

**UNIVERSITY OF ZAGREB**  
**FACULTY OF VETERINARY MEDICINE**

**REGULATIONS ON UNIVERSITY INSTRUCTIONAL LITERATURE AND  
PUBLISHING ACTIVITY**

Zagreb, December 2011

Pursuant to Article 32 of the Statute of the Faculty of Veterinary Medicine, the Faculty Council at its 1<sup>st</sup> session, held on 20 December 2011, adopted

## **REGULATIONS ON UNIVERSITY INSTRUCTIONAL LITERATURE AND PUBLISHING ACTIVITY**

### **I GENERAL PROVISIONS**

#### **Article 1**

These Regulations define the term publications intended for students, Faculty employees and other interested users, regulate the composition, organization and the manner in which the Committee for library and publishing activity of the Faculty of Veterinary Medicine operates (hereinafter: the Committee).

### **II INSTRUCTIONAL LITERATURE AND OTHER FACULTY PUBLICATIONS**

#### **Article 2**

The term publication in terms of these Regulations refers to university instructional literature used in scientific and teaching process in the University integrated undergraduate and graduate study and postgraduate studies: textbook, monograph and handbook.

The term university instructional literature is technologically neutral and does not depend on a medium.

Apart from instructional literature, the Faculty publishing activity encompasses book publishing, translation of books, proceedings of scientific and professional conferences, reports from conferences, congresses and symposiums organized by the Faculty, libraries and the periodical Faculty publications as printed works, online publications, compact discs, video and audio recordings, as well as other forms of publications.

#### **Article 3**

A textbook is a piece of work that, through its scope and content, allows independent study of certain units.

A monograph is a comprehensive reference work written on a research level.

A handbook is a practical systematization of knowledge and is intended to provide help while studying (dictionary, workbook, script or additional literature that by its very nature assists in mastering knowledge from certain units).

#### **Article 4**

The term book in terms of these Regulations refers to a publication consisting of at least 49 typed double-spaced pages or over 3 printed sheets, not counting covers and the front page.

All other publications consisting of at least 5 pages (10,000 characters) and a maximum of 48 typed double-spaced pages (90,000 characters) are considered to be brochures.

Compact discs, pictures, etc. are also considered to be publications.

#### **Article 5**

##### **Other publications**

Proceedings are the collection of scientific or professional texts, published regarding an event which is of special interest for the Faculty or on the occasion of a scientific or professional conference, which are individually reviewed and published in the same issue.

A journal is a scientific or professional periodical publication that is regularly published at certain time intervals, in special issues and with different contents within one area or field.

A book of abstracts is published on the occasion of a scientific or professional conference organized by the Faculty and contains abstracts of presentations.

A report from a conference, congress or symposium is published at their end, and contains decisions made, abstracts, authorized and reviewed integral texts of reports and conclusions of the discussions.

#### **Article 6**

Official publications are published on behalf of the Faculty and represent an official document that contains data in relation with the Faculty activity.

Faculty periodical publications are the ones that regularly appear at certain time intervals, and as a part of certain libraries or in special issues having different contents but under the same title.

#### **Article 7**

Student publications are works whose authors or editors are students, and are created as the result of the fulfilment of obligations in certain studies or as the result of students' social and free activities.

#### **Article 8**

A new edition of a publication (book, textbook, script, handbook, etc.), in comparison to the previous edition, must contain at least 30% of revised text.

The volume of changes is determined by a reviewer.

### **Article 9**

The reprint of a certain edition refers to new printing of a work already published where there are no content or technical changes in comparison with the previous edition.

### **Article 10**

Online lecture is additional instructional literature that is published on the Faculty websites. The author is only one teacher and the lecture must contain at least one methodical unit.

A course coordinator must express his/her opinion on the percent coverage of courses included in an online lecture.

Following the acceptance of lecture, an author is obliged to publish proofread lecture on the Faculty website within 30 days, citing the name and surname of an author, the name and surname of a reviewer and the Faculty council decision giving approval to publish an online lecture.

The Committee is responsible for monitoring of the data from the previous paragraph of this Article, and the Committee shall initiate disciplinary procedure against the author of an online lecture for providing incorrect or false information.

An author can change up to 10% of contents of the approved lecture for the next academic year without repeating the approval procedure.

## **III COMPOSITION, APPOINTMENT, ACTIVITY AND RELIEVING THE COMMITTEE FOR LIBRARY AND PUBLISHING ACTIVITY MEMBERS OF DUTY**

### **Article 11**

The Committee is the Faculty council working group consisting of seven members who are elected in accordance with the Statute of the Faculty of Veterinary Medicine.

Members can be appointed several times consecutively.

The Committee members choose the president and a vice-president from among themselves.

### **Article 12**

The Committee makes valid decisions or conclusions if more than half the members are present at the meeting.

Decisions or conclusions are made by majority votes of members present. Voting on each agenda item can be conducted only once.

### **Article 13**

A Committee member can be relieved of duty before the end of term for which s/he was elected if he or she:

- seeks dismissal;

- does not fulfil the duties of the Committee member (unjustified absence from more than 50% of meetings in one academic year);
- violates the reputation of the Faculty and University or the Code of ethics provisions by his or her behaviour;
- loses the ability to perform the duty.

In the event of relieving a Committee member, a new member is appointed for the duration of the term of the relieved member in accordance with the Faculty Statute.

#### **Article 14**

Materials for a Committee meeting are received by 5<sup>th</sup> day of the current month.

#### **Article 15**

At the Committee meetings, minutes must be taken and the records specifying members present must be kept.

### **IV COMMITTEE JURISDICTION**

#### **Article 16**

The Committee jurisdiction encompasses:

- Considering applications for the approval of works proposed for university instructional literature or other publications;
- Entrusting certain members with the task to inspect a manuscript, and nominating a member to draw up a report within 2 months;
- Classifying works according to criteria from Article 2 of these Regulations;
- Giving evaluation and sending a proposal to the University of Zagreb insofar as university literature is concerned;
- Carrying out other tasks relating to the approval of certain works.

### **V PROPONENTS OF UNIVERSITY INSTRUCTIONAL LITERATURE**

#### **Article 17**

The proponent of university instructional literature is the holder of the study where a work will be used or the work author. A publication is referred to the Committee for library and publishing activity of the Faculty of Veterinary Medicine, University of Zagreb for further proceedings.

The holder of the study is the Faculty of Veterinary Medicine, University of Zagreb.

The application for the work approval with attachments shall be delivered to the University of Zagreb, Zagreb, Trg Maršala Tita 14, specifying: *the Committee for library and publishing activity*.

The Faculty Committee is authorized to request the submission of the application and attachments in electronic form.

## VI CONTENTS OF APPLICATIONS FOR THE WORK APPROVAL

### Article 18

The application for a work approval shall be submitted by an author, and it has to contain:

- Name, or a proponent's name;
- Author's name, or editor's name if certain parts are written by different authors;
- Title of work;
- Translator's name, or a Croatian edition editor's name when a translation is concerned;
- Name of an institution of higher education where a work will be used;
- Course (year, semester) for which a work is intended;
- Reasoned statement relating on the work appropriateness and indispensability for classes;
- Reasoned statement relating to whether the work covers the entire course;
- Statement of authorship and the work design;
- Copyright holder's statement (when a translation is concerned) with a document stating the right to publish a work;
- Reviewer's proposal with the information on the academic title, central institution, and his or her specialist training.

The application shall be submitted to the Committee for library and publishing activity.

Along with the application, the proponent shall attach the following:

- Three copies of the proposed work and one copy in an electronic form;
- Syllabus of the course for which the work is proposed;
- Proof of payment of procedure expenses (payments must be deposited into the bank account of the University of Zagreb).

### Article 19

The Committee also carries out other activities for the purpose of improving university instructional literature at the Faculty of Veterinary Medicine, takes care of making and publishing lists of approved and published textbooks on the Faculty websites and in the Faculty and University papers, analyzes appropriateness of published works, takes care of the way published works are presented etc.

If and when the Committee notices unauthorized use of the Faculty and University official logo and name, and especially unauthorized use of the inscription *Manualia universitatis studiorum Zagradiensis*, it shall immediately report it to the proper University or Faculty authorities so that appropriate measures could be taken.

### Article 20

The provisions of these Regulations are appropriately applied to approval procedures for already printed and published works that meet the necessary prerequisites to be approved as university instructional literature in accordance with Article 2 of these Regulations.

## VII TRANSITIONAL AND CONCLUDING PROVISIONS

### Article 21

Procedures initiated before entering into force of these Regulations shall be completed pursuant to provisions of these Regulations.

### Article 22

On the day of entering into force of these Regulations, provisions of Regulations on the work of the committee for library and publishing activity from 22 November, 2006 and Rules of procedure of the Committee for library and publishing activity from 21 December, 2005 cease to be valid.

These Regulations enter into force on the day of their adoption and shall be published on the Faculty websites.

Dean:

Prof Tomislav Dobranić, PhD, DVM

Class: 012-03/11-01/32

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

Zagreb, 29 December, 2011