

Pursuant to Article 17 of the Ordinance on Amendments to the Ordinance on undergraduate and graduate studies at the Faculty of Science, University of Zagreb, CLASS: 003-05/18-01/4, REG.NO: 251-58-10201-19-10005 of 1 July 2019, the Faculty Dean has established the consolidated text of the Ordinance on undergraduate and graduate studies at the Faculty of Science, University of Zagreb.

The consolidated text of the Ordinance on undergraduate and graduate studies at the Faculty of Science, University of Zagreb encompasses the Ordinance on undergraduate and graduate studies at the Faculty of Science, University of Zagreb, CLASS: 003-05/18-01/4, REG.NO: 251-58-10201-18-6 of 28 September 2018 and the Ordinance on Amendments to the Ordinance on undergraduate and graduate studies at the Faculty of Science, University of Zagreb, CLASS: 003-05/18-01/4, REG.NO: 251-58-10201-19-10005 of 1 July 2019, each including their respective dates of entry into force.

CLASS: 003-05/18-01/4  
REG.NO: 251-58-10205-19-10006  
Zagreb, 11 September 2019

FACULTY DEAN  
[signature and seal]  
Prof. Aleksandra Čižmešija, PhD

**ORDINANCE ON UNDERGRADUATE AND GRADUATE STUDIES AT THE  
FACULTY OF SCIENCE, UNIVERSITY OF ZAGREB  
(consolidated text)**

**I. GENERAL PROVISIONS**

Article 1

(1) The Ordinance on undergraduate and graduate studies at the Faculty of Science, University of Zagreb (hereinafter: Ordinance) stipulates in detail the types of study programmes, student status, transfer of students, termination of student status, enrolment requirements, participation in study costs, study requirements and methods, teaching classes, rules on exams, earning and transfer of ECTS credits, withdrawing from studies, student mobility and other issues.

(2) The terms used in this Ordinance apply equally to both the male and female genders.

**II. STUDY PROGRAMMES**

Article 2

(1) The Faculty of Science (hereinafter: Faculty) organises and implements undergraduate, graduate and integrated undergraduate and graduate university study programmes.

(2) The university study programmes referred to in the previous paragraph of this Article are organised and implemented as follows:

1. undergraduate studies lasting three years, in which a minimum of 180 ECTS credits is earned,
2. graduate studies lasting two years, in which a minimum of 120 ECTS credits is earned,
3. integrated undergraduate and graduate studies lasting five years, in which a minimum of 300 ECTS credits is earned.

### **III. STUDENTS**

#### **III.1 Student status**

##### Article 3

- (1) Student status shall be acquired by enrolment in one of the study programmes referred to in Article 2 of this Ordinance.
- (2) Student status shall be proven by a student ID, the format and contents of which shall be prescribed by a special ordinance.
- (3) In the event that a student loses or damages their student ID, a duplicate shall be issued at their request. The costs of issuing the duplicate shall be borne by the student.

#### **III.2 Full-time students**

##### Article 4

- (1) Full-time students are those students enrolled in a study programme based on full-time study. The costs of full-time study are covered, in whole or in part, by funds of the State Budget in accordance with the general act of the University, while the amount of the student's participation in study costs shall be determined in the manner and in accordance with Article 12 of this Ordinance.
- (2) The right to health insurance, subsidised meals, student dormitory accommodation, and other rights shall be acquired by full-time students in accordance with special regulations.

##### Article 5

A student shall have full-time student status for the prescribed duration of the study programme, while the maximum duration of full-time student status shall be twice the prescribed duration of the study programme. Time used in the suspension of student obligations shall not be calculated as part of the prescribed duration of the study programme.

#### **III. 3 Guest student**

##### Article 6

- (1) A guest student is a full-time or part-time student of another university who enrolls in part of a study programme at the Faculty in accordance with the University Statute. Guest student status may last for a maximum of one academic year.

(2) A guest student shall be issued the student ID referred to in Article 3 of this Ordinance, while a record of the student's attendance of classes and passed examinations shall be entered in the Information System of Higher Education Institutions (ISVU).

### **III.4 Exceptionally successful students**

#### Article 7

(1) A student may be granted the status of exceptionally successful student if they regularly fulfil their study obligations, in accordance with Article 21 of this Ordinance, and achieve the stipulated grade point average on exams, all in accordance with a special decision of the authorised Department Council stipulating the grade point average and additional criteria for determining exceptional student success.

(2) The status of exceptionally successful student shall be determined by the Department head or by a person so authorised by the Department head by virtue of a special decision, subject to fulfilling the requirements set out in the previous paragraph of this Article, based on a written request submitted by the student. The student's request must be accompanied by relevant supporting documents as evidence of fulfilment of the criteria referred to in the previous paragraph of this Article.

#### Article 8

Based on the student's written request and the special decision issued by the Department head or a person authorised by the Department head, the exceptionally successful student referred to in the previous Article of this Ordinance may be permitted to enrol in a second study programme at the Faculty, to complete their studies in a term shorter than the prescribed duration of the study programme, and the enrolment in more than 35 ECTS credits per semester, up to a maximum of 50 ECTS credits.

### **III.5 Suspension of student obligations**

#### Article 9

(1) The right to suspension of student obligations may be granted:

- due to pregnancy,
- until the child reaches one year of age (for student-mothers or student-fathers),
- due to mandatory military service,
- in case of prolonged illness due to which the student did not attend classes for at least one month continuously,
- due to international student exchange lasting longer than 30 days and taking place while classes are being held at the Faculty, under the condition that the student does not obtain ECTS credits through that exchange,

- due to participation in national teams, for at least one month continuously during a semester, also including preparations for international competitions and championships, as top athletes, in accordance with a special ordinance,
- in other justified cases.

(2) Suspension of student obligations shall be granted by the Department head or by a person so authorised by the Department head, based on a decision entered on record in the ISVU. The suspension of student obligations shall be granted on the basis of a written and substantiated request accompanied by copies of valid supporting documents, while the original documents must be presented for inspection, submitted to the competent Student Office, at the latest within one month from the date the grounds on the basis of which the student is requesting a suspension of rights came into existence. On the contrary, the student shall not be granted the right to suspension of obligations.

(3) Suspension of obligations, on the grounds referred to in paragraph 1 of this Article, may be granted to the student for the duration of one semester or one academic year. Time used for the suspension of student obligations shall not be calculated as part of the prescribed duration of the study programme.

(4) During the suspension of obligations, the student may sit exams for which they have already met the requirements, but they cannot enrol in new obligations.

(5) If, during the suspension of obligations, the study programme and Curriculum the student is enrolled in undergo any changes, they shall take the classes and sit exams that have been added to the study programme in the meantime.

#### **IV. ADMISSION**

##### Article 10

(1) The Faculty shall enrol students within the framework of the admission quotas approved by the Senate. Admission quotas are determined by the Faculty Council at the proposal of the Department Council.

(2) An applicant who has completed 4-year secondary school education, and passed the state graduation exam, shall have the right to apply for admission to undergraduate and integrated undergraduate and graduate studies referred to in Article 2 of this Ordinance.

(3) An applicant who has completed undergraduate studies shall have the right to apply for admission to graduate studies.

(4) Selection among the applicants for admission referred to in paragraph 2 and 3 of this Ordinance shall be carried out through a selection process. The criteria and rules of the selection process shall be determined by the Faculty Council at the proposal of the Department Council.

(5) The applicant shall have the right to review the results of the selection process, the ranking of accepted applicants, and other documents pertaining to the admission process. The

applicant has the right to submit a complaint against the selection process, to the Dean, within 24 hours, or in the case of holidays and non-working days within one working day, from the date of announcement of the results of the selection process.

(6) A decision on the complaint referred to in the previous paragraph of this Article shall be made by a three-member Committee composed of the Vice-Dean for Teaching, Assistant Dean for Teaching, and the Chair of the Selection Procedure Committee of the relevant department. The Committee shall review the applicant's complaint within 24 hours, or in the case of holidays and non-working days within one working day, from the date of receipt of the complaint, and shall issue a final decision.

#### Article 11

(1) The right to enrol in the studies referred to in the previous Article of this Ordinance shall be acquired by the applicant in accordance with the requirements and criteria set out in the call for student admission and in line with the results of the selection process. The applicant who has obtained the right to enrolment shall lose that right if they do not enrol in the first year of studies within the deadline prescribed in the call for student admission, by the time specified in the decision of the relevant Department Council.

(2) An applicant who has completed undergraduate studies shall have the right to enrol in the first year of graduate studies.

### **V. PARTICIPATION IN STUDY COSTS**

#### Article 12

(1) Student participation in study costs in undergraduate, graduate and integrated undergraduate and graduate studies shall be determined by the Faculty Council by virtue of a special decision, subject to confirmation by the University Senate, taking into account the study costs, number of ECTS credits a student can earn in the academic year for which they are paying the tuition fee, the student's success in the study programme and/or the selection process.

(2) In the case of justified reasons and based on a written and substantiated request and submitted documents on material and social status, the Department head or a person so authorised by the Department head may exempt a student of low material status from participating, in whole or in part, in the payment of study costs referred to in the previous paragraph of this Article.

### **VI. TERMINATION OF STUDENT STATUS**

#### Article 13

(1) Full-time student status shall be terminated:

1. upon the completion of studies,
2. with withdrawal from studies,

3. if the student does not enrol in the following academic year within the prescribed deadline,
4. if the student does not earn at least 35 ECTS credits for two years in a row,
5. after expiry of double the time prescribed as the duration of the study programme,
6. if after two attempts the student fails to pass an exam from the same subject before the exam committee referred to in Article 31 of this Ordinance, i.e. after a total of eight attempts,
7. based on the disciplinary measure of expulsion from the study programme.

(2) A person who loses the status of full-time student, due to the reasons stated in the previous paragraph of this Article, cannot re-enrol in the same study programme or continue studying in the same study programme. Exceptionally, such a person, except if their student status has been terminated due to the reasons stated in item 7 of the previous paragraph, may be permitted to enrol in another study programme at the Faculty, by the deadline set for enrolment in that study programme, in the manner and under the conditions determined by a special decision of the authorised Department Council, and subject to payment of the maximum amount of participation in study costs in accordance with the decision on the amount of participation referred to in Article 12, paragraph 1 of this Ordinance. The total duration of study in that case may not exceed the time period prescribed in Article 5 of this Ordinance.

(3) By way of exception, the person who, in accordance with paragraph 1, items 2 and 3 of this Article, lost their full-time student status, may be permitted to re-enrol in the same study programme, according to the teaching programme and Curriculum currently in force, in the manner and subject to the conditions established by virtue of a special decision of the authorised Department Council, and subject to payment of the amount of participation in study costs in accordance with the decision on the amount of participation referred to in Article 12, paragraph 1 of this Ordinance. If during the time of suspension of student obligations, the teaching programme was amended, the student shall take the new classes and exams that have been added to the teaching programme in the meantime.

## **VII. STUDENT DISCIPLINARY RESPONSIBILITY**

### Article 14

In case of infringement of the University and Faculty general acts, disciplinary action shall be initiated against the student. Disciplinary responsibility of students, disciplinary offences, disciplinary action and disciplinary sanctions are regulated in detail by the Ordinance on disciplinary responsibility of students passed by the Dean at the proposal of the Faculty Collegium.

## **VIII. WITHDRAWAL FROM STUDIES**

### Article 15

(1) The student has the right to withdraw from studies. The student shall submit a request for withdrawal to the competent Student Office. Prior to submitting the request, the student must settle all their financial obligations towards the Faculty, return borrowed books and equipment and shall submit proof of having done so along with their request for withdrawal.

(2) In relation to the withdrawal referred to in the previous paragraph of this Article, the Faculty shall issue a confirmation of withdrawal stating the time spent studying, the total of ECTS credits earned and the transcript of passed exams with the corresponding ECTS credits and grades achieved.

(3) A record on withdrawal from studies shall be entered in the ISVU.

(4) In the cases referred to in Article 13, paragraph 1, subparagraph 3, 4, 5, 6 and 7, the student shall be issued a confirmation of withdrawal *ex officio* under the condition that the student has met all their obligations towards the Faculty referred to in paragraph 1 of this Article.

## **IX. TRANSFER TO OTHER STUDIES**

### Article 16

(1) Transfer of a student to another study programme within the Faculty, transfer of a student from another field-related higher education institution in the Republic of Croatia or another field-related higher education institution outside the Republic of Croatia to a field-related study programme at the Faculty, shall be possible by the end of the enrolment deadline prescribed for that study programme, subject to payment of participation according to a special decision of the Faculty Council of the Faculty of Science. Transfer shall not be possible during the first academic year.

(2) The student transfer referred to in paragraph 1 of this Article, based on a written and substantiated request, shall be decided upon by the Department head or a person so authorised by the Department head, by virtue of a special decision, after obtaining the opinion of the Department's ECTS Coordinator on the recognition of ECTS credits. The decision shall include a decision on the recognition of exams passed in the other study programme or other higher education institution, on their equivalence to exams in the study programme the student is transferring to, and on the deadline by which the transferring student, taking into account the number of recognised ECTS credits, must complete the study programme transferring to, by application of the following criteria:

- in the case of 31 - 90 recognised ECTS credits – the student shall complete their studies at the latest within double the prescribed duration of the study programme, as determined by the study programme of the studies for which the student has been granted transfer approval, minus one year;
- in the case of 91 - 150 recognised ECTS credits - the student shall complete their studies at the latest within double the prescribed duration of the study programme, as

determined by the study programme of the studies for which the student has been granted transfer approval, minus two years;

- in the case of more than 150 recognised ECTS credits - the student shall complete their studies at the latest within double the prescribed duration of the study programme, as determined by the study programme of the studies for which the student has been granted transfer approval, minus three years.

(3) The request for transfer shall be submitted at the latest seven days prior to the expiry of the enrolment deadline for the academic year in question. Along with their transfer request the student shall submit:

- the original transcript of exams passed and grades attained and corresponding ECTS credits earned,
- the teaching plan and programme of the other higher education institution.

#### Article 17

(1) The transferring student referred to in the previous Article of this Ordinance must register by the end of the enrolment deadline prescribed for that study programme, i.e. at the latest within eight days from the date of receipt of the decision on transfer referred to in Article 16 paragraph 2 of this Ordinance.

(2) The sum of students enrolled in a particular study programme at the Faculty and transferring students referred to in the previous Article of this Ordinance must stay within the framework of the quotas set for each study programme and approved by the University Senate.

(3) In case there is a higher number of student transfer requests, exceeding the capacity approved for the particular study programme referred to in the previous paragraph of this Article, a transfer rank list shall be drawn up. The right to transfer referred to in the previous Article of this Ordinance, within the framework of the quotas approved on the part of the University Senate, shall be granted according to the position achieved on the rank list, by application of the following criteria:

- achieved grade point average in studies to date,
- number of exams passed,
- number of ECTS credits acquired.

(4) By way of exception, yet within the framework of the quotas approved on the part of the University Senate, the Department head or person so authorised by the Department head may approve the transfer of a student who does not meet the requirements from the previous paragraph of this Article, if the transfer is necessary due to a serious illness, family relocation, professional sports training obligations, or another justified reason.

#### Article 18

(1) The student who, prior to enrolling in the studies referred to in Article 2 of this Ordinance, previously studied at another study programme at the Faculty and/or at another higher education institution, may receive recognition for passed subjects where the content and scope are equivalent to a subject from the study programme the student enrolled in at the Faculty. The student shall submit a written request for recognition of passed exams upon enrolling at the Faculty. Recognition of passed exams from certain subjects shall be decided upon by the Dean by virtue of a special decision or by a person so authorised by the Dean, based on an opinion obtained from the course leader. The decision shall establish which passed exams from which subjects are recognised and the number of ECTS credits acquired.

(2) Recognition of exams from certain subjects shall be registered in the ISVU using the original title of the recognised subject, with the original grades and ECTS credits, in accordance with the study programme the student enrolled in at the Faculty, while the decision shall be issued to the student and archived in the student's file.

(3) The permitted duration of study for the student who has had passed exams from certain subjects recognised, in the manner and in accordance with paragraph 1 and 2 of this Article, shall be defined according to the following rules:

- in the case of 31 - 90 recognised ECTS credits – the student shall complete their studies at the latest within double the prescribed duration of the study programme, as determined by the study programme of the studies for which the student has been granted transfer approval, minus one year;
- in the case of 91 - 150 recognised ECTS credits - the student shall complete their studies at the latest within double the prescribed duration of the study programme, as determined by the study programme of the studies for which the student has been granted transfer approval, minus two years;
- in the case of more than 150 recognised ECTS credits - the student shall complete their studies at the latest within double the prescribed duration of the study programme, as determined by the study programme of the studies for which the student has been granted transfer approval, minus three years.

## **X. STUDENT MOBILITY**

### Article 19

(1) Students may register in certain subjects in other field-related study programmes at the Faculty or other University constituents, which are in accordance with the study programme according to which the studies they are enrolled in are being implemented.

(2) Registration for subjects referred to in the previous paragraph of this Article shall be approved by the Department head or by a person so authorised by the Department head, subject to obtaining the opinion of the Department's ECTS coordinator, based on a special form found in the Appendix and constituting an integral part of this Ordinance.

(3) The number of students who may register for a certain subject is limited by the capacity of the particular study programme within the framework of the quota approved for that study programme by the University Senate.

(4) Student mobility between universities in the Republic of Croatia shall be regulated in the same manner as international mobility, in accordance with a special ordinance.

## **XI. COURSE ORGANISATION AND STUDENT LOAD**

### Article 20

(1) The Curriculum shall be based on the work load of full-time students of 40 hours per week including all forms of classes (lectures, seminars, field work, lab exercises and other types of classes), as well as the time students need to prepare for and take exams.

(2) Classes are organised by semester in accordance with the provisions of the Curriculum.

(3) The academic year has 44 work weeks, of which 30 weeks are reserved for classes and 14 weeks are reserved as time needed for consultations, preparing for and taking exams, and during which the student has no obligations in the form of other types of classes.

(4) The overall weekly student obligations in undergraduate and graduate studies may amount to a maximum of:

1. 26 hours of classes in undergraduate studies,
2. 20 hours of classes in graduate studies.

(5) By way of derogation from paragraph 4 of this Article, the student's obligations may be greater when the study programme and Curriculum requires an increase in the number of hours of practical and field classes.

(6) Classes in a certain subject shall, as a rule, be held for one semester, and may not last longer than two semesters.

(7) Classes in certain subjects may also be organised in shorter time periods as sequential classes or block classes. In that case, student weekly obligations may, by way of exception, be higher than those determined in paragraph 4 of this Article.

### Article 21

(1) A full-time student shall enrol in 25-35 ECTS credits in one semester, in accordance with the study programme. One ECTS credit shall equal the student's work load of 25-30 work hours, including active classes, exams and all activities required for taking the exam.

(2) Full-time performance of student obligations presupposes earning at least 50 ECTS credits in the previous academic year.

(3) For the purpose of acquiring broader education and/or faster completion of studies, a student who regularly fulfils all their obligations may written request the approval of the

Department head or a person so authorised by the Department head to enrol in more than 35 ECTS credits per semester.

(4) By way of exception, a full-time student may enrol in less than 25 ECTS credits per semester if they have not met the pre-requirements for enrolment in a sufficient number of subjects.

(5) ECTS credits are acquired after successfully meeting all the prescribed obligations and passing all the exams.

#### Article 22

(1) Classes are held by course leaders and their associates. Course leaders can only be teachers holding a scientific-teaching grade (rank) or teaching grade (rank).

(2) If during the academic year, teaching of a class is turned over to another teacher for justified reasons (absence of the initial teacher due to illness, professional training, etc.), based on a decision of the authorised Department Council, that teacher shall also hold the exams for that subject, grade the students and enter the grades in the ISVU.

The Department head, or person so authorised by the Department head, shall entrust the teaching of the class to another teacher until the completion of the teaching within the course in accordance with the Curriculum.

(3) By way of exception, in case of justified need or lack of other options, the Department head or a person so authorised by the Department head may entrust teaching of a class for a specific shorter period of time (one or two semesters) to postdoctoral researchers and scientists, if they are skilled for the job. In that case, the course leader must hold a scientific-teaching grade (rank) or teaching grade (rank). The course leader shall hold student exams and be responsible for entering the grades in the ISVU.

(4) Holding classes includes all responsibilities pertaining to the teaching programme and course content, organising classes, preparing lectures, holding seminars, holding practical and field work, testing and grading students.

#### Article 23

(1) During the first lecture, the teacher shall introduce the student to the model to be used in the execution of the course, the student's obligations in regards to subject content and the method to be used for checking their acquired knowledge.

(2) Attendance of classes is mandatory. During the course of one semester, the student may be absent from class in a certain subject for a maximum of 30% of the time, yet they still have to fulfil all their obligations.

(3) The teacher may refuse to attest that all the student's class obligations have been fulfilled if they were absent from lectures, seminars and/or practical classes more than permitted in the

previous paragraph of this Article, i.e., if they have not fulfilled other obligations prescribed by the study programme and the Curriculum.

(4) A student who has not received the teacher's attest that all their obligations have been met in certain subjects shall be required to re-enrol in those subjects in the manner and in accordance with Article 25 paragraph 5 of this Ordinance.

#### Article 24

Physical education classes and extracurricular activities of students shall be carried out outside the schedule established in Article 20 paragraph 4 of this Ordinance, through mandatory classes during the first and second year of undergraduate and integrated studies and as non-mandatory classes in the other years of study. ECTS credits are not awarded for these classes.

## **XII. ENROLMENT IN THE ACADEMIC YEAR**

#### Article 25

(1) The student shall enrol in the first year of study in the manner and in accordance with the Call for admission of students in the first year of studies. Each semester, the student shall register for subsequent class obligations. Registration shall be carried out after the fulfilment of all obligations from the previous semester.

(2) The student shall acquire the right to register for the following semester if they have fulfilled all the study obligations defined in the Curriculum and study programme, expressed as ECTS credits, which they have undertaken by enrolling in the appropriate semester of the previous year.

(3) The student may enrol only in those subjects and class obligations for which by passing the exam they have met the prerequisites defined in the Curriculum and study programme, except for in the first semester of studies.

(4) The student who has not met the requirements referred to in paragraph 2 of this Article shall continue studying by re-enrolling in the subjects they have not passed in addition to enrolling in new subjects in such a way that the sum of re-enrolled and new subjects does not exceed 35 ECTS credits per semester.

(5) By re-enrolling in a subject the student undertakes all the obligations defined in the Curriculum and study programme, but in consultation with the class professor and with the consent of the Department head or a person so authorised by the Department head, the obligations the student has already fulfilled for that subject at the moment of previous enrolment (such as regular attendance of classes, seminars, lab exercises, participation in continuous testing etc.) may be recognised.

(6) By re-enrolment in the subject in which they have not passed the exam the student shall acquire the right to retake the exam four times.

(7) In exceptional and justified cases, the Department head or person so authorised by the Department head may approve that the student re-enrol in the same subject a third time (or more), based on a written request by the student, by the end of the deadline prescribed for enrolment in the subject in question.

#### Article 26

(1) Enrolment in a subject may be cancelled only during the first two weeks of classes and exclusively for justified reasons (such as overlapping classes).

(2) By way of exception, a student's elective subject may be cancelled and/or replaced with for another elective subject based on a special approval from the Department head or person so authorised by the Department head, under the condition that the student has not once attempted to take the exam.

### **XIII. EXAMS AND OTHER TESTS**

#### Article 27

(1) The student's knowledge and skills may be checked and evaluated during the course (preliminary exams, practical assignments, seminar papers, etc.), while the final grade is determined at the exam in accordance with the Curriculum.

(2) The study programme may set out that ECTS credits also be acquired from certain forms of classes without grading or with descriptive evaluation in the following manner:

1. passed,
2. not passed.

(3) Exams may be taken by students who have met all the prescribed requirements established in the study programme and Curriculum, as attested by the subject teacher's signature in their student record book (booklet carried by students in which all subjects and grades are recorded). The course teacher shall be responsible for making a record of non-fulfilment of the abovementioned obligations in the ISVU.

#### Article 28

(1) Exams may be theoretical and/or practical, and shall be taken as written exams, oral exams or a combination of both a written and oral exam. The entire exam must be completed in five (5) work days at the most, except in special justified cases such as absence of the teacher, illness of the student or other justified reasons.

(2) As a rule, oral exams shall not take longer than one hour (not including time needed for the student to prepare their responses), and written exams shall not take longer than four hours.

(3) The written part of the exam is an elimination exam except if the exam is being taken before a committee in accordance with Article 31 of this Ordinance. The student shall have the right to see their graded written part of the exam.

(4) The written and oral parts of the exam constitute a whole and a single grade shall be given for both.

#### Article 29

(1) The oral part of the exam is public.

(2) In case of justified reasons, the student may request that the presence of the public be restricted.

(3) Presence of the public at an exam may also be restricted on ethical grounds.

#### Article 30

(1) The success of the student at an exam, which includes various forms of testing, shall be expressed using the following grades: 5 – Excellent, 4 – Very good, 3 – Good, 2 – Sufficient, 1 – Insufficient. Grades shall be entered in the student records and in the ISVU. The grade Insufficient (1) shall constitute a failing grade and shall be recorded both in the student's records and on the student's exam registration form.

(2) The numerical grading system corresponds to the ECTS grading system as follows:

A 5; B 4; C 3; D, E 2; FX, F 1.

(3) If in addition to continuous testing of knowledge and success a student must take an exam, as defined in the Curriculum, the final grade shall as a rule include the following segments:

1. the results of tests obtained through continuous testing of knowledge and/or through preliminary exams, seminars, homework assignments, lab exercises,
2. grading parts of the contents of the subject in question.

#### Article 31

(1) A student may take an exam from the same subject a maximum of four times before re-enrolment in the subject is required. The fourth time the student shall take the exam before an exam committee appointed by the Dean. The exam committee shall be comprised of a chair and two members, where one committee member must be a person teaching a different subject outside of the course leader's division, and the course leader may not be the chair of the committee. The exam shall be taken within the regular exam term.

(2) The committee referred to in the previous paragraph of this Article shall grade all parts of the exam (such as written, oral and practical), while the decision on the final grade shall be made by majority vote. The exam committee's decision on the grade cannot be appealed. If the grade is a passing grade, the subject teacher shall be responsible for recording it in the ISVU.

(3) A student who does not pass the exam from the same subject after four attempts shall re-enrol in the subject in question in the following academic year. If even after re-enrolment in

the subject a student does not pass the exam in the manner defined in paragraph 1 of this Article, they shall lose the right to study in that study programme.

#### **XIV. EXAM TERMS**

##### Article 32

- (1) Regular exam terms are: winter, summer and autumn. The exam terms shall last four weeks. In each exam term there shall be at least two exam dates for each subject. The time lapse between two exam dates for the same subject in the regular exam term shall be at least 15 days.
- (2) Additional exam terms shall be held at the time determined in the Curriculum, and shall last five days, with one exam date for each exam. During one additional exam term per semester, classes shall not be held for a maximum of five working days.
- (3) If, in a certain subject, the student's knowledge is checked continuously throughout the semester, exam terms need not be held for that subject within the deadlines, in the manner and in accordance with paragraph 1 of this Article. The number of exam dates shall be determined in the Curriculum.

##### Article 33

The exam calendar shall be publicly announced at the beginning of each academic year and shall represent an integral part of the Curriculum (class schedule). The exam calendar shall be published on the official Faculty and Faculty department websites.

#### **XV. PROCEDURE FOR REGISTERING FOR, CANCELLING AND HOLDING EXAMS**

##### Article 34

- (1) The student shall register for an exam in a certain subject via the Student Office and/or via the *Studomat* application.
- (2) The exam shall be taken before a teacher who is the course leader. If the subject teacher is prevented from attending or is absent and the exam cannot be held in the prescribed exam term, the Department head or person so authorised by the Department head may set that the exam from that subject be taken before another teacher holding a scientific-teaching grade (rank) in the same field.
- (3) The exam schedule (time of the exam) for registered students for individual subjects shall be published by the subject teacher on the department bulletin boards, on the Faculty Department website or the website of the subject in the e-learning system, one work day before the beginning of the exam term.
- (4) The student shall cancel their registration for an exam at least one work day before the beginning of the exam. If the student does not cancel their registration for the exam within the

prescribed deadline and does not take the exam, it shall be deemed that the student has used up one attempt for passing the exam referred to in Article 31 paragraph 1 of this Ordinance. The student's failure to take the exam they registered for shall be recorded in the ISVU system by entering a zero (0), while the remark "not taken" shall be written on the exam registration form.

(5) The exam shall begin by handing a written test to the student or by asking the first question on an oral exam. A student who withdraws in the middle of a commenced exam shall be graded as insufficient (1).

(6) The teacher shall inform the student of the result of the oral exam and the grade obtained on the exam immediately after the exam. The results of the written part of the exam, together with the grade achieved, shall be announced by the teacher at the latest within five (5) working days from the day the exam was held (except in justified cases such as absence of the teacher due to illness, official trip, etc.).

(7) After the final part of the exam has been held, the grade shall be recorded in the ISVU within seven (7) working days (except in justified cases such as initiating an appeal procedure or absence of the teacher due to illness, official trip, etc.), and at the latest by the beginning of enrolment in the new semester. The subject teacher shall be responsible for recording the grade in due time.

#### Article 35

(1) The student who is not satisfied with the grade they received at the exam may, within 24 hours from the announcement of the grade, i.e. from the day of announcing the results of the written exam, file an appeal on the grade to the Faculty Dean. The appeal must be substantiated and shall be filed in written form.

(2) The Dean, and in his absence the Vice-Dean for Teaching, shall at the latest within one working day from receiving the appeal from the previous paragraph of this Article, if they assess that the appeal is grounded, appoint the chair and two members of the exam committee. One member of the committee must be a person teaching a different subject and the chair of the committee cannot be the examiner whose grade the student is not satisfied with.

(3) The Dean, and in his absence the Vice-Dean for Teaching, shall set the time when the exam will be re-held which must be within three (3) working days from the day the appeal was filed.

(4) The committee shall re-evaluate the written exam or if needed, shall hold an oral exam, while the decision on the grade shall be made by majority vote. The decision of the Committee on the exam grade shall be final. The grade shall be recorded in the ISVU in accordance with Article 34 paragraph 7.

## **XVI. COMPLETION OF STUDIES**

#### Article 36

- (1) Undergraduate studies shall be completed by fulfilment of all study obligations, passing all exams and earning a minimum of 180 ECTS credits in accordance with the study programme and depending on the study programme, preparing the final paper and/or passing the final exam.
- (2) Graduate studies shall be completed by passing all exams and acquiring a minimum of 120 ECTS credits, and by completing other study obligations, preparing the diploma thesis and publicly passing the final diploma exam in accordance with the study programme.
- (3) Integrated undergraduate and graduate studies shall be completed by passing all exams, acquiring a minimum of 300 ECTS credits and completing other study obligations, preparing the diploma thesis and publicly passing the final diploma exam in accordance with the study programme.
- (4) ECTS credits acquired in activities outside of the framework of the study programme shall not be calculated as part of the total number of ECTS credits required for completing the studies.

#### Article 37

- (1) The student shall register the topic or field of their final or diploma thesis, in the fifth or sixth semester of undergraduate studies, in the third or fourth semester of graduate studies, or the ninth or tenth semester of integrated undergraduate and graduate studies, in consultation with the course leader or diploma thesis mentor.
- (2) The Department head or person so authorised by the Department head shall approve the topic of the final and/or diploma thesis from the previous paragraph of this Article based on a written request of the student, which the student shall submit through the Student Office. In the same decision, the Department head shall appoint a mentor for the final and/or diploma thesis. The mentor for the final and/or diploma thesis may be a teacher at the Faculty holding a scientific-teaching grade (rank) or teaching grade (rank) of senior lecturer, i.e. holding the same adjunct rank at the Faculty. By way of exception, the Department head or person so appointed by the Department head may approve joint mentorship of the final and/or diploma thesis to persons holding the associate grade (rank) of postdoctoral researcher. In that case, the mentor must be an employee of the Faculty holding a scientific-teaching grade (rank) or teaching grade (rank) of senior lecturer.
- (3) The experimental and theoretical part of the final and/or diploma paper thesis be carried out in another institution outside of the Faculty, under the condition that the student has been appointed a mentor from that institution holding a scientific-teaching grade (rank) or research grade (rank) and at the same employment position, all in the manner and in accordance with the special departmental act issued by the competent Department Council.
- (4) Students doing part of their experimental work in the field may obtain from their home department written confirmation of being sent to do field work.

(5) Students whose final and/or diploma thesis topic requires authorisation for access to certain labs, libraries, protected areas or national parks to which access is restricted shall request the necessary authorisation for access from their home department.

(6) The final or diploma thesis must be written and prepared in line with the relevant rules of the profession, in accordance with the instructions of Faculty departments as listed on their websites.

#### Article 38

(1) The student shall take their final or diploma exam before a Committee composed of a minimum of three and a maximum of five members, appointed by the Department head or person so authorised by the Department heads, from among Faculty teachers holding scientific-teaching grades (ranks) or holding the teaching grade (rank) of senior lecturer or the same adjunct rank at the Faculty. In exceptional and justified cases, the Department head or person so authorised by the Department head may appoint an associate holding the associate grade (rank) of postdoctoral researcher as a member of the Final and/or diploma exam committee, but not as the committee chair.

(2) Minutes shall be drawn up on the final and/or diploma exam and shall be signed by all members of the Committee referred to in the previous paragraph of this Article. After completion of the exam, the signed minutes, the exam registration form with the entered grade, and a copy of the final and/or diploma thesis shall be archived in the department library of the relevant department.

(3) The final or diploma exam shall be public and shall be announced on department bulletin boards at least seven (7) days prior to the exam date.

(4) More detailed provisions concerning the manner of registration of the topic, writing and preparing the final and/or diploma thesis, the contents of the minutes, and other issues related to the final or diploma thesis and/or exam shall be regulated by a special ordinance to be adopted by the Department Council.

#### Article 39

Faculty departments shall permanently archive final and diploma papers in electronic form in the library database of the Faculty department where the final and/or diploma thesis was prepared and submit a copy to the public internet database of final papers of the National and University Library, taking care to protect the students' personal data, in accordance with the General Data Protection Regulation.

### **XVII. OVERALL FINAL GRADE FOR SUCCESS IN STUDIES**

#### Article 40

(1) The overall final grade for success at studies shall depend on the grades obtained in all exams during the course of studies in accordance with the study programme, including the grade for the final or diploma thesis and/or exam and their corresponding ECTS credits.

(2) Subjects evaluated only descriptively as “passed” shall not be taken into account when calculating the overall grade for success in studies.

(3) The overall final grade for success in studies shall be calculated by adding up the individual exam grades from all subjects referred to in paragraph 1 of this Article, multiplied by their corresponding number of ECTS credits, and dividing the result by the sum of ECTS credits of all subjects from the same paragraph.

(4) The overall final grade shall be expressed in the documents referred to in this Ordinance by rounding to the third decimal point.

#### Article 41

(1) Students with the highest final overall grades at the end of the undergraduate, graduate and integrated undergraduate and graduate studies shall be awarded a Latin Honours commendation which shall be marked on their certificate or diploma as follows:

1. Bachelor/Master with highest honours (SUMMA CUM LAUDE Baccalaureus/Magister)
2. Bachelor/Master with high honours (MAGNA CUM LAUDE Baccalaureus/Magister)
3. Bachelor/Master with honours (CUM LAUDE Baccalaureus/Magister)

(2) The requirements for receiving an honours award and the total number of students receiving such honours shall be determined by the Department head or another person authorised by the Department head taking into account the grades, duration of studies, etc.

### **XVIII. DOCUMENTS ON COMPLETED STUDIES**

#### Article 42

(1) After completion of undergraduate, graduate and integrated undergraduate and graduate studies the student shall be issued a diploma in accordance with special regulations. The diploma shall be issued in Croatian. At the request of the student, and at their expense, the diploma may be issued in Latin and in English.

(2) The diploma shall be handed to the student by the Dean, at the University graduation ceremony.

(3) Along with the diploma, the student shall also be issued an additional document on completed studies, in Croatian and in English.

(4) Diplomas, additional documents and other certificates of study issued by the Faculty are considered public records.

### **XIX. PARTICIPATION OF STUDENTS IN FACULTY WORK**

#### Article 43

Students participate the in work of the Faculty via their elected student representatives in accordance with a special law, the Faculty Statute and Student Assembly Statute.

#### Article 44

- (1) Students from among the ranks of successful students are selected to serve as demonstrators to assist teachers and associates in holding practical exercises.
- (2) Demonstrators shall be appointed by the Department head or person so authorised by the Department head from among the ranks of successful students. Demonstrators may participate in classes four hours per week at the most. The work of the demonstrators shall be subject to control on the part of the course teacher.

#### Article 45

- (1) Students may become involved in work on scientific research and professional projects of individual departments, and these types of student activities should be encouraged and assisted by the teachers.
- (2) Scientific research and professional work shall be performed by students under the mentorship and supervision of Faculty teachers and/or associates.
- (3) The students' scientific research and professional work must not endanger their fulfilment of regular class obligations.

### **XX. STUDENT RIGHTS AND OBLIGATIONS**

#### Article 46

(1) Student obligations shall include the following:

1. regular attendance of classes, fulfilment of obligations set out in the study programme and Curriculum and general and specific acts of the University and the Faculty,
2. participation in evaluating the quality of classes and teachers, in the manner provided for by the general act of the University,
3. enrolment in the following semester or academic year of studies in accordance with fulfilled obligations and the study programme and Curriculum,
4. taking exams in the manner and within the deadlines established in the general and specific acts of the University and the Faculty,
5. completion of studies in line with the programme enrolled in and within the deadlines provided for by the general act of the University,
6. abidance by the general acts of the University and the Faculty,

7. upholding the reputation and dignity of the University, students, teachers and other members of the academic community,
8. conduct in accordance with the code of ethics of members of the academic community.

#### Article 47

(2) Student rights shall include the following:

1. right to high quality studies and educational process in accordance with the appropriate study programme,
2. right to high quality teaching staff,
3. right to freedom of thought and expression of opinions,
4. right to participate in scientific, expert and popularisation activities, in accordance with their capabilities and the needs of the University and the Faculty,
5. right to consultations,
6. right to submission of a request to the Department Council for changing teachers in a certain subject if there is more than one teacher teaching the subject,
7. right to a leader in undergraduate and graduate studies,
8. right to use the library and other resources at the disposal of the University and Faculty departments,
9. right to participate in decision making at the University and Faculty in accordance with the Statute and other general acts,
10. right to participate in the work of student organisations at the University, in accordance with their rules,
11. right to submit complaints to the Faculty Dean in the case of infringement of any of their rights. Complaints shall be submitted in written form via the Student Office.

### **XXI. AWARDS AND ACKNOWLEDGEMENTS**

#### Article 47. a

- (1) Each year on the Day of the Faculty, the Faculty Dean shall award the Dean's Award to the best students of final years of studies.
- (2) For successful work and contribution to the reputation of the University, Faculty and Faculty departments, awards and acknowledgments to the best students may also be given by the Faculty departments.

(3) The Faculty departments shall select the candidates for receiving awards and acknowledgements from among the ranks of best students referred to in paragraph 1 and 2 of this Article.

#### Article 48

The Ordinance on undergraduate and graduate studies at the Faculty of Science of the University of Zagreb, CLASS: 003-05/18-01/4, REG.NO: 251-58-10201-18-6 of 28 September 2018 entered into force on 9 October 2018.

#### Article 49

The Ordinance on Amendments to the Ordinance on undergraduate and graduate studies at the Faculty of Science of the University of Zagreb, CLASS: 003-05/18-01/4, REG.NO: 251-58-10201-19-10005 of 1 July 2019 entered into force on 9 July 2019.