



BJELOVAR UNIVERSITY OF APPLIED SCIENCES

TRG E. KVATERNIKA 4, BJELOVAR

STATUTE

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Document prepared by:	Zrinka Puharić, Dean, Tjuna Badrov, Vice Dean for Development, Zoran Vrhovski, Vice-Dean for Teaching and Students, Zdravka Bilić, Secretary of BUAS
Approved by:	Bjelovar University of Applied Sciences Professional Council, Bjelovar University of Applied Sciences Management Board
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Based on Article 25, paragraph 4 of the Higher Education and Scientific Activity Act (Official Gazette, No. 123/22) and the proposal of the Expert Council, the Governing Board of BUAS of Bjelovar, at its 29th session, held on March 8, 2023, adopts

STATUTE OF THE BJELOVAR UNIVERSITY OF APPLIED SCIENCES

1. GENERAL PROVISIONS

Article 1.

- (1) This Statute regulates the status, name, seat, activities and seal of the Bjelovar University of Applied Sciences (hereinafter: BUAS), legal position, representation and presentation of BUAS, internal organization of BUAS, issues related to the status of teachers, associates and other employees, issues related to studies and teaching at BUAS, the publicity of work, general acts, protection of data confidentiality and other issues important for the performance of the activities and operations of BUAS.
- (2) All terms used in this Statute that have a gender meaning, regardless of whether they are used in the masculine or feminine gender, shall equally encompass the masculine and feminine genders.

2. LEGAL STATUS, NAME, HEADQUARTERS, ACTIVITY, SEAL AND COAT OF ARMS OF BUAS

2.1 Status

Article 2.

- (1) BUAS is organized as a private University Of Applied Sciences and operates as a public institution.
- (2) BUAS is a private higher education institution that performs its activities as a public service.
- (3) BUAS organizes and conducts professional short studies, professional undergraduate studies and professional graduate studies, in accordance with the provisions of the Act on Higher Education and Scientific Activity (hereinafter: the Act).
- (4) The founder and holder of the founding rights of BUAS is the City of Bjelovar (hereinafter: the Founder).
- (5) BUAS is a legal entity and is entered in the court register and the Register of Higher Education Institutions.
- (6) BUAS has its own bank account. Exceptionally, an additional account may be opened for the implementation of specific transactions, in accordance with the provisions of the Act and special regulations.

2.2 Name and headquarters

Article 3.

- (1) The Technical College in Bjelovar was established pursuant to the Decision of the City Council of the City of Bjelovar on the establishment of the Technical College in Bjelovar, adopted on 24 April 2007 (CLASS: 021-05/07-0172, REGISTRATION NUMBER: 2103/01-02-07-4), and changed its name to the Bjelovar University of Applied Sciences based on the Decision of the City Council of the City of Bjelovar on changing the name of the Technical College in Bjelovar of 30 October 2017 (CLASS: 602-04/17-01/2, REGISTRATION NUMBER: 2103/01-02-17-11 and by entering it in the court register under the name Bjelovar University of Applied Sciences.

(2) BUAS Day is February 18th.

Article 4.

- (1) BUAS carries out its activities, operates and participates in legal transactions under the name Bjelovar University of Applied Sciences.
- (2) The name of BUAS in English is: Bjelovar University of Applied Sciences.
- (3) The abbreviated name of BUAS is: VUB.
- (4) The abbreviated name of BUAS in English is: BUAS.
- (5) The name of BUAS shall be protected in the same manner as the name of a company is protected, according to the provisions of the law.
- (6) The seat of BUAS is in Bjelovar, Trg Eugena Kvaternika 4.
- (7) The Founder shall decide on the change of the name and seat of BUAS. The change of the name and seat of BUAS shall be entered in the court register.

2.3 Seal

Article 5.

- (1) In legal transactions, BUAS uses a seal and stamp.
- (2) BUAS has two (2) round stamps with the coat of arms of the Republic of Croatia, 38 mm in diameter, which are used to authenticate public documents issued by BUAS in the performance of its activities. The content of the seal is such that along the edge in the upper part of the seal, the name is written in capital letters: REPUBLIKA CROATIA, and in the lower part, the name is written in capital letters: VELEUČILIŠTE U BJELOVAR. In the central part of the seal, the coat of arms of the Republic of Croatia is printed, above which the number of the seal is written in Arabic numerals. Below the coat of arms, the name is written in capital letters: BJELOVAR.
- (3) BUAS has two (2) stamps with the coat of arms of the Republic of Croatia, round in shape, 25 mm in diameter, which are used to authenticate public documents issued by BUAS in the performance of its activities when the use of a 38 mm stamp is inappropriate.
- (4) BUAS has three (3) round stamps, 25 mm in diameter, containing the same text as the stamp referred to in paragraph 2 of this Article, but in the middle, instead of the coat of arms of the Republic of Croatia, it has the coat of arms of BUAS. This stamp is used in the daily operations of BUAS and is used to authenticate legal, financial, administrative and all other documents issued by BUAS.
- (5) BUAS has a dry stamp that is stamped on diplomas and certificates in Croatian and English. The dry stamp shall be in accordance with paragraph 2 of this Article.
- (6) The ordering, use, storage and replacement of seals and dry stamps with the coat of arms of the Republic of Croatia shall be carried out in the manner prescribed by a special law.
- (7) The dean makes the decision on the use, preservation and persons responsible for the preservation of seals and trademarks.

2.4 Coat of arms, flag and trademark (logo)

Article 6.

- (1) BUAS has a coat of arms, flag and trademark (logo).
- (2) The coat of arms of BUAS is circular in shape. In its centre is a stylized drawing of BUAS's logo (sign). Along the upper rim, the name is written in large block letters: VELEUCILIŠTE, and along the lower rim: IN BJELOVAR.
- (3) The flag of BUAS is blue. In the middle of the flag is the coat of arms of BUAS, with letters and symbols written in white.
- (4) The trademark (logotype) is usually blue in colour, round in shape. In its centre is a stylized drawing showing nine alternating squares in three rows of blue and grey. Five squares are blue and four squares are grey. The five blue squares are connected by blue lines forming the letter V.
- (5) The trademark (logo), coat of arms and name of BUAS are protected in the same way as the company name of a company is protected by law.

2.5 Activity

Article 7.

(1) BUAS carries out higher education and professional activities. BUAS may carry out scientific activities and other activities in accordance with the Law and the Statute.

(2) The activities of BUAS are:

- organizing and conducting professional short studies, professional undergraduate studies and professional graduate studies, in accordance with the Law and this Statute - organizing and conducting educational programs that are not considered studies within the meaning of the Law and this Statute
- performing highly professional development and research work and scientific work under conditions according to special regulations
- organization and implementation of formal and informal adult education programs
- publishing, library and IT activities related to the core business - retail sale of books, scripts and promotional materials - purchase and sale of goods
- performing other activities that serve to perform the core activities of BUAS
- organization of professional/scientific conferences and events
- highly professional, expert and scientific research work and provision of intellectual services
- providing assistance to student associations
- renting business premises
- promotion (advertising and propaganda).

(3) In the area of other business activities, BUAS performs market research, public opinion polling, expert assessments, consulting and other activities that serve the performance of the activities referred to in paragraph 2 of this Article if they are performed on a smaller scale or are usually performed in addition to the described activity.

(4) BUAS may establish a legal entity whose main activity is to achieve the mission of BUAS and meet the needs of students and BUAS.

(5) If a particular activity of BUAS is regulated by special regulations, the work is regulated in accordance with those regulations.

(6) BUAS may change and/or supplement its activities in accordance with currently valid laws and other regulations.

(7) The decision to change and/or supplement the activities is made by the Governing Board of BUAS with the prior consent of the Founder.

Article 8

(1) In carrying out its activities, BUAS encourages cooperation and participates in joint research programs with scientific organizations and other organizations and companies in the local community, in the Republic of Croatia and abroad. BUAS develops cooperation with other higher education institutions and appropriate institutions in the local community, the country and abroad.

3. REPRESENTATION AND PRESENTATION, LEGAL TRANSACTIONS AND LIABILITY FOR OBLIGATIONS

3.1 Representation and presentation

Article 9.

(1) BUAS is represented by the Dean.

(2) In the event of his/her absence, the Dean shall be replaced by one of the vice-deans authorized by him/her.

(3) BUAS may be represented and represented by other persons authorized by the Dean.

- (4) Persons authorized to sign financial and other documents are appointed by the dean.
- (5) The Dean may transfer his/her authority to represent BUAS before courts, administrative and other state bodies, and in matters related to the legal status of employees, to other persons outside BUAS through a power of attorney.

3.2 Legal transactions

Article 10

- (1) BUAS shall enter into legal transactions with third parties independently.
- (2) The Dean has the right to independently undertake all legal actions in the name and for the account of BUAS in the value of up to 30,000.00 euros.
- (3) To undertake legal actions in the value of over 30,000.00 euros up to a value of 66,361.40 euros, the Dean requires the consent of the Governing Council.
- (4) BUAS may not, without the consent of the Founder, acquire, alienate or encumber real estate or other property, nor contract any other business if the value of an individual contract exceeds the amount of 66,361.40 euros.

3.3 Responsibility for obligations

Article 11

- (1) BUAS is liable for its obligations and losses incurred in its operations with all of its assets.
- (2) The founder of BUAS shall be jointly and severally liable for the obligations of BUAS.

4. INTERNAL ORGANIZATION OF BUAS

4.1 Organizational units

Article 12.

- (1) BUAS carries out its activities in organizational units.
- (2) The organizational units of BUAS are:
- teaching organizational units, joint
 - joint services.
- (3) The teaching organizational units of BUAS are the basic organizational forms that perform all teaching activities in all studies, professional and scientific tasks, continuing education and training, and other tasks from the activities of BUAS that fall within the scope of higher education, professional and scientific work.
- (4) Teaching organizational units of BUAS may be organized as departments, laboratories, practicums or as some other organizational units.
- (5) Joint services constitute a set of administrative organizational units of BUAS and may be organized as a secretariat, financial and accounting service, student services, library, IT service or some other organizational unit.
- (6) In accordance with the Law and this Statute, BUAS may establish other organizational units.
- (7) The internal organization of BUAS is regulated in more detail by the Regulations on the internal organization and structure of jobs, which are adopted by the Governing Board upon the proposal of the Dean.

Article 13.

- (1) BUAS may, with the consent of the Founder, establish or participate in the establishment of legal entities, companies or others, whose activities ensure the integrity of the activities and the required standard of the system of higher education, professional and scientific work and continuous training.

5. BODIES OF BUAS

Article 14.

(1) BUAS is managed by the Management Board, the Dean and BUAS Council.

5.1 Management Board

5.1.1 Composition and election of members of the Management Board

Article 15

(1) The Management Board of BUAS shall consist of five members. The President and two members of the Management Board shall be appointed by the Founder, one member shall be appointed by BUAS Council from among the teachers in accordance with the procedure set out in the Rules of Procedure of BUAS Council, and one member shall be appointed by the Workers' Council from among the employees in accordance with the procedure set out in the Labor Act.

(2) If the Workers' Council referred to in paragraph 2 of this article is not established, one member of the Management Council is elected by the workers by direct and secret ballot in the manner prescribed by the Labor Law for the election of a workers' council that has only one member.

(3) The term of office of the members of the Governing Council of BUAS lasts four (4) years and they may be re-appointed or re-elected.

(4) If the duty of a member of the Administrative Council ends before the end of the mandate, a new member is appointed until the end of the mandate, in the procedure prescribed by the Statute and the Rules of Procedure of the Administrative Council.

Article 16

(1) The founder, BUAS Council, the Workers' Council, or the workers of BUAS, may dismiss the members they appoint or elect to the Governing Council even before the expiration of the term for which they were appointed or elected.

(2) The procedure for dismissing a member of the Administrative Council from paragraph 1 of this article is regulated in more detail by the Rules of Procedure of the Administrative Council.

(3) A member of the Management Board may request his/her own dismissal.

5.1.2 Competences of the Management Board

Article 17

(1) The Management Board of BUAS ensures the legality of BUAS's work, the rational use of material and human resources, and has the following powers:

- adopts the Statute and other general acts stipulated by the Statute
- adopts the mission and development strategy of BUAS
- adopts the financial plan and procurement plan of BUAS upon the proposal of the Dean
- carries out the procedure for electing a dean and appointing a vice-dean, as well as the procedure for dismissing a dean and a vice-dean
- adopts the Dean's annual report
- supervises the implementation of decisions of BUAS Council and the Dean
- supervises the execution of the financial plan and the management of financial resources in accordance with the Law and this By statute
- decides on the establishment of a legal entity whose main activity is to achieve the mission of BUAS and meet the needs of students and BUAS - confirms the decisions of the Dean and BUAS Council determined by this Statute
- makes decisions on the amount of tuition fees and other fees for students - adopts the Rules of Procedure of the Governing Board - appoints the acting dean in accordance with the provisions of the Law and this Statute
- gives consent to individual decisions of the Dean and BUAS Council in accordance with the Law

- adopts the employment plan, at the proposal of the dean -
- gives consent to the dean for taking legal actions in the value of more than 30,000.00 euros up to the value of 66,361.40 euros
- performs other tasks in accordance with this Statute and other general acts of BUAS.

5.1.3 Work of the Management Board

Article 18

- (1) The Management Board of BUAS shall make decisions at meetings. Meetings may be held electronically or remotely, using appropriate audiovisual devices (*online*).
- (2) The meetings of the Board of Directors shall be convened and chaired by the President of the Board of Directors.
- (3) The Dean shall participate in the sessions of the Management Board. The Dean shall participate in the work of the Management Board without the right to vote.
- (4) The manner of work and decision-making at the sessions of the Management Board shall be governed by the Rules of Procedure of the Management Board.

5.2 Dean

5.2.1 Dean's responsibilities

Article 19

- (3) The Dean is the head of BUAS.
- (4) The Dean represents and stands by BUAS and is responsible for the legality of BUAS's work.
- (5) The Dean has powers and obligations of the director of the institution.
- (6) The Dean's badge of honor is the Dean's chain.
- (7) The Dean of BUAS has the following authorities:
 - organizes the work and operations of BUAS
 - independently undertakes legal actions in the name and on behalf of BUAS, in accordance with the Law
 - prepares, convenes, proposes the agenda and chairs the sessions of BUAS Council
 - proposes to the Governing Board and BUAS Council the adoption of general acts and adopts general acts whose adoption is not within the competence of the Governing Board and BUAS Council
 - proposes to the Governing Board the financial plan and procurement plan of BUAS
 - manages the execution of BUAS's financial plan and procurement plan, in accordance with the Law and this The Statute
 - manages the assets of BUAS in accordance with the provisions of the Statute and the Law.
 - implements the decisions of the Governing Board and BUAS Council
 - signs diplomas, supplementary study documents and other public documents issued by BUAS
 - signs contracts concluded by BUAS; makes decisions on working hours and redistribution of working hours
 - makes a decision on overtime work
 - organizes monitoring of the performance of work obligations of BUAS employees
 - makes decisions on awards for the quality of work and norms for jobs that are outside the scope of regular jobs on the proposal and/or with the consent of the Dean's College
 - determines the schedule for using annual leave
 - approves paid and unpaid leave
 - approves the work of teachers outside BUAS
 - takes care of implementing BUAS's personnel policy
 - makes decisions on the employment of BUAS employees
 - makes decisions on the termination of employment of BUAS employees
 - proposes candidates for vice-deans to the Governing Board
 - determines the persons authorized to sign financial and other documents
 - appoints permanent and temporary committees to carry out specific tasks within its scope of competence
 - makes decisions and signs agreements/contracts on cooperation with other higher education institutions and legal entities in the country and abroad
 - participate and decides in the work of the Association of Universities of Applied sciences of the Republic of Croatia

- decides on student requests, unless otherwise provided by law or other regulation
- performs other tasks determined by the Law, the Statute and other general acts of BUAS.

(5) The Dean may, within the limits of his/her powers, authorize another person by written power of attorney to represent and act for BUAS.

(6) The Dean shall submit a report on the implementation of BUAS Development Strategy and a Business Report to the Governing Board and BUAS Council once a year.

(7) The dean is assisted in his work by the vice deans.

5.2.2 Election of the Dean

Article 20

(1) A person from among senior lecturers, professors of professional studies, professors of professional studies in permanent selection or teachers elected to a scientific-teaching position may be elected as dean, through a competition published in the Official Gazette and on the website of BUAS.

(2) The term of office of the Dean lasts four years and the same person may be elected Dean more than once.

(3) The elected dean shall enter into a full-time employment relationship with BUAS for the position of dean for a fixed period of time.

(4) If the person elected as Dean has an established employment relationship with BUAS, during the term of office he/she shall be transferred to a new position with the corresponding coefficient, and a Decision of the Governing Council shall be made on the same. After the term of office for which the person was elected expires, he/she shall have the right to return to the position he/she held before assuming the office of Dean.

5.2.3 Dean election procedure

Article 21

(1) The decision to initiate the procedure for the election of the Dean shall be made by the Management Board no later than 1 April of the calendar year in which the Dean's term of office expires. The procedure must be completed no later than 30 June of the same year, except in the case of a repeat procedure.

(2) The competition for the election of dean shall publish the conditions that the candidate must meet, the period for which the election is held, the deadline for receiving applications for candidates and the deadline by which the applied candidates will be notified of the election.

(3) The deadline for receiving applications from candidates cannot be shorter than 8 days from the date of publication of the vacancy notice in the Official Gazette, and the deadline for notifying candidates of their selection cannot be longer than 60 days from the expiry of the deadline for submitting applications.

Article 22

(1) BUAS Council determines the proposal of the candidate for dean based on the received documentation and the proposed work program and submits it to the Governing Council.

Article 23

(1) The Dean is elected by the Management Board by secret ballot.

(2) The candidate who received a majority of votes of all members of the Management Board is elected Dean.

(3) The elected dean shall assume office on 1 October of the year in which he/she is elected. Exceptionally, if the office of dean is held by an acting dean, the elected acting dean shall assume office immediately upon election by the Management Board.

5.2.4 Termination of the Dean's term of office

Article 24.

(1) The term of office of the Dean of BUAS shall terminate before the expiration of the term for which he was elected:

- exercising the right to a pension
- termination of employment contract
- by transferring to another duty
- by establishing an employment relationship with another legal entity outside BUAS.

5.2.5 Dismissal of the Dean

Article 25

(1) The Dean of BUAS may be dismissed before the expiration of the term for which he was elected:

- if he requests a dismissal
- if reasons arise that, according to the Law, the Statute of BUAS or labour regulations, lead to the termination of employment
- if he/she does not act in accordance with the Law, the Statute of BUAS and other general acts
- if he/she causes major damage to BUAS through negligent or improper work or if he/she neglects or negligently performs his/her duties.
- if his/her behaviour harms the reputation of the office he/she holds.

(2) The procedure for dismissing the dean of BUAS shall be initiated upon the proposal of the Governing Board.

(3) The proposal to initiate the procedure for the dismissal of the dean must contain a factual description, legal basis and evidence that are incriminating the dean, and shall be submitted in writing to the dean, who has the right to comment on it in writing.

(4) The Governing Board shall decide on the dismissal of the Dean of BUAS by a majority vote of all members.

5.2.6 Acting Dean

Article 26

(1) If the dean was not elected in the election process until the end of the current dean's mandate or if the dean's mandate expires, or if he was dismissed before the time for which he was elected, until the dean's election

The Governing Council, by a majority vote of all members of the Governing Council, appoints the acting dean from among the employees of BUAS, senior lecturers, professors of professional studies or professors of professional studies in permanent election for a period of up to one year.

(2) The Governing Council shall be obliged to announce a competition for the election of the Dean no later than 30 days from the date of appointment of the Acting Dean.

5.2.7 Impediment of the Dean from performing his duties

Article 27.

(1) In the event that the dean is prevented from performing his duties (absence, illness, etc.), he shall be replaced by one of the vice-deans of BUAS.

(2) The Vice-Dean of BUAS, who is authorized by the Dean to replace him, has all the powers and performs all the duties of the Dean as stipulated by the Law, Decision and this Statute, and signs public documents and other acts with the notation "with".

5.3 Vice-Deans

Article 28.

- (1) The dean is assisted in his work by two vice-deans.
- (2) Vice-deans perform all tasks within the framework of the authorities and duties entrusted to them by the dean in accordance with the Law, this Statute, the Regulations on the internal organization and structure of jobs and other general acts of BUAS.
- (3) A person from the ranks of senior lecturers, professors of professional studies, and professors of professional studies in permanent selection may be appointed as vice-dean.
- (4) The Vice-Dean is appointed and dismissed by the Governing Council upon the proposal of the Dean.
- (5) The Vice-Dean is elected for a term of four years, and after the expiration of the term, the same person may be elected multiple times.
- (6) If the vice-dean is elected during the term of office of the current dean, he/she shall not be elected for four years, but until the end of the term of office of the current dean.
- (7) The mandate of the vice-dean is linked to the mandate of the dean and ends with the mandate of the dean.
- (8) If the mandate of the vice-dean ends before the term for which he was elected, the newly elected vice-dean shall continue the mandate of the dismissed vice-dean.

5.4 Dean's College

Article 29

- (1) The Dean's College is an advisory body that assists the Dean in his work, and consists of the Dean, Vice-Deans, Heads of Studies, the Secretary of BUAS and the Representative of the Quality Management.
- (2) The Dean's College is convened by the Dean and manages its work, and if necessary, may discuss in an expanded composition with the heads of certain organizational units of BUAS or other persons invited by the Dean.
- (3) The Dean's College provides opinions and recommendations to the Dean on development plans and the improvement of the professional and teaching work of BUAS.
- (4) The Dean's College shall also act in accordance with general acts that provide for their consent and/or Jurisdiction.

5.5 Polytechnic Council

5.5.1 Composition and election of members of BUAS Council

Article 30

- (1) BUAS Council consists of:
 - Dean
 - representatives of teachers, associates and other employees
 - student representatives.
- (2) The Dean, Vice-Dean and heads of studies are members of BUAS Council by position.
- (3) Representatives of teachers employed at BUAS are elected in each individual department in such a way that the head of study, with the consent of the dean, proposes two representatives of his or her department.
- (4) One representative of associates is elected by all associates employed at BUAS for the associate working group full-time positions.
- (5) One representative of non-teaching staff shall be elected by all non-teaching staff employees.

- (6) The election of representatives of teachers, associates and non-teaching staff to BUAS Council is regulated in more detail by the Rules of Procedure of BUAS Council.
- (7) Student representatives are elected by students for a term of one year, in accordance with the Act regulating student organizations and the Statute of the Student Union. Student representatives constitute 10% of the members of BUAS Council.
- (8) The term of office of representatives of teachers, associates and non-teaching staff on BUAS Council lasts one year. If a representative of one of the employee categories, due to a change in employment, ceases to belong to the employee category he or she represented, his or her term of office shall terminate on the date of the change in employment.
- (9) Representatives of teachers, associates, non-teaching staff and student representatives in BUAS Council may be dismissed before the expiry of the term for which they were elected. The dismissal procedure is regulated in more detail by the Rules of Procedure of BUAS Council.
- (10) The same person may be elected as a representative on BUAS Council more than once.

5.5.2 Competence of BUAS Council

Article 31

- (1) BUAS Council has the following powers:
- makes decisions on teaching, scientific and professional issues
 - introduces additional criteria for selection for teaching, associate and professional positions
 - participates in the process of conducting elections and re-elections for teaching, associate and professional positions
 - participates in the procedure of conducting the election and re-election of head teachers
 - determines the number of enrolment places in each study program - proposes candidates for dean to the Management Board
 - proposes BUAS Development Strategy to the Management Board - proposes the organization of new professional studies to the Management Board
 - proposes to the Council the adoption of the Statute and its amendments
 - confirms study leaders – elects and appoints committees and boards
 - elects and dismisses one member of the Governing Board of BUAS
 - adopts study programs, implementation study plan and academic calendar as well as changes to them in accordance with the Law and regulations governing quality assurance in higher education and science
 - at the request of the dean, gives an opinion on professional issues within his jurisdiction
 - decides on issues of interest to students
 - adopts the Statute of the Student Union upon the proposal of the Student Union
 - performs other tasks in accordance with the Statute and other general acts of BUAS.

5.5.3 Work of BUAS Council

Article 32

- (1) BUAS Council makes decisions at sessions. Sessions may also be held electronically or remotely, using appropriate audiovisual devices (*online*).
- (2) The session is convened and chaired by the Dean.
- (3) The manner of work and decision-making at sessions of BUAS Council is regulated by the Rules of Procedure of BUAS Council.

Article 33.

- (1) Student representatives in BUAS Council have the right of suspensive veto when deciding on issues of changing study conditions, changes to curricula and study plans, issues of student standards and other issues important for students that are regulated by BUAS Statute.
- (2) The suspensive veto referred to in the previous paragraph may be declared by student representatives who together constitute a majority of the total number of student representatives in BUAS Council, and at least two of them.
- Statements may be made before deciding on the issues referred to in the previous paragraph, as well as after the decision has been made, but no later than the conclusion of the session of BUAS Council.
- (3) Student representatives in BUAS Council do not participate in voting in the process of electing teachers and associates to positions.

6. STUDIES

Article 34.

- (1) BUAS organizes, conducts and is the holder of professional studies that prepare students for performing professional jobs in the business world, the public sector and society in general.
- (2) Professional studies include professional short studies, professional undergraduate studies and professional graduate studies.
- (3) BUAS may organize and conduct professional short studies, professional undergraduate studies and professional graduate studies.
- (4) BUAS may organize and implement professional development programs for the purposes of lifelong learning that are in line with the Law and the needs of the labor market.

6.1 Professional short study

Article 35

- (1) A short professional study course prepares students for employment in certain specialized professional jobs.
- (2) The professional short study lasts two years and upon completion, at least 120 ECTS credits are acquired.
- (3) Professional short study ends with taking an exam and completing other study obligations, in accordance with the study program.
- (4) A person who has completed the appropriate secondary education program may enrol in a professional short study program. The conditions for enrolment in a professional short study program are determined by a decision of BUAS Council.
- (5) Upon completion of the professional short study, the student acquires the professional title of candidate with an indication of the profession.

6.2 Professional undergraduate study

Article 36

- (1) Professional undergraduate studies qualify students for employment in certain professional jobs and prepare them for continuing their studies at the graduate level.
- (2) Professional undergraduate studies last three years and upon completion, at least 180 ECTS credits are acquired, or they last four years and upon completion, at least 240 ECTS credits are acquired.
- (3) A person who has completed an appropriate secondary education program lasting at least four years and passed the state matura exam or a person who has completed an appropriate short professional study program may enroll in a professional undergraduate study program. The conditions for enrollment in a professional undergraduate study program are determined by a decision of BUAS Council. Exceptionally, the study may be enrolled under other conditions prescribed by the provisions of the Law.
- (4) Professional undergraduate studies are completed by passing an exam, completing other study obligations, and preparing and defending a final thesis or passing a final exam.
- (5) Upon completion of the professional undergraduate study, the student acquires the professional title of Bachelor (baccalaureus) with an indication of the profession (bacc.).
- (6) Upon completion of the professional undergraduate study in a technical field, the student acquires the title of Bachelor of Science (baccalaureus) in Engineering with an indication of the profession (bacc. ing. with an indication of the profession).

6.3 Professional graduate study

Article 37.

- (1) The professional graduate study prepares the student for employment in certain jobs that require specialist knowledge, skills and competences.
- (2) The professional graduate study that a student enrolls in after a three-year university or professional undergraduate study lasts two years and upon completion, at least 120 ECTS credits are acquired.

- (3) The professional graduate study that a student enrolls in after a four-year university or professional undergraduate study lasts one year and upon completion of the study at least 60 ECTS credits are acquired, or it lasts two years and upon completion of the study at least 120 ECTS credits are acquired.
- (4) A person who has completed an appropriate professional or university undergraduate study may enroll in a professional graduate study. The conditions for enrollment in a professional graduate study are determined by a decision of BUAS Council.
- (5) Professional graduate studies are completed by passing an exam, completing other study obligations, and preparing and defending a graduate thesis or passing a graduate exam.
- (6) Upon completion of the professional graduate study, the student acquires the professional title of Master of Science with an indication of the profession (mag. with an indication of the profession).
- (7) Upon completion of a professional graduate study in a technical field, a student acquires the title of Master of Engineering with an indication of profession (mag. ing. with an indication of profession).

6.4 Joint study

Article 38.

(1) A University of Applied Sciences may conduct joint studies with one or more Croatian or foreign higher education institutions.

The organization, implementation, completion, place of implementation, holders and method of issuing the final certificate, as well as the holder and implementation of the accreditation procedure of the joint study program are determined by an agreement between BUAS and the higher education institution with which the joint study program is implemented.

6.5 Enrolment of studies in the Register of Study Programs

Article 39

(1) The study may begin after registration in the Register of Study Programs.

(2) The registration of studies in the Register of Study Programmes is carried out by the Ministry on the basis of the obtained permit for the implementation of studies, which is issued in the procedure of initial accreditation of studies, which is carried out by the Agency. Exceptionally, a joint study programme that is accredited by another international accreditation agency in the European Union is registered in the Register of Study Programmes on the basis of the accreditation approval issued by that agency.

(3) The Register of Study Programmes shall be maintained by the Ministry. The Minister shall, by ordinance, regulate the structure and manner of maintaining the Register of Study Programmes, as well as the procedure for registration and deletion from the Register.

6.6 Study program

Article 40

(1) Studies at BUAS are organized and conducted in accordance with the study program.

(2) The study program must contain all components prescribed by the Law.

(3) The study program is adopted by BUAS Council in accordance with the Law and regulations governing quality assurance in higher education and science.

6.7 ECTS credits

Article 41

(1) An individual course or other study obligation is evaluated with ECTS points that reflect the average total work that the student must invest in order to achieve the expected learning outcomes of the course.

(2) One ECTS credit represents 30 hours of estimated average student work spent in achieving learning Outcomes.

(3) The criteria and conditions for the recognition and transfer of ECTS credits between different studies are determined by the general act of BUAS.

6.8 Study in full-time and part-time status

Article 42

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

6.9 Enrollment in studies

Article 43

- (1) BUAS Council shall determine the admission procedure to the study programme in a way that guarantees equality of all applicants.
- (2) Enrolment for studies is carried out by BUAS on the basis of a public competition published on BUAS's website no later than 1 May of the current year.
- (3) The public competition contains the number of enrolment places, enrolment conditions, the deadline for applying for the competition, and information on the enrolment procedure and documents required for enrolment.

6.10 Academic year

Article 44.

- (1) The academic year begins on October 1 and ends on September 30 of the following year.
- (2) By way of exception to paragraph 1 of this Article, when so determined by the curriculum, classes may begin before the beginning of the academic year, but not earlier than September 1st.

6.11 Study performance

Article 45

- (1) The study is carried out according to the study plan.
- (2) The study implementation plan defines the structure and method of conducting studies in the full or adapted teaching hours.
- (3) The study implementation plan is adopted by BUAS Council before the start of the academic year and must contain all components prescribed by the Act.
- (4) The study schedule, timetable, exam schedule and other information necessary for attending classes and taking exams are published to students before enrolling in the course, i.e. enrolling in the next semester or academic year.
- (5) BUAS Council shall, by a general act, determine in more detail the rules on exams, complaints about grades, the procedure for repeating exams, the content, form and method of keeping exam documents, ensuring the public at exams and the right to inspect exam results.
- (6) The study may be conducted entirely through teaching using computer technologies and interactive teaching materials that ensure access to learning in special conditions when the teacher and student are physically distant (hereinafter: *online* study). *Online* study shall be conducted on the basis of approval by the Agency for Science and Higher Education, issued in accordance with the regulations governing quality assurance in higher education and science, if the learning outcomes of the study programme can be achieved through distance learning.
- (7) BUAS may establish a teaching base in state administration bodies, local or regional self-government units, other state bodies or other legal entities for the purpose of regularly conducting practical teaching in accordance with the Act.
- (8) By decision of BUAS Council, a distinguished foreign professor (guest professor) may be entrusted with teaching a specific course.

6.12 Assessment of acquired learning outcomes, exams and grades

Article 46

- (1) The achieved learning outcomes of a student are checked and assessed during classes and in exams and are entered into the appropriate student document and records.
- (2) Oral knowledge tests are public.
- (3) Written knowledge tests are kept until the end of the academic year.
- (4) Learning outcomes achieved with outstanding success are assessed with the grade excellent (5), which corresponds to the letter grade A. Learning outcomes achieved with above-average success are assessed with the grade very good (4), which corresponds to the letter grade B. Learning outcomes achieved with average success are assessed with the grade good (3), which corresponds to the letter grade C. Learning outcomes achieved with satisfactory success are assessed with the grade sufficient (2), which corresponds to the letter grade D. Learning outcomes that are not achieved with satisfactory success are assessed with the grade insufficient (1), which corresponds to the letter grade F.
- (5) The study program may specify that a course is graded descriptively. Courses that are graded descriptively are not included in the calculation of the study grade point average.

6.13 Certificates of completed studies

Article 47

- (1) After completing professional undergraduate and graduate studies, the student is issued a diploma and a supplementary study certificate.
- (2) After completing a short professional study programme, the student is issued a certificate and a supplementary document on the study.
- (3) Diploma, certificate and supplementary study document are public documents issued by BUAS on the basis of public authority, which confirm that a student has completed a specific study programme and has acquired the right to a professional title.
- (4) BUAS issues certificates, diplomas and supplementary documents on studies free of charge, in Croatian and English, in a signed and certified printout and in digital form.

6.14 Revocation of professional title

Article 48

- (1) A professional title shall be revoked if it is determined that it was acquired contrary to the prescribed conditions for its acquisition, through a gross violation of the rules of the study, or on the basis of a final or diploma thesis that is plagiarized or forged. The initiation and implementation of the procedure for revoking a professional title shall be carried out in accordance with the provisions of the general act of BUAS.

7. STUDENTS

7.1 Student status

Article 49

- (1) Student status is acquired by enrolling in studies at BUAS and is proven by a student ID card issued by BUAS.
- (2) A student with full-time status studies within the full teaching schedule.
- (3) A student with part-time status studies within a full or adjusted teaching schedule.
- (4) Student status terminates: upon completion of studies, withdrawal from studies, exclusion from studies in the procedure and under the conditions established by the general acts of BUAS, and if the student does not complete the studies within a period that is twice as long as the duration of the studies.

7.2 Student rights and obligations

Article 50

- (1) A student has all rights prescribed by the Law, this Statute and other general acts of BUAS.

- (2) The student is obliged to fulfil teaching and other obligations at BUAS on time and to respect the general acts of BUAS.
- (3) A student categorized as an athlete who studies in a full-time status, in accordance with the general act of BUAS, may study under adjusted conditions of study attendance.
- (4) A student with a disability, in accordance with the general act of BUAS, may study under adapted conditions of study attendance.
- (7) The rights and obligations of students are regulated in more detail by the Regulations on Studying.
- (8) The disciplinary responsibility of students is determined by the Regulations on the Disciplinary Responsibility of Students.

7.3 Suspension of student rights and obligations

Article 51

- (1) A student's rights and obligations are suspended during pregnancy, during the period of the child's first year of life, during incapacity for work for more than three months, and in other justified cases prescribed by law or a general act of BUAS.
- (2) BUAS shall decide on the request for suspension of the student's rights and obligations by means of a decision. An administrative dispute may be initiated against this decision.
- (3) In the case referred to in paragraph 1 of this Article, the student's deadline for completing his/her studies shall be extended by the same period as the suspension of rights and obligations.

7.4 Student Union and other student organizations

Article 52

- (1) The Student Union is a student elected representative body that protects the interests of students, participates in decision-making in the bodies of BUAS and represents students in the higher education system.
- (2) The fundamental act of the Student Union is the Statute adopted by BUAS Council upon the proposal of the Student Union.
- (3) The Student Union of BUAS is composed of students of BUAS elected in elections and with a mandate in accordance with the Act on the Student Union and Other Student Organizations and the Statute of the Student Union.

Article 53.

- (1) Student associations established in accordance with the Associations Act and other student organizations created by student associations within BUAS may operate at BUAS.

Article 54.

- (1) The work of the Student Union, student associations and other student organizations will be financed in accordance with the Act on the Student Union and Other Student Organizations, the statutes of student organizations and a special general act of BUAS.

8. TEACHERS AND ASSOCIATES

Article 55

- (1) Teachers at BUAS are employed in teaching positions. Teaching at BUAS may also be carried out by teachers elected to scientific-teaching positions.
- (2) Associates at BUAS are employed in associate positions.
- (3) Persons are employed in professional positions to carry out scientific and professional projects and to teach classes that do not require a scientific approach.
- (4) The organization of jobs for teachers, associates and other employees is regulated by the Ordinance on Internal Organization and Job Structure.

Article 56

- (1) Teaching positions at BUAS, from lowest to highest, are: lecturer (lecturer), senior lecturer (senior lecturer), professor of professional studies and professor of professional studies in permanent appointment (prof. prof. stud.).
- (2) The associate position at BUAS is an assistant.
- (3) Professional positions at BUAS, from lowest to highest, are: professional associate, senior professional associate and professional advisor.

8.1 Criteria for selection for a job position

Article 57

- (1) A person who has an appropriate level of education in a scientific area and field, who meets the National Criteria for Selection for a Teaching Position at a Polytechnic (hereinafter: National Polytechnic Criteria) and additional criteria established by the general act of BUAS may be employed for a teaching position at a Polytechnic.

Article 58

- (1) A person who has completed a university or professional graduate study in a scientific area or field may be employed for a teaching position as a lecturer or senior lecturer, as well as for an associate position and a professional position at a Polytechnic.
- (2) A person who has obtained the academic degree of Doctor of Science in a scientific area or field may be employed for the teaching position of a professor of professional studies or a professor of professional studies in permanent selection.

Article 59

- (1) A person from among particularly successful students shall be selected for the associate position of assistant.
- (2) The selection criteria for the associate assistant position are regulated by the Regulations on the organization and structure of jobs at BUAS.

8.2 Selection of teachers and associates for a job position

Article 60

- (1) The selection of teachers and associates of BUAS to a vacant position or a higher position, as well as the procedure for re-appointment of teachers to a position, is carried out in accordance with the procedure prescribed by the provisions of the Act and the general act of BUAS.

8.3 Title teacher and title associate

Article 61

- (1) BUAS may hire a tenured professor or tenured associate.
- (2) A tenured lecturer or tenured associate is a person who is not employed by BUAS, but meets the criteria for selection for a teaching or associate position.
- (3) The titular lecturer or titular associate is elected in accordance with the provisions of the Act and the general act of BUAS.

8.4 Ethical and disciplinary responsibility of employees

Article 62

- (1) Teachers and associates at BUAS, as well as other employees, must adhere to the moral and ethical principles of the academic community and protect the reputation of BUAS in their work, actions, behavior, mutual relations and public appearances.

(2) Employees of BUAS are disciplinary liable for violations of their work obligations and for damage to the reputation of BUAS.

(3) BUAS Council shall establish an Ethics Committee to promote and protect ethical principles and adopt a Code of Ethics that establishes ethical acts and the procedure for preventing and sanctioning unethical conduct.

(4) BUAS Council shall establish a Disciplinary Committee and adopt the Regulations on the Disciplinary Responsibility of Employees, which shall determine the composition of the Disciplinary Committee, disciplinary acts, disciplinary sanctions and disciplinary proceedings.

9. FINANCING OF POLYTECHNICS

Article 63.

(1) The activities of BUAS are financed by the Founder's funds, earmarked income and its own income, in accordance with the Law.

(2) Funds for the regular activities of BUAS may be provided from:

- funds from the Founder's budget provided for financing the activities of BUAS
- student tuition fees and other fees for students and participants of educational programs
- funds generated by participation in national and international programs and projects - income generated from scientific and professional projects
- income from funds, donations and other appropriate sources of financing educational and scientific activities
- and other legally permitted sources.

Article 64.

(1) The financial plan of BUAS contains a plan for the budget year and projections for the following two budget years and is adopted for each calendar year in accordance with the Act regulating the budget system and the subordinate legislation adopted on its basis.

(2) The financial plan of BUAS shall be adopted by the Governing Board upon the proposal of the Dean.

10. GENERAL ACTS OF BUAS

Article 65

(1) The general acts of BUAS are: Statute, regulations, rules of procedure, decisions, instructions and other acts that regulate individual issues of BUAS's activities.

(2) Amendments and supplements to general acts shall be adopted in the same manner as prescribed for their adoption.

(3) The authentic interpretation of general acts shall be given by the body that adopted the act.

(4) General acts generally enter into force on the eighth day from the date of publication on BUAS's website, and in exceptional and specially justified cases on the day of publication on BUAS's website.

11. PUBLICITY OF WORK AND BUSINESS SECRET

11.1 Publicity of work

Article 66

(1) The work of BUAS is public.

(2) BUAS shall inform the public about the performance of its activities through the media, by issuing special publications, by advertising on BUAS's website, and in any other appropriate manner.

(3) Data or information on the work and operations of BUAS shall be provided by the Dean or a person authorized by him.

11.2 Trade secret

Article 67

- (1) Business secrets are considered to be data and documents whose disclosure or disclosure to an unauthorized person would be contrary to the interests of BUAS, damaging its reputation and interests.
- (2) BUAS shall withhold information about data and documents that constitute a business secret. BUAS may disclose or provide access to data and documents that constitute a business secret only to persons who prove a legal interest in doing so, with the approval of the Dean.
- (3) Violation of the duty to maintain secrecy constitutes a serious breach of work obligations.
- (4) Business secrets, violation of the duty to maintain business secrets and other circumstances are regulated by a general act of BUAS.

Article 68.

- (1) All employees of BUAS are obliged to keep information and documents that are considered business secrets, regardless of how they learned about the information and documents.
- (2) Unauthorized disclosure of a trade secret constitutes a serious breach of duty.
- (3) Employees are obliged to maintain business secrets even after they have ceased working at BUAS.

12. TRANSITIONAL AND FINAL PROVISIONS

Article 69

- (1) BUAS shall harmonize all general acts and its organization with this Statute in accordance with the provisions of the Act.
- (2) Until the general acts are harmonized with the provisions of this Statute, the existing general acts shall apply.
Polytechnics, except for provisions that are contrary to the Law and this Statute.
- (3) The term of office of members elected to the bodies of BUAS shall terminate upon the formation of the body in accordance with the provisions of the Law.
- (4) Members of the Administrative Council, elected according to the previously valid regulations, continue their work until the end of the mandate for which they were elected.
- (4) The Dean, Vice-Deans and heads of organizational units elected under previously valid regulations shall continue to work until the expiration of the term for which they were elected.
- (5) Procedures initiated under the previous provisions of the Statute and other general acts of BUAS shall be completed under the provisions that were in force at the time the procedure was initiated.

Article 70

- (1) This Statute shall enter into force on the eighth day from the date of publication on the website of BUAS, and shall be published after adoption at a session of the Governing Board and the consent of the Founder has been obtained.
- (2) Upon the entry into force of this Statute, the provisions of the Statute of BUAS of Bjelovar of 2 October 2017 (CLASS:

602-04/17-08/005, REG. NUMBER: 2103-67-09-17-05) shall cease to be valid.

CLASS: 602-04/23-08/002

REGISTRATION NUMBER: 2103-1-21-09-23-03

Bjelovar, March 8, 2023

Bjelovar University of Applied
Sciences

Management Board

President: Ante Brkljačić