

Pursuant to Article 82 of the Act on Scientific Activity and Higher Education ("Official Gazette" No. 123/03, 198/03, 105/04, 174/04, 02/07 – the Decision of the Constitutional Court of the Republic of Croatia, 46/07, 45/09, 63/11, 94/13, 139/13, and the Decision of the Constitutional Court of the Republic of Croatia 101/14 and 60/15), Article 36 and Article 61 of the Statute of the Faculty of Economics, University in Rijeka and Article 16 of the Ordinance on studies of the University of Rijeka, the Faculty Council of the Faculty of Economics in Rijeka adopted the following regulations at its session as of September 19 2016. The Regulations read as follows:

REGULATIONS ON STUDIES AND STUDYING AT THE FACULTY OF ECONOMICS UNIVERSITY IN RIJEKA

I GENERAL PROVISION

Article 1

- (1) These Regulations, in compliance with the Act on Scientific Activity and Higher Education (hereinafter: the Act), the Statute of the Faculty of Economics, University of Rijeka and the Regulations on Studies of the University of Rijeka, govern the organization and execution of undergraduate university studies (hereinafter: undergraduate studies) and graduate university studies (hereinafter: graduate studies) at the Faculty of Economics, University of Rijeka (hereinafter: the Faculty).
- (2) All terms used within in these Regulations which possess a gender specification, whether used in the masculine or feminine gender, encompass in the same way the male and female gender. (Translator's note: Nouns and phrases in the Croatian language, unlike in English, have gender markings and thus this provision is only applicable to the Croatian version of these Regulations)

II ADMISSION TO STUDIES

Article 2

Admission to studies is carried out on the basis of a public call for enrolment.

Article 3

The Call for Enrolment contains information on:

1. Enrolment requirements;
2. Number of vacancies (enrolment quotas);
3. Criteria for the classification and selection of candidates;
4. Candidate selection procedures;
5. List of documents to be attached within the application and
6. Application deadline and admission dates.

Article 4

- (1) The right to apply for admission into undergraduate studies is given to all that have completed a corresponding four-year secondary education program. The right to apply for admission into graduate studies is given to all that have completed a corresponding undergraduate study program or the Program for building students' missing knowledge, skills and competences needed for enrollment into the Faculty's graduate studies (The Differential program)
- (2) The citizens of other European Union member states have the right to apply for admission and enroll studies under the same conditions as Croatian citizens. Citizens of countries outside the EU or those without citizenship have the right to apply for admission and enroll studies but in line with the decision of the competent state body or the University of Rijeka (hereinafter: the University) and as such, are required to pay tuition, either in the full amount or in part.

Article 5

- (1) The applicant shall submit an application for enrolment into studies by the deadline stated in the public call for enrolment.
- (2) The applicant shall indicate which study program he/she is applying for and whether he/she is applying for a full time or part time study program within the application.
- (3) The application shall include all documents required and set by the public call for enrolment.
- (4) Untimely and incomplete applications shall not be considered and shall be excluded from further procedure.

Article 6

- (1) The selection of applicants is based on a classification process.
- (2) The Faculty Council of the Faculty of Economics in Rijeka (hereinafter: The Faculty Council) shall establish the criteria (results achieved on the secondary school exit exams (state Matura) or during previous education, type of completed education, entrance exam results, special knowledge, skills or abilities, etc.) based on which the classification and selection of candidates for enrollment shall be conducted.
- (3) The criteria in paragraph 2 of this Article are published on the Faculty's official web pages.

Article 7

- (1) The application procedures and ranking of candidates shall be performed via the National information system for applications to higher education institutions (NISpVU).
- (2) The classification process for enrollment into graduate studies shall be conducted by the Committee for Enrollment into Studies (hereinafter: the Committee) consisting of three members.
- (3) The members of the Committee shall be appointed by the Faculty Council among the Faculty's teaching staff.

Article 8

- (1) The Committee shall form a ranking list of candidates based on the results of the classification process.
- (2) The ranking list borderline shall be drawn under the last candidate qualifying for enrollment in line with the enrollment quota.
- (3) If more candidates shall have the same number of points as the last candidate qualifying for enrollment, the borderline shall be drawn after the last candidate with the same number of points.

Article 9

- (1) The ranking list of candidates for enrollment into graduate studies shall be announced on the Faculty's bulletin board and the Faculty's official web pages within the period specified in the Call for Enrollment.
- (2) A candidate shall be entitled to see his/her classification process results and shall have the right to file a complaint on the correctness of the classification process within 24 hours of the publication of the ranking list.
- (3) The complaint shall be submitted to the Committee in writing and shall encompass the grounds on which it is based.
- (4) The Committee shall consider the applicant's complaint within 24 hours of its submission and shall make a proposal based on which the Dean shall bring the final decision regarding the complaint.

Article 10

- (1) The candidate shall acquire the right to enroll in the first year of study based on the results achieved in the classification process.
- (2) The candidate who has qualified for enrollment, but has not enrolled within the announced period, shall lose his/her right to enroll.

Article 11

The Committee shall report on the enrollment results to the Faculty Council and the University Senate.

III STUDENT STATUS

Article 12

- (1) The student shall acquire student status upon enrolment into one of the study programs offered by the Faculty.
- (2) The student shall be given a student identify card as proof of his/her status.
- (3) The student identity card is a public document whose contents, access and editing of contents, creation, issuance, use and cancellation are proscribed by the Regulations on student documents

brought by the Minister of Science, Education and Sports of the Republic of Croatia and whose form is prescribed by the general act of the University.

- (4) The student shall sign a learning agreement with the Faculty.

Article 13

- (1) Student status may be full-time, part-time, or he/she may be a guest student.
- (2) Full-time students are those who study according to a program based on a full teaching schedule (full time). The tuition for full-time studies is partly or completely, depending on the results achieved during the course of studies and available resources, subsidized from the state budget, according to the decision of the respective ministry and the general acts of the University of Rijeka.
- (3) Part-time students are those who attend the academic program part-time as they hold down either a job or are involved in some other specific activities that require a specifically adjusted program in terms of time and manner in which the program syllabus is executed.
- (4) The tuition for part-time studies shall be borne entirely by the student.
- (5) Guest students are full or part-time students from another institution of higher education who have enrolled only segments of the study program organized and performed by the Faculty, on the basis of special agreements with other institutions of higher education regarding the recognition of ECTS credits or based on personal demand. The guest student status shall last no longer than one academic year.
- (6) The student shall be enrolled into only one study program at the Faculty.

Article 14

- (1) The full-time student status is active during the total prescribed course of the study and can, at the most, be extended for duration twice as long as the prescribed duration of study.
- (2) The full-time students who shall exceed the period defined under paragraph 1 of this Article may continue their studies as part-time students, if approved by the Faculty Council. The decision whether to allow or not allow continuation of studies shall be brought by the Faculty Council based on the Faculty's capacities regarding the total number of enrolled students pursuant to existing regulations. The Faculty Council shall also decide on the amount of tuition to be paid by these students.
- (3) If a part-time study program or part-time studies in general shall no longer be offered by the Faculty, the students shall be entitled to complete the respective part-time study program and/or studies within, at minimum, the prescribed duration defined under paragraph 1 of this Article increased by two years. The right to complete part-time studies is more closely regulated by a Faculty Council's decision.
- (4) The suspension period, as provided under Article 20 of these Regulations shall not be included in the prescribed duration of study.

Article 15

- (1) A full-time student may change his or her status and continue his or her studies as a part-time student if the respective study program is also carried out as a part-time study. The transition from full-time to part-time student status shall be possible at the enrollment into the following academic year.
- (2) A part-time student may transfer to full-time studies if he or she meets the following criteria:
 - The student has obtained 60 ECTS credits during the current academic year
 - The student has obtained a great point average of at least 4.0
 - The student has submitted a request for the change of status no later than September 15 of the current year by 2:00 pm regardless of the mode of delivery
- (3) The approval of the request for student status change pursuant to paragraph 2 of this Article shall be passed by the Dean on the basis of a written and reasoned proposal put forth by the Teaching Committee, and depending on the capacities of the Faculty. The approval shall be granted to a maximum of two undergraduate students and one graduate student in each academic year. The students shall be ranked according to their overall obtained percentage grade.
- (4) A student that shall lose full-time student status pursuant to Article 19 of these Regulations may, at request, be allowed to continue his or her studies as a part-time student. The obtained part-time student status shall last no longer than the prescribed duration defined under Article 14 of these studies Regulations provided that:
 - The respective study program is carried out as a part-time study program

- The number of students does not exceed the Faculty's capacities regarding the total number of enrolled students pursuant to existing regulations.
- (5) The request for the change of student status shall be submitted to the Student Affairs and Student Standard Office – the Student Registry for Undergraduate and Graduate Studies (hereinafter: Student Registry) within the prescribed deadlines for enrollment into the new academic year.
- (6) In the event that more students shall submit their requests for continuation of studies as part-time students pursuant to provisions under this Article than there are available enrollment places, the transition shall be approved to those students who have gained more ECTS credits and who have achieved better results during their studies.

Article 16

The administrative fee and the mode of tuition payment shall be determined by the Dean.

Article 17

A full-time student shall have health insurance coverage, and shall be entitled to student standard rights (subsidized housing, subsidized meals, subsidized transportation costs, state scholarships, loans and other grants and employment through student centers) as well as other rights (pension insurance rights, child allowance, tax refund, public transport and others) in accordance with special regulations.

Article 18

- (1) A full-time student shall be entitled to the rights referred to under Article 17 of these Regulations in duration twice as long as the prescribed duration of study unless otherwise determined by special provisions or general acts of the University.
- (2) The suspension period, as provided under Article 20 of these Regulations shall not be included in the prescribed duration of study.

Article 19

A student shall lose full-time student rights with the termination of full-time student status for reasons determined by the Act, statute or other general act of the University or the Faculty.

Article 20

A student shall be entitled to a suspension period for the following reasons:

1. Pregnancy
2. Maternity or paternity leave in accordance with special regulations
3. A long illness and subsequent hospitalization during the academic year preventing him/her to attend classes
4. Hospitalization during the examination terms preventing him/her to sit for examinations
5. Studies, stays, apprenticeship at foreign universities or top research institutes approved by the Teaching Committee

In order to be granted a suspension period under items 1, 3, and 4, the respective student has to provide the necessary medical documentation.

Article 21

- (1) The student shall submit his/her request for suspending his/her student obligations, as a rule, within thirty days of the event on which the request is based and no later than the expiry of the academic year in which the event occurred.
- (2) In the event that the student shall fail to submit his/her request for suspending student obligations within the specified time, the student shall lose the right to suspension.
- (3) The student shall be entitled to obtain a suspension period twice on the basis of the same reason unless in the event of pregnancy and the birth of a child.

Article 22

- (1) A full-time student who has the status of a top athlete or the status of a prominent artist, or a student with an established 60% or higher disability by the competent authority may be granted by the Dean the possibility to fulfill his/her student obligations under the conditions defined by the part-time study curricula.
- (2) The status of a top athlete shall be proven by a certificate issued by the Croatian Olympic Committee. The status of a top artist shall be proven by a certificate issued by a competent institution.

- (3) A full-time student who has the status of a top athlete or a prominent artist may be allowed to study under modified conditions in line with the Recommendation of the Rectors' Conference on study requirements for professional athletes as of June 19, 2008 for the entire duration of his/her top athlete or prominent artist status.
- (4) The decision referred to in paragraph 1 of this Article shall be brought for each academic year individually based on the written request by the student. The request shall be submitted no later than the deadline for enrollment into the new academic year.
- (5) The student shall inform the Faculty about the termination of his/her status of a top athlete or prominent artist no later than 30 days upon the termination.

Article 23

- (1) A student shall have the right to withdraw from studies.
- (2) A special note of the withdrawal shall be entered into the student registration book and the Information System of Higher Education Institutions (hereinafter: the ISVU program) and shall be archived into the respective student's file.

Article 24

- (1) A person shall lose student status:
 1. upon completion of the study (the date of receiving a passing grade for his/her bachelor thesis or the date of the successful defense of the master thesis)
 2. upon withdrawal from the studies (the date of withdrawal),
 3. upon the non-enrollment into the following academic year (expiry of enrollment deadlines)
 4. upon expulsion from the study according to the procedures and conditions stipulated by the general act of the Faculty (the date of the final decision on expulsion)
 5. upon the non-completion of studies within the timeframe defined in Article 14 of these Regulations (the last date of the academic year)
- (2) The person defined under subparagraphs 2 and 3, paragraph 1 of this Article may be allowed to continue his/her studies as a part-time student within 3 years upon the last enrollment under the condition that this enrollment does not exceed the Faculty's capacities regarding the total number of enrolled students pursuant to existing regulations

IV ORGANIZATION AND EXECUTION OF STUDIES

Article 25

Teaching shall be organized in semesters or modules.

Article 26

Class activity requirements for part-time students shall be tailored to meet their ability to attend classes, and shall be organized to encompass no less than 50% of active teaching hours prescribed for full-time studies.

Article 27

The number of students enrolled into elective courses may be limited by the curriculum.

V PROGRESSION DURING THE COURSE OF STUDIES

Article 28

A student shall commence an academic year by enrolling the winter semester.

Article 29

- (1) A student shall enroll the new academic year and individual semesters within the determined enrollment deadlines.
- (2) If a student shall fail to fulfill the requirement stipulated by this Article within the prescribed period, he/she shall submit a written request to the Student Registry, and a signed (m. p.) statement declaring that he/she will cover the costs of later enrolment and will have no demands regarding the missed course requirements.
- (3) Enrollment deadlines shall be announced on the Faculty's bulletin board and the Faculty's official web pages.

Article 30

- (1) A full-time student shall enroll courses worth 60 ECTS credits each year; a part-time student shall enroll courses worth a minimum of 30 ECTS credits.
- (2) A student that has failed to earn all ECTS credits enrolled during the academic year shall, in the new academic year, first reenroll the compulsory courses for which he/she failed to earn the credits and then the difference up to the possible 60 ECTS credits (full-time student) or 30 ECTS credits (part-time student) according to the study program, with a 5% tolerance.
- (3) Regardless of the enrolled year of studies, a student shall first enroll courses which he/she has not enrolled during the preceding semesters and/or has enrolled, but has failed to fulfill the course requirements and has thus failed the course, and then, if the number of ECTS credits allows, shall he/she enroll courses of a higher semester.
- (4) When enrolling the final year of studies, a student may enroll up to 27% of ECTS credits more than the maximum annual workload, if these include all the remaining ECTS credits needed to complete the study program. To exercise this right, the respective student shall submit a written request to the Student Registry prior to enrollment.

Article 31

- (1) A student shall have the right and commitment to enroll a compulsory course for which he/she failed to earn the ECTS credits, bearing in mind the overall duration of studies pursuant to the provisions under Article 14 of these Regulations.
- (2) The Faculty shall not be obligated to enable a student who has failed to obtain ECTS credits for a particular elective course in a preceding year to reenroll the same elective course in the later academic year, but shall be obligated to enable the student to enroll another elective course worth the same amount of ECTS credits.
- (3) A student reenrolling a course shall fulfill all prescribed course requirements regardless of his/her reenrollment.

Article 32

A student continuing his/her studies upon a suspension period shall enroll the difference in the ECTS credits in accordance with the curricula valid at that time.

Article 33

- (1) If the Faculty's capacities, regarding the total number of enrolled students pursuant to existing regulations (maximum quota for enrollment into the first year of studies), allow, a student may choose to transfer to a different study program direction and continue his/her studies. This transfer may be done only once during undergraduate studies.
- (2) In order to transfer to another study program direction, a student shall either pass or transfer all previously enrolled compulsory courses and shall enroll all differential courses required by the new study program. The written request for the transfer to another study program direction shall be submitted to the Student Registry no later than September 15 of the academic year in progress. Advantage shall be given to those students who have obtained more ECTS credits and have achieved better results during their previous studies.
- (3) When enrolling graduate studies, a student may choose to enroll any study program offered by the Faculty regardless of the choice of the undergraduate study program or the institution of higher education where he/she has earned the university Bachelor's degree in economics or business economics.

Article 34

- (1) A full-time student that shall fail to complete the studies within the timeframe stipulated by these Regulations may be allowed, based on a written request, to transfer to another study program as a part-time student, under the condition that this transfer does not exceed the Faculty's capacities regarding the total number of enrolled students pursuant to existing regulations
- (2) A student that shall lose student status pursuant to Article 24 of these Regulations may continue his/her studies within the other study program under the condition that this transfer does not exceed the Faculty's capacities regarding the total number of enrolled students.

VI ASSESSMENT OF STUDENT PROGRESS

Article 35

Student progress and acquired knowledge, competencies and skills achieved on a particular course shall be assessed and evaluated during classwork and on the final examination pursuant to the Regulations on the assessment of student progress at undergraduate and graduate university studies at the Faculty of Economics in Rijeka (hereinafter: Regulations on the assessment of student progress) .

Article 36

- (1) A student shall sit for the examination in the enrolled course assessing the contents envisaged by the study program.
- (2) The grading system and assessment of student progress is stipulated by the Regulations on the assessment of student progress.

Article 37

- (1) The entire examination process shall, as a rule, be completed within 5 working days. The examination shall be carried out by the teacher, who may be aided by associates.
- (2) The examination process is the responsibility of the course holder designated by the curriculum or the teacher and associate who, by the decision of the Faculty Council, have been entrusted with the teaching and assessment of student progress in a particular course.
- (3) In the event of a course holder's absence or indisposition, the Dean shall appoint another teacher in the same or similar scientific field or a teaching committee to conduct the examination.

Article 38

- (1) The examinations shall be public.
- (2) A student shall have the right to attend the oral examinations taken by his/her peers.
- (3) The examination results shall be announced, as a rule, within five working days from the examination date via the bulletin board or the course webpages and on the Studomat. The course holder shall alongside the results published the time and date of student insight into his/her examination results. The insight into examination results shall be scheduled prior to the following examination term for the course in question. If the date and time of insight are not specified, the student has the right to have an insight into his/her graded paper during the first office-hours for students held by the respective course holder.
- (4) Each student shall have the right to insight into his/her written examination.
- (5) If the student shall fail the examination, the respective course holder shall acquaint the student with the drawbacks of his/her written examinations.

Article 39

- (1) If a student shall find that his/her rights have been breached during the examination, he or she has the right to submit a written appeal to the Dean within 24 hours of the acknowledgement and insight into examination results. The deadline for the appeal does not include non-working days.
- (2) The appeal shall be supported by sound argumentation.
- (3) If the appeal shall be found sound, the Dean shall within 24 hours upon the receipt of the appeal appoint a three member examination committee. The respective course holder who has graded the student cannot be appointed head of the examination committee. The written examination or the written segment of the examination shall not be repeated in front of the Examination Committee, but shall be re-assessed and graded by the Committee.
- (4) In the event of an oral examination or an oral segment of assessing student progress, the appointed Committee shall determine the time of the oral re-examination within three working days of the submission of the appeal.
- (5) The Committee shall come to a decision by majority of vote.

Article 40

The Regulations on the assessment of student progress regulate the following:

- Assessment and evaluation of student progress
- Assessment and evaluation of activities during the course and at the final examination as well as the assessment and evaluation of students involved in online studies
- Student code of conduct
- Final examinations and examination terms
- Numerical grading system

- Responsibilities of the course holder
- Overall student progress
- Modified study conditions for part-time students and
- Other issues related to the assessment and evaluation of student progress.

Article 41

- (1) The examination dates and times shall be published, as a rule, at the beginning of each academic year and shall be an integral part of the curriculum, which shall be published on the Faculty's official web pages.
- (2) The schedule of examinations shall be determined in such a way that the number of exam terms for each course in every examination period allows all students having the right, to sit for the examination.
- (3) The examination schedule of students who have registered for the examination shall be published at least one working day prior to the examination via the Studomat.

Article 42

- (1) A student shall register for the examination and withdraw his/her registration via the Studomat.
- (2) A student shall register and withdraw his/her registration within the deadlines defined in the ISVU program according to the parameters set by the Faculty which shall be visible to the student on insight into examination terms.
- (3) A student shall register for the examination no later than three days prior to the examination term.
- (4) If a student shall fail to sit for the examination he/she has registered for via the Studomat and has failed to withdraw his/her registration pursuant to paragraph 1 of this Article, the course holder shall record the same by entering "did not attend" and "zero (0)" within the examination records. This shall be treated as if the respective student has exercised his/her right to sit for the examination.

Article 43

- (1) Upon the examination period, the numerical grade, the ECTS grade, the percentage of acquired knowledge, skills and competencies and the date of the final examination shall be entered into the examination records which shall be signed by the course holder and submitted to the Student Registry to be entered into the ISVU program, as a rule, within 8 working days of the examination.
- (2) For courses that according to the curricula do not envisage examinations, the course holder shall submit to the Student Registry a list of students who shall be awarded ECTS credits by entering "pass" or "completed" next to their names in the list.
- (3) Active athletes registered with a competent sport association shall be exempted from course requirements set by the curricula in Physical education 1 and 2.
- (4) Within the curricula, student progress may be also graded descriptively.

Article 44

Official records on held examinations shall be kept using the ISVU program.

VII COMPLETION OF STUDIES AND OVERALL STUDENT PROGRESS

Article 45

- (1) An undergraduate student shall complete his/her studies by passing all the prescribed examinations and by writing the bachelor thesis: a graduate student shall complete his/her studies by passing all the prescribed examinations and by defending the master's thesis.
- (2) The general acts of the Faculty shall regulate issues concerning the bachelor and master theses (registration of the bachelor/master thesis, thesis layout guidelines, evaluation and assessment of the thesis and the defense procedure, issuance of a certificate on completion of studies, promotion of graduates, etc.)
- (3) The undergraduate studies last three years and upon their completion, the student is awarded a minimum of 180 ECTS credits. The graduate studies last two years and upon their completion, the student is awarded a minimum of 120 ECTS credits.

Article 46

- (1) Upon completion of undergraduate studies and graduate studies, a student shall be awarded a Diploma confirming the completion of the study program and the academic title envisaged by the respective study program.
- (2) In addition to the Diploma, a student shall be issued a diploma supplement in the Croatian and the English language, which shall provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed as well as a list of course the student has passed and the obtained grades.

Article 47

Based on the average percentage of acquired knowledge, skills and competencies upon completion of the undergraduate and graduate studies, the final average of acquired knowledge, skills and competencies during respective studies is expressed by a single comprehensive classification of qualifications (classification of honors) pursuant to the provisions stipulated by the Faculty's Regulations on the assessment of student progress.

Article 48

- (1) A diplomas issued by the Faculty is a public document signed by the Dean and certified by an embossed stamp.
- (2) The diplomas, as a rule, are handed out to students at graduation ceremonies.

VIII STUDENT AWARDS

Article 49

- (1) The Dean's Award (hereinafter: the Award) is a recognition awarded to top students for their achievement in a preceding academic year.
- (2) The Award is awarded to top students at undergraduate and graduate levels.
- (3) The Award shall be awarded once a year based on the Dean's decision.
- (4) The Award shall be ceremonially awarded to students at a Faculty Council's session.

Article 50

- (1) The Award shall be awarded to the student who has achieved the best results during his/her studies in the preceding year under the following conditions:
 - The student has consecutively enrolled each year of studies,
 - The student has obtained all 60 ECTS credits enrolled during the preceding year
 - The student has achieved the highest average percentage of acquired knowledge, skills and competencies by the weighted criteria.
- (2) In the event that two or more candidates shall equally meet the requirements, advantage shall be given to the candidate who has, in addition to study results, had achievements in scientific or professional work and/or has been an active member of student associations and/or has otherwise contributed to the Faculty's reputation (humanitarian work, sports, cultural-artistic or extracurricular activities)

IX TRANSITION FROM OTHER STUDY PROGRAMS

Article 51

- (1) A student that has been enrolled in another undergraduate or graduate study program in economics in Croatia and has obtained at least 50 ECTS credits during the respective studies, may be allowed to enroll a corresponding study program at the Faculty under the condition that no more than three years have elapsed from the last enrollment and under the condition that this does not exceed the Faculty's capacities.
- (2) A student shall, in addition to the request for transition, enclose the original documentation required by the call for enrollment.
- (3) The decision on the transition shall be brought by the Teaching Committee. The student may be allowed, as a rule, to continue his/her studies as a part-time student.

Article 52

- (1) The transition defined under paragraph 1, Article 51 may be performed only during the regular enrollment in the winter semester prior to the beginning of the academic year.
- (2) The decision allowing the transition shall determine the following:

- the academic year the respective student shall enroll
 - the respective student's status
- (3) The decision whether to allow or not allow the transition shall be brought by the Dean based on the Teaching Committees' proposal.
 - (4) A student that has lost the right to continue his/her studies at an equivalent program at another institution of higher education cannot continue his/her studies at the Faculty.

Article 53

- (1) A student whose request for transition to the Faculty has been approved pursuant to Articles 51 and 52 of these Regulations, may enroll the new academic year once he /she has met the requirements stipulated by these Regulations.
- (2) The student under paragraph 1 of this Article may, upon enrollment and prior to taking examinations in courses from the enrolled year, sit for examinations he/she failed to pass during the previous study year.

Article 54

- (3) A student from another institution of higher education or an individual that has completed a study program at another institution of higher education may enroll individual courses and sit for examinations in these courses. The application to enroll courses shall be submitted to the Teaching Committee which shall bring the decision on enrollment.
- (4) A student under paragraph 1 of this Article shall be issued a certificate on passed courses.

Article 55

- (1) The number of obtained ECTS credits in an ongoing year in which a student of the Faculty participates in an organized international exchange shall be determined by adding the number of ECTS credits obtained at the Faculty by passing the courses envisaged by the study program and the number of ECTS credits obtained during the international exchange.
- (2) The ECTS credits obtained by passing courses at a foreign higher education institution shall be recognized if the course content and the learning outcomes as well as number the number of ECTC credits awarded correspond with the compulsory courses envisaged by the Faculty's study program for the ongoing or higher year.
- (3) In the event that the ECTS credits obtained by passing courses at a foreign higher education institution shall not correspond with content and learning outcomes of the compulsory courses envisaged by the Faculty's study program, the Faculty shall recognize ECTS credits up to the amount envisaged for passing elective courses in accordance with the Faculty's study program for the year in progress or those following. As a result, a student shall be relieved from courses envisaged by the Faculty's study program for which the ECTS credits obtained at the foreign higher education institution have been recognized.
- (4) The decision on recognizing ECTS credits pursuant to the provisions under this Article shall be brought by the Teaching Committee based on the proposal set forth by the Faculty's coordinator for organized international student exchange appointed by the Faculty Council.

X EXTRACURRICULAR ACTIVITIES

Article 56

The Teaching Committee, in line with a student's written request, shall bring the decision on the recognition of extracurricular activities pursuant to the Decision of the University of Rijeka on the recognition of extracurricular activities during which a student acquires relevant competencies.

XI REGISTRY OF STUDENT RECORDS

Article 57

The registry of student records shall include:

1. Records on enrollment applications and the results of the enrollment procedure
2. Personal records of enrolled students
3. Records on examination results
4. Records on issued documents upon the completion of studies and awarded academic titles.

Article 58

- (1) Records on enrollment applications shall contain data on all applicants according to the requirements of the classification process. These include: the applicant's name and surname,

father's or mother's name, the date, the place and the country of birth, citizenship, the documents on which the application is founded and the personal identification number (Croatian OIB).

- (2) Records on the results of the enrollment procedure shall include the data on students that have earned the right to enroll. These include: the student's name and surname, father's or mother's name, the date, the place and the country of birth, citizenship, the documents based on which the enrollment was performed, valuation of student progress during secondary education, valuation of student progress during undergraduate studies, valuation of special achievements and valuation of achievement within the classification process.

Article 59

- (1) The students are entered into the Book of Records starting with number 1 according to the order of their first enrollment into the Faculty.
- (2) The ordinal numbers in a new Book of Records shall continue the numbering from the preceding Book.
- (3) All student documents (registry and enrollment sheets, files, student records, registration for examinations) shall be assigned the ordinal number from the Book of Records and the Unique Master Academic Citizen Number (in Croatian: Jedinstveni matični broj akademskog građana, abbreviated JMBAG), which is automatically assigned to a student upon enrollment into the first year of studies.

Article 60

- (1) Personal records of enrolled students shall include the registry sheet and the enrollment sheet.
- (2) The registry sheet shall be filled in once by the student at his/her first enrollment.

Article 61

- (1) Records on examination results shall include data on all examinations held.
- (2) The data on held examinations shall be entered into the examination list.

Article 62

- (1) Student identity card shall be issued to all students enrolled at the Faculty and to all students participating in international mobility programs.
- (2) Student identity card's contents, access and content edit, creation, issuance, use and cancellation shall be proscribed by the Minister, while its form, by the University.

Article 63

- (1) The registry sheet, the enrollment sheets and all other documents of importance to the course of studies shall be kept in the respective student's file.
- (2) Upon the request of a party demonstrating legal interest, the Faculty shall issue a confirmation of the data kept within the student file, taking into account personal data protection.

Article 64

- (1) Data on issued diplomas and awarded academic titles shall be kept within the records on issued documents upon the completion of studies and awarded academic titles
- (2) A diploma shall contain prescribed data pursuant to the Act and its by-laws.
- (3) A student shall be issued a certificate on completion of studies which shall be valid until he/she is issued a diploma.

Article 65

Records under Article 58 of these regulations shall be kept in accordance with the regulations governing the storage and retention of archival material.

XII PROTECTION AND EXERCISING OF STUDENT RIGHTS

Article 66

- (1) A student shall have the right to file a complaint in case he/she finds that his/her rights under the Act and general acts of the Faculty have been breached.
- (2) The complaint shall be elaborated and in writing and shall be submitted to the Teaching Committee within eight days of the student's awareness of the breach of rights.
- (3) The Teaching Committee shall consider the allegations from the complaint and make a decision on the acceptance or rejection of the complaint within 8 days of the filing.

- (4) The decision brought by the Teaching Committee and signed by the president of the Teaching Committee shall be final. The Student Registry shall send the decision to the respective student by registered post with acknowledgement of receipt.

Article 67

- (1) A student who shall seek to exercise his/her rights pursuant to Article 15 (change of status), Article 20 (suspension of student duties), Article 22 (top athletes), Article 24 (loss of student status), Article 33 (change of study program direction) and Article 24 (admission to a different study program) of these Regulations, shall submit a written request to the Student Registry. The Student Registry shall file the request and assign it a registration number and if required by the student, shall issue the student a copy of the registered request.
- (2) A student shall, along with the request, enclose the original or a certified copy of the documentation issued by the competent authority on which the request is founded. If the student shall fail to do so, the request shall be declined.
- (3) The decision on the request pursuant to the provisions stipulated by these Regulations shall be brought by the Dean based on the Teaching Committee's opinion and recommendation. The Dean's decision shall be final.
- (4) The decision under paragraph 3 of this Article shall be delivered to the student in person or by registered post with acknowledgement of receipt by the Student Registry.

XIII QUALITY ASSURANCE

Article 68

- (1) A student shall have to right to express his/her opinion and assess the quality of classes and teachers.
- (2) The Faculty shall conduct student evaluation of classes and teachers through student opinion polls or other appropriate means of evaluation.

Article 69

- (1) Student evaluation shall include student opinion poll on the regularity and organization of classes, the organization and integrity of the study program, literature and learning resources, development and introduction of new approaches to lecturing and class organization, examinations, teacher-student communication, level and accessibility of information on individual courses as well as the entire study program, the possibilities of students' influence on the content and methodology used within courses and student workload (ECTS)
- (2) The results of student evaluation of classes and teacher shall serve to develop measures for eliminating identified shortcomings and further development and improvement of the program.

XIV TRANSITIONAL AND FINAL PROVISIONS

Article 70

The general acts of the University of Rijeka shall apply *mutatis mutandis* to the resolution of all issues regarding the organization and performance of studies not regulated by these Regulations.

Article 71

The Faculty Council shall be authorized to interpret provisions stipulated by these Regulations for the purpose of their implementation and clarification.

Article 72

- (1) These Regulations shall come into effect on the date of their publication on the Faculty's bulletin board and web pages and shall be applicable as of the academic year 2016/2017.
- (2) With the date of the enforcement of these Regulations, the Regulations on Studies and Studying at the Faculty of Economics University of Rijeka applicable to students enrolled in first year of undergraduate and graduate studies as of the academic year 2008/2009 and their amendments shall cease to be effective.

Dean:

Prof. dr. sc. Heri Bezić (m.p.)

These Regulations are announced publicly on the Faculty's bulletin board and the official web pages as of September 20, 2016.

Secretary:

Žarko Čop, dipl. iur.(m.p.)