

Pursuant to Articles 73, 83 and 84 of The Scientific Activity and Higher Education Act (Official Gazette”, no. 123/03, 198/03, 105/04, 174/04 and 46/07) and Article 34 of the Statute of the Faculty of Veterinary Medicine, Zagreb University, the Faculty council at its 2nd regular meeting held on 22 December 2010, adopted

REGULATIONS ON POSTGRADUATE SPECIALIST STUDIES AT THE FACULTY OF VETERINARY MEDICINE, UNIVERSITY OF ZAGREB

1 GENERAL PROVISIONS

Introductory provision

Article 1

- (1) These Regulations stipulate the organization and carrying out of the postgraduate specialist studies (hereinafter: specialist studies) at the Faculty of Veterinary Medicine (hereinafter: the Faculty) as well as the procedure for earning the academic title of university specialist master with a reference to the field (MVSc), in accordance with the specialist study programme.
- (2) Specialist studies are a part of lifelong education concept and they primarily enhance specialist knowledge, skills and competencies.
- (3) Terms referring to gender in these Regulations, regardless of being used for males or females, include in the same way male and female sex.

Study area

Article 2

The Faculty shall conduct specialist studies in the scientific area of biomedicine and health, scientific field of veterinary medicine.

Length of study

Article 3

- (1) Students shall enrol the specialist study lasting from one year (two semesters) to two years (four semesters) and they are obligated to complete the study within two or four years from the day of enrolment.
- (2) Exceptionally, the head of specialist study at the proposal of the Specialist study expert council (hereinafter: Expert council) may allow extension of the study at the student's request and determine the payment of additional costs, but not longer than four or eight years from which maternal leave, prolonged illness and the like are excluded.

Cost of the study

Article 4

- (1) Postgraduate students shall personally pay their tuition fee, or the fee shall be paid by the institution or company which sends the student to the specialist study.

- (2) Fees for foreign students, additional costs and manner of payment shall be determined by a special decision of the Faculty council, at the proposal of the Expert council.
- (3) A student who has been granted extension of the study shall pay additional expenses in accordance with the cost of specialist study.

Language

Article 5

- (1) Specialist study programme is organized in Croatian or in any other foreign language.
- (2) Final specialist thesis is written and defended in Croatian or in any other foreign language.

Suspension of obligations

Article 6

- (1) A student has the right to suspension of obligations:
 - 1) during maternity leave,
 - 2) during sick leave longer than three months,
 - 3) in other justified cases provided by the law, collective agreement or the Faculty's Statute.
- (2) Request for the suspension of obligations with documentation, shall be submitted to the Expert council within 15 days from the day of the commencement of the reason for the suspension of obligations.

Termination of student status

Article 7

- (1) Student status shall terminate:
 - 1) upon the completion of study,
 - 2) upon withdrawal from the study,
 - 3) by expulsion after disciplinary action due to reasons determined by the Faculty's acts,
 - 4) in other cases stipulated in the Statute and other Faculty's acts.
- (2) In case of the interruption of studies of more than two years, a student may continue his/her studies only by submitting a request and getting an approval of the Expert council. In that case, tuition fee is determined by the cost of study valid at the time the student continues his/her study.

2 MANAGEMENT OF THE SPECIALIST STUDY

Authorities

Article 8

- (1) Authorities in the process of organization and implementation of the specialist study are: a study programme coordinator, Expert council, Council for specialist studies, Dean and the Faculty Council.

Study programme coordinator

Article 9

- (1) A study programme coordinator and his/her deputies are appointed by the Faculty Council on the proposal of the Expert council.
- (2) A study programme coordinator coordinates the work of teachers in the specialist study, performs other tasks related to the organization and implementation of the specialist study and reports to the Dean and the Council for specialist study about it.

Expert council

Article 10

- (1) The Faculty council makes a special decision on the establishing of the Expert council at the postgraduate specialist study.
- (2) The expert council consists of teachers who teach in the study.
- (3) A study coordinator is also the president of the Expert council.

Council for specialist studies

Article 11

- (1) At the Deans proposal, the Faculty council appoints the Council for specialist studies as its standing working body.
- (2) Study coordinators are generally members of the Council for specialist studies.
- (3) The council for specialist studies performs the following:
 - 1) prepares materials in the areas within its competence for the Faculty council sessions;
 - 2) prepares proposals of the study programmes and forwards it to the Faculty council;
 - 3) adopts the specialist study implementation plan;
 - 4) systematically monitors the quality of teaching in the specialist study through student surveys and other appropriate means;
 - 5) appoints a mentor;
 - 6) approves the topic of the final specialist thesis at the mentor's suggestion
 - 7) appoints expert committees for the evaluation and defence of the final specialist thesis and considers and adopts reports of expert committees;
 - 8) performs other tasks within its competencies, tasks relating to the organization and implementation of the specialist study and the material issues in the field of the study;
 - 9) prepares draft rules and other regulations on the specialist study;
 - 10) carries out the selection procedure and enrolment into specialist study;
 - 11) cooperates with the Department for postgraduates studies in performing administrative and technical tasks related to the implementation of the specialist study;
 - 12) performs other tasks related to the organization and implementation of the specialist study;
 - 13) proposes decisions related to the material management of the specialist studies.

Faculty council

Article 12

The Faculty council performs the following tasks within the specialist study:

- 1) adopts the proposal of the study programmes;
- 2) appoints a specialist study coordinator;
- 3) appoints members of the Council for specialist study;
- 4) makes decisions on the announcement of public competition for enrolment into the specialist study;
- 5) performs other tasks within its competencies and those relating to the organization and implementation of the specialist study as well as material issues in the field of the study.

Administrative management

Article 13

- (1) Administrative management for the specialist study is conducted by an appropriate department for postgraduate studies at the Faculty.
- (2) The department manages: records of applicants for the admission procedure which includes results of the procedure, personal records of enrolled students, record of success in exams, records of issued certificates at graduation, academic titles and degrees. It also files applications for passed exams and provides other requirements for the administrative management of the specialist study.

Financial management

Article 14

Financial management for the specialist study shall be performed by the Accounting and finance department. Study funds are recorded on a separate item in Accounting and finance with the provision that any inflow on that account is allocated in a proscribed amount according to the provisions in the Regulations on standards and the use of revenues of the Faculty of veterinary medicine generated on the market. The remaining part is left for teaching and related costs and it is within the competence of the Expert council and a study coordinator.

3 ENROLMENT

Public competition

Article 15

- (1) Enrolment into specialist study shall be carried out on the basis of public competition which shall be announced by the Faculty council at least a month before school starts.
- (2) The announcement of the competition is based on the interest of potential candidates and it is announced in the newspapers and on the Faculty's website.

- (3) Public competition includes information about enrolment conditions, number of available places, documents and other supplements to the application, registration deadlines, selection and enrolment criteria, and other information.
- (4) The expert council makes a final decision on the execution of the programme for which the public competition has been announced.

Applying for the study

Article 16

- (1) A candidate shall apply for enrolment into specialist study within a time limit specified in the public competition.
- (2) A candidate must submit all documentation specified in the competition together with the application.

Conditions for enrolment

Article 17

- (1) Specialist study can be enrolled by a person who has completed integrated under graduate or graduate study of veterinary medicine (hereinafter: graduate study) or any other university graduate study from the appropriate field determined by the study programme.
- (2) A person who has not completed a graduate study in veterinary medicine may be asked to pass differential courses, the decision of which is made by the Council for specialist studies.

Transfer to specialist study

Article 18

- (1) A candidate who has enrolled postgraduate doctoral study or postgraduate master study at the Faculty may submit a request for transfer into postgraduate specialist study, a request for the recognition of the period of study at the Faculty and exams in particular courses.
- (2) The decision on the transfer is made by the Expert council at the recommendation of the committee appointed by the Council to review the submitted application. The committee establishes which periods of study and which exams can be recognized to the student from paragraph 1 of this Article. The committee also determines the corresponding number of ECTS credits.

Foreign higher education qualifications

Article 19

- (1) After submitting his/her application, a candidate who has graduated from a foreign university is obliged to obtain and submit the decision of the competent authority on the academic recognition of foreign higher education qualifications, recognition of periods of study and ECTS credits for the purpose of enrolment into the particular specialist study.

- (2) The Expert council or a special committee appointed for this and similar purpose, shall determine the fulfilment of conditions for the enrolment of the candidate referred to in paragraph 1 of this Article into the specialist study.
- (3) The candidate from paragraph 1 of this Article may be asked by the Expert council to pass differential courses from the graduate study at the Faculty. The passed courses are not included in the sum of ECTS credits prescribed by the specialist study.

Foreign candidates

Article 20

Foreign students may enrol under the same conditions as Croatian citizens provided they pay their tuition fees.

Learning agreement

Article 21

- (1) Learning Agreement with payment is signed with every candidate who is granted enrolment into specialist study.
- (2) The agreement from the previous paragraph establishes a student's status, tuition fees and rights and obligations of the contractual sides.
- (3) Material expenses of the final specialist thesis, study tours and similar are not included in the tuition fees, of which the candidate signs a statement of consent upon enrolment.

Mentor

Article 22

- (1) The Expert council, in consultation with a student appoints a mentor from among the Faculty's teachers who have been chosen into scientific-educational or scientific titles. The Expert council may also appoint as a mentor any distinguished scientist with a PhD.

4 STUDYING

Article 23

- (1) Teaching at the Faculty is conducted in the form of lectures, practicals, seminars, consultations and other forms of teaching determined by the study programme.
- (2) Apart from teaching, a student can collect ECTS credits through other professional activities.
- (3) Total work load of students in teaching, together with the accumulation of ECTS points shall be determined by the study programme in accordance with the Faculty's Statute.
- (4) Students are obliged to attend classes and complete other study obligations.

Examinations

Article 24

- (1) Examinations are written, oral, or written and oral. Examination methods are determined by the study programme.
- (2) Special examination record is taken for each specialist study.
- (3) General University and Faculty acts are applied to all examinations in the specialist study.

ECTS credits

Article 25

Every form of teaching brings a certain number of ECTS credits, which is 30 ECTS credits per semester and 60 ECTS credits per year.

Conditions of study

Article 26

- (1) Determining of the actual ECTS credits, possible enrolment in the second year of study, enrolment of part of the study in another institution, choice of mentor and registration of the final specialist thesis are all conducted according to the study programme of each individual study.
- (2) Students who test all planned semesters or study years and have not passed all courses nor have completed or defended their specialist thesis, can get a certificate of completion of the part of study programme as part of a lifelong education. Diploma supplement is issued with the certificate.
- (3) Postgraduate specialist study is completed by the successful passing of all examinations, completion of the final specialist thesis and/or passing the appropriate final exam. The decision on the content and method of taking the final examination is made by the Expert council.

5 APPLICATION PROCEDURE, EVALUATION AND DEFENCE OF THE FINAL SPECIALIST THESIS

Registration of the topic of the final specialist thesis

Article 27

- (1) Final specialist thesis is an individual work by which the candidate proves that s/he has acquired specialist expert knowledge required for the performance of highly skilled jobs.
- (2) A student in the specialist study is required to register the topic of his/her final specialist thesis until the beginning of the last semester in the last year of study.
- (3) A student starts the procedure for the acceptance of the topic of his/her final specialist thesis by submitting an application to the Council for specialist studies with the mentor's consent.
- (4) Registration of the topic must include:
 - 1) the proposed final specialist thesis title in Croatian and English;
 - 2) explanation of the topic with the aim, plan and research methodology;

- 3) proposed language in which the thesis is to be written and defended;
- 4) explanation for writing and defending the final specialist thesis in a foreign language.

Acceptance of the topic of the final specialist thesis

Article 28

- (1) A mentor submits a report on the acceptance of the topic of the final specialist thesis to the Expert council.
- (2) A mentor may submit in his/her report:
 - 1) 1 acceptance of the topic of the final specialist thesis;
 - 2) 2 refusal of the topic of the final specialist thesis.

In both cases a mentor must justify his/her decision.

- (3) The council for specialist studies makes a decision on the acceptance or refusal of the topic of the final specialist thesis, based on the mentor's report.
- (4) Procedure for the re-acceptance of the topic of the final specialist thesis should be initiated within six months, and it is carried out in the same manner as the procedure for the acceptance of the topic of the final specialist thesis.

Initiation procedure for evaluation of the final specialist thesis

Article 29

- (1) Initiation procedure for the evaluation of the final specialist thesis may be started by the candidate whose topic of the final specialist thesis has been accepted, and after s/he has fulfilled all obligations stipulated in the study curriculum.
- (2) A candidate submits a written request for the initiation procedure for the evaluation of the final specialist thesis to the Expert council. Together with the request for the initiation procedure for the evaluation of the final specialist thesis, a candidate also submits a completed final specialist thesis in hard copy and electronic form, as well as a list of published papers if s/he has any.

Committee for the evaluation of the final specialist thesis

Article 30

- (1) The Expert council shall appoint the Committee for the evaluation of the final specialist thesis consisting of at least three members (odd number) of which two members must be teachers at the study.
- (2) A candidate's mentor cannot be the chairman of the Committee for the evaluation and defence of the final specialist thesis.

Evaluation of the final specialist thesis

Article 31

- (1) Members of the Committee for the evaluation of the final specialist thesis submit their report within two months from their appointment.
- (2) The Committee for the evaluation of the final specialist thesis shall deliver the report on the evaluation of the specialist thesis to the Council for specialist studies in writing.
- (3) The Committee for the evaluation of the final specialist thesis may propose in their report:
 - 1) acceptance of the final specialist thesis;
 - 2) revision of the thesis and its re-evaluation;
 - 3) rejection of the final specialist thesis.
- (4) In the event of disagreement about the grade, each member of the Committee should justify his/her decision in writing.

Committee for the defence of the final specialist thesis

Article 32

- (1) The Faculty council after having accepted positive evaluation of the final specialist thesis shall appoint, at the proposal of the Council for specialist studies, the Committee for the defence of the final specialist thesis consisting of at least three members.
- (2) Members of the Committee for the evaluation of the final specialist thesis may also be members of the Committee for the defence of the final specialist thesis. One member must not be employee of the Faculty. Retired Faculty teachers do not have the status of a person not employed at the Faculty.

Defence of the final specialist thesis

Article 33

Defence of the final specialist thesis must be held within two months from the day the Faculty council accepted positive evaluation of the final specialist thesis.

Record of the defence of the final specialist thesis

Article 34

- (1) Record of the defence of the final evaluation thesis shall be taken. The record shall be delivered to the Expert council and the Council for specialist studies.
- (2) The record is taken in Croatian and in the language in which the defence is held.

Results of the defence of the thesis

Article 35

- (1) After the defence, the Committee shall make a decision on the result of the defence which may be:
 - 1) 1 defended
 - 2) 2 not defended
- (2) The chairman of the Committee shall make the decision public.

Binding of the final thesis

Article 36

- (1) After a successfully defended thesis, and in consultation with the appropriate Faculty's department, a candidate shall add to the bound thesis a paper sheet stating the composition of the Committee for the defence of the final specialist thesis and the date of defence.
- (2) Within a month from the defence, a candidate shall submit two bound copies of the final specialist thesis, CD with the final specialist thesis on and one copy of the thesis for the mentor and the Faculty's Library.

Diploma on the acquired academic title

Article 37

- (1) Based on a positive decision from Article 35 of these Regulations, the Faculty shall issue a diploma confirming the completion of the studies and the acquisition of an academic title in accordance with the Law.

Revocation of the academic title of university specialist

Article 38

Revocation of the academic title of university specialist is prescribed by relevant legislation.

6 TRANSITIONAL AND CONCLUDING PROVISIONS

Entering into force

Article 39

- (1) These Regulations enter into force on the eighth day following the date of their publication on the bulletin board and the Faculty's website.
- (2) Legal rules that were in effect at the time of obtaining accreditation shall apply to the postgraduate specialist studies which have received accreditation before these Regulations came into force, until the expiration of accreditation or until the procedure for re-accreditation has ended.
- (3) Provisions in these Regulations are entirely applicable to postgraduate specialist studies for which the initial accreditation process shall start after coming into force of these Regulations.
- (4) Committee for the Statue is responsible for the interpretation of these Regulations.

Class: 012-03/11-01/2

Dean:

Registration number: 251-61-01/139-11-1

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Zagreb, 18 January, 2011

The Regulations are made public on the bulletin board and published on the Faculty website.

