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**ZAGREB UNIVERSITY OF APPLIED SCIENCES**

Zagreb, Vrbik 8

ORDINANCE

ON STUDYING AT THE ZAGREB UNIVERSITY OF APPLIED SCIENCES

**/ consolidated text /**

Zagreb, October 2011

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Pursuant to Article 68, paragraph 3 and Article 82, paragraph 1 of the Scientific Activity and Higher Education Act (Official Gazette no. 123/03, 198/03, 105/04, 174/04, 2/07, 46/07, 45/09 and 45/09) and Articles 36 and 111 of the Statute of Zagreb University of Applied Sciences, at the proposal of the Dean, the Expert Council of Zagreb University of Applied Sciences at its 1st regular session held on October 18, 2011 adopts the

## **ORDINANCE ON STUDYING AT THE ZAGREB UNIVERSITY OF APPLIED SCIENCES**

### **Subject of norming Article 1**

This Ordinance specifies the conditions and manner of studying at the professional study and specialist graduate professional study (hereinafter: specialist study) of Zagreb University of Applied Sciences (hereinafter: TVZ).

The rules of study determined by this Ordinance are based on the provisions of the Scientific Activity and Higher Education Act (Official Gazette no. 123/03, 198/03, 105/04, 174/04, 2/07, 46/07, 45/09 and 45/09), hereinafter: the Act, the provisions of the Statute of the TVZ of 10 April 2006, the Bologna Declaration and the evaluation of the burden of students' study obligations through ECTS credits.

### **Studies at TVZ Article 2**

TVZ organizes and conducts professional studies: study of electrical engineering, construction, informatics, traffic, computer science, mechatronics and mechanical engineering. The professional study lasts six semesters and upon its completion a minimum of 180 ECTS credits are acquired.

TVZ organizes and conducts specialist graduate professional studies: polytechnics, majoring in electrical engineering, construction and informatics. The specialist study lasts four semesters and upon its completion a minimum of 120 ECTS credits are acquired.

The student completes the professional study by completing all enrolled study obligations and preparing and defending the final paper. The procedure for selection, preparation and defense of the final paper is described in this Ordinance.

The student completes the specialist study by completing all enrolled study obligations and preparing and defending a diploma thesis, which is enrolled in the fourth, final semester of study. The procedure for selection, preparation and defense of the diploma thesis is described in this Ordinance.

### **Manner of conducting studies Article 3**

The study is performed according to the syllabus as full-time or part-time study. Both studies are performed according to the same study program but a different implementation plan. In part-time studies, the teaching program of one academic year is performed during a maximum of two academic years.

### **Study program Article 4**

The study program is adopted in accordance with the Statute and other general acts of this University and contains:

1. professional or academic title or degree acquired upon completion of studies,
2. conditions for enrollment in the study,
3. framework content of compulsory and elective courses and the number of lessons required for their performance,

4. the credit value of each teaching subject determined in accordance with ECTS
5. forms of teaching and methods of testing knowledge for each teaching subject
6. list of courses that the student can choose from other professional studies,
7. conditions for enrolling students in the next semester, ie the next year of study, and preconditions for enrolling an individual subject or group of subjects,
8. method of completion of studies,
9. provisions on whether and under what conditions students who have discontinued their studies or have lost the right to study may continue their studies.

The study program is based on a 40-hour student work week.

The total number of courses in one semester is determined by the sum of ECTS credits and averages 30 ECTS credits and may not exceed 35 ECTS credits. The study program may provide courses without exams.

### **Implementation plan Article 5**

The implementation plan is adopted by the Expert Council of this University at the proposal of the Department Expert Councils.

The implementation plan determines:

1. teachers and associates who will teach according to the study program,
2. place of performing study,
3. beginning and end and schedule of classes,
4. quotas for enrollment in the direction / group of subjects / directions in a particular study
5. forms of teaching (lectures, seminars, projects, laboratory exercises, consultations, fieldwork, knowledge testing, etc.),
6. manner of taking exams and examination criteria,
7. list of literature for study and examination,
8. possibility of teaching in a foreign language,
9. the possibility of conducting distance teaching,
10. other important facts for proper teaching performance.

The Implementation plan is published before the beginning of classes in the respective academic year and is available to the public as a complete document. The implementation plan is published by the head of the department or the head of studies at least 5 working days before enrollment in the semester on the TVZ website. In justified cases, the change of the implementation plan can be done during the academic year. The change is approved by the Expert Council of TVZ at the proposal of the Expert Council of the Department. The change is published by the head of the department or the head of studies on the TVZ website no later than 5 days after the decision on the change has been made.

### **Student status Article 6**

Student status at TVZ is achieved by enrolling in one of the study programs conducted at TVZ and is proven by a document (e-index).

A full-time student is one who studies according to the implementation plan based on full educational load. A student has the status of a full-time student during the prescribed duration of studies, and the longest for a period that is twice as long as prescribed. To the duration of the studies referred to in this paragraph shall not be included the period of suspension of the student's rights and obligations, as well as the item "does not count as recurrence".

In the case of transition the status of a full-time student at TVZ is determined so that the year of study is identical to the year of study for which the transition was approved.

The status of a full-time student studying with the support of the competent ministry can be obtained only in one TVZ educational program. A full-time student may change the selected professional study of TVZ only once through the classification procedure by studying with the support of the competent ministry.

Part-time student is a student who studies and works or does some another activity that requires a specific program based on studying in part-time workload. The costs of such a study are borne entirely by the student.

A full-time student who has the status of a top athlete, at his own request submitted at the beginning of the academic year, upon presentation of documentation (certificate from the Croatian Olympic Committee, certificate from the Croatian Paralympic Committee, certificate from the Croatian Sports Association of the Deaf), can obtain a decision issued by the vice dean for classes and students, with which are determined the rights during further study.

### **Suspension of student rights and obligations**

#### **Article 7**

Suspension may refer to the suspension of rights and obligations and the suspension of obligations.

The application must be reasoned and documented and submitted to the student service. The student has the right to rest: during military service, during pregnancy, for a student who is a parent of a child up to one year of age, during a long illness (certificate of the doctor in charge of TVZ on the impossibility of attending classes) and in other justified cases.

The student may request suspension of rights and obligations at the beginning of the academic year and no later than 30 days from the beginning of the same. The period of suspension of rights and obligations is not counted in the duration of the study and the decisions made by the dean regarding the regulation of the enrollment of the academic year do not apply to the student. During the suspension of rights and obligations, the student cannot take the exams and does not have any student rights. A student who has in the meantime took certificates (eg a certificate of exercising the right to health insurance, etc.) is obliged to return them before processing the application, otherwise the application will be considered incomplete.

The student acquires the right to suspend rights and obligations on the basis of a decision issued by TVZ for a period of one academic year, and according to the submitted application for suspension of rights and obligations (form can be found on the web) , together with attached proof to the request.

If there is a difference between the study program that the student attended and which he continues, the student is required to re-enroll courses according to the currently valid study program at the time of continuing studies. A student who does not enroll in the courses after the expiration of the approved suspension time, loses the status of a student.

The student must request the suspension of obligations no later than 30 days from the day of the occurrence of the circumstances due to which he / she requests the suspension. The time of suspension of the obligation is counted in the duration of the study, and the decisions made by the dean relating to the regulation of the enrollment of the academic year are applied to the student. During the suspension of obligations, a student can take exams if he / she has fulfilled the conditions for taking these exams, and has all student rights (eg the right to various certificates, the right to take the exam). During the suspension of obligations, the full-time student is obliged to present the Decision on the suspension of obligations to the subject lecturer, in order to avoid doubts during the implementation of continuous monitoring of classes.

The student acquires the right to suspend obligations on the basis of a decision made by the head of studies, the latest up to the end of the current enrolled academic year, and according to the submitted application for suspension of obligations (form can be found on the web) with attached proof.

The standstill institute "does not count as repetition" may be initiated by an application before enrollment in a higher academic year only if the student in the previous academic year did not

request the right to standstill and could not submit it within the prescribed period because of a justified reason.

The right to use the institute "does not count in repetition" is acquired by the student on the basis of a decision made by the head of studies, for a term of one academic year.

### **Termination of student status Article 8**

Student status ends: upon completion of studies; upon dropping out of TVZ; if he / she does not enroll in the next semester no later than 30 days from the beginning of the semester / teaching in the semester, if he / she does not achieve at least 30 ECTS credits in two consecutive academic years; if he/she does not succeed to defend his final thesis even after the second given topic; if he does not succeed to defend his/her diploma thesis or after the second given topic; by exclusion based on a disciplinary decision of the TVZ body; in other cases by a decision of the TVZ Expert Council, based on the TVZ Statute and regulations. Upon termination of student status, a student may only submit a dropping out application to the student service under Article 9 in the TVZ dropping out procedure.

### **Dropping out from TVZ Article 9**

The student has the right to drop out from TVZ. and in that case the student submits to the student service the request for dropping out, on the form (the form is on the web). Before submitting the application, the student is obliged to settle all financial obligations to TVZ arising from his enrollment in the semester.

By accepting the student's application, the student is issued a decision on drop out according to the drop out procedure. The decision on drop out contains:

1. Name and surname of the student to whom the certificate is issued
2. Name of the study (and field of study) to which the student was enrolled
3. Information on the disciplinary proceedings against the student, if any.

In addition to the data referred to in paragraph 2, the document on drop out may also contain other data.

Along with the decision on drop out, the student is issued a certificate with a transcript of grades, certified personal documentation that he submitted when enrolling in the study and a canceled e-indeks.

### **Disciplinary proceedings Article 10**

In case of violation of the rules from the Ordinance on disciplinary responsibility of the students, the Statute of TVZ, this Ordinance or other general acts of TVZ, disciplinary proceedings are initiated against the student.

Disciplinary proceedings are conducted in accordance with the provisions of the Ordinance on disciplinary responsibility of students.

### **Tuition fees Article 11**

TVZ pays the tuition fee, in part or in full, from the funds provided by the competent ministry. The amount by which a full-time student participates in tuition depends on the success that the full-time student has achieved during his / her studies. Part-time students bear the costs of studying themselves and their status cannot change during their studies.

To part-time students who, based on their placement on the ranking list, have the right to enroll in a specialist graduate professional study of TVZ, and were extremely successful in their

generational class, are allowed to study at the expense of TVZ based on decisions from SVV and UV. /Expert Council and Administrative Council/.

Full-time students pay tuition fees in accordance with the valid decisions of the relevant ministry, while the amount of tuition fees is determined by TVZ. Tuition is paid before each enrollment in the semester.

For each course that a student re-enrolls, he / she must pay the amount provided for the tuition of that course according to the number of ECTS credits (in accordance with the decision of the Faculty Administrative Council of TVZ).

The course holders are required to enter grades of passed courses into the ISVU system by the end of the exam deadlines, which must be taken care of by ISVU administrators, under the supervision of the ISVU coordinator.

### **Competition for enrollment in TVZ**

#### **Article 12**

Enrollment in professional and specialist study is done on the basis of a public tender announced by the TVZ on the proposal of the Expert Council of the TVZ, and in accordance with the law and general acts of the TVZ.

The competition contains: application conditions, enrollment conditions, enrollment quotas, data on classification procedure (based on the state matura for professional study or classification exam for specialist study), application, enrollment and appeal deadlines, classification procedure period, classification procedure costs and tuition fees.

### **Enrollment in professional study**

#### **Article 13**

Professional study may be enrolled by persons who have completed appropriate secondary education and who are classified within the enrollment quota of a given study on the basis of scoring in the classification procedure, in accordance with the conditions of the competition referred to in Article 12 of this Ordinance.

The classification procedure is carried out by the departmental commissions for the classification procedure, which are appointed by the dean on the proposal of the Expert Council of the TVZ department. The commissions for the classification procedure supervise the regularity of the implementation of the classification procedure, and the vice dean for teaching and students is in charge of supervising and harmonizing the actions of all departmental commissions. In their work, the commissions are independent and are obliged to adhere to the provisions of the law and internal regulations of the TVZ, and they are responsible for their work to the vice dean for teaching and students and the dean.

Foreign citizens can also enroll in professional studies, provided they know the Croatian language and script. When applying for the classification procedure, foreign citizens enclose a notarified final document of appropriate previous education.

For each academic year, the TVZ Expert Council adopts the conditions under which certain categories of candidates receive additional points or are exempted from part or all of the classification procedure.

By the classification procedure, the same study program can be enrolled only once.

### **Enrollment in the specialist study**

#### **Article 14**

Specialist study may be enrolled by persons who have completed the relevant professional or undergraduate study and acquired at least 180 ECTS credits, and who are classified within the enrollment quota of a given study based on points in the classification procedure, in accordance with the competition conditions from Article 12 of this Ordinance.

The classification procedure is carried out by the departmental commissions for the classification procedure, which are appointed by the dean on the proposal of the Expert Council of the TVZ department. The commissions for the classification procedure supervise the



regularity of the implementation of the classification procedure, and the vice dean for teaching and students is in charge of supervising and harmonizing the actions of all departmental commissions. In their work, the commissions are independent and are obliged to adhere to the provisions of the law and internal regulations of the TVZ, and they are responsible for their work to the vice dean for teaching and students and the dean.

Foreign citizens can also enroll in the specialist study, provided they know the Croatian language and script. When applying for the classification procedure, foreign citizens enclose a nostrified final document of appropriate previous education.

For each academic year, the TVZ Expert Council adopts the conditions under which certain categories of candidates receive additional points or are exempted from part or all of the classification procedure.

By the classification procedure, the same study program can be enrolled only once.

Candidates who have dropped out from one specialization of this Zagreb University of Applied Sciences have the right to enroll in another specialization and in that case cannot request recognition of passed courses.

### **Enrollment of the study year**

#### **Article 15**

The study year consists of courses taught in the odd semester and courses taught in the even-numbered semester. Enrollment is done semestrally before the start of the odd semesters and before the start of the even semester in accordance with the academic calendar.

A student who enrolls for the first time in the first academic year enrolls in all courses of the odd semester of the first academic year whose sum of ECTS credits is 30.

After that, students enroll in each semester according to the following schedule: the student first enrolls in the failed semester courses (the even when enrolling in the even semester, the odd when enrolling in the odd semester), and then can choose courses from even or from odd semester of the higher academic year for which he meets the prerequisites .

In studies where there are quotas for fields of study, groups of courses or modules, better ranked students will have an advantage at the choice.

The number of total enrolled ECTS credits per semester is, as a rule, up to 30 ECTS credits, and cannot be higher than 40 ECTS credits (above 30 ECTS credits are usually enrolled the failed courses).

By re-enrolling in the course, the student has the right to listen to the course again and is obliged to perform all the prescribed obligations.

Each course a student can re-enroll a maximum of twice.

Every optional course that a student enrolls becomes for him an obligatory course by the act of enrollment.

### **Transition**

#### **Article 16**

A student transient is a student who transitions from student status from one study to another study.

The transition is possible only before the start of classes in the winter semester.

A decision on the transition from the study program within the TVZ or a related higher education institution is made on the basis of the explanation of the transitee's application. In the case of a positive decision made by the vice dean for teaching and students, the issue of recognition of the course by the head of studies will also be resolved. Student the transient submits the application for transition to the student service no later than July 10, and the complete documentation up to one week before the end of the enrollment deadline in the odd (winter) semester. The application is accompanied by a certified transcript of grades with a defined status of the student of the study he / she has attended so far, a certified content of the passed courses, and proof of citizenship. In case the transition is approved, the solution will include a list of courses for which the grade and ECTS credits are recognized. The decision on transition is final and after the recognition of the course that is its integral part, no course

during schooling can be subsequently recognized. The number of students transitions is limited by TVZ enrollment quotas.

A student can only make transition only one time from one higher education institution to one of the professional studies of TVZ, or from one professional study of TVZ to another professional study.

### **Course holders** **Article 17**

Classes are taught by TVZ lecturers and associates elected to the profession in accordance with the law, and external associates elected to the title of teaching and title associate titles, or , exceptionally , eminent experts from the economy in accordance with the law.

For each semester of the academic year, the Professional Council of TVZ appoints course holders according to the study program no later than seven days before the beginning of the semester.

Course holders are responsible for teaching in accordance with the Statute of TVZ and the binding study program of TVZ. The teaching of an individual course can be performed by all teachers to whom the TVZ Professional Council has entrusted the teaching of the respective course.

Each of the teachers who is the holder of the course in the current academic year has the right to signature and to enroll the grade.

### **The academic year and the academic calendar** **Article 18**

The academic year begins on October 1 of the current year and ends on September 30 of the following calendar year. Classes are held by semesters in accordance with the syllabus. Semesters are winter and summer.

The academic calendar contains the dates of enrollment in the semester, the days when classes and knowledge tests are performed, the days scheduled for exam terms, holidays for students, the dates of choosing a mentor for the final paper / diploma thesis, the dates for taking over the final paper / diploma thesis, the dates for submitting final paper / diploma thesis and calendar of regular sessions of the expert councils of the department and the Expert Council of TVZ-.

The academic calendar for each subsequent academic year is adopted by the TVZ Expert Council. The academic calendar must be published on notice boards and on the TVZ website before the start of the odd semester.

During all working weeks of the academic year, the subject teachers and associates of TVZ are obliged to set aside 2 hours for student consultations and be available to students at that time. Updated time and place of consultations are required to be posted by teachers on the TVZ website and, if possible, on the door of the room where the consultations are held or on a notice board.

### **Types of teaching** **Article 19**

Classes consist of lectures, exercises, consultations, mentoring, semester papers (projects, seminars, etc.), professional practice and fieldwork, and knowledge testing. Exercises should follow the material from the lecture, and the examples processed in the exercises should be characteristic of getting to know the material and in accordance with the tasks on the knowledge test.

### **Teaching** **Article 20**

Lectures and exercises are performed according to the implementation teaching plan.

Classes in elective courses are conducted, as a rule, if in the course are enrolled more than 12 students, on the contrary, consultative classes are held or students are assigned to other offered elective courses.

At the beginning of the semester, the teacher is obliged to announce to students the conditions under which classes are conducted: the percentage of compulsory attendance and participation in classes, and the number and manner of knowledge tests during the semester, including their evaluation (right to get the signature, exemption from part or all exam, etc. .). Without the signature of the course holder, the student cannot take the exam, what the teacher records in ISVU. The conditions must also be published on the TVZ website (in the space of a particular course).

Demonstrators can help teachers perform the exercises. Demonstrators are selected by a teacher from among the successful students.

### **Sequence of attending classes and taking exams**

#### **Article 21**

Attending classes is an obligation and taking the exam is a student's right and is done according to the sequence conditions.

Sequence requirements include prerequisites for enrolling in courses and taking exams. They are adopted by the Department Expert Council at the proposal of the course holder. The control of sequence is carried out through the ISVU system, based on the current study program.

### **Knowledge testing**

#### **Article 22**

The student's knowledge is checked and assessed during the academic year through colloquia, seminar papers and other methods of knowledge testing, which are usually organized and conducted in the time provided by the schedule for the teaching of the course. Examination of knowledge from individual courses is conducted at least twice during the semester. The course holder determines the minimum success that a student should achieve to be allowed to take the exam. The prescribed minimum success required in an individual knowledge test or success in all knowledge tests may exempt a student from partially or completely from taking the exam. A seminar paper can also exempt a student from taking a part or all of the exam.

A student who does not receive a positive grade in this way, and has acquired the conditions for taking the exam, takes the exam in exam terms.

The knowledge test can only include material that has been covered in lectures and exercises. Exams can be theoretical and practical, and are taken orally, in writing or both orally and in writing, or by performing and defending a given paper.

### **Exam dates and deadlines**

#### **Article 23**

Exams are taken within exam deadlines defined by the academic calendar. The student has the right to retake the exams from the same course at an interval of not less than 10 days. Until the re-enrollment of the semester (even or odd), as a rule, 4 exam terms should be prescribed for one course.

### **Examination grading**

#### **Article 24**

The student's success in the exam is expressed by grades: excellent (5), very good (4), good (3), sufficient (2) and insufficient (1).

Grades: excellent, very good, good and sufficient are the passing grades and are entered in the application form and in the ISVU system and thus become recorded in the e-index. A grade of insufficient (1) is a non-passing grade and is recorded only in the ISVU system. A student who does not cancel the exam on time is registered within the ISVU system with the number zero (0) and this is counted as taking the exam.

During the examination before the commission according to Articles 26 and 27 of this Ordinance, untimely cancellation or non-attendance of the examination shall be registered with the number zero (0) and shall be counted as taking the examination. In the case of an examination before the commission, the minutes of the examination shall be signed by all members of the commission.

An unsatisfactory grade (1) is registered for a student who withdraws from the already started exam in any of its parts.

Examinations records are kept in the manner prescribed by law.

### **Conducting a regular period of examination**

#### **Article 25**

The student has the right to take the exams from the enrolled courses from which he/she has fulfilled all the prescribed obligations and when has passed the exams from the courses prescribed by the study program as prerequisites.

The student registers for the exam via the ISVU system on the studomat / *translator's note: record of study process, passed examinations and student's statuses*/ installed in the TVZ premises or via the Internet, no later than four working days before the exam deadline. Cancellation of the exam is possible no later than the beginning of the working day preceding the date of the exam.

The schedule of candidates for the written or oral (if any) part of the exam must be published no later than the day before the exam on the TVZ website.

After the written part of the exam, the results are published in the ISVU system and on the TVZ website, and if necessary, students are invited to the oral part of the exam.

The student must be graded no later than seven working days from the beginning of the exam, except in specially justified cases.

Oral exams are public and the student has the right, when taking the oral exam, to request the presence of the public. The success achieved in the exam is available to the public.

After concluding the grade, the teacher enters the grade into the ISVU system, and thus the grade is entered in the e-index. In the event that the grade is entered into the ISVU system without the student's consent, the student has the opportunity to declare to the teacher within 10 days that he/she rejects the grade. Complaints about the rejection of the grade after the expiration of the appeal period are referred by the students to the head of studies. For regular exam deadlines, teachers are obliged to "lock" the deadline in the ISVU system within 10 days from the beginning of the exam (except in exceptional cases). After that, the teacher prints and certifies the exam application forms with his / her signature, prints and certifies the examination list with his / her signature and submits them for storage to the student service. Application forms are stored in the personal documentation of the student at the student service of TVZ.

The student is required to check the entry of the grade via studomat after taking the exam.

### **Fourth (sixth for part-time student) exam and exam in front of the committee**

#### **Article 26**

Full-time students can take the exam from the same course a maximum of four times, and part-time students a maximum of six times, until the re-beginning of the semester in which the course is conducted. The student may request, with a hand-signed application which he / she submits to the competent student office, request to take the exam which he/she takes the fourth time (or the sixth for part-time students) - the oral part of the exam - in front of the teaching committee. At the request of the student, the teaching committee is obliged to enable the student to take the exam orally, regardless of whether the program of the subject he / she takes before the committee provides for his / her written, oral or both (combined) taking. In the event that the exam to be taken before the committee provides for a written (or only written) and then possibly an oral method, the committee will re-evaluate the written exam or the written part of the exam written by the candidate during the last exam that preceded this one, and will then proceed to an oral examination of the candidate. During this examination, all members of the commission will ask an equal number of oral questions in a sequence way. All members of the committee must be present in the room where it is held for the entire duration of the

commission exam. The commission is determined by the decision of the head of the department and is composed of three members. The course holder should be one of the members of the committee.

The committee must keep minutes of the exam, which must contain the final decision on the grade. The Commission shall take its decision by a majority of votes. The decision of the commission cannot be objected to. The course holder is obliged to submit the signed minutes to the student service, which inserts them in the student's file, and enters the results of the commission in the ISVU system.

A student who has not passed the exam from the same course for the fourth time (or the sixth time for part-time students) is obliged to re-enroll in that course in the next academic year.

If a student does not pass the exam after the second re-enrollment in the course in the manner specified in paragraph 1 of this Article, he/she loses the right to study at that study.

### **Appeal on examination and examination in front of the committee**

#### **Article 27**

If a student is not satisfied with the grade on the exam, he has the right to take the exam orally in front of the committee, provided that a reasoned request for retaking the exam is submitted in writing to the head of the department through the student service within one working day after the grade was communicated him. In the event that a non-working day is at TVZ within the period within which the student has the right to submit his / her reasoned request, the student has the right to submit such a reasoned request for re-taking the exam during the first following working day following the non-working day.

The re-examination is organized within three working days from the day of submitting the student's application, ie the first following working day following the non-working day at TVZ.

The head of the department for this exam appoints a committee of three members within one working day from the moment of receipt of the request, ie the first following working day after the non-working day at TVZ. The course holder should be one of the members of the committee.

One member of the committee must be from a related teaching course. During the oral exam before the committee, during which all members of the committee must be present at all times in the room where the exam is taken, they ask the student the same number of questions sequentially. The Commission shall take its decision by a majority of votes.

The written exam or the written part of the exam will not be repeated before the committee, but will be re-evaluated by the committee.

The committee is obliged to keep minutes of the course of the exam, which must contain the final decision on the grade. The course holder is obliged to submit the signed minutes to the student service, which inserts the minutes into the student's file and enters the result of the commission in the ISVU system.

### **Field teaching and professional practice**

#### **Article 28**

During the studies, it is necessary to complete a professional practice in accordance with the study program and the Rules of Procedure on field teaching and professional practice of the study.

For each study, the Rules of Procedure on field teaching and professional practice are adopted by the TVZ Expert Council at the proposal of the Department Expert Council.

### **Conducting and evaluating of fieldwork teaching and professional practice**

#### **Article 29**

Organization, evaluating and conducting of fieldwork and professional practice are performed according to the Rules of Procedure on field teaching and professional practice of the study.

## **Recognition of already completed fieldwork and professional practice**

### **Article 30**

To the students it may be recognized a professional practice, if they have already done such a practice before, or if they have worked in such jobs where they have achieved the goals of the practice.

The decision on this is made by the head of the professional practice on the basis of the Rules of Procedure on field teaching and professional practice of studies and the decision of Department Expert Council on recognition of the professional practice.

## **Professional excursions**

### **Article 31**

Professional excursions can be an integral part of the study program, and their implementation is determined by the study implementation plan for each academic year.

## **Final Paper and Graduation Thesis**

### **Article 32**

Students enroll in the courses of the Final Paper or Graduation Thesis in the last semester of study, where students of professional studies are required to prepare and defend the Final Paper, and students of specialist studies are required to prepare and defend the Graduation Thesis.

With the Final Paper, the student shows the ability to connect the acquired professional knowledge with a specific task, as well as independence in solving professional problems at the level of the professional title acquired through the final exam.

With the Graduation Thesis, the student shows the ability to, on the basis of the acquired specialist knowledge, create an independent graduation thesis with the solution of complex problems in the field of specialization in which he passed all the exams.

The rules that apply to other courses also apply to the courses Final Paper / Graduation Thesis. It is envisaged that after enrolling in the course, the ISVU administrator sets a ban on exam registration, which is removed by the student service when it is convinced that the student has acquired all the necessary conditions for submitting and defending the work (that he passed all other courses and fulfilled prescribed obligations).

## **Committee for final / graduate examination**

### **Article 33**

For the procedure for conducting the graduation / final examination for each study is taken care by the final / graduation examination commission (hereinafter: the commission), which has three members - the president, the foreman (ISVU-administrator) and the member (study leader).

The members of the commission are appointed by the TVZ Expert Council on the proposal of the Department Expert Council, for a period of two years.

The president of the committee proposes the deadlines for selecting the mentor of the final / graduate thesis, the deadline for taking over the final / graduate thesis, and the deadlines for submitting the final / graduate thesis. At the proposal of the Department Expert Council, these deadlines are adopted by the TVZ Expert Council and published on the official website.

The president of the commission assigns record number to each approved task, organizes the division of tasks and the receipt of finished works, and in agreement with the head of the study organizes the defense of works.

The foreman controls the conduct of the mentor selection survey and ensures that all mentors insert topics for their candidates timely.

### **Choosing a mentor for the Final Paper / Graduate Thesis**

#### **Article 34**

The committee proposes a list of potential subjects and mentors, which is confirmed by the Department Expert Council. The process of selecting a mentor is carried out according to the Rules of Procedure on the final paper or graduate thesis. The Rules of Procedure are adopted by the Expert Council of the University.

### **Procedure for assigning the final / graduate task**

#### **Article 35**

The student is obliged to take over the final / graduate task (hereinafter: thesis) after enrolling in the appropriate course, which in his program contains the preparation of the final / graduate thesis. The procedure for submitting a final or graduate thesis is determined by the Rules of Procedure on final or graduate thesis.

### **Preparation of the Final Paper / Graduate Thesis**

#### **Article 36**

The Final Paper in terms of weight and scope should be such that the student, with regular consultations with the mentor, can create it independently in a maximum of three months. The Final Paper must have at least 25 pages of text (including graphic attachments if any). The content must be divided into introduction, chapters, conclusion and literature. The graphic design of the cover, first and second pages and content must be as in Annex 1. The Final Paper must be made in electronic version on a CD and bound in three copies, of which the original must have a hardcover.

The Graduate Thesis in terms of difficulty and scope should be such that the student, in regular consultation with the mentor, can create it independently in a maximum of six months.

Thesis must have at least 50 pages of text (including graphic attachments if any). The content must be divided into introduction, chapters, conclusion and literature. The graphic design of the cover, first and second pages and content must be as in Annex 1. The paper must be made in electronic version on a CD and bound in three copies, of which the original must have a hardcover.

The defense of the Thesis is organized in accordance with the deadlines set by the academic calendar.

### **Submission and defense of Final Paper / Graduate Thesis**

#### **Article 37**

The student acquires the right to submit and defend Final Paper / Graduate Thesis when he/she successfully passes the exams in all other courses he enrolled during his studies. The procedure for submitting and defending the Final Paper or Graduate Thesis is determined by the Rules of Procedure for final or graduate theses.

### **Unfinished and not defended Final Paper/ Graduate Thesis**

#### **Article 38**

If a student has submitted Graduate Thesis/ Final Paper and after that does not succeed to defend it, the examination committee refers him / her for re-enrollment in the course.

If a student does not submit the Final Paper / Graduate Thesis by the time of re-enrollment in the even semester, he / she must re-enroll in the course. Two re-enrollments in the course are allowed.

If the Final Paper is closely related to the completed professional practice, the student repeats also the professional practice.

## **Certificate, diploma and ceremonial promotion**

### **Article 39**

The Student office keeps records of final / graduate exams in the Book of Minutes of final / graduate exams and in ISVU. The minutes of the final / diploma exam and a copy of the certificate / diploma are stored and kept in accordance with the rules on archiving and storage of documents of permanent value.

Seven days after the successful defense of Final Paper / Graduate Thesis, a Certificate of Completion is issued at the Student Office. The certificate is a public document and serves the graduate until the issuance of a certificate / diploma for the purpose of proving the completion of studies, ie the achieved profession and title.

The ceremonial promotion at which certificates / diplomas are issued is usually organized twice a year. The ceremonial promotion of bachelors and specialists is performed by the dean of TVZ or a person authorized by him to replace him.

## **Professional titles**

### **Article 40**

By a successful defence of the Final Paper of the professional study the student acquires a professional title determined by the Law on Academic and Professional Titles for particular studies, and for this purpose a Certificate is issued, by which it is confirmed the end of the study. With the Certificate accompanying document is issued (Supplement), in which detailed information about passed courses, grades, ECTS credits, acquired competence and name and grade of the Final Paper are listed.

By a successful defence of the Graduate Thesis the student acquires a professional title determined by the Law on Academic and Professional Titles, and for this purpose a Diploma is issued, by which it is confirmed the end of the study. With the Diploma accompanying document is issued (Supplement), in which detailed information about passed courses, grades, ECTS credits, acquired competence and name and grade of the Graduate Thesis are listed.

## **Particularly successful students**

### **Article 41**

The most successful students during their studies are awarded recognitions and prizes according to the proposal of the Awards Committee and the decision of the Dean of TVZ.

To the highly successful students it may be approved by the TVZ Expert Council to complete their studies in a period shorter than the prescribed duration of full-time studies.

A student who has passed all the exams from the previous academic year by the end of the autumn exam period with an average grade of at least very good (4) is considered an extremely successful student. According to the decision of the TVZ Expert Council, such a student may be approved to enroll in certain courses from the year of study that follow the one he / she enrolls in. If such a student passes all enrolled courses by the time of enrollment in the next year of study, he / she can enroll in the amount of courses of his / her choice at the next enrollment.

To the highly successful students it can be approved by the TVZ Expert Council a participation in professional projects performed on TVZ.

## **Method of monitoring the quality and success of conducting the study program**

### **Article 42**

The success of the performance and the quality of the study program are monitored by:

- during studies by conducting an anonymous survey. The survey is conducted at least at the end of the semester in accordance with the Ordinance on monitoring, checking and improving the quality of studies at TVZ.



- after completion of studies (after successful oral defense of the final / diploma thesis) by conducting an anonymous survey conducted by the Committee for final and graduate exams in accordance with the Ordinance on monitoring, checking and improving the quality of studies at TVZ.

The content and text of the anonymous survey is prepared by a specially appointed commission according to the Ordinance on monitoring, checking and improving the quality of studies at Zagreb University of Applied Sciences. The commission processes the results of the survey. The results of the conducted anonymous surveys are communicated to all teachers in an appropriate manner. The overall results of the survey are available to the dean, the vice-dean for teaching, and the partial results for each study are given to the leaders of each individual study.

### **Other study-related issues**

#### **Article 43**

The professional title or degree is revoked if it is determined that it was acquired contrary to the prescribed conditions for its acquisition, in gross violation of the rules of study or on the basis of a final / diploma thesis which is plagiarism or forgery.

Initiation and implementation of the procedure of revocation of an academic or professional title acquired at TVZ is carried out on the basis of a written report to the Dean of TVZ. The application cannot be anonymous and must contain allegations that must be specific and verifiable.

Within three days from the day of receipt of the application, the Dean appoints a committee consisting of five members, whose composition, together with the Dean as the chairman of the committee, consists of: vice dean for teaching and students, head of department or head of studies and two teachers from the same department where the student in question graduated. The commission must consult the mentor of the work to be decided.

The decision is made unanimously.

The finding of the commission and the decision is final with the obligation to inform the person whose final / diploma thesis was the subject of this decision.

The decision of the commission can be a finding that someone's work is plagiarism, what deprives the person of the title and the professional qualification, or a decision that it is not plagiarism in which case the person in question retains all acquired rights.

All other issues are regulated in accordance with the provisions of the Statute and other general acts of the TVZ.

### **TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 44**

For students who enrolled before the academic year 2005/06 and did not switch to the Bologna system of study based on their success, the decisions of the Senate, ie the TVZ Expert Council, as well as the Administrative Council regulating their status still apply.

#### **Article 45**

For students who have enrolled in the academic year 2005/06 and 2006/07, this Ordinance applies in full, except for Article 11.

For students studying for personal needs who enrolled in the academic year 2005/06 and 2006/07, for the calculation of tuition fees the "Contract on study with payment" applies, which was signed between students and TVZ.

For students studying with the support of the Ministry of Science, Education and Sports who enrolled in the academic year 2005/06 and 2006/07, the dean's Decision on the price of enrolling 1 ECTS credits when re-enrolling the course applies (Class: 602-04/07-05/02; Entr.no.: 251-375-01/07-45) dated on 18 July 2007

#### **Article 46**

Student who enrolled in the professional study at TVZ in the academic year 2007/08, 2008/09 and 2009/10 for enrollment into the next year of studying for each generation of full-time students a ranking list will be made, which will determine status of each student in frame of quotas which will be determined when enrolling in the study, according to the below listed **criteria (points: I), II), III) )** from this Article of the Ordinance.

The ranking list is determined on the basis of credits that represent the sum of the products of the number of ECTS credits for each passed course and the grade that the student received during his / her studies. The ranking list is determined by the situation after the summer exam deadlines, is published on September 1 of the current academic year and is applied in the next academic year. For each course that a student re-enrolls, the student must pay the amount provided for the tuition of that course according to the number of ECTS credits (according to the decision of the Administrative University Board), regardless of whether he/she pays part of the tuition for other courses or not.

Students who enrolled in professional studies at TVZ in the academic year 2007/08, 2008/09 and 2009/10 based on the status of Croatian veterans, children of dead, deceased, detained or missing Croatian veterans and HRVI war invalids of the Homeland War I group, when enrolling in each subsequent academic year they are enrolled on the basis of the status they achieve within the ranking list of success.

Persons who have enrolled in the study are based on the decision on the transition from study to study, do not enter the rankings but remain in the status of "for personal needs" until the completion of studies.

#### **Criteria:**

I) For full-time students who enrolled for the first time in TVZ in the academic year 2007/08 and signed the Statement of acceptance of study conditions at TVZ - it is considered that during enrollment in the higher semester they exercised the right to change basis of financing on two occasions and that by ending of the academic year 2009/10 they had the opportunity to complete their studies at TVZ on a regular basis. The ranking lists of success for the specified generation of students will no longer be made, and students will remain until the end of their education on the basis of financing obtained on the basis of the ranking lists of success for enrollment in the academic year 2009/10.

II) Full-time students who enrolled the first time in TVZ in the academic year 2008/09 pursuant to the above in point 1), the right to change the basis of financing through the ranking list of performance will realize only once - when enrolling in the winter semester of the academic year 2010/11.

III) Full-time students who enrolled the first time in TVZ in the academic year 2009/10 pursuant to the above in point 1), the right to change the basis of financing through the ranking list will realize two times - when enrolling in the winter semester of the academic year 2010/11 and academic year 2011/12.

## Article 47

Statusual and other important issues related to the study will be resolved in accordance with the provisions of the General Administrative Procedure Act in a manner regulated by the decision of the TVZ head, and with the prior consent of the TVZ Expert Council and TVZ Student Union.

## Article 48

**This Ordinance shall enter into force on the eighth day from the day of its publication.**

Dean:

prof. dr. sc. Slavica Čosović Bajić – SIGNATURE.

SEALED:

REPUBLIC OF CROATIA

ZAGREB UNIVERSITY OF APPLIED SCIENCES

ZAGREB

**This consolidated Ordinance contains:**

- Ordinance on studying at TVZ from: 30.06.2009;
- Amendments to the Ordinance on studying dated 15.06.2010;
- Amendments of 18 October 2011.

This consolidated text entered into force on 18 October 2011.

Class: 602-04/11-05/01

Entr.no.: 251-375-01-11-3

I, Nelica Francki-Novak, the authorized court interpreter for English language, appointed by the Decision of the President of the Varaždin County Court, number: 4 Su-244/17-6 dated on 15 September 2017, confirm that the translation corresponds to the original document written in Croatian language.

Number: 335/2020

Čakovec, 28 May 2020

