

**Statute
of the University of Applied Sciences
Velika Gorica**

Velika Gorica, September 2025

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Pursuant to Article 25, paragraph 4 of the Act on Higher Education and Scientific Activity (Official Gazette No. 119/22) and the proposal of the Council of Universities of Applied Sciences Velika Gorica, the Governing Council of the University of Applied Sciences Velika Gorica, at its 3rd session in the academic year 2022/2023 held on 17th March 2023, hereby adopts the

STATUTE OF THE UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA

I. GENERAL PROVISIONS

Article 1

- (1) This Statute regulates the status, name, registered office, seal, coat of arms, and activities of the University of Applied Sciences Velika Gorica (hereinafter: the University), its legal status, representation, and presentation, internal organization, matters related to the status of teachers, associates, and other employees, matters related to study programmes and teaching activities at the University, public transparency, general acts, protection of data confidentiality, as well as other matters significant for the operation and business activities of the University.
- (2) All terms used in this Statute that have gender-specific meanings, regardless of whether they appear in masculine or feminine form, shall be understood to include both genders equally.

II. STATUS, NAME, REGISTERED OFFICE, SEAL, COAT OF ARMS AND ACITVITIES OF THE UNIVERSITY

Status

Article 2

- (1) In accordance with the Act on Higher Education and Scientific Activity (hereinafter: the Act), the University is a private higher education institution that performs its activities as a public service.
- (2) The founder of the University is the City of Velika Gorica (hereinafter: the Founder).
- (3) The University is a legal entity and shall be registered in the court register and the Register of Higher Education Institutions.
- (4) The University maintains one or more transactional bank accounts through which financial operations are conducted.

Name and Registered Office

Article 3

- (1) The University conducts its activities, operates, and participates in legal transactions under the name Veleučilište Velika Gorica. Abbreviated name: VVG.
- (2) The English name of the University is University of Applied Sciences Velika Gorica. Abbreviated name: UASVG.
- (3) The registered office of the University is located in Velika Gorica, Zagrebačka 5.
- (4) Any change of name or registered office of the University shall be decided by the Founder. Such changes shall be entered into the court register.
- (5) The name of the University shall be displayed on the main building, at the University's registered office, and on other University premises.

Seal

Article 4

- (1) In legal transactions, the University uses seals, stamps, and imprints.
- (2) The University has a round seal with a diameter of 38 mm, featuring the Coat of Arms of the Republic of Croatia in the center, the seal number above it, and the inscription Velika Gorica below. The circular text reads: Republic of Croatia – University of Applied Sciences Velika Gorica. This seal is used for certifying public documents issued by the University in the course of its official activities.
- (3) The University also has a dry seal, round in shape with a diameter of 38 mm, featuring the Coat of Arms of the Republic of Croatia in the center, the seal number above it, and the inscription Velika Gorica below. The circular text reads: Republic of Croatia – University of Applied Sciences Velika Gorica. The dry seal is embossed on documents in accordance with the law and general acts.
- (4) The University has another round seal with a diameter of 25 mm, featuring the Coat of Arms of the Republic of Croatia in the center, the seal number above it, and the inscription Velika Gorica below. The circular text reads: Republic of Croatia – University of Applied Sciences Velika Gorica. This seal is used when the 38 mm seal is not suitable.

- (5) The use, safekeeping, quantity, ordering, and replacement of seals and dry seals of the University bearing the Coat of Arms of the Republic of Croatia shall be governed by law.

Article 5

- (1) The University also has round seals with diameters of 38 mm and 25 mm, used to authenticate legal, financial, administrative, and other official documents.
- (2) The 38 mm seal bears the University's coat of arms, featuring a stylized image of the University building in the center, the seal number above it, and the circular text: UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA MMIII.
- (3) The 25 mm seal bears the University's emblem in the center, the seal number above it, and the circular text: UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA.
- (4) The 38 mm seal with the University's emblem is used to authenticate legal, financial, and other documents in the University's daily operations.
- (5) The 25 mm seal with the University's emblem is primarily used for administrative operations and archiving, or when the use of the 38 mm seal is not appropriate.
- (6) For regular administrative operations, the University may also use other types of rectangular stamps, the form, content, and manner of use of which shall be prescribed by the Dean's decision.
- (7) The Dean's decision shall determine the number of seals, the method of their use, safekeeping, serial numbering, and the persons responsible for their use and safekeeping.

Coat of arms

Article 6

- (1) The University has its own emblem (logo), coat of arms, and flag.
- (2) The emblem is generally blue in colour and of the following design:



- (3) The coat of arms of the University is circular in shape, white in colour on a blue background. In the centre is a stylized image of the University building, and along the circular border is the inscription: "UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA MMIII."
- (4) The appearance of the coat of arms is as follows:



- (5) The flag of the University is blue, with a ratio of 2:1 in length to width. In the centre, in white, is the coat of arms of the University. The shape and appearance of the flag are as follows:



- (6) The emblem, coat of arms, and name of the University are protected in the same manner as the trade name of a company under the applicable law.

Activities

Article 7

- (1) The University carries out higher education, scientific, and professional activities in accordance with the Act and this Statute.
- (2) The activities of the University include:
 - organizing and conducting professional and other study programmes in accordance with the Act,
 - carrying out advanced professional development and research, as well as scientific work under conditions prescribed by special regulations,
 - organizing and conducting educational programmes that are not considered study programmes under the meaning of the Act and are based on the principles of lifelong learning,
 - organizing and conducting adult education and professional training programmes,
 - publishing, library, and information activities related to its core operations,
 - retail sale of books and course materials for students,

- organizing courses, seminars, professional and scientific conferences, and administering professional and other examinations required to obtain relevant licenses, authorizations, or certifications,
 - providing services to economic and other public and private sector entities with the aim of contributing to the development and improvement of the University's activities or the rational use of its equipment,
 - conducting market research, public opinion surveys, consulting, and advisory services that support the University's activities, where such services are performed on a smaller scale or customarily accompany its described operations,
 - supporting student welfare through the organization of student accommodation, meals, catering services, and mediation in student employment.
- (3) When a specific activity is governed by special regulations, it shall be conducted in accordance with those regulations.
- (4) Any decision to amend and/or expand the University's activities shall be made by the Founder through an amendment to this Statute upon the proposal of the University's Governing Council.

Article 8

In the performance of its activities, the University promotes cooperation and participates in joint research programmes with scientific organizations, higher education institutions, and other organizations and companies within the local community, the Republic of Croatia, and abroad.

III. REPRESENTATION, LEGAL TRANSACTIONS AND LIABILITY FOR OBLIGATIONS

Representation and Presentation

Article 9

- (1) The University is represented and presented by the Dean.
- (2) In the event of the Dean's absence or incapacity, the Vice-Dean for Academic Affairs shall act as the Dean's substitute.
- (3) The University may also be represented by other persons authorized by the Dean.
- (4) Persons authorized to sign financial and other official documents shall be appointed by the Dean.

Legal Transactions

Article 10

- (1) The University independently enters into legal transactions with third parties.
- (2) The Dean is authorized to independently undertake all legal actions on behalf of and for the account of the University up to a value of EUR 70,000.00. Legal actions exceeding EUR 70,000.00 require the prior consent of the Governing Council.

Liability for Obligations

Article 11

- (1) The University is liable for its obligations and for any losses incurred in its operations with all of its assets.
- (2) The Founder of the University is jointly and unconditionally liable for the obligations of the University.

IV. INTERNAL ORGANIZATION OF THE UNIVERSITY

Article 12

- (1) The University is organized as a unified educational, professional, scientific, and administrative entity.
- (2) The teaching, professional, and scientific organizational units of the University constitute its fundamental structural forms, performing all teaching activities across study programmes, professional and scientific work, continuing education and training, and other tasks related to higher education, professional, and scientific activities.
- (3) The teaching, professional, and scientific organizational units of the University may be established as study programmes, centres, departments, chairs, or other organizational units.
- (4) Administrative organizational units may be established as the Dean's Office, services, departments, student offices, administrative offices, or other organizational units.

- (5) The internal organization of the University shall be further regulated by the Regulation on Internal Organization and Job Classification, adopted by the Governing Council upon the proposal of the Dean.

Article 13

With the consent of the Governing Council, the University may establish or participate in the establishment of legal entities whose primary activities support the mission of the University and meet the needs of students and the University itself.

Article 14

- (1) The University may entrust the teaching of an entire course or part of a course to legal entities that possess the required human, spatial, and technical resources.
- (2) The University may also entrust the delivery of a study programme or part thereof to another higher education institution, based on a specific cooperation agreement concluded in accordance with the applicable regulations.
- (3) The mutual rights and obligations relating to the teaching arrangements referred to in paragraphs (1) and (2) of this Article shall be defined by contract.

V. UNIVERSITY BODIES

Article 15

The University is governed by the Governing Council, the Dean, and the University Council.

1. Gouverning Council

Article 16

- (1) The Governing Council consists of five members, of whom the Founder appoints the Chairperson and two members; one member is appointed by the University Council from among the teaching staff, in accordance with the procedure defined by the Rules of Procedure of the University Council; and one member is appointed by the Workers' Council from among the employees, in accordance with the Labour Act.

- (2) If the Workers' Council referred to in paragraph (1) of this Article has not been established, one member of the Governing Council shall be elected by the employees through direct and secret voting, following the procedure prescribed by the Labour Act for the election of a single-member Workers' Council.
- (3) Members of the Governing Council must possess the appropriate education and experience necessary to assess the legality and purposefulness of the University's activities.
- (4) The term of office of the members of the Governing Council shall be four years, and they may be reappointed or re-elected.
- (5) If a member of the Governing Council ceases to hold office before the expiry of their term, a new member shall be appointed for the remainder of the term, in accordance with the procedure prescribed by this Statute and the Rules of Procedure of the Governing Council.

Article 17

- (1) The Founder, the University Council, the Workers' Council, or the employees of the University may dismiss their appointed or elected members of the Governing Council before the expiry of their term of office.
- (2) The procedure for the dismissal of a member of the Governing Council referred to in paragraph of this Article shall be further regulated by the Rules of Procedure of the Governing Council.
- (3) A member of the Governing Council may also request to be relieved of their duties.

Article 18

The Governing Council of the University shall ensure the legality of the University's operations, the rational use of material and human resources, and shall have the following powers:

- adopts the Statute and other general acts defined by the Statute,
- adopts the mission and development strategy of the University,
- adopts the University's Financial Plan and Procurement Plan,
- conducts the procedure for the election of the Dean and appointment of Vice-Deans, as well as the procedure for their dismissal,
- adopts the Dean's annual report,
- supervises the implementation of decisions adopted by the University Council and the Dean,
- monitors the execution of the Financial Plan and the management of financial resources in accordance with the law and this Statute,
- decides on the establishment of legal entities whose primary activity supports the mission of the University and meets the needs of students and the University,
- confirms decisions of the Dean and the University Council as specified in this Statute,
- performs other duties in accordance with this Statute and other general acts of the University.

Article 19

- (1) The Governing Council shall make decisions at its sessions.
- (2) The sessions of the Governing Council shall be convened and chaired by the Chairperson of the Governing Council.
- (3) The Dean shall participate in the sessions of the Governing Council, and in the Dean's absence, the Vice-Dean for Academic Affairs shall attend. The Dean participates in the work of the Governing Council without the right to vote.
- (4) The manner of work and decision-making of the Governing Council shall be further regulated by the Rules of Procedure of the Governing Council.

2. Dean

Article 20

- (1) The Dean is the head of the University.
- (2) The Dean represents and acts on behalf of the University, is responsible for the legality of its operations, and exercises the rights and duties of a director of a public institution.
- (3) The Dean shall:
 - organize the work and operations of the University,
 - propose to the Governing Council the Financial Plan and Procurement Plan of the University,
 - manage the implementation of the University's Financial Plan,
 - oversee the implementation of human resource policy and the University's development strategy,
 - manage the University's assets in accordance with the provisions of this Statute,
 - convene and chair meetings of the University Council,
 - propose to the Governing Council and the University Council the adoption of general acts and adopt general acts not within the competence of the Governing Council or the University Council,
 - independently undertake legal actions on behalf of and for the account of the University,
 - grant written authorization to another person, within the limits of the Dean's authority, to represent the University in legal transactions,
 - sign diplomas, diploma supplements, and other public documents issued by the University,
 - designate persons authorized to sign financial and other documentation,

- propose candidates for Vice-Deans to the Governing Council,
 - appoint permanent and temporary committees to perform specific tasks within the scope of the Dean's competence,
 - participate and vote in the work of the Assembly of Universities of Applied Sciences of the Republic of Croatia,
 - decide on student requests unless otherwise specified by law or other regulations,
 - decide on the establishment and termination of employment of University staff and on the engagement of external associates,
 - approve the external professional engagement of teaching staff,
 - perform other duties prescribed by law, this Statute, and other general acts of the University.
- (4) The Dean shall, once a year, submit to the Governing Council and the University Council a report on the implementation of the University's development strategy and a report on the University's operations.

Election of the Dean

Article 21

- (1) A person eligible for the position of Dean, through a public competition, may be selected from among Senior Lecturers, Professors of Professional Studies, Professors of Professional Studies with permanent appointment, or teachers holding a scientific-teaching position.
- (2) The Dean's term of office shall be four years, and the same person may be elected to the position more than once.
- (3) The elected Dean shall establish an employment relationship with the University for the position of Dean on a fixed-term, full-time basis.
- (4) If the person elected as Dean is already employed by the University, they shall be transferred to the new position for the duration of their term, with the corresponding coefficient. Upon expiry of the term of office, the Dean shall have the right to return to the position previously held before assuming the duties of Dean.

Article 22

- (1) The Governing Council shall adopt a decision to initiate the procedure for the election of the Dean no later than 1 April of the calendar year in which the Dean's term expires. The procedure must be completed no later than 30 June of the same year, except in the case of repetition of the procedure.

- (2) The public call for applications for the position of Dean shall specify the conditions candidates must meet, the term of office, the deadline for submitting applications, and the time frame within which candidates will be notified of the selection outcome. The competition shall be published in the Official Gazette (Narodne novine) and on the University's official website.
- (3) The deadline for submitting applications shall not be shorter than eight (8) days from the date of publication of the competition in the Official Gazette (Narodne novine), and the deadline for notifying candidates of the selection result shall not exceed forty-five (45) days from the expiry of the application deadline.

Article 23

The University Council shall determine the proposal of candidates for the position of Dean based on the received documentation and proposed work programmes, and shall submit the proposal to the Governing Council.

Article 24

- (1) The Dean shall be elected by the Governing Council through a secret ballot.
- (2) The candidate who receives a majority of the votes of all members of the Governing Council shall be elected as Dean.

Termination of the Dean's Term of Office

Article 25

The Dean's term of office shall terminate before the expiry of the appointed period in the following cases: upon retirement, termination of the employment contract, transfer to another position, or establishment of employment with another legal entity outside the University.

Dismissal of the Dean

Article 26

- (1) The Dean of the University may be dismissed before the expiry of the term of office if: they request dismissal, circumstances arise which, under the law, this Statute, or labour regulations, result in termination of employment, they fail to act in accordance with the law, this Statute, or other general acts of the University, through negligent or improper performance of duties, they cause significant damage to the University or neglect or irresponsibly perform their duties, circumstances arise which, under special regulations or labour legislation, lead to the

termination of the employment contract, through their conduct, they damage the dignity or reputation of the office they hold.

- (2) The procedure for the dismissal of the Dean shall be initiated upon the proposal of the Governing Council or one-third of the members of the University Council.
- (3) The proposal to initiate the dismissal procedure must contain a description of the facts, the legal basis, and the evidence on which the allegations against the Dean are founded. The proposal shall be submitted in writing to the Dean, who has the right to submit a written response.
- (4) The Dean shall be dismissed by a majority vote of all members of the Governing Council.

Acting Dean

Article 27

- (1) If the Dean is not elected before the expiry of the term of the current Dean, or if the Dean's term ends or they are dismissed before the end of their term, the Governing Council shall, by a majority vote of all its members, appoint an Acting Dean from among the University's employees — Senior Lecturers, Professors of Professional Studies, or Professors of Professional Studies with permanent appointment - for a period not exceeding one (1) year.
- (2) The Governing Council shall announce a public competition for the election of the Dean no later than thirty (30) days from the date of appointment of the Acting Dean.

Vice Deans

Article 28

- (1) The Dean shall be assisted in their work by one or more Vice-Deans.
- (2) Vice-Deans shall perform all tasks within the scope of authority and duties assigned to them by the Dean, in accordance with the Law, this Statute, the Regulation on Internal Organization and Job Classification, and other general acts of the University.
- (3) A Vice-Dean may be appointed from among Senior Lecturers, Professors of Professional Studies, or Professors of Professional Studies with permanent appointment.
- (4) Vice-Deans shall be appointed and dismissed by the Governing Council upon the proposal of the Dean.

- (5) The term of office of Vice-Deans shall be four (4) years and shall generally coincide with the term of office of the Dean.
- (6) The proposal for the appointment of a Vice-Dean shall include the title of the Vice-Dean's position, the area of responsibility, and a curriculum vitae.
- (7) If the person appointed as Vice-Dean is already employed by the University, they shall, for the duration of the term, be transferred to a new position with the corresponding coefficient. Upon expiry of the term, they shall have the right to return to the position they held before assuming the duties of Vice-Dean.
- (8) The Vice-Dean's term of office shall terminate before the expiry of the appointed period upon retirement, termination of the employment contract, transfer to another position, or establishment of employment with another legal entity outside the University.

Dean's Collegium

Article 29

The Dean's Collegium is an advisory body that assists the Dean in their work. It consists of the Dean, Vice-Deans, Heads of Study Programmes, Heads of Centres, and Heads of other organizational units of the University.

3. University Council

Article 30

- (1) The University Council is a professional body of the University that discusses and decides on academic, professional, teaching, and scientific matters within its competences as defined by law, this Statute, and other general acts of the University.
- (2) The University Council consists of the Dean, Vice-Deans, Heads of Study Programmes, Heads of Centres, representatives of teachers employed at the University in full-time teaching positions, one representative of associates employed at the University in full-time associate positions, one representative of other University employees (non-teaching staff), and student representatives.
- (3) The Dean, Vice-Deans, Heads of Study Programmes, and Heads of Centres are ex officio members of the University Council.
- (4) Representatives of teachers employed at the University shall elect three representatives to the University Council.

- (5) One representative of associates shall be elected by all associates employed at the University in full-time associate positions.
- (6) One representative of non-teaching staff shall be elected by all employees from the ranks of non-teaching staff.
- (7) The procedure for the election of representatives of teachers, associates, and non-teaching staff to the University Council shall be regulated in detail by the Rules of Procedure of the University Council.
- (8) The term of office of representatives of teachers, associates, and non-teaching staff in the University Council shall be two years, and the same person may be re-elected. If a representative ceases to belong to the category of employees they represent due to a change in employment status, their term shall end on the date of such change.
- (9) Student representatives shall be elected for a two-year term in accordance with the law governing student organizations and the Statute of the Student Union. Student representatives shall constitute 10% of the total membership of the University Council.
- (10) Representatives of teachers, associates, non-teaching staff, and students in the University Council may be dismissed before the expiry of their term. The dismissal procedure shall be conducted in the same manner as the election procedure and shall be regulated in detail by the Rules of Procedure of the University Council.

Article 31

- (1) The University Council shall have the following powers:
 - to decide on teaching, scientific, and professional matters,
 - to adopt study programmes and curricula,
 - to adopt additional criteria for teaching, associate, and professional positions,
 - to conduct reappointments and appointments to teaching, associate, and professional positions,
 - to conduct reappointments and appointments of honorary teachers and associates,
 - to provide opinions and proposals to the Governing Council and the Dean regarding the organization of work and conditions for the development of University activities,
 - to determine the number of enrolment places for each study programme,
 - to propose candidates for the position of Dean to the Governing Council,
 - to propose the University's development strategy to the Governing Council,
 - to propose to the Governing Council the establishment of new professional study programmes,
 - to propose to the Governing Council the adoption, amendment, and supplementation of the Statute,
 - to confirm the appointment of Heads of Study Programmes,
 - to elect and appoint committees and boards,

- to perform other duties in accordance with the Statute and other general acts of the University.
- (1) Within its scope, the University Council shall adopt general acts regulating the matters referred to in the previous paragraph.

Article 32

- (1) The University Council shall make decisions at its sessions.
- (2) Sessions of the University Council shall be convened and chaired by the Dean.
- (3) The manner of work and decision-making of the University Council shall be regulated in detail by the Rules of Procedure of the University Council.

Article 33

- (1) Student representatives in the University Council shall have the right of a suspensive veto when deciding on matters related to changes in study conditions, modifications of curricula and study plans, issues concerning student standards, and other matters of importance to students.
- (2) The suspensive veto referred to in the previous paragraph may be invoked by student representatives who together constitute a majority of all student representatives in the University Council, but not fewer than two. The veto may be invoked before a decision is made on the relevant matter or after the decision has been adopted, but no later than the conclusion of the same session.
- (3) In the event that a suspensive veto is invoked, the University Council must organize a discussion on the issue within eight (8) days. When reconsidering the same issue, the suspensive veto cannot be exercised again, and a majority vote of all members of the University Council shall be required for a decision.
- (4) Student representatives in the University Council shall not participate in voting during the appointment or reappointment procedures for teaching and associate positions.

VI. STUDY PROGRAMMES

Article 34

- (1) The University offers professional study programmes that prepare students for professional work in the business sector, public administration, and society at large.
- (2) The University organizes and conducts short professional studies, professional undergraduate studies, and professional graduate studies.

- (3) The University organizes and conducts professional development programmes for lifelong learning purposes, aligned with labour market needs.

Short Professional Study Programme

Article 35

- (1) The short professional study programme prepares students for employment in specific specialized professional positions.
- (2) The short professional study programme lasts two years and, upon completion, awards a minimum of 120 ECTS credits.
- (3) A person who has completed an appropriate secondary education programme may enrol in a short professional study programme. The conditions for admission to short professional study programmes shall be determined by the decision of the University Council.
- (4) The short professional study programme is completed by passing examinations and fulfilling other study obligations. In accordance with the study programme, the short professional study may be completed either by preparing and defending a final paper or by passing a final examination.
- (5) Upon completion of a short professional study programme, the student shall obtain a professional title of Associate with an indication of the field of study.

Professional Undergraduate Study Programme

Article 36

- (1) The professional undergraduate study programme prepares students for employment in specific professional positions and for continuation of studies at the graduate level.
- (2) The professional undergraduate study programme lasts three years and awards a minimum of 180 ECTS credits upon completion, or lasts four years and awards a minimum of 240 ECTS credits upon completion.
- (3) A person who has completed an appropriate four-year secondary education programme and passed the state matura examination, or a person who has completed an appropriate short professional study, may enrol in a professional undergraduate study programme. The conditions for admission shall be determined by the decision of the University Council.

- (4) The professional undergraduate study programme is completed by passing examinations, fulfilling other study obligations, and preparing and defending a final paper or by passing a final examination.
- (5) Upon completion of a professional undergraduate study programme, the student shall obtain the professional title of Bachelor (baccalaureus) with an indication of the field of study (bacc.).
- (6) The abbreviation of the professional title referred to in paragraph (5) of this Article shall be placed after the person's name and surname.

Professional Graduate Study Programme

Članak 37.

- (1) The professional graduate study programme prepares students for employment in positions requiring specialized knowledge, skills, and competencies.
- (2) A student may enrol in a professional graduate study programme after completing a three-year university or professional undergraduate study. The programme lasts two years and awards a minimum of 120 ECTS credits upon completion. A professional graduate study programme entered after a four-year university or professional undergraduate study may last one year and award a minimum of 60 ECTS credits, or last two years and award a minimum of 120 ECTS credits.
- (3) A person who has completed an appropriate professional or university undergraduate study may enrol in a professional graduate study programme. The conditions for admission shall be determined by the decision of the University Council.
- (4) The professional graduate study programme is completed by passing examinations, fulfilling other study obligations, and preparing and defending a master's thesis or by passing a master's examination.
- (5) Upon completion of a professional graduate study programme, the student shall obtain the professional title of Master with an indication of the field of study (mag. with field designation). Upon completion of a professional graduate study in the field of engineering, the student shall obtain the title Master of Engineering with an indication of the field (mag. ing. with field designation).

Joint Study Programme

Article 38

The University may conduct a joint study programme with one or more Croatian or foreign higher education institutions. The organization, delivery, completion, location, responsible institutions, issuance of the final diploma, and responsibility for and implementation of the accreditation process of the joint study programme shall be determined by an agreement between the University and the higher education institutions participating in the joint programme.

Study Programme

Article 39

- (1) Study programmes at the University shall be organized and conducted in accordance with an approved study programme.
- (2) The study programme must contain all components prescribed by law.
- (3) The study programme shall be adopted by the University Council in accordance with the law and the regulations governing quality assurance in higher education and science.

ECTS Credits

Article 40

- (1) Each course or other study obligation shall be assigned ECTS credits corresponding to the average total workload required of the student to achieve the expected learning outcomes of the course.
- (2) One ECTS credit represents 30 hours of estimated average student work in achieving the learning outcomes.
- (3) The criteria and conditions for the recognition and transfer of ECTS credits between different study programmes shall be determined by a decision of the University Council.

Full-Time and Pat-Time Studies

Article 41

- (1) A student may enrol in a study programme as a full-time or part-time student.

- (2) A full-time student normally enrolls in 60 ECTS credits per academic year in accordance with the study plan and attends a full teaching schedule.
- (3) A part-time student normally enrolls in 30 to 60 ECTS credits per academic year in accordance with the study plan and attends either a full or adjusted teaching schedule.

Admission to Study

Article 42

- (1) The University Council shall determine the procedure for admission to study in such a way as to guarantee equal opportunity for all applicants.
- (2) Admission to study shall be conducted by the University on the basis of a public competition published on the University's website no later than 1 May of the current year.
- (3) The public competition shall specify the number of available places, the admission requirements, the deadline for applications, and information on the admission procedure and required documentation.

Academic Year

Article 43

- (1) The academic year begins on 1 October and ends on 30 September of the following year.
- (2) Notwithstanding paragraph (1) of this Article, where specified by the study plan, classes may begin before the start of the academic year, but not earlier than 1 September.

Delivery of Study Programmes

Article 44

- (1) Study programmes shall be delivered in accordance with the annual study plan.
- (2) The annual study plan shall define the structure and mode of delivery of the study programme within the full or adjusted teaching schedule.
- (3) The annual study plan shall be adopted by the University Council before the start of the academic year and must contain all elements prescribed by law.
- (4) The annual study plan, timetable, examination schedule, and other information necessary for class attendance and examination shall be made available to students before enrolment in the study programme or the next semester or academic year.

- (5) The University Council shall, through the Study Regulations, establish detailed rules on examinations, appeals against grades, procedures for retaking examinations, the content, format, and record-keeping of examination documents, public access to examinations, and the right to review examination results.
- (6) A study programme may be conducted entirely through computer-based technologies and interactive learning materials that ensure access to learning in circumstances where the teacher and the student are physically separated (hereinafter: online study).
- (7) The University may establish a teaching base within public administration bodies, local or regional government units, other state bodies, or other legal entities for the regular delivery of the practical part of instruction.
- (8) By decision of the University Council, a distinguished foreign professor (visiting professor) may be entrusted with teaching a specific course.

Verification of Learning Outcomes, Examinations, and Grading

Article 45

- (1) The student's achieved learning outcomes shall be verified and assessed during instruction and through examinations, and recorded in the appropriate student documentation and records.
- (2) Oral examinations shall be public.
- (3) Written examinations shall be retained until the end of the academic year.
- (4) Learning outcomes achieved with exceptional success shall be graded excellent (5), corresponding to letter grade A. Learning outcomes achieved with above-average success shall be graded very good (4), corresponding to letter grade B. Learning outcomes achieved with average success shall be graded good (3), corresponding to letter grade C. Learning outcomes achieved with satisfactory success shall be graded sufficient (2), corresponding to letter grade D. Learning outcomes not achieved satisfactorily shall be graded fail (1), corresponding to letter grade F.
- (5) The study programme may prescribe that certain courses be graded descriptively. Courses graded descriptively shall not be included in the calculation of the student's grade point average (GPA).

Certificates and Diplomas

Article 46

- (1) Upon completion of a professional undergraduate or graduate study programme, the student shall be issued a Diploma and a Diploma Supplement.
- (2) Upon completion of a short professional study programme, the student shall be issued a Certificate and a Diploma Supplement.

- (3) The diploma, certificate, and diploma supplement are public documents issued by the University under its public authority, confirming that the student has completed a particular study programme and obtained the corresponding professional title.
- (4) The certificate, diploma, and diploma supplement shall be issued by the University free of charge, in Croatian and English, in a signed and certified printed version as well as in digital form.

Revocation of Professional Title

Article 47

A professional title shall be revoked if it is determined that it was obtained contrary to the prescribed conditions, through a serious violation of study rules, or based on a final or master's thesis that constitutes plagiarism or forgery. The initiation and implementation of the procedure for revocation of a professional title shall be carried out in accordance with the provisions of the Code of Ethics and other acts of the University.

VII. STUDENTS

Student Status

Article 48

- (1) Student status is acquired by enrolling in a study programme at the University and is verified by a student identification document issued by the University.
- (2) A full-time student studies according to the full teaching schedule.
- (3) A part-time student studies according to a full or adjusted teaching schedule.
- (4) Student status terminates upon: completion of studies, withdrawal from studies, expulsion from studies under conditions established by this Statute or other general acts of the University, and in accordance with the provisions of the Law.

Rights and Obligations of Students

Article 49

- (1) A student shall have all rights prescribed by law, this Statute, and other general acts of the University.

- (2) A student is obliged to fulfil their academic and other obligations at the University on time and to comply with its general acts.
- (3) A student who is a registered athlete and studies full-time may, in accordance with the University's Study Regulations, study under adjusted attendance conditions.
- (4) A student with a disability may, in accordance with the Study Regulations, study under adjusted attendance conditions.
- (5) A full-time student has the right to repeat each academic year no more than once.
- (6) A student must complete the study programme within a period not exceeding twice its prescribed duration.
- (7) The rights, obligations, and disciplinary responsibility of students shall be further regulated by the Regulation on Disciplinary Responsibility of Students of the University.

Suspension of Student Rights and Obligations

Article 50

- (1) The rights and obligations of a student shall be suspended during pregnancy, until the child reaches one year of age, in cases of incapacity for study lasting more than three months, and in other justified cases as prescribed by law or the University's Study Regulations.
- (2) The Dean shall decide on a student's request for suspension of rights and obligations by issuing a formal decision. An administrative dispute may be initiated against this decision.
- (3) In cases referred to in paragraph (1) of this Article, the deadline for completion of studies shall be extended by the period during which the suspension was in effect.

Student Union and Other Student Organizations

Article 51

- (1) The Student Union is the representative body of students that protects their interests, participates in decision-making within University bodies, and represents students within the higher education system.
- (2) The fundamental act of the Student Union is its Statute, which is adopted by the University Council upon the proposal of the Student Union.
- (3) The Student Union of the University consists of students elected in accordance with the Act on the Student Union and Other Student Organizations and the Statute of the Student Union.

Article 52

Student associations and other student organizations established under the Associations Act and formed through student initiatives within the University may operate at the University.

Article 53

The activities of the Student Union, student associations, and other student organizations shall be financed in accordance with the Act on the Student Union and Other Student Organizations, the statutes of student organizations, and special regulations of the University.

VIII. TEACHING STAFF AND ASSOCIATES

Article 54

- (1) Teachers at the University are employed in teaching positions. Teaching at the University may also be conducted by teachers elected to scientific-teaching positions. Teaching positions at the University, ranked from the lowest to the highest, are: Lecturer (pred.), Senior Lecturer (v. pred.), Professor of Professional Studies, and Professor of Professional Studies with Permanent Appointment (prof. struč. stud.).
- (2) Associates at the University are employed in associate positions. The associate position at the University is Assistant.
- (3) Professional positions are intended for the implementation of scientific and professional projects and for conducting instruction that does not require a scientific approach. Professional positions at the University, ranked from the lowest to the highest, are: Professional Associate, Senior Professional Associate, and Professional Adviser.

Criteria for Appointment to a Position

Article 55

A person may be employed in a teaching position at the University if they hold an appropriate level of education in the relevant scientific field and discipline, meet the National Criteria for Appointment to Teaching Positions at Universities of Applied Sciences (hereinafter: National UAS Criteria), and satisfy additional criteria established by the general acts of the University.

Article 56

A person who has completed a university or professional graduate study programme in the relevant scientific field and discipline may be employed as a Lecturer, Senior Lecturer, in an Associate position, or in a Professional position at the University.

A person who has obtained the academic degree of Doctor of Science (Ph.D.) in the relevant scientific field and discipline may be employed as a Professor of Professional Studies or Professor of Professional Studies with Permanent Appointment.

Article 57

A person appointed to the associate position of Assistant shall be selected from among particularly successful students.

The selection criteria for the position of Assistant shall be defined by the Regulation on Internal Organization and Job Classification of the University.

Appointment of Teachers and Associates

Article 58

The appointment of teachers and associates of the University to vacant or higher positions, as well as the reappointment procedure, shall be carried out in accordance with the procedure prescribed by the Law and the general acts of the University.

Honorary Teachers and Honorary Associates

Article 59

- (1) The University may engage an Honorary Teacher or Honorary Associate.
- (2) An Honorary Teacher or Honorary Associate is a person who is not employed by the University but meets the criteria for appointment to a teaching or associate position.
- (3) Honorary Teachers and Honorary Associates shall be appointed in accordance with the provisions of the Law and the general acts of the University.

Ethical and Disciplinary Responsibility of Employees

Article 60

- (1) Teachers, associates, and other employees of the University must, in their work, conduct, interpersonal relations, and public appearances, adhere to the moral and ethical principles of the academic community and protect the reputation of the University.
- (2) Employees of the University are subject to disciplinary responsibility for violations of their work obligations and for conduct that damages the University's reputation.
- (3) The University Council shall establish an Ethics Committee for the promotion and protection of ethical principles and shall adopt a Code of Ethics defining ethical standards and the procedures for preventing and sanctioning unethical behaviour.
- (4) The University Council shall establish a Disciplinary Committee and adopt a Regulation on the Disciplinary Responsibility of Employees, which defines the composition of the Committee, disciplinary offences, sanctions, and procedures.

IX. FINANCING

Article 61

Funds for the regular activities of the University may be secured from:

- the Founder's budgetary funds allocated for financing the University's operations,
- student tuition fees and other fees for participation in educational programmes,
- funds from European Structural and Investment Funds and other EU programmes and funds,
- revenue generated from scientific and professional projects,
- income from funds, donations, and other appropriate sources for financing educational and scientific activities, and
- other legally permitted sources.

Article 62

- (1) The University's Financial Plan shall include the plan for the current fiscal year and projections for the following two fiscal years, and shall be adopted for each calendar year in accordance with the law governing the budgetary system and related bylaws.
- (2) The Financial Plan shall be adopted by the Governing Council upon the proposal of the Dean.

X. GENERAL ACTS OF THE UNIVERSITY

Article 63

- (1) The general acts of the University are the Statute, regulations, rules of procedure, decisions, instructions, and other acts governing specific matters related to the activities of the University.
- (2) Amendments and supplements to the general acts shall be adopted in the same manner as prescribed for their adoption.
- (3) Authentic interpretation of the general acts shall be provided by the body that adopted the act.
- (4) As a rule, general acts shall enter into force on the eighth day following their publication on the University's website, except in exceptional and particularly justified cases, when they shall enter into force on the date of publication on the University's website.

XI. PUBLICITY OF WORK AND BUSINESS COFIDENTIALITY

Article 64

- (1) The work of the University shall be public.
- (2) The University shall inform the public about its activities through the media, by issuing publications, posting announcements on the University's notice board and website, and in other appropriate ways.
- (3) Information or data regarding the work and operations of the University may be provided by the Dean or a person authorized by the Dean.

Article 65

- (1) Business secrets shall include data and documents whose disclosure or presentation to an unauthorized person would be contrary to the interests of the University or would harm its reputation or interests.
- (2) The University shall withhold information and documents that constitute a business secret. Such data and documents may be disclosed or presented only to persons who demonstrate a legitimate legal interest and with the approval of the Dean.
- (3) Breach of the duty to maintain confidentiality shall constitute a serious violation of work obligations.
- (4) Business secrecy, the duty to maintain confidentiality, and other related matters shall be regulated by the general acts of the University.

XII. TRANSITIONAL AND FINAL PROVISIONS

Article 66

- (1) The University shall align all its general acts and organizational structure with this Statute in accordance with the provisions of the Law.
- (2) Until the harmonization of general acts with the provisions of this Statute, the existing general acts of the University shall remain in force, except for those provisions that are contrary to the Law or this Statute.
- (3) The mandates of members elected to University bodies shall cease upon the establishment of those bodies in accordance with the provisions of this Statute.

Article 67

On the date this Statute enters into force, the Statute of the University of Applied Sciences Velika Gorica dated 3 March 2020, CLASS: 602-04/20-14/009, REG. NO.: 238/31-132-056-20-01, shall cease to be valid.

Article 68

This Statute shall enter into force on the eighth day following its publication on the University's website and shall be published after obtaining the approval of the Founder.

CLASS: 602-03/23-14/005
REG. NO.: 238/31-132-056-23-01
Velika Gorica, 17th March 2023

President of the Governing Council

PhD Tajana Amšel Zelenika

The Founder of the University of Applied Sciences Velika Gorica, the City of Velika Gorica, granted its approval of this Statute at the session of the City Council of the City of Velika Gorica, held on 18th May 2023.

The Statute of the University of Applied Sciences Velika Gorica was published on the University's website on 24th May 2023 and entered into force on 1st June 2023

Secretary