

THE UNIVERSITY OF ZAGREB  
FACULTY OF VETERINARY MEDICINE

REGULATIONS  
ON INTEGRATED UNDERGRADUATE AND GRADUATE STUDIES

Zagreb, 2022.

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Pursuant to Article 40 of the Statute of the Veterinary Faculty of the University of Zagreb, the Faculty Council, at its 9th regular session held on 20th April 2022, adopted the following:

## REGULATIONS

### ON INTEGRATED UNDERGRADUATE AND GRADUATE STUDIES

#### **I. GENERAL PROVISIONS**

##### Article 1

(1) These Regulations, pursuant to the Act on Scientific Activities and Higher Education (hereinafter: the Act), the Statute of the University of Zagreb (hereinafter: the University Statute) and the Statute of the Faculty of Veterinary Medicine of the University of Zagreb (hereinafter: the Faculty Statute), define and establish the study programme, enrolment in studies, the organization of classes, evaluation of students' knowledge, evaluation of the success of teaching work, student status, and the rules of studying, participation by students in the work of the Veterinary Faculty of the University of Zagreb (hereinafter: the Faculty) and other issues of importance for the conduct and completion of the studies.

(2) Terminology used in these Regulations with gender significance, regardless if used in the male or female gender, shall apply equally to both the male and female gender.

(3) All the provisions of these Regulations relate equally to studies in Croatian and studies in English, insofar as it is not prescribed otherwise in specific Articles.

#### **II. THE STUDY PROGRAMME**

##### Article 2

(1) The Faculty conducts Integrated Undergraduate and Graduate University Study of Veterinary Medicine over 12 semesters, in Croatian and English, and they are organized as regular studies.

(2) Upon completion of the studies the academic title of Doctor of Veterinary Medicine is awarded.

#### **The Content of the Study Programme**

##### Article 3

(1) The study programme contains a general part, the programme and the study requirements for its conduct.

(2) The general part contains:

- the title of the body responsible for the study programme
- the title of the study programme:
- the language of the study programme
- the duration of the study programme
- the academic title and degree attained upon completion of the study programme,

- the alignment of the study programme:
- an explanation of the need for the study programme.

(3) The programme contains:

- a profile of the academic degree, the aims and learning outcomes, that is, the general and specific competences, skills and knowledge acquired,
- the organization of the studies in terms of working hours,
- the requirements for enrolment in the study programme,
- a list of mandatory and elective courses, with an outline of the contents and the number of hours needed for them
- the basic content of the courses and the number of active classes,
- the point value of each course according to the ECTS points system
- the learning outcomes for each course, and the initial competences needed for enrolling in the course,
- the form of classes and evaluation of knowledge for each course,
- a list of literature
- the rules and manner of evaluation, and the grade structure for each course,
- proposed courses recommended to students from other universities,
- requirements for progressing through the course,
- provisions on the requirements for continuation of studies for students who have interrupted their course,
- the manner in which the study is to be completed;
- how the quality and success of the implementation of the study programme are monitored

(4) The study requirements include:

- the locations where classes are held
- facilities and equipment
- the staff who implement the study programme (teachers and associates), and analysis of teachers' workload;
- the costs of the study programme;
- the optimum number of students enrolled in relation to the space, equipment and the number of teachers available.

## **The Procedure for Amending the Study Programme**

### Article 4

- (1) The Faculty may, with Senate approval, amend the study programme during the duration of the permit, taking account of the recommendations of the competent body.
- (2) The procedure for amending and supplementing the study programme with this permission is initiated by the Faculty Council, following a proposal by the Committee for Integrated Undergraduate and Graduate Studies and the Quality Assurance Committee.
- (3) Amendments and supplements to the study programme shall be conducted pursuant to the Regulations on the Evaluation Procedure of University Undergraduate, Graduate, Integrated

Undergraduate and Graduate, and Professional Study Programmes of the University of Zagreb, and shall come into force after a Decision is rendered by the Senate.

(4) Amendments and supplements to the programme of integrated undergraduate and graduate university studies in Veterinary Medicine must also be adopted and published before the publication of the call for candidates for enrolment in the studies.

(5) Amendments and supplements to the study programme of integrated undergraduate and graduate university studies in Veterinary Medicine in Croatian shall be implemented simultaneously to the integrated undergraduate and graduate university study programme in Veterinary Medicine in English.

(6) All decisions on amendments and supplements to the study programme shall be stored in print form in the archives of the Faculty and the University, and amendments on the basis of those decisions shall also be recorded in the appropriate IT system.

## **Teaching Plans and Schedules**

### Article 5

(1) The studies shall be conducted according to the teaching plan and schedule adopted pursuant to the Act on Scientific Activities and Higher Education and the Statute of the University by the Faculty Council each academic year.

(2) The teaching plan and schedule establishes:

- the teaching staff and associates who will conduct classes according to the study programme
- the location of classes
- the beginning and end and schedule of classes
- forms of classes (lectures, seminars, practicals, field trip, evaluation of knowledge during classes etc.)
- how examinations are to be taken, examination periods and examination measures,
- lists of literature for study and sitting exams
- the possibilities for holding classes (classic form, mixed form: e-learning, remote learning)
- the Academic Calendar of the Faculty (in line with the Academic Calendar of the University)
- other circumstances of importance for the regular conduct of classes.

(3) Literature for individual courses and individual examinations must be aligned with the scope of the study programme. Exam literature must be of a manageable quantity for an average student within the working hours planned, pursuant to Article 18, paragraph 2 of these Regulations.

(4) The teaching plan and schedule must be published on the intranet (internal web page) of the Faculty before the beginning of classes in the relevant academic year, in the prescribed form.

(5) For justified reasons, changes to the teaching plan and schedule for individual courses may be undertaken even during the academic year, at the request of the course leader and with the consent of the Vice-Dean for Integrated Undergraduate and Graduate Studies and Students (hereinafter: the competent Vice-Dean). Organizational changes to the teaching plan and

schedule shall be confirmed by the Faculty Council and published in the manner prescribed in paragraph 4 of this Article.

## **Information Package**

### Article 6

(1) The Information Package is a catalogue of courses. Its aim is to facilitate understanding and comparison of educational programmes, and give full information about education profiles, courses and study systems. The Information Package is drawn up in Croatian and English, and is published on the Faculty's web site.

(2) The Information Package consists of three parts:

2.1. Information on the Faculty and the requirements for enrolling in the studies:

- a. title and address,
- b. the calendar of classes and examinations
- c. a list of teaching staff and associates
- d. a general description of the Faculty
- e. the study programme
- f. the enrolment procedure
- g. the main guidelines for enrolment,
- h. The Faculty's ECTS coordinator

2.2. Information about the study programme:

A) General description

- a. the qualification awarded
- b. the requirements for enrolment
- c. the educational and professional goals
- d. possible access to further education
- e. the structure of the study programme, with ECTS points
- f. the final examination of the study programme, if there is one
- g. the rules of examinations and grading
- h. the ECTS coordinator of the study programme

B) General description of courses:

- a. the course title
- b. the course code,
- c. the type of course
- d. the degree or level of the course,
- e. the year of study
- f. the semester,
- g. the number of ECTS points
- h. the name of the teacher,
- i. the goals of the course expressed in learning outcomes,
- j. the requirements (which exam must be passed in order to enrol in the specific course),
- k. the content of the course,

- l. the recommended literature,
- m. the teaching methods,
- n. the evaluation methods,
- o. the teaching language.

### 2.3. General information for students:

A) General information for students which is confirmed and published by the Faculty

- a. facilities and equipment for sport,
- b. practicals,
- c. free time activities,
- d. The Students' Union and student associations,
- e. language classes,
- f. facilities and equipment for sport,
- g. information related to digital identity, use of information and communications technology,
- h. psychological counselling,
- i. other.

B) General information for students that is confirmed and published by the University.

- a. living costs,
- b. accommodation,
- c. meals,
- d. medical institutions,
- e. possibilities for students with disabilities,
- f. insurance,
- g. financial support for students,
- h. the students' service,
- i. facilities and equipment for study,
- j. practical information for exchange students,
- k. language classes,
- l. facilities and equipment for sport and recreation,
- m. other

## **Grade Transcripts (ECTS points)**

### Article 7

- (1) A grade transcript is a public document whereby the Faculty provides detailed information on a completed programme (expressed in ECTS points for each course) and the results achieved by students.
- (2) Students' success is expressed in the national grading scale and ECTS points. The form is prescribed by the Senate.
- (3) A grade transcript shall be issued in Croatian and English at a student's request.



## **Diploma Supplement**

### Article 8

The Diploma Supplement is a public document in Croatian and English which is attached to the Degree Certificate to provide a detailed insight into the level and content of the study programme, and the system and rules of studying at the Faculty. The content of Diploma Supplements is prescribed by the minister, and its form is prescribed by the Senate.

## **III. ENROLMENT IN THE STUDIES**

### **The Right to Apply for Enrolment in the Studies**

#### Article 9

- (1) The right to apply to the call for candidates for the integrated undergraduate and graduate studies in veterinary medicine in Croatian may be exercised under equal conditions, as established by the Act, and within the established quota for enrolment of regular students, by all candidates who have completed high school education of at least four years in the Republic of Croatia, or an equivalent high school abroad, where they have attended classes for at least two years in biology, chemistry and physics, who have the psychological and physical capacities for the course, and who speak Croatian at least at level B2 (for foreign students).
- (2) The right to apply for enrolment in the first year of studies in English may be exercised by candidates who speak good English (according to the level mentioned in the call for candidates) and who meet the other requirements listed in the public call for candidates.

### **Enrolment Quotas and Candidates for Enrolment**

#### Article 10

- (1) The enrolment quota for registration of students in the first year of the integrated undergraduate and graduate university studies in veterinary medicine for each university academic year is established by the Senate of the University of Zagreb, following a proposal by the Faculty.
- (2) The number includes students who study with the support of the Ministry of Science and Education of the Republic of Croatia, and students who are foreign citizens.
- (3) Enrolment in the integrated studies takes place on the basis of a public call for candidates published by the Senate of the University of Zagreb at least six months before the beginning of classes, and the requirements and criteria included in the call for candidates are established by the Faculty.
- (4) The call for candidates for enrolment in the 1st year of studies is published in the daily press at least one month before the beginning of the selection procedure.
- (5) The call for candidates referred to in paragraph 4 shall include in particular:
  - the requirements for enrolment;

- the number of places available that are completely or partially subsidised from the state budget;
- information on how to enrol;
- the criteria of selection (the type of high school attended and success in previous education, success in exams in the mandatory and elective parts of the state matura exam, special knowledge, skills, competences etc.)
- the deadlines for enrolment and other information.

## Article 11

(1) Applications for enrolment in the university integrated undergraduate and graduate study in veterinary medicine in Croatian are conducted through the National IT System of Applications to Higher Education Institutions (*NISpVU*) which is located within the Central Applications Office of the Agency for Science and Higher Education.

(2) The Central Applications Office of the Agency for Science and Higher Education, in cooperation with the Ministry of Science and Education of the Republic of Croatia and the National Centre for External Evaluation of Education, enter into the NISpVU system the appropriate documents (certificate of citizenship (*domovnica*) and birth certificate), grades from all courses from all years of four-year high school education, the results of the exams taken as part of the state matura, or the equivalent examinations taken by candidates through the National Centre for External Evaluation of Education who completed high school education before 2010 or outside the Republic of Croatia, for the purpose of ranking for enrolment in the study programme. For candidates who completed their high school education in a country where the final examination (*matura*) is conducted as a form of external evaluation, the results of exams passed in the courses equivalent to those within the state matura system in the Republic of Croatia will be recognized.

(3) Pursuant to the requirements in the specific part of the call for candidates, the results obtained from evaluation of special knowledge are entered into the NISpVU system by the National Centre for External Evaluation of Education.

(4) All candidates for enrolment in university integrated undergraduate and graduate study in veterinary medicine in Croatian are ranked according to their personal points, based on the categories listed in the call for candidates for enrolment in the first year of studies. The right to enrol is acquired by candidates on the basis of the points acquired and according to their position on the priority list of the enrolment quota, who confirm their intention to enrol through the NISpVU system in the appropriate study programme, who have the physical and psychological capacities and meet the health requirements for the course, and who have not suffered any mental illnesses which may interfere with the normal exercise of their profession.

(5) The health requirements imply the health status which candidates must meet in order to complete the study programme, and so that after completion of their studies, with the competences they will have acquired, they will meet the necessary requirements of the labour market. A certificate from a school doctor shall act as proof that at the time of enrolment in the study they do not have any health impediments to work or any employment within the occupation/qualification for which the student is being educated. Meeting the health requirements is confirmed by a certificate from the competent school doctor. Candidates who

do not meet one of the key criteria of the health requirements shall be eliminated from the further selection process.

(6) The health requirements for studying veterinary medicine are:

- normal vision with or without correction;
- normal colour vision (Ishihara test -24 images);
- normal hearing without a hearing aid or with a hearing aid;
- normal function of the muscular and skeletal system, upper body, upper and lower limbs - functional mobility of the spine, the limbs within normal limits, normal gross and fine motor skills of upper and lower limbs;
- normal balance and stable consciousness - no serious or permanent disorders,
- normal cognitive function;
- normal emotional function;
- normal psycho-motor functions (implies normal mental functions, control of motor and psychological processes on the level of the body);

(7) The priority rank list of candidates for enrolment in the study programme in veterinary medicine in Croatian is drawn up according to the following points system:

- a) the grades from high school
- b) the grades from the mandatory and elective courses in the state matura examination
- c) the test of psychological motor skills conducted at the Veterinary Faculty
- d) additional verification of the specific knowledge, skills and abilities of students

(8) The Faculty Council may adopt other criteria which affect the selection process, no later than two months before the publication of the call for candidates referred to in Article 10 paragraph 4 of these Regulations.

(9) Applications for enrolment in the university integrated undergraduate and graduate university study in veterinary medicine in English take place through a Call for Applications published on the Faculty's web site. Applications are accepted within the 3 defined periods for enrolment (January, April and July). After receiving an application, the Enrolment Committee publishes a notice, within the time limit defined in the call for applications, about its decision on accepting the candidate's application. The selection of candidates is based on their completed high school education, and any degrees and certificates from other courses (after high school) by which the candidates demonstrate their capacities and skills. Particular attention is paid to the results obtained in natural science courses. Students with an international matura, with at least 32 points from natural science courses on a higher level shall have priority. The Faculty Council may adopt other criteria which affect the selection of candidates, no later than two months before the publication of the call for candidates.

## **The Right to Enrol**

### Article 12

(1) Candidates who acquire the right to enrol on the basis of the priority rank list must enrol in the first year of studies within the time limit prescribed by the call for candidates. If they fail to enrol within that time period they shall lose the right to enrol in the 1st year of studies in that academic year.

(2) Candidates who have enrolled in the 1st year of study, but during their previous education did not study Latin language for at least two years, must present a certificate of passing an

examination in Latin language (90 hours of classes) before enrolling in the second year of study.

#### Article 13

Objections to the evaluation of psychological and motor capacities shall be filed with the Vice-Dean for integrated undergraduate and graduate studies and students within 24 hours of publication of the results. A final decision shall be rendered on these objections by the Dean, on the basis of a statement by the legal service and the person who conducted the evaluation.

#### Article 14

(1) Citizens of the Republic of Croatia, citizens of European Union member states and members of the Croatian Diaspora or Croatian national minorities outside the Republic of Croatia, and stateless persons who are permanently resident in the Republic of Croatia shall have the right to enrol in the integrated undergraduate and graduate university studies in veterinary medicine in Croatian under equal terms.

(2) The costs of studies in Croatian shall be met partially or completely by funds provided by the competent Ministry, and the amount of student participation in the costs of the studies shall be defined depending on the success the student achieves during their studies.

(3) The criteria and conditions of participation by students in the costs of studies in Croatian are established by the Faculty Council, and confirmed by the University Senate.

(4) The criteria and conditions of participation by students in the costs of studies in English are established by a separate decision by the Faculty Council.

(5) The Faculty may by a general act regulate the participation in the costs of studies by students who are materially disadvantaged.

(6) The Study Agreement shall regulate mutual rights and obligations during the studies, and other issues of importance for the contracting parties.

### **Student Identification Document**

#### Article 15

(1) Candidates who according to the rank list acquire the right to enrol are issued with a student Identification Document (iksica) and a password for access to the ISVU application for students (studomat). The form and content of the student document are prescribed by the Senate. A student identity card is a public document to prove student status.

(2) If a student loses or damages their student document, a duplicate shall be issued at their request. The costs of issuing the duplicate student document shall be borne by the student.

## **IV. THE ORGANIZATION OF CLASSES**

### **Academic Year**

#### Article 16

- (1) As a rule the academic year begins on 1st October in the current year, and ends on 30th September in the following calendar year. Classes are organized according to the teaching schedule, which is defined for each academic year according to the University's calendar. The Faculty Council decides on the exact date of the beginning of classes for each academic year.
- (2) During the academic year in which they have enrolled, students shall enrol in the winter and summer semesters of studies in the regular enrolment period according to the University's calendar, with payment of part of the tuition fees.
- (3) Classes in the studies are conducted continually over thirty weeks in the academic year in two semesters: winter and summer.
- (4) Classes in the winter semester as a rule run from 1st October to 31st January, and in the summer semester from 1st March to 15th June, as defined by the University's calendar.
- (5) Classes in each teaching course are conducted as a rule within a single semester, and they may not run for longer than two semesters.
- (6) The classes referred to in paragraph 5 of this Article are conducted according to the schedule which is defined for each academic year.

### **Attendance Obligations**

#### Article 17

- (1) Students' obligations include regular attendance of all forms of classes at the Faculty (lectures, seminars, practicals, professional-clinical work), the out-patient clinic, and other field and professional work, and physical education practicals.
- (2) The work of students in the clinical part of classes in all forms of work is organized within a 40-hour working week, including student on-call duty.
- (3) As an exception, students' obligations may be greater when, according to the study programme and the teaching schedule, it is necessary to increase the number of hours of practical and field classes.
- (4) Catch-up classes, consultations and examinations are conducted outside the schedule defined for each course.

### **The ECTS Point System**

#### Article 18

- (1) The percentage share of individual forms of classes is defined by ECTS points, which represent the numerical value attributed to each course. This numerical value indicates the student workload needed to meet all the prescribed obligations within that course, including passing the examination, and the work necessary to achieve the aims of the programme, expressed in terms of the expected learning outcomes and acquired competences.
- (2) One ECTS point represents a student workload of 25-30 hours, including active classes, examinations, and all activities needed to pass the exam.
- (3) Regular students enrol in 25 to 35 ECTS points in each semester.

- (4) Particularly successful students may be allowed to enrol in more than 35 ECTS points per semester in order to complete their studies more quickly, or for the sake of broader education.
- (5) When establishing the requirements for acquisition of the status referred to in paragraph 4 of this Article, the length of studies is taken into consideration, along with the number of ECTS points acquired, a grade average above 4.5, and that no disciplinary measures have been imposed on the student.
- (6) Exceptionally, regular students may enrol in courses with fewer than 25 ECTS points in a semester if they have not met the requirements for enrolment in a sufficient number of courses.
- (7) ECTS points are acquired exclusively after successfully meeting all the prescribed obligations, and application of the appropriate methods of evaluation of achievement of the defined learning outcomes, or passing the examination.
- (8) The use of the ECTS system implies:
- precise definition of expected learning outcomes for each course;
  - definition of the workload of students for all the prescribed activities in each course;
  - definition of the methods used for assessing the achievement for each defined learning outcome;
  - definition of how points/grades are awarded for each individual activity.

## **Physical Education Classes**

### Article 19

Classes and extra-curricular activities by students in the form of physical education are conducted outside the schedule defined in Article 18 of these Regulations as mandatory classes in the first and second years of the integrated undergraduate and graduate studies. Physical Education Classes grant 1 ECTS point in the semester in which the course is taught.

## **Elective courses**

### Article 20

- (1) Elective courses as a rule should account for at least 20 percent of ECTS points for the entire integrated undergraduate and graduate study programme.
- (2) Classes in elective courses are conducted according to the teaching schedule adopted by the Faculty Council pursuant to the Act for each academic year.
- (3) Elective courses become mandatory for students who enrol in them.
- (4) The same rules apply to attendance of elective classes as to attendance of mandatory courses.
- (5) Enrolment in an elective courses may only be revoked during the first two weeks of classes, and only for justified reasons (e.g. a schedule overlap).
- (6) Other forms of professional and teaching activity may be recognized as equivalent to an elective course, pursuant to the Regulations on Award of ECTS points for extra-curricular activities of the University of Zagreb.

## Article 21

- (1) Classes are conducted in the Faculty's organizational units - its clinics, departments and chairs, and outside the Faculty, pursuant to decisions by the Faculty Council.
- (2) Classes may also be held in a virtual environment for learning and teaching (e-learning).
- (3) The heads of the organizational units of the Faculty organize classes and take care of their conduct in cooperation and agreement with the course leader for each academic year, the competent Vice-Dean and the professional administrative services of the Faculty.

### **Course leader**

## Article 22

- (1) The course leader is a person with a scientific-teaching and/or teaching title.
- (2) The course leader is selected by public nomination by the course teachers for a term of three academic years.
- (3) The decision of the majority of course teachers referred to in paragraph 2 of this Article is deemed to be final and is signed by the competent Vice-Dean.
- (4) If the course teachers are unable to reach an agreement (e.g. if there is an even number of course teachers etc.), then the decision on the course leader shall be made by the competent Vice-Dean, with the agreement of the Dean.
- (5) The person referred to in paragraph 1 of this Article may be elected course leader for two consecutive terms.
- (6) In situations when there is only one course teacher for a specific course, it is presumed that that person is also the course leader, without the limitation referred to in paragraph 5 of this Article.
- (7) The course leader may also be a teacher with a scientific-teaching title who performs other duties at the Faculty even in cases when the organizational unit has several teachers.
- (8) The course leader shall appoint a deputy no later than 15 days after receipt of the decision referred to in paragraph 3 of this Article. The decision on appointment of the deputy course leader shall be sent to the competent Vice-Dean.

## Article 23

- (1) The course leader is a course teacher responsible for the regular conduct of classes in that course.
- (2) The course leader, in addition to the requirements referred to in paragraph 1 of this Article:
  1. is responsible for the organization, development and quality of the conduct of classes in their specific course within the studies and, in cooperation with the teaching team (teachers and other associates in the course), takes care of the syllabus and course content, drawing up a teaching schedule.
  2. as confirmation, signs forms recording classes held in that course,
  3. in order to improve teaching work, may request to invite a prominent teacher with a scientific-teaching title or scientist to teach part of the course, from this country or abroad,
  4. defines the requirements for catch-up hours for classes that were not held or not attended,

5. defines the number of mid-term tests for the course, how they are conducted and evaluated, and, in agreement with other course teachers, the number of test dates,
6. gives approval for sitting tests before the end of classes,
7. proposes extraordinary examination dates, in agreement with other course teachers,
8. gives an opinion on recognition of courses taken at another related faculty,
9. gives an opinion on the compatibility of the curriculum when a student transfers from studying veterinary medicine at another institution of higher education,
10. undertakes other activities related to the course, in agreement with the competent Vice-Dean.

#### Article 24

- (1) The heads of course may be relieved of their duties before the end of their term, referred to in Article 22, paragraph 2 of these Regulations,
  1. at their own request
  2. if they fail to perform the duties of course leader
  3. if they lose the capacity to perform their duties,
  4. if they violate the provisions of the Statute of the University or the Faculty or other general acts of the University or the Faculty;
  5. if by their conduct they violate the regulations governing employment relationships, scientific activity and higher education, collective agreements, the Statute of the University of Zagreb and the Faculty of Veterinary Medicine, and the Code of Ethics of the University of Zagreb and the Veterinary Faculty.
- (2) A motion for dismissal of a course leader shall be submitted in writing with a statement of reasons to the Dean. A motion for dismissal of a course leader may be filed by a simple majority of course teachers, the head of the department/clinic of the main course, or the competent Vice-Dean.
- (3) The decision to dismiss the course leader shall be rendered by the Dean.
- (4) In the case of the dismissal referred to in paragraph 1 of these Regulations, a new head shall be elected from amongst the teachers of the course in question, where it is not possible for the dismissed teacher who performed those duties to be re-elected for the following term.
- (5) The deputy course leader shall perform the duties of head until a new head is elected.
- (6) If a decision to dismiss has been rendered, as referred to in paragraph 3 of this Article, but there is no other teacher of that course, the Dean shall appoint the new head, following a motion by the competent Vice-Dean. In so doing, care shall be taken that the new course leader is appointed from amongst the teachers of a related course.

#### Article 25

- (1) Classes shall be organized and conducted to ensure the most active participation possible by students in their implementation.
- (2) Classes include lectures, seminars, practicals, consultations, mentorship (including scientific work by the student and their Master's Thesis), professional outings, and other forms of classes, according to the teaching programme.
- (3) Practical classes are deemed to be practicals (practicals in the practicals facilities, computer, oral, method, laboratory, dissection, construction, field, clinical, special clinical and physical



education) including a duty rota, field work and other forms of classes that contribute to acquisition of the prescribed knowledge and skills.

(4) Students must, depending on the type and form of classes, wear protective equipment (protective clothing, masks, gloves etc.) in line with the specific regulations and instructions issued by the teacher.

(5) During the study programme, the Faculty, in cooperation with health care institutions, shall assess risks and prescribe vaccination of staff and students against infectious diseases.

(6) The implementation of paragraph 5 of this Article shall be conducted with the written consent of the students.

#### Article 26

In order to implement the study programme, the Faculty shall form groups of students on the basis of the study programme, the teaching schedule and the number of students in the study programme at the Faculty, in line with the Act and subordinate acts, and current collective agreements for science and higher education.

#### Article 27

(1) Classes that are held in each course are registered in electronic form in the program for recording classes.

(2) The form for registration of classes referred to in paragraph 1 of this Article shall be printed out at the end of each semester and verified by the signatures of the course leader, the head of the organizational unit and all the teachers who participated in conducting classes, pursuant to the provisions of Article 23, paragraph 2, point 1 of these Regulations. The original shall be kept in the archives of the organizational unit, and a copy shall be sent to the Student Affairs Office.

(3) The standards for work in classes (class groups, class workload) are applied according to the current provisions of the Collective Agreement.

### **Lectures**

#### Article 28

(1) A lecture is a public form of class with a group of up to 150 students, where the teacher, using contemporary teaching aids, acquaints the students with the theoretical basis of the course matter in question or the scientific-teaching unit, covering those topics for which that form of class is more suitable than other forms. Lectures usually cover part of the course matter in question, and determine the scope and emphasize the importance of the course matter, pointing out recent insights which change, modify or deepen important concepts included in the course matter, supplementary or additional interpretation of thematic units that are not dealt with appropriately in the current mandatory textbooks, and dealing with course matter that, from experience, is particularly difficult for students.

(2) Teachers, to accompany their lecture, may also give students notes (handouts) or may make teaching materials available in digital form within the e-learning system.

(3) In the handouts and digital teaching materials, the content and important messages of the lecture are presented in summarized form. The course matter of lectures for which handouts or digital material are distributed must include examination material.

#### Article 29

- (1) Lectures shall be given by teachers with scientific-teaching titles at the Faculty.
- (2) Exceptionally, employees with associate titles (senior assistants/post-doctorands) may give no more than four hours of lectures in an academic year in Croatian and four hours as part of the study programme in English, pursuant to a Decision by the Faculty Council and under the supervision of a member of the teaching staff.

### **Seminars**

#### Article 30

- (1) A seminar is a form of class in which a group of no more than 30 students deal actively with a teacher with specific course matter. The students must study the prescribed course matter before attending the seminar.
- (2) The purpose of seminars is for students to study in more depth and critically consider specific content, by actively asking questions to consider specific issues and to become acquainted with means of collecting and analysing data in order to reach a specific conclusion.
- (3) The departments or clinics may, according to the specific nature of the course matter, introduce various forms (methods) of seminars such as problem seminars, seminars with video or computer simulations, programs with seminar tasks within the e-learning system, etc.
- (4) The teacher shall monitor and grade the work of students at the seminar as part of their continuous assessment.
- (5) Seminars are led as a rule by Faculty staff with scientific-teaching titles. Assistants and senior assistants/post-doctorands may participate in conducting seminars under the supervision of the teacher.
- (6) The Faculty Council may for justified reasons entrust the independent running of a seminar to staff in associate positions, but only after at least one year has passed since they were first appointed to the post of assistant.

### **Practicals**

#### Article 31

- (1) Practicals are a form of classes in which students resolve practical tasks related to the relevant course matter.
- (2) Physical education practicals are held in groups with up to 40 students, methodological and computer practicals and practical practicals with up to 15 students, laboratory, field, section or foreign language oral practicals with up to 10 students, construction and clinical practicals with up to 6 students, and special clinical practicals with up to 4 students.
- (3) Practicals are run by teachers with scientific-teaching titles, and associates.
- (4) For the first year after receiving their title, associates shall conduct practicals under the supervision of a teacher.

(5) The person running the practicals shall actively assist and work with students during the exercise.

## **Professional-Clinical Work**

### Article 32

(1) Professional-Clinical Work is a form of clinical class work, in groups of up to 6 students, where students, under the supervision of teaching staff with scientific-teaching titles, assistants and/or post-doctorands, spend time and participate in all the forms of work of the clinics during working hours and the duty rota. During clinical work, students become acquainted with the reception of patients, taking histories, referring patients for laboratory tests, and performing diagnostic and therapeutic procedures.

(2) As part of their professional and clinical work, students shall take part as necessary in clinical visits and professional meetings at the clinic.

(3) During the time of their professional and clinical work, records of their work are kept by the clinics. At the end of the semester, the records are verified by the head of the University Veterinary Hospital, after which they are sent to the Student Affairs Office.

## **Other Forms of Classes**

### **Extra-Mural Classes**

### Article 33

(1) In order to improve their knowledge, skills and competences, alongside the forms of classes mentioned, other forms of practicals are also organized according to the Faculty's study programme and under the supervision of teaching staff, and as part of field work in an out-patient clinic, field trip in the areas of pre-clinical work, and animal production and biotechnology, as well as summer schools and professional excursions.

(2) During classes in the Out-patient Clinic, students must keep a Log in which they describe in detail the work they have done, which must be handed in to the Student Affairs Office at the end of their professional practice.

(3) Summer schools and professional excursions may be organized for students as a supplement to classes, in order to learn about important veterinary institutions and methods of work, and for other reasons that are important for the more complete professional education of students.

(4) Summer schools and professional excursions may be organized in Croatia and abroad, and they must be approved by the Faculty Council following a proposal by the Committee for Integrated Undergraduate and Graduate Studies, as part of the teaching programme, before the beginning of the academic year.

## **External Practical Training (EPT)**

### Article 34

- (1) EPT is an exclusively practical form of classes conducted outside the Faculty under the supervision of experts (an expert mentor, an employee of the institution where the professional practice is being held).
- (2) Practical training of students outside the Faculty may be conducted in institutions involved in activities that are in line with the study programme: veterinary stations and out-patient clinics, including delegated bodies (veterinary examinations and check-ups in facilities working with food of animal origin), the Croatian Veterinary Institute and the Ministry of Agriculture of the Republic of Croatia, the Veterinary and Food Safety Authority (employers).
- (3) An agreement on professional practice is signed with the veterinary institutions in which students conduct their professional practice.
- (4) During the EPT students must keep a Log in which they describe in detail the work they have done, which must be handed in to the Student Affairs Office at the end of their professional practice.
- (5) The completed Log of professional practice is examined and verified by the competent Vice-Dean and head of professional practice at the Veterinary Faculty.
- (6) Upon completion of their professional practice, alongside the completed Log, students must also fill in a survey about their satisfaction with the employer and the professional practice they have undertaken.
- (7) If during the EPT a student's right to good quality and appropriate conduct of professional practice, or their personal integrity or other rights are breached, the student has the right to complain.
- (8) Students shall submit their complaint to the professional practice coordinator (the relevant Vice-Dean) or the Vice-Dean for quality control. In cases of severely damaged relationships, students may request to continue their practice at a different institution.

## **E-learning**

### Article 35

- (1) Classes may also be held in a virtual environment for learning and teaching (e-learning). E-learning is supported by the Faculty's own system for management of teaching content, known as VEF-LMS.
- (2) VEF-LMS is a closed internet system containing the courses from the integrated undergraduate and graduate study programme, where basic information on each course is given, along with notices to students, various forms of teaching content, and continual assessment of knowledge is conducted (self-evaluation, mid-term texts, and written examinations).
- (3) Posting information, notices and teaching content within VEF-LMS is within the competence of the heads of course. All students must participate in e-learning in the manner established by the teaching schedule for each individual course.
- (4) The setting for e-learning may be changed according to the Faculty's needs and the development of new technologies and artificial intelligence, in order to improve the quality of the implementation of the teaching programme and/or the teaching and learning process.

## **Consultations**

### *Article 36*

Consultations are part of teaching work whereby students are provided with assistance and guidance in the preparation of all forms of classes and evaluation of knowledge, and they are mandatory for teachers and associates in teaching, in arrangement with students.

## **The Work of Teaching Staff**

### *Article 37*

(1) Teaching work at the Faculty may be undertaken by employees whose qualifications have been established by the award of the appropriate scientific-teaching, teaching, professional and associate titles, pursuant to the Act.

(2) In cases when there are insufficient teachers with scientific-teaching titles for a specific course or senior assistants/post-doctorands, some of the classes in the teaching schedule, may be entrusted to employees with scientific-teaching titles, or scientists in other courses in a similar field within the Faculty Division, or from another institutions of higher education or scientific-research, or persons who hold the relevant titles in the Republic of Croatia.

(3) The Committee for Integrated Undergraduate and Graduate Studies, at the request of the course leader, and pursuant to the provisions of Article 23. paragraph 2, point 2 of these Regulations, for the improvement of teaching work, may invite a prominent teacher with a scientific-teaching title or scientist to teach part of the course, from abroad, as a guest.

(4) Other persons may also participate in classes, who on the basis of their professional work and appropriate education are able to contribute to the quality of the educational process, pursuant to the Act, the University Statute and the Statute of the Veterinary Faculty. These persons may be given no more than one third of the teaching course to teach, under the condition that the basic part of the course is taught by a person with a scientific-teaching title.

(5) The decision referred to in paragraphs 2, 3, 4 and 5 of this Article shall be rendered by the Faculty Council.

## **Students' Mentors**

### *Article 38*

(1) The Committee for Integrated Undergraduate and Graduate Studies establishes the organizational framework of the mentor system at the Veterinary Faculty for students in Croatian and English, and one member of the Committee is appointed as coordinator of the mentor system.

(2) During the first semester mentors are appointed to students from amongst the teaching staff with scientific-teaching or associate titles.

(3) Each mentor may have up to ten students assigned to them.

(4) Students may additionally choose a tutor from amongst the students enrolled in the 7th semester or higher, with their prior consent.

(5) The mentors assigned to students are confirmed by the Faculty Council.

## Article 39

- (1) Students' mentors monitor the work of students during their first year of study and provide appropriate professional support to students in mastering the teaching programme.
- (2) Mentors shall meet with their assigned students at least twice in a semester, and more often at the student's request.
- (3) The programme of work of students' mentors is regulated by special regulations.
- (4) The mentor, tutor or student may request the termination of mentorship by a personal request with a written statement of reasons, and the final decision on the justification of the reason shall be rendered by the Committee for Integrated Undergraduate and Graduate Studies.

## Head of Year

### Article 40

- (1) At the beginning of the winter semester, the Faculty Council, following a proposal by the competent Vice-Dean, shall appoint a head and deputy head of year for the current academic year, from amongst the staff with scientific-teaching titles, who teach courses in that specific year of study.
- (2) The head of year helps the Vice-Dean for Integrated Undergraduate and Graduate Studies and Students in their work, by organizing meetings with students and working to ensure the successful organization of specific forms of classes and resolving students' inquiries.
- (3) The head of year shall meet with students of that year twice a semester, and more often if necessary. At these meetings students' inquiries related to classes, examinations, making up what has been missed etc. are considered.
- (4) The head of year shall meet with the competent Vice-Dean as necessary. At these meetings they shall consider and resolve outstanding issues for the sake of the best possible implementation of classes. As necessary, these meetings may also be attended by the student representatives of the year.

## Student Absences from Classes

### Article 41

- (1) By enrolling in a course students take on all the obligations prescribed in the teaching schedule of that course.
- (2) Attendance of all forms of classes is mandatory.
- (3) During a semester, students may justify their absence from classes in a specific course by presenting the appropriate documentation for up to 50% of the total hours of lectures, 20% of the total hours of seminars, and 20% of the total hours of practicals or professional clinical work.
- (4) Courses with a low number of hours for specific forms of classes (10 hours or less in a semester) are an exception, where absences of more than 50% are tolerated, with mandatory justification of absences, and students must make up the classes missed, in arrangement with the course leader.

(5) Due to the specific nature of classes in the out-patients' clinic, students may miss one field trip, but must excuse themselves to the Student Affairs Office and make up their absence under the conditions defined by the course leader.

(6) Every organizational unit shall define a method for controlling attendance of classes for their main courses, where at the beginning of the semester they must define in absolute numbers the maximum amount of justified absences and how they may be made up.

(7) At the end of the semester or at the end of classes, the course leader shall establish each student's regular attendance of classes, and send a list of students who have been absent from individual forms of classes to the Student Affairs Office, with the dates of their absences.

(8) If a student is absent from classes more than the permitted amount with no justification, and if they have not met other obligations prescribed by the study programme, they must re-enrol in the course.

(9) Students may enrol in the same course no more than twice in a row.

(10) Classes that were not attended may be made up under the conditions defined by the course leader, pursuant to the provisions of Article 23, paragraph 2, point 3 of these Regulations.

#### Article 42

(1) Students who for justified reasons have been prevented from attending classes must inform the Student Affairs Office no later than within 8 days of the day of absence or their return to classes, and present evidence justifying their absence so they are able to make up the classes.

(2) Students who do not meet the requirements referred to in paragraph 1 of this Article have no right to request to make up their classes.

#### Article 43

(1) Exceptionally, students may be permitted to make up up to 50% of the total number of classes, if they have been absent due to:

- parental leave,
- an illness that requires long-term treatment,
- participation in sporting competitions with the status of top athlete,
- family or other justified reasons (the serious illness or death of a close member of the family etc.)

(2) In the cases described in paragraph 1 of this Article, students shall send a request to make up classes in writing, with credible supporting documentation, to the competent Vice-Dean, who will in agreement with the course leader decide on the possibility of making up the classes and issue the appropriate decision to the student.

## **V. EVALUATION OF STUDENTS' KNOWLEDGE**

### **Grading**

#### Article 44

(1) Monitoring and evaluation of the knowledge, skills and competences of students in each course is conducted by giving points for attendance and activity in individual forms of classes, and acquisition of points from evaluation of knowledge.

- (2) The teacher or associate conducting the class has the right to assess and evaluate students' knowledge in all forms of classes.
- (3) There are two forms of evaluation of knowledge at the Faculty:
- mid-terms tests (colloquiums) which are organized during classes for evaluation of knowledge of one part of the teaching course,
  - final examinations which evaluate the complete course matter (learning outcomes) established by the study programme.
- (4) The final examination may be taken by students who have met all the prescribed obligations established by the study programme and filed an application to sit the exam within the deadline. Students who have not completed the obligations established by the study programme and the teaching schedule for a specific course may not sit the exam in that course.
- (5) The teaching schedule of the course may define the acquisition of ECTS points from individual forms of classes, without grading or with a descriptive assessment.

#### Article 45

- (1) The number of mid-terms per course, how they are conducted, their evaluation, and the number of possible dates shall be established by the course leader in agreement with the other course teachers at the beginning of each academic year, pursuant to the provisions of Article 23, paragraph 2, point 4 of these Regulations.
- (2) Mid-term tests may be taken by students who have met the prescribed obligations set by the course leader.
- (3) The maximum number of mid-terms per course in each academic year is four. At the beginning of each academic year the course leader, in agreement with the other course teachers, shall define the schedule of mid-terms and the dates for the first and second resits of mid-terms. A third resit of a mid-term may be organized in the case of a valid written explanation and a well-founded request by students, and shall be approved by the Vice-Dean for classes, with the approval of the course leader.
- (4) A student who fails a mid-term in a specific course four times in an academic year may resit the mid-term in that course in the following academic year.

#### Article 46

- (1) The course matter of examinations, how they are conducted, and grading of the final examination are established by the teaching schedule and plan of the course, and the time of holding exams and the exam period at the beginning of each semester.
- (2) The final grade in each course is established on the basis of the number of points acquired during classes and from the final exam. During classes, points are awarded for the following:
- attendance of classes,
  - students' activity during classes (participation in discussions, written preparation for work in classes, practical practicals, e-learning, self-evaluation, short oral evaluations, readiness to treat patients etc.) as established by the study programme,
  - mid-term tests which monitor students' mastering of course matter and knowledge.
- (3) The criterion for forming a grade and how points are awarded for each course are established by the teaching schedule and plan of that course.



(4) Exams may be only oral, only written, a written exam in combination with an oral exam, a written exam in combination with practical verification of knowledge and an oral exam, or an exam before a three-member exam committee.

#### Article 47

(1) If the final exam consists of a written (or practical) and an oral part, the final grade in the exam shall be established after the oral part.

(2) Students who fail the written (or practical) part of the exam may not attend the oral part, but they have the right to appeal against their grade from that part of the exam.

(3) Students who fail the written (or practical) part of the exam may not attend the oral part, unless the exam is to be held in front of a committee.

### **The Public Nature of Examinations**

#### Article 48

(1) The oral part of the exam is public.

(2) If there are justified reasons, students may request the restriction of public attendance. The decision, on the basis of a written explanation by the student, shall be rendered by the examiner, with the agreement of the competent Vice-Dean.

(3) When necessary for ethical reasons, the presence of the public at the exam may be restricted.

(4) Written exams are closed to the public.

(5) The examiner may remove anyone who disturbs the course of the exam.

(6) Students and other persons who prove they have a legal interest shall have the right to view examination documentation. The Dean, or in his/her absence the competent Vice-Dean shall grant approval to view examination documentation.

### **Grades**

#### Article 49

(1) The success of students in the final examination is expressed by the grades: excellent (5), very good (4), good (3), satisfactory (2), and unsatisfactory (1).

(2) The grades excellent (5), very good (4), good (3), satisfactory (2) are passing grades and are entered into the higher education IT system (hereinafter: ISVU), the record file and the application form.

(3) The grade unsatisfactory (1) is a fail grade. This grade is also entered into the ISVU system and the application form.

(4) The numerical system is comparable to the ECTS scale as follows:

- the grade excellent (5) is equivalent to grade A on the ECTS scale and vice versa,
- the grade very good (4) is equivalent to grade B on the ECTS scale and vice versa,
- the grade good (3) is equivalent to grade C on the ECTS scale and vice versa,

- the grade satisfactory (2) is equivalent to grade D on the ECTS scale and grades D and E on the ECTS scale are translated as satisfactory (2),

- the grade unsatisfactory (1) is equivalent to grade F on the ECTS scale and grades F and FX on the ECTS scale are translated as unsatisfactory (1),

(5) If the grades recorded in the application form, the ISVU system or the record card are not identical, the grade the examiner (or committee) wrote in the record card or the record of the examination (in the case of an exam before a committee) and verified with their signature shall be applicable.

(6) The student's success in a course may also be expressed by a descriptive grade, pursuant to Article 44, paragraph 5 of these Regulations.

## **The Right of Appeal**

### Article 50

(1) A student who is not satisfied with the grade achieved in an exam may within 24 hours of the announcement or publication of the final grade request to re-sit the exam before a committee, by means of a written request to the Dean on the prescribed form (form A-1). The request to re-sit the exam must include a statement of reasons.

(2) If it is established that the request is timely and justified, the Dean, or in his/her absence, the competent Vice-Dean, shall within 48 hours of receiving the request appoint an examination committee of three members before whom the exam will be re-sat. One member of the committee must be from a different related course, and the examiner who awarded the grade the student was dissatisfied with may not be a member of the committee.

(3) The Dean, or in his/her absence the competent Vice-Dean, shall set the time of the repeat exam. The exam must be repeated within three days after the student filed the request.

(4) If the three-member committee exams a student who previously passed the written part of the exam (test), they shall recognise the positive grade from that test, conduct the practical and/or oral part of the exam, and in agreement decide on the completion of the exam and award the final grade by a majority vote.

(5) If the student appealed against the written part of the exam, the exam committee must establish whether the student's point score in the test was counted correctly. If the points were counted correctly, the student's appeal shall be dismissed.

(6) The decision by the committee on the student's success in the exam is final.

## **The Number of Times Students May Sit an Exam**

### Article 51

(1) Students may sit the exam in the same course no more than four times. When the student sits the exam for the fourth time, this shall be before an Examination Commission.

(2) The Examination Commission shall consist of three members. At least one member of the Examination Commission must be a teacher of the course of the exam, the remainder from related courses, and one of them shall be the chair of the Examination Commission. The chair may not be the teacher who failed the student at their previous attempt.

(3) No appeal may be lodged against the grade awarded by the Examination Commission.

- (4) Students who do not pass the exam in the same course on their fourth attempt must re-enrol in the same course in the following academic year.
- (5) If the student does not pass the exam even after re-enrolling in the course, in the manner established in paragraph 1 of this Article (after a total of 8 attempts), they shall lose the right to study at the Veterinary Faculty.

### **Registering and Deregistering for Exams**

#### Article 52

- (1) Students shall register to sit exams through the ISVU system before the beginning of the exam period, according to the published schedule for registration.
- (2) The schedule for sitting examinations for which candidates have registered shall be visible on the ISVU, and must be published no later than 24 hours before the beginning of the examination on the notice board and the LMS of the organizational unit of the main course.

#### Article 53

- (1) If a student for any reason is not able to attend an exam for which they have registered, they must deregister from it through the ISVU, within the given time frame for deregistering from an exam.
- (2) Students who fail to attend an exam for which they have registered, and who did not deregister from it, shall have the grade 0 entered into the ISVU and the record card.
- (3) If a student fails to attend an exam, as referred to in paragraph 2 of this Article, this shall be counted as one of the opportunities granted to sit the exam, pursuant to Article 51 of these Regulations.

### **The Duties of Examiners**

#### Article 54

- (1) Examiners are teachers with scientific-teaching and teaching titles.
- (2) Teachers must inform students orally of the grade they have achieved in the exam before entering the final grade into the record card and the ISVU.
- (3) The teacher must conclude an oral exam that has begun on the same day, and the entire exam within no more than five working days, except in especially justified cases (such as if the teacher is unable to attend, or a large number of students have registered for the exam). In these especially justified circumstances, the examiner or course leader shall inform the competent Vice-Dean, with whom they shall arrange a time by which the oral examination must be completed.
- (4) Teachers must publish the results of the written examination, or parts of the examination, through the ISVU or LMS system of the course no later than 5 working days after the examination was held.
- (5) The teacher shall grade the student's exam as unsatisfactory (1) when the student:
- a) for no justified reason interrupts the oral exam or leaves the room in which the written or practical part of the exam is being held;
  - b) after passing the written or practical part of the exam fails to attend the oral part of the exam;

c) is removed from the exam due to inappropriate behaviour, for disturbing other students or using prohibited aids.

(6) The teacher must keep their own records during the exam on the questions asked, and the points and success of students in the exam.

## **Records of Exams Held**

### Article 55

(1) Separate records are kept of completed examinations.

(2) Data on examinations are kept individually for each student on the level of the course/department/clinic, and on the level of the Student Affairs Office. On the level of the course/department/clinic, data are entered into the ISVU, the application form and the record card of each student. On the level of the Student Affairs Office, data are kept in the ISVU program, and the application form is kept in each student's personal file.

(3) The course leader shall send application forms and printed records on exams held to the Student Affairs Office upon completion of the exam.

## **Examination Periods**

### Article 56

(1) Students shall sit exams in three regular examination periods (winter, summer and autumn) according to the University calendar. There shall be at least two dates for exams in each course in each examination period.

(2) Alongside the periods referred to in paragraph 1 of this Article, students may also sit exams in extraordinary examination periods.

(3) The exam schedule shall be determined before the beginning of each semester, pursuant to a proposal by the Student Affairs Office, with the approval of the heads of course, pursuant to the provisions of Article 23, paragraph 2, point 6 of these Regulations, and shall be published on the Faculty's web site.

(4) The time between two exams in the same course in the regular examination period shall be no less than eight days, or 30 days in an extraordinary period.

(5) If the course teacher is unable to attend for a long period of time, the Dean will entrust the exam to another teacher in the same or a related profession, or an exam committee.

## **Recognition of Exams Passed at other related Faculties**

### Article 57

(1) Exams in courses passed at another related faculty may be recognized completely or partially, depending on the content and extent of the compatibility of the study programmes.

(2) The decision referred to in paragraph 1 of this Article shall be rendered by the competent Vice-Dean on the basis of the opinion of the course leader, pursuant to the provisions of Article 23, paragraph 2, point 7 of these Regulations.

## **VI. EVALUATION OF THE SUCCESS OF TEACHING WORK**

### Article 58

- (1) The success of teaching work in individual courses is evaluated by students at least once in an academic year, by means of a survey for evaluation of teaching staff of the University of Zagreb (survey).
- (2) The work of teachers and the implementation of the course are evaluated by student surveys.
- (3) As part of the evaluation of the integrated undergraduate and graduate studies, a survey is also conducted of students who have completed the integrated studies, aimed at evaluating different aspects of those studies as a whole. The results may be processed on the level of the University, the surveyed unit, or if there is an insufficient number of surveys, on the level of each study group.
- (4) The Quality Control Committee is responsible for conducting the surveys, under the supervision of the competent Vice-Dean.
- (5) After the surveys have been conducted, the Committee referred to in paragraph 4 of this Article shall send them to the University for processing.
- (6) The results of the surveys are sent to the Dean, who forwards them to the surveyed teachers.

### Article 59

The success of teaching work in individual courses may also be evaluated using other tools established by the Faculty Council following a proposal by the Quality Control Committee.

### Article 60

1. The content of student surveys (questionnaires) is established by the Senate of the University of Zagreb, and of the evaluation form by the Faculty Council, following a proposal by the Quality Control Committee.
2. The surveys referred to in Articles 58 and 59 of these Regulations are anonymous and voluntary.

## **VII. STUDENT STATUS AND THE RULES OF STUDYING**

### Article 61

- (1) Persons enrolled at the Faculty under the conditions prescribed by the Act, the Statute and these Regulations have student status.
- (2) The status referred to in paragraph 1 of this Article is proven by means of a student document.
- (3) The total duration of studying may not be longer than 12 years. Students can exercise the right to support for the costs of the study programme for the number of years prescribed for the duration of the study programme (six years), and it is possible to exercise that right for a period no more than two years longer than the prescribed duration of the study programme (no longer than 8 years).
- (4) After the right to support for the costs of the study programme has expired, as mentioned in paragraph 3 of this Article, students who have not attended classes in all the courses in the study programme shall pay the prescribed amount of participation, and students who have

attended classes in all the courses shall pay for each examination they sit and the costs of defending their Master's Thesis instead of the prescribed participation.

(5) The period of time prescribed in paragraph 3 of this Article does not include the time the obligations of regular students are suspended.

### **Enrolment in an Academic Year**

#### Article 62

(1) Students regulate their status by enrolling in an academic year. Students enrol in classes by semester or year.

(2) Students may only enrol in those courses for which they meet the requirements according to the study programme and the teaching schedule.

(3) Students shall acquire the right to enrol in the next year of study if by the enrolment deadline set by the University's calendar they have met all the prescribed requirements of the studies, expressed in ECTS points, which they undertook by enrolling in the previous year of study.

(4) The list of mandatory courses required for enrolment in the next year of studies is established by the Faculty Council.

#### Article 63

(1) Students who have not acquired the right to enrol in a higher year may continue with their studies by re-enrolling in the mandatory courses they did not complete in the previous year of study, and enrol in new mandatory courses, but their total workload in a semester must be within the limitations referred to in Article 18 of these Regulations.

(2) The curriculum of the study programme, whereby classes are offered by semester or by rota (that is, classes in a course are offered for part of the semester) may prescribe exceptions from Article 62, paragraphs 2 and 3, so that a student who did not meet a small part of the obligations from the previous year is not prevented from enrolling in mandatory classes within the limits referred to in Article 18 of these Regulations.

(3) If the study programme is amended, students who did not attain the right to enrol in a higher year and students without student rights shall enrol in the classes that have changed according to the new study programme.

(4) Students may only re-enrol in the same year of study once, with mandatory payment of participation according to the study agreement, and students on the course in English shall pay tuition fees for re-enrolment in a year of study according to the study agreement concluded when they first enrolled in studies in Veterinary Medicine in English.

### **The Right to Suspend Studies**

#### Article 64

(1) Alongside the requirements prescribed by the Act, regular students may suspend their studies in other justified cases established by these Regulations.

(2) Students may suspend their studies in the following justified situations:

- during pregnancy,
- for up to one year of the child's life for the student mother or student father,

- during an illness which prevents them from successfully meeting their study obligations for a long period of time,
  - during an international exchange of students lasting more than 30 days whilst classes are being held, if the students does not acquire ECTS points for that exchange.
  - in other particularly justified cases.
- (3) The Dean shall approve the suspension of a student's studies on the basis of a written request by the student and credible documentation, which must be submitted no later than one month after the beginning of the illness or event which is the reason for suspending their obligations.
- (4) The suspension of studies referred to in paragraph 2 of this Article may be approved for one semester or one academic year. This period of time is not included in the duration of the study programme. Multiple periods of suspension of a regular student's studies are possible in especially justified cases, but may last for no more than three years.
- (5) While their obligations are suspended, students do not pay participation or tuition fees.
- (6) While their studies are suspended, students have the right to sit exams for which they have met the requirements, but they do not have the right to enrol in new classes.
- (7) If the curriculum and teaching schedule change while their studies are suspended, students must attend the new classes and pass the exams that have been added to the teaching schedule in that period of time.

## **The Termination of Student Status**

### Article 65

- (1) A student's status shall be terminated
- when they complete their studies;
  - when they disenroll from the study programme,
  - if they fail to enrol in the following academic year within the prescribed time limit;
  - if they fail an exam four times after re-enrolment and taking the classes,
  - if they do not acquire at least 35 ECTS points in two consecutive academic years,
  - if they do not complete their studies within the deadline prescribed in Article 61, paragraph 3 of these Regulations.
  - if they are excluded from the study programme on the basis of a decision in disciplinary proceedings.
- (2) A person who has lost student status may not later continue their studies at the Faculty. Exceptionally, a person who has lost student status pursuant to paragraph 1, items 2 and 3 of this Article may be permitted to continue their studies and enrol in the academic year according to the current curriculum, if no more than two years have passed since they interrupted their studies. If the curriculum and teaching schedule have changed since they interrupted their studies, students must attend the new classes and pass the exams that have been added to the teaching schedule in the mean time. The student shall continue their studies with payment of full participation in the tuition fees.
- (3) The application for continuation of studies by the person referred to in paragraph 2 of this Article must be submitted by no later than 15th September for the following academic year.

#### Article 66

(1) Students have the right to lodge a written appeal within 7 days against the decision or procedure referred to in Article 65 of these Regulations if they are not satisfied.

(2) The written decision by the Dean regarding the appeal referred to in paragraph 1 of this Article shall be deemed final.

#### Article 67

Students who disenroll from the study programme shall be issued a document indicating how long they studied for, the total number of ECTS points they acquired and a list of the examinations they passed with the relevant ECTS points and grades achieved.

### **Student Transfers**

#### Article 68

(1) Students may transfer to the integrated undergraduate and graduate university study programme in veterinary medicine in Croatian exclusively from other studies of veterinary medicine at other universities in EU and EEA member states or Switzerland. Students who request transfer must have Croatian citizenship or citizenship of an EU member state.

(2) Students, regardless of their citizenship, may transfer to the studies in veterinary medicine in English from other veterinary medicine courses at other universities, under the conditions prescribed in Article 69 of these Regulations.

(3) The number of possible student transfers shall be determined by the Faculty Council no later than at the session held in September, for the following academic year.

(4) If the number of transfers has already been met, the Faculty Council may by a special decision refuse the transfer of students referred to in points 1 and 2 of this Article for a specific period.

(5) The requirements for continuation of studies for students who have been studying outside the Republic of Croatia shall be established by the Committee for Integrated Studies, on the basis of the opinion of the heads of the relevant courses, bearing in mind the level of alignment and quality of the programme, the openness of the European academic area, and the legislative framework in the Republic of Croatia.

(6) Transfers may only be exercised between the second and fourth years of study under the condition that the applicant submits a certificate of knowledge of Croatian language at level B2 from a university course in the Republic of Croatia, a certificate of knowledge of Latin language, and a positive psycho-motor test.

(7) In approving transfers from other study programmes, their previous study programme shall also be evaluated, and on this basis student transfers may be refused regardless whether they meet the other conditions of transfer.



#### Article 69

The general requirements for student transfers from other studies of veterinary medicine are:

- a) That the candidate has passed and/or has had the equivalent recognized of the state matura examination.
- b) That the study programme from which they are transferring in terms of content, the number of ECTS points or the total number of hours of classes is equivalent to the integrated studies at the Veterinary Faculty.
- c) That the applicant has passed their exams and met the other requirements for regular enrolment in the next year of studies at their home faculty.
- d) That they have not repeated more than one year of study
- e) That they speak Croatian (demonstrated by a certificate of knowledge of Croatian language at level B2 for persons for whom Croatian is not their mother tongue), or that they speak English for the studies in veterinary medicine in English.

#### Article 70

The application for a student transfer must include:

- a) their student identification document
- b) their certificate of Croatian nationality (domovnica), and the copy of the passport for foreign citizens
- c) certificates of examinations passed
- d) a certificate from the institution of higher education from which they are transferring showing that they have met the requirements for transfer to the next year of study
- e) the teaching plan and programme of the studies from which they are transferring
- f) a certificate of knowledge of Croatian language from a university course in the RC
- g) other documentation demonstrating the justification of their request for transfer.

#### Article 71

The application for transfer, with the accompanying documentation referred to in Article 70 of these Regulations, shall be submitted to the Student Affairs Office no later than seven days before the end of the regular exam period in the academic year.

#### Article 72

- (1) The decision on student transfers shall be rendered by the Dean no later than five days before the beginning of the new academic year, depending on the capacity and justification of the reasons for the transfers.
- (2) Enrolment in an academic year is based on the requirements of the study programme at the Veterinary Faculty of the University of Zagreb.
- (3) For the students referred to in paragraph 1 of this Article, the time they have studied at another institutions of higher education shall be included in their total length of study.

### Article 73

- (1) If more candidates meet the requirements than the number prescribed by the decision referred to in Article 68, paragraph 3 of these Regulations, candidates who have achieved better overall success in their studies at the institution of higher education from which they are transferring shall have priority, and if they come from a Faculty accredited by EAEVE (The European Association of Establishments for Veterinary Education).
- (2) When calculating the average of overall success in studies, the grades of all examinations passed at the faculty from which transfer is requested shall be taken into consideration, according to the ECTS system, or pursuant to Article 49, paragraph 2 of these Regulations.

### Article 74

- (1) Candidates who acquire the right to transfer on the basis of a decision by the Dean may enrol at the Faculty within eight days after that decision is rendered.
- (2) Candidates who do not have their transfer to this Faculty approved have the right to appeal to the Faculty Council, within eight days of receiving the decision.
- (3) The Faculty Council may render a decision to:
  - dismiss the appeal,
  - revoke the decision and return the application for reconsideration,
  - accept the appeal and amend the decision, approving the applicant's transfer and enrolment at the Faculty.

### Article 75

The enrolment of a students who, pursuant to Article 78, paragraph 3 of these Regulations have been approved transfer to the Faculty, shall take place within 8 days of the rendering of the decision.

## **Horizontal Student Mobility within the University**

### Article 76

- (1) In line with the study programme, students may enrol in individual courses in other university studies (study programmes) at the University which are not offered by the Veterinary Faculty. Enrolment in these courses shall be approved by the Vice-Dean and the ECTS coordinator at the Faculty, with the approval of the ECTS coordinator of the university body where the chosen course is offered, and the person responsible for the chosen course.
- (2) Each component of the University publishes a list of courses before enrolment in the academic year, with the necessary initial competences, which students studying at another component may enrol in.
- (3) Approval is issued in the form of a special certificate, stating the title of the course and establishing the point value of the course (ECTS points). The ECTS points acquired are recognized as though they were acquired within the Faculty's study programme, and the point value of the course is equivalent to the one the course has in the studies or the programme within which it is offered. The University prescribes the form of this certificate.

- (4) Students of studies at other institutions of higher education within the University of Zagreb may enrol in individual courses at the Veterinary Faculty and sit exams in those courses.
- (5) The rights referred to in paragraphs 1 and 3 of this Article may be exercised if the courses extend the professional knowledge of the students acquired on their home course, and the application is supported by the positive opinions of the Dean or Vice-Dean for classes at the home faculty.
- (6) The right referred to in paragraph 3 of this Article, with the possible exception of students at faculties in the field of biomedicine, do not relate to clinical courses and in general the content of veterinary medical education, access to which is limited by the principles of veterinary ethics and veterinary medical dentology.
- (7) The number of students who may enrol in an individual course is limited by the Faculty's capacities, and the decision on this is rendered by the Dean on the basis of a proposal by the course leader.
- (8) Classes in a course attended by a student at a different faculty are registered in a separate certificate, in which the course leader confirms that the student's obligations have been met by writing in the ECTS points and grade, and verifying it by his/her signature.
- (9) The ECTS points acquired from other study programmes are demonstrated by presenting for inspection a certified grade transcript (ECTS points) or certified student document.
- (10) The costs of studying related to mobility within the University shall be established by the Senate by a special decision.

## **Student Mobility Between Universities**

### *Article 77*

Mobility of students between universities in the Republic of Croatia shall be regulated in the same way as international mobility, pursuant to a general act of the University.

## **Master's Thesis**

### *Article 78*

- (1) The integrated undergraduate and graduate university studies in veterinary medicine are completed with the writing and defence of a Master's Thesis.
- (2) The procedures for writing and defence of the Master's Thesis are conducted through the Committee for Integrated Studies.
- (3) The procedure of selection of a topic and instructions for writing it, the form and defence of the Master's Thesis are prescribed in the instructions on writing a Master's Theses (How to Write a Master's Thesis).

## **Student Disciplinary Responsibility**

### *Article 79*

- (1) Students are obliged to adhere to the Act, the provisions of the University's Statute, the Statute of the Faculty, these Regulations and the Faculty's general acts, and to guard the reputation and dignity of students and the Faculty.

(2) In the case of any violation of the University's Statute, the Statute of the Faculty, the Ethical Code or these Regulations, the Dean shall institute disciplinary proceedings before the competent committee.

(3) Disciplinary proceedings and disciplinary sanctions are prescribed by a separate act of the Faculty.

## **Documents on Completion of Studies**

### Article 80

(1) Students who have passed all the prescribed examinations, met all the requirements, written and defended their Master's Thesis, and collected at least 360 ECTS points shall be presented with a Degree Certificate proving their acquisition of the academic title of Doctor of Veterinary Medicine, in Croatian and English. This document confirms the completion of their studies, and the acquisition of the academic title, pursuant to the Act.

(2) After completion of the entire study programme, the student is also issued a Diploma Supplement on the studies in Croatian and English, without payment of any fee.

(3) The Degree Certificate (Diploma) and the Supplement are signed by the Dean.

(4) The Degree Certificate is verified by a dry seal.

(5) The Degree Certificate and the Supplement are public documents and are presented to students at a graduation ceremony.

## **Total Grades Achieved**

### Article 81

(1) The total grades achieved in the studies is calculated using the ISVU system.

(2) The overall grade achieved in the studies is established by calculating the sum of all the individual grades achieved in the exams in all the courses referred to in paragraph 1 of this Article, multiplied by the relevant the number of ECTS points for each course, and the result is divided by the sum of ECTS points from all courses referred to in paragraph 1 of this Article.

(3) For students with the highest overall grades at the end of undergraduate, graduate and integrated studies, their degree certificate or diploma will be marked with a commendation in Latin, as follows:

For the Bachelor/Master with the highest commendation (SUMMA CUM LAUDE baccalaureus/magister);

For a Bachelor/Master with high honours (MAGNA CUM LAUDE baccalaureus/magister);

For a Bachelor/Master with the commendation (CUM LAUDE baccalaureus/magister);

(4) The requirements for receiving a commendation shall be regulated by a separate act.

## **Graduation Ceremonies**

### Article 82

(1) A graduation ceremony is the official presentation of certificates of completion of studies and the Supplementary Document.

(2) The graduation of students is presided over the Dean and two graduation officers.

(3) If the Dean is prevented from attending, the certificates shall be presented by the Vice-Dean authorized by the Dean.

## **VIII. THE PARTICIPATION OF STUDENTS IN THE WORK OF THE FACULTY**

### **Article 83**

Students shall participate in the work of the Faculty through elected student representatives.

### **The Selection and Work of Demonstrators**

#### **Article 84**

- (1) Demonstrators are students who assist teaching staff in conducting practicals.
- (2) Demonstrators are selected from amongst the excellent students who have passed the course in question and show aptitude for teaching and scientific work.
- (3) The excellence referred to in paragraph 2 of this Article implies that the grade from the course in which they are to be demonstrators is at least very good (4) and their general success so far at least 3.5.
- (4) A certificate of the status of demonstrator is acquired after work in at least 30 hours of classes in an individual course. The demonstrators' certificates shall be issued by the Student Affairs Office.
- (5) As an exception to the limits referred to in the previous paragraph, a certificate of the status of demonstrator may be issued to a student who has worked for at least 30 hours in several courses at the same department/clinic if those courses have a lower fund of hours.
- (6) The basic organizational units of the Faculty may propose the appointment of demonstrators at the beginning of each academic year for work in up to 40 per cent of the standard number of hours of practical classes in the course in question.
- (7) The selected students shall be appointed demonstrators by the competent Vice-Dean.
- (8) They shall receive remuneration for their work per hour of classes held, in the amount determined by the Dean at the beginning of each academic year.
- (9) For the implementation of paragraph 1 of this Article, records are kept of the work of demonstrators in classes, which are signed at the end of the semester by the head of the organizational unit.

#### **Article 85**

- (1) The work of demonstrators is course to evaluation by the organizational unit.
- (2) A demonstrator who receives a negative evaluation shall have their demonstrator status revoked and lose the right to having the certificate issued as referred to in Article 84, paragraph 4 of these Regulations.

## **Professional and Scientific-Research Work by Students**

### Article 86

- (1) During their studies, students may become involved in professional and scientific research work, in arrangement with individual teachers.
- (2) The professional and scientific-research work of students shall be conducted under the guidance and supervision of a mentor.
- (3) A teacher at the Faculty with a scientific-teaching title may be a mentor, or an employee of the Faculty with the academic degree of Doctor of Science.
- (4) In order to encourage the development of scientific research work by students, the Faculty may present annual awards for the best scientific or professional work by students.

## **IX. TRANSITIONAL AND CONCLUDING PROVISIONS**

### Article 87

For other issues related to the conduct of the integrated undergraduate and graduate studies in veterinary medicine, which are not covered by these Regulations, the Regulations on Studying in Undergraduate and Graduate Studies at the University of Zagreb shall apply.

### Article 88

The instructions on writing a Master's Thesis and the appending forms are an integral part of these Regulations.

### Article 89

These Regulations shall be applied completely for students who enrol for the first time in their first year of studies in the 2022/2023 academic year.

### Article 90

The Statute Committee shall be competent to interpret these Regulations.

### Article 91

These Regulations shall be published on the Faculty web site and shall come into force on the eighth day after publication.

Secretary:

The Dean

Josip Brstilo, mag. iur.

Nenad Turk, PhD

Class: 011-01/22-01/02

Reg. no. 251/61-61-22-02

Zagreb, 25 April 2022