

The Faculty Council of the University of Zagreb, Faculty of Science, at the session held on 17 December 2020, pursuant to Article 63, paragraph 6, item 3 of the Act on Scientific Activity and Higher Education (Official Gazette 123/03 through 96/18), Article 43, paragraph 3, item 1 of the Statute of the University of Zagreb, and Article 112, paragraph 2 of the Statute of the Faculty of Science, at the proposal of the Faculty Collegium established at the session of 15 December 2020, adopted the

STATUTE OF THE UNIVERSITY OF ZAGREB, FACULTY OF SCIENCE

I. GENERAL PROVISIONS

Subject matter

Article 1

This Statute regulates the name, seat, symbols, organisation, and the activity of the Faculty, the composition, powers, and the manner in which bodies of the Faculty and its organisational units render decisions, the organisation and execution of studies, the status of teachers, scientists, associates, and other employees, the status of students, and other issues relevant for the University of Zagreb, Faculty of Science (hereinafter: Faculty).

Legal status of the Faculty

Article 2

(1) The Faculty is a higher education institution that as an establishment holds the capacity of a legal person and is recorded in the court register of the Commercial Court in Zagreb and in the Register of Higher Education Institutions and the Register of Scientific Organisations maintained with the line ministry for science and higher education.

(2) The Faculty is a constituent of the University of Zagreb (hereinafter: University), which exercises founding rights over the Faculty in accordance with the provisions of law governing the scientific activity and higher education, the University Statute, and this Statute.

(3) The full name of the Faculty reads: University of Zagreb, Faculty of Science. The abridged name of the Faculty reads: PMF.

(4) The seat of the Faculty is in Zagreb, Horvatovac 102A.

Symbols of the Faculty

Article 3

(1) The Faculty has its seal, emblem, logotype, and flag.

(2) The faculty department has its seal and logotype.

(3) In accordance with special regulations, the content, dimensions, and the appearance of the symbols of the Faculty referred to in paragraph 1 and of the faculty departments referred to in paragraph 2 are determined in general acts of the Faculty, which are adopted by the Faculty Council.

Activities of the Faculty

Article 4

(1) Activities of the Faculty are as follows:

1. organisation and execution of university studies in mathematics, physics, chemistry, biology, geology, geography, geophysics, and computational science,
2. scientific-research activity,
3. development of scientific and expert projects, technical documentation, analyses, attestations, and expertise,
4. expert tasks in environmental protection,
5. professional expertise, standardisation of measuring procedures, measuring, and quality control,
6. library activities for the scientific and teaching needs of mathematics, physics, chemistry, biology, geology, geography, geophysics, and computational science,
7. organisation and holding of various forms of ongoing or occasional training for students and participants,
8. breeding of laboratory, and the keeping of experimental and wild animals, plants and fungi, plant and animal cell cultures, and microorganism cultures,
9. conducting experiments on animals for the purposes of teaching and scientific research work,
10. organisation and holding of scientific and expert gatherings,
11. organisation and holding of workshops, expert exercises, symposia, and seminars, which are in the service of the main activity of the Faculty,
12. publishing and information activities for the purposes of teaching and scientific and expert work,
13. sale of textbooks and other materials necessary for the performance of the activities of the Faculty,
14. conducting expert analyses for the relevant activities in mathematics, physics, chemistry, biology, geology, geography, geophysics, and computational science,
15. providing services to economic entities and other organisations, where this serves the development of the basic activity and more rational use of space and equipment,
16. adult education and lifelong education in mathematics, physics, chemistry, biology, geology, geography, geophysics, and computational science,
17. holding expert studies and lessons in mathematics, physics, chemistry, biology, geology, geography, geophysics, and computational science,
18. sale of plants created in the performance of activities,
19. photographic activity,
20. aerial photography,
21. information society services.

(2) In addition to the activities from paragraph 1 of this Article, which are recorded in the court register, the Faculty may also perform other activities in the service of performing those that are recorded in the court register and activities that contribute to more comprehensive use of the spatial and personnel capacities of the Faculty, provided that they are performed, to a lesser extent or commonly, along with the recorded activity.

Representation of the Faculty

Article 5

(1) The Faculty is represented by the dean.

(2) In addition to the dean, the Faculty may also be represented in legal transactions by faculty department heads, but exclusively within the limits of powers for representation set out in this Statute. The dean may empower other persons in writing to represent the Faculty in legal transactions. Within the limits of his powers, the dean may issue a power of attorney to another person for the purposes of representation in a particular case or a specific type of cases.

Openness to the public

Article 6

- (1) The work of the Faculty is public.
- (2) The Faculty shall notify the public in a timely and truthful manner of the performance of its activities in the manner established in special regulations.
- (3) The Faculty notifies the public via the media, release of individual notifications, issue of regular and special publications, and announcements on the bulletin boards and websites of the Faculty and the faculty departments.
- (4) In the Ordinance on data protection, the dean of the Faculty shall specify which data are regarded as a business and professional secret, the duty to keep them, and situations where it is exceptionally permitted to reveal such protected data, measures to protect business and professional data, and other important issues to ensure the keeping of data and their confidentiality.

II. ORGANISATION OF THE FACULTY

Faculty departments and other organisational units of the Faculty

Article 7

- (1) Faculty departments operate within the Faculty as its organisational units.
- (2) The decision establishing faculty departments is rendered by the Faculty Council by a majority vote of more than half of all members of the Faculty Council, at the proposal of the Faculty Collegium. The decision to terminate a faculty department is rendered by the Faculty Council by a unanimous decision of present members of the Faculty Council, at the proposal of the Faculty Collegium. The University Senate must issue its consent to the decision of the Faculty Council establishing or terminating faculty departments whose activity encompasses several areas.
- (3) Within the framework of their activities, faculty departments must use the name, emblem, and flag of the Faculty and include them in their symbols in accordance with general acts of the Faculty and of the University that regulate such issues.
- (4) In official use, the name "University of Zagreb, Faculty of Science", i.e., the abridged name "PMF", is placed before the name of the faculty department.
- (5) In addition to faculty departments, other organisational units (centres, collections, etc.), operating at the level of the Faculty, may also be established within the Faculty, whenever necessary.
- (6) Establishment and internal organisation of the organisational units at the level of the Faculty are regulated in more detail in a special act, in accordance with the Statute and the general act on the organisation of work posts at the Faculty.

Article 8

The following faculty departments operate within the Faculty as its organisational units:

1. Department of Biology,
2. Department of Physics,
3. Department of Geophysics,
4. Department of Geography,
5. Department of Geology,
6. Department of Chemistry,
7. Department of Mathematics.

Article 9

- (1) The Department of Biology is a branch of the Faculty organised to perform the activity of higher education, science, and higher expert work in the scientific field of biology.
- (2) The seat of the Department of Biology is in Zagreb, Rooseveltov trg 6.
- (3) The Department of Biology has its stamp and seal with the wording "University of Zagreb, Faculty of Science, Department of Biology".
- (4) The Botanical Garden and the Ecological Station operate within the Department of Biology.

Article 10

- (1) The Department of Physics is a branch of the Faculty organised to perform the activity of higher education, science, and higher expert work in the scientific field of physics.
- (2) The seat of the Department of Physics is in Zagreb, Bijenička cesta 32.
- (3) The Department of Physics has its stamp and seal with the wording "University of Zagreb, Faculty of Science, Department of Physics".

Article 11

- (1) The Department of Geophysics is a branch of the Faculty organised to perform the activity of higher education, science, and higher expert work in the scientific field of geophysics.
- (2) The seat of the Department of Geophysics is in Zagreb, Horvatovac 95.
- (3) The Department of Geophysics has its stamp and seal with the wording "University of Zagreb, Faculty of Science, Department of Geophysics".
- (4) The Seismological Survey, established to perform seismological work in accordance with a special law, operates within the Department of Geophysics.

Article 12

- (1) The Department of Geography is a branch of the Faculty organised to perform the activity of higher education, science, and higher expert work in the scientific field of geography.
- (2) The seat of the Department of Geography is in Zagreb, Trg Marka Marulića 19.
- (3) The Department of Geography has its stamp and seal with the wording "University of Zagreb, Faculty of Science, Department of Geography".

Article 13

- (1) The Department of Geology is a branch of the Faculty organised to perform the activity of higher education, science, and higher expert work in the scientific field of geology.
- (2) The seat of the Department of Geology is in Zagreb, Horvatovac 102B.
- (3) The Department of Geology has its stamp and seal with the wording "University of Zagreb, Faculty of Science, Department of Geology".

Article 14

- (1) The Department of Chemistry is a branch of the Faculty organised to perform the activity of higher education, science, and higher expert work in the scientific field of chemistry.
- (2) The seat of the Department of Chemistry is in Zagreb, Horvatovac 102B.
- (3) The Department of Chemistry has its stamp and seal with the wording "University of Zagreb, Faculty of Science, Department of Chemistry".

Article 15

(1) The Department of Mathematics is a branch of the Faculty organised to perform the activity of higher education, science, and higher expert work in the scientific field of mathematics and computational science.

(2) The seat of the Department of Mathematics is in Zagreb, Bijenička cesta 30.

(3) The Department of Mathematics has its stamp and seal with the wording "University of Zagreb, Faculty of Science, Department of Mathematics".

Article 16

(1) The management, internal organisation, and functioning of faculty departments are regulated more closely in the department ordinance and general act on the organisation of work posts at the Faculty.

(2) The department ordinance is adopted by the department council at the proposal of the department collegium, in a secret ballot, by a majority vote of more than half of all members of the department council.

(3) The department ordinance may not enter into force without the consent of the dean.

III. SPECIAL PROVISIONS

III.1. Faculty bodies

Article 17

The bodies of the Faculty are the dean, Faculty Council, and the Faculty Collegium.

III.1.1. Dean

Article 18

(1) The dean is head of the Faculty with powers set out in the University Statute, this Statute, and law.

(2) The chain of office is the symbol of dean's honour.

(3) The dean is elected for a three-year term. The same person may be elected dean at most two consecutive times.

Competence of the dean

Article 19

(1) The dean:

1. represents the Faculty,
2. organises the work and operation of the Faculty,
3. makes business decisions on behalf and for the account of the Faculty in accordance with paragraph 2 of this Article of the Statute,
4. presides over the Faculty Council and the Faculty Collegium,
5. tables the agenda for sessions of the Faculty Council and of the Faculty Collegium,
6. proposes measures to improve the work of the Faculty to the Faculty Council,
7. implements decisions of the Faculty Council and of the Faculty Collegium and decisions of the University Senate and of the field council relating to the Faculty,
8. issues consent for department ordinances,
9. makes decisions concerning the need for employment in the Dean's Office at the proposal of the Faculty Collegium,

10. makes decisions concerning the need for employment in administrative, expert, technical, and support (non-teaching) work posts in the departments, at the proposal of the department collegium,
 11. makes decisions concerning the rights and obligations arising from employment and further to complaints and appeals filed by students in second-instance administrative proceedings,
 12. also performs other tasks stipulated by this Statute, laws in effect, and the University Statute.
- (2) The dean makes business decisions independently and, on behalf and for the account of the Faculty, takes legal actions in the value of up to HRK 1,000,000.00, subject to compulsory regular reporting to the Faculty Collegium about each legal action the value of which exceeds HRK 100,000.00 at the first session of the Faculty Collegium after the taking of such legal action. The dean may take legal actions whose value is from HRK 1,000,000.00 to HRK 3,000,000.00 only subject to prior consent of the Faculty Council and legal actions above HRK 3,000,000.00 only subject to prior consent of the Senate of the University of Zagreb.
- (3) The dean may appoint permanent and interim committees to perform activities from his remit.

Procedure for electing the dean

Article 20

- (1) Any teacher at the Faculty holding the scientific-teaching grade (rank) of tenured full professor or full professor may be elected as dean.
- (2) The Faculty Council instigates the procedure for election of the dean by rendering a decision instigating the procedure for election of the dean and publishing a call for nomination of candidates for dean at the earliest one year and at the latest ten months before the expiration of the dean's term of office. The decision instigating the procedure for election of the dean is submitted to all faculty departments.
- (3) The faculty department may submit its substantiated candidate nomination for the post of dean of that faculty department to the Faculty Council within two months from the date of delivery of the decision instigating the procedure for electing the dean, where the candidate must be an employee at the department nominating him. Faculty departments whose candidates nominated were not elected for the past two deans, regardless of the duration (number) of terms, may submit substantiated nominations of one candidate for the post of dean, except the faculty department nominating the current dean for re-election. The candidate nominated for the post of dean by the faculty department is elected from amongst teachers of the Faculty fulfilling the criteria from paragraph 1 of this Article who showed their interest to participate in the procedure for electing the dean independently, by submitting their *curriculum vitae* and a written work programme to the department council. Each candidate for the post of dean at the level of the faculty department presents his work programme for the term of office of the dean in an oral presentation before the faculty department council before the voting for the candidate nominated for the post of dean of that faculty department takes place.
- (4) Candidates nominated for the post of dean at the level of faculty departments are confirmed by the department council in a secret ballot by a majority vote of more than half of all members of the department council. The candidate nominated for the post of dean of the faculty department who receives a majority vote of more than half of all members of the department council shall be the official candidate for the nominee for the post of dean of that faculty department.
- (5) If the department council establishes that there are two or more candidate nominations for the post of dean at the level of the faculty department and if no candidate receives more than half of the votes of all members of the department council in the first round of voting, the second round of voting serves to make a decision only about the two nominated candidates who received the highest number of votes in the first round of voting. Exceptionally, it is possible to vote for more than two nominated candidates in the second round if in the first round no two nominated candidates for the post of dean could be singled out because the nominated candidates received the same number of votes. If none

of the nominated candidates for the post of dean receives more than half of the votes of all members of the department council in the second round of voting either, a third round of voting shall be held to render a decision on the nominated candidate who received the highest number of votes in the second round. If the nominated candidate does not receive more than half of the votes of all members of the department council in the third round of voting, the election procedure may be repeated as set out in the provisions of this Statute. Exceptionally, if more than two nominated candidates receive the highest but identical number of votes in the second round of voting, in the third round, votes are cast for all nominated candidates. If no nominated candidate receives more than half of the votes of all members of the department council in the third round of voting, the election procedure may be repeated as set out in the provisions of this Statute.

Article 21

(1) Candidates for the post of dean of the Faculty are confirmed by the Faculty Council in a public vote, by a majority vote of all members, who vote for each candidate nominated for the post of dean separately on the basis of faculty department nominations, *curriculum vitae*, and their work programme, which the candidate presents to the Faculty Council in an oral presentation before voting.

(2) Nominees for the post of dean of the Faculty who receive the consent of the Faculty Council are referred to the University Senate, which renders the decision on the issue of its consent to each individual nominee for the post of dean at the rector's proposal within one month from the moment it receives the request for the issue of its consent. Nominees for the post of dean who receive the consent of the University participate in the final phase of the election of the dean of the Faculty.

(3) The dean of the Faculty is elected by the Faculty Council in a secret ballot by a majority vote of more than half of the votes of all members of the Faculty Council from amongst nominees for the post of dean who received the consent of the University.

(4) If the Faculty Council establishes that there are two or more nominees for the post of dean of the Faculty who received the consent of the University and if no candidate receives more than half of the votes of all members of the Faculty Council in the first round of voting, the second round of voting serves to make a decision only about the two nominees for the post of dean who received the highest number of votes in the first round of voting. Exceptionally, it is possible to vote for more than two nominees in the second round, if in the first round, no two nominated candidates for the post of dean could be singled out because the candidates received the same number of votes. If none of the candidates receives more than half of the votes of all members of the Faculty Council in the second round of voting either, a third round of voting shall be held to render a decision on the nominee who received the highest number of votes in the second round. If the nominee does not receive more than half of the votes of all members of the Faculty Council in the third round of voting, the election procedure shall be repeated as set out in the provisions of this Statute. Exceptionally, if more than two nominees receive the highest but identical number of votes in the second round of voting, in the third round, votes are cast for all nominees. If no nominee receives more than half of the votes of all members of the Faculty Council in the third round of voting, the election procedure for the post of dean shall be repeated as set out in the provisions of this Statute.

Article 22

(1) The University Senate confirms the election of the dean. If the University Senate refuses to issue its consent to the election of the dean, the procedure for electing the dean shall be repeated as set out in the provisions of this Statute.

(2) The dean assumes his duties on the first day of a new academic year.

(3) The procedure for electing the dean whose term is about to expire shall be completed at the latest four months before taking office.

Article 23

(1) If a new dean is not elected before the expiry of the term of the current dean, the Faculty Council shall propose to the University Senate, at the proposal of the Faculty Collegium, within 30 days from the date on which the term of the current dean expires, a person who fulfils the conditions for the post of dean set out in this Statute to discharge the duties of acting dean until the election of the dean as set out in the provisions of this Statute. The University Senate shall appoint an acting dean at the proposal of the rector within 30 days from the receipt of the proposal.

(2) If the Faculty Council does not submit its proposal of an acting dean within the prescribed term, an acting dean shall be appointed by the University Senate, at the proposal of the rector, until the election of the dean as set out in the provisions of this Statute.

(3) Until the appointment of an acting dean of the Faculty, the Faculty Council shall extend the term of the current dean.

Dean's responsibilities

Article 24

(1) The dean is responsible for the legality of work of the Faculty, for the implementation of the Statute of the University of Zagreb, this Statute, and of other general acts of the University and of the Faculty.

(2) The dean is accountable for his work to the Faculty Council and the rector and submits a report to them on the work and operation of the Faculty and a report on his own work on an annual basis, including a report on the proposed budget of the Faculty and its execution.

Dismissal of the dean

Article 25

(1) The dean may be dismissed of his duties before the expiry of the term of office if the dean:

1. requests to be relieved of duties,
2. is not discharging the duties of his office provided by law and this Statute,
3. is seriously or continuously violating the provisions of law, University Statute, and this Statute, general acts of the University and of the Faculty, or other regulations,
4. abuses the position of dean,
5. acts in a way detrimental to the reputation of the duty he performs,
6. loses the ability to perform his duties,
7. in the event of grounds that lead to termination of employment under special regulations or regulations governing labour relations,
8. causes significant damage to the Faculty or a department by his unconscientious or improper work or if he neglects or performs his duties unconscientiously, which results in or might result in substantial hindrances to the performance of the activity of the Faculty or the department concerned.

(2) The Faculty Council renders the decision on dismissal of the dean at his personal request at the first session following the submission of such written request. The Faculty Council makes the decision on whether to dismiss the dean by a majority vote of more than half of the votes of the total number of members of the Faculty Council, chaired in that case by the eldest member of the Faculty Council from the ranks of employees holding the scientific-teaching grade (rank) of tenured full professor, full professor, associate professor, and assistant professor.

(3) The procedure for dismissal of the dean, in the events stipulated in sub-paragraphs 2, 3, 4, 5, 6, 7 and 8, paragraph 1 of this Article of the Statute, begins with the decision to instigate the procedure, which is made by the Faculty Council in a secret ballot by a majority vote of more than half of the votes of all members of the Faculty Council, at the proposal of at least 15 teachers of the Faculty who hold

the scientific-teaching grade (rank) of full professor and tenured full professor. This proposal is submitted in writing directly at the session of the Faculty Council discussing the dismissal of the dean.

(4) The Faculty Council appoints a committee for determining the dean's responsibility for breaches of dean's duties in the events from paragraph 3 of this Article. The committee shall have five members from the ranks of teachers of the Faculty who hold the scientific-teaching grade (rank) of full professor and tenured full professor. The committee shall establish all facts relevant for dismissal of the dean and submit a written report to the Faculty Council at the latest within 30 days from the date of appointment.

(5) The Faculty Council renders the decision on dismissal of the dean in a secret ballot by a majority vote of more than half of the votes of the total number of members of the Faculty Council, on the basis of the report of the committee from the previous paragraph of this Article, at the latest within two months of the submission of the decision instigating the procedure for dismissal of the dean, as referred to in paragraph 3 of this Article. Before rendering the decision to relieve the dean of duties, the dean shall be provided with an opportunity to address the Faculty Council regarding the grounds for his dismissal, i.e., to present his defence.

(6) If the dean is dismissed, the University Senate shall appoint an acting dean until a new dean is elected. The procedure for electing a new dean shall be conducted in accordance with the provisions of this Statute. In the procedure for electing a new dean, the dean who was relieved of his duties may not be a nominee for the post of dean of the Faculty.

Article 26

(1) If the dean dies while in office, the dean shall be substituted by a vice-dean according to the order of vice-deans established in the dean's decision referred to in Article 27, paragraph 5 of this Statute, until the appointment of a new dean.

(2) If the dean is absent or is not able to perform his duties, the dean shall be substituted by a vice-dean according to the order of vice-deans established in the dean's decision referred to in Article 27, paragraph 5 of this Statute.

Vice-deans

Article 27

(1) Vice-deans assist the dean in his work.

(2) Vice-deans of the Faculty are the vice-dean for teaching, vice-dean for finances and operation, vice-dean for science, projects, and co-operation with the economic sector, vice-dean for international co-operation, and vice-dean for investments and development.

(3) Any teacher at the Faculty holding the scientific-teaching grade (rank) of tenured full professor, full professor, or associate professor may be elected as vice-dean.

(4) Vice-deans are elected by the Faculty Council by a majority vote of more than half of the votes of all members, at the dean's proposal. The dean proposes vice-deans taking care that the faculty departments are proportionately represented.

(5) After rendering the decision on the appointment of a vice-dean, the dean shall render a decision determining the order of vice-deans to be applied in the event of circumstances referred to in Article 26 of the Statute. The dean may render a new decision on this order at any time.

(6) The term of office of any given vice dean is equal to the term of office of the dean at whose proposal the vice-dean was appointed.

(7) Vice-deans may be dismissed from their duties even before the expiry of their term. Provisions on the procedure for the dismissal of the dean before the expiry of his term from Article 26 of the Statute shall apply accordingly to the grounds for the dismissal of vice-deans before the expiry of their term and to the procedure for their dismissal. If a vice-dean is dismissed before the expiry of his term, in accordance with paragraph 4 of this Article, a new vice-dean shall be appointed.

Article 28

(1) The vice-dean for teaching co-ordinates the implementation of teaching classes and curricula and syllabi, takes care of the organisation of doctoral studies, communicates with university bodies and services in resolving matters related to teaching, provides instructions to ensure a uniform approach to the resolution of student issues, and to resolving requests filed by students by department, co-ordinates the work of student offices, takes care of the work of independent chairs, performs tasks connected with quality management, and other tasks connected with the execution of studies and study programmes.

(2) The vice-dean for finances and operation co-ordinates the financial operation of the Faculty and of the faculty departments, takes care that budgetary and other means are used lawfully, purposefully, cost-efficiently, and effectively, and harmonises the overall financial operation of the Faculty.

(3) The vice-dean for science, projects, and co-operation with the economic sector analyses and co-ordinates tasks connected with scientific, teaching, and professional co-operation with universities, institutes, foundations, state agencies for science, economic operators and other institutions, participates in the planning and co-ordination of domestic and international scientific and infrastructural projects, develops co-operation with the economic sector, and performs other tasks connected with the scientific work of the Faculty.

(4) The vice-dean for international co-operation performs tasks connected with co-operation with foreign faculties, universities, and other institutions, takes care of the organisation of outgoing and incoming student mobility, and co-ordinates tasks of the office for international co-operation and projects. The vice-dean for international co-operation is also the ECTS co-ordinator of the Faculty.

(5) The vice-dean for investments and development of the Faculty performs tasks connected with investment and current maintenance and construction, co-operates with construction developers through the Dean's Office, takes care of the keeping of records on tenders, awarded contracts, and the performance of obligations of the Faculty, takes care of the sources of financing, and performs other tasks connected with investments and current maintenance.

Professional services of the Faculty

Article 29

(1) Professional services of the Faculty are the Dean's Office and the professional services at each individual department.

(2) The staff of the Dean's Office performs the shared legal, human resource, accounting and book-keeping, expert and administrative, as well as technical, general, and auxiliary work for the Faculty that are essential for the performance of the activity of the Faculty and for successful teaching and scientific-research work at the Faculty and faculty departments, in accordance with the general act on the organisation of work posts.

(3) The vice-dean for finances and operation is in charge of and co-ordinates the work of the Dean's Office.

(4) Professional services at each department perform tasks for that department and co-ordinate their work amongst themselves and with the Dean's Office.

Secretary general of the Faculty

Article 30

(1) The secretary general of the Faculty is in charge of legal transactions and manages legal transactions of the Faculty in accordance with the general act on the organisation of work posts.

(2) The secretary general is selected by the electoral committee and confirmed by the Faculty Collegium in a public recruitment procedure further to the criteria set out in the general act on the organisation of work posts.

(3) The secretary general is accountable for his work to the dean of the Faculty and the Faculty Collegium in accordance with labour regulations.

III.1.2. Faculty Council Composition of the Faculty Council

Article 31

(1) The Faculty Council is the expert council of the Faculty.

(2) The Faculty Council is organised according to the principle of delegation and it is comprised of:

1. eight representatives from the ranks of employees holding the scientific-teaching grade (rank) of tenured full professor, full professor, associate professor, and assistant professor from the Departments of Biology, Physics, Geography, Geology, Chemistry, and Mathematics,
2. four representatives from the ranks of employees holding the scientific-teaching grade (rank) of tenured full professor, full professor, associate professor, and assistant professor from the Department of Geophysics, and
3. one representative from each faculty department respectively from the ranks of employees appointed to teaching and associate grades (ranks),
4. the dean,
5. vice-deans,
6. student representatives, and
7. an employee representative, elected according to the provisions of the Labour Act.

(3) Student representatives, elected by students in accordance with special regulations, account for 15% of the total number of members of the Faculty Council. Percentiles are calculated by rounding up to the nearest whole number.

(4) Employee representatives holding the scientific-teaching grade (rank) of tenured full professor, full professor, associate professor, and assistant professor, and employee representatives holding the teaching and associate grades (ranks) and their deputies are elected and dismissed by the department council, by a majority vote of more than half of the votes of members of the department council present in the manner and in the procedure set out in the department ordinance.

(5) The term of office of department representatives in the Faculty Council is four years.

(6) Sessions of the Faculty Council are chaired by the dean.

Competence of the Faculty Council

Article 32

(1) The Faculty Council:

1. adopts the Faculty Statute by a majority vote of more than half of the votes of the total number of its members,
2. elects and dismisses the dean in a secret ballot by a majority vote of more than half of the votes of the total number of its members,
3. elects and dismisses vice-deans in a secret ballot by a majority vote of more than half of the votes of the total number of its members,
4. deliberates and decides on the acceptance of the dean's annual reports,
5. holds elections for members of the Field Councils and University Senate,
6. adopts the budget and the final account of the Faculty at the proposal of the Faculty Collegium,
7. takes care and renders decisions with a view to assuring the quality of studies and scientific work,

8. proposes the adoption of study programmes to the University Senate at the proposal of the competent faculty department councils,
 9. adopts the teaching implementation plan for the study year (schedule of lectures) at the proposal of the competent faculty department councils,
 10. issues opinions on the proposals of university curricula/syllabi as a whole or in part within its remit,
 11. creates new and develops the existing research capacities at the level of the relevant scientific discipline,
 12. instigates and implements proceedings for appointment to scientific-teaching grades (ranks) and other grades (ranks) and to relevant work posts in accordance with law, University Statute, and this Statute,
 13. ensures conditions for the freedom of initiative of individuals and groups of researchers, teachers and students in scientific, teaching, and expert activities,
 14. issues opinions on the procurement, installation and use of large equipment at the Faculty or University within its remit,
 15. adopts the act on the organisation of work posts by a majority vote of more than half of the votes of all members,
 16. renders decisions concerning the use of Faculty assets by a majority vote of more than half of the votes of the total number of members,
 17. proposes study capacities and enrolment quotas to the University Senate,
 18. renders decisions on the selection and employment of teachers, scientists, and associates,
 19. approves sabbaticals,
 20. renders decisions on the establishment and other decisions connected with institutions and companies owned by the Faculty in part or in full,
 21. also performs other activities set out in law, University Statute, and this Statute.
- (2) The Faculty Council may establish special committees for performing the activities from within its remit.

Sessions of the Faculty Council

Article 33

- (1) The Faculty Council performs tasks from within its remit in sessions, which are prepared, convened and chaired by the dean of the Faculty.
- (2) Invitations to sessions are sent to members of the Faculty Council by electronic means. Proposals of the agenda and materials for sessions of the Faculty Council are published on the intranet of the Faculty at least two business days before the session. The dean presents proposals and any addenda to the agenda received at the session of the Faculty Council, which renders decisions on that agenda.
- (3) The Faculty Council duly deliberates and renders decisions when its sessions are attended by more than half of the total number of members. A member must justify his absence from the session to the dean.
- (4) In the event of a tie vote for a particular decision of the Faculty Council, the dean has the deciding vote.
- (5) The Faculty Council renders decisions by a majority vote of more than half of the votes of members present who cast their vote, except in cases with respect to which law, University Statute, or this Statute stipulate otherwise. The Faculty Council may render a decision that a particular vote should be made in a secret ballot if this decision is accepted by a majority of more than half of the votes of all members of the Faculty Council, but not in cases where law, University Statute, or this Statute expressly stipulate public voting.
- (6) Public voting may be executed by raising hands or electronic voting.

(7) Other than in the case of decisions concerning the Statute and its amendments, new studies, election of deans and vice-deans, establishing and terminating faculty departments, appointments to scientific-teaching work posts for persons who received a negative review, and decisions disputed by student veto, the Faculty Council may render decisions or opinions by having members of the Faculty Council express their opinion by electronic means, which is regarded as an extraordinary session of the Faculty Council. Decisions or opinions may be rendered if more than half of all members of the Faculty Council express their opinion by electronic means. Decisions or opinions are rendered by a majority vote of more than half of the votes of members of the Faculty Council who expressed their opinion by electronic means. After the expiry of the deadline for voting, minutes on the voting are drawn and all members of the Faculty Council are notified of the results of voting. Results of voting are also announced at the first session of the Faculty Council that follows.

(8) Work of the Faculty Council and the manner of rendering decisions are stipulated in the Ordinance on Work of the Faculty Council, which is adopted by the Faculty Council in a public vote by a majority vote of more than half of the votes of members present.

Suspensive veto

Article 34

(1) Student representatives in the Faculty Council have the right of suspensive veto when deciding on issues that are of special interest to students.

(2) Issues of special interest to students are the regulation of the rights and responsibilities of students, changes to the system of studies, quality assurance for studies, adoption of study programmes, determining teaching plans, and issues related to the standard of students.

(3) The suspensive veto is lodged by a majority of more than half of the student representatives in the Faculty Council, in which case the Faculty Council deliberates the contested issue again, no later than 8 days from the date of lodging of the suspensive veto. In its re-deliberation of the contested issue, the Faculty Council renders a decision by a majority vote of more than half of the votes of all members of the Faculty Council, where the suspensive veto may no longer be exercised against such decision.

Article 35

The representatives of a particular department also have the right of suspensive veto in the Faculty Council in the manner set out in Article 34, paragraph 3 of this Statute concerning issues of special interest for the development of the activities of the profession.

III.1.3. Faculty Collegium Composition of the Faculty Collegium

Article 36

(1) The Faculty Collegium consists of the dean, vice-deans, and heads of all faculty departments.

(2) The following persons also participate in the work of the Faculty Collegium, but without the right to vote:

- the secretary general of the Faculty,
- the president of the Student Council of the Faculty whenever the Faculty Collegium is deciding on issues of special interest to students referred to in Article 34, paragraph 2 of this Statute,
- at the dean's invitation, a representative of the council of employees or trade union may also participate in the work of the Faculty Collegium concerning issues of labour law and, whenever necessary, other employees of the Faculty as well.

Competence of the Faculty Collegium

Article 37

The Faculty Collegium:

1. prepares sessions of the Faculty Council,
2. deliberates issues concerning human resources and assists the dean in deciding on everyday issues,
3. prepares proposals for the procurement, installation and use of large equipment at the Faculty and its faculty departments,
4. monitors the enforcement of decisions of the Faculty Council,
5. proposes the budget and the final account of the Faculty to the Faculty Council,
6. defines the financial policy of the Faculty,
7. proposes development and research plans and programmes, capital investments, and investments in valuable research and teaching equipment in values exceeding HRK 1,000,000.00 to the Faculty Council,
8. proposes the adoption of decisions establishing legal persons, or organisational units, whose activities connect higher education, science, and practice, to the Faculty Council,
9. proposes the adoption of decisions on tuition fees, participatory fees, and issues related to the standard of students to the Faculty Council,
10. defines the proposal of the act on the organisation of work posts relating to the Professional Services of the Faculty within the general act on the organisation of work posts,
11. proposes the adoption of decisions on the need to contract indefinite-term employment in the Professional Services of the Faculty,
12. defines the proposal of the budget for common tasks performed by the Professional Services of the Faculty and consolidates department budgets,
13. examines the financial operation of the Faculty and consolidates the final accounts of the departments,
14. designates the authorised financial signatories for the Faculty giro account,
15. discusses and assists the dean in making decisions on everyday operation,
16. discusses construction work on the Faculty and issues proposals,
17. also performs other tasks in accordance with this Statute and general acts of the Faculty.

Sessions of the Faculty Collegium

Article 38

- (1) The dean convokes and chairs sessions of the Faculty Collegium.
- (2) The dean convokes the Faculty Collegium whenever necessary and at least once every month.
- (3) The Faculty Collegium duly deliberates and renders decisions when its sessions are attended by more than half of all permanent members with the right to vote. A member must justify his absence from the session to the dean.
- (4) The Faculty Collegium renders decisions by a majority vote of more than half of the votes of members present.
- (5) When the Faculty Collegium renders financial decisions on the internal distribution of funds in an amount greater than HRK 1,000,000.00, the dean and department heads have the right to veto the decision. If a veto is lodged against a financial decision, the Faculty Collegium shall re-examine the internal distribution of funds in an amount greater than HRK 1,000,000.00 at the earliest one month after the day on which the veto was lodged. In the re-examination of the distribution of funds in an amount greater than HRK 1,000,000.00, the Faculty Collegium renders decisions by a majority vote of more than half of the votes of all members, and a veto against this decision is no longer possible. In the event of a tie vote for a particular decision, the dean has the deciding vote.

III.2. Faculty department bodies

Article 39

Each faculty department has the following bodies: department head, department council, and the department collegium.

III.2.1. Department head Powers of the department head

Article 40

(1) The department head:

1. manages and organises the activity and operation of the faculty department,
2. presides over the department council and the department collegium,
3. renders business decisions on the use of revenue of the faculty department in the value of up to HRK 100,000.00, subject to compulsory regular reporting to the department collegium about each legal action whose value exceeds HRK 50,000.00 at the first session of the department collegium after the taking of such legal action, in accordance with the decisions of this Statute,
4. through the department collegium, proposes to the dean of the Faculty the recruitment of staff for non-teaching work posts at the faculty department,
5. proposes measures for improving the operation of the faculty department to the Council of Faculty Departments,
6. proposes the agenda of sessions of the department council and of the department collegium,
7. implements decisions of the department council and of the department collegium,
8. directs the human resources policy at the department in accordance with the decisions of the department collegium,
9. also performs other tasks set out in this Statute, general acts of the Faculty, department ordinance, and other acts of the department.

(2) The department head represents the Faculty in interactions with third parties exclusively concerning the taking of legal actions and transactions towards third parties that directly relate to the field of the faculty department–branch, headed by the head department, in the following cases:

1. issues letters of institutional support for scientific purposes and certificates connected with scientific work,
2. certifies and issues documents required for the participation of employees in scientific research at foreign institutions,
3. certifies interim and final project reports,
4. seeks consent to outside teaching associates, mentors, and practicum from external institutions and concludes teaching contracts with outside associates and mentors,
5. issues certificates relating to students, certificates of demonstrations, teaching for external associates, teaching for department employees, and methodology practice,
6. concludes co-operation contracts in the scientific and teaching activity with other institutions and contracts of interest for the operation of the department with the value of up to HRK 100,000.00 (e.g., donation and sponsorship contracts, teaching contracts, expert practice contracts with legal persons, etc.),
7. concludes student contracts for work in teaching and science,
8. conducts procedures and concludes contracts for simple procurement in accordance with regulations on simple procurement according to the internal rules of the Faculty,
9. issues reverse charges.

(3) All other legal actions and activities relating directly to the field of the faculty department–branch are performed and concluded by the Faculty, i.e., the dean.

Procedure for electing the department head

Article 41

(1) The procedure for electing the department head is instigated by the department council eight months before the new department head should take office. The department head assumes his duties on the first day of a new academic year.

(2) Any teacher holding the scientific-teaching grade (rank) of tenured full professor, full professor, or associate professor may be elected as department head.

(3) The department head is elected by the Council of the Faculty Department in a secret ballot by a majority vote of more than half of the votes of all members of the Council of Faculty Departments.

(4) The election of the department head is confirmed by the dean. The dean's decision denying his consent for the election of a department head must be substantiated. If the dean denies his consent to the election of the department head, the procedure for electing the department head is repeated in the manner and in accordance with the provisions of this Statute and the department ordinance.

(5) The department head is elected for a term of no more than three years. The same person may perform the function of department head for six consecutive years at most.

(6) If before the expiry of the term of the current department head the dean of the Faculty does not elect or confirm the department head, the department council shall appoint, by a majority vote of more than half of the votes of members of the department council present, an acting department head for a term of four months at most, within which term the department council must complete the procedure for electing the new department head. If the department council does not appoint an acting department head or if the department head is not elected or confirmed even after the expiry of the four-month term, the dean of the Faculty shall appoint an acting department head for the duration of the academic year. Any person fulfilling the conditions from paragraph 2 of this Article may be appointed as an acting department head.

Responsibilities of the department head

Article 42

(1) The department head is responsible for the lawfulness of work of the faculty department, implementing the University Statute and this Statute, department ordinance, and other general acts of the University, Faculty, and its faculty department.

(2) The department head is accountable for his work to the department council, the dean of the Faculty, and the Faculty Council.

(3) The department head submits an annual report on his work and operation to the department council, the dean of the Faculty, and the Faculty Council. The department head shall submit the annual report on his work and operation by 15 November for the previous academic year. In addition, the dean and the Faculty Council may issue a substantiated request to the department head, whenever necessary and at any time, to submit a report on operation, the state of human resources, scientific or teaching work at the faculty department.

(4) Within the framework of the powers of the department head to represent the Faculty in accordance with Article 40 of the Statute, the department head is obligated to act in accordance with the dean's decisions. Any taking of a legal action from Article 40 of the Statute contrary to any of the dean's decisions and the provisions of this Statute is a serious breach of the Statute, for which the department head will be relieved of his duties.

Dismissal of the department head

Article 43

(1) The department head may be dismissed of his duties before the expiry of his term of office on the grounds stated in Article 25 of the Statute, which apply to the department head accordingly.

(2) The department council renders the decision to relieve the department head of duties on his personal written request at the first session following the submission of such request. The department council renders the decision by a majority vote of more than half of the votes of members present, in which case the council is chaired by the deputy department head.

(3) The procedure for dismissal of the department head, in the events stipulated in sub-paragraphs 2, 3, 4, 5, 6, 7 and 8, paragraph 1 of Article 25 of the Statute, begins with a decision instigating the procedure, which is made by the department council in a secret ballot by a majority vote of more than half of the votes of the total number of members, at the proposal of at least 20% of the members of the department council. The proposal is submitted in written form directly at the session of the department council discussing to dismiss the department head.

(4) The Faculty Council appoints a committee for determining the department head's responsibility for breaches of the department head's duties in the events from paragraph 3 of this Article. The committee shall have five members from the ranks of teachers who hold the scientific-teaching grade (rank) of full or associate professor and tenured full professor. Exceptionally, and on justified grounds, the department council may appoint teachers who hold the scientific-teaching grade of assistant professor to the committee for determining the department head's responsibility. The committee for determining the department head's responsibility shall establish all facts relevant for relieving the department head of his duties and submit a written report to the department council at the latest within 30 days from the date of appointment.

(5) The department council renders the decision to dismiss the department head in a secret ballot by a majority vote of more than half of the votes of the total number of members of the department council on the basis of the report of the committee for determining the department head's responsibility, at the latest within two months of the adoption of the decision instigating the procedure to relieve the department head of duties referred to in paragraph 3 of this Article. Before rendering the decision to relieve the department head of duties, the department head shall be provided with an opportunity to address the department council regarding the grounds for his dismissal, i.e., to present his defence.

(6) If the department head is dismissed of his duties, the department council shall appoint an acting department head until a new department head is elected. The procedure for electing a new department head shall be conducted in accordance with the provisions of this Statute and the department ordinance.

Deputy and assistant department heads

Article 44

(1) At the proposal of the department head, in accordance with the department ordinance, the department council appoints the deputy department head. The deputy department head is elected in a secret ballot by a majority vote of more than half of the votes of all members. The duration of the term of office of the deputy department head is equal to the duration of the term of office of his department head, where the duration is stipulated in the department ordinance. The deputy department head replaces the department head in the case of the department head's protracted absence and exercises all powers of the department head and co-ordinates and organises the performance of general affairs at the faculty department.

(2) At the proposal of the department head, in accordance with the department ordinance, the department council may appoint assistant department heads for the duration of the term of office of the department head stipulated in the department ordinance, viz.:

1. assistant department head for science, who co-ordinates activities connected with science and co-operation with universities, scientific and other institutions in the country and abroad,
2. assistant department head for teaching, who co-ordinates and organises the execution of teaching and study programmes and the student offices,

3. assistant department head for finances, who takes care of the financial operation of the department, and
 4. other assistant department heads, whenever necessary.
- (3) Assistant department heads are elected in a public ballot by a majority vote of more than half of the votes of members present.
- (4) The procedure for nominating and electing the department head, his deputy and assistants and their powers, obligations, and duration of their term of office, are regulated more closely in the department ordinance.

III.2.2. Department council

Composition of the Department council

Article 45

- (1) The department council consists of the following:
1. all employees holding the scientific-teaching grade (rank) of tenured full professor, full professor, associate professor, and assistant professor,
 2. employee representatives appointed to scientific, teaching, associate, and expert grades (ranks),
 3. student representatives.
- (2) Student representatives, elected by students in accordance with special regulations, account for 15% of the total number of members of the department council.
- (3) The department council may also be organised according to the principle of delegation in a way that it is comprised of elected representatives from the ranks of employees who hold the scientific-teaching grade (rank) of tenured full professor, full professor, associate professor, and assistant professor, elected representatives from the ranks of employees appointed to scientific, teaching, associate, and expert grades (ranks), and student representatives who account for 15% of the total number of members of the department council, all in the manner and in accordance with the department ordinance.
- (4) The procedure and the manner of appointment and the number of teacher and associate representatives in the department council is determined in the department ordinance.
- (5) The term of teacher and associate representatives in the department council is four years.

Competence

Article 46

- (1) The department council:
1. elects and dismisses the department head in a secret ballot by a majority vote of more than half of the votes of the total number of its members,
 2. elects and dismisses the deputy department head in a secret ballot by a majority vote of more than half of the votes of the total number of its members,
 3. adopts the department ordinance in a secret ballot by a majority vote of more than half of the votes of the total number of its members,
 4. proposes to the Faculty Council the act on the organisation of work posts in the department, within the framework of the act on the organisation of work posts at the Faculty, by a majority vote of more than half of the votes of the total number of members,
 5. deliberates and decides whether to accept the department head's annual reports,
 6. determines the scientific-teaching policy of the department and proposes the adoption of decisions from within its remit to the Faculty Council,
 7. establishes proposals of study programmes executed at the faculty department,

8. proposes the adoption of the teaching implementation plan at the faculty department to the Faculty Council, within the framework of the teaching implementing plan of the Faculty,
 9. proposes study capacities and enrolment quotas at the department to the Faculty Council,
 10. deliberates and makes decisions on expert issues from within the remit of the department according to the competencies set out in this Statute and the department ordinance,
 11. proposes the announcement of recruitment procedures for the selection of teachers, scientists, and associates for the department to the Faculty Council,
 12. appoints expert committees in procedures for appointment to grades (ranks) and decides on the proposals and opinions of the expert committee,
 13. proposes the adoption of decisions in procedures for appointment to grades (ranks) conducted at the Faculty to the Faculty Council,
 14. proposes to the dean the inclusion of certain items of special interest to the faculty department, or to the Faculty as a whole, on the agenda of sessions of the Faculty Council,
 15. performs other activities in accordance with this Statute, department ordinance, and general acts of the Faculty and of the department.
- (2) The department council may appoint permanent and interim committees for performing the activities from within its remit.

Sessions of the department council

Article 47

- (1) The department council performs tasks from within its remit in sessions.
- (2) The department council duly deliberates and renders decisions when its sessions are attended by more than half of the total number of members. A member must justify his absence from the session to the department head.
- (3) The department council renders decisions by a majority vote of more than half of the votes of members present, except in cases with respect to which this Statute or the department ordinance stipulate otherwise.
- (4) In the event of a tie vote for a particular decision of the department council, the department head has the deciding vote.

Suspensive veto

Article 48

Student representatives in the department council have the right of suspensive veto in terms of decisions on issues of special interest to students from Article 34, paragraph 2 of this Statute, subject to Article 35 of the Statute, applied accordingly.

III.2.3. Department collegium Composition of the department collegium

Article 49

- (1) The department collegium is comprised of the department head, deputy department head, division heads, and other persons designated in the department ordinance.
- (2) At the invitation of the department head, a student representative, proposed by the president of the Student Council of the Faculty, may participate in the work of the department collegium whenever the collegium is deciding on issues of special interest to students referred to in Article 34, paragraph 2 of this Statute.

Competence of the department collegium

Article 50

The department collegium:

1. prepares sessions of the department council and monitors the enforcement of its decisions,
2. defines the financial policy of the faculty department,
3. prepares proposals for the procurement, installation and use of large equipment at the faculty department,
4. discusses and assists the department head in making decisions on everyday operation,
5. defines the budget of the department and plans the use of funds,
6. designates authorised signatories for financial documents of the faculty department,
7. examines the financial operation of the faculty department,
8. proposes the adoption of decisions on filling vacant non-teaching work posts at the department to the dean in accordance with the general act on the organisation of work posts,
9. proposes the adoption of decisions on the use of funds greater than HRK 100,000.00,
10. performs other activities in accordance with the department ordinance.

Sessions of the department collegium

Article 51

- (1) Sessions of the department collegium are convoked and chaired by the department head.
- (2) The department head convokes the department collegium whenever necessary and as a rule once every month.
- (3) The department collegium duly deliberates and renders decisions when its sessions are attended by more than half of all permanent members with the right to vote. A member must justify his absence from the session to the department head.
- (4) The department collegium renders decisions by a majority vote of more than half of the votes of members present.

Expanded department collegium

Article 52

- (1) The department ordinance may establish the expanded department collegium, consisting of the department head, deputy department head, division heads, all tenured full professors and full professors at the faculty department.
- (2) Sessions of the expanded department collegium are chaired by the department head.
- (3) The expanded department collegium:
 1. proposes the scientific-teaching policy of the department to the department council,
 2. proposes the department ordinance to the department council,
 3. deliberates the human resources policy of the faculty department and proposes measures to resolve issues relating to human resources,
 4. deliberates and submits proposals to the department council concerning other issues relevant for the performance of the activities of the department in accordance with the department ordinance.
- (4) If the expanded department collegium is not established, its remit is relayed to the department collegium in accordance with the department ordinance.

III.2.4. Organisational units of the departments

Article 53

- (1) Divisions, laboratories, chairs, centres, libraries, and other organisational units may operate as organisational units within the department.
- (2) The work of such organisational units within the department is co-ordinated by division heads, laboratory heads, centre heads, chair heads, and the heads of other organisational units.
- (3) The department council renders the decision to establish or close organisational units of the faculty department at the proposal of the department collegium. The Faculty Council must issue its consent to the decision of the department council to establish or close an organisational unit as confirmation of compliance with the general act on the organisation of work posts at the Faculty.
- (4) Each department regulates its internal organisation in the department ordinance in accordance with the Statute and the general act on the organisation of work posts at the Faculty.

Division

Article 54

- (1) The division is an organisational unit of the faculty department established to organise and advance scientific research and highly expert work on the basis of the benchmarks of connectedness and relatedness of the scientific and work process within the division, and for the mutual networking of scientists.
- (2) The division head manages the work of the division.
- (3) The division may have laboratories/groups, chairs, and collections.

Joint faculty chairs

Article 55

- (1) Joint chairs for the execution and advancement of common teaching content from the field of the chair for the needs of all faculty departments may be established at the level of the Faculty (e.g., chair for physical and health education).
- (2) The decision establishing or closing faculty chairs and on the distribution of employees to work at such chairs, in accordance with the Ordinance on the organisation of work posts at the Faculty, is rendered by the Faculty Council at the proposal of the Faculty Collegium.

Laboratory and group

Article 56

- (1) The laboratory/group is an organisational unit of the faculty department or division established to organise and advance experimental and theoretical work and to ensure better utilisation of equipment for scientific research and for the performance of analytical tasks.
- (2) The laboratory/group head manages the work of the laboratory/group.

Chair

Article 57

- (1) The chair is an organisational unit of the faculty department or division established to advance (the methodology of) teaching in the scientific field in which the faculty department or division is engaged.
- (2) The chair head manages the work of the chair.

Centre

Article 58

- (1) The centre is an organisational unit of the department or institute established to perform specific scientific, educational, and expert activities.

(2) The centre head manages the work of the centre.

Article 59

(1) The division head, laboratory/group head, chair head, and centre head are elected by the department council in the manner and in the procedure set out in the department ordinance.

(2) The division head, laboratory/group head, and chair head are elected for a two-year term. The same person may be re-elected as the division head, laboratory/group head, and chair head in accordance with the department ordinance.

Collections

Article 60

(1) Collections are organisational units of the faculty department or division established to provide specific support to scientific and educational work and to safeguarding collected materials and exhibits used for scientific and teaching purposes.

(2) The activity of the collection and the assignment of employees to work in the collection are set out in a special decision establishing the collection.

Ecological station

Article 61

(1) The ecological station is an organisational unit of the Department of Biology established to perform scientific, expert, and educational work.

(2) The activity of the ecological station and the assignment of employees to work in the ecological station are set out in a special decision establishing the ecological station.

Seismological survey

Article 62

(1) The Seismological Survey is an organisational unit established within the Department of Geophysics to perform seismological work and support scientific and educational work in accordance with a special law.

(2) The head of the survey manages the work of the Seismological Survey.

Geophysical observatories

Article 63

(1) Geophysical observatories are an organisational unit within the Department of Geophysics, which includes: Geomagnetic Observatory in Lonjsko Polje, Mareographic Station in Bakar, Meteorological Stations Horvatovac and Puntijarka, and the Micrometeorological Station at Maslenica, established to measure geomagnetic parameters, sea level changes, and meteorological measurements, and to engage in scientific, expert, and educational work.

(2) The observatory head manages the work of the Geophysical Observatories.

Botanical Garden

Article 64

(1) The Botanical Garden is an organisational unit established within the Department of Biology to perform expert, educational, and scientific activities. The Botanical Garden is open to the public during its working hours.

(2) The botanical garden head manages the work of the Botanical Garden.

Libraries

Article 65

(1) The library activity for the needs of the Faculty is performed by libraries within the faculty departments, viz.: Central Library for Biology, Central Library for Physics, Central Library for Geophysics, Central Library for Geography, Central Library for Geology, Central Library for Chemistry, and the Central Library for Mathematics.

(2) The organisation and the scope of work of the libraries mentioned in the previous paragraph of this Article, the work of library staff, and library management are regulated in greater detail in a special general act.

IV. TEACHERS, SCIENTISTS, AND ASSOCIATES

IV.1. General provisions

Article 66

(1) The teaching, scientific, and expert activity at the Faculty is performed by employees whose qualifications are established by appointment to the relevant scientific-teaching, scientific, teaching, expert, and associate grades (ranks), in accordance with law, University Statute, and this Statute.

(2) In their work, activity and conduct, teachers, scientists, and associates must adhere to moral principles, the principles of professional ethics, the principles of scientific truth and critical thinking, and protect the reputation of the University and of the Faculty, and base their work on the freedom of scientific and artistic creation.

(3) In public activities, all teachers, scientists, and associates shall indicate whether they are acting on their own behalf or on behalf of the Faculty or faculty department.

(4) Teachers, scientists, and associates shall duly perform teaching and other obligations in accordance with law, University Statute, this Statute, and general acts of the Faculty and of the faculty departments. They shall dedicate special attention to work with students, encourage their independent work and creativity, and inclusion in scientific research and expert work.

Guest lecturers and scientists

Article 67

(1) In order to advance teaching and scientific work, the Faculty may invite distinguished lecturers or scientists from the country or abroad and appoint them as guest teachers or scientists (*guest lecturers*). The Faculty Council, at the proposal of the department council, adopts decisions inviting guest teachers.

(2) Guest teachers may participate in the holding of classes and scientific or expert projects.

(3) Guest teachers may be entrusted with the holding of classes in a particular subject without appointment to the relevant scientific grade (rank), on the basis of a decision of the Senate or the authorised Field Council, for a period of two consecutive academic years at most.

Nominal grade (rank)

Article 68

(1) The teaching, scientific, and expert activity at the Faculty and faculty departments may also be performed without an employment contract by persons who fulfil the conditions for appointment to

the relevant scientific-teaching, teaching or associate grade (rank) if they participate or will participate in the execution of classes, in full or in part, in a particular subject.

(2) Persons referred to in paragraph 1 of this Article may be appointed to a particular scientific-teaching, teaching or associate grade (rank) without concluding an employment contract (nominal grade (rank)) in conformity with the conditions and in the procedure set out for appointments to grades (ranks), in accordance with the Act, University Statute, and this Statute, and general acts of the Faculty and of the faculty departments.

External teachers

Article 69

(1) The Faculty Council may entrust the holding of classes to other persons outside the Faculty and the University, at the proposal of the department council, if on the basis of their scientific or expert work they can contribute to the quality of the educational process or scientific and professional work, or teaching production at the Faculty.

(2) Persons from the previous paragraph of this Article may be entrusted with up to one-third of the subject at most, provided that the main part of the subject is taught by persons appointed to scientific-teaching grades (ranks).

Associates

Article 70

(1) Postgraduate students may participate in the execution of classes for undergraduate and graduate studies in line with their study programme and on the basis of a special contractual relationship with the Faculty, provided that they were appointed to the relevant associate grade (rank), but without contracting employment.

(2) The procedure for appointment to the relevant associate grade (rank) is conducted according to the conditions and in the procedure set out for appointment to grades (rank), in accordance with the Act, University Statute, and this Statute, and general acts of the Faculty and of the faculty departments.

Article 71

The decision to hire persons referred to in Articles 68, 69 and 70 of this Statute to participate in the execution of classes is rendered by the Faculty Council at the proposal of the department council.

IV.2. Appointments to grades (ranks) and work posts

Requirements for appointments to grades (ranks) and the corresponding work posts

Article 72

(1) General conditions for appointment to grades (ranks) and to the corresponding work posts are set out by law and in the conditions stipulated by the National Council for Science, Higher Education and Technological Development and by the Rector's Council.

(2) Special conditions are set out in the general act on appointment to grades (ranks) at the Faculty and in special acts of the faculty departments, which are issued by the department council for each profession, subject to the consent of the Faculty Council.

(3) Calls for appointment to grades (ranks) and to the same work posts may be announced only if the work post for which the vacancy is announced is defined in the general act on the organisation of work posts at the Faculty, the University Senate issued its consent to the act, and the financing is secured.

(4) A faculty department may propose to the dean of the Faculty to publish a vacancy call and recruitment on other work posts, not defined in the general act on the organisation of work posts at

the Faculty, for the purpose of work on projects or on account of some other justified need of the faculty department, provided that the funding for such work posts was secured by the department from project funds or from some other source.

**IV.2.1. Procedure for appointment to scientific and scientific-teaching grades (ranks)
and to the corresponding work posts**

Article 73

(1) Appointments to scientific and scientific-teaching grades (ranks) and to the corresponding work posts and to the same nominal grades (ranks), are instigated in each individual case by the department council by proposing to the Faculty Council to announce a vacancy call.

(2) In order to conduct the procedure for appointment to a higher scientific grade (rank) and to the corresponding scientific-teaching work post for employees holding scientific and scientific-teaching grades (ranks) and the same work posts, in view of the expiry of the term for which they were appointed in the previous procedure for appointment to the work post, the department council proposes to the Faculty Council to announce the call for appointment to a higher grade (rank) in accordance with the human resource policy of the department established by the expanded department collegium, provided that funding for the higher grade (rank) and the corresponding work post is secured.

(3) Following the adoption of the decision announcing a vacancy call, the vacancy announcement is published in the Official Gazette, daily press, Faculty website, and on the official Internet portal for jobs of the European Research Area.

(4) The vacancy announcement must be open for at least 30 days.

Article 74

(1) Applications for calls referred to in Article 73 of this Statute are submitted to the Faculty.

(2) The dean or, alternatively, the person or the committee he designates, confirms whether the applications fulfil all formal conditions.

(3) Complete applications are submitted to the competent department council to establish whether the applicant is eligible for appointment to a particular grade (rank) and work post. The department council appoints an expert odd-numbered committee to review applications (hereinafter: application review committee) at the latest within 30 days from the expiry of the deadline for the submission of applications. In the procedure for appointment to a scientific grade (rank) and to the same work post, members of the application review committee must hold the same or higher scientific grade (rank) and, in the procedure for appointment to scientific-teaching grades (rank) and to the same work posts, members of the application review committee must hold the same or higher scientific-teaching grade (rank) as the one that is the subject-matter of appointment. One member of the application review committee may not be an employee of the Faculty.

(4) The application review committee draws up a report on applications received further to the call and its proposal establishing which applicant(s) is or are proposed for appointment to grade (rank), which is then submitted to the department council in the manner and in accordance with law and the general act on appointments to grades (ranks). The department council then makes a decision concerning the report and proposal of the application review committee in a secret ballot by a majority vote of more than half of the votes of members of the department council present and proposes to the Faculty Council to adopt a decision appointing the applicant who best satisfies the requirements of the call.

(5) The decision on appointment to the relevant grade (rank) and work post further to the call is rendered by the Faculty Council in a secret ballot by a majority vote of more than half of the votes of members of the Faculty Council present.

(6) The Faculty notifies all applicants of the results of the call within 15 days of the date of the decision on appointment to grade (rank) and work post is rendered.

(7) An indefinite-term employment contract is concluded with persons appointed to scientific and scientific-teaching grades (ranks) and to the same work posts, with the obligation of holding re-appointments or appointments to a higher work post.

Article 75

The competent Field Council confirms the appointment to scientific-teaching grades (ranks) and the appointment to nominal scientific-teaching grades (ranks), other than the appointment to scientific-teaching grades (ranks) and the appointment to nominal scientific-teaching grades (ranks) of full professor and tenured full professor, whose appointment is confirmed by the Senate, which makes the appointment legally valid. If the Senate or the Field Council do not confirm the appointment, the appointment procedure is nullified.

IV.2.2. Procedure for reappointment to scientific and scientific-teaching grades (ranks) and to the corresponding work posts

Article 76

(1) If the procedure for appointment to a higher scientific grade (rank) and to the same work post, or the procedure for appointment to a higher scientific grade (rank) and to the corresponding scientific-teaching grade (rank) is not instigated in accordance with Article 73, paragraph 2 of this Statute, the procedure for reappointment of employees appointed and employed on scientific and scientific-teaching work posts is implemented in accordance with law, University Statute, this Statute, and general acts of the Faculty and of the faculty departments.

(2) The department council appoints an expert three-member reappointment review committee (hereinafter: Reappointment committee), whose members must hold the same or higher grade (rank) and the corresponding work post compared to the one for which reappointment is sought. At least one member of the reappointment committee may not be an employee of the Faculty.

(3) The reappointment committee submits a report on the work of employees to the Faculty Council through the department council. The form of the report and the minimal conditions regarding obligations arising from employment with respect to which the report is submitted are prescribed by the National Council for Science, Higher Education and Technological Development. The Faculty Council or the department council may prescribe additional conditions with respect to which the report is submitted.

(4) The department council issues a decision on the report of the reappointment committee in a secret ballot by a majority vote of more than half of the votes of members of the department council present.

(5) If the department council accepts the employee work report, it proposes to the Faculty Council to adopt a decision establishing that the employee fulfils the conditions for reappointment. The Faculty Council renders its decision in a secret ballot by a majority vote of more than half of the votes of members of the Faculty Council present.

(6) If the authorised department council does not accept the employee work report, that is, if it accepts a negative work report, it proposes to the Faculty Council to adopt a decision establishing that the employee does not fulfil the conditions for reappointment and the procedure for reappointment is repeated, in the manner and in accordance with the provisions of this Statute, two years after the day on which the decision is rendered. The Faculty Council renders its decision in a secret ballot by a majority vote of more than half of the votes of members of the Faculty Council present.

(7) If the department council does not accept the employee work report, that is, if it accepts a negative work report in the repeated procedure for reappointment instigated two years after the date the decision from the previous paragraph of this Article is rendered, it proposes to the Faculty Council to render a decision instigating the procedure for regular termination of employment contract

(termination attributable to the employee's conduct). The procedure for terminating the employment contract is conducted by the dean of the Faculty in accordance with general labour regulations and the Ordinance on Work of the Faculty.

(8) The obligation to submit the employee work report terminates after the employee is appointed to the scientific-teaching work post of tenured full professor.

IV.2.3. Issuing opinions in procedures for appointment to scientific grades (ranks)

Article 77

(1) If with respect to some of the applicants for the call referred to in Article 73 of this Statute it is necessary to perform appointments to the corresponding scientific grade (rank), that is, in the event of the issuing of an opinion in procedures for appointment to scientific grade (rank) conducted by a constituent not authorised to conduct that part of the procedure for appointment to scientific grades (rank), and in the procedure for the acquisition of the scientific grade (rank) initiated by a person believing he fulfils the conditions for appointment to a particular scientific grade (rank), the department council appoints an expert committee consisting of three members, who must hold the same or higher scientific grade (rank) than the one with respect to which the appointment is sought (hereinafter: grade (rank) appointment review committee), within 30 days following the expiry of the deadline for submitting applications for the call, that is, from the date of receipt of an application for appointment to scientific grade (rank). At least one member of the grade (rank) appointment review committee may not be an employee of the Faculty.

(2) The grade (rank) appointment review committee proposes whether the applicant should be appointed or not appointed to a particular scientific grade (rank) in its report, which is submitted to the department council within 30 days from the date of appointment.

(3) The department council makes a decision on the report of the grade (rank) appointment review committee and within a further period of 30 days issues an opinion and proposal to the competent scientific field committee through the Faculty Council.

(4) After the scientific field committee issues its decision, the procedure for appointment of the applicant further to the call from Article 73 is conducted in the manner set out in Article 74 of this Statute.

IV.2.4. Procedure for appointment and reappointment to teaching and expert grades (ranks) and to the corresponding work posts

Article 78

Appointments and reappointments to teaching and expert grades (ranks) and to the corresponding work posts and to nominal teaching grades (ranks) are conducted in the manner and in accordance with Articles 73, 74, 75 and 76 of this Statute.

Article 79

The competent Field Council confirms the appointment to teaching grades (rank), which makes the appointment to a particular grade (rank) legally valid.

IV.2.5. Procedure for appointment to associate grades (ranks) and to the corresponding work posts

Article 80

- (1) Appointments to associate grades (ranks) of researcher (assistant) and postgraduate fellow and to the corresponding work posts and to the same nominal grades (ranks) are conducted further to a call, in accordance with Article 73 of this Statute.
- (2) Applications for calls referred to in paragraph 1 of this Article are submitted to the Faculty.
- (3) The dean or, alternatively, the person or the committee he designates, confirms whether the applications fulfil all formal conditions.
- (4) Complete applications are submitted to the department council to establish whether the applicant is eligible for appointment to a particular grade (rank) and work post. The department council appoints an expert three-member committee to examine conditions for appointment to associate grade (rank) (hereinafter: grade (rank) appointment review committee) within 30 days from the expiry of the term for submitting applications for the call.
- (5) The grade (rank) appointment review committee examines whether the applicants are eligible for appointment to the grade (rank) and to the corresponding work post according to the conditions set out in the call and draws a report and proposal to that effect, identifying the applicant(s) proposed for appointment to such grade (rank) further to the call, which it submits to the department council within 30 days from the date of appointment.
- (6) The department council then makes a decision concerning the report and proposal of the grade (rank) appointment review committee in a secret ballot by a majority vote of more than half of the votes of members of the department council present and proposes to the Faculty Council to adopt a decision appointing the applicant who satisfies the conditions of the call to the greatest extent.
- (7) The decision on appointment to the associate grade (rank) and the corresponding work post further to the call from paragraph 1 and of this Article is rendered by the Faculty Council in a public ballot by a majority vote of more than half of the votes of members of the Faculty Council present.
- (8) All applicants are notified of the results of the call within 15 days from the date of completion of the procedure.
- (9) A fixed-term employment contract is concluded with persons appointed to the associate grades (ranks) of junior researcher and postgraduate fellow and to the corresponding work posts in accordance with law, further to the call. Researchers and postgraduate fellows assist in the execution of certain parts of the teaching process, testing, and the scientific and expert activity of the Faculty and of the faculty departments.

Article 81

At the request of the leader of a scientific or technological project, the Faculty may announce a call for applications to conclude an employment contract with a researcher or postgraduate fellow to work on the project throughout its duration, where the costs of such call are secured from the project. The provisions of Article 80 of this Statute apply to the selection procedure.

IV.2.6. Employment contracts and other relevant contracts

Article 82

- (1) The Faculty concludes employment contracts with persons appointed to scientific-teaching, scientific, teaching, expert, and associate grades (ranks) and to the corresponding work posts in accordance with law and general acts of the University and the Faculty.
- (2) The employment contract referred to in paragraph 1 of this Article stipulates the terms of employment, commencement and duration of employment, rights and obligations of employees, and other elements set out in labour regulations.
- (3) The contract is signed by the dean on behalf of the Faculty and by the selected candidate.
- (4) If some other person is selected in the call for a particular work post, the employee who worked at that work post until such time shall be offered another work post or, if there is no other work post, his employment contract shall be terminated.

(5) If in the call referred to in the previous paragraph of this Article the employee does not submit an application or is not appointed on the grounds of not fulfilling the criteria for re-appointment, the procedure for regular termination of employment contract attributable to personal reasons shall be instigated without the obligation to offer another work post.

(6) The employment contract of a teacher may be terminated only with the consent of the Faculty Council, except in the event of termination of an employment contract by force of law or disciplinary responsibility.

(7) Where required by virtue of the nature of the job, the Faculty may conclude another relevant contract, instead of the employment contract, in compliance with the valid regulations.

Contracts with other legal persons outside the Faculty

Article 83

Contracts with teachers, scientists, and associates and contracts with other legal persons outside the Faculty may be prohibited, restricted or conditioned pursuant to the dean's decision, at the proposal of the Faculty Council or the department council, if such contracts would affect the work of the Faculty or the faculty department adversely or in the case of contracts with an organisation engaged in an activity competing with the Faculty or the faculty department.

Article 84

(1) Scientific, teaching, or expert activities of employees outside the Faculty and monetary and other interests arising from such activities may not be in conflict with the interests of the Faculty and faculty departments, or with the interests of the University, and are realised on the basis of a special consent of the dean of the Faculty and a preliminary decision of the department council.

(2) The external teaching activity of employees of the Faculty outside the University of Zagreb is realised in accordance with the general act of the University and may not exceed 30% of the employee's regular teaching activity at the Faculty.

Procedure for extending employment of persons working on scientific-teaching work posts

Article 85

(1) The employment contract of an employee to a scientific-teaching, scientific, teaching, or expert work post at the Faculty shall terminate on the grounds of retirement upon expiration of the academic year in which the employee turns 65 years of age.

(2) By way of derogation from the provisions of paragraph 1 of this Article, where there is a need for the employee holding a scientific-teaching work post to continue working, the Faculty may conclude a fixed-term two-year employment contract with the employee, provided that he fulfils the criteria of excellence, with the possibility of further two-year extensions, up to three such extensions.

(3) The department council establishes whether it is necessary for the employee in a scientific-teaching work post to continue working in a secret ballot by a majority vote of more than half of the votes of members of the department council present, at the proposal of the expanded department collegium. The criteria of excellence for selecting the employee with whom to conclude an employment contract after 65 years of age are adopted by the National Council for Science, Higher Education and Technological Development.

(4) Where it is established that the employee holding a scientific-teaching work post from the previous paragraph of this Article should continue working, the department council shall appoint an expert three-member committee to determine the fulfilment of the criteria of excellence in teaching (hereinafter: Teaching excellence review committee), whose members must hold the same or higher

scientific grade (rank) than the employee. At least one member of the teaching excellence review committee may not be an employee of the Faculty.

(5) The teaching excellence review committee draws a report on the fulfilment of the criteria of scientific excellence and the fulfilment of the criteria of teaching excellence and submits it to the department council to be accepted. The department council renders a decision on the report of the teaching excellence review committee in a secret ballot by a majority vote of more than half of the votes of members of the department council present. The accepted report on the fulfilment of the criteria of scientific excellence and the fulfilment of the criteria of teaching excellence is submitted to the Faculty Council.

(6) The Faculty Council issues an opinion on the fulfilment of the criteria of scientific excellence, i.e., the fulfilment of the criteria of teaching excellence in a secret ballot by a majority vote of more than half of the votes of members of the Faculty Council present, on the basis of the report on the fulfilment of the criteria of scientific excellence and the fulfilment of the criteria of teaching excellence and the decision of the department council.

(7) Within one month from the day of adoption, the Faculty Council forwards its opinion on the fulfilment of the criteria of scientific excellence to the scientific field committee, which renders a decision on the fulfilment of the criteria of scientific excellence.

(8) The Faculty Council forwards its opinion on the fulfilment of the criteria of teaching excellence to be confirmed by a committee appointed by the National Council for Science, Higher Education and Technological Development.

(9) On the basis of the confirmation from the previous paragraph of this Article, the dean concludes a fixed-term employment contract with the employee on behalf of the Faculty, in accordance with law and this Statute.

Article 86

(1) Where the funds for the salaries of employees holding scientific-teaching work posts are secured from the funds earmarked for scientific or expert projects or from own funds of the Faculty or of the faculty departments, the Faculty may also extend the employment contract of an employee outside the limitations set out in Article 85 of this Statute.

(2) The authorised department council determines whether it is necessary for an employee holding a scientific-teaching work post to continue working, in a secret ballot by a majority vote of more than half of the votes of members of the department council present, at the proposal of the expanded department collegium.

(3) Where it is determined that there is a need for an employee holding a scientific-teaching work post to continue working as stipulated in the previous paragraph of this Article, the department council shall appoint an expert three-member committee, which will draw an employee work report for the purpose of extending employment on scientific-teaching work posts (hereinafter: employee performance report committee), whose members must hold the same or higher scientific grade (rank) than the employee to whom the work report relates. At least one member of the employee work report committee may not be an employee of the Faculty. In preparing the employee work report, his scientific contribution, successfulness in the educational process, and guidance provided to young scientists and teachers shall be taken into particular consideration.

(4) The employee work report committee shall prepare and submit a report on the work of the employee to the department council, which shall render its decision on the report of the employee work report committee in a secret ballot by a majority vote of more than half of the votes of members of the department council present and propose to the Faculty Council to extend the employment contract of the employee holding a scientific-teaching work post. If on the basis of the employee work report the department council decides that the employment contract of the employee holding a scientific-teaching work post should not be extended, his employment terminates *ex lege*.

(5) The Faculty Council renders a decision to extend the employment contract of the employee pursuant to this Article in a secret ballot by a majority vote of more than half of the votes of members of the Faculty Council present and, on the basis of this decision, the dean concludes a fixed-term employment contract with the employee on behalf of the Faculty.

Stay of time limits for appointment to grades (ranks)

Article 87

(1) Employees appointed to a scientific-teaching, scientific or teaching grade (rank) and to the corresponding work post are entitled to the stay of time limits for appointment to grades (ranks) and work posts for as long as they are discharging the duties of rector, vice-rector, dean of the Faculty, or any public duty, and in cases and in the manner provided by law, University Statute, collective agreement, and this Statute.

(2) Employees may hold classes and engage in scientific work at the Faculty as they discharge their public duties to which they were named or appointed pursuant to special contracts concluded with the Faculty. Upon termination of such public duties, employees are entitled to return to the work post at the Faculty where they worked before taking public office or to some other appropriate work post.

Disciplinary proceedings

Article 88

(1) Non-performance of one's duties, breaching the rules of conduct set out in the University Statute or this Statute, and in general acts based thereon, and undermining the reputation of the University, Faculty, faculty departments, and employees results in disciplinary responsibility.

(2) For the breaches referred to in paragraph 1 of this Article, teachers, scientists, and associates may receive an admonition and public admonition and their employment contract may also be terminated.

(3) Disciplinary transgressions, the disciplinary procedure, and disciplinary measures are set out in a special general act of the Faculty.

V. SCIENTIFIC RESEARCH AND EXPERT WORK

Article 89

(1) The freedom of scientific and expert research and creation and of mutual co-operation and association is an academic freedom that belongs to all members of the academic community in accordance with the Constitution and the Act.

(2) The scientific-research and expert activity is the fundamental right and obligation of all employees appointed to scientific-teaching, scientific, expert, and associate grades (ranks) and to the corresponding work posts. The research and expert activity of employees is exercised by assuming contractual obligations and engaging in work on research and expert programmes, projects, analyses, and expertise as well as on individual research and creation.

(3) Employees of the Faculty enjoy the highest level of protection of their intellectual property rights in their scientific and research work and exercise all rights arising from such work in accordance with special regulations.

(4) In their scientific and research activity, employees of the Faculty may not act counter to the realisation of the fundamental tasks of the University and of the Faculty or use the name and sign of the University and of the Faculty to commercial ends.

(5) Employees of the Faculty engage in scientific co-operation through joint scientific-research projects, study stays, and exchange of experts in the country and abroad.

Article 90

(1) Teachers, scientists, and associates of the Faculty appointed to scientific-teaching, scientific, expert, and associate grades (ranks) and to the same work posts may propose and contract scientific programmes and projects as well as analyses and expertise (hereinafter: projects) subject to the written consent of the dean of the Faculty and the prior consent of the head of the department in which they work, in accordance with a special ordinance. In issuing his consent to a project application, the department head examines and issues his consent to the use of space and equipment in the faculty department for implementing the project and reports to the department collegium to that effect at the first session that follows.

(2) Projects must fulfil the criteria for research and/or expert work of the University.

(3) Persons who are not employed by the Faculty may participate in the implementation of projects, provided that they are listed as associates on the project in the project application.

(4) The project leader guides the implementation of the project and makes decisions concerning the use of funds in accordance with the project contract.

(5) With a view to the realisation of projects, the Faculty and the faculty departments provide appropriate space and equipment, and the services of the administrative, technical, and supporting staff.

VI. STUDIES AT THE FACULTY

Article 91

(1) The Faculty organises and executes undergraduate university, graduate university, integrated undergraduate and graduate university studies, and postgraduate studies in the area of natural sciences and in the interdisciplinary areas of science, field geography, in line with study programmes.

(2) The types and duration of studies, the accumulation and transfer of ECTS credits, the criteria, and conditions for the transfer of ECTS credits, the manner of adopting study programmes and the plan of implementing classes (schedule of lectures), and the completion of studies are regulated more closely in a special general act on studies at the Faculty.

Article 92

(1) Student status is acquired upon enrolment in one of the studies at the Faculty and proven by an appropriate student document, the form of which is defined by the University Senate.

(2) The acquisition of student status, the rights and responsibilities of students, the termination of student status, examinations and other forms of testing, exam timetables, student records, and other provisions on students are regulated more closely in the University Statute and a special general act on the study.

VII. ASSETS OF THE FACULTY

Article 93

(1) Faculty assets consist of the immovable and movable property owned by the Faculty, including proprietary rights and financial means obtained from the founder, generated by providing services and selling products or obtained from other sources (gifts, inheritance, etc.).

(2) The Faculty disposes of its assets, including revenue from its activities, in accordance with the rules of operation and a special general act.

Article 94

- (1) Funds for capital investments of the Faculty are secured from the State Budget and other appropriate sources and are planned in the budget of the University and of the Faculty.
- (2) The Faculty shall obtain the prior consent of the Senate for any investment works not envisaged in the budget, where the value of such works exceeds HRK 1,000,000.00 (construction works, major repairs, adaptation works, procurement of equipment, etc.), except in the case of urgent repairs the delay of which could result in damage.

Article 95

- (1) The Faculty acquires funds for the performance of its activity according to the sources established by law. The Faculty may be funded only from sources that do not affect its independence and dignity.
- (2) Funds for the work of the Faculty and of the faculty departments secured in the State Budget are defined in the faculty budget. The faculty budget consists of the budgets of the individual faculty departments and the faculty budget for the Dean's Office.

Article 96

- (1) The Faculty may generate own-source revenue only through activities that are not detrimental to the realisation of the basic tasks of the University and of the Faculty.
- (2) The manner of acquiring, assigning, and using funds generated on the basis of additional sources of revenue and through the performance of its activity on the market is regulated in a special ordinance.

VIII. GENERAL ACTS OF THE FACULTY

Article 97

- (1) The Statute is the basic general act of the Faculty.
- (2) The Statute and the Ordinance on the organisation of work posts of the Faculty shall be adopted by the Faculty Council at the proposal of the Faculty Collegium with the consent of the University Senate. Without the consent of the University Senate, the Statute and the Ordinance on the Organisation of Work Posts may not enter into force.
- (3) The Ordinance on studies, ordinances on postgraduate studies, and the Ordinance on work of the Faculty Council are adopted by the Faculty Council, at the proposal of the Faculty Collegium.
- (4) Unless provided otherwise in this Statute, other acts are adopted by the dean at the proposal of the Faculty Collegium.

Article 98

- (1) Drafts of general acts are established by the expert committee appointed by the decision of the Faculty Collegium.
- (2) Proposals of general acts are established by the Faculty Collegium, which then proposes adoption to the authorised body from this Statute.

Article 99

- (1) The procedure for amending general acts from this Statute may be initiated by the Faculty Council, the dean, the council of a faculty department, or the Faculty Collegium.
- (2) Amendments to general acts are adopted in the manner and according to the procedure prescribed for its adoption.

Article 100

- (1) General acts of the Faculty are published on the bulletin board and website of the Faculty.
- (2) Unless provided otherwise in this Statute, general acts enter into force on the eighth day following their publication and, exceptionally, on the first day that follows the day of their publication.
- (3) General acts shall apply as of the day on which they enter into force.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 101

The provisions of the University Statute and law shall apply to any and all issues not regulated in this Statute.

Alignment of general acts

Article 102

General acts of the Faculty and of the faculty departments shall be aligned with the provisions of law, University Statute, and this Statute within six months from the entry into force of this Statute. All general acts of the Faculty and of the faculty departments not contrary to the provisions of the Statute, University Statute, and law shall remain in full force and effect.

Appointment procedures

Article 103

All procedures for appointment to grades (ranks) and/or work posts, re-appointment procedures, procedures for election of the dean, vice-dean, and other electoral procedures instigated before the entry into force of this Statute shall be concluded according to the rules applicable until the entry into force of this Statute.

Existing duties and appointments

Article 104

- (1) On the day of the entry into force of this Statute, all bodies of the Faculty and of the faculty departments established according to the provisions of the Statute and its amendments in effect until now shall continue to work until the expiry of the term of office of its elected members.
- (2) Employees elected to the duty of the dean, vice-dean, department head, deputy department head, and assistant department head, division head, laboratory/group head, chair head, centre head before the entry into force of this Statute shall continue to perform their duties until the expiry of their term of office.
- (3) The term of office of the dean, vice-dean, department head, deputy department head and assistant department head, division head, laboratory/group head, chair head, centre head from paragraph 2 of

this Article shall include the term of office to which they were appointed pursuant to the former Statute.

Termination of validity of regulations

Article 105

On the day of the entry into force of this Statute, the following shall cease to have effect:

- Statute of the Faculty of Science, University of Zagreb, CLASS: 003-05/08-01/1, NUMBER: 251-58-10203-13-48 of 20 June 2013,
- Decision on Amendments to the Statute of the Faculty of Science, University of Zagreb, CLASS: 003-05/15-01/7, NUMBER: 251-58-10203-17-9 of 22 December 2016,
- Statutory Decision on Amendments to the Statute of the Faculty of Science, University of Zagreb, CLASS: 003-05/15-01/7, NUMBER: 251-58-10203-18-15 of 28 June 2018,
- Statutory Decision on Amendments to the Statute of the Faculty of Science, University of Zagreb, CLASS: 003-05/19-01/12, NUMBER: 251-58-10203-19-6 of 9 April 2019.

Entry into force

Article 106

The Statute shall enter into force on the eighth day following its publication on the bulletin board and website of the Faculty and it shall be published after the Senate of the University of Zagreb issues its consent to the Statute.

Zagreb, 17 December 2020

Professor Mirko Planinić, PhD, Dean of the Faculty of Science