

**JURAJ DOBRILA UNIVERSITY OF PULA**

**STUDY REGULATION**

(Revised text)

**Pula, September 2019**

Pursuant to the Article 59 of the Act on Scientific Activity and Higher Education (Official Gazette» No. 123/03, 198/03, 105/04, 174/04, 02/07 – Decision of the Constitutional Court of the Republic of Croatia, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15 and 131/17) and Articles 15 of the Constitution of the Republic of Croatia. On September 30, 2019, the Rector of Juraj Dobrila University of Pula enacted the revised text of the Study Regulation.

The revised text of the Study Regulation includes:

Study Regulation from February 27, 2017, CLASS: 003-05/17-01/02, REG.NO: 380-01-17-1,

Regulation on Amendments to the Study Regulation from March 27, 2017, CLASS: 003-05/17- 01/02, REG.NO: 380-01-17-2,

Regulation on Amendments to the Study Regulation from December 15, 2017, CLASS: 003-05/17-01/02, REG.NO: 380-01-17-3

Regulation on Amendments to the Study Regulation from February 28, 2018, CLASS: 003-05/17- 01/02, REG.NO: 380-01-17-4

Regulation on Amendments to the Study Regulation from March 28, 2018, CLASS: 003-05/17-01/02 REG.NO: 380-01-18-5

Regulation on Amendments the Study Regulation from September 13, 2019, CLASS: 003-05/17-01/2 REG.NO: 380-01-19-7

Regulation on Amendments to the Study Regulation from September 30, 2019, CLASS: 003-05/17-01/2, REG.NO: 380-01-19-8

CLASS: 003-05/17-01/2 REG.NO.: 380-01-19-9

Rector

In Pula, September 30, 2019 Prof. dr. sc. Alfio Barbieri

Pursuant to Article 82 paragraph 1 of the Act on Scientific Activity and Higher Education ("Official Gazette", No. 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15) and Article 29 of the Statute of Juraj Dobrila University of Pula, Senate of the University, at its10th meeting held on February 27, 2017, adopted the next

**Study Regulation**

PART ONE

INTRODUCTORY PROVISIONS The subject to standardization

Article 1

This Study Regulation (hereinafter: the Regulation) regulates the rules of studying at Juraj Dobrila University of Pula (hereinafter: the University), types and levels of the study, the organization of teaching, the system of monitoring and evaluation, all the rights and obligations of students and other issues related to study programmes and studying at the University.

Gender Neutrality of Expressions

Article 2

The terms used in this Regulation and having a gender meaning apply equally to the masculine and feminine gender.

PART TWO

STUDIES

CHAPTER I GENERAL

Types and Levels of Studies at the University

Article 3

1. Higher education at the University is carried out through university and professional studies.
2. The University establishes and conducts (organizes and performs) undergraduate university studies, graduate university studies, integrated undergraduate and graduate university studies, postgraduate university studies and postgraduate specialist studies, pursuant to the Act and other general acts.
3. The University may also conduct professional studies pursuant to the Act.
4. In cooperation with other higher education institutions in the Republic of Croatia and abroad, the University organizes and performs joint and associated studies pursuant to the Act.

Academic Year Article 4

1. The academic year runs from October 1 to September 30
2. The academic year is organized in two semesters, winter and summer.

CHAPTER II

ENROLMENTS

Enrolment of Studies

Article 5

1. Enrolment of studies is carried out on the basis of a public call for application published by the University pursuant to the Act at least six (6) months before the classes start.
2. The University establishes the procedure for selecting the applicants for enrolment and establishes the criteria on the basis of which the classification and selection of candidates for enrolment is carried out.

Student Document Article 6

1. During the first enrolment, the student is issued a student document pursuant to the acts which regulate the content, production, issuing, using, form and annulment of the student document.
2. A student document is a public document proving the status of a student.

Enrolment in the Next Academic Year

Article 7

Enrolment in the next academic year is carried out until September 30.

CHAPTER III

ORGANIZATION AND STUDY PERFORMANCE

Study Programme and its Amendments

Article 8

1. The studies are organized according to the study programme adopted by the Senate of the University.
2. The content of the study programme is be determined by the Act and Regulation.
3. The procedure of amendments to the study programme is regulated by a special Regulation.

Syllabus

Article 9

1. The study is carried out according to the syllabus which is adopted by the Senate every academic year pursuant to the Act and this Regulation. An example of syllabus content is an integral part of this Regulation.
2. It is mandatory that a syllabus is published on the University's website before the classes in the referenced academic year start, including summaries of lectures and other forms of teaching as well as the text of lectures themselves and other forms of teaching in exceptional cases when relevant literature is unavailable.
3. The syllabus is adopted by the Senate no later than May 31.
4. The teacher is obliged to present the syllabus to students in the first lecture.

CHAPTER IV

TEACHING

Organization of Classes

Article 10

1. Classes are organised by semesters in accordance with the study programme.
2. Classes can also be conducted in a virtual learning and teaching environment (e-learning).
3. The teacher documents the classes held daily and submits the report at the end of the semester to the authorised person.
4. By enrolling in a particular course, the student assumes all the obligations provided by the syllabus.

Academic Calendar Article 11

(1) The academic calendar is adopted by the Senate by May 31 and published on the University's website.

(2) The academic calendar contains the approximate determinants of the beginning and end of the teaching year, the dates of classes, exams, national and university holidays, in accordance with the syllabus.

1. A student can change elective courses in the first two weeks of classes.

Forms of Classes

Article 12

1. Classes are conducted in the form of lectures, seminars, exercises, field practice/teaching, consultative teaching, professional-pedagogical practice and other forms.
2. All forms of teaching are carried out in accordance with the study programme and syllabus.

Description of the Forms of Classes

Article 13

1. Students are introduced to the content of the study programme course during lectures.
2. Seminar is a form of teaching which is done for the purpose of students getting more thoroughly acquainted with the content of the course, for analysing selected issues from the course syllabus and for introducing students to scientific work.
3. Exercises are performed for the purpose of acquiring practical knowledge and skills. They may also be held outside the University pursuant to the contracts concluded by the University with other institutions.
4. Field practice/teaching and professional-pedagogical practice introduces students to practical work in certain teaching areas, and it is carried out within individual courses or as a separate course in accordance with the study programme. It is performed outside the University, and the method of implementation is defined by each constituent unit. Work in field practice and professional-pedagogical practice is carried out according to the instructions of the course teacher and authorized mentor.
5. The purpose of consultations is to enable clarification of course related inquiries to students. Consultations are held by all teachers and associates who participate in the conduct of classes. The number of hours of consultation per week is determined by the Constituent’s Council and it is published on the website and on the cabinet doors.

CHAPTER V

EXAMINATIONS

Method of Taking Exams

Article 14

1. The method of taking exams is determined by the syllabus.
2. The exam is taken with teachers who are determined by syllabus.
3. In the event of prolonged inability of the course teacher, the Constituent’s Council may entrust the holding of the exam to another teacher of the same or related profession or to the Teaching Committee.
4. In other justified cases, the Rector may authorize another teacher to hold the exam.

Examination Periods

Article 15

1. Exams are held in regular and extraordinary exam periods, the terms are determined by the Constituent Unit’s Council and they form an integral part of the syllabus. Between two exam terms of the same course there must be at least a two week period.
2. Regular exam periods are:

* winter exam period
* summer exam period
* autumn exam period

1. In each regular examination period, there are at least two exam terms for each course.
2. At least one extraordinary period must be provided for each semester.
3. The time and place of taking the exam is determined by the teacher who holds the exam.
4. The additional examination period which follows the final exam period in September is decided on by the Heads of constituents in agreement with the Rector and Vice-Rector responsible for teaching and students.
5. If additional examination period is established pursuant to paragraph 6 of this Article, the period between exam terms in September can exceptionally be shorter than two weeks, but not shorter than one week.

Exam Registration

Article 16

1. The student registers the exam no later than three days before the exam.
2. The student registers the exam through Studomat.

Withdrawal from the Exam

Article 17

1. The student has the right to withdraw from the exam no later than 24 hours before the exam.
2. The student withdraws from the exam via Studomat.
3. If a student has not taken the exam and has not withdrawn the exam pursuant to paragraphs 1 and 2 of this Article, the registered exam is counted in the total number of possible resits of exams in the same course, pursuant to the Article 34 of this Regulation, and a "0" is added in the exam list.

Exam Results Article 18

1. The teacher is obligated to publish the results of written exams using student’s JMBAG (academic citizen’s unique identification number) no later than five working days from the date of the exam.
2. At student’s request, the teacher is obligated to allow him to inspect the graded written exam.
3. The oral and practical part of the exam is public and it is taken in the presence of at least one other person.
4. The teacher is obligated to inform the student of the result of the oral exam immediately after the exam and enter the grade exclusively after the graded student consents.

Preservation of Written Exams

Article 19

The teacher is obligated to keep the tests, i.e. written tasks from the exam, for at least one year from the end of the academic year in which the exam was taken.

Examination List

Article 20

1. Records of held exams are kept in the ISVU system.
2. An examination list is kept for every exam for each course separately.
3. A passing grade in the course is entered in the relevant document.

Teaching Committee for Taking Exams

Article 21

1. The same course exam can be taken no more than eight times. For the eighth time, the exam is taken before a Teaching Committee appointed from among teachers by the Head of the constituent.
2. The Teaching Committee consists of a president and two members. The course teacher with whom the student has unsuccessfully taken the exam cannot be the president of the committee.
3. The Teaching Committee decides by a majority vote.
4. The Teaching Committee keeps a record of the course of the exam.
5. The decision of the Teaching Committee is final. The grade from the exam taken before the Teaching Committee is entered by the president of the commission.
6. No appeal can be filed against the Teaching Committee grade.
7. If a student does not pass the exam for the eighth time, he loses the right to study at the enrolled study.

Course Requirements

Article 22

1. A student who fails to meet course requirements in the academic year in which he enrolled in that course is obligated to complete them according to the course syllabus valid for the academic year in which he completes them.
2. Syllabus cannot predict that a failed colloquium prevents a student from taking the exam, i.e. sitting the exam.

Course pass rate

Article 23

1. The pass rate of students by courses is determined every academic year (twice a year) and the constituent is obligated to inform the Rector of the University and the Vice-Rector for Teaching and Students.
2. Pass rate per course must be at the level of the average pass rate achieved at the level of 75% of the per pass rate first-ranked courses on each constituent with a tolerance of -20%.
3. Pass rate of the course is determined one year after the completed course.
4. If, in two consecutive academic years, the pass rate of the course is less than the established pass rate average referred to in paragraph 2 of this Article, the course holder may be deprived of the course and a new holder may be appointed.

CHAPTER VI EVALUATION

Method of Evaluation

Article 24

1. The work of students in the course is monitored, assessed and evaluated during classes, i.e. during classes and on the exam, in accordance with the study programme and syllabus of the course.
2. The evaluation process as well as the necessary requirements which a student must meet in order to be eligible for an evaluation are listed in the syllabi of the courses concerned, which must be accepted and published on the University's website. The prescribed form of syllabus is an integral part of this Regulation.
3. Student evaluation is based on the application of the European Credit Transfer System (ECTS), a national numerical evaluation system and performance percentage.
4. When assessing and evaluating the work of students with disabilities, the provisions of this Regulation may be adapted to those students.

Percentage Grades

Article 25

1. Student success for each course is expressed by a percentage grading scale of 0 to 100% with a passing grade of 50% to 100%.
2. Student monitoring and evaluation for each course is done in one of two of the following ways:
   * during classes (100% share in the overall grade) in which case the evaluation of the share of student activities in the percentage of the grade which is calculated in such a way is defined by the course holder by the syllabus. In this case, the student can receive a grade based on the points and requirements obtained during classes, or he can take the exam if he wants to improve the achieved grade or correct the grade for the part of the subject matter which he did not master during class, all in accordance with the fulfilment of the requirements defined by the course syllabus;
   * a combination of evaluation during classes and exams in which case the evaluation of the share of student activities in the percentage of the grade which is calculated in such a way is defined by the course holder by the Syllabus, but no grade component can take a share of more than 90% of the grade.
3. The exam can be written, oral, practical or combined in accordance with the study programmes:
   * the written exam may last from 30 to 180 minutes,
   * the oral exam must not last more than 30 minutes per candidate,
   * the practical exam must not last more than 70 minutes per candidate,
   * the combined examination must not last longer than the time provided for the oral, practical or written final exam.

Student Numerical Evaluation

Article 26

1. The numerical (national scale) evaluation of students is carried out on the basis of final achievement, i.e. the sum of the grade achieved during classes or grade during classes and grade in the final exam as follows:

→ 5 – 89 to 100% success rate,

→ 4 – 76 to 88% success rate,

→ 3 – 63 to 75% success rate,

→ 2 – 50 to 62% success rate.

1. For courses for which it has been determined by the study programme that the grade will be expressed by a descriptive evaluation, the teacher awards a "passing" grade to a student who achieves 50% or more requirements in accordance with the syllabus.
2. The signature of the examiner/course teacher/course holder, exam date, numerical grade and ECTS credits is entered in the student document.

Evaluation in Individual Classes

Article 27

The course holder is obligated to evaluate the student in accordance with the percentage scale (0 – 100 %) and the numerical evaluation pursuant to the Article 26 of this Regulation.

Exam Subject Matter

Article 28

In the exam, the questions must be limited to the subject matter within the literature and classes, in accordance with the syllabus of the course concerned, and the content and complexity of the exam must be unified for all candidates of the exam.

Rules of Conduct in the Practical Part of the Exam

Article 29

1. During the exam, the behaviour of the exam participants is expected in accordance with the rules of conduct prescribed by the Regulation on Disciplinary Responsibility of Students and therefore it is not allowed to:
   * start the performance/presentation of the practical part of the exam without consulting a mentor/mentor,
   * start the performance/ presentation of the practical part of the exam without proper preparation,
   * not to comply with the rules of the profession during the performance during the practical exam.
2. In all the above cases, the course teacher will not even consider the exam, the student fails the exam, and the teacher reports the case to the competent authority.

Grade Appeal

Article 30

1. The teacher must explain the final grade to the student.
2. A student who is negatively evaluated on the exam has the right to file a to grade appeal. The appeal is submitted to the Head of the constituent within one working day after the notification of the evaluation. The appeal must be reasoned.
3. If the appeal is assessed as well-founded, the Head of the constituent unit will make a decision allowing the exam to be retaken, he will appoint a teaching committee and determine the time of the exam retake.
4. The Teaching Committee consists of a president and two members. The course teacher must not be the president of the committee.
5. The appeal referred to in this Article may not be submitted to the evaluation of the commission referred to in Article 21 of this Regulation.

Retake of the Exam

Article 31

1. A re-examination is organised no later than three working days from the date of the assessment of the foundation of the appeal.
2. The written exam or the written part of the exam is not retaken in front of the committee, it is only reviewed and evaluated again.
3. Based on the proposed grades of all members of the committee, the president of the committee decides the final grade and if this grade is positive, the Head of the constituent enters the grade in the appropriate document. The final grade cannot be positive if two members of the committee have proposed a negative grade.
4. No appeal can be filed against the decision on the evaluation of the Teaching Committee.

PART FOUR STUDENTS CHAPTER I STUDENT STATUS

Acquisition of Student Status

Article 32

1. Student status is acquired by enrolling in the University.
2. Student status is proven by a student document.

Full-Time and Part-Time Students

Article 33

1. Students can be full-time or part-time students.
2. Full-time students are those who study according to a programme based on a full-time teaching schedule (full-time working hours). The expenses of study for full-time students may be partially or fully financed by the State Budget, pursuant to the general act of the University.
3. Part-time students are those who attend an educational programme while working or fulfilling another activity that requires specially adjusted hours and ways of conducting studies in accordance with the syllabus. The expenses of such study are defrayed in whole or in part by the student himself, pursuant to the general act of the university.
4. A student can change the status from full-time to part-time by submitting an application to the Student Service and ISVU.

Duration of Student Status

Article 34

1. The status of a student lasts until the discontinuation of the study programme.
2. Full-time students exercise the right to a subsidy for the expenses of study in accordance with the provisions of the Programme Contract.

Termination of Student Status

Article 35

A person loses the status of a student:

1. when he finishes his studies
2. when he withdraws from the studies at the University (with the date of withdrawal)
3. when he does not achieve the requirement for enrolment in a higher year of study two academic years in a row
4. when he does not regulate the obligations related to the course in two consecutive academic years
5. when he does not enrol in the next academic year within the prescribed period pursuant to the Article 7 of this Regulation, or
6. when he is expelled from studies for reasons established by other general acts of the University.

CHAPTER II

STUDENTS’ RIGHTS AND OBLIGATIONS

General Article 36

1. The student has the right to:
2. attend classes determined by the study programme and the syllabus
3. take exams in the manner and within the timeline established by the study programme and the syllabus
4. enrol in a higher year of study on the grounds of the fulfilled conditions established by the study programme
5. complete the studies according to the enrolled study programme pursuant to the Statute and this Regulation
6. participate in the work of the Student Union and other student organizations
7. participate in the work and decision-making of University bodies, committees and councils and bodies of scientific-teaching and artistic-teaching constituents pursuant to the Statute and other general acts of the University
8. organized sports activities
9. quality study and educational process in accordance with the study programme and the right to comment on the quality of teaching and teachers
10. complain in case of violation of any of his rights in the manner provided for in the Statute and other general acts of the University and
11. other rights provided for by the Act, statute and other general acts of the University.
12. The student is obligated to respect the structure of the studies and general acts of the University and to duly carry out his educational and other obligations at the University.
13. Mutual rights and obligations of students and the University are regulated by a study contract signed during the enrolment in the first year of study.
14. Disciplinary responsibility of students is regulated by a special general act of the University.

Rights of Full-Time Students

Article 37

The right to health insurance, subsidized meals, accommodation in a student dormitory and other rights of full-time students are acquired and last pursuant to special regulations.

Leave of Absence

Article 38

1. The right to a leave of absence exists:

* during pregnancy
* for the duration of maternity or parental leave until the child reaches one year of age i.e. until the end of the academic year in which the child reaches one year of age
* during prolonged illness or
* in other justified cases of study interruption.

1. In case of being prevented from fulfilling student obligations due to an illness for which a doctor of school medicine (university doctor) determines that it is of such a nature that it represents a justified reason for leave of absence, the student will be granted leave of absence for the academic year
2. In other justified cases, at the request of the student, the head of the constituent may approve leave of absence.
3. The student requesting a leave of absence is obligated to submit a written application with an explanation and corresponding (credible) documentation to the department responsible for student affairs. Credible documentation is a certificate of inability to fulfil student obligations issued by an authorized institution or an authorized university doctor.
4. The application must be submitted within 30 days from the day of learning about the circumstances on the basis of which the leave of absence is requested, i.e. in the shortest possible time, and the head of the constituent is obligated to make a decision on the application within 15 days from the day of the application submission.
5. During the leave of absence, the student may take exams, if he has met the requirements for taking those exams, but he may not enter new obligations. Leave of absence is not counted in the duration of studies.

Study Expenses

Article 39

1. A student who enrols for the first time in the first year of study in the status of a full-time student enrols in the study without paying participation in the cost of study if he has met the requirements for enrolment in the study.
2. A full-time student enrols in a higher year of study without paying participation in the study expenses if he achieves the requirements prescribed by the University acts and the competent ministry.
3. A full-time student who fails to fulfil the requirements referred to in paragraph 2 of this Article pays participation in the study expenses in accordance with the University acts which establish the model of full-time students’ participation in the study expenses.
4. A student studying in the status of a part-time student pays tuition fees in accordance with the University acts which determine the amount of tuition fees.

Progress through the Study

Article 40

1. When enrolling in the first year of study, the student enrols in courses with ECTS credits in accordance with the enrolled study programme.
2. The student is entitled to enrol in the higher year of study if he duly fulfils all the requirements provided for in the study programme by the deadline for enrolment (September 30th).
3. A student who does not fulfil his obligations and does not acquire the conditions for enrolment in a higher year of study, enrols in the year of study in which he was enrolled (repetition of the year) by enrolling courses from higher years of study, which together with uncompleted courses from the lower year of study amount to the sum of 60 ECTS.
4. A student referred to in paragraph 3 of this Article who does not pass the courses from the lower year of study until enrolment in the next academic year loses the status of a student and loses the right to study at the enrolled study programme.
5. During the study, a student may enrol in the same year of study no more than twice, after which he loses status of a student, pursuant to the Article 34 of this Regulation and loses the right to study at the enrolled study programme.

Mobility Article 41

1. In accordance with the study programme, students can enrol in individual courses of other study programmes of the University.
2. Each University constituent, before enrolments in the academic year, publishes a list of courses with the necessary input competencies which students studying at another constituent can enrol in.
3. The number of students who can enrol in a particular course is limited by the capacity of the constituent.
4. The course which the student attends at the other constituent is entered in the student document. The course holder confirms the fulfilment of the student's obligations by entering ECTS credits and grades and by signing the student document.
5. The earned ECTS credits are recognized as having been achieved within the framework of the main study programme, and the credit value of the course corresponds to that which the course has in the study programme within which it is carried out.

Withdrawal from the University

Article 42

1. The student has the right to withdraw from the University on the basis of a written request submitted to the service responsible for student affairs. The Head of the constituent brings a resolution on student’s withdrawal.
2. A special note is entered and stamped on the back of the graduation certificate and in the student document of the student who is withdrawing from the University.
3. A student cannot withdraw from the University until he has settled all obligations to the University and the University Library, that is until he receives a certificate of returned library material.

CHAPTER III

SPECIAL CATEGORIES OF STUDENTS

Categorized athletes

Article 43

(1) Categorized athletes are those athletes who have achieved certain sports results or rankings in competitions organized or which are under the jurisdiction of national sports federations, i.e. which are organized or are under the jurisdiction of an international sports federation recognized by the International Olympic Committee, i.e. the International Paralympic Committee and The International Committee of Sports for the Deaf or which is a member of the General Association of International Sports Federations, and as a consequence of such a sports result, in accordance with the categorization criteria for a particular sport, they are classified into a certain category of athletes, and a resolution on categorization is issued as a public document. All elements important for the categorization of athletes are prescribed by special regulations adopted by the Croatian Olympic Committee.

(2) The University will, by its general act, prescribe adapted study conditions for full-time students who are categorized athletes, in particular:

* evaluation of the status of categorized athletes when enrolling in the study
* adaptation of conditions relating to the obligation to attend classes
* adjustment of the terms and modes of taking exams and colloquia, written or oral and other obligations
* adjustment of requirements for enrolment in the next semester or year of study
* the need to appoint a mentor or supervisor
* granting the right to prolong full-time student status
* exercising the right to the possibility of leave of absence
* conducting certain courses using a distance learning system
* the right to enrol in a reduced extent of study requirements which are expressed in ECTS credits in relation to the requirements prescribed by the study programme and the general act of the University, in which case an appropriate extension of a full-time student status is prescribed as well or
* prescribing the manner and conditions of the further course of study in the event of termination of the status of a categorized athlete.

(3) The status of a categorized athlete is determined at the request of the student at the beginning of the academic year on the basis of a resolution on categorization or another similar document. The Head of the constituent, in accordance with the general act referred to in paragraph 2 of this Article, approves the mastering of the enrolled study programme under adapted conditions as long as the student achieves the prescribed learning outcomes.

(4) Special conditions may be prescribed in accordance with the specifics of the individual study programme and the degree of categorization of the student.

Exceptionally Successful Students

Article 44

1. A student who passed all exams during his studies with an average grade of at least 4.5 and has not repeated a year is considered to be exceptionally successful.
2. Exceptionally successful students may be allowed to complete their studies in a shorter time than the prescribed duration of studies. The conditions of accelerated progress during studies are determined by the Constituent’s Expert Council by a general act.

Guest student

Article 45

1. The guest student is a full-time or part-time student from another higher education institution in the country or abroad who enrols in a part of the study programme in studies conducted at the University, this is done based on a special contract with other higher education institutions.
2. The rights and obligations of the student guest, the manner of securing the expenses of his studies and other issues related to the status of the student guest are regulated by a special contract.

CHAPTER IV

INTERRUPTION OF STUDIES AND TRANSITION

Resumption of the Discontinued Study

Article 46

1. The student can re-enrol earlier discontinued studies (resumption of studies).
2. The student from the previous paragraph resumes the study according to the current study programme for the academic year in which he resumes the study with the possibility of recognition of passed exams.
3. The application for resumption of the study is submitted by no later than September 15for the next academic year.
4. The scientific-teaching and artistic-teaching constituent (hereinafter: constituent) prescribes the conditions for the resumption of studies by a general act.
5. The decision on the student's application is made by the Head of the constituent.

Student transfer

Article 47

1. The transfer of a student to another similar study of the same level is possible within a constituent unit, University or from another university to the University pursuant to the general act of the constituent.
2. A student studying at a university outside the Republic of Croatia acquires the right to transfer to the University constituent unit according to the procedure established by the Act under the conditions determined by the constituent.
3. The sum of the transfer students and the constituent’s own students cannot exceed the capacity of the constituent.

Transfer conditions

Article 48

1. The constituent determines in which period of study the transfer is possible, the transfer is not possible during the academic year in which the student enrolled in the study for the first time.
2. The constituent unit prescribes the conditions for the transfer by the general act (e.g. the number of ECTS credits acquired, the average of grades of passed courses, knowledge of the Croatian language, passed exams in certain courses, total time of study, etc.).
3. Exceptionally, a transfer may be granted to students who do not meet the general requirements if the transition is necessary due to a serious illness, family relocation, obligations concerning the training of categorized athletes or some other justified reason.
4. The transfer is not granted to students who have been given disciplinary action.

Request for Transfer and Deadlines

Article 49

1. The request for the transfer is submitted no later than September 15 for enrolment in the next academic year.
2. With a reasoned application, the student is obligated to enclose the documentation prescribed by the constituent.

Decision on the Transfer

Article 50

1. The decision on the transfer is made by the competent authority of the constituent where the student wishes to continue his studies.
2. The constituent decides how the grades and ECTS credits earned at the parent institution will be included in the total sum of the credits required to acquire the academic title on the constituent.
3. If a course passed at the parent institution in terms of its content and scope approximately corresponds to the course in the study programme of the constituent, the competent body of the constituent, in agreement with the course teacher, may acknowledge the course completely or determine the distinguishing requirements for the transfer student.

Enrolment of Transfer Students

Article 51

1. The transfer student must be enrolled by the end of the enrolment period or within eight days after receiving the resolution on the transfer.
2. The transfer student is enrolled under the same conditions as the students of the constituent unit to which he transfers to.

CHAPTER V

COMPLETION OF STUDIES

Method of Completion of Studies

Article 52

The method of completion of the study is prescribed by the Act and study programmes and general acts of the University.

Acquisition of the Professional or Academic Title and Academic Degree

Article 53

By completion of the study, pursuant to the Article 51 of this Regulation, an appropriate professional or academic title or academic degree and other rights in accordance with special regulations are acquired.

Study Documents

Article 54

1. Upon completion of the study, a document (diploma or certificate) confirming the completion of the study and the acquisition of the appropriate professional or academic title or degree is issued.
2. The document referred to in the previous paragraph is a public document.
3. In addition to the document referred to in paragraph 1 of this Article, a supplementary document on studies in Croatian and English confirming passed exams and grades and other information necessary for understanding the acquired qualification is issued.
4. The form of diplomas and supplements on studies, the content and form of certificates and information packages for the transfer of ECTS credits are prescribed by the University by the general act.

CHAPTER VI

QUALITY OF STUDIES

Evaluation

Article 55

1. The evaluation of study programmes is ensured through assessment procedures pursuant to the Act on Quality Assurance in Science and Higher Education and other regulations which regulate the quality in the system of science and higher education.
2. The University regulates the evaluation of study programmes within the University’s internal Quality Assurance and Improvement System by a special general act.

CHAPTER VII

DISCIPLINARY RESPONSIBILITY

Disciplinary Responsibility

Article 56

Disciplinary acts, disciplinary proceedings and disciplinary measures are prescribed by a general act of the University.

CHAPTER VIII

TRANSITIONAL AND FINAL PROVISIONS

Article 57

1. Procedures (e.g. leave of absence, student transfer, etc.) initiated according to the rules which were in force until this Regulation entered into force, will be completed according to the provisions of the Regulation which were in force at the time of filing the application by the student.
2. The provisions of this Regulation which regulate the duration of student status apply to all students enrolled in the University from the moment this Regulation entered into force.
3. The provisions of this Regulation which relate to the exam registrations are applied from the academic year 2017/2018.
4. Syllabi adopted for the academic year 2016/2017 are valid until September 30, 2017.
5. The provisions of this Regulation which regulate the development of Syllabi will be applied during the development of Syllabi for the next academic year.
6. In the event that certain provisions of this Regulation put students at a disadvantage compared to the provisions of the earlier Regulation, in that particular case the provisions of the earlier Regulation will be applied, but until September 30, 2017.

Article 58

1. The University will adopt the Act referred to in the Article 43 paragraph 2 no later than September 30, 2017.
2. The scientific-teaching constituents and the artistic-teaching constituents are obligated to adopt the Acts referred to in Article 44 paragraph 2, Article 46 paragraph 4, Article 47 paragraph 2 and Article 48 paragraph 2 by September 30, 2017.
3. Until the adoption of the Acts referred to in the previous paragraph, the provisions of the earlier regulation shall apply.

Article 59

(1) With this Regulation’s entry into force, the Study Regulation (Class: 003-05/10- 01/04-01, Reg. number: 380/10-01/-1 of July 28, 2010, Class: 003-05/11-01/06-01, Reg. number: 380/11-01/-1 from April 5, 2011, Class: 003-05/11-01/13-01, Reg. number: 380/11-01/-1 from September 19, 2011, CLASS: 003-05/11-01/14-01, Reg. number: 380/11-01-01/-1 from September 26, 2011, CLASS: 003-05/15-01/32, Reg. Number: 380-01-15-1 from April 28, 2015 and CLASS: 003-05/15-01/32, Reg. Number: 380-01-16-2 from July 18, 2016) and the Regulation on the Evaluation of Students of Undergraduate, Graduate, Integrated and Professional Studies at Jurja Dobrila University of Pula within the European Credit Transfer System (ECTS) (Class: 003-05/10-01/01-01, Reg. Number: 380/10-01/-1 from June 1, 2010).

(2) This Regulation enters into force on April 15, 2017.