



**BOOK OF STUDY REGULATIONS
OF THE UNIVERSITY OF APPLIED SCIENCES
VELIKA GORICA**

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Based on the Article 31 and Article 44 of the paragraph 5 of the Statute of the University of Applied Sciences Velika Gorica (CLASS: 602-03/23-14/005, REG. NO: 238/31-132-056-23-01) from the 17 March 2023, at its 7th session in the academic year 2022/2023, held on 12 September 2023, the Council of the University of Applied Sciences Velika Gorica adopted the

BOOK OF STUDY REGULATIONS OF THE UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA

I. GENERAL PROVISIONS

Subject matter and contents of the Book of Regulations

Article 1.

- (1) This Book of Study Regulations (hereinafter: Book of Regulations) regulates the types and levels of study programmes implemented at the University of Applied Sciences Velika Gorica (hereinafter: University), study programme implementation, student rights and obligations, requirements and rules for the enrolment in the study programme and each study year, organization of classes, examination procedures, student assessment and evaluation, as well as other issues important for the organization and implementation of the University's study programmes.
- (2) This Book of Regulations is also applicable to the students included in the international incoming and outgoing mobility programmes, to the extent that their rights and obligations are not regulated by other regulations governing academic mobility.
- (3) Terms used in this Book of Regulations which have a gender meaning refer equally to the male and female genders.

II. STUDY PROGRAMMES

Study programme types and levels

Article 2.

- (1) The University organizes and implements professional study programmes which train students to perform professional work in the business world, public sector and the society in general. At the time of the adoption of this Book of Regulations, the University organizes and implements professional undergraduate study programmes and professional graduate study programmes.
- (2) In accordance with the Act on Higher Education and Scientific Activity (Official Gazette, No. 119/22 - hereinafter: the Act), the University can also implement short-term professional study

programmes and joint study programmes, in addition to the studies referred to in the paragraph 1 of this article.

- (3) The University performs professional training programmes to fulfil lifelong learning needs, in accordance with the Act, the Statute and the general act prescribing the method of adopting and evaluating educational programmes, participant status, the manner and forms of implementing activities based on the lifelong learning principles and the contents of the completed lifelong learning certificate.

Short-term professional study programme

Article 3.

- (1) Professional short-term study programme prepares the students for employment in certain specialized expert jobs.
- (2) Professional short-term study programme has a duration of two years and upon its completion at least 120 ECTS points are acquired.
- (3) A person who has completed the appropriate secondary school education programme can enrol in the professional short-term study programme. The requirements for enrolment in the professional short-term study programme are determined by the decision of the Council of the University.
- (4) The professional short-term study programme ends with the passing of exams and the completion of all other study obligations. In accordance with the curriculum, the professional short-term study programme may end with the writing and defence of a final thesis or the passing of the final exam.
- (5) Upon completion of the professional short-term study programme, the student acquires the title of a professional bachelor in a particular field.

Professional undergraduate study programme

Article 4.

- (1) Professional undergraduate study programme prepares the students for employment in certain specialized expert jobs, as well as the continuation of their studies at the graduate level.
- (2) Professional undergraduate study programme has a duration of three years and upon its completion the student acquires at least 180 ECTS credits or it lasts four years and upon its completion the student acquires at least 240 ECTS credits.
- (3) A person who has completed a corresponding secondary school programme in the duration of at least four years and passed the state matura exam, or a person who has completed a corresponding professional short-term study programme can enrol in the professional undergraduate study programme. The requirements for enrolment in the professional undergraduate study programmes are determined by the decision of the Council of the University.
- (4) As an exception from the paragraph 3 of this article, the right to enrol in the professional undergraduate study programmes is granted to a person who completed the corresponding secondary school programme in the duration of at least four years in the Republic of Croatia without passing the state matura exam prior to 2010, as well as to persons who have completed the corresponding education in the total duration of 12 years abroad.
- (5) The professional undergraduate study programme ends with the passing of exams, completion of all other study obligations, writing and defence of a final thesis or the passing of the final exam.
- (6) Upon completion of the professional undergraduate study programme, the student acquires the title of a professional bachelor (baccalaureus) in a particular field (bacc.)

- (7) The abbreviation of the professional title from the paragraph 6 of this article is listed after the name and surname of the person.

Professional graduate study programme

Article 5.

- (1) The professional graduate study programme prepares the students for employment in certain jobs that require specialist knowledge, skills, and competences.
- (2) Professional graduate study programme which the student enrolls into after completing the corresponding university or professional undergraduate study programme has a duration of two years and upon its completion the student acquires at least 120 ECTS credits.
- (3) A person who has completed the corresponding professional or university undergraduate study programme can enrol in the professional graduate study programme. The requirements for enrolment in the professional graduate study programmes are determined by the decision of the Council of the University.
- (4) Professional graduate study programme ends with the passing of exams, completion of all other study obligations, writing and defence of a diploma thesis or the passing of the diploma exam.
- (5) Upon completion of the professional graduate study programme, the student acquires the title of a professional master (mag.) in a particular field. Upon completion of the professional graduate study programme in a technical field, the student acquires the title of a master engineer (mag. ing.) in a particular field.

Joint study programme

Article 6.

- (1) The University may implement a joint study programme with one or several Croatian or foreign higher education institutions.
- (2) The organization, implementation, completion, location, lecturers, and the method of issuing final documents, as well as the stakeholder and the implementation of the accreditation procedure for the joint study programme are determined by a contract between the University and higher education institutions participating in the implementation of the joint study programme.

Curriculum

Article 7.

- (1) Study programmes at the University are organized and carried out in accordance with the curriculum.
- (2) The curriculum determines:
 - professional title acquired upon completion of the study programme
 - compliance of the study programme with the corresponding qualification in the Register of the Croatian Qualifications Framework, if it is registered in the Croatian Qualifications Framework Register
 - requirements for enrolment in the study programme, enrolment in subsequent semesters or study years, as well as the requirements for enrolling in other study obligations
 - list of mandatory and elective courses with an indication of ECTS load, forms of teaching, course content, planned learning outcomes and lecturers
 - anticipated learning outcomes acquired upon the completion of the study programme
 - number of enrolment places
 - organization and forms of teaching

- assessment methods for the acquired learning outcomes for each course or other study obligation
 - and the method for the completion of the study programme.
- (3) The study programme is established by the Council of the University in accordance with the Act and the regulations governing quality assurance in higher education and science.
 - (4) The procedure for the establishment, approval, monitoring, and evaluation of new study programmes, as well as the procedure for changing and/or updating existing study programmes at the University are regulated by a separate Book of Regulations, in accordance with the Act on Quality Assurance in Science and Higher Education, the Statute and other general acts of the University.
 - (5) In the event of a change in the study programme, the student who repeats a year or continues their studies after an interruption enrolls in the changed study programme and the difference in courses in accordance with the changed study programme.

Study programme implementation

Article 8.

- (1) The study programme is implemented in accordance with the implementation plan.
- (2) The implementation plan of a study programme defines the organisation and forms of implementing the study programme in the full or adapted teaching schedule.
- (3) The study programme implementation plan is adopted by the Council of the University prior to the beginning of an academic year. In justified cases, the Council of the University may change and/or amend the study programme implementation plan even during the year.
- (4) Study programme implementation plan determines:
 - the list of mandatory and elective courses with designated lecturers and associates
 - forms of teaching
 - language in which the courses will be taught
 - locations where the classes will be held
 - beginning and end, as well as teaching schedule
 - methods of taking exams and fulfilling study obligations (syllabi)
 - examination periods
 - list of exam literature
 - other important information regarding the teaching process.
- (5) Study programme implementation plan, teaching schedule, examination schedule, requirements for enrolling in individual courses and other information necessary to attending classes and taking exams are made available to students before they enrol in the study programme, the semester, or a study year.
- (6) The head of the study programme is responsible for the development of the implementation plan of their study programme (lecturers in charge and other lecturers who teach at individual courses, courses, teaching schedule, ECTS credits) and upon the adoption of the proposal at the Study Programme Council, he/she sends it to the Vice-dean for Teaching Activities. The Vice-dean for Teaching Activities harmonises and consolidates the proposals for individual study programme implementation plans into a complete study programme implementation plan proposal and submits it to the Dean for approval. The complete study programme implementation plan is submitted to the Council of the University for adoption.
- (7) Study programme may be implemented by using computer technologies and interactive course materials in the teaching process, which ensure access to teaching in special conditions when the lecturer and the student are physically distant (online studies) in accordance with the Act.

- (8) The University may establish a teaching base in the bodies of government administration, units of local or regional administration, other state bodies or another legal entity in order to regularly perform the practical part of the coursework. The teaching base is established by a cooperation agreement which must contain all elements prescribed by the Act for such an agreement.
- (9) The head of the study programme proposes the establishment of a teaching base from the paragraph 8 of this article to the Study Programme Council. After the Study Programme Council discusses and adopts such a proposal, the reasoned proposal on the establishment of a teaching base is submitted to the Council of the University, which makes a decision on it.
- (10) A distinguished foreign professor (visiting lecturer) may be allowed to teach an individual course by the decision of the Council of the University.

III. STUDENTS

Student status

Article 9.

- (1) The status of a student is acquired through enrolment at the University and is proven by a student ID document issued by the University.
- (2) A student can be a full-time student, part-time student, or a visiting student.
- (3) A full-time student attends classes within the full scope of the teaching schedule.
- (4) A part-time student attends classes within the full or adjusted scope of the teaching schedule.
- (5) A visiting student is a student of another higher education institution from the Republic of Croatia or abroad, who enrolls in parts of the study programme at the University in accordance with a special agreement. The status of a visiting student can have a duration of at least one semester, and at most one academic year.

Demonstrators

Article 10.

- (1) A demonstrator is a student who undertakes to help teachers and associates during the preparation and implementation of courses and in other tasks related to the teaching process.
- (2) The demonstrator is appointed from the ranks of the most successful students at the beginning of the academic year.
- (3) The appointment of a demonstrator is determined at the Study Programme Council.
- (4) The demonstrator can receive financial compensation for their work if the financial resources have been provided for this purpose. The amount of the compensation is determined by the decision of the Dean.

Student ID card

Article 11.

- (1) Student ID card is a public student card which proves the status of a student.
- (2) The University issues the student ID card on the prescribed form, and it can likewise be downloaded in a digital copy.
- (3) The University issues the Form to a student no later than the beginning of classes in the academic year when they enrolled at the University.
- (4) A student who enrolls in the professional graduate study programme at the University where they completed the professional undergraduate study programme and in the academic year that

follows the academic year during which the student completed their undergraduate studies, shall retain the same student ID card issued by the University at the undergraduate study programme level.

- (5) The student ID card ceases to be valid:
 1. upon termination of the student status at the University
 2. by reporting the loss or theft of the student ID card
 3. by its destruction.
- (6) The student may not allow another person to use their student ID card, sell it or borrow it to someone else.
- (7) It is forbidden to take, buy or use someone else's student card as your own.
- (8) The disciplinary procedure in case of misuse of the student ID card is governed by the University's Book of Regulations on the Student Disciplinary Responsibility.

Student rights and obligations

Article 12.

- (1) The rights and obligations of students are determined by law, the Statute, this Book of Regulations, and other general acts of the University.
- (2) The student has the right to:
 - have their studies carried out in accordance with the study programme implementation plan
 - participate in scientific or artistic and professional activities
 - freely express opinions and attitudes during classes and other activities in accordance with the Code of Ethics
 - complete their studies within a period shorter than the prescribed duration of the study programme in accordance with the criteria determined by the general act of the higher education institution
 - freely use library materials and scientific and professional resources at the higher education institution
 - attend courses at another higher education institution in accordance with the study programme
 - express their views on the quality of the classes and the lecturers at least once a year as part of the internal quality assurance process
 - complain about the violations of the rights prescribed by the Act and the general acts of the University
 - exercise other rights prescribed by the Act, the Statute, and the general acts of the University.
- (3) The student has an obligation to fulfil their study and other obligations at the University in a timely manner and comply with the general acts of the University.
- (4) A full-time student who is categorized as an athlete or a top artist may attend their studies according to the adjusted study programme conditions, in accordance with this Book of Regulations.
- (5) A student with a disability may attend their studies according to the adjusted study programme conditions, in accordance with this Book of Regulations.
- (6) A full-time student has the right to repeat each study year only once.
- (7) The student has an obligation to complete their studies no later than within a period that is twice as long as the prescribed duration of studies.
- (8) Disciplinary responsibility of students is governed by the Book of Regulations on Student Disciplinary Responsibility adopted by the University.

Rights related to the student standard

Article 13.

- (1) A full-time undergraduate or graduate student at the University, who is not employed full-time or self-employed in a trade or another independent occupation, exercises the right to healthcare, the right to subsidized housing and food, the right to work in student jobs in accordance with the law governing the performance of student jobs, as well as the right to receive state scholarships and other types of financial support.
- (2) A part-time undergraduate or graduate student at the University, who is not employed full-time or self-employed in a trade or another independent occupation, exercises the right to work in student jobs in accordance with the law governing the performance of student jobs.
- (3) Students with special needs can, upon their own request submitted at the start of the academic year and by submitting relevant documents, obtain a decision regulating their rights and obligations during their studies.
- (4) Students who have the status of a top athlete or a top artist can, upon their own request submitted at the start of the academic year and by submitting relevant documents, obtain a decision regulating their rights and obligations during their studies.

Suspension of rights and obligations

Article 14.

- (1) The right to suspend student rights and obligations exists:
 - during pregnancy,
 - for student mothers or student fathers until their child turns one year old,
 - during the period of incapacity for work lasting longer than 3 months,
 - in other justified cases in which studies were interrupted.
- (2) The student acquires the right to suspend their rights and obligations if they fulfilled the prescribed obligations, including the payment of the tuition fee, which is determined by a decision based on the submitted reasoned written request supported by relevant documents. An appeal cannot be filed against the decision, but an administrative dispute can be initiated.
- (3) A student can request suspension of rights and obligations no later than 30 days from the beginning of the academic year, or 30 days from the moment of the occurrence of the circumstances for which the suspension is requested. If the student does not submit the request within specified deadlines, they lose the right to suspend their rights and obligations.
- (4) A student may be granted the suspension of rights and obligations in the duration of a single semester or a single academic year. Exceptionally, the student may request a longer extension of the suspension of rights and obligations when this is justified, which is determined by a decision.
- (5) Exceptionally, during the suspension of rights and obligations, a student may be allowed to take exams for which they have fulfilled the requirements.
- (6) The student must enrol in and pass any curricular differences that have arisen during the suspension of the rights and obligations if the curriculum changes during the suspension.
- (7) In the case from paragraph 1 of this Article, the student's deadline for completing their studies is extended for as long as the suspension of rights and obligations lasted.

Termination of student status

Article 15.

- (1) Student status ends:
 - upon completion of the studies,
 - by withdrawal from the study programme,

- by expulsion from the study programme according to the procedure and requirements determined by this Book of Regulations,
 - if the student fails to complete their studies within the period that is twice as long as the prescribed duration of the study programme,
 - if the student fails to fulfil their study obligations determined by the Study Agreement, this Book of Regulations, and other general acts.
- (2) A student who withdraws from the study programme upon their own request is issued a decision on the withdrawal and the Certificate of passed exams. Before submitting a request for withdrawal, the student is obliged to settle all financial and other obligations regulated by the Study Agreement.
 - (3) If the studies were interrupted for personal reasons, enrolment in the academic year may be allowed in accordance with the current curriculum. If the curriculum has been changed during the time the studies were suspended, the student must take and pass the curricular differences arisen during this period. Such a student continues their studies while paying the full amount of the tuition costs.

IV. ENROLMENT

Tender for enrolment

Article 16.

- (1) The University determines the enrolment procedure in such a manner as to guarantee the equality of all applicants in accordance with the prescribed requirements for enrolment adopted by the Council of the University according to the Act.
- (2) Enrolment in the University's study programmes is carried out on the basis of a public tender published on the University's website no later than 1 May of the current year.
- (3) The public tender contains the number of enrolment places, enrolment requirements, application deadline, as well as information on the enrolment procedure and documents required for enrolment.
- (4) The procedure for the recognition of foreign educational qualifications and the recognition of the period of education spent at a foreign higher education institution is governed by a separate Book of Regulations of the University.

Article 17.

Applications for enrolment in full-time and part-time studies are submitted through:

- National information system for applications to higher education institutions, which can be accessed via the following website: www.postani-student.hr,
- classification procedure carried out by the University.

Classification procedure carried out by the University

Article 18.

- (1) The selection between candidates is carried out through a classification procedure.
- (2) The Council of the University determines the elements comprising the classification procedure (previous educational success, results of the classification exam, special skills, special knowledge, psychophysical abilities, additional points, differential exams, completed corresponding undergraduate/university study programme and similar).

Article 19.

- (1) Enrolment tender and classification procedure is carried out by the Enrolment Committee appointed by the Dean from the ranks of teachers and employees of the University.
- (2) Based on the results of the enrolment tender and the classification procedure, the Enrolment Committee determines the priority list and determines the applicants who have acquired the right to enrol.
- (3) The applicant acquires the right to enrol in accordance with the points gained during the classification procedure, based on the criteria prescribed in the enrolment tender.
- (4) Based on the results of the classification procedure, the Enrolment Committee creates a ranking list of the applicants who have acquired the right to enrol.
- (5) The applicant who has acquired the right to enrol loses that right if they do not enrol within the period prescribed by the enrolment tender. The next applicant on the list who has passed the admission threshold gains the right to enrol instead of such an applicant.
- (6) The ranking list of applicants who have acquired the right to enrol is published on the University website.

Right to file a complaint

Article 20.

- (1) The applicant has the right to submit a written complaint to the classification procedure to the Enrolment Committee within 24 hours after the results of the classification procedure have been published.
- (2) The Enrolment Committee is obliged to consider the applicant's complaint and make a decision within 24 hours from its submission.
- (3) The decision of the Enrolment Committee is final.

Transfer and recognition

Article 21.

- (1) Applicants may request a transfer to the same-level study programme at the University, and the Council of the University prescribes the transfer requirements in a decision. The transfer is carried out on the basis of a decision made by the dean, or a person authorized by the dean.
- (2) An applicant who studies at a higher education institution outside the Republic of Croatia acquires the right to be transferred on the basis of a procedure prescribed by the provisions of a general act of the University governing the recognition of foreign educational qualifications and the recognition of an educational period spent at a foreign higher education institution.

Article 22.

- (1) Students may request recognition of exams from courses passed at the same or higher study level.
- (2) The course for which recognition is requested may be recognized if the comparison of the curricula shows that there is at least 70% match between the course curricula. The student may request multiple passed courses to be considered for recognition of the achieved ECTS credits for a single course at the University.
- (3) A maximum of one course passed at another higher education institution can be recognized for a single course at the University.
- (4) For recognized passed courses, the number of ECTS credits approved must be equal to the number of ECTS credits obtained at the corresponding course at the University.
- (5) A course recognized by the University is given the same grade obtained at the corresponding course at another higher education institution.
- (6) The procedure for the recognition and evaluation of prior learning is carried out in accordance with a separate Book of Regulations.

Study agreement

Article 23.

The study agreement is concluded between the student and the University upon enrolment, and it defines student status, rights and obligations of the University and the student, the amount of tuition fee, and other matters relevant to that contractual relationship.

Tuition costs

Article 24.

- (1) The cost of tuition fees and the price of an ECTS credit is determined by the decision of the dean with the approval of the Governing Council of the University.
- (2) Other study costs not included in the tuition fee are prescribed in detail by the decision of the dean.
- (3) Exceptionally, the dean may make a decision to reduce tuition fees for University's employees and their children, or external teachers and their children, in accordance with special decisions.
- (4) Exceptionally, on the basis of signed business cooperation agreements between the University and other legal entities, the dean may make a decision to reduce the tuition fees for the employees or members of those legal entities.
- (5) When enrolling in a further study year, the student pays the total price of re-enrolled and newly enrolled ECTS credits.
- (6) When a student continues their education, they pay the total price of re-enrolled and newly enrolled ECTS credits.

Rights and requirements for enrolment in further study years

Article 25.

- (1) A student acquires the right to enrol in a further study year when they fulfil all study and financial obligations expressed in ECTS credits.
- (2) The student regulates their status by enrolling in the further study year every academic year. The student is obliged to enrol in the following study year within the prescribed deadline for enrolment. If the student fails to enrol in the academic year, they lose the status and rights pertaining to a student at the University.
- (3) A student may enrol only in those courses for which they have fulfilled the requirements according to the study programme curriculum and implementation plan. A student who did not fulfil the prescribed obligations from the courses they enrolled into must re-enrol in those courses in the next academic year.
- (4) Enrolment deadlines are published in the Academic Calendar, which is made available within the information system and is likewise published on the University website.

Course re-enrolment

Article 26.

- (1) A student has the right to enrol in the same failed course twice at most. Exceptionally, they may be allowed to enrol in the same failed course for the third time if there are justified reasons for this. A student who fails to pass the course even after a repeated third enrolment will be dismissed from the study programme.
- (2) University Committee appointed by the dean evaluates whether the third course enrolment is justified on the basis of a student's request.

ECTS credits

Article 27.

- (1) Courses and other study obligations are estimated through the ECTS credits which reflect the average student workload needed to achieve the anticipated course learning outcomes.
- (2) One ECTS credit represents 30 hours of the estimated average student workload spent in the realization of learning outcomes.
- (3) A full-time student typically enrolls in 60 ECTS credits in a single academic year, in accordance with the study programme implementation plan, and they attend classes within the full teaching schedule.
- (4) A part-time student typically enrolls in 30 to 60 ECTS credits in a single academic year, in accordance with the study programme implementation plan, and they attend classes within the full or adjusted teaching schedule.
- (5) A student may be allowed to enrol in more than 60 ECTS credits in a single academic year, upon their request.

Elective courses

Article 28.

- (1) Enrolment in elective courses is defined by the study programme implementation plan for that academic year. A student can only enrol in those elective courses which are provided for in the study programme implementation plan. The classes from elective courses are held if at least 10 students enrol in the course. Otherwise, consultative classes are held, or the students are assigned to other offered elective courses.
- (2) Elective courses become mandatory for the students enrolled in them.
- (3) If a student fails to pass an elective course within the prescribed period, they can replace this course with another elective course when enrolling in the following academic year.

Cancellation of course enrolment

Article 29.

Enrolment in a course or another form of teaching can only be cancelled during the first week of classes and only for justified reasons.

V. CLASSES, EXAMS AND OTHER FORMS OF KNOWLEDGE TESTING

Organisation of classes

Article 30.

- (1) An academic year begins on 1 October and ends on 30 September of the following year. As an exception from the above, if it is determined in the implementation plan, classes may start before the beginning of the academic year, but no earlier than 1 September.
- (2) The organisation of classes is prescribed by the curriculum and the study programme implementation plan, and it includes lectures, seminars, exercises, additional classes, independent student work, consultations, mentorships, midterm exams, practicals, exams, and other forms of knowledge assessment, professional practice, and fieldwork.
- (3) As a rule, the classes are held on the University premises, and in the rooms, practical training workshops, laboratories, and teaching worksites of other legal entities with whom the University has

established special contractual arrangements. The classes can be held online by using e-learning methods.

- (4) Classes are organized by semesters, in accordance with the provisions of the study programme implementation plan in modules, course rotations, or block scheduling, and classes can also be held in a virtual environment, whereby distance learning may replace up to 20% of face-to-face classes in accordance with the implementation plan.
- (5) As a rule, full-time students are obliged to attend at least 50% of the classes.
- (6) As a rule, part-time students are obliged to attend at least 30% of classes.
- (7) Students' course obligations for full-time and part-time students are regulated by the study programme implementation plan and course implementation plan. The primary lecturer on the course determines possible ways of compensating for unfulfilled course obligations.
- (8) In cases where this would be justified, classes for full-time and part-time students can be held jointly.

Examination periods

Article 31.

- (1) Examination periods can be regular and supplementary.
- (2) Regular exam periods are the following: winter, summer, and autumn.
- (3) Exams can be taken at the end of the module, which is considered the regular exam period.
- (4) As a rule, during each regular exam period, at least two exam dates are scheduled for each course. The period between two exam dates for the same course during the regular exam period is at least seven days.
- (5) When it is justified, the dean or the Council of the University may set supplementary exam periods.

Exam registration, deregistration, and exam records

Article 32.

- (1) Students are obliged to register for the exams using the Information System.
- (2) If a student cannot take the registered exam for whatever reason, they are required to deregister within the prescribed period.
- (3) If a student registers for an exam and does not take it or fails to deregister within the prescribed period, the exam is recorded as taken.
- (4) Students who do not regulate their contractual and academic obligations will not be able to register for the exams.
- (5) A student can register and take an exam if they have fulfilled all requirements defined in the course implementation plan.

Number of exams taken

Article 33.

- (1) A student can take the exam for the same course for a maximum of three times.
- (2) A student who fails to pass the exam even after the third attempt, must take the exam for the fourth time before an examination committee.
- (3) An exam taken before an examination committee can be exclusively written, both written and oral, or exclusively oral or practical, in accordance with the course implementation plan.
- (4) If the exam is both written and oral, the student will be invited to take the oral part of the exam only if they have successfully passed the written part of the exam.

Examination of acquired learning outcomes, assessment and evaluation of student work

Article 34.

- (1) Acquired learning outcomes are assessed and evaluated during class and on the exam, and they are entered in the relevant document and student records.
- (2) Exams can be theoretical and practical, written, oral or both written and oral. Practical exams or learning outcomes, as well as practical exercises can be the development of a project assignment, seminar, problem solution or other types of assessment.
- (3) Oral examinations are public.
- (4) Written exams are kept until the end of the academic year.
- (5) Learning outcomes realized with outstanding success are graded with the grade excellent (5), corresponding to the letter grade of A. Learning outcomes realized with the above-average success are graded with the grade very good (4), corresponding to the letter grade of B. Learning outcomes realized with average success are graded with the grade of good (3), corresponding to the letter grade of C. Learning outcomes realized with satisfactory success are graded with the grade of sufficient (2), corresponding to the letter grade of D. Learning outcomes which were not realized with a satisfactory success are graded with the grade insufficient (1), corresponding to the letter grade of F.
- (6) The curriculum may determine that certain courses are assessed with descriptive grades. Courses which are assessed with descriptive grades are not included in the calculation of the average study grade.

Article 35.

- (1) The teacher is obliged to communicate the result of an oral exam immediately after the exam, while the results of the written exam must be entered in the Information System in the period of five (5) days after the exam.
- (2) The teacher is obliged to allow students to view their written exams or midterm exams at their request, within seven days after the results are made public.

Grade objection

Article 36.

- (1) A student who believes they were not graded fairly has the right to submit a written, reasoned request for the exam to be repeated before an examination committee, within 24 hours after they have been informed of the grade.
- (2) The dean, or the vice-dean, appoints the examination committee and determines the time of the examination. The teacher with whose grade the student is not satisfied cannot be the president of the examination committee.
- (3) The committee makes a decision by a majority of votes, and the student receives the grade obtained on the repeated exam regardless of whether it was lower or higher than the grade they objected to.

Professional practice

Article 37.

- (1) Professional practice is carried out in accordance with the study programme implementation plan.
- (2) Organization, duration, assessment, and implementation of the professional practice is carried out in accordance with the Book of Regulations on the Professional Practice.

VI. STUDY PROGRAMME COMPLETION AND CERTIFICATES OF COMPLETION

Article 38.

- (1) Upon completion of their studies, a student acquires the appropriate professional title and other rights in accordance with special regulations and the study programme.
- (2) More detailed provisions on the deadlines, the manner of writing and defending the final and diploma thesis, or the taking of the appropriate final and diploma exam, in accordance with the study programme, are determined by a separate book of regulations.

Article 39.

- (1) Upon the completion of the professional undergraduate study programme, or the professional graduate study programme, a student is issued a diploma and the diploma supplement.
- (2) Upon the completion of a short-term professional study programme, a student is issued a certificate and the certificate supplement.
- (3) Until the issuance of the diploma or the certificate, the student is issued a Certificate of Study Programme Completion. The Certificate is a public document.
- (4) The diploma, the certificate, and the diploma supplement or the certificate supplement are public documents issued by the University on the basis of public authority, confirming that the student has completed an individual study programme and acquired the right to a professional title.
- (5) The diploma, the certificate, the diploma supplement and the certificate supplement are issued free of charge, in Croatian and English, in a signed and certified copy, as well as in a digital copy.
- (6) The form and content of diplomas, certificates and supplementary documents are prescribed by law.

Final study programme grade

Article 40.

- (1) The overall final grade depends on the grades of all numerically graded courses and the grade of the final or diploma thesis and the corresponding ECTS credits.
- (2) Courses graded only with the descriptive grade of *achieved satisfactory success (passed the midterm exam)* are not taken into consideration when calculating the overall final grade.
- (3) The overall final grade is calculated by adding up individual grades of all courses and the final or diploma thesis from the paragraph 1 of this article, multiplied by the corresponding number of ECTS credits, and the result is then divided with the sum of ECTS credits of all courses from the paragraph 1 of this article.
- (4) The overall final grade is rendered in documents by rounding it to the second decimal place.

Promotion

Article 41.

Promotion is the ceremonial presentation of a document confirming the completion of a study programme.

Revoking of a professional title

Article 42.

- (1) A professional title can be revoked if it is determined to be acquired contrary to the prescribed requirements, by a gross violation of study programme rules, or on the basis of a final or diploma thesis which is determined to be plagiarised or a forgery.
- (2) The initiation and implementation of the procedure for the revocation of a professional title is carried out in accordance with the provisions of the Code of Ethics and other acts of the University.

VII. STUDENT AWARDS

Exceptionally successful student

Article 43.

- (1) A student who meets the criteria prescribed by a special book of regulations is considered to be an exceptionally successful student.
- (2) The most successful students are given awards and prizes according to the proposal of the Committee for Awards and the decision of the dean of the University.
- (3) Exceptionally successful students may be allowed to complete their studies in the period shorter than the prescribed duration of the study programme by the Council of the University.

Honors

Article 44.

- (1) Students with the highest overall grades at the end of the professional undergraduate and professional graduate study programmes are awarded a commendation from the Latin classification of commendations on their diplomas as follows:
 - Bachelor/Master with the highest honour (SUMMA CUM LAUDE Baccalaureus/Magistar) – with an average grade of 4,80 and above
 - Bachelor/Master with a high honour (MAGNA CUM LAUDE Baccalaureus/Magistar) – with an average grade from 4,65 to 4,79
 - Bachelor/Master with honour (CUM LAUDE Baccalaureus/Magistar) – with an average grade from 4,50 to 4,64
- (2) The requirements for receiving honours are determined by the Council of the University.

VIII. INFORMATION AND RECORDS

Information

Article 45.

- (1) The University officially informs the students, teachers, and all other stakeholders, about all events related to the study programmes on the University website www.vvg.hr and its information system.
- (2) All communication at the University is conveyed in accordance with the appropriate internal and external communication policies of the University.

Records

Article 46.

- (1) Records are kept on students and stored permanently.
- (2) Student records are the following:
 - records of applicants for the enrolment procedure, including the results of the procedure
 - personal records of enrolled students
 - examination records
 - records of issued study completion documents and acquired professional titles.
- (3) Records from the previous paragraph are kept in accordance with the provisions of the Act and the University regulations.

IX. STUDY PROGRAMME QUALITY ASSURANCE

Article 47.

- (1) The Council of the University and other bodies prescribed by the general acts of the University monitor and improve the quality of each course or module, the entire study programme, as well as the organizational and administrative support.
- (2) In the procedures referred to in paragraph 1 of this article, the Act, the Statute, as well as legal regulations and general acts of the University governing the area of quality assurance in higher education shall be applied in an adequate manner.

X. TRANSITIONAL AND FINAL PROVISIONS

Article 48.

With the entry into force of this Book of Regulations, the following Books of Regulations cease to be valid: Book of Study Regulations CLASS: 602-04/17-14/021, REG. NO.: 238/31-132-020-17-01 of 29 September 2017, Book of Amendments to the Study Regulations CLASS: 602-04/21-14/007, REG. NO.: 238/31-132-056-21-01 of 15 February 2021, Book of Amendments to the Study Regulations CLASS: 602-03/22-14/016, REG. NO.: 238/31-132-056-22-01 of 21 June 2022, Book of Regulations on the Examination Procedures, Assessment and Grading at the University CLASS; 602-04/13-14/01, REG. NO.: 238/31-132-050-13-358 of 25 April 2013 and the Decision on the Amendments to the Book of Regulations on the Examination Procedures, Assessment and Grading at the University of Applied Sciences Velika Gorica CLASS: 602-04/14-01/003, REG. NO.: 238/31-132-020-14-07 of 21 February 2014.

Article 49.

This Book of Regulations enters into force from the first day of its publication on the University's notice board and it becomes applicable from the academic year 2023/2024.

Class:602-03/23-14/022

Reg. No.: 238/31-132-056-23-01

In Velika Gorica, 12 September 2023

Dean

Ivan Toth, PhD, col. prof.