

Based on Article 63, paragraph 6, sub-paragraph 3 of the Science and Higher Education Act (Official Gazette Nos. 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15) the Faculty Council of the Faculty of Medicine in Rijeka, at its session held on June 14, 2016 adopted the

## **S T A T U T E OF THE FACULTY OF MEDICINE IN RIJEKA**

### **I. GENERAL PROVISIONS**

#### **Subject of Standardisation**

##### **Article 1**

(1) This Statute regulates issues of status, activities and business operation, organisation, authorities and decision-making by Faculty bodies, mode of organisation and implementation of study programs, scientific activity and professional work, the status of teachers, associates, scientists and other employees, the status of students, financing the work as well as other issues relevant to the activities of the Faculty of Medicine in Rijeka (hereinafter: the Faculty).

(2) The words and terms with gender meaning, regardless of whether being used in masculine or feminine gender in the Statute, apply equally for male and female gender.

### **MISSIONS**

##### **Article 2**

(1) The Faculty is a public institution which as a constituent unit of the University of Rijeka organise and implements university and professional studies and develops scientific and professional work within the educational and scientific field of biomedicine and health service as well as in several scientific and professional fields, prepares students to perform professional activities based on scientific knowledge and methods, educates the rising new scientific generation, participates in achieving social interest of students and promotes international, particularly European, cooperation in higher education and scientific research.

(2) The Faculty provides for internal and external mobility of students and teachers, rational of human and material resources, development of interdisciplinary studies and continuous growth of quality as well as competitiveness of teaching, scientific and professional work. It develops information and library system as an integrated system of the University.

(3) The Faculty performs its missions through a unique scientific teaching and professional health work process.

(4) The Faculty shall fulfil its missions in accordance with needs of the community in which it is active.

## **Core Principles of Scientific Activity and Higher Education**

### **Article 3**

(1) The Faculty performs activity of special interest to the Republic of Croatia in the field of science and higher education as an integral part of the international, particularly European scientific and educational space.

(2) The activity of the Faculty is based on:

- Freedom and autonomy of creativity;
- Ethical quality of scientists;
- Openness to the public;
- Correlation with the educational system;
- International quality standards;
- Stimulation and respect for specific quality of national contests;
- Intellectual property protection;
- Academic freedoms, academic self-government and autonomy;
- Openness to the public, citizens and local community;
- Integrity of teaching, scientific research and professional work;
- Reciprocity and partnership of academic community members;
- European humanistic and democratic tradition and harmonisation with European higher education system;
- Respect for human rights and freedoms;
- Unity of professional and educational work for the purpose to provide training for specific professional knowledge and skills;
- Lifelong education concept;
- Connection with pre-tertiary education and
- Interaction with social community and commitment to develop social responsibility of students and other members of academic and scientific community.

(3) The duty of teachers, scientists, associates and students is within their work, activities and behaviour at the Faculty to respect moral and ethical principles, principles of scientific truth and judiciousness, and their behaviour should not harm the reputation of the Faculty.

### **Inviolability of Premises**

#### **Article 4**

(1) The premises of the Faculty are inviolable.

(2) The competent national authorities may act within the area of the Faculty only with the consent of the Dean, according to the decision of the competent court or if there shall be an imminent danger to the property, human life or health.

(3) By view of an exception, the search of premises may be instructed only by the competent court if the requirements laid down by the Criminal Procedure Act are met.

(4) The premises of the Faculty may be searched without presence of the Dean or a person authorised by him only if they did not respond, without justified reason, the invitation sent in time.

## **II. STATUTORY PROVISIONS**

### **Name and Headquarters**

#### **Article 5**

- (1) The name of the Faculty is University of Rijeka, Faculty of Medicine. Abbreviated name of the Faculty is Faculty of Medicine in Rijeka.
- (2) The Faculty's headquarters is in Rijeka, Braće Branchetta 20.
- (3) In legal context, the Faculty takes part under name of the University and its name.
- (4) The Faculty may use the name in English language. The name of the Faculty in English is University of Rijeka, Faculty of Medicine. The abbreviated name in English is Faculty of Medicine in Rijeka.

### **Status of the Faculty**

#### **Article 6**

- (1) The Faculty is a legal entity, registered in the Register of Institution at the Commercial Court in Rijeka, in the Register of Institution of Higher Learning and Register of Scientific-research Legal Entities kept by competent ministry of the Republic of Croatia.
- (2) The Faculty is a scientific-didactic constituent unit of the University of Rijeka.

### **Liability**

#### **Article 7**

- (1) The Faculty is liable with all its assets.
- (2) The Faculty's founder is joint and several as well as unlimited liable for all obligations of the Faculty.

### **Symbols**

#### **Article 8**

- (1) The Faculty has its banner, coat of arms, seal and rubber stamp with coat of arms of the Republic of Croatia used to authenticate official documents issued by the Faculty based on public authority.
- (2) The embossed stamp is of circular shape with 35-millimeter diameter with drawing of the coat of arms of the Republic of Croatia at the centre and the inscription "Republic of Croatia" in the upper and "University of Rijeka – Faculty of Medicine" in the lower of the perimeter. Diplomas shall be authenticated with embossed stamp.
- (3) Other public documents of the Faculty are authenticated with seal of circular shape,

diameter 25 millimetres, with drawing of the coat of arms of the Republic of Croatia in the centre and the inscription “Republic of Croatia”, the number of the seal in upper and “University of Rijeka – Faculty of Medicine – Rijeka” in the lower part of the perimeter.

(4) For the rest of business operation the Faculty the seal of oval shape, ellipsoid diameter 45 and 25 mm is used, in which centre is the drawing of the main building of the Faculty. There is the inscription “Republic of Croatia” University of Rijeka” in the upper, and “Faculty of Medicine” and number of the seal in the lower part of the perimeter.

(5) Mode of making, recording, use and responsibilities for stamps and seals is governed by separate Regulations.

(6) The Faculty has the banner. The banner is dark blue. The ratio between the length and the width is 2:1, respectively the dimensions of the ceremonial flag are 200x100 cm. There is the coat of arms and the inscription MEDRI in white-silver colour in the middle of the banner. The ceremonial brushed-silk banner design is carried out by plotting, two-sided sewn up, bordered by bands and fringes in colour of old gold. A hole is provided for spear diameter 7 cm on the right side. Standard flags for outdoor use is made of polyester material 135 g, resistant to atmospheric agents and without decorative bands and fringes. The large ceremonial flag – banner dimensions 400x200 cm is made with suspension on the longer side, an opening diameter 8 cm is designed for the bearing pole. The banner is bordered with band in old gold colour and at the bottom decorated with fringes. The banner is dark blue and sign and logo are made in old gold colour.

(7) The Faculty has the coat of arms. The coat of arms is of oval shape with drawing in the middle representing the main building of the Faculty. There is the inscription “Republic of Croatia University of Rijeka in the upper part of the perimeter and in the lower part of the perimeter the inscription “Faculty of Medicine”.

(8) In addition to its symbols, the Faculty has right and obligation to use the name, coat of arms and flag of the University and to include them fully or partially in its symbols.

### **III. ACTIVITY AND BUSINESS OPERATION**

#### **Activity of the Faculty**

##### **Article 9**

(1) The activities of the Faculty are rooted in the Scientific Activity and Higher Education Act (hereinafter referred to as the Act), Law on Health Protection, Institutions Act, Statute and other regulations referring to activity for which it was founded.

(2) The activities of the Faculty are:

- Organisation and conduct of university studies: undergraduate, graduate, integrated undergraduate and graduate, postgraduate university (doctoral) and postgraduate specialist study;
- Organisation and conduct of short undergraduate professional studies and specialist graduate professional studies;
- Continuous implementation of scientific activity and professional work in several scientific and professional fields;
- Organisation and implementation of various forms of professional and scientific advance training of health workers in order to follow-up new professional and scientific achievements;
- Organisation and carrying out of lifelong education programs, programs that are not considered study and programs of differential obligations in study programs;

- Organisation and execution of professional work and professional services from the activities of high-skilled organisational units and institution (laboratory diagnostics, technical testing and analysis – measuring related to water purity, analysis of possible wastewater pollution, other professional services) and participation in the implementation of the health protection program;
- Services related to research and development, library, publishing and IT-computing activities for needs of teaching, scientific and professional work;
- Organisation and conduct of national and international courses to enhance the knowledge of students, health workers and other interested persons;
- Sales of textbooks and other materials necessary to carry out activity;
- Administrative-service activities for the needs of the Faculty;
- Court expert evaluation in the scientific and professional area of biomedicine and health;
- Organisation of scientific and professional national and international meetings;
- Carrying out health activity for the needs of faculty-teaching, specifically:
  - Family medicine
  - Occupational Medicine and Sport
  - School Medicine
  - Medical Microbiology with Parasitology
  - Forensic Medicine
  - Public Health
  - Epidemiology
  - Health Ecology
  - Medical Genetic
  - Medical-laboratory Activity
  - Radiological-technology Activity
  - Providing professional opinions and expert evaluations
  - Pathology (pathohistological and molecular diagnostics)
- Cooperation with higher educational institutions and health institutes in country and abroad.

(3) In addition to activities under par. 1 of this Article, the Faculty may carry out also other activities if they serve the improvement of activities in the register and contribute using spatial capacity and human resources as well as equipment and if they are of minor volume or customarily performed with registered activities.

## **Transfer of Activities to the University**

### **Article 12**

- (1) The Faculty transfers to the University of Rijeka as a whole the tasks from the fields:
- Strategy of the University;
  - Plan for construction capital facilities;
  - International cooperation;
  - Budget of the University and its constituent units.
- (2) The Faculty transfers to the University a part of its tasks in field:
- Procurement from the University budget;
  - Determining the initial elements for the wage policy and common criteria for collective negotiation and entering into collective agreements at the level of the University and individual constituent units;
  - Information system;
  - Library system;
  - Student standard issues;

- Curriculum reform and launching of multidisciplinary study programs;
- Introduction of the ECTS system and student documents;
- Relation with the public on issues relating to the University functions defined by this Statute;
- Publishing;
- Improving the quality of work;
- Launching scientific researches and collaborative scientific programs;
- Assistance to students to overcome developing and academic difficulties and
- Development of scientific infrastructure.

## **IV. ORGANISATION OF THE FACULTY**

### **Organisational Units of the Faculty**

#### **Article 11**

(1) The scientific-didactic organisational units of the Faculty are:

- Departments;
- Institutions;
- Clinics;
- Clinical Institution;
- Teaching base;
- Centres;
- Laboratories;
- Cabinets.

(2) Professional and administrative services is organised to conduct legal affairs, affairs in human resources, IT and computing services, financial accounting transactions, administrative and other general services.

(3) The library is organised to provide services based on systematic selection, collection, professional processing, storage, protection, allowing to use the library collection and providing for access to other sources.

(4) The internal organisation, number of organisational units, scope of work of organisational units, appointment of heads, their rights and obligations and other essential issues referring to Faculty organisation in addition to the provisions of this Statute are laid down by special by-law on Faculty organisation to be enacted by the Dean with consent of the Faculty Council (hereinafter Council) and the Senate.

### **Departments**

#### **Article 12**

(1) The departments are the core organisational form of teaching and research work of the Faculty, number and names of departments are regulated by by-law on organisation of the Faculty.

(2) The department is obliged to conduct and coordinate teaching in university and studies, to take care to improve all activity forms, election and promotion of human resources involved in teaching and all other issues important for efficient conduct o teaching.

(3) Departments are organised in a way to integrate related courses. The tasks of the department is to prepare curriculum drafts of courses carried out within the department, improvement of all forms of teaching at the Faculty, taking care of textbooks, manuals and other teaching aids, teachers, associates and scientists and their teaching and research advance training as well as of success of students.

## **Institutes, Clinics and Clinical Institutes**

### **Article 13**

(1) Institutes, clinics and clinical institutes are basic organisational form of the Faculty determined based on correlation and relation of scientific, professional and teaching work.

(2) Institutes are scientific research and highly trained organisational units of the Faculty. The institute consists of teachers, associates and scientists participating in teaching, scientific research and highly trained work of the Faculty.

(3) In determining name, size and scope of work of the institute the existence of health program, international reputation, work organisation criteria and achieved work results shall be taken into consideration.

(4) Clinics and clinical institutes are health institutions or part of them where clinical teaching is taking place.

(5) Name clinic and clinical institute are, at suggestion of the Faculty, assigned by Minister of Health of the Republic of Croatia subject to conditions and procedure specified by separate regulations.

## **Teaching Bases**

### **Article 14**

(1) Teaching of a part or complete course may be assigned to and conduct in Health institutions that have personnel, space and technical capacities, and in accordance with special regulations.

(2) The mutual rights and obligations within teaching in health institutions referred to in previous paragraph shall be governed by an agreement between the Faculty and the health institution.

## **Centres**

### **Article 15**

(1) In order to conduct activities integrating practice, science, art and higher education and in whose work students may take part, the Faculty with the consent of the University Senate may establish the centre as special internal organisational unit.

(2) Name and seat of the centre, activity, internal organisation, providing funds and space dedicated to work of the centre as well as other issues important for conducting activity of the centre are stipulated in the Decision on centre establishment.

## **Laboratories/Cabinets**

### **Article 15**

- (1) Laboratory and cabinet are established as laboratory/cabinet of an institute or department to conduct research and professional work and practical and demonstration work within teaching of smaller scale.
- (2) In the area of its activity laboratory/cabinet participates in implementation of study program, purchases, maintain and develop laboratory equipment, improves teaching quality and issues of study, develops research and professional work in field of activity as well as organises scientific and professional cooperation with economy, scientific institutes and other external stakeholders.

### **Chairperson, Head of Institute, Chief of Laboratory, Centre and Cabinet**

### **Article 17**

- (1) The work of the department is managed by the chairperson; head are in charge for the work of institute and work of the laboratory, centre and cabinet are managed by the chief.
  - (2) The heads of internal organisational units are accountable for their work to the Dean.
  - (3) The heads referred to in paragraph 1 of this Article are elected for terms of four years. The same person may be re-elected.
  - (4) The Faculty council initiates the procedure for appointment of heads. As a head may be appointed a teacher from the Faculty in research-educational position, permanently employed, who for all duration of the term of office shall have a concluded Permanent Employment Contract.
- The heads referred to in paragraph 1 of this Article are elected pursuant to the Regulations on Criteria and Condition for Election of Heads of Internal Organisational Units enacted by the Faculty council on the proposal of the Committee for Election of Teachers, Scientists and Associates.
- (5) For implementation of election procedure, the Dean appoints the expert committee of three members in scientific-didactic position, specifically: one member from the rank of teachers within the organisational unit for which election is being made, one member from the Dean's Collegium and one member from other organisational units of the Faculty.
  - (6) The heads are elected at the proposal of the expert committee by the Council in a way of public vote.
  - (7) At the beginning of their term of office, the heads of organisational units appoints a deputy being authorised to conduct all activities within their scope of work in case of heads' absence.
  - (8) The heads of clinics respectively clinical institute are appointed by health institutions and the election is subject to scientific-didactic position.
  - (9) Chairman, head of institute, clinical institute or clinic may be one person.
  - (10) On proposal of the Dean, the Council may relieve the heads referred to in paragraph 1 also before ending the term of office they were elected if s/he
    - asks for dismissal by his/herself;



- does not fulfil duty of the head;
- repeatedly, also after written warning, violates the provision of by-laws of the University/constituent unit or other regulation;
- abuses the head's position;
- violates by his/her behaviour the reputation of filling a post;
- demonstrates inability to fill a post.

(11) Referring to heads referred to in paragraph 1 of this Article, In case of need, the Dean appoints an acting heads.

## **Administrative Bodies of the Faculty**

### **Article 18**

The administrative bodies of the Faculty are:

- the Dean;
- the Faculty Council.

## **Rights and Liabilities of the Dean**

### **Article 19**

(1) The Dean manages the Faculty, represents the Faculty and is the head and the leader.

(2) The Dean presides over the Council, provides for implementation of decisions and conclusions of all bodies of the Faculty.

(3) The Dean is responsible for the legality, implementation of the Statute and decisions of university bodies at the Faculty.

(4) The Dean is independent in performing the tasks within his/her scope of activities and for his/her work s/he shall be responsible to the Council and Senate of the University.

(5) At least once a year the Dean presents the report to the Council and Senate of the University on his/her work and business operation of the Faculty.

(6) The Dean may appoint permanently and temporary committees and working group to conduct activities within his/her scope of work.

(7) The insignia of the Dean's honour is the Dean's chain.

### **Article 20**

In addition to jobs stipulated under Article 19 of this Statute and the Law and other regulations, the Dean:

- organises and runs work and manage business operation of the Faculty;
- represents and acts on behalf of the Faculty;
- takes all legal actions on behalf and for the account of the Faculty;
- represents the Faculty in proceedings before the courts, administrative and state bodies as well as legal entities with public authorities;

- gives a written power of attorney to an other person, within limits of his/her authority, to represent the Faculty in legal transactions;
- appoints persons authorised to sign financial and other documents;
- prepares, convenes and presides over the Council's sessions;
- introduces the document on internal organisation and structure of workplaces with the consent of the Council and Senate and other by-laws adoption of which is not under competence of the Council;
- appoints acting heads of organisational units, Vice-dean and manager of administrative and professional service;
- adopts the annual budget and annual financial statement of the Faculty;
- develops the procurement plan and decide on investment maintenance;
- proposes the election of the Vice-dean to the Council;
- enters into employment contracts;
- approves work of teachers outside the Faculty;
- makes decisions relating to implementation of rights and obligations arising from employment or related to employment and decision at second instance in labour relation as well as decision at second instance in administrative cases, on the basis of public authority;
- issues written warnings to employees referring to employment obligations und warns of possibility of dismissal in case of further violation of these obligations;
- makes decisions on termination of the employment contract;
- issues orders to individual employees or groups of employees to carry out certain activities,
- makes decision regarding teaching in cases out of competence of the Council;
- decides on complaint of the applicant to the outcome of classification procedure;
- decides on complaint of students filed about the first instance decision;
- provides for implementation of decisions of the Faculty Council and decisions of university bodies at the Faculty;
- proposes to the Faculty Council measures for improving work of the Faculty;
- participates and makes decision in the work of university bodies according to the Law and Statute of the University;
- is in charge also for other jobs stipulated by regulations and by-laws of the Faculty and University.

### **Taking Legal Actions**

#### **Article 21**

The Dean is entitled to take all legal actions on behalf and for account of the Faculty to the value of 400,000.00 kn, For legal actions over 400,000.00 kn the Dean is required to procure the approval of the Senate.

### **Election of the Dean**

#### **Article 22**

(1) The Dean may be elected from among teachers of the Faculty in scientific-didactic position of associate, full professor or tenured professor, permanently employed who during the duration of entire term of office shall have a concluded permanent employment contract.

(2)The Dean shall be elected for a three-year term. The same person may be re-elected not more than two times consecutively.

## **Procedure for Election of the Dean**

### **Article 23**

(1) The procedure for election of the Dean initiates the Council at the latest six months before commencement of the Dean's term of office, at least up to 31<sup>st</sup> March. It is instituted by decision-making on institution of procedure for election of the Dean by appointing the Election Committee composed of 3 (three) members, of which two must be in scientific-didactic position of full professor or tenured professor.

(2) The decision of the Council on institution of procedure for election of the Dean and appointment of the Election Committee referred to in paragraph 1 of this Article schedules the deadline for application submission and deadline for submission of the Committee's report to the Council.

(3) Every eligible teacher of the Faculty referred to in paragraph 22 of the Statute, in scientific-didactic position of associated, full or tenured professor, is entitled within of 15 days as from appointment of the Committee, to submit an application for election of the Dean to the Committee attaching the curriculum vitae and working program for the period of the Dean's term of office. The working program should be coordinated with strategic documents of the University.

(4) After the expiration of the period for submission of applications as from previous paragraph, the Committee has the obligation within a further period of maximum 15 days to establish the timeliness and completeness of received applications as well as data relating to terms for applicants and to present a report to the Council. The report should contain data on submitted applications and applicants, data on eligibility for election, their curriculum vitae and working program.

(5) The duty of the Dean is to convene a session of the Council within 8 days as from receipt of the Committee's report at the least. In the session, the Committee delivers the report on received applications, and the Council schedules the list of nominees for election of the Dean.

(6) The list of the nominees and their working programs shall be made public on the websites of the Faculty and presented in public within the next 15 days.

(7) In the election session, the Council appoints the Committee for Conducting the Voting Procedure for election of the Dean, which shall deliver the report on voting results. The Council verifies the Committee's report. The decision on election of the Dean is made by verification of the report.

(8) The Dean may not preside over the session of the Council if the Dean shall be one of the nominees in procedure for election of the Dean. In such case, the oldest member of the Council, in scientific-didactic position of full or tenured professor shall preside over the session.

(9) The majority of all members of the Council must attend the session of the Council in procedure for election of the Dean, and the Dean shall be elected by secret ballot by majority votes of all members of the Council.

(10) If none of the nominees shall receive majority votes of all members of the Council, the voting shall be repeated for two nominees who received the highest or same number of votes, respectively for more nominees if they have received the same number of votes in the previous balloting.

(11) If in revote, none of the nominee shall receive necessary majority vote, the voting shall be repeated for the nominee who received the highest number of vote or nominees who received the same number of votes in revote.

(12) If even in the third round of voting, a nominee or one of the nominees shall not receive majority of vote of the Council's members, the procedure for election of the Dean shall be repeated within a period not exceeding two months.

(13) In addition to the Statute, the procedure for election of the Dean is laid down by the Work Regulations of the Council.

### **Approval of Election of Dean**

#### **Article 24**

(1) The decision on election of the Dean of which an integral part shall be the curriculum vitae and working program has to be submitted to the Senate of the University to be approved.

(2) The Senate approves the election of the Dean within 60 days as from the delivery day of the decision on election of the Dean.

### **Nonelection of the Dean and Appointment of an Acting Dean**

#### **Article 25**

(1) The procedure for election of the new Dean must be completed not exceeding two months before expiration of term of office of the present Dean.

(2) If the new Dean is not elected by the expiration of the term of office of the present Dean, or it is established that the current term of office is irregular, the Rector shall appoint, within one month, a person meeting laid down requirements as the acting Dean, specifically for the period not exceeding one year under the obligation to organise the election of the new Dean within this period.

### **Inability of the Dean**

#### **Article 26**

(1) In the case of temporary inability to discharge the Dean's functions (disease etc.), the Council authorises one of the Vice-Deans to discharge duties of the Dean during the Dean's temporary inability.

(2) The motion to institute the procedure of establishing the temporary inability of the Dean is to be submitted by at least one third of the Council's members, the Dean self or the Rector.

(3) During the Dean's temporary inability, the Vice-Dean shall carry out the Dean's duty maximum up to six months from the date of established inability. After six-month period, the Council shall institute the procedure for election of the new Dean.

(4) The authorised Vice-Dean has all authorities and carries out all jobs established by Law, this Statute and other by-laws, and s/he signs the official and other documents indicating the "actg." abbreviation.

## **Dismissal of the Dean before Expiration of the Term of Office**

### **Article 27**

(1) The Dean may be relieved from duty before expiration of the term of office if s/he:

- asks for dismissal by him/herself;
- fails to fulfil duty of the Dean;
- violates provisions of the Constitution, Law, Statute and other by-laws of the University and Faculty;
- grave infringes upon or shall not respect the decisions of the Senate or Council;
- with his/her behaviour commit offence against reputation of filled post and
- lose ability to discharge the duty.

(2) The Rector, Senate or one third of the Council's members produce the motion for dismissal of the Dean to the Faculty Council. The dismissal procedure is conducted by the Council in session of the Faculty Council attended by the Rector.

(3) The Council decides on dismissal of the Dean by secret voting by majority of total members of the Council.

(4) In the case of the Dean's dismissal, the Council appoints an acting Dean for the period of maximum one year during which period there is an obligation to organise election of the new Dean.

## **Suspension of the Dean**

### **Article 28**

(1) The Rector may temporary, until decision-making by the Senate, suspend the Dean due to non-compliance with the Law, other regulations and the Statute or university decision based thereon which resulted in grave infringement of reputation of the University or failure to accomplish functions of the University.

(2) Before making decision upon suspension, the Rector shall warn the Dean in writing about the possibility of suspension.

## **Suspension Procedure**

### **Article 29**

(1) In the case, the decision upon suspension of the Dean is made, at the same time the Rector decides on appointment of the acting Dean from among the teachers in scientific-didactic position of associate, full or tenured professor. The acting Dean performs the duty until election of the new Dean, respectively until the Senate makes the decision.

(2) The Dean has the right to respond to the decision upon suspension within 8 (eight) days.

(3) The Senate of the University decides upon the Rector's decision on suspension within one month. The majority of total number of the Senate's members is required to approve the Rector's decision.

(4) With decision of the Senate on suspension approval, the Dean is relieved from duty, and the Faculty is obliged to conduct the procedure for election of the new Dean. In this election procedure the Dean, being relieved from duty cannot be a candidate for the Dean.

## **Vice-Deans**

### **Article 30**

- (1) The Vice-Deans directly assist the Dean in performing his/her work.
- (2) Teacher in scientific-didactic position permanently employed who during the duration of entire term of office has permanent employment contract may be elected as Vice-Deans.
- (3) Vice-Deans shall be elected by the Council at the Dean's proposal by majority votes of present members of the Council, for the term of three years. After the expiry of the term of office, the same person may be re-elected.
- (4) On the of the Dean's authorisation one of the Vice-Deans substitutes the Dean during his/her absence.
- (5) Number of Vice-Deans, their scope of work, rights and obligations is stipulated in the By by-law on Internal Organisation of the Faculty.
- (6) The Vice-Dean may be relieved from duty before expiration of the term of office if s/he:
  - ask for dismissal by him/her;
  - fails to fulfil duty of the Vice-Dean or comply with the Dean's orders;
  - acts contrary to the provisions of the regulations and by-laws;
  - with his/her behaviour commits offence against reputation of filled post as well as reputation of the Faculty;
  - loses ability to discharge the duty.
- (7) At the Dean's proposal, the Council relieves the Vice-Deans by majority votes of present members of the Council. In case of dismissal, in the same session and at the Dean's proposal the Council elects another Vice-Dean. The term of office of the newly elected Vice-Dean lasts until the expiration of period the dismissed Vice-Dean was elected.

## **Secretary**

### **Article 31**

- (1) The Faculty has a Secretary.
- (2) The Secretary assists the Dean in performing his/her work. The Secretary is the head of administrative and professional service of the Faculty.
- (3) The Dean is in charge for the Secretary's work.
- (4) The rights and obligations of the Secretary as well as the requirements to be met by him/her are stipulated in the Regulations on Workplace Structure.
- (5) The Secretary of the Faculty is a member of the Secretary Course University of Rijeka.

## **Dean's Collegium**

### **Article 32**

(1) The Dean's Collegium is an advisory body assisting the Dean in his/her work and consisting of the Dean, Vice-Deans, Secretary of the Faculty, representative of the largest teaching base of the Clinical Hospital Centre Rijeka and Student Assembly President of the Faculty of Medicine or his/her deputy.

(2) The Dean prepares, convenes and presides over the sessions of the Dean's Collegium. The Collegium's session may be held, if necessary in enlarged composition.

## **Faculty Council Composition**

### **Article 33**

(1) The Faculty Council is a professional council of the Faculty.

(2) The Council consists of:

- Chairpersons of departments,
- Heads of Institutes;
- Full professors;
- Tenured professors:
- Elected representatives of teachers in scientific-didactic position (assistant professor and associate professor) and associates in the fellow position being not postgraduate students;
- representatives of students;
- representative of employees.

(3) Students make up 15% of total number of the Council's members, thereof at least one shall be representative of postgraduate studies. Student representatives are elected by students according to the special law.

(4) Representative of the employees is elected in accordance with the special law. The candidate for the representative of employees may not be employee being a member of the Council according to paragraph 1 sub-paragraphs 1-5.

(5) Representatives of teachers in scientific-didactic positions are elected in a way that from number of employees in each scientific-didactic position 15% representatives and their deputies are elected. The representatives of associates in fellow positions are elected in a way that for every 25 employees in these positions is elect one representative and his/her deputy. The procedure for election of these representatives is specified in the special by-law enacted by the Council. These representatives are appointed for term of office of three years.

(6) The Dean and Vice-Deans constitute the Council's members according to the function.

(7) The members of the Council being unjustified absent from the sessions for more than 30% during the academic year without providing for appearance of their deputies, respectively approach to electronic voting being an integral part of the session, cease to be members of the Council. Cession of Council membership is set out by decision of the Dean and shall be applied for the next academic year. If the said is applied to persons who have deputies in the Council, their deputy shall become the member of the Council.

Chairpersons must necessarily attend the sessions of the Council and in the case being prevented; they have to provide appearance of the deputy.

Member of the Council must justify his/her absence until the date when the next session of the Council shall be convened at latest. With the letter to the Dean about the absence justification, it is necessary to furnish evidence of sick leave, business trip, undeferable teaching and other duties.

### **Scope of Work of the Faculty Council**

#### **Article 34**

The Faculty Council:

- makes Decisions about academic, research and professional issues;
- participates in mapping out the development strategy of the Faculty;
- elects and relives the Dean;
- elects and relieves the Vice-Deans at the proposal of the Dean;
- enacts the Statute, Rules of Studies and other by-laws specified in this Statute or other positive legislation;
- establishes proposal for study programs;
- develops implementation curricula;
- elect one of the Senate's member, as a rule the Dean, and at least one third of the Council's members may appoint also another person from among teachers in scientific-didactic position;
- appoints heads of scientific-didactic organisational units at the Committee's proposal;
- gives consent to the Dean to internal structure of workplaces;
- makes the decisions to invite applications for election of teachers and associates;
- elects teachers and associate for relevant, scientific-didactic, teaching and collaborating position and workplaces;
- appoints mentors to assistants and junior researchers;
- appoints study heads and mentors;
- decides on specific issues of interest to students:
- establishes working groups and committees at the Dean's proposal:
- lays down the proposal for study capacities and admission quotas:
- takes care of and makes decision to ensure quality of studies and research work;:
- makes decisions in process to earn academic title of Doctor of Science for which it is authorised by Law and by-laws;
- carries out other tasks specified by the Law, Statute of the University, this Statute and other by-laws of the Faculty being not within the competency of other bodies.

### **Mode of Work and Decision-making of the Faculty Council**

#### **Article 35**

(12) The Council works in sessions. Sessions are be prepared, convened and chaired by the Dean, exceptionally, in his/her absence by one of the Vice-Deans. The sessions consist of two parts. The first part of the session includes electronic voting on proposed decisions, while the second part of the session is held in conventional form (in the presence of the Council's members).

(2) The Council decides if there are more than half of the Council's members present at the session.

(3) The Council makes decisions, conclusions and takes position by public vote by majority of present members, unless, in certain cases otherwise prescribed by the Law, Statute of the University or this Statute.



(4) In the case of divided number of votes when making decision by the Council, the vote of the Dean is deciding.

(5) In justified cases, the session may be convened only in electronic form. Paragraphs 2, 3 and 4 are applied also to electronic voting in the first part of the session, respectively electronic session.

### **Issues of Special Interests for Students**

#### **Article 36**

(1) Issues of special interest for students are those relating to change of study system, study quality assurance, adoption of study programs, formulating implementation study plans and student standard.

(2) When making decisions by the Council on issues of special interest for students, the representatives of students are entitled to suspensive veto.

(3) The representative of students may apply suspensive veto if requested by the majority of all representatives of students in the Council. After suspensive veto, the Council discusses again the stated issue at the earliest within 8 days.

(4) In the repeated decision-making, the decision shall be made by the majority of all members of the Council and it is not subject to suspensive veto.

## **IV. TEACHERS, ASSOCIATES AND SCIENTISTS**

### **Subject of Teaching, Scientific and Professional Activity**

#### **Article 37**

(1) Teaching, scientific and professional activity is conducted at the Faculty by teachers, scientist, associates and other persons elected for the professional positions whose qualifications is established by election for the scientific, scientific-didactic, teaching, associate and professional position.

(2) Teachers and associates are required, in addition to tasks set out by the Law and other regulations, to participate in the Council's work and other working bodies in accordance with this Statute, the Statute of the University and other by-laws.

### **Scientist and Scientific Positions**

#### **Article 38**

(1) Scientists are the persons elected for specific scientific positions according to the Law and entered in the Register of Scientists.

(2) Scientific positions are research associate, senior research associate, research adviser and tenured research adviser.

(3) Awarding of scientific position does not depend on workplace.

(4) Scientific positions are permanent and end by promoting to a higher position or their revoking pursuant to the Law.

### **Scientific-didactic, Teaching, Associate and Professional Positions**

#### **Article 39**

(1) Scientific-didactic are assistant professor (Asst Prof PhD) associate professor (Assoc. Prof.), full professor and tenured professor (Prof. Ph. D.). Abbreviations of titles of scientific-didactic workplaces are written before the full name of the person elected for stated workplace.

(2) Teaching position are lecturer (Lect.), senior lecturer (Sen. Lect.), college professor (College Prof.), lector, senior lector. Abbreviations of titles of scientific-didactic workplaces are written after the full name of the person elected for stated workplace.

(3) Associate positions shall be assistant and postdoctoral candidate.

(4) Professional positions shall be professional associate, senior professional associate and professional adviser.

### **Election for Positions and Relevant Workplace**

#### **Article 40**

(1) Persons elected for scientific positions are elected for scientific-didactic positions and relevant workplaces within the same procedure. The Employment Contract shall be concluded with persons elected for scientific-didactic positions.

(2) Election for teaching, associate and professional position is related to relevant workplaces and shall be made within the same procedure.

(3) Elections for positions and relevant workplaces are performed through public competition.

(4) Election for scientific-didactic, teaching and associate position performed at other institution for higher learning may not be recognized unless performed according to the terms and conditions consistent with terms and conditions laid down by by-laws of the University and Faculty.

### **Procedure of Awarding a Research Position**

#### **Article 41**

(1) The procedure of awarding a research position is initiated the person considering meeting the requirements for election to relevant research position or the Faculty with which the person has the concluded Employment Contract.

(2) The general election requirements are laid down by the Law and by-laws based on it. The election procedure takes place in accordance with the Law and by-laws of the University and Faculty.

## **Psychophysical Qualities**

### **Article 42**

(1) The person to be elected for scientific-didactic, teaching and associate position must have required psychophysical characteristics.

(2) Fulfilment the requirements under paragraph 1 of this Article are established by the By-law of the University and Faculty imposing the mode and procedure as well as requirement for election for positions and workplaces.

### **Procedure of Election for Scientific-didactic Position and Relevant Workplaces**

#### **Article 43**

(1) The procedure of election for scientific-didactic positions and relevant workplaces is carried out by the Faculty in accordance with the provisions of the Law, Statute of the University, this Statute and them conform regulations respectively by-laws. It is carried out pursuant to public competition to be published in “Narodne novine” /Official Gazette/, daily newspaper, web site of the Faculty and official web portal for workplaces within European Research Area.

(2) The Council, which appoints the Expert Committee for carrying out election procedure, decides upon announcement of competition for election for the same or more scientific-didactic positions and relevant workplaces.

(3) If some of the applicants have not appropriate research position, when electing for scientific-didactic position also the procedure of election for research position shall be carried out in accordance with the provisions of the Law.

(4) After carried out procedure of election for research position, the Expert Committee under paragraph 2 of this Article considers the received applications and draw up the report for each applicant in accordance with the requirements of the Rector’s Conference and special requirements set out by by-laws of the University and Faculty.

(5) The Council makes the decision on election for scientific-didactic position and relevant workplaces based on report of the Expert Committee and proposal of the Committee for Election of Teachers, Scientists and Associates.

(6) The decision on election for position of full professor and full professor with tenure shall be submitted to the Senate for approval.

### **Procedure of Election for Teaching Position and Relevant Workplaces**

#### **Article 44**

(1) The election for teaching positions and relevant workplaces is carried out for needs of professional study as well as for needs of the course not requiring a research approach.

(2)The procedure of election for teaching positions and relevant workplaces is carried out in conformity with the provisions of the Law, Statute of the University and other by-laws of the University and Faculty.

## **Procedure of Election for Associate Position and Relevant Workplaces**

### **Article 45**

- (1) The procedure of election for associates in associate positions and relevant workplaces is carried out in conformity with the provisions of the Law, Statute by-laws of the University and Faculty relating to election procedure for scientific-didactic, teaching and associate workplaces.
- (2) Assistants and candidates assist in the implementation of part of teaching process, testing knowledge, research and professional activity in conformity with this Statute and other by-laws.
- (3) Each assistant has a mentor appointed by the Council. The mentor may be a person with the research or scientific-didactic position that with his/her research activity provide for effective education of the assistants.
- (4) Each year, the Council assesses work of assistant. The assessment is based on written report of the mentor assessing the candidate's success in research and teaching work as well as success in postgraduate study. The assistant is entitled to access to and comment about the negative report of the mentor. The assessment procedure is regulated in details by special by-law. If the work of the assistant is negatively assessed, the procedure of regular termination of Employment Contract shall be initiated.

## **Procedure of Election for Professional Positions and Relevant Workplaces**

### **Article 46**

- (1) Professional positions are professional associate, senior professional associate and professional adviser. The persons elected for professional positions works at relevant workplaces of the same name.
- (2) The persons with professional positions perform at relevant workplaces the tasks relating to scientific research and professional work.

## **Honorary Positions and Visiting Professors**

### **Article 47**

- (1) The Council may also without entering into an Employment Contract, for scientific-didactic, associate and teaching position elect a person meeting requirements for election for relevant position if the person participate or shall participate in performing part or complete teaching of specific course (so called honorary position).
- (2) The Council may charge teachers, scientists or professionals with one third of teaching course without entering into Employment Contract and without election for scientific-didactic position (so called visiting professor or teacher), providing that the core part of the teaching course is held by person elected for scientific-didactic or teaching positions.
- (3) The teaching at the Faculty may not perform the persons being not elected for scientific-didactic, teaching, associate or honorary position as well as persons being not elected for visiting professors or teachers by the Council.

(4) With consent of the Senate, the Council may entrust, without the election for scientific-didactic position, a respectable foreign professor or prominent professional with performing teaching in particular course maximum for two academic year consecutively.

(5) The procedure of election for honorary positions is identical to the procedure of election for scientific-didactic, teaching and associate positions.

### **Professor Emeritus**

#### **Article 48**

(1) The Faculty may make proposal to the University to award the honorary position “Professor Emeritus” to its deserved full professors with tenure being retired.

(2) The provisions of the Status of the University as well as other By-laws of the University are applied to award honorary position “Professor Emeritus”.

(3) The motion for the honorary position “Professor Emeritus” award may be made by the department at which the nominee was employed or the Dean’s Collegium.

(4) At the proposal of the Dean, the Faculty Council appoints the Committee to consider the proposal and to submit the report to the Faculty Council. The Committee consists of three members thereof one from the department where the nominee was employed, one member from the Dean’s Collegium and one from the Faculty Council.

### **Employment Contract for Scientific-didactic, Teaching, Associate, Research and Professional Workplaces**

#### **Article 49**

(1) The relevant provisions of the Law are applied for Employment Contract for scientific-didactic., research, teaching and professional workplaces.

(2) The Temporary Employment Contract may be concluded with persons elected for scientific and associate workplaces being engaged in project of limited period, while the project or its part for which the person is engaged is going on.

(3) Teachers and associates from the courses carried out in clinics clinical institution and other health institutions as an integral part of unique teaching, research and professional work process, must have the concluded Employment Contract with the Faculty and health institution.

### **Work outside the Faculty**

#### **Article 50**

(1) Scientific, teaching or professional activity of the employee outside the Faculty may not harm interests of the Faculty.

(2) Teachers and associates of the Faculty may not enter into Employment Contracts with other legal persons without the Dean's consent.

(3) Teachers and associates with full-time job at the Faculty may work with another employer maximum up to one third of full time work under a temporary service contract with previous consent of the Dean.

(4) The consent under preceding paragraph may be made if planned activity of the employee is not in conflict with his/her regular responsibilities and general interests of the Faculty

(5) The heads of the Faculty (Dean and Vice-Deans) may not enter into Employment Contract with other institutions of higher learning and research organizations outside the Central University.

### **Casual and Temporary Employment**

#### **Article 51**

(1) Casual and temporary employment and extra work at the Faculty shall be approved by the Dean when this is required by nature of approved activity and when funds for this are available.

(2) The aforementioned forms of employment may be full-time or part-time and last for fulfilling the contract.

(3) In case of employment on the project under the contract, the scope of scientific-research work is defined for each employee.

### **Disciplinary Accountability and Disciplinary Procedure**

#### **Article 52**

(1) Teachers and associates incur disciplinary action for failure to fulfil their work duties and other responsibilities and related to work as well as due damage to reputation of the Faculty and University.

(2) Student are obliged to respect the study regime and by-laws of the Faculty and University and fulfil their academic and other obligations at the Faculty.

(3) The disciplinary bodies and disciplinary measures as well as disciplinary procedure are regulated by a separate by-law.

## **VI. STUDENTS**

### **Student Status**

#### **Article 53**

(1) The student status is achieved by admission to the University of Rijeka, Faculty of Medicine and proved by an appropriate student identity card which content is specified by the Ministry and the form by the University.

(2) A student may be full-time or part-time student.

(3) Full-time students are a students studying according to the full-time program based on full teaching timetable – full time. The cost of full-time study carrying out in the Croatian language is, subsidized, partly or fully, according to the Law and by-laws, from the government budget.

(3) Part-time students are those who attend the educational program while they work or perform another activity requiring specially adapted terms and modes of carrying out the study in conformity with the curriculum implementation plan. The cost of such study shall be borne, fully or partly, by the student self, according to the By-law of the University.

## **Student Rights and Obligations**

### **Article 54**

(1) Student are entitled to:

- Study and educational process of quality as provided by the study program;
- Participate in a part of professional and research work;
- Consultations and tutorial work;
- Freedom of opinion and presentation of standpoints during the class and other activity at the Faculty;
- Free use of libraries and other sources of information;
- Enrolment in course from other programs, in conformity with this Statute and other by-laws of the University and Faculty;
- Comment the quality (assessment) of teaching and teachers;
- Participation in decision-making, according to the Statute and other by-laws of the University and Faculty;
- Complains in case of violation of some of his/her rights provided by the Law, Statute and other by-laws of the University and Faculty;
- Participation in the activities of the student organisations;
- Dormant obligations of student during military service, pregnancy also up to child's age of one year, during long illness and on other justified cases of study interruption according to the By-law of the Faculty;
- Appropriate psychological and health assistance at the Student Counselling Centre, student polyclinics and other relevant health institutions as well as other rights provided by the Statute and other by-laws.

(2) Student is obliged to respect study regime and by-laws of the University and Faculty and duly fulfil his/her teaching and other obligations.

(3) Disciplinary accountability of the student is regulated by the Disciplinary Accountability Regulations.

(4) The Faculty encourages students to participate actively in life of the Faculty and regulate rewards and incentives for particularly active students.

(5) Full-time students have health coverage and rights relating to student standard in conformity with the special regulations.

## **Enrolment and Progress through Study**

### **Article 55**

- (1) Any person has the right to be enrolled under the same terms and conditions established by the Law, Statute of the University and Study Regulations in context of the Faculty's capacity.
- (2) The students gain the right to the next year study admission if s/he has met all obligations as from the study program in accordance with the Study Regulations and other by-laws.
- (3) The student may be approved to admit a course from the next year of study in conformity with the Study Regulations and Study Program.
- (4) The student may re-enrol the same year of study under terms and conditions set forth in the Study Regulations.

### **Student Mentor (Adviser)**

#### **Article 56**

- (1) A mentor from among teachers and associate may be appointed to every student of undergraduate, graduate and integrated undergraduate and graduate study to assist the student in study and monitor his/her work and achievements.
- (2) A mentor is compulsorily appointed to a student of postgraduate university (doctoral) study (hereinafter referred to as doctoral study)
- (3) The Study Regulation regulates the mode of appointment and other essential issues relating to the student mentor.

### **Termination of Student Status**

#### **Article 57**

The student status terminates:

- upon completion of study;
- upon withdrawal from the Faculty;
- if the student does not enrol the following academic year;
- if the student does not complete the study within the time specified in the Study Program and other by-laws;
- by study expulsion for reasons provided by by-laws of the University and Faculty;
- for other reasons provided by by-laws of the University and Faculty.



## **Awards to Students**

### **Article 58**

(1) Students may be awarded or supported by scholarship for their work and contribution to reputation of the Faculty and University with:

- Rector's award;
- Faculty awards;
- Awards and scholarships from the University Foundation:
- University Scholarships and
- other awards.

(2) The decision on winning the Rector's award and University scholarship is made by the Senate at the Rector's proposal, in accordance with the criteria set forth by the Senate.

(3) The decision of winning the Faculty award is made by the Council at the Dean's proposal.

## **VII. STUDY**

### **Types of Study**

#### **Article 59**

(1) Higher education at the Faculty is conducted through university and professional studies.

(2) University study makes students qualified to conduct scientific and higher educational activities in the world of business, public sector and society in general and makes them capable to apply and develop research and professional achievements.

(3) Professional study offers to the students an appropriate level of knowledge and skills enabling them to carry out professional positions and to become directly involved into employment.

(4) University and professional Studies are organized and conducted according to study programs adopted by the Senate of the University at the proposal of the Faculty Council.

(5) University and professional Studies are harmonised with those in European educational area taking into account the positive experiences of other systems in higher education.

### **University Study Level**

#### **Article 60**

(1) University education includes:

- Undergraduate university study;
- Graduate university study;
- Postgraduate study – postgraduate university study (doctoral study) and postgraduate specialist study.

(2) Studies referred to in paragraph 1 are organized in conformity with the Study programs provided by the Senate at the Faculty Council and conducted by the Faculty. Graduate and postgraduate studies may be performed in cooperation with research institutes pursuant to special contract entered into by mutual.

(3) Each level of university study is completed by obtaining particular title or degree.

(4) Particular study programs are carried out as integrated undergraduate or graduate university study by which competition 300 ECTS credits shall be earned.

(5) Each level of the study under paragraph 1 of this Article is in conformity with the European system of credit transfer (hereinafter referred to as ECTS) according to which in one study year with full teaching load 60 ECTS credits are earned.

### **Treaty Establishing the Study and Advanced Training Programs**

#### **Article 61**

(1) The Faculty may organise with national or foreign institutions of higher education joint or integrated study according to the provisions of the Law.

(2) The Faculty may organise and conduct lifelong learning, programs being not considered study and distinguishing obligation in accordance with the Law and by-laws of the University.

### **Duration of the University Study**

#### **Article 62**

(1) Undergraduate university study lasts three to four years and by its completion from 180 to 240 ECTS credits shall be earned.

(2) Graduate university study lasts one to two years and by its completion from 60 to 120 ECTS credits shall be earned. Total number of credits to be earned in undergraduate and graduate study amounts minimum 300 ECTS credits.

(3) Postgraduate university (doctoral) study lasts at least three years when it shall be conducted as full-time study. In postgraduate university (doctoral) study, minimum 180 ECTS credits shall be earned.

(4) Postgraduate specialist study lasts one to two years and by its completion from 60 to 120 ECTS credits shall be earned.

(5) Study programs may be conducted also as integrated undergraduate and graduate university studies and completing it minimum 300 ECTS credits shall be earned. Accreditation requires previous approval of the National Council for Science, Higher Education and Technological Development.

### **Academic Titles and Degrees**

#### **Article 63**

(1) Upon completing undergraduate study, the academic title of baccalaureus or baccalaurea with an indication of profession is acquired, unless otherwise specified by the special law.

(2) Unless otherwise stipulated by the Law, upon completing particular university study the following academic titles are acquired:

- for Medical University Program: Doctor of Medicine (MD);
- for Dental Medicine University Program: Doctor of Dental Medicine (MDM);
- for other University programs: master (M.A.) with an indication of profession.

(3) Upon completing postgraduate university (doctoral) study, the academic title doctor of science (PhD) is acquired.

(4) Upon completing postgraduate specialist study, the academic title of specialist in specific field (spec.) is gained and added to the academic title.

(5) In the case of a prescribed specialist advance training for particular professional field, upon completing postgraduate specialist study academic title in accordance with the special regulation is acquired.

(6) Abbreviation of academic shall be placed behind and abbreviation of academic degree shall be placed before the full name of the person.

## **Professional Study**

### **Article 64**

(1) Professional education includes:

- Professional short-term study;
- Undergraduate professional study;
- Specialist graduate professional study.

(2) Professional studies may be conducted at the university with obtained consent of the National Council for Science, Higher Education and Technological Development in conformity with the Law and Statute of the University.

(3) Every level of the professional study is completed with acquisition of specific professional title.

(4) Professional short-term studies last from two to two and half years and upon their completion from 120 to 150 ECTS credits are acquired. Upon completing professional short-term study, professional title of applicant with specification of profession is acquired in accordance with the Law.

(5) Undergraduate professional study lasts three years and exceptionally, with the consent of the National Council for Science, Higher Education and Technological Development, undergraduate professional study may last four years, in the case when this is in conformity with internationally accepted standards. Upon completion of undergraduate professional study, from 180 to 240 ECTS credits with professional title professional bachelor (baccalaureus/baccalaurea) with an indication of profession is acquired, in conformity with the Law.

(6) Specialist graduate professional study lasts one or two years. From 60 to 120 CTS credits are acquired upon its completion. Upon completing specialist graduate professional study, professional title professional specialist of particular profession is acquired, in accordance with the Law.

(7) Total number of credits to be obtained in undergraduate and specialist graduate professional study amounts to minimum 300 ECTS credits.

(8) In the case when for certain professional area provided by the Law, advance training is prescribed at the level of specialist graduate professional study, appropriate professional title shall be determined by an implementing regulation adopted by virtue of the special law.

(9) Abbreviation for professional title is written behind name and surname of the person.

### **Transfer of the ECTS Credits**

#### **Article 65**

(1) Transfer of the ECTS credits is carried out between different studies or educational programs under Article 76a of the Law.

(2) Criteria and requirements for transfer of the ECTS credits referred to in paragraph 1 of this Article is regulated by the Study Regulations when the credit transfer takes place within the University, respectively by an agreement between the University and another institution of higher learning outside the University.

(3) The decision on signing the agreement under paragraph 2 of this Article is made by the Senate and signed by the Rector.

### **Admission to Undergraduate, Graduate and Professional Study**

#### **Article 66**

(1) Admission to study is carried out based on public competition published by the University at least six months before the commencement of classes. The decision on announcement of competition is made by the Senate at the proposal of the Faculty.

(2) The competition for each study program contains data on number of free places (study program capacity), admission requirements, mode of carrying out the classification process, costs of the study and documents to be submitted as well as deadlines for application for the competition and admission.

### **Study Program**

#### **Article 67**

(1) The study is organised according to the Study program adopted by the Senate at the proposal of the Council.

(2) The Study program should be:

- at level of the most recent scientific knowledge and skills based on them;
- harmonised with strategic network document of institution of higher education;
- harmonised with national priorities and needs of professional sector;
- comparable with programs in the EU countries.

(3) The Study program consists of compulsory and optional courses. The compulsory courses constitute 60-75% of Study program. Compulsory and optional courses may be organised as modules. Qualification shall be defined based on minimum portion of professional courses established by the Study program.

(4) The Study program consists of:

- Professional or academic title or degree to be acquired upon completion of study;
- Academic requirements for admission to study, at the beginning of study, requirements for registration of students in next term or quarter, respectively next year of study as well as admission pre-requirements to study commitments;
- Provided learning outcomes acquired by completing individual study commitments, study modules and complete Study program as well as planned number of hours for each study commitment providing for acquisition of anticipated learning outcomes;
- Places for implementation of Study program as well as space, equipment and teachers required for conducting study;
- An appropriate number of the ECTS credits is assigned to each study commitment based on average total work the student must put in to acquire anticipated learning outcomes within this study commitment;
- List of literature required for students and examinations;
- List of courses the student may select from other universities, respectively professional studies and list of other study programs from which the ECTS credits may be acquired;
- Duration of Study;
- The optimal number of enrolled students in terms of space, equipment and number of teachers;
- Mode of Study competition;
- Mode of monitoring the quality and level of success of conducting Study program and each course, specifically mode of participation of students in assessment of teaching program and its implementation;
- Provisions on whether and under which conditions the students who have interrupted the study or lost the right to study may continue studying.

## **Implementation Plan**

### **Article 68**

(1) The Study is conducted according to the Implementation syllabus to be adopted by the Council before commencement of the academic year.

(2) The Implementation plan is compulsory published in official websites of the Faculty including summaries of lectures and other teaching forms as well as text of the lectures self and other teaching forma in exceptional cases of inaccessibility of relevant literature.

(3) The Syllabus Implementation plan defines:

- Teachers and associates who shall conduct teaching in conformity with the Study program;
- Places for teaching implementation;
- Commencement and ending as well as instructional timetable;
- Teaching forms (lectures, seminars, exercises, consultations, knowledge test etc.);
- Modes and terms for taking examinations;
- Examination periods;
- List of literature for study and taking exam;
- Possibility to conduct teaching in foreign language and
- Other important facts for regularly conducting of teaching.

(4) If part-time students enter the Study program, for part-time students shall be defined the organisation and way of conducting teaching in the Implementation syllabus.

(5) Adoption of Implementation syllabus is a requirement for commencement of teaching in this academic year.

(6) The Study may be organised through the distance learning system to be specially approved by the National Council for Science, Higher Education and Technological Development.

### **Academic Year**

#### **Article 69**

(1) The academic year commences on October 1 of the current and end on September 2 of the next calendar year.

(2) Teaching is organised in trimesters, terms and rotation classes. The Study program shall define the teaching organisation.

(3) Teaching may begin also before commencement of the academic year referred to in paragraph 1 of this Article, if so prescribed by the Implementation syllabus for this academic year, but not before September 1.

(5) All teaching commitments of full-time and part-time students shall be laid down by the Statute of the University.

### **Examination**

#### **Article 70**

Examinations, marks, complaints about examination, repeating examination, examination periods and register for examination as well as keeping records on examinations is established by the Study Regulations.

### **Organisation of Postgraduate University (Doctoral) Study**

#### **Article 74**

(1) The Postgraduate university (doctoral) study is organised at the Faculty as study program with compulsory and optional courses, compulsory and optional activities (participation in seminars, conferences, summer schools, round tables etc.) and research topics.

(2) The Postgraduate university (doctoral) study is an integrated university study with study programs to be organised by the Faculty. The Study program may be structured and conducted in Croatian or English language.

(3) The program of the Postgraduate university (doctoral) study may be organised in cooperation with other national or foreign universities as well as scientific organisations.

(4) Persons who have accomplished scientific achievements which with their significance fulfil requirements for election in scientific know ledges may win, with the consent of the Senate and in accordance with the Council's decision on fulfilling prescribed requirements, the doctor's degree in philosophy producing and defending doctoral dissertation without attending courses and passing examination.

## **Duration of Postgraduate University (Doctoral) Study and Credit System**

### **Article 72**

- (1) Postgraduate university (doctoral) study lasts at least three years and is organised in accordance with the ECTS credit system . Students of doctoral study should earn at least 180 ECTS credits thereof 30 to 60 ECTS credits in compulsory and optional courses, up to 30 ECTS credits in compulsory and optional activities and at least 90 ECTS credits in organised research.
- (2) Student program may predict taking the final examination.
- (3) Doctoral study given the duration may be organised as full-time study and as part-time study. Full-time study lasts at least 3 years, while part-time study lasts 5 years.
- (4) Within the full-time study, it is compulsory to attend another national or foreign university where at least 20 ECTS credits should be earned.

## **Admission to Postgraduate University (Doctoral) Study**

### **Article 73**

- (1) Any person who has completed appropriate graduate study, person who has acquired appropriate master's degree in philosophy or person who has completed appropriate undergraduate study in conformity with regulations in force before adoption of this Statute may take doctoral study in accordance with the Law. Acceptability of the previous qualification for admission to doctoral study is established by the Study program or Council's decision.
- (2) Additional criteria for admission to doctoral study are defined by Study Regulations of the University and Faculty.

## **Students of Postgraduate University (Doctoral) Study**

### **Article 74**

- (1) Admission of students to postgraduate university (doctoral) study is performed based to public competition.
- (2) The full-time student of postgraduate university (doctoral) study having the Temporary Employment Contract for associate workplace Assistant concluded with the Faculty for a period of 6 years is exempt of tuition fee payment.
- (3) The part-time student of Postgraduate university (doctoral) study provides for funds to cover costs of study.

## **Mentor Assigned to Students of Postgraduate University (Doctoral) Study**

### **Article 75**

- (1) Mentor is obligatorily assigned to student of postgraduate study immediately upon admission to study. In addition to the mentor, the Council may approve a co-mentor to the student.

(2) Mentor is a teacher with scientific-didactic position and expert for the area the student has applied for dissertation topics.

(3) Mentor advises the student during the study, monitor his/her work and fulfilment of obligations, direct him/her and assess his/her progress. Mentor evaluates student's success and obligatory present report on student's work to the Faculty Council once a year.

### **Study Program for Postgraduate University (Doctoral) Study**

#### **Article 76**

(1) In addition to requirements referred to Article 67, the Study program for postgraduate university (doctoral) study should meet also following requirements:

- In the 1<sup>st</sup> year, students of postgraduate university (doctoral) study, the students listen and take the biggest part of compulsory and optional courses, participate in research and lecturing activities at the Faculty, participate in compulsory and optional activities and monitored by the mentor develop the research project and propose frame topic of doctoral dissertation;
- In the 2<sup>nd</sup> year of study, students prepare topic of doctoral dissertation based on research project and take part in different conferences, seminars and round tables presenting and defending topics of his/her research project to be elaborated within the doctoral dissertation at the later date;
- In the 3<sup>rd</sup> year of study, students prepare their doctoral dissertation.

(2) The provisions for undergraduate and graduate study relating to examinations, marks, transfer of ECTS credits are applied also for courses of doctoral study.

(3) When part-time doctoral study is carried out, the Study program should arrange the requirements referred to in paragraph 1 of this Article to double number of years of study.

### **Registration, Assessment and Defence of Doctoral Dissertation**

#### **Article 77**

(1) Completion, registration, assessment and defence of doctoral dissertation is regulated in details by the Study Regulations. Dissertation is defended in public.

(2) The Committee is established at postgraduate studies that receives files, assesses dissertation and conducts defence of doctoral dissertation.

(3) Doctoral dissertation is assessed in report of the Committee's members. Functioning of the Committee as well as detailed provisions for procedure for competition of doctoral study is laid down by the Study Regulations.

(4) The Council appoints the Committee's members.

(5) The Committee consists of odd number of members whose scientific activity belongs to area of the candidate's doctoral work. At least one member of the Committee is a scientist from another university or other health organisation.



## **Postgraduate Specialist Study**

### **Article 78**

- (1) The Faculty may organise postgraduate specialist study for a period of one to two years and in which profession of specialist in specific field (spec.) is gained. The title specialist, respectively its abbreviation is added to academic title.
- (2) In case of prescribed specialist advance training for specific professional field, completing postgraduate specialist study, the academic title is acquired in accordance with a special regulation.
- (3) A person who has completed appropriate graduate study or person who has completed appropriate undergraduate study according to regulations in force before adoption of the Law may enrol postgraduate study. Requirements for admission to postgraduate specialist study shall be define by Study program.
- (4) The provisions of this Statute relating to graduate university study is applied, as appropriate, to organisation and carrying out of postgraduate specialist study.

## **Requirements for Completion of Study**

### **Article 79**

- (1) Undergraduate university study is completed by passing all examinations and producing the final project and/or passing the final examination according to Study program. The final examination is taken before the Examination Board.
- (2) Graduate study is completed by passing all examinations, producing the graduation thesis and passing finals according to the Study program.
- (3) Integrated undergraduate and graduate university study are completed by passing all examinations, producing graduation thesis and passing finals according to the Study program.
- (4) Postgraduate university (doctoral) study is completed by passing all examinations, producing and defending in public the scientific dissertation.
- (5) Postgraduate specialist study is completed by passing all examinations and producing the final project and/or passing the appropriate final examination according to Study program. The final examination is taken before the Examination Board.
- (6) Short undergraduate professional study and undergraduate professional study is completed by passing all examinations. The Study program may anticipate also passing the final examination and/or producing of final project. The final examination is taken before the Examination Board.
- (7) By completing study in conformity with provisions of this Article, the student acquires appropriate professional or academic title or degree as well as other rights in accordance with special regulations.

## **Doctor's Degree Revocation**

### **Article 80**

- (1) The doctorate of science is revoked if established that the doctoral dissertation was usurped scientific work or forgery.
- (2) Doctorate of philosophy shall be revoked by the Senate of the University at the request of the Council and under procedure defined in details by the Study Regulations,
- (3) Revocation of doctorate of science shall result in loss of positions for which acquisition is one of the requirements for the doctorate of science.

## **Withdrawal of Academic or Professional Titles (Positions)**

### **Article 81**

- (1) Academic and professional title is withdrawn if established that it has been acquired contrary to prescribed requirements for its acquisition or gross violation of the rules of study.
- (2) Initiation and implementation of procedure of withdrawal of academic or professional title is carried out in accordance with the Law and this Statute and the procedure is prescribed by the Study Regulations.

## **Study Documents**

### **Article 82**

- (1) Upon completion of undergraduate university study, a certificate shall be issued to the student certifying completion of study and acquisition of appropriate academic title.
- (2) Upon completion of graduate university, integrated undergraduate and graduate university study, postgraduate university and postgraduate specialist study, a diploma shall be issued to the student certifying that the student has completed the appropriate study and gained the right to academic title and degree.
- (3) Upon completion of short professional study, a certificate shall be issued to the student and upon completion of undergraduate professional study and specialist graduate professional study; a diploma shall be issued to the student certifying completion of study and acquisition of appropriate professional title.
- (4) Upon completion of the professional advance-training program, the institution of higher learning shall issue to the participant the attestation and if the load within the program shall be measured by ECTS credits, the certificate shall contain ECTS credits.
- (5) In addition to certificate, diploma or attestation, a supplementary study document shall be issued to the student free of charge in Croatian and English language certifying which and with which mark the student has passed the examinations and with other data required to understand the acquired qualification.
- (6) Diplomas, certificates and attestations issued by the Faculty are official documents.

(7) Form of diplomas and supplementary study documents, content and form of certificates and attestations as well as information package for transfer ECTS credits is regulated by the Senate of the University.

### **Recognition of Foreign Diplomas and Professional Qualifications**

#### **Article 83**

The procedure of recognition of foreign diplomas and academic professional qualifications is carried out pursuant to the special law, respectively based on bilateral or multilateral agreements mandatory for the Republic of Croatia.

### **Graduation Ceremony**

#### **Article 84**

(1) Graduation ceremony is solemn conferment of diplomas on completed study, respectively obtained or awarded professional, academic title or academic degree.

(2) The conferrer at undergraduate, graduate or integrated study is the Dean or Vice-Dean authorised by the Dean.

(3) The academic degree of the doctor of science is conferred by the Rector.

## **VIII. SCIENTIFIC AND PROFESSIONAL WORK**

### **Activity Holder**

#### **Article 85**

(1) Teachers elected to scientific-didactic positions and appropriate workplaces, persons elected to associate workplaces and other scientist eligible to carry out scientific activities are engaged in scientific work.

(2) The scientific work involves postgraduate university studies and persons elected to professional workplaces. The scientific work may involve also students of undergraduate, graduate and integrated studies, other persons participating in scientific and teaching process.

### **Scientific-research and Professional Projects**

#### **Article 86**

(1) Teachers, associates and scientist propose scientific-research, professional or development projects and other forms of activity with written notice to the Dean or chairperson/head of institute. These activities may be proposed by the Faculty.

(2) Organisational, financial or other forms of support (space, equipment, infrastructure) to the leader of scientific-research or professional work is provided, depending on type of activity, by signatory of the contract if so stipulated by the contract.

(3) The contract specifies amount of fee to be paid to the University and/or Faculty as the activity holder and the fee refers to use of space, equipment, infrastructure and other privileges. The fee is fixed in accordance with special Regulations.

### **Activity Consistently with Interests of the University and Faculty**

#### **Article 87**

(1) Teachers, associates and scientists may not act contrary to interest of the Faculty and University within their activities.

(2) Teachers, associates and scientists may not use name and sign of the Faculty and University for commercial purposes.

(3) Copyright and authors' interests in printed outcomes and working results of teachers, associates and scientists presented to the public is ensured in accordance with copyright regulations.

### **Collaborative Research Programs**

#### **Article 88**

(1) Collaborative research program is an interdisciplinary research program initiated and carried out at university level and as a rule consists of larger number of linked problem-oriented research projects.

(2) Collaborative research program is initiated by the Senate. The Senate appoints the program leader.

(3) The program leader makes proposal of program draft to the Senate and National Council for Science, Higher Education and Technological Development.

(4) If the National Council for Science, Higher Education and Technological Development accepts the program draft, the University shall invite project applications within the program.

(5) The final program proposal is determined by all leaders of selected projects. This proposal is subject to internal review at the University.

(6) Upon internal review, the final program proposal is evaluated by the National Council for Science, Higher Education and Technological Development appointing the reviewers. The program is defended in public before members of the National Council for Science, Higher Education and Technological Development.

(7) Execution of the program is evaluated in the same way as the defence of the program proposal.

(8) The criteria and mode of initiation of the program, implementation of the internal review as well as program monitoring is established by the Senate in accordance with special regulations.

## **IX. QUALITY ASSURANCE AND IMPROVEMENT**

### **Quality Assurance and Improvement**

#### **Article 89**

- (1) In order to achieve the highest quality standards of proper activity, the Faculty introduces quality culture in all aspects of its business operation and all normative deeds.
- (2) The target of quality assurance and improvement is development of institutional mechanisms for systematic evaluation and coordination of initiatives and developing programs with permanent purpose to assure and improve quality as well as promote high standards of occupational and professional development of students, teachers, associates, administrative and technical personnel, management, library staff and part-timer staff members in all fields of activity of the Faculty.
- (3) The core document of quality assurance and improvement system of the Faculty is Regulations on Quality Assurance and Improvement of the Faculty of Medicine Rijeka regulating scope of evaluation, organisation and activity of quality assurance and improvement system.
- (4) The Faculty develops its quality assurance and improvement system being an integral part of the university quality assurance and improvement system in accordance with the provisions of the Statute of the University and by-laws of the Faculty.
- (5) The Faculty shall audit quality assurance and improvement at least once a year according to the plan harmonised with the plan of the Office for Quality Assurance and Improvement of the University.
- (6) The Faculty establishes the Committee for Quality Assurance and Improvement. The chairperson of the Committee may be a teacher with scientific-didactic position. Teachers, associates and students are involved in the work of the Committee.
- (7) Organisation and mode of work of the Committee for Quality Assurance and Improvement are regulated in details by the Regulations on Quality Assurance and Improvement System.

## **X. FINANCING**

### **Sources of Financing**

#### **Article 90**

- (1) The Faculty is financed from sources set down by the Scientific Activity and Higher Education Act, Statute of the University and this Statute.
- (2) The Faculty is financed only from those sources that do not affect its independence and dignity.
- (3) Own-source revenues may be generated only from activities, which do not harm fulfilment of core tasks of the Faculty.

## **Faculty Budget**

### **Article 91**

(1) The Faculty budget is composed of funds remitted from the University budget, regular activity-based budget, funds of research and developing projects and revenues generated on the market from performing core and other activities as well as other funds generated in accordance with positive regulations and by-laws.

(2) The positive regulations, Statute and other by-laws of the University and Faculty apply to the Faculty budget.

(3) The financial plan of the Faculty is developed by the Dean and consolidated financial plan incorporates the plan of the University and constituent units by the Senate at proposal of the Rector.

## **Allocation of Market Earned Revenues**

### **Article 92**

(1) The Faculty manages the funds earned in the market from performing core and other activities according to special regulations and by-laws of the Faculty.

(2) The 3% of gross funds earned in the market and from tuition fees, the Faculty allocates to the annual budget of the University for capital investments, co-financing collaborative research programs and developing of projects or programs adopted for the purpose of activity improvement.

(3) At least 10% of gross funds earned in the market and at least 20% of gross funds from tuition fees are allocated to the Faculty budget for capital investment and developing projects or programs adopted by the Council with the purpose of activity improvement.

## **XI. OPENNESS TO THE PUBLIC AND BUSINESS SECRET**

### **Openness to the Public**

#### **Article 93**

(1) The work of the Faculty is public.

(2) The Faculty provides timely and truthfully informing its employees as well as stakeholders about issues of interest for implementation of their rights and obligations, performing its activity and work as well as other issues of interest for the Faculty activity.

### **Informing the Public**

#### **Article 94**

Only the Dean or by the Dean authorised person may via media inform the public about the work, business operation and development of the Faculty.

The Dean determines the mode of openness to work by a by-law.

## **Business Secret**

### **Article 95**

(1) Documents and data whose disclosure or making available to unauthorised persons contrary to the Faculty business operation or being harm for its business reputation, respectively interest and reputation of employees and students are deemed business secret.

(2) Business secret is deemed in particular information

- the Dean has pronounced business secret;
- the Faculty has learned as business secret from another legal persons, respectively competent bodies;
- relate to activities the Faculty is carrying out for needs of public bodies when protected with appropriate degree of secrecy;  
contain bids in tender until publishing the results of competition;
- on the author or reviewer in the process of conducting a secrete review process (bind review)
- physical-technical security of facilities and propriety of the Faculty;
- other information defined as secret by the regulation.

(2) The Dean or the person authorised by him may disclose the information constituting business secret.

## **XII. TRANSITIONAL AND CONCLUDING PROVISIONS**

### **By-laws**

### **Article 96**

The Faculty Council constituted according the provisions being in force before this Statute has become operative continues to work until the constitution of the new Faculty Council.

The existing enactments of the Faculty and enactments of the University with an exception of provisions contrary to the Law shall be applied until adoption of by-Laws according to the provisions of this Statute.

### **Termination of Statute Validity**

### **Article 97**

The Statute Index: 003-05/04-01/03, Ref. 2170-24-01-97-04-01 dated April 27 23004 and all Decisions on Amendments to Statute are invalid upon entry into force of this Statute.

## **Effectiveness of the Statute**

**April 98**

This Statute shall enter into force on the eighth day from the day of its publication on the web pages of the Faculty upon obtaining the consent of the Senate of the University of Rijeka.

The Dean:

Prof. Tomislav Rukavina, MD, PhD

The Statute was published on the web pages of the Faculty on the 27 July 2016 and it enters into force on the 4 August 2016.

The Secretary of the Faculty:

Nataša Cikuša, LLB

Category: 003-05/16-02/02  
Protocol No. : 2170-24-01-16-1  
Rijeka, 14 June 2016