the University's professional and scientific projects,
 - coordinate the development and realisation of the lifelong learning programme,
 - coordinate the work by the University's Departments on the development of business, financial and development plans and programmes, as well as on project preparation and implementation,
 - ensure development of business and other relations with economic operators, local self-government units, higher education institutions and other related institutions in the Republic of Croatia,
 - implement and coordinate negotiations with external institutions and other higher education institutions in Croatia and abroad about the University's development strategy and operation,

- plan procurement of professional literature and organise publishing activity,
- adopt the University's annual promotional plan,
- perform other tasks by order of the Dean.

6.1.2 Department Heads

Article 36

(1) Department Head shall:

- organise and manage the work of the Department/Programme of Study, and ensure teaching activities are duly conducted,
- coordinate cooperation with other departments/programmes of study,
- propose work plan and decide on the work programme of the Department/Programme of Study,
- propose the improvement and modernisation of teaching, and be involved in activities aimed at enhancing the quality of higher education,
- implement the decisions adopted by the Governing Council, Dean and Professional Council,
- deal with the staff policy of his/her Department/Programme of Study, the development of the Department/Programme of Study and the employees' professional growth,
- take care of the organisation and quality of teaching, facilities, employees, equipment and financing of the Department/Programme of Study,
- perform other tasks by the order of the Governing Council, Dean, or Professional Council, in compliance with this Statute and other general acts of the University.

(2) He/She shall be accountable to the Dean, Vice Dean and Professional Council for his/her activities.

Article 37

(1) Department Head shall be elected by the Professional Council at the proposal of the Dean, by a simple majority of votes of all the members in a public vote.

(2) Department Head shall be elected to a term of office lasting four academic years, whereby after the term of office has expired, the same person may be re-elected multiple times.

(3) Should a Department Head be elected during the term of office of the incumbent Dean, he/she shall not be elected for a four-year term of office, but for the remainder of the incumbent Dean's term.

(4) Department Head's term of office is related to that of the Dean and shall cease with the termination of the Dean's term.

(5) Department Head may be elected from among the employees of the University Department who have been elected to a teaching title.

(6) Department Head's term of office shall, as a rule, commence on 1 October of the current year.

(7) As an exception, in the case of a newly established department or if the Department Head has not been elected at the beginning of the incumbent Dean's term of office, the term of office of the Department Head shall commence immediately upon election, and the decision on the duration of the term of office shall be adopted by the Professional Council during election.

Article 38

(1) Department Head may be removed from office before the expiry of the term he/she has been elected to on the same grounds as Dean and Vice Deans.

(2) The decision on the initiation of proceedings of Department Head's dismissal shall be adopted by the Dean himself/herself, or based on a written request by at least a third of the Professional Council members. The request shall contain duly justified reasons for dismissal.

(3) Prior to the adoption of the decision, the Department Head shall be given an opportunity to state his/her position on the reasons given for his/her dismissal.

(4) The decision on dismissal shall be adopted by the Professional Council by secret ballot, by a simple majority of votes cast by the attending members of the Professional Council.

(5) Department Head may be dismissed before the expiry of the term of office he/she has been elected to, as well as on individual request, by a public vote of the Professional Council.

(6) In the event of dismissal of the Department Head, the Dean may appoint an Acting Department Head for a period of up to 6 months, and within that period a new procedure for the election of the Department Head shall be conducted.

6.1.3 University Secretary

Article 39

(1) University Secretary shall:

- give professional and legal opinions and interpretations concerning the application of the Act and other regulations to the Dean and the Professional Council,
- structure proposals of the University's general acts,
- make sure the organisational, administrative, legal and other general operations of the University are carried out,
- perform other tasks stipulated by the acts of the University and by order of the Dean.

(2) The secretary shall have completed a university graduate programme in Law or a specialist professional graduate programme in Public Administration, and shall meet all the other requirements stipulated in the Act on Internal Organisation and Organisation of Work Places at the University.

(3) The secretary shall be employed on the basis of an open application procedure.

(4) The secretary shall be independent in his/her work and shall be accountable to the Dean and the Governing Council of the University.

6.1.4 Dean's Board

Article 40

(1) The Dean's Board is an advisory body consisting of the Dean, Vice Deans, Department Heads, Secretary and a representative of the University's Directorate of Quality Assurance.

(2) The Dean shall prepare, convene and preside over sessions of the Dean's Board.

(3) The Dean's Board shall provide the Dean with opinions and recommendations concerning the development and improvement of professional and teaching activities performed within and by the University.

7. UNIVERSITY EMPLOYEES

Article 41

(1) Employees of the university shall be teachers, associates and others.

(2) The status of employees from paragraph 1 of this article shall be regulated by the general regulations of labour, unless otherwise provided for in the Act and this Statute.

7.1 Titles

Article 42

- (1) Teaching, professional and scientific activities at the University shall be performed by teachers elected to respective teaching titles and entrusted with respective teaching positions, and persons elected as associates and entrusted with respective teaching positions.
- (2) At the University there are no positions corresponding to scientific-teaching titles, but teaching in respective titles can be conducted by teachers elected to scientific-teaching or nominal titles.
- (3) In their work, operations and conduct, teachers and associates shall be obliged to act in compliance with ethical principles, the principles of scientific truth and critical thinking, and safeguard the reputation of the University.
- (4) The Professional Council shall adopt the Code of Ethical Conduct and Rules of Disciplinary Liability of Employees.

Article 43

- (1) Teaching titles at the University shall include the following: lecturer, senior lecturer and college professor.
- (2) Professional titles at the University shall include the following: associate, senior associate and expert advisor.
- (3) Associate title at the University shall be the title of assistant.

7.2 Election to titles

Article 44

- (1) Elections to teaching, professional and associate titles shall be conducted in compliance with the Act and this Statute.
- (2) General conditions for election to teaching titles are set out in the Act, whereas special conditions for the assessment of teaching and professional activities in the election to titles procedure are laid down by the Croatian Council of Universities and University Colleges of Applied Sciences.

7.2.1 Requirements to be met for election to teaching titles and respective positions

Article 45

- (1) A person meeting the requirements stipulated by the Act, the Croatian Council of Universities and University Colleges of Applied Sciences and other requirements defined by this Statute can be elected lecturer and be entrusted with a respective position.
- (2) A person meeting the requirements stipulated by the Act, the Croatian Council of Universities and University Colleges of Applied Sciences and other requirements defined by this Statute can be elected senior lecturer and be entrusted with a respective position.
- (3) A person meeting the requirements stipulated by the Act, the Croatian Council of Universities and University Colleges of Applied Sciences and other requirements defined by this Statute can be elected college professor and be entrusted with a respective position.
- (4) The University may conduct elections to teaching titles referred to in Paragraph 1, 2 and 3 with no intention of concluding an employment contract (nominal titles), whereby the provisions of the Act and this Statute shall apply to these persons as well.

7.2.2 Requirements to be met for election to associate titles and respective positions

Article 46

(1) Election to the associate assistant title and the respective position requires completion of a relevant graduate university study programme or a specialist graduate professional study programme of at least five years' duration and a minimum of 300 ECTS credits earned, or an undergraduate university study programme according to the previous law, plus a demonstration practical class which has received positive reviews by the members of the panel appointed by the Professional Council.

(2) A person is elected to the assistant title for a period of not more than five years. After this period the person is obliged to become qualified for the election to a higher, teaching title.

(3) An assistant's work is supervised by a mentor who once a year reports on the assistant's performance to the Professional Council. The Council then assesses the assistant's performance in the preceding period and designs a work plan for the following year. Should the assistant's performance be reviewed negatively, the Professional Council shall propose to the Governing Council that they should initiate the procedure for termination of his/her employment contract.

(4) The assistant's mentor shall be the president of the Panel (first member of the Panel) for the review of the assistant's teaching demonstration.

7.2.3 Requirements to be met for election to professional titles and respective positions

Article 47

(1) Election to the professional title of associate and the respective position requires:

-completion of a relevant graduate university study programme or specialist graduate professional study programme,

-a positive review of the applicant based on the interview conducted by the Selection Committee,

-meeting the other requirements set out in the call for proposals.

(2) Election to the professional title of senior associate and the respective position requires:

-meeting all the requirements referred to in Paragraph 1 of this Article

-five years of relevant professional experience with an implemented or awarded project or study, or a minimum of three published scientific or professional papers in journals with a recognised international review.

(3) Election to the professional title of expert advisor and the respective position requires the following:

-meeting all the requirements referred to in Paragraph 1 of this Article

-ten years of relevant professional experience with a number of implemented or awarded projects or studies, or more than five published scientific or professional papers in journals with a recognised international review.

(4) The University can conclude a fixed-term employment contract with persons referred to in Paragraphs 1, 2 and 3 of this Article for work on a professional or scientific project with secured project funding so that all the project costs related to their employment are covered, in addition to an increased volume of work to be done by other employees of the University, material costs, equipment and facility maintenance et cetera.

7.2.4 Election to teaching, associate and professional titles and respective positions

Article 48

(1) Election to teaching and associate titles and respective positions, as well as professional titles and respective positions, shall be held on the basis of an open call for proposals, in compliance with the Act.

- (2) The proposal to announce an open call for proposals to be elected/re-elected to teaching or nominal teaching titles shall be submitted by the Dean to the Professional Council of the University, at the proposal of the Department Head.
- (3) The decision on announcing an open call for proposals for election to titles and respective positions shall be adopted by the Professional Council.
- (4) The call shall be published in the Official Gazette, daily newspapers, the University's website and the official European Research Area internet portal for employment opportunities. The call shall remain open for at least 30 days from the day of its publication in the Official Gazette.
- (5) The call for election to the same or higher teaching or professional title and the respective position due to the expiry of the term the employee has been elected for in the preceding call shall be announced at least three months prior to the term expiry. By a special decision adopted by the University's Professional Council and with the agreement of the employees, the call may be announced earlier than a year before the expiry of the term the employee has been elected for, but not before three years since the preceding election have passed.
- (6) Should in the election procedure a different person be elected, the employee who has held the position up to that moment shall be offered a different one or, if no such position is available, his/her employment contract shall be terminated.
- (7) Should an employee not submit his/her application for the positions announced in the call referred to in Paragraph 1 of this Article or does not get elected as a result of not meeting the re-election requirements, a procedure of regular personally conditioned dismissal shall be initiated, without the requirement to offer him/her an alternative position.
- (8) Provisions on the re-election procedure, submitting the activity report, minimum requirements and work obligations which are required for re-election and on deadlines by which certain activities are to be completed during the procedure are determined in a special general act passed by the University's Professional Council, in accordance with the Act and special conditions prescribed by other competent bodies.

Article 49

- (1) An open call for election of teachers and associates should include the following:
 - name and seat of the University,
 - scientific area and field,
 - title and respective position for which the call for proposals is announced,
 - requirements to be met by applicants,
 - the deadline for the applications to be submitted,
 - a list of required application enclosures.

Article 50

- (1) The election to teaching and associate titles and respective positions, and to professional titles and respective positions shall be conducted by the Professional Council.
- (2) In the procedure of election to teaching and associate titles, the Professional Council shall respond to the proposal made by the Department Head and appoint an Expert Panel for giving opinions on meeting the requirements for election to title (hereinafter: Expert Panel).
- (3) The Expert Panel shall have at least three members.
- (4) Members of the Expert Panel cannot have a title lower than the one the candidate is being elected to.
- (5) A person who is not an employee or associate of the University may be appointed member of the Expert Panel.

Article 51

- (1) The Expert Panel produces a report for every individual applicant, stating the opinion on whether the applicant meets the requirements for election to a teaching or associate title and the respective position, or to a professional title and its respective position.
- (2) The report referred to in the previous paragraph is to be submitted by the Expert Panel in compliance with the Regulations, decisions and other acts of the Croatian Council of Universities and University Colleges of Applied Sciences.
- (3) The University's Professional Council, after the election procedure has been carried out and after the positive opinion of the Panel has been obtained, shall adopt a decision on the election to a teaching or nominal teaching title.

7.3 Concluding and terminating an employment contract

Article 52

- (1) The University shall conclude employment contracts of indefinite duration with the persons elected to teaching and professional positions and shall be required to conduct re-elections and elections to higher positions in accordance with the Act. Should an employee not be elected in the re-election or election due to failure to meet the requirements, steps shall be taken in accordance with the Act.
- (2) Conditions for the extension and termination of employment contracts are established by the Act.
- (3) The obligation to conduct re-election shall cease after an employee has been elected to the teaching title of college professor (permanent title) for the second time.
- (4) An employee may be elected to the position of lecturer and senior lecturer not more than twice.
- (5) By way of derogation, should after the election/re-election an employee not be elected to the same or higher teaching title and the University's Professional Council decides there is a necessity for his/her further engagement, the Professional Council may determine the deadline within which he/she is required to be elected to the same or higher title. Otherwise, a procedure of regular personally conditioned dismissal shall be initiated, without the requirement to offer him/her an alternative position.
- (6) Upon the expiry of the academic year in which he/she has reached the age of 65, the employee's employment contract shall be terminated due to retirement.
- (7) If the need to extend his/her employment arises, the University may extend the employment of a tenured college professor in compliance with the Act.
- (8) The Dean may entrust an external teacher, scientist or expert, as well as a teacher from other higher education institutions, with part or the whole of the course, with no requirement to conclude an employment contract.
- (9) Full-time teachers and associates at the University may conclude contracts for the performance of duties pertaining to the teaching activities delivered at the University with other legal entities only with the prior approval of the Dean.
- (10) The Dean is entitled to deny his/her consent should the taking on of the obligations referred to in Paragraph 9 of this Article result in irregular and substandard performance of work obligations at the University.
- (11) At the proposal of the Department Head and with the consent of the Dean and Professional Council, course instructors who teach a course fully or partially and are employed outside the University, and who have not been elected to a teaching or professional title, may be elected to the nominal title with no requirement to conclude an employment contract.
- (12) Teachers and associates in courses which can mainly be taught only in teaching bases as part of the unified teaching and professional work may concurrently conclude an employment contract with the University and the teaching base (part-time employment). Conditions of employment shall be determined by special decision.

(13) In accordance with the study programme and syllabus, the University may entrust an expert associate outside the University with the delivery of practical sessions.

Article 53

- (1) The University shall conclude an employment contract with other employees in the manner prescribed in the Work Regulations and the Labour Law on the basis of an open call for proposals.
- (2) The need for other employees who are not teachers or associates shall be announced in cooperation with the Croatian Employment Service, on the University's website, the University's notice board, notice board of the Employment Service, and in the Official Gazette.
- (3) The application closing date is 8 days, running from the day of publication of the call in the Official Gazette.

7.3.1 Teaching performance review

Article 54

- (1) Due to the special nature of their job, teachers and associates are subject to review of their teaching performance.
- (2) Regular teaching performance review referred to in the preceding paragraph of this Article shall also take into consideration the results obtained from the student survey.
- (3) Vice Dean for Teaching and Student Affairs shall put forward a proposal to the Dean relating to the modes of reviewing the teaching performance. At the proposal of the Dean, the Professional Council shall adopt a decision on modes of reviewing the teaching performance.

7.3.2 Disciplinary procedure

Article 55

- (1) Any failure to fulfill the prescribed obligations, breaches of rules of conduct stipulated in this Statute, and damage to the reputation of the University and its employees shall be subject to disciplinary action.
- (2) Actions subject to disciplinary action and disciplinary proceedings shall be determined by the Regulations on Employees' Disciplinary Responsibility, in compliance with the Act, this Statute and labour legislation.

8. STUDIES

8.1 Study programmes offered by the University

Article 56

- (1) The University shall deliver undergraduate and graduate professional study programmes in accordance with the Act and the Licence for delivering study programmes which provide the students with an appropriate level of know-how and skills enabling them to practise their profession and get actively involved in the world of work.
- (2) The University may organise and deliver common and joint studies, in accordance with the provisions of the Act.

8.2 Organisation and delivery of study programmes

8.2.1 Duration, organisation and delivery of studies

Article 57

- (1) Studies at the University shall be organised in accordance with the study programme and performed in accordance with the syllabus, in conformity with the Act.
- (2) Each level of study delivered by the University shall result in the attainment of a particular title or degree.
- (3) Each level of study referred to in Paragraph 2 of this Article is required to be in compliance with the European Credit Transfer System (hereinafter: ECTS), according to which a year of study corresponds to a minimum of 60 ECTS credits.
- (4) The undergraduate professional study programmes at the University shall be delivered as full-time and part-time, in accordance with the conditions prescribed by the Act, this Statute and the Rules of Study.
- (5) The Rules of Study at the University shall stipulate details on rules relating to examinations (written, oral, practical exams, a system of prerequisites etc.), student grade appeals, procedures of repeating examinations, content, form and mode of examination record keeping, ensuring the public nature of examinations, the students' right on obtaining feedback about their performance in an exam, and other matters, if necessary.
- (6) A student may be assigned a supervisor or mentor, whose responsibility shall be to provide him/her with assistance and to monitor his/her work and performance. Details relating to supervisors and the conditions under which they are appointed shall be determined by a special decision.

8.2.2 Types and levels of study

Article 58

- (1) The undergraduate professional study programmes delivered by the University shall have a duration of 3 (three) years. Upon completion of these the students shall have attained a total of 180 ECTS credits.
- (2) The specialist graduate professional study programmes shall have a duration of one to two years. Upon their completion the students shall have attained 60 – 120 ECTS credits.
- (3) Upon completion of an undergraduate professional study programme the professional title of Bachelor (baccalaureus/baccalaurea) and a particular profession shall be attained, in accordance with a special act.
- (4) Upon completion of a specialist graduate professional study programme the professional title of a specialist shall be attained, in accordance with a special act.
- (5) A minimum total number of ECTS credits attained in the undergraduate and specialist graduate study programme shall be 300.

Article 59

- (1) The University shall deliver the following undergraduate professional study programmes:
 - undergraduate professional study programme in Mechatronics, upon completion of which the professional title of Bachelor (baccalaureus/baccalaurea) of Mechatronics shall be attained
 - undergraduate professional study programme in Nursing, upon completion of which the professional title of Bachelor (baccalaureus/baccalaurea) of Nursing shall be attained

- undergraduate professional study programme in Computer Science, upon completion of which the professional title of Bachelor (baccalaureus/baccalaurea) of Computer Science shall be attained.
- (2) The University shall organise and deliver undergraduate professional and specialist graduate professional study programmes in accordance with the Act and this Statute, on the basis of licences granted by the Ministry of Science, Education and Sports (hereinafter: Ministry).

8.2.3 Study programme

Article 60

- (1) The content of the study programmes should be in accordance with the Act, the Statute and other general acts of the University.
- (2) The study programmes shall be adopted by the Professional Council, at the proposal of Department Heads. They should include all the elements prescribed by the Act.

8.2.4 Syllabus

Article 61

- (1) Based on the study programme, the syllabus shall be adopted by the Professional Council at the proposal of Heads of Departments.
- (2) The syllabus shall specify the following:
1. teachers and associates performing the teaching activities based on the study programme,
 2. location of class meetings,
 3. course start and completion and class schedule,
 4. forms of instruction (lectures, seminars, practice, office hours, tests etc.),
 5. forms of examination,
 6. exam dates,
 7. reading list,
 8. possibility of instruction in a foreign language, and
 9. other information relevant for instruction.
- (3) If part-time students are to enrol in the study programme, the syllabi shall specify the organisation of classes for such students.
- (4) Syllabi are to be made publicly available and shall be published on the University's website.
- (5) Adoption of course syllabi shall be a prerequisite for the start of teaching activities in a new academic year.
- (6) Studies can be organised in the form of distance learning, which shall be specially authorised by the National Council for Science, Higher Education and Technological Development.

8.2.5 Admission requirements

Article 62

- (1) Candidates who have completed a relevant four(4)- or five(5)-year high school programme and who meet the requirements laid down in the Call for Admission of Students are eligible to apply for admission to an undergraduate professional study programme offered by the University.
- (2) Candidates who have completed a relevant undergraduate professional study programme or an undergraduate university study programme and who meet the requirements laid down in the Call for Admission of Students are eligible to apply for a specialist graduate study programme offered by the University.

(3) Conditions of admissions to common and joint studies shall be regulated by the agreement concluded between the University and higher education institutions which shall deliver studies in accordance with the Act.

(4) Full details on admissions and the number of places available shall be given in an open call for admissions, in accordance with the decision adopted by the Professional Council.

8.2.6 Academic year

Article 63

(1) The academic year starts on 1 October of the current and ends on 30 September of the following calendar year. Teaching activities may commence before the start of the academic year should the syllabus for that particular academic year so prescribe, but not earlier than 1 September.

(2) Teaching activities are organised into semesters.

(3) The academic year is divided into two semesters: summer and winter.

8.2.7 Professional practice

Article 64

(1) Professional practice is compulsory for all the students, depending on the study programme.

(2) Professional practice supervisors shall be appointed by the Dean from among the members of the teaching staff or from among persons with associate titles. The professional practice coordinator shall be appointed by the Management of the institution from among the employees of the institution in which students are undertaking their professional practice.

(3) All the matters relating to professional practice shall be regulated by the corresponding Regulations.

8.2.8 Completion of studies

Article 65

(1) Undergraduate professional study programmes shall be completed after a student has passed all the examinations and met all the other requirements imposed, and after they have produced and defended the final thesis, in accordance with the study programme, Rules of Study and the Act.

(2) Specialist graduate professional study programmes shall be completed after a student has passed all the examinations and met all the other requirements imposed, and after they have produced and defended their specialist thesis, in accordance with the study programme, Rules of Study and the Act.

Article 66

(1) Further regulations on deadlines and the production and defense of a final thesis are referred to in a special general act, in conformity with the Act and this Statute.

(2) The University shall store students' final theses in the National and University Library's public internet database of final theses.

8.2.9 Documents of completion of studies

Article 67

(1) Upon completion of an undergraduate or specialist graduate professional study programme a student shall be issued a diploma certifying successful completion of studies and acquisition of a particular professional or specialist title, in accordance with the Act.

(2) In addition to the diploma or certificate a student shall be issued a diploma supplement, specifying the courses they have taken and passed, including the grades awarded, and including the information on student workload and course content.

(3) Upon completion of a programme of professional education, the University shall issue a certificate to the attendant containing a description of their obligations, and should the workload within the programme be measured in ECTS, containing also the ECTS credits.

Article 68

(1) Diplomas and certificates issued by the University are public documents.

(2) The content of diplomas and diploma supplements shall be prescribed by the Minister.

(3) The form of diplomas and diploma supplements, certificates and ECTS transfer information packages, should they not be taken from the ISVU information system, shall be prescribed by the University in the form of a general act.

Article 69

(1) Diplomas and diploma supplements shall be issued in the Croatian language.

(2) Diploma supplements shall be issued free of charge in both Croatian and English.

(3) At a student's request, the diploma may be issued in the English language at his/her expense.

8.3 Lifelong learning programmes

Article 70

(1) In response to the demands of the economy and to citizens' personal needs the University may organise and perform diverse educational programmes which in legal terms are not considered to be studies and are based on the principles of lifelong learning.

(2) Upon completion of a programme of professional education the University shall issue a certificate to the attendant containing a description of his/her obligations, and should the workload within the programme be measured in ECTS, containing also the ECTS credits.

(3) The University shall adopt a general act by which the activities based on the principles of lifelong learning are to be implemented, including the modes and procedures of establishing a set of differential obligations of students for the purpose of switching to a different study programme and/or enrolment in a study programme, completion of previously started studies, and recognition of competences acquired outside a study programme, which are required to take part in the studies.

(4) The University shall adopt a general act which shall regulate the status of students who are obliged to obtain equivalences for their previous studies, attendants of educational programmes which are not considered to be studies, and participants in activities aimed at the promotion of principles of lifelong learning.

(5) All the programmes and procedures referred to in this Article are an integral part of the internal system of quality assurance and enhancement, and are subject to procedures of external quality assurance and enhancement.

(6) The programmes referred to in Paragraph 1 of this Article shall be adopted by the University's Professional Council.

9. STUDENTS

9.1 Student status

Article 71

- (1) Student status at the University is acquired by being admitted to a study programme, in accordance with the general acts of the University.
- (2) Students can study full-time or part-time.
- (3) Student status shall be demonstrated by a relevant student identification document, the form and content of which shall be prescribed by the Minister.
- (4) The student identity card shall be a document used as a proof of student status.
- (5) Student status shall be taken to relate to the academic year the student has been enrolled in.

9.1.1 Full-time and part-time students

Article 72

- (1) Full-time students shall be taken to be those pursuing a full-time course of study and shall as such hold specific rights, in accordance with the legislative and other provisions.
- (2) The costs of pursuing a full-time course of study (study programme) shall be borne by the student and shall be covered from his/her own or other resources.
- (3) Part-time students shall be taken to be those pursuing the same study programme as full-time students, but on the basis of a special syllabus. The costs of pursuing a part-time course of study shall be borne fully by the student from his/her own or other resources.
- (4) The University shall conclude a contract with its full-time and part-time students on the terms and conditions relating to study for the current academic year.
- (5) The contract concerning the terms and conditions of study in the current academic year shall specify the mutual rights and obligations during the course of study, tuition, financial obligations and modes of financing the studies, as well as other matters of relevance to both contracting parties.
- (6) Students who are foreign nationals shall cover the costs incurred by their studies themselves, unless otherwise specified in the Act or bilateral agreement.
- (7) The University shall admit students in accordance with the capacity available and based on the decision adopted by the Professional Council at the proposal of the Department Head.
- (8) By way of derogation, the Dean may pass a special decision to allow the admission of up to 5% students more than determined by the approved admission quota.

9.1.1 Classification procedure and admissions

Article 73

- (1) The selection of candidates shall be undertaken in the form of a classification procedure, in accordance with the Act. The classification procedure may or may not include an entrance exam.
- (2) Candidates shall qualify for admission on the basis of the score attained in the classification procedure.
- (3) Mode of implementation of the classification procedure and any other matter shall be regulated by a special general act.

Article 74

- (1) A student shall gain the right to enrol to the next year of study if they have met all the requirements set out in the study programme and syllabus.

(2) A student re-enrolling to the same year of study may take higher year courses in accordance with the decisions adopted by the University's Professional Council and with the Rules of Study.

9.1.2 Termination of student status

Article 75

(1) Student status at the University shall be terminated:

- on the day of study completion,
- on the day of withdrawal from the University,
- if a student has been expelled from the University following a disciplinary procedure,
- if a student fails to fulfill his/her financial obligations to the University,
- when a student fails to complete his/her studies within the time limits prescribed in the general acts of the University,
- for other reasons stipulated in the other general acts of the University.

9.1.1 Student records

Article 76

(1) Student records shall be kept and permanently archived.

(2) Modes of collecting, storing and granting access to the data contained in the records shall be regulated by the Act, Regulations and other general acts.

9.1.2 Students' disciplinary responsibility

Article 77

(1) Students are required to fulfill their obligations and observe the regulations set out in this Statute, Rules of Study, and other general acts of the University, observe the rules of conduct towards all the employees of the University and fellow students, protect and promote the reputation of the University, and be respectful of the University's property.

(2) Should they fail to comply with the imposed obligations, students may be rendered liable to disciplinary action.

(3) Disciplinary procedures and measures taken against non-compliant students shall be specified in the Regulations on Students' Disciplinary Responsibility and other general acts of the University.

9.1.1. Other matters related to student status

Article 78

(1) All other student status-related matters shall be dealt with in accordance with the Act, Rules of Study and other general acts of the University.

9.2 Students' Union

Article 79

(1) Students' Union is an elected representative body which protects the students' interests, participates in decision-making in the bodies of the University, and represents the students in the higher education system.

- (2) Students' Union shall be comprised of students of the University who have been elected to the body in compliance with the provisions of the Students' Unions and Other Student Organisations Act.
- (3) The Statute of the Students' Union is the basic act of the Students' Union and is adopted by the Professional Council of the University, at the proposal of the Students' Union, whereby it is required it should receive a majority of votes from the student representatives in the Professional Council.
- (4) The University's Students' Union shall be comprised of students elected in elections and appointed for a term which is in compliance with the Students' Unions and Other Student Organisations Act.
- (5) The University shall have a student ombudsman, who shall be appointed by the Students' Union in accordance with the Statute of the Students' Union.

Article 80

- (1) The University is required to provide working facilities for the Students' Union and the student ombudsman.
- (2) The Dean of the University is required to ensure the legality of work of the Students' Union and other student organisations operating at the University.

Article 81

- (1) Student organisations established in accordance with the Students' Unions and Other Student Organisations Act shall be allowed to operate at the University.

Article 82

- (1) The activities performed by the Students' Union, student associations and other student organisations shall be funded in accordance with the Students' Unions and Other Student Organisations Act, statutes of student organisations and a special general act of the University.
- (2) The activities performed by student organisations shall be supervised by the University in accordance with the Act.

10. RESEARCH AND PROFESSIONAL ACTIVITY

10.1 Research and productivity

Article 83

- (1) Research (scientific) and professional research activity is a basic right and obligation of the University's employees elected to teaching and associate titles, in accordance with the Act.
- (2) The research activity referred to in Paragraph 1 of this Article is implemented:
- by assuming the contractual commitments and through work on research programmes, projects, analyses and expertise
 - through individual research and productivity.
- (3) The University is to make available and promote research (scientific) and professional work to all on equal terms.

10.2 Research and professional projects

Article 84

(1) Through its Department of Development, the University shall support and promote continuous professional (scientific research and professional) activity of its employees and students, public presentation and publication of the results of this activity, and their economic application.

(2) Research and professional projects shall be proposed by the University's teaching staff and associates, with written notice to the Dean of the University, and the criteria for the acceptance and final appraisal thereof shall be determined by the Professional Council, at the proposal of the Head of the Department of Development, or the entity a project has been commissioned by.

10.3 Contract on research and professional projects

Article 85

(1) A contract shall be concluded on the acceptance of a research and/or professional project. The contract shall be signed by the proposer, or contractor, the University as project holder, and the contracting entity.

(2) Organisational, financial and other forms of assistance to the leader of the research and/or professional work shall be provided, depending on the type of activity, by the University, that is the principal, in compliance with the provisions of the contract.

(3) The contract referred to in the preceding paragraph of this article shall determine the compensation the University is to receive for the provision of space, equipment, infrastructure and other amenities in the course of the project.

(4) The project contractors shall be entitled to compensation, in compliance with the provisions of the contract signed.

11. FUNDING OF THE UNIVERSITY

Article 86

(1) The University shall be financed from:

- resources of the Founder,
- its own revenue generated from tuition fees, research and artistic work, projects, publishing and other activities,
- direct investments of individuals, trading companies, local and regional self-government units, and other legal entities,
- donations,
- the state budget and other national and international sources,
- other sources, in compliance with the regulatory framework.

Article 87

(1) The University shall adopt its budget on the basis of the whole of the planned revenue from the funding sources for the activities it performs.

(2) The total budgetary resources shall be allocated in accordance with individual cost items.

(3) The Dean shall be responsible for a duly proposed budget. The University's organisational units shall produce a revenue plan, equipment procurement plan and resource plan with details on cost items no later than 30 days before the deadline for the adoption of the budget, and submit these to the Dean.

(4) The budget of the University shall be adopted by the Governing Council at the proposal of the Dean.

12. DATA SECRECY PROTECTION

Article 88

(1) Trade secrets are taken to be:

- data and documents stipulated in the Act and other regulations as confidential,
- data or documents the disclosure of which to an unauthorised party would damage the work, interests and reputation of the University,
- data and documents declared trade secrets by the Dean.

Article 89

(1) All the trade secret data and documents should be kept confidential by all the employees of the University, regardless of the manner in which they have come to know them.

(2) Employees are obliged to keep a trade secret even after cessation of work at the University.

(3) Unauthorised disclosure of a trade secret shall be regarded as a serious form of misconduct.

Article 90

(1) Communication of data and documents regarded as trade secrets shall not be deemed to be a violation thereof if these data and documents are communicated and made available to persons and bodies they may or have to be communicated, based on the regulations or authorisations resulting from the function they perform.

13. PUBLIC NATURE OF THE UNIVERSITY

Article 91

(1) The work of the University is of public nature.

(2) The University shall inform the public on its activities:

- through media,
- on the University website,
- in publications,
- by organising scientific and expert meetings and public lectures,
- by other appropriate means.

Article 92

(1) The Dean or other persons he/she has authorised to do so may inform the public on the activities performed by the University in the media.

(2) Information or notices on the work and operations performed by the University shall be provided by the Dean or a person he/she authorises to do so.

Article 93

(1) The Governing Council and the Dean shall report to the employees on the work performed by the University:

- by publishing general acts,
- by publishing the adopted decisions and conclusions,
- by other appropriate means.

Article 94

- (1) All the information held or supervised by the University shall be made available to interested parties authorised to access it, in accordance with the Freedom of Information Act.
- (2) Within the scope of their respective competences, the Governing Council and the Dean shall be required to grant access to data at the request of appropriate authorities, in accordance with the Act.

Article 95

- (1) The Governing Council and the Dean shall be responsible for the transparency of the University's operations.

14. BASIC AND GENERAL ACTS OF THE UNIVERSITY

Article 96

- (1) Statute is the basic act of the University.
- (2) Statute of the University shall be enacted by the Governing Council at the proposal of the Professional Council, and shall be confirmed by the Founder of the University.
- (3) Amendments to the Statute shall be made by the same procedure as the enactment of the Statute.
- (4) The general acts of the University are the following: regulations and rules of procedure regulating certain issues related to the activities of the University and decisions regulating the relations within the University, in accordance with the Act, Institutions Act, other acts, and this Statute.
- (5) The general acts of the University shall be adopted by the Governing Council, Professional Council and the Dean, each acting within the scope of their respective competences.

Article 97

- (1) The Governing Council shall pass the basic act of the University:

No.	Name of basic act:	Proposed by:	Adopted by:
1.	Statute	Professional Council	Governing Council, confirmed by the Founder

- (2) The Governing Council shall also adopt the following general acts:

No.	Name of general act:	Proposed by:	Adopted by:
1.	Regulations on the Internal Organisation and Employment at the University of Bjelovar	Dean	Governing Council
2.	Rules of Procedure of the Governing Council	President of the Professional	Governing Council

		Council	
3.	Strategy of the Bjelovar University of Applied Sciences	Professional Council	Governing Council

(3) The University's Professional Council adopts the following general acts:

No.	Name of general act:	Proposed by:	Adopted by:
1.	Rules of Study	Dean, Vice Dean, Department Head	Professional Council
2.	Final Thesis Regulations	Dean, Vice Dean, Department Head	Professional Council
3.	Regulations of the Publishing Activity of the Bjelovar University of Applied Sciences	Dean, Vice Dean, Department Head, Librarian	Professional Council
4.	Regulations on the Activities Performed by the Library	Library Manager	Professional Council
5.	Code of Ethics of the Bjelovar University of Applied Sciences	Dean, Vice Dean, Department Head	Professional Council
6.	Regulations on Recognition of Exams Passed at Other Universities in the Republic of Croatia	Dean, Vice Dean, Department Head	Professional Council
7.	Regulations on Professional Practice	Department Head	Professional Council
8.	Rules of Conducting Student Surveys and Procedures Following the Treatment of Results	Vice Dean	Professional Council
9.	Rules of Procedure of the Professional Council	Dean, Vice Dean, Department Head	Professional Council
10.	Regulations on the Structure and Activities of the Quality Assurance System of the Bjelovar University of Applied Sciences	Quality Assurance Unit	Professional Council
11.	Regulations on Teachers' Disciplinary Responsibility	Dean, Vice Dean, Department Head	Professional Council
12.	Regulations on Students' Disciplinary Responsibility	Department Head, Students' Union	Professional Council
13.	Students' Union Statute	Students' Union	Professional Council

(4) The Dean of the University adopts the following general acts:

No.	Name of general act:	Adopted by:
1.	Rules of Procedure of the Bjelovar University of Applied Sciences	Dean
2.	Regulations on Remuneration and Excellence of Teachers and Associates	Dean
3.	Regulations on Occupational Health and Safety	Dean
4.	Fire Protection Regulations	Dean
5.	Regulations on Archive and Registry Material	Dean

Article 98

(1) In addition to the acts referred to in Article 97 of this Statute, the University may adopt other acts required for the activities performed by the University, in conformity with the Act and the Statute.

(2) Amendments to the general acts shall be made by the same procedure as the general acts.

(3) The Statute, which is adopted by the Governing Council of the University at the proposal of the professional Council, shall come into force after the confirmation by the Founder has been obtained, on the first day following its publication on the University's notice board.

(4) The general acts shall come into force on the eighth day following their publication on the notice board, and in exceptional and duly justified cases on the day of publication.

(5) The Statute and general acts cannot have a retroactive effect.

15. TRANSITIONAL AND FINAL PROVISIONS

Article 99

(1) General acts of the University shall be aligned with the provisions of this Act and this Statute no later than six months after the entry into force of this Statute, unless a different deadline has been laid down in the Act.

(2) Until the general acts referred to in the preceding article have been adopted, the University shall continue performing its activities in accordance with the acts of the Technical College in Bjelovar, where not inconsistent with the Act and this Statute. Should there be inconsistencies, the provisions of the Act and this Statute shall apply.

Article 100

(1) Before this Statute enters into force, the Dean elected at the Technical College in Bjelovar shall remain in office for the remaining period of the term of office he/she has been elected to.

(2) Vice Dean for Education, Development and Improvement elected at the Technical College in Bjelovar shall remain in office for the remaining period of the term of office he/she has been elected to, but his/her position shall pursuant to this Statute be renamed to Vice Dean for Development.

(3) Members of the Professional Council elected at the Technical College in Bjelovar shall remain in office for the remaining period of the term of office they have been elected to.

(4) Members of the Governing Council elected at the Technical College in Bjelovar shall remain in office for the remaining period of the term of office they have been elected to.

(5) Before this Statute enters into force, Heads of Departments elected at the Technical College in Bjelovar shall remain in office for the remaining period of the term of office they have been elected to.

Article 101

(1) As of the day of entry of the Bjelovar University of Applied Sciences in the court register, all the equipment, archives, resources, facilities, financial assets, as well as the rights and obligations of the Technical College in Bjelovar shall become the rights and obligations of the Bjelovar University of Applied Sciences.

(2) As of the day of entry in the court register, employees of the Technical College in Bjelovar shall become employees of the Bjelovar University of Applied Sciences and shall have all the rights and obligations based on concluded employment contracts and decisions adopted by the Technical College in Bjelovar.

(3) As of the day of entry in the court register, students enrolled in the Technical College in Bjelovar shall become students of the Bjelovar University of Applied Sciences and shall have the right to complete their studies in accordance with the syllabus and conditions under which they were enrolled in the first year of study in compliance with the Act, Statute and other acts.

(4) Students' rights and obligations stipulated in the student contract concluded with the Technical College in Bjelovar shall be transferred to the Bjelovar University of Applied Sciences.

Article 102

(1) This proposed Statute shall enter into force after it has been adopted by the Governing Council and confirmed by the Founder, on the day following the day of announcement on the University's notice board.

(2) As of entry into force of this Statute, all the provisions of the Statute of the Technical College in Bjelovar of 3 December 2014 (Class: 602-04/14-08/008, Reg. No. 2103-67-09-14-05) shall no longer apply.

Class: 602-04/17-08/005
Reg. No. 2103-67-09-17-05

Bjelovar, 2 October 2017

Technical College in Bjelovar
Governing Council
President: Ante Brkljačić, graduate engineer

The City of Bjelovar, the founder of the University, confirmed this Statute by adopting the Decision on Giving Consent to the Statute of the Bjelovar University of Applied Sciences on 30 October 2017, Class: 602-04/17-01/2, Reg. No. 2103/01-02-17-12.

The Statute of the Bjelovar University of Applied Sciences was published on the notice board on 30 October 2017 and entered into force on 31 October 2017.

Dean
Zrinka Puharić, MD, PhD

