



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

## REGULATION ON STUDIES BJELOVAR UNIVERSITY OF APPLIED SCIENCES

CLASS:	602-04/24-07/17
REFERENCE NUMBER:	2103-1-21-08-24-6
Date:	September 30, 2024
Document Revision Number:	2
Prepared by:	Zoran Vrhovski, PhD, College Professor, Anita Lončar, MPA, Vesna Purković, M.Econ,
Approved by:	dean, Zrinka Puharić, PhD, College Professor
Adopted by:	University of Applied Sciences Council
Number of pages:	24
Previous Documents:	1. Regulations on studies Bjelovar University of Applied Sciences, April 12, 2023 2. Regulations on studies Bjelovar University of Applied Sciences November 13, 2023

Bjelovar, September 30, 2024

# Sadržaj

<b>1. GENERAL PROVISIONS .....</b>	<b>4</b>
<b>2. GENERAL INFORMATION ABOUT STUDIES.....</b>	<b>4</b>
2.1 <i>Types and Levels of Study .....</i>	<i>5</i>
2.2 <i>Study Implementation Plan.....</i>	<i>5</i>
2.3 <i>Organization of Teaching .....</i>	<i>6</i>
<b>3. ENROLLMENT .....</b>	<b>7</b>
3.1 <i>Public Call for Enrollment and Applications .....</i>	<i>7</i>
3.2 <i>Enrollment of Applicants Who Completed Secondary Education Before 2010.....</i>	<i>8</i>
3.3 <i>Committee for the Selection Process and Recognition of Prior Learning .....</i>	<i>8</i>
3.4 <i>Right to Appeal.....</i>	<i>8</i>
3.5 <i>Right to Enrollment in the First Year of Study.....</i>	<i>8</i>
3.6 <i>Transfer from Other Higher Education Institutions in Croatia .....</i>	<i>9</i>
3.7 <i>Right and Conditions for Enrollment in Higher Years of Study.....</i>	<i>9</i>
3.8 <i>Course Enrollment and Student Workload .....</i>	<i>10</i>
3.9 <i>Repeating a Year of Study .....</i>	<i>11</i>
3.10 <i>Interruption of Studies and/or Change of Study Program.....</i>	<i>11</i>
<b>4. STUDENTS.....</b>	<b>11</b>
4.1 <i>Student Status and Student Identification .....</i>	<i>11</i>
4.2 <i>Full-Time Student Status.....</i>	<i>12</i>
4.3 <i>Part-Time Student Status .....</i>	<i>12</i>
4.4 <i>Visiting Student.....</i>	<i>12</i>
4.5 <i>Students with Disabilities.....</i>	<i>13</i>
4.6 <i>Change of Student Status .....</i>	<i>13</i>
4.7 <i>Termination of Student Status.....</i>	<i>13</i>
4.8 <i>Rights and Obligations of Students.....</i>	<i>14</i>
4.9 <i>Study Agreement.....</i>	<i>15</i>
4.10 <i>Tuition Fee.....</i>	<i>15</i>
4.11 <i>Suspension of Student Rights and Obligations .....</i>	<i>15</i>
4.12 <i>Protection of Student Rights .....</i>	<i>16</i>
<b>5. EXAMS AND OTHER ASSESSMENTS OF KNOWLEDGE/OBLIGATIONS AND TYPES OF EXAMS .....</b>	<b>16</b>
5.1 <i>Types and Methods of Taking Exams .....</i>	<i>17</i>
5.2 <i>Exam Terms.....</i>	<i>17</i>
5.3 <i>Exam Registration and Withdrawal.....</i>	<i>18</i>
5.4 <i>Taking an Exam Before an Examination Committee.....</i>	<i>18</i>
5.5 <i>Grades.....</i>	<i>18</i>
5.6 <i>Announcement of Exam Results and Right to Appeal.....</i>	<i>19</i>

5.7 Recognition of Prior Learning.....	19
5.8 Record of Conducted Exams.....	19
<b>6. DISCIPLINARY RESPONSIBILITY OF STUDENTS .....</b>	<b>19</b>
<b>7. PROFESSIONAL INTERNSHIP .....</b>	<b>20</b>
<b>8. COMPLETION OF STUDIES .....</b>	<b>20</b>
<b>9. REWARDING STUDENTS .....</b>	<b>21</b>
9.1 Rewarding students during the official graduation ceremony .....	21
9.2 Reduction of Tuition Fees .....	21
9.3 Successful Students.....	22
<b>10. STUDENT RECORDS.....</b>	<b>22</b>
10.1 Record of Enrollment Procedure Results, Including the Results of the Procedure .....	23
10.2 Personal Record of Enrolled Students.....	23
10.3 Record of Exam Performance .....	23
10.4 Record of Issued Documents Confirming Completion of Studies .....	23
10.5 Student File.....	24
<b>11. ASSURANCE OF STUDY QUALITY.....</b>	<b>24</b>
<b>12. TRANSITIONAL AND FINAL PROVISIONS .....</b>	<b>24</b>

Croatian-to-English translation

Based on Articles 31 and 65 of the Statute of Bjelovar University of Applied Sciences, the University Council, at its 28th session in the 2023/2024 academic year, held on September 30, 2024, adopted the

## **REGULATIONS ON STUDIES BJELOVAR UNIVERSITY OF APPLIED SCIENCES**

### **1. GENERAL PROVISIONS**

#### Article 1

(1) The Regulations on Studies of Bjelovar University of Applied Sciences (hereinafter: the Regulations) govern the conditions and rules for enrollment, studying, and completion of studies, as well as the rights and obligations of students, lecturers, and other participants in the teaching and academic process. The Regulations also cover other matters essential for the organization and implementation of professional undergraduate and professional graduate study programs conducted by Bjelovar University of Applied Sciences (hereinafter: the University).

(2) The terms applicant, student, associate, lecturer, etc., used in the Regulations are not gender-specific and apply equally to all genders.

(3) The term "Law" refers to the Law on Higher Education and Scientific Activity.

(4) Upon enrollment, students receive an AAI@EduHr user account. This account is used to access the Gmail system for viewing emails. In official correspondence with the University, students are required to use the email address associated with their AAI@EduHr account. The primary sources of information for students are the University's website ([www.vub.hr](http://www.vub.hr)), the University email domain, and the Merlin e-learning system, which is accessed using the AAI@EduHr user account.

(5) Lecturers are required to regularly publish all necessary information regarding their courses through the Merlin e-learning system and/or on the University's website.

(6) Students are required to regularly check notifications and documents received via email, as well as those published on the University's website and/or Merlin e-learning system, and act accordingly.

(7) Issues not regulated by these Regulations shall be further defined by specific acts of the University.

### **2. GENERAL INFORMATION ABOUT STUDIES**

#### Article 2

(1) The University organizes, conducts, and is the holder of professional undergraduate study programs that equip students with the necessary skills for performing professional tasks in the business world, the public sector, and society in general, while also preparing them for further studies at the graduate level.

(2) The University may organize, conduct, and be the holder of professional graduate study programs that prepare students for employment in specific positions requiring specialized knowledge, skills, and competencies.

(3) The University may organize and conduct joint study programs in accordance with the provisions of the Law.

(4) The University may establish professional development programs to support lifelong learning in accordance with the provisions of the Law.

## 2.1 Types and Levels of Study

### Article 3

- (1) Professional undergraduate study programs conducted by the University last three (3) years, and upon completion, students earn 180 or more ECTS credits.
- (2) A professional graduate study program, which students enroll in after completing a three-year university or professional undergraduate study program, lasts two years and grants a minimum of 120 ECTS credits upon completion.
- (3) Upon completing a professional undergraduate study program, students acquire the professional title of Bachelor (baccalaureus) with a designation of the profession (bacc.). Exceptionally, upon completing a professional undergraduate study program in the field of technical sciences, students acquire the title Bachelor (baccalaureus) Engineer with a designation of the profession (bacc. ing.).
- (4) Completing the Mechatronics professional undergraduate study program grants the professional title of Bachelor (baccalaureus/baccalaurea) Engineer of Mechatronics (bacc. ing. meh.).
- (5) Completing the Nursing professional undergraduate study program grants the professional title of Bachelor (baccalaureus/baccalaurea) of Nursing (bacc. med. techn.).
- (6) Completing the Computer Science professional undergraduate study program grants the professional title of Bachelor (baccalaureus/baccalaurea) Engineer of Computer Science (bacc. ing. comp.).
- (7) Upon completing a professional graduate study program, students earn the professional title Master with a designation of the profession (mag.). Upon completing a professional graduate study program in the field of technical sciences, students acquire the title Master Engineer with a designation of the profession (mag. ing.).
- (8) Completing the Nursing professional graduate study program grants the professional title of Master of Nursing (mag. med. techn.).

### Article 4

- (1) Study programs are organized in accordance with a curriculum approved by the competent Ministry and in compliance with the valid license, the Statute, and other general acts of the University.
- (2) Study programs must include all elements prescribed by the Law.

## 2.2 Study Implementation Plan

### Article 5

- (1) The study program is conducted according to the study implementation plan. The implementation plan defines the structure and method of conducting studies, either in a full-time or an adapted teaching schedule.
- (2) Based on the study program, the study implementation plan is adopted by the University Council upon the proposal of the study program coordinator and/or the Vice Dean for Education and Students.
- (3) The study implementation plan determines:
  1. The list of mandatory and elective courses, specifying lecturers and teaching assistants
  2. Forms of teaching
  3. Language of instruction
  4. Locations where classes are held
  5. Start and end dates of classes, as well as the class schedule
  6. Methods of examination and fulfillment of study obligations
  7. Exam periods
  8. List of required exam literature
  9. Other important information regarding the teaching process.

- (4) Each study program may be organized in two formats: full-time and part-time studies. Both formats follow the same study curriculum, but their implementation plans generally differ.
- (5) Full-time studies are organized and conducted according to a full teaching schedule, usually on weekdays, and are primarily intended for full-time students.
- (6) Part-time studies are organized and conducted according to an adapted teaching schedule, primarily intended for part-time students, especially those who are employed, as well as other students with special needs who cannot attend full-time studies (e.g., top athletes, students with health conditions, etc.). The structure of part-time studies is adapted to the specific needs of this student population (e.g., evening classes, possible weekend sessions, etc.).
- (7) The study implementation plan, class schedule, exam periods, and other necessary information for attending classes and taking exams are published before students enroll in the study program or the next semester or academic year.
- (8) Exceptionally, modifications or amendments to the study implementation plan may be introduced during the academic year if justified reasons require changes.
- (9) Changes to the study implementation plan are approved by the University Council upon the proposal of the study program coordinator and/or the Vice Dean for Education and Students and are published in accordance with legal regulations.
- (10) The study program may be conducted entirely through online teaching, utilizing digital technologies and interactive learning materials that allow access to education in situations where the teacher and student are physically distant (hereinafter: online studies). Online studies are conducted based on approval from the Agency, issued in accordance with regulations governing quality assurance in higher education and science, provided that the learning outcomes of the study program can be achieved through distance learning.
- (11) The University may establish a teaching base within government institutions, local or regional administrative bodies, other state institutions, or other legal entities to ensure the regular implementation of the practical component of the study program, in accordance with the provisions of the Law.

## 2.3 Organization of Teaching

### Article 6

- (1) The academic year begins on October 1 of the current year and ends on September 30 of the following year.
- (2) By way of exception to paragraph 1 of this Article, when determined by the implementation plan, classes may begin before the start of the academic year, but no earlier than September 1.
- (3) Classes are organized into two semesters, winter and summer, and are conducted over 30 teaching weeks within one academic year.
- (4) Teaching may be organized as rotational or block teaching. Rotational teaching for compulsory courses starts in the first week of lectures. If there are objective reasons for a compulsory course to begin after the first week of lectures, approval must be obtained from the study program director.
- (5) The academic calendar for each academic year is adopted by the Council of Bjelovar University of Applied Sciences before the adoption of the Study Implementation Plan.

### Article 7

- (1) The teaching of courses common to different study programs is generally organized jointly.
- (2) The teaching schedule is published separately for each program. The lecturer is obliged to conduct classes in accordance with the defined schedule published on the website of Bjelovar University of Applied Sciences.
- (3) For the sake of efficiency and rationality, classes for full-time and part-time students are conducted jointly whenever possible, considering spatial, legal, and other conditions.

- (4) If a lecturer is unable to conduct a class due to objective reasons, they must inform the study program director immediately before the scheduled class.
- (5) A lecturer may not independently arrange the course schedule with students without coordinating it with the schedule coordinator and the study program director, and without publishing it on the website of Bjelovar University of Applied Sciences.

### **3. ENROLLMENT**

#### **3.1 Public Call for Enrollment and Applications**

##### Article 8

- (1) The higher education institution determines the enrollment procedure in a way that ensures equal opportunities for all applicants.
- (2) Enrollment in a study program is conducted based on a public call published on the website of Bjelovar University of Applied Sciences no later than May 1 of the current year.
- (3) The public call includes the number of available places, enrollment requirements, the application deadline, details on the enrollment procedure and required documents, tuition fees, and other relevant information.
- (4) By way of exception, the dean may, by special decision, allow the enrollment of up to 5% more students beyond the approved enrollment quota.
- (5) Foreign nationals have the right to enroll in a study program in accordance with the provisions of the law and the general regulations of the University. The enrollment quota and conditions for each academic year are determined by the University Council.
- (6) If there are unfilled spots, the University will issue a new public call.
- (7) Exceptionally, the dean of the University may approve a late enrollment for applicants who missed the enrollment deadlines, provided they have valid reasons.

##### Article 9

- (1) Applications for enrollment in professional undergraduate study programs are submitted through the National Information System for Applications to Higher Education Institutions (NISpVU) or through the selection process in accordance with the Public Call for Student Enrollment.
- (2) Applications for enrollment in professional graduate study programs are submitted through the National Information System for Applications to Graduate Studies (NISpDS) or through the selection process in accordance with the Public Call for Student Enrollment.
- (3) Applicants must submit their application for enrollment within the deadline and under the conditions specified in the public call. They must also attach all required documents listed in the call.
- (4) In the application, applicants must indicate the study program they are applying for and whether they are applying for full-time or part-time student status.
- (5) Late and incomplete applications will be excluded from further processing.

##### Article 10

- (1) A professional undergraduate study program at the University may be enrolled by a person who has completed an appropriate secondary education program lasting at least four years and has passed the state graduation exam. A professional undergraduate study program may also be enrolled by a person who has completed an appropriate short professional study program. The admission requirements for professional undergraduate study programs are determined by a decision of the University Council.
- (2) A professional graduate study program at the University may be enrolled by a person who has completed an appropriate professional or university undergraduate study program. The admission requirements for professional graduate study programs are determined by a decision of the University Council.

### **3.2 Enrollment of Applicants Who Completed Secondary Education Before 2010**

#### Article 11

(1) By way of exception to Article 10, paragraph 1 of these Regulations, a person who completed an appropriate four-year secondary education program in the Republic of Croatia before 2010 without passing the state graduation exam, as well as a person who completed a total of 12 years of appropriate education abroad, may enroll in a professional undergraduate study program at Bjelovar University of Applied Sciences in accordance with the conditions prescribed by the Selection Procedure Regulations.

### **3.3 Committee for the Selection Process and Recognition of Prior Learning**

#### Article 12

(1) The selection process is conducted by the Committee for the Selection Process and Recognition of Prior Learning.

(2) The Committee from paragraph 1 is appointed by the University Council upon the proposal of the dean.

(3) Based on the documentation submitted to the Student Affairs Office, the Committee reviews applications, calculates scores, and publishes the ranking list of all applicants in accordance with the Selection Procedure Regulations, thereby determining which applicants have gained the right to enroll.

(4) The results of the selection process are published on the website of Bjelovar University of Applied Sciences.

### **3.4 Right to Appeal**

#### Article 13

(1) An applicant has the right to appeal regarding the correctness of the selection process in the manner and under the conditions specified in the Selection Procedure Regulations.

(2) The appeal must be submitted in writing to the Committee within 24 hours of the publication of the applicant ranking list and must include a justification. If the appeal refers to specific documents, the applicant must attach original copies or notarized photocopies of those documents.

(3) The Committee is obliged to review the appeal, make a decision within 48 hours from the expiration of the appeal submission deadline, record the decision in the minutes, and inform the applicant of the decision. The Committee's decision is final.

### **3.5 Right to Enrollment in the First Year of Study**

#### Article 14

(1) The right to enroll in a professional undergraduate study program is granted to applicants who have achieved the required number of points based on the published results of the state graduation exam in the National Information System for Applications to Higher Education Institutions (NISpVU) on the website [www.postani-student.hr](http://www.postani-student.hr) or through the selection process results according to the published ranking list of applicants.

(2) Applicants who gain the right to enroll in study programs conducted by the University through the selection process but fail to enroll within the designated timeframe lose their right to enrollment. The next applicant on the list who has met the selection threshold gains this right.

(3) Applicants who gain the right to enroll in study programs conducted through the National Information System for Applications to Higher Education Institutions (NISpVU), based on points obtained in the state graduation exam and secondary education, but fail to enroll within the designated timeframe, lose their right to enrollment.

(4) The right to enroll in a professional graduate study program is granted to applicants who have achieved the required number of points as determined by the enrollment call, based on the published ranking list of applicants via the National Information System for Applications to Graduate Studies (NISpDS) on the website [www.studij.hr](http://www.studij.hr) or through the selection process results published on the University's website.

(5) Applicants who gain the right to enroll in a professional graduate study program via the National Information System for Applications to Graduate Studies (NISpDS) but fail to enroll within the designated timeframe lose their right to enrollment.

(6) Applicants who gain the right to enroll in a professional graduate study program through the selection process but fail to enroll within the designated timeframe lose their right to enrollment. The next applicant on the list who has met the selection threshold gains this right.

### **3.6 Transfer from Other Higher Education Institutions in Croatia**

#### Article 15

(1) A student from another higher education institution in the Republic of Croatia may transfer to Bjelovar University of Applied Sciences within capacity limits, provided that the core and specialized program bases are the same.

(2) The specific conditions for transferring students from other higher education institutions in Croatia are regulated by a special decision.

(3) The decision on the transfer is made by the Committee for the Entrance Exam Process and Recognition of Prior Learning and confirmed by the dean.

(4) Students transferring from another higher education institution in Croatia to Bjelovar University of Applied Sciences may only enroll as part-time students.

### **3.7 Right and Conditions for Enrollment in Higher Years of Study**

#### Article 16

(1) A student gains the right to enroll in a higher year of study if, by the enrollment deadline, they have duly fulfilled all obligations from the study program and course implementation plan and have passed the exams in the courses that, according to the credit system defined by the study program and this Regulation, enable them to enroll in a higher year of study.

(2) Enrollment of students in a higher year of study is carried out by the deadline specified in a separate decision adopted by the Bjelovar University of Applied Sciences Council.

(3) Courses from the previous year for which the student has not fulfilled the prescribed obligations (has not obtained the right to a signature) must be re-enrolled in the next academic year.

(4) In the higher year of study, only courses for which the prerequisites for enrollment, prescribed by special decisions and acts of Bjelovar University of Applied Sciences and the study implementation plan, have been met may be enrolled.

(5) A student who has met the conditions for enrollment in a higher year but does not enroll within the prescribed deadline loses student status, except in justified cases, based on a request submitted by the student, which is decided upon by the dean.

(6) If the dean approves late enrollment, the student must cover the cost of late enrollment in accordance with the decisions of the Governing Council of Bjelovar University of Applied Sciences.

#### Article 17

(1) Students who, in the current academic year, have taken an exam for the eighth (8th) time since their last enrollment in the course (exam before the examination committee) and did not meet the conditions for a passing grade (failed the exam) are required to re-enroll in the course and attend classes and fulfill

obligations for the course in the following academic year.

(2) Full-time students who do not pass the same exam before the examination committee (8th exam attempt) lose the right to study as full-time students at Bjelovar University of Applied Sciences.

#### Article 18

(1) Students attain the status of a second-year student upon enrollment in the winter semester if they have earned at least 48 ECTS credits in the first year of study.

(2) Students attain the status of a third-year student upon enrollment in the winter semester if they have earned at least 96 ECTS credits.

### 3.8 Course Enrollment and Student Workload

#### Article 19

(1) Students enroll in the winter and summer semesters separately, regardless of their student status. Winter semester courses are enrolled before the start of the academic year, while summer semester courses are enrolled after the winter exam periods.

(2) A student may enroll in courses worth up to a maximum of 36 ECTS credits per semester. This limit includes both newly enrolled courses and previously failed courses from that semester.

(3) When enrolling in the winter semester, the limit includes only previously failed courses from the winter semester, while during the enrollment of the summer semester, only courses from the summer semester are considered.

(4) When enrolling, the student must first enroll in courses from the lower years of study before they can enroll in courses from higher years.

#### Article 20

(1) A student is required to attend classes in order to fulfill course obligations.

(2) A full-time student has not fulfilled their obligations for a specific course if they exceed the following absences:

- More than 30% of the total hours of lectures in a course,
- More than 30% of the total hours of tutorial exercises in a course,
- More than 30% of the total hours of seminars in a course,
- More than 15% of the total hours of laboratory exercises in a course,
- More than 15% of the total hours of methodological exercises, practical exercises, preclinical exercises,
- More than 15% of the total hours of clinical training (field exercises, clinical exercises, special clinical exercises).

Exceptionally, a course syllabus may establish different attendance requirements for full-time students.

(3) A part-time student has not fulfilled their obligations for a specific course if they exceed the following absences:

- More than 50% of the total hours of lectures in a course,
- More than 50% of the total hours of tutorial exercises in a course,
- More than 50% of the total hours of seminars in a course,
- More than 25% of the total hours of laboratory exercises in a course,
- More than 25% of the total hours of methodological exercises, practical exercises, preclinical exercises,

- More than 25% of the total hours of clinical training (field exercises, clinical exercises, special clinical exercises).

Exceptionally, a course syllabus may establish different attendance requirements for part-time students.

### **3.9 Repeating a Year of Study**

#### Article 21

(1) A student who has not met the requirements for enrolling in a higher year of study must repeat the year, with the possibility of enrolling in higher-year/semester courses worth up to a maximum of 36 ECTS credits, in accordance with Article 19 of this Regulation.

#### Article 22

(1) Students who have regulated their third year of study (fulfilled the course obligations prescribed by the study program) but have not passed all courses, including the final thesis, in the current academic year must regulate their status in the following academic year. However, they are not required to re-enroll in and attend courses and will pay tuition fees in accordance with the decisions of the Governing Council of Bjelovar University of Applied Sciences.

### **3.10 Interruption of Studies and/or Change of Study Program**

#### Article 23.

- (1) The interruption of studies refers to a situation where a student does not enroll in an academic year.
- (2) A student who has interrupted their studies and wishes to continue must submit a request for resumption of studies (late status regulation) and attach proof of payment for administrative costs.
- (3) Resumption of studies will be granted to students who have not lost the right to study in the program they were previously enrolled in.
- (4) A student who resumes studies after an interruption and who was previously a full-time student will be enrolled as a part-time student.
- (5) If there has been a change in the study program in the meantime, the student will be given an individual decision on how to continue their studies according to the current study program.
- (6) In the case of a change in the study program, a student who is repeating a year or resuming studies after an interruption must enroll in the year and complete any additional exams required by the new study program, as determined by Bjelovar University of Applied Sciences.

## **4. STUDENTS**

### **4.1 Student Status and Student Identification**

#### Article 24

- (1) A student's status may be either full-time or part-time.
- (2) The student status is valid for the enrolled academic year.
- (3) A student at Bjelovar University of Applied Sciences attains student status upon enrolling in a professional undergraduate or professional graduate study program and signing the Study Conditions Agreement for the respective academic year.
- (4) Student status is verified by presenting a student identification card and checking the ISVU system.
- (5) The student identification card is a public document, and its minimum content and format are prescribed by the Minister of Science and Education.

(6) The student identification card is issued to the student upon enrollment and must be collected in person.

#### Article 25

(1) All students of Bjelovar University of Applied Sciences use the student identification card as an official public document.

### 4.2 Full-Time Student Status

#### Article 26

(1) A full-time student is one who studies under an accredited study program and fulfills the legal, academic, and other obligations prescribed by this Regulation and the Study Conditions Agreement for the current academic year.

(2) A full-time student studies within the full teaching schedule.

(3) The costs of full-time studies (study program) are covered by the student from personal or other sources.

(4) A full-time student may repeat each academic year only once. If the conditions for continuing as a full-time student are not met, the student may continue their studies as a part-time student. Periods of suspension of student rights and obligations are not counted in the duration of studies.

(5) A full-time student may be enrolled in only one study program at a time.

(6) Exceptionally successful full-time students may be granted permission by the University Council to enroll in an additional study program as a part-time student.

### 4.3 Part-Time Student Status

#### Article 27

(1) A part-time student is one who studies under an accredited study program and fulfills the legal, academic, and other obligations prescribed by this Regulation and the Study Conditions Agreement for the current academic year.

(2) A part-time student studies within either the full or an adjusted teaching schedule.

(3) A part-time student must complete their studies within a maximum of twice the standard duration of the study program.

(4) The costs of part-time studies (study program) are covered by the student from personal or other sources.

### 4.4 Visiting Student

#### Article 28

(1) A visiting student is a full-time or part-time student from another higher education institution, either in Croatia or abroad, who enrolls in specific courses at Bjelovar University of Applied Sciences.

(2) The status of a visiting student is granted by a decision issued by the dean, based on the student's application and accompanying documentation, within 30 days of the request submission.

(3) A visiting student is recorded in a separate registry and receives a certificate of enrollment, status confirmation, and confirmation of attended courses or passed exams.

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

(5) The rights and obligations of visiting students, the costs of their studies, potential continuation of studies at Bjelovar University of Applied Sciences, and other related matters are regulated by a special agreement with the home higher education institution.

## 4.5 Students with Disabilities

### Article 29

(1) Students with disabilities and students with special needs who face difficulties in daily academic activities due to illness or impairments (such as visual or hearing impairments, motor disorders, chronic illnesses, learning difficulties, or other conditions that may affect the course of their studies) may receive mentoring assistance at Bjelovar University of Applied Sciences. Such students may study under adjusted conditions.

(2) The mentor for students with disabilities is appointed by the University Council.

(3) Students with disabilities and students with special needs must submit a written and justified request, along with supporting documentation, to the study program coordinator. The request must specify their specific difficulties and required accommodations.

## 4.6 Change of Student Status

### Article 30

(1) A full-time student may change their status to part-time and continue their studies as a part-time student by submitting a request for a status change. The request must be justified, and the decision is made by the dean of Bjelovar University of Applied Sciences.

(2) Part-time students may change their status to full-time students only after completing their first academic year. They must submit a request for status change if they have completed and passed all courses prescribed by the study plan for that year (a minimum of 60 ECTS credits in one academic year), have an arithmetic grade point average of at least 4.000, and meet other legal requirements for full-time student status.

(3) The request for a status change must be justified, and the decision to accept or reject the request is made by the dean of Bjelovar University of Applied Sciences.

(4) Students who have not regulated their student status in previous academic years must submit a request for enrollment after an unregulated status period to the Student Services Office. They are responsible for covering the costs of enrollment in accordance with the decisions of the Governing Council.

(5) All requests regarding student status changes must be submitted by September 30 of the current year for the following academic year.

(6) Exceptionally, the dean may approve a status change during the academic year, for which a separate decision will be issued.

## 4.7 Termination of Student Status

### Article 31

(1) A student's status at Bjelovar University of Applied Sciences terminates in the following cases:

- Upon completion of studies (on the day of the defense of the final thesis).
- Upon withdrawal from the university (on the day of withdrawal).
- If the student fails to enroll in the next academic year (at the end of the academic year in which the student was last enrolled).
- If the student is expelled due to disciplinary proceedings as outlined in the Student Disciplinary Responsibility Regulations (on the date of the final decision).
- If the student fails to meet financial obligations towards the university (after the enforcement or non-executability of the enforcement).

- If the student does not complete the study program within a period not exceeding twice its prescribed duration.
- In other cases as stipulated by this Regulation, the Statute, the Law, or other general acts of the university.

## 4.8 Rights and Obligations of Students

### Article 32

(1) In accordance with the Law, students have the right to:

- Education as per the study implementation plan.
- Participate in scientific, artistic, and professional work.
- Freedom of expression during lectures and other activities, in accordance with the Ethical Code.
- Complete their studies in a shorter period than prescribed, under conditions set by the university's general act.
- Free use of library materials and scientific/professional resources.
- Attend courses from other study programs, in accordance with the curriculum.
- Provide feedback on the quality of teaching and instructors at least once per year as part of the internal quality assurance system.
- Submit complaints regarding violations of rights prescribed by the Law and university regulations.
- Other rights defined by the Law, Statute, and other general acts of the university.

(2) In addition to the rights provided by law and the university statute, students also have the right to:

- High-quality education according to an appropriate study program.
- High-quality teaching staff.
- Free use of university resources.
- Enrollment in a higher semester or year if all obligations from the study program and implementation plan have been fulfilled.
- Take exams as defined by university regulations and policies.
- Alternative examination methods if required due to psychological or physical conditions.
- Consultations, selection of mentors, and mentoring guidance.
- Participate in decision-making processes in accordance with the Law, Statute, and university regulations.
- Engage in student organizations.
- Participate in cultural, sports, and other extracurricular activities.
- Form student associations.
- Access psychological and other advisory support in accordance with university regulations.

### Article 33

(1) Students are obligated to fulfill their academic and other responsibilities in a timely manner and adhere to the general regulations of the university.

(2) In addition to obligations defined by the Law and Statute, students must:

- Fulfill their academic obligations in accordance with the Law, Statute, and university regulations.
- Meet their financial obligations as determined by the University Governing Council.
- Uphold the reputation and dignity of the university, fellow students, faculty, and academic community members.
- Behave in accordance with the University Ethical Code.
- Complete the study program and follow the study implementation plan.
- Complete their studies within the timeframe prescribed by the university's regulations.

### Article 34

- (1) A student who is a categorized athlete or an exceptional artist and studies as a full-time student may follow an adjusted study program in accordance with university regulations.
- (2) A student with a disability may also study under adjusted conditions, in accordance with university regulations.

#### Article 35

- (1) Students participate in the decision-making processes of the University Council on matters directly affecting them through their representatives.
- (2) Student representatives take part in the University Council in accordance with the Law and other university regulations.

### **4.9 Study Agreement**

#### Article 36

- (1) Upon enrollment in a specific study program, the University enters into an agreement with full-time and part-time students regarding the conditions of study for the current academic year.
- (2) The study conditions agreement is concluded in written form for each enrolled academic year.
- (3) The agreement on study conditions for the current academic year regulates the mutual rights and obligations during the course of study, tuition fees, financial obligations, methods of financing the studies, and other matters of importance to the contracting parties.

### **4.10 Tuition Fee**

#### Article 37

- (1) All full-time and part-time students enrolling at the University are required to pay tuition fees, regardless of the year of study they are enrolling in.
- (2) The amount of the tuition fee is determined by the Decision of the Management Board of the University.
- (3) Students who, upon their first enrollment at the University, obtain first-year student status are required to pay the full tuition fee for a period of three years of study.
- (4) The amount of the tuition fee for students referred to in paragraph 3, who, after three years of study, re-enroll in an academic year, is determined by the total number of ECTS credits the student has not passed and is enrolling in, in accordance with the achieved conditions.
- (5) Students who, upon their first enrollment at the University, obtain second-year student status are required to pay the full tuition fee for a period of two years of study.
- (6) The amount of the tuition fee for students referred to in paragraph 5, who, after two years of study, re-enroll in an academic year, is determined by the total number of ECTS credits the student has not passed and is enrolling in, in accordance with the achieved conditions.
- (7) Students who, upon their first enrollment at the University, obtain third-year student status are required to pay the full tuition fee for a period of one year of study.
- (8) The amount of the tuition fee for students referred to in paragraph 7, who, after one year of study, re-enroll in an academic year, is determined by the total number of ECTS credits the student has not passed and is enrolling in, in accordance with the achieved conditions.

### **4.11 Suspension of Student Rights and Obligations**

#### Article 38

(1) Suspension of student rights and obligations ("year suspension") refers to the suspension of all student rights and obligations, meaning the inability to fulfill any obligations related to attending classes (lectures, exercises, and seminars), as well as the inability to register for and take exams.

(2) Student rights and obligations may be suspended in the following circumstances:

- During pregnancy,
- Until the child reaches one year of age, whereby the suspension of student rights and obligations may be used by the father-student instead of the mother-student,
- Due to incapacity for work for more than three months,
- In other justified cases prescribed by law or the general act of the higher education institution.

(3) A student must submit a written request with a justified reason for the suspension of the academic year to the Student Services Office during the student enrollment period for the next academic year, and no later than September 30 of the current year, except in cases of subsequent medical treatment or other unforeseen circumstances that occur during the academic year. Before submitting the request, the student is required to settle all financial obligations to the University in accordance with the Study Agreement.

(4) The head of department reviews and proposes a decision on the suspension of rights and obligations based on the student's written and justified request, while the dean issues the final decision on the suspension. An administrative dispute may be initiated against this decision.

(5) Suspension of student rights and obligations may only be registered before the beginning of the winter semester (October 1) or the summer semester (March 1) of the current academic year, and such suspension generally lasts one year from the date of registration. Exceptionally, the dean may approve a suspension longer than one year or only for the summer semester.

(6) If a student is granted a suspension of rights and obligations before enrolling in the academic year (winter semester), they are not required to pay tuition for the academic year in which the suspension is approved. However, if the suspension is granted during the academic year (before the start of the summer semester), the student is required to pay the full tuition fee.

(7) If a student does not regulate their student status within the current year, they are considered to have lost their student status. In this case, regaining student status is only possible with the dean's approval, under the status of a part-time student.

(8) Termination of an approved suspension of rights and obligations is not possible.

## 4.12 Protection of Student Rights

### Article 39

(1) Students who believe that any of their rights have been denied may submit a written request to the Vice Dean for Education and Students or the Student Ombudsman. They can also submit their concerns through the student mailbox located on the premises of the University or via email at: [studentski.sanducic@vub.hr](mailto:studentski.sanducic@vub.hr).

(2) The competent body or the Vice Dean for Education and Students, if no specific body has been appointed by a special decision to handle a particular matter, shall decide on the validity of the request within 15 days.

(3) Students have the right to file a complaint with the Dean of the University regarding specific actions. The complaint may be submitted in writing, by mail, via email, or orally for the record. The complaint must specify the action being contested, the name of the body or person who made the decision being challenged, and the reasons for the student's dissatisfaction.

(4) The Dean shall decide on the complaint within 8 days.

(5) The University Council is responsible for resolving student matters at the second level of appeal.

## 5. EXAMS AND OTHER ASSESSMENTS OF KNOWLEDGE/OBLIGATIONS AND

## TYPES OF EXAMS

### 5.1 Types and Methods of Taking Exams

#### Article 40

- (1) The learning outcomes achieved by the student are assessed and evaluated during the course and/or at the exam period using assessment methods prescribed by the course syllabus.
- (2) During continuous knowledge assessment and/or the exam period, the student takes each learning outcome of the course in accordance with the Regulations on Student Evaluation.
- (3) A student has passed the exam (course) if they have achieved the percentage of points defined by the Regulations on Student Evaluation and/or the course syllabus for each defined learning outcome of the course.
- (4) The grade on the exam is based on the total percentage of points for all learning outcomes of the course, in accordance with the Regulations on Student Evaluation.
- (5) A student may take the exam only if they have completed all obligations prescribed by the course syllabus.

#### Article 41

- (1) A student has the right to take an exam a maximum of eight (8) times for the same course without re-enrolling in the course. The following rules apply:
  - The first, second, and third attempts are free of charge.
  - For the fourth attempt, the student must pay a fee determined by the decision of the Management Board. On the fourth attempt, the student has the right to orally answer the failed learning outcomes in accordance with the Regulations on Student Evaluation. If the student fails the course on the fourth attempt, all previously earned points for learning outcomes are erased.
  - The fifth, sixth, and seventh attempts are free of charge.
  - On the eighth (8th) attempt, the student takes the exam before an examination committee.
- (2) A student who fails the exam on the eighth attempt since their last enrollment in the course is required to re-enroll in that course in the next academic year.
- (3) The entire exam process must be completed within a maximum of five (5) working days, except in particularly justified cases.
- (4) The student takes the exam before the course lecturer, and if the course has multiple lecturers, before one of them.
- (5) If exams cannot be conducted on time due to the lecturer's unavailability or absence, the head of department, in agreement with the Vice Dean for Education and Students or the Dean, may appoint another University lecturer or a person holding an academic or honorary teaching title to conduct the exams for the specific course within the designated exam period.

#### Article 42

- (1) Oral exams are public (students have the right to attend the examination of other candidates). If the course lecturer has not ensured the public nature of the oral exam, the student has the right to request the provision of public access to the exam or to refuse to take the oral exam until public access is ensured.
- (2) Written exams are kept until the end of the academic year.

### 5.2 Exam Terms

#### Article 43

- (1) A student may register for an exam in any scheduled exam term if they meet the requirements for taking the exam.

- (2) The University holds regular exam terms.
- (3) The regular exam terms are: winter, summer, and autumn.
- (4) The regular exam term generally lasts four weeks.
- (5) Exam terms are determined by a decision of the University Council in the Academic Calendar and the study program implementation plan, within the terms prescribed by Article 5 of this Regulation.
- (6) In regular exam terms, two exam sessions are set for each course.
- (7) The exam schedule for registered students is published on the University's website, in the ISVU system, or in another appropriate manner.

### **5.3 Exam Registration and Withdrawal**

#### Article 44

- (1) A student registers for an exam through the Studomat web application, which also records the number of times the student has taken the exam.
- (2) During the exam period, the student must register for the exam no later than three days before the scheduled exam date.
- (3) There must be a full three-day gap between the exam registration date and the exam date.

#### Article 45

- (1) A student who wishes to withdraw from an exam must do so no later than three days before the exam date.
- (2) If a student does not attend the exam and has not withdrawn in advance, the lecturer will record a score of 0 or "Did not attend" on the exam list, and it will be considered that the student has used up that exam attempt.

### **5.4 Taking an Exam Before an Examination Committee**

#### Article 46

- (1) In addition to registering through Studomat, a student intending to take an exam before an examination committee must also submit a request to the Student Office at least three days before the regular exam date defined in the ISVU system.
- (2) The examination committee consists of three members, one of whom is the chairperson, and they are appointed by the dean. One of the committee members must be the course lecturer. The course lecturer cannot be the chairperson of the committee.
- (3) The committee keeps a record of the exam proceedings, which includes the final grade decision.
- (4) The committee makes decisions by a majority vote. The record is signed by all committee members. The committee's decision is final.
- (5) The exam record must be submitted to the Student Office within one day after the completion of the entire exam (both written and oral parts).

### **5.5 Grades**

#### Article 47

- (1) Student assessment is conducted using the national numerical grading system and, if necessary, the European Credit Transfer System (ECTS) grading scale, in accordance with the law:
  - Learning outcomes achieved with outstanding success are graded excellent (5), corresponding to the letter grade A.

- Learning outcomes achieved with above-average success are graded very good (4), corresponding to the letter grade B.
- Learning outcomes achieved with average success are graded good (3), corresponding to the letter grade C.
- Learning outcomes achieved with satisfactory success are graded sufficient (2), corresponding to the letter grade D.
- Learning outcomes not achieved with satisfactory success are graded fail (1), corresponding to the letter grade F.

(2) The distribution of grades (both numerical and ECTS scale) for exams is further regulated by the Student Assessment Regulations.

#### Article 48

(1) In case of discrepancies between the exam list and Studomat, the information in the exam list shall be considered authoritative.

(2) The study program may specify that certain courses are graded descriptively. Courses graded descriptively are not included in the calculation of the student's grade point average.

### 5.6 Announcement of Exam Results and Right to Appeal

#### Article 49

(1) The obligations of instructors regarding the announcement of student performance and the students' right to appeal are further defined by the Student Assessment Regulations.

### 5.7 Recognition of Prior Learning

#### Article 50

(1) A student who has passed an exam at a higher education institution in the Republic of Croatia may have their prior learning recognized if the course for which the exam was passed corresponds in content and scope to the enrolled course, in accordance with the Regulations on the Recognition and Evaluation of Prior Learning.

### 5.8 Record of Conducted Exams

#### Article 51

(1) An official record of conducted exams is maintained in accordance with the law and relevant regulations.

(2) Properly completed exam lists must be submitted by the instructor to the Student Office no later than one day after the completion of the entire exam (both written and oral parts).

(3) In case of a discrepancy between the grade recorded in the exam list and the grade in the Studomat web application, the grade in the exam list is considered valid for the Student Office. Exceptionally, if the instructor identifies an incorrectly recorded grade in the exam list, they are required to inform the Student Office of the necessary correction.

## 6. DISCIPLINARY RESPONSIBILITY OF STUDENTS

#### Article 52

(1) Students are required to fulfill their obligations and adhere to the provisions of this Regulation and other general acts of the University, conduct themselves respectfully towards lecturers, non-teaching

staff, and fellow students, uphold and promote the reputation of the University, and treat University property with care and consideration.

(2) In case of failure to meet the prescribed obligations, a student may be subject to disciplinary proceedings before the Disciplinary Committee.

#### Article 53

(1) In addition to disciplinary responsibility, a student is also financially liable for any damage they cause to the University's buildings and property.

(2) The process of determining responsibility and assessing the extent of the damage is conducted by the Disciplinary Committee, following the same procedure as disciplinary proceedings.

#### Article 54

(1) Disciplinary offenses, student responsibility, determination of disciplinary liability, imposition of sanctions, procedures for legal remedies, and other matters arising from student disciplinary responsibility are further regulated by the Student Disciplinary Responsibility Regulations adopted by the University Council and other general acts of the University.

## 7. PROFESSIONAL INTERNSHIP

#### Article 55

(1) The professional internship is considered an integral part of the curriculum in accordance with the study program and implementation plan.

(2) Students participate in the professional internship to familiarize themselves with technological processes, production organization, business operations, patient care, work methods in healthcare institutions, and to develop specific work habits.

(3) The Head of Studies proposes, and the University Council adopts, the Regulations on Professional Internship of the University in Bjelovar, which govern the internship and its implementation.

## 8. COMPLETION OF STUDIES

#### Article 56

(1) The professional undergraduate study is completed by passing all exams and fulfilling other prescribed obligations (practical training, seminars, exercises, etc.), as well as by preparing and defending the bachelor's thesis in accordance with the study program. The university is required to publish the bachelor's thesis within 30 days from the date of defense in the national repository or the university's repository.

(2) The professional graduate study is completed by passing all exams and fulfilling other prescribed obligations, as well as by preparing and defending the master's thesis in accordance with the study program. The university is required to publish the master's thesis within 30 days from the date of defense in the national repository or the university's repository.

(3) With the bachelor's thesis and master's thesis, the student must demonstrate the ability to apply the knowledge gained during the studies and show that they can successfully solve tasks in their field at the level of the professional qualification they are acquiring.

(4) All student obligations related to the bachelor's thesis are regulated by the Regulations on the Bachelor's Thesis.

(5) All student obligations related to the master's thesis are regulated by the Regulations on the Master's Thesis.

#### Article 57

- (1) Upon completion of the undergraduate professional study and graduate professional study, the student is issued a diploma and a diploma supplement, which confirm the completion of the studies and the acquisition of the respective professional title in accordance with the Law and these Regulations.
- (2) The purpose of the diploma supplement (DS) is to provide sufficient independent information to facilitate international transparency and fair academic and professional recognition of educational qualifications (diplomas, degrees, certificates, etc.). The diploma supplement contains a description of the nature, level, context, content, and status of the studies undertaken and successfully completed by the person holding the original qualification document.
- (3) The diploma and diploma supplement are public documents issued by the University based on public authority, confirming that the student has completed the respective study program and acquired the right to a professional title.
- (4) The university issues the diploma and diploma supplement free of charge, in both Croatian and English, in signed and certified copies, as well as in digital form.
- (5) The form and content of the certificate, diploma, and diploma supplement are determined in accordance with the Regulations.
- (6) Diplomas are handed to students during the official graduation ceremony.

#### Article 58

- (1) Until the issuance of the diploma for successfully completed studies, the student is issued a certificate containing:
  - the student's full name;
  - the name of the professional undergraduate/graduate study completed by the student;
  - the date of the bachelor's thesis defense;
  - the acquired professional title;
  - the signature of the authorized person and the seal.
- (2) After completing the professional undergraduate/graduate study and defending the bachelor's/master's thesis, the student acquires the professional title in accordance with the Law.

## 9. REWARDING STUDENTS

### 9.1 Rewarding students during the official graduation ceremony

#### Article 59

- (1) During the official graduation ceremony, the dean announces and rewards the best students in each professional undergraduate/graduate study program, specifically:
  - the best overall grade point average (greater than or equal to 4.000) of students promoted at the ceremony, and
  - the best final thesis/master's thesis of students promoted at the ceremony.
- (2) The best overall grade point average of a student in a given professional undergraduate/graduate study program is selected based on their academic performance.
- (3) The best final thesis/master's thesis in a given professional undergraduate/graduate study program is selected by the department members appointed by the dean or heads of department.

### 9.2 Reduction of Tuition Fees

#### Article 60

- (1) The dean may, by decision, reduce the tuition fee by 50% for the following academic year based on academic performance, provided the student meets the following conditions:

- they have achieved an arithmetic grade point average of 4.500 or higher during the current academic year,
- they have enrolled in and passed all courses required by the curriculum (at least 60 ECTS credits in one academic year).

(2) The dean may, by decision, exempt students from paying tuition fees for the following academic year based on academic performance, provided the student meets the following conditions:

- they have achieved an arithmetic grade point average of 5.000 during the current academic year,
- they have enrolled in and passed all courses required by the study program implementation plan (at least 60 ECTS credits in one academic year).

(3) Students who meet the conditions from paragraph 1 or paragraph 2 of this article must submit a request for a reduction or exemption from tuition fees to the Financial and Accounting Department no later than September 30 of the current year for enrollment in the next academic year.

(4) The right to a reduction in tuition fees is granted to 5 students per professional study program who meet the conditions from paragraph 1 and 3 of this article, based on their performance in the previous academic year.

(5) A ranking list will be created based on the students' requests for meeting the conditions from paragraph 1 of this article, ranked by their grade point average for the previous academic year.

(6) Based on the ranking list, the top 5 students per professional program with the highest grade point averages will be selected.

(7) The right to a reduction in tuition fees is granted to all students in professional studies who meet the conditions from paragraphs 2 and 3 of this article.

(8) Exceptionally, by the dean's decision, a student may be exempt from part or all of the tuition fees due to special circumstances, with the consent of the University's Management Board.

### **9.3 Successful Students**

#### **Article 61**

(1) Exceptionally successful students may be allowed to complete their studies in a shorter time than the prescribed duration of the program.

(2) An exceptionally successful student is one whose arithmetic grade point average is greater than or equal to 4.500 and who has not repeated any academic year.

(3) The University Council may grant an exceptionally successful student permission to study simultaneously in another study program.

(4) A full-time student who has been recognized as an elite athlete or artist may be allowed by the University Council to complete the enrolled study program under conditions set for part-time students.

## **10. STUDENT RECORDS**

#### **Article 62**

(1) Student records are maintained and permanently stored.

(2) Student records include:

- records of those who have applied for enrollment in study programs and professional development programs, including the results of the enrollment process,
- records of students and participants in professional development programs,
- personal records of enrolled students and participants in professional development programs,
- records of exam performance,
- records of issued certificates of completion of studies and obtained professional titles, as well as records of certificates of completion of professional development programs.

(3) The records mentioned in the previous paragraph are kept in accordance with the provisions of the Law and the regulations of the University.

(4) The University processes data in the records in accordance with the provisions and requirements of EU Regulation 2016/679 of the European Parliament and Council of April 27, 2016, and the provisions of the Law on the Implementation of the General Data Protection Regulation (NN 42/18).

(5) The University electronically maintains records and a database, particularly records of students' learning outcomes, and processes collected personal data and other data for the purpose of performing educational activities within the university's information system and in the study program viewer, ensuring interoperability of records and databases, as well as electronic data transfer into the university's information system and the study program viewer.

### **10.1 Record of Enrollment Procedure Results, Including the Results of the Procedure**

#### Article 63

(1) The record of the enrollment procedure includes data about students who have gained the right to enroll, specifically: the student's full name, personal identification number, name of the father or mother, date, place, and country of birth, citizenship, address, the document based on which the enrollment was conducted, and the evaluation of the results of the selection procedure.

#### Article 64

(1) Students are registered in the register in the order of their first enrollment in the study program, starting from serial number 1 and continuing sequentially. The serial numbers in the new register continue from the last number in the previous register.

(2) A serial number from the register or the student's JMBAG (Unique Master Student Number) is entered on all student documents (register and enrollment lists, file, certificates) that are assigned to the student upon their first enrollment in the first year of study.

### **10.2 Personal Record of Enrolled Students**

#### Article 65

(1) The personal record of enrolled students includes the student register and the enrollment list.

(2) The student register is completed by the student upon their first enrollment in the study program.

(3) The enrollment list is completed by the student or printed from the ISVU system.

(4) The enrollment list records, for each academic year, data that reflects the student's progress throughout their studies and their obligations.

### **10.3 Record of Exam Performance**

#### Article 66

(1) The record of exam performance includes data about the exams held.

(2) Data about the exam performance are entered in the exam list and the exam record in the ISVU system.

### **10.4 Record of Issued Documents Confirming Completion of Studies**

#### Article 67

(1) The record of issued documents confirming the completion of studies includes data about issued certificates, diplomas, diploma supplements, and acquired professional titles.

## 10.5 Student File

### Article 68

- (1) The student file contains: application documentation, student register, enrollment lists, and other documents related to the course of study.
- (2) Data from the student file are protected in accordance with the provisions of the General Data Protection Regulation (EU Regulation 2016/679). The Secretary of the University and the Head of the Student Office are responsible for the implementation of the Regulation.
- (3) Data from the student file may be made available to individuals who can demonstrate a legal interest.
- (4) Requests must be submitted in writing. The validity of the request and the granting of access to the student file are decided by the dean. Parents or guardians of the student do not have the right to access the student file.

## 11. ASSURANCE OF STUDY QUALITY

### Article 69

- (1) The University Council establishes the methods and forms for monitoring the quality of the implementation of professional undergraduate/graduate studies, including:
  - research and surveys of students and faculty regarding the regularity and organization of teaching, completeness of course content, literature and learning resources, the introduction of new approaches and forms of teaching, improvements in teaching, exams, general and specific competencies, communication with teachers, student awareness of the program, students' ability to influence course content and teaching methodology, student workload (ECTS), and similar topics,
  - the process of self-evaluation by faculty,
  - maintaining a unified record of faculty members,
  - developing a plan for measures to improve studies and the method for monitoring their implementation for the next academic year.

## 12. TRANSITIONAL AND FINAL PROVISIONS

### Article 70

- (1) Upon the enactment of this Regulation, the provisions of the Regulation on Studying at the University of Bjelovar from November 13, 2023 (CLASS: 602-04/23-07/22, REG. NO.: 2103-1-21-08-23-5) shall cease to be valid.
- (2) The duration of studies for students who enrolled at the University before the enactment of the Higher Education and Scientific Activity Act (including the generation enrolled in the 2022/2023 academic year) shall be governed by previous regulations. The provisions of Article 26, paragraph 4, Article 27, paragraph 3, and Article 31, paragraph 1, point 6, do not apply to these students. Regular students who enrolled at the University before the enactment of the Higher Education and Scientific Activity Act (including the generation enrolled in the 2022/2023 academic year) shall lose their regular student status after 6 years of study, and they may continue their studies in the status of part-time students.

### Article 71

- (1) Amendments and supplements to this Regulation shall be adopted by the University Council, in the same procedure and manner as its adoption.

Article 72

(1) This Regulation shall be published on the University's website and shall come into effect on the eighth day after its publication on the University's website.

Bjelovar, September 30, 2024.

Bjelovar University of Applied Sciences  
The University Council  
Dean: Prof. Dr. Sc. Zrinka Puharić, Professor of Professional Studies

This Regulation was published on the website of the Polytechnic on September 30, 2024.

Croatian-to-English translation