

UNIVERSITY OF ZAGREB  
FACULTY OF VETERINARY MEDICINE

**REGULATIONS ON  
INTEGRATED UNDERGRADUATE AND GRADUATE STUDY**

Zagreb, 2008

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Pursuant to Article 34 of the Statute of The Faculty of Veterinary Medicine, The University of Zagreb, the Faculty council in its wider composition, at its 4<sup>th</sup> regular meeting held on October 22, 2008 adopted

## **REGULATIONS ON INTEGRATED UNDERGRADUATE AND GRADUATE STUDY**

### **I GENERAL PROVISIONS**

#### Article 1

These Regulations, in accordance with The Scientific Activity and Higher Education Act (hereinafter: The Act), the Statute of the University of Zagreb (hereinafter: the University's Statute), and the Statute of the Faculty of Veterinary Medicine, The University of Zagreb (hereinafter: the Faculty's Statute) stipulate the study programme, enrolment into the study, organization of teaching, assessment of students, evaluation and effectiveness of teaching, student status and study regulations, participation of students in the work of the Faculty of Veterinary Medicine (hereinafter: the Faculty) and all other issues relevant for the conduct and completion of the study.

### **II STUDY PROGRAMME**

#### Article 2

- (1) The Faculty shall conduct a university graduate study for the academic title of Doctor of Veterinary Medicine.
- (2) The study shall be conducted as integrated undergraduate and graduate study and it shall last 12 semesters. It is organized as a full-time study.

#### **Study programme content**

#### Article 3

- (1) The study programme includes the general part, programme and the conduct requirements study.
- (2) The general part includes:
  - Name of the holder of the study,
  - Name of the study programme,
  - Length of study,
  - Academic title and degree earned upon the completion of the study,
  - Compliance of the study programme,
  - Rationale for the need for the study.

(3) The programme includes:

- Academic degree profile, learning objectives and outcomes, general and specific competencies, skills and knowledge,
- Organization of the study in relation to working hours,
- Enrolment conditions,
- List of compulsory and elective courses with comprehensive content and number of hours required for their execution,
- Course description and number of teaching hours,
- Credit value of each course in accordance with the ECTS credit system,
- Learning outcomes for each course and necessary competencies required for enrolling in a course,
- Forms of teaching and methods of assessment for each course,
- Reading list,
- Rules and methods of assessment, grade structure for a particular course,
- Recommendation of courses from other university studies,
- Conditions for progress through the study,
- Provisions on whether and under what conditions a student who has terminated his/her study may continue the study,
- Way of completing the study,
- Method of monitoring the quality and performance of the study programme.

(4) Conduct requirements study includes:

- Location at which the study programme is carried out,
- Facilities and equipment,
- Staff for carrying out the study programme (teachers and associates), and the teachers' workload analysis,
- Costs of study,
- Optimal number of students in terms of space, equipment and number of teachers.

### **Amendment procedure of the study programme**

#### Article 4

- (1) The Faculty may, with the Senate's approval, modify the study programme during accreditation, taking into account recommendations from the competent authority.
- (2) Amendment procedure for the accredited study programmes shall be initiated by the Faculty council on the proposal of the Committee for graduate studies.
- (3) Amendments of the study programme of integrated undergraduate and graduate studies must be adopted and published prior to the announcement of the competition for admission into the study.
- (4) All decisions on the amendments to the study programme shall be stored in hard copy in the Faculty and University's archives, and the changes based on these decisions shall be recorded in the appropriate information system.

### **Curriculum**

#### Article 5

- (1) The study shall be conducted according to the curriculum adopted by the Faculty council each academic year and in accordance with the Law and the University's Statute.

- (2) The curriculum shall determine:
- Teachers and associates who will teach according to the study programme,
  - Location of classes,
  - Beginning and end, as well as the teaching timetable,
  - Forms of teaching (lectures, seminars, practical work, consultation, field work, assessment during classes, e-learning, etc.)
  - Methods of examinations, examinations and examining criteria,
  - Course and examinations reading list,
  - Possibility of teaching in a foreign language,
  - Teaching possibilities (classical form, mixed form of e-learning, distance learning),
  - Faculty's academic calendar (in accordance with the academic calendar of the University),
  - Other important facts for the orderly conduct of classes.
- (3) Recommended reading list for each particular course and examination must be in accordance with the scope of the study programme. Reading list for examinations must be of such a scope that it is manageable to an average student in the planned working hours according to Article 20, paragraph 2 of these Regulations.
- (4) The curriculum is published before the beginning of classes in a particular academic year and it is available to the public. The curriculum shall be published on the Faculty's bulletin board and the Faculty's website.
- (5) Due to justifiable reasons, the changes in the curriculum of individual courses may be done during the academic year, upon the request of the head of course and with the consent of the vice dean for graduate studies. Organizational changes in the curriculum shall be published in the manner prescribed in paragraph 4 of this article.

## **Information package**

### Article 6

- (1) Information package is a catalogue of courses. Its goal is to facilitate the understanding and comparison of study programmes and provide complete information on academic degree profiles, courses, and the study system. Information package is written in Croatian, relevant parts also in English and it is published on the Faculty's website and in the printed form.
- (2) Information package has three parts:

#### 2.1 Information on the Faculty and conditions for enrolment into the study:

- a) name and address,
- b) calendar of classes and examinations,
- c) list of teachers and associates,
- d) general description of the Faculty,
- e) list of study programmes,
- f) application procedure,
- g) Faculty's main rules (especially those relating to the recognition procedure),
- h) ECTS faculty coordinator.

#### 2.2 Information on the study programme:

##### A) General description

- a) assigned qualification,
- b) conditions for applying,
- c) educational and professional goals,
- d) possible access to further education,
- e) structure of the study programme and ECTS credits,
- f) final exam if there is one,
- g) rules of examining and assessing,
- h) ECTS departmental coordinator,

B) Description of individual courses:

- a) name of the course,
- b) course code,
- c) type of course,
- d) degree and level of the course,
- e) year of study,
- f) semester,
- g) number of ECTS credits,
- h) name of lecturer,
- i) course objectives expressed in learning outcomes,
- j) preconditions (examinations that need to be passed in order to enrol the course)
- k) course content,
- l) recommended reading list,
- m) teaching methods,
- n) assessment methods,
- o) language of teaching.

2.3 General information for students:

A) General information for students determined and published by the Faculty

- a) facilities and sports equipment,
- b) practical work,
- c) extracurricular activities,
- d) Students' union and student organizations,
- e) foreign language courses,
- f) facilities and learning equipment,
- g) information related to digital identity, use of information and communication technology,
- h) psychological counselling,
- i) other.

B) General information for students determined and published by the University

- a) cost of living,
- b) accommodation,
- c) meals,
- d) medical institutions,
- e) opportunities for students with disabilities,
- f) insurance,



- g) financial aid for students,
- h) student service,
- i) facilities and learning equipment,
- j) practical information for exchange students,
- k) foreign language courses,
- l) facilities and sport and recreation equipment,
- m) other.

### **Transcript (ECTS credits)**

#### Article 7

- (1) Transcript is a public document by which the Faculty provides detailed data on the realized programme (expressed in ECTS credits for each course) and the student's results.
- (2) The student's achievement is expressed both through the Croatian national grading system and the ECTS system. The form is prescribed by the Senate.
- (3) Upon the student's request, the Faculty shall issue the transcript in English as well.

### **Diploma supplement**

#### Article 8

- (1) Diploma supplement is a public document in Croatian and English which is attached to the diploma in order to provide a detailed insight into the level and content of the study programme and study regulations at the Faculty.
- (2) The content of the diploma supplement is prescribed by the Minister, and its form by the Senate.

## **III ENROLMENT**

### **Right to apply for the competition for admission into the study**

#### Article 9

- (1) All applicants who have finished a grammar school, nursing school, secondary veterinary school or secondary agricultural school have the right to apply for the competition for admission into the integrated undergraduate and graduate study of veterinary medicine under the same conditions determined by the Law and within the quota for admission of full-time students.
- (2) Applicants who have not completed any of the fore mentioned schools, but have finished other four-year secondary education also have the right to apply for the competition for admission into the integrated undergraduate and graduate study of veterinary medicine, if they had chemistry, biology and physics in their schools and if they possess a good command of Croatian (foreign nationals).

### **Enrolment quotas and the competition for admission**

## Article 10

- (1) The number of places for admission of students in the first year of study for each academic year, shall be determined by the Senate of the University of Zagreb on the recommendation of the Faculty.
- (2) The number includes students who study with the support of The Ministry of Science, Education and Sport, students who participate in the cost of study and students who are foreign nationals.
- (3) Enrolment into the study shall be performed on the basis of a public competition announced by the Senate of the University and on the basis of a classification procedure.
- (4) Detailed provisions on the classification procedure shall be determined in the competition for admission into the 1<sup>st</sup> year of study and they shall be published in the newspapers at least one month before the classification procedure.
- (5) The competition from paragraph 4 shall include:
  - (1)enrolment conditions,
  - (2)number of places available,
  - (3)number of places which are fully or partially subsidized from the state budget
  - (4)data on the classification procedure and submission of the application,
  - (5)selection criteria (type of completed secondary school and success in previous education, entrance exam score, special knowledge, skills, competencies, etc.);
  - (6)enrolment deadlines and other data..

### **Classification procedure**

## Article 11

- (1) Selection of candidates for admission into the 1<sup>st</sup> year of study shall be done on the basis of the results of the classification procedure.
- (2) Classification procedure shall be conducted by the Committee for classification procedure consisting of seven members from the ranks of scientific-educational employees and employees in associate titles (assistants and senior assistants). The same person may be a member of the Committee up to three times in a row with the exception of the vice dean for teaching.
- (3) The Committee for classification procedure shall be appointed by the Faculty council at the recommendation of the Dean.

## Article 12

- (1) The results of the classification procedure shall include:
  - score that the candidate has obtained on the basis of secondary-school success,
  - score based on specific success (winning the 1<sup>st</sup> to the 3<sup>rd</sup> place at the national or international competition in biology, physics, chemistry or veterinary schools vocational subjects),
  - score the candidate has achieved in a written test in biology, chemistry and physics (threshold).
- (2) Based on the results from paragraph 1 of this Article, the Committee for classification procedure shall form a priority list and determine which candidates, according to the provisions of the competition, qualify for admission in the 1<sup>st</sup> year of study.

- (3) The list shall be published on the Faculty's bulletin board and on the Faculty's website no later than 3 days after the written test was conducted as part of the classification procedure.
- (4) The Faculty council may adopt other criteria that have an effect on the results of the classification procedure (success at the state matura exam) and other) no later than two months before the announcement of the competition from Article 10, paragraph 4 of these Regulations.

### **Right to admission into the study**

#### Article 13

- (1) A candidate who has qualified to enrol based on the priority list, must enrol within the time prescribed in the competition for admission into the first year of study. Otherwise, s/he shall lose the right to enrol in the first year of study.
- (2) Instead of candidate from paragraph 1 of this Article, the right to enrolment belongs to the next candidate on the priority list who is above the classification threshold.
- (3) Enrolled candidates who did not study Latin for at least two years in their previous schools, shall submit a certificate on the passed exam in Latin for two years of learning until the enrolment in the second year of study.

#### Article 14

- (1) The candidate has the right to see the results of his/her own test, priority list and other competition documents within the period determined by the Dean's decision.
- (2) The candidate has the right to submit a written complaint against the classification procedure within 24 hours from the publication of the results of the classification procedure.
- (3) Candidates' complaints from paragraph 2 of this Article shall be dealt by the Dean and in his absence by the vice dean for graduate studies.
- (4) Written decision from paragraphs 2 and 3 of this Article shall be the final decision and it shall be issued 24 hours from filing the complaint.

#### Article 15

- (1) Croatian citizens as well as foreign nationals shall have equal opportunities for admission into the study.
- (2) Cost of study, partly or in full, shall be settled by funds provided by the Ministry, and the amount of the student's participation in the cost shall depend on the success the student has achieved in the classification procedure or during the study.
- (3) Criteria and conditions for student participation shall be determined by the Faculty council and confirmed by the University Senate.

### **Student transcript book**

#### Article 16

- (1) Based on the priority list, a student who has acquired the right to enrol in the study, shall be issued a student transcript book known as 'indeks'. The Senate shall prescribe the form and the content of the student transcript book.
- (2) Academic year/semester shall be entered in the student transcript book in accordance with the study programme.
- (3) The courses shall be entered each semester in accordance with the study programme.
- (4) If the student loses or damages the student transcript book, a duplicate shall be issued at his/her request. The student shall bear the cost of issuing the duplicate.

#### Article 17

Upon the enrolment, a student is assigned JMBAG (academic citizen's personal identification number) and password to access the Information System of Higher Education Institutions (ISVU).

### **IV ORGANIZATION OF CLASSES**

#### **Academic year**

#### Article 18

- (1) Academic year shall normally begin on 1<sup>st</sup> October of the current year and end on 30<sup>th</sup> September next year.
- (2) Students shall regularly enrol in the academic year from the 1<sup>st</sup> to 30<sup>th</sup> September, in accordance with the university calendar. Upon enrolling, the students shall enrol the winter semester.
- (3) Classes shall be conducted continuously during 30 weeks in one academic year in two semesters – winter and summer.
- (4) Classes in the winter semester shall normally last from 1<sup>st</sup> October to 31<sup>st</sup> January, and in the summer semester from 1<sup>st</sup> March to 15<sup>th</sup> June and this shall be determined by the university calendar.
- (5) Teaching of a particular subject shall be generally performed within one semester and it may not last longer than two semesters.
- (6) Teaching of a particular course may be also be organized in a shorter period of time as teaching in shifts or as block courses.
- (7) Teaching from paragraph 6 of this Article shall be performed according to a special timetable, determined for each academic year.

#### **Student obligations**

#### Article 19

- (1) Total obligations of full-time students of integrated undergraduate and graduate studies may be up to 24 hours a week.
- (2) Obligations include regular attendance of all types of courses at the Faculty (lectures, seminars, practical work, professional-clinical work) mobile clinic and other types of field-professional work as well as physical education classes.

- (3) The work of students in the clinical part of education in all forms of work, is organized within a forty-hour working week, including the duty of students.
- (4) Exceptionally, student obligations may be greater when it is necessary to increase the number of practical and field classes according to the study programme and the curriculum.
- (5) Compensation classes shall be organized outside the timetable set out in paragraph 1 of this Article.

## **ECTS credit system**

### Article 20

- (1) The proportion of particular forms of teaching shall be determined by the ECTS credits which represent the numerical value assigned to each course. This numerical value represents the work that the student needs to perform in order to fulfil all the obligations in a course, including taking examinations and the work needed to achieve the programme objectives expressed in terms of expected learning outcomes and acquired competencies.
- (2) 1 ECTS credit is equivalent to approximately 25 to 30 student working hours, including active classes, examinations and all other activities required for taking an examination.
- (3) A full-time student can accumulate from 25 to 35 credits in one semester.
- (4) Exceptionally, successful students may be allowed to earn more than 35 credits per semester for the purpose of earlier completion of studies or broader education.
- (5) The length of study, the number of acquired ECTS credits and the grade point average above 4.5 shall be taken into account when determining the conditions for acquiring the status from paragraph 4 of this Article.
- (6) Exceptionally, if a student has not acquired all the prerequisites for enrolling a sufficient number of courses, fewer than 25 credits may be recorded in the student transcript book per semester.
- (7) ECTS credits are acquired only after the successful fulfilment of all obligations and the application of appropriate methods for assessing the achievement of defined learning outcomes, in other words examinations.
- (8) The application of the ECTS credit system means:
  - pinpointing the learning outcomes for each course,
  - determining the student workload for all planned activities in each course,
  - determining the method of assessing achievement for each defined learning outcome,
  - determining credits/grades for each activity.

## **Physical and health education**

### Article 21

Classes and extracurricular activities of students in physical and health education shall be conducted outside the timetable set forth in Article 19, paragraph 1 of these Regulations as compulsory courses in the 1<sup>st</sup> and the 2<sup>nd</sup> year of integrated undergraduate and graduate study. ECTS credits are not allocated to this course.

## **Elective courses**

### Article 22

- (1) Elective courses should normally cover at least 20 percent of ECTS credits of the entire integrated undergraduate and graduate programme.
- (2) An elective course becomes compulsory once enrolled.
- (3) Enrolment of an elective course may be cancelled only during the first two weeks of teaching, and only for legitimate reasons (e.g. collision of classes).
- (4) Exceptionally, a student has the right to cancel and substitute with another elective course the one which was enrolled the previous academic year and in which s/he has not taken an examination.

### Article 23

- (1) Classes shall be conducted at the Faculty's organizational units – clinics, departments and departments outside the Faculty, according to the decision of the Faculty council.
- (2) Classes may also be conducted in a virtual environment for teaching and learning (e-learning).
- (3) Heads of organizational units organize the teaching and take care of its implementation in cooperation with the head of course for each academic year, authorized vice dean and the Secretariat's competent services.

## **Head of course**

### Article 24

- (1) Head of course is a person in scientific-educational and educational title, and only in exceptional cases in the associate title of a senior assistant.
- (2) An exceptional case from paragraph 1 of this Article is when an employee in the associate title of a senior assistant has been entrusted by the Faculty council to teach a compulsory or an elective subject.
- (3) Head of course shall be elected by a public vote by the faculty of course teachers for a period of three academic years.
- (4) The decision of the majority of course teachers from paragraph 3 of this Article shall be final and it shall be signed by the vice dean for graduate studies.
- (5) In the case when course teachers are unable to reach a mutual decision (e.g. an even number of course teachers, etc.), the decision shall be made by the vice dean for graduate studies, with the approval of the Dean.
- (6) Person from paragraph 1 of this Article may be chosen twice in a row for the Head of course.
- (7) In situations when there is only one teacher for a particular course, it is understood that this person is Head of course, without limitations referred to in paragraph 6 of this Article.
- (8) In situations when there are more course teachers in one organizational unit, Head of course may also be the Head of department/clinic.
- (9) Head of course shall appoint his/her deputy within 15 days of the receipt of the decision referred to in paragraph 4 of this Article.

## Article 25

- (1) Head of course is a course teacher, responsible for regular performance of the teaching of the course and his/her name is entered in the student transcript book.
- (2) Apart from the conditions referred to in paragraph 1 of this Article, Head of course:
  - 1 shall sign the record forms for lectures held,
  - 2 may require to invite a prominent teacher in scientific-educational title or a scientist from abroad in order to improve the teaching process and teach certain parts of the course,
  - 3 shall define the conditions for the make-up of lost lessons,
  - 4 shall certify with his/her signature that the student has regularly attended classes,
  - 5 shall determine the number of preliminary exams per course, manner of implementation and assessment, as well as number of examination periods in agreement with other course teachers at the beginning of the academic year,
  - 6 shall give his/her consent for taking an examination before completing the course,
  - 7 shall propose non-regular examination periods at the beginning of the academic year in agreement with other course teachers,
  - 8 shall give his/her opinion on the recognition of passed exams at another related faculty,
  - 9 shall give his/her opinion on the compliance of the curriculum in case of student transfer from related faculties from the biomedical group in Croatia,
  - 10 shall perform other activities in connection with the course, in agreement with the authorized vice dean.

## Article 26

- (1) Head of course may be relieved of duty before the end of term referred to in paragraph 3, Article 24 of these Regulations:
  - if s/he asks for the relief,
  - if s/he does not fulfil the duties of the Head of course,
  - if s/he loses the ability to perform the duty,
  - if s/he violates the provisions of the University and Faculty's Statute and other University and Faculty general acts,
  - if s/he offends the provisions which stipulate work relations, scientific activity and higher education, collective agreements, the Statute of the University of Zagreb and the Faculty of Veterinary Medicine, as well as the Ethical code of the University of Zagreb and the Faculty of Veterinary Medicine.
- (2) Motion for the relief of Head of course shall be submitted to the Dean with a substantiated opinion. The motion may be submitted by most of the course teachers, head of department/clinic where the course is taught and the authorized vice dean..
- (3) The decision on the relief shall be made by the Dean.
- (4) In the event of relief from paragraph 1 of this Article, a new head shall be elected among the ranks of teachers of the respective course. It is not possible to elect the relieved teacher in the next mandate.
- (5) If the decision on the relief from paragraph 3 of this Article has been made, provided there is no other teacher in that subject, the decision on the new head shall be made by the Dean, on the recommendation of the vice dean. In that case it shall be taken

into account that the new head is elected among ranks of teachers in related subjects.

#### Article 27

- (1) Classes are organized with the aim of achieving more active participation of students in their performance.
- (2) Classes include lectures, seminars, practical work, consultations, mentorship (including scientific work as well as the graduation thesis), field trips and other forms of teaching in accordance with the curriculum.
- (3) Practical work includes: regular students' work including duty, exercises (laboratory, pre-clinical, clinical, special clinical, and physical education exercises), field work and other forms of teaching which contribute to the acquisition of prescribed knowledge, skills and habits.
- (4) Depending on the nature and type of class, a student has a duty to use personal protective equipment (protective suit, mask, gloves etc.) in accordance with special regulations.
- (5) The Faculty shall, in collaboration with medical institutions, provide vaccination of students against infectious diseases specific to animals and humans.
- (6) Implementation of paragraph 5 of this Article shall be made with the written consent of the student.

#### Article 28

To realize the curriculum at the Faculty, groups of students shall be formed depending on the manner of teaching under the existing collective agreement.

#### Article 29

- (1) Record of classes for each course shall be made on the corresponding record form, which is an integral part of these Regulations.
- (2) The record form from paragraph 1 of this Article shall be signed by the head of course and the head of the organizational unit in accordance with the provisions from Article 25, paragraph 1, indent 1 of these Regulations. The original shall be deposited in the organizational unit's archives, and a copy submitted to the Student Administration Office.
- (3) According to the Collective agreement, employees shall be eligible for a salary increase from the overall amount, for the work which is over the standard (full) teaching load.
- (4) The salary increase due to work which is over the standard (full) teaching load shall be paid according to the plan, and it is finally calculated according to the work performed at the end of the academic year.
- (5) Assistants and senior assistants, as well as junior researchers shall not work over the standard (full) course load, unless the Faculty council determines there are good reasons for such work.
- (6) Standardization of work in teaching (teaching groups, teaching load) shall be carried out under the existing provisions in the Collective agreement.

### **Lectures**



### Article 30

- (1) Lectures are a public form of teaching in a group of up to 150 students, where the teacher, by using modern teaching aids, introduces students to the theoretical subject matter or scientific-teaching units, including those topics for which this form of teaching is more suitable than any other form. In principle lectures should include:
- a synthetic overview of the material of a certain area that shall be covered within other forms of teaching (seminars, practical work), and which determines the scope and the essence of the subject matter,
  - new insights that change, revise or deepen important concepts included in the subject matter,
  - topics that are covered in thematic units and which are not adequately covered in existing textbooks,
  - subject material which is too difficult for students, according to experience.

### Article 31

- (1) Before the beginning of lectures, students should be given handouts. Handouts are multiplied at the Faculty's expense, with the approval of the vice dean for teaching.
- (2) Handouts shall consist of summarized essential content and important ideas from the lectures (including diagrams and important data). Subject matter included in the handouts is part of the exam reading list.
- (3) Handouts shall be required for courses for which there are no textbooks.

### Article 32

- (1) Classes are taught by teachers in scientific-educational and educational titles at the Faculty.
- (2) Assistants, senior assistants and junior researchers in those titles shall take part in the preparation and teaching of classes based on the Decision of the Faculty council. Senior assistants and junior researchers in that title may, under the supervision of a lecturer, hold up to two lectures a year as part of their educational training.

## **Seminars**

### Article 33

- (1) A seminar is a type of class in which a group of no more than 30 students, actively, with their teacher, goes through a certain subject matter. Students are required to study the prescribed subject matter before coming to class.
- (2) The purpose of seminars is to examine and critically discuss a thematic content, to have students discuss specific problems through an active asking of questions and for them to get familiar with the ways of collecting and analyzing data in order to reach a certain conclusion.
- (3) Departments and clinics may, according to the specific subject matter, introduce different types (teaching methods) of seminars, such as problem seminars, seminars in which video or computer simulation, etc., is used.
- (4) The teacher shall monitor and evaluate the students' progress in the seminar as part of a continuous assessment.

- (5) Seminars are generally led by the Faculty members elected to scientific-educational titles. Assistants, senior assistants and junior researchers in those titles may participate in holding the seminars, under the teacher's supervision.
- (6) The Faculty council may, due to legitimate reasons, entrust independent conduct of seminars to employees elected to associate titles, but only after 6 months from the election to the title of an assistant.

### **Practical work**

#### Article 34

- (1) Practical work is a type of teaching in which students, with the help of a teacher and a demonstrator, solve practical tasks from the subject matter.
- (2) Physical education is held in groups of no more than 40 students, methodical exercises up to 15 students, practicum, laboratory, field, sectional and oral exercises in a foreign language up to 10 students, construction and clinical exercises up to 6 students and special clinical exercises (gynaecological, surgical, internist, radiological, etc.) up to 4 students.
- (3) Practical work is conducted by employees elected to associate titles, and if necessary, teachers elected to scientific-educational and educational titles.
- (4) In the first six months after being elected into a title, assistants shall hold the classes under the supervision of a teacher.
- (5) The head of practical work shall actively assist and work with students during all practical work.

### **Professional-clinical work**

#### Article 35

- (1) Professional-clinical work is a type of clinical teaching in groups of up to 6 students in which a student under the supervision of a teacher in scientific-educational title, assistant or senior assistant, resides and participates in all aspects of the work of the clinic during working hours and while on duty. During clinical work a student shall become familiar with the admission of patients, taking medical history, referring patients for laboratory testing and performing diagnostic and therapeutic procedures.
- (2) Through professional-clinical work students may also participate in clinical rounds, expert meetings at clinics and clinical departments and at indicating meetings.
- (3) Professional-clinical work of students is evaluated as practical work.
- (4) During professional-clinical work records shall be kept and they shall be stored at the mother clinic.

### **Other forms of teaching**

#### Article 36

- (1) According to the Faculty's curriculum and in order to improve the students' knowledge, skills and competencies, other forms of practical work shall be organized along with the aforementioned forms of teaching as part of field work in the mobile clinic, field exercises from the biotech group of subjects, summer school and field trips.

- (2) Summer schools and field trips may be organized as a supplement to teaching in order for students to become familiar with other significant veterinary institutions and methods of work and for other reasons which are of importance for the more complete professional training and education of students.
- (3) Summer schools and field trips may be organized in Croatia and abroad, and they shall be approved by the Faculty council in its narrow composition at the proposal of the Committee for graduate studies, within the framework of the curriculum before the start of the academic year.

## **Teaching**

### Article 37

- (1) Teaching at the Faculty is carried out by employees whose teaching qualifications have been determined by their election into scientific-educational, educational, professional and associate titles according to the Law.
- (2) In cases where there are not enough teachers in scientific-educational title in a particular subject, some classes may be entrusted to employees in scientific-educational title or to scientists from other universities and research departments, and persons elected to titles in the Republic of Croatia.
- (3) Committee for graduate studies at the request of the Head of course may propose that the complete teaching of an elective subject shall be entrusted to a professional associate elected to the title of senior assistant.
- (4) Committee for graduate studies at the request of the Head of course, in accordance with the provision in Article 25, paragraph 2, indent 2 of these Regulations may propose that a prominent teacher in scientific-educational title or a scientist from abroad shall be invited as a guest lecturer in order to improve the teaching process.
- (5) Other persons, on the basis of their professional work and proper training in accordance with the Law, the University's Statute and the Statute of the Faculty of Veterinary Medicine, may participate in the teaching in order to contribute to the quality of education. These persons may be entrusted with a maximum of one third of the course, provided that the main part of the course is taught by a person elected to scientific-educational title.
- (6) The decision from paragraphs 2, 3, 4 and 5 of this Article shall be made by the Faculty council.

## **Consultations**

### Article 38

- (1) Consultation are a part of the work with students and they shall be held by teachers and teaching assistants according to the fixed and pre-published timetable.
- (2) The timetable shall be published on the Faculty's website and the bulletin board of the department or clinics at the beginning of the semester.
- (3) The main purpose of consultations is the provide assistance and instruction to students regarding the preparation of seminars, preliminary examinations, papers and examinations.

## **Student leader (mentor)**

### Article 39

- (1) During the first semester each student is appointed a student leader from the ranks of teachers in scientific-educational title and professional associates in the title of a senior assistant.
- (2) Student leader may be proposed by a student or a teacher or s/he shall be appointed by the vice dean for graduate studies, taking into account the equitable representation of students per employees from the ranks of teachers and associates.
- (3) The decision on the appointment of the student leader shall be signed by the vice dean for graduate studies.

### Article 40

- (1) The leader shall monitor the student's work during his/her study and provide appropriate professional assistance in mastering the curriculum.
- (2) The leader meets with the student at least once a month, and at the request of the student more than once.
- (3) The leader shall try to solve the student's problems independently by providing advice and instructions, or s/he may ask help from the Vice dean for graduate studies and other authorized bodies of the Faculty.
- (4) Student leader's work programme is regulated by a special protocol. Recommendations from the protocol to the newly appointed heads of courses shall be explained by the vice dean for graduate studies after the receipt of the decision referred to in paragraph 3 of this Article and no later than until the beginning of the second semester.

### Article 41

- (1) Meeting between the student and the leader shall be recorded on an appropriate form which is an integral part of these Regulations.
- (2) At the end of the semester the student leader shall certify the form and submit it to the Student Administration Office.
- (3) The forms shall be maintained in the student file.

### Article 42

- (1) A teacher or a student may, at his/her own request with a substantiated opinion, ask for a dismissal of the student leader, and the final decision with regard to legitimate reasons, shall be made by the vice dean for graduate studies, following the appointment of the new leader.
- (2) If the teacher is more than 30 days prevented from fulfilling his obligations of a student leader, the Dean shall appoint another leader at the proposal of the authorized vice dean, at the request of the student or the leader.

## **Head of year**

### Article 43

- (1) At the beginning of the winter semester, at the proposal of the authorized vice dean, the Faculty council shall appoint the head and deputy head of year for the current academic year from the ranks of employees in scientific-educational title who belong to the particular year of study according to the course they teach.
- (2) The head of year shall help the vice dean for graduate studies in his/her work by organizing meetings with students and carrying out activities in order to organize certain forms of teaching successfully and address student questions.
- (3) The head of year shall meet with students twice in a semester, and if necessary more often. Student issues related to teaching, examinations, make-up classes and the like shall be discussed at meetings.
- (4) Heads of year shall meet with the vice dean for teaching once a month and if necessary more often. Issues regarding the quality of teaching shall be discussed and resolved at the meetings. Student year representatives shall attend the meetings if necessary.

#### Article 44

Appointments referred to in Articles 39 and 43 of these Regulations are an internal criterion for the election of teachers into scientific-educational titles at the Faculty of Veterinary Medicine, which is regulated by separate Regulations.

### **Student absenteeism**

#### Article 45

- (1) When enrolling a compulsory or an elective course which belongs to the study programme, a student shall assume all obligations required by the course curriculum.
- (2) Attendance of all forms of classes is obligatory.
- (3) A student may be justifiably absent from each course up to 50 percent of the total hours of lectures, 30 percent of the total hours of seminars, and 30 percent of the total hours of practical work and professional-clinical work.
- (4) Each organizational unit determines ways of controlling attendance for each course. At the beginning of the semester, they must determine the maximum numbers of excused absences and methods of compensation of lost classes.
- (5) Lost classes may be compensated under the conditions stipulated by the Head of course, according to the provision from Article 25, paragraph 2, indent 3 of these Regulations.

#### Article 46

- (1) A student who was due to justifiable reasons unable to attend classes shall notify the Student Administration Office no later than 8 days from the first day of absence or the return to classes. Evidences which justify the absence must be submitted together with the request for the compensation of lost classes.
- (2) A student who did not meet the conditions set out in paragraph 1 of this Article does not have the right to seek compensation of lost classes.

#### Article 47

- (1) By way of an exception, a student may be allowed compensation of up to 50 percent of total seminar hours and up to 50 percent of the total hours of practical work and professional-clinical work, if s/he was absent due to:
  - Maternity leave,
  - Longer hospital treatment,
  - Participation in sports competitions in the status of a top athlete,
  - Family reasons and other justifiable reasons (serious illness, death in immediate family and the like).
- (2) In circumstances described in paragraph 1 of this Article, a student must submit in writing his/her application for the compensation of classes along with the credible supporting documentation to the Vice dean in charge, who shall in consultation with the Head of course, determine the possibility of such compensation and issue an appropriate decision to the student.

#### Article 48

- (1) The head of course shall certify regular attendance in the student transcript book at the end of the semester or at the end of course, according to Article 25, paragraph 2, indent 4 of these Regulations.
- (3) The head of course may deny a signature to the student who has been absent from more than 50 percent of the total hours of lectures, 30 percent of the total hours of seminars and 30 percent of the total hours of practical work and professional-clinical work, or if s/he has not fulfilled obligations regulated by the study programme.

### **V STUDENT ASSESSMENT**

#### **Assessment**

#### Article 49

- (1) Monitoring and assessment of knowledge, skills and competencies of students in each course shall be conducted by awarding credits for attendance and activeness in various forms of education and by awarding credits from assessment.
- (2) A teacher or an associate who teaches the course has the right to test and assess the student's knowledge in every form of teaching.
- (3) There are two types of assessments at the Faculty:
  - preliminary exams which are organized during teaching for the purpose of testing one part of the subject matter,
  - final exam which assesses the overall subject matter (learning outcomes) established by the study programme.
- (4) Preliminary exam may be taken by a student who has regularly attended classes and who has fulfilled other prescribed obligations established by the Head of course.
- (5) Final exam shall be taken by a student who has fulfilled all prescribed obligations determined by the study programme and who has submitted his/her registration for taking the exam on time. A student who has not fulfilled all obligations determined by the study programme and the course curriculum shall not take the final exam in that course.

- (6) ECTS credits may be obtained from certain forms of teaching without grading or with the use of descriptive evaluation which is determined in the course curriculum.

#### Article 50

- (1) The number of preliminary exams per course, method of implementation and assessment and the number of examination periods shall be determined by the Head of course in consultation with other course teachers at the beginning of the academic year, in accordance with the provision in Article 25, paragraph 2, indent 5 of these Regulations.

#### Article 51

- (1) Examination material, method of implementation and assessment of the final exam shall be determined by the course curriculum. Examination time and examination periods shall be determined at the beginning of each academic year.
- (2) Final grade of success in each course shall be determined on the basis of the acquired number of credits during the school year and at the exam. During classes, credits are awarded for the following:
- attendance,
  - student activeness in class (participation in discussion, written preparation for teaching, practical exercises, e-learning, etc.) as determined by the study programme,
  - preliminary exams which monitor mastering of the subject matter and the student's knowledge.
- (3) Criteria for the forming of the grade and the method of awarding credits for each course shall be determined by the course curriculum.
- (4) Examinations may be group (in content related subjects) or individual (in one subject), and by the method of examination: oral exam only; written exam only; written and oral examination combined; written examination combined with testing of practical knowledge and oral exam; exam before a three-member examination committee.

#### Article 52

- (1) If the final examination consists of written (or practical) and oral part, the final grade at the exam shall be formed after the completion of the oral part.
- (2) Students who do not pass the written (or practical) exam cannot take the oral exam but they have the right to appeal that part of the exam.

### **Publicity of the exam**

#### Article 53

- (1) Oral exam is public.
- (2) The student may ask for a limited presence of the public if there are valid reasons for that. The decision on that shall be made by the examiner on the basis of the substantiated opinion, with the consent of the authorized vice dean in charge.
- (3) The presence of the public on the exam may be restricted due to ethical reasons,
- (4) Examinations closed to the public are:
- written examinations.
- (5) The examiner may exclude any person who disrupts examination.

- (6) The student and any other person who has proven that s/he has a legal interest, has the right to inspect the examination documentation. Inspection of the examination documentation shall be approved by the Dean, or the vice dean for graduate studies in the Dean's absence.

## **Grading**

### Article 54

- (1) Success on the exam is expressed in grades: excellent (5), very good (4), good (3), sufficient (2) and insufficient (1).
- (2) Excellent (5), very good (4), good (3) and sufficient (2) are passing grades and they are recorded in each student transcript book, registration form, record of the exam and student records file.
- (3) Grade insufficient (1) is a failing grade. This grade is only recorded on the registration form, student records file and record of the exam.
- (4) The numerical grading system is compared with the ECTS grading scale as follows:
  - grade excellent (5) is equivalent to grade A in ECTS scale, and vice versa,
  - grade very good (4) is equivalent to grade B in ECTS scale, and vice versa,
  - grade good (3) is equivalent to grade C in ECTS scale, and vice versa,
  - grade sufficient (2) is equivalent to grade D in ECTS scale, while grades D and E in ECTS scale are equivalent to grade sufficient (2),
  - grade insufficient (1) is equivalent to grade F in ECTS scale, while grades F and FX in ECTS scale are equivalent to grade insufficient (1).
- (5) If the grade recorded in the student transcript book is different from the one on the registration form or record of the exam, the grade which is considered relevant is the one which the examiner (the Committee) has recorded in the record of the exam and certified with his/her signature.
- (6) The student's success on the exam may be expressed in a descriptive grade, according to Article 42, paragraph 6 of these Regulations.

## **Right to appeal a grade**

### Article 55

- (1) A student who is not satisfied with the grade achieved on the exam may, within 24 hours from the announcement of the grade or the publication of the final grade, submit a written request to the Dean to take the exam again before the committee. The request to retake the exam must be explained.
- (2) If the Dean, or the authorized vice dean in the Dean's absence, determines that the request is timely and justified, they shall appoint the examination committee consisting of three members within 48 hours from the receipt of the request. The exam shall be retaken in front of the committee. One member of the committee must come from another related subject, and the examiner whose grade the student is not satisfied with, cannot act as the chairman of the committee.
- (3) The Dean, and in his absence the authorized vice dean shall decide on the date and the time of the retake. The examination must be taken within 3 days from the submission of the request.
- (4) If the three-member committee examines the student who has previously passed the written part of the examination, they shall acknowledge the positive grade achieved in



the test, do the practical and/or oral part of the examination and mutually agree on the ending of the examination and pass the final grade by a majority vote.

- (5) If the student complains about the written exam, the examination committee must determine whether the student's test points have been added up correctly. If the points have been added up correctly, the appeal is dismissed.
- (6) The decision of the committee on the success in the examination is final.

### **Number of attempts at examinations**

#### Article 56

- (1) Students enrolled in the first year for the first time may retake the same exam up to four times. The fourth attempt is taken before the three-member examination committee.
- (2) The examination committee has three members. At least one member of the committee must teach the subject in which the examination is taken, the others are from related subjects and one of them being the chairperson of the committee. The chairperson of the committee cannot be the person who has failed the student last time.
- (3) The grade achieved before the examination committee cannot be appealed.
- (4) The student who has failed the same examination the fourth time shall enrol the same course in the next academic year.
- (5) If the student fails to pass the exam after the second enrolment into the course in the manner described in paragraph 1 of this Article, s/he shall lose the right to study at the Faculty of Veterinary Medicine.

### **Registering for an exam and withdrawal from an exam**

#### Article 57

- (1) The student shall register for exams through the information system of higher education (hereinafter: ISVU) at least seven days before the exam date.
- (2) Schedule for registered candidates must be published at least 5 days before the date of taking the exam on the bulletin board of the organizational unit of the course in which the examination is to be taken.

#### Article 58

- (1) If the student, for any reason, cannot take the registered exam, s/he shall withdraw from the exam through ISVU, and in the organizational unit of the course at least 24 hours before the fixed date of the exam. The teacher shall write 'withdrawn' on the student's registration form.
- (2) Code 0 shall be entered in ISVU if the student has not taken the exam and has not withdrawn on time. The teacher shall also record 'examination not taken' on the student registration form and the record of the examination.
- (3) If the student from paragraph 2 of this Article has not taken the examination, this shall count as one attempt to take the exam according to Article 56 of these Regulations.

- (4) Grade 1 shall be entered into ISVU, on the student's registration form and the record of the exam if the student withdrew from an already started written, practical or oral part of the exam, or s/he used unauthorized aids on the exam.

### **Teacher's duties**

#### Article 59

- (1) The teacher shall announce the results of the oral examination immediately after the exam.
- (2) The teacher shall end the oral examination on the same day, without any interruptions, and the whole examination within five days, except in very special cases.
- (3) The teacher shall announce the results of the written examination or part of the examination through ISVU (information system of higher education) and/or the bulletin board of the organizational unit of the course in which the examination was taken, within five working days from the day the exam was taken.
- (4) The teacher shall grade the student's exam with the grade insufficient (1) when the student:
  - terminates the oral exam without a just cause or leaves the room in which the written or the practical part of the exam is being taken;
  - fails to take the oral exam after s/he has passed the written part or the practical part of the exam;
  - disturbs other students, uses unauthorized aids or behaves inappropriately and therefore is asked to leave the exam;
  - if the student does not withdraw from the exam on time in accordance with Article 58, paragraph 1 of these Regulations.

### **Exam records**

#### Article 60

- (1) Along with the prescribed forms of exam records, record of the exam shall be taken too, and it shall include the achieved number of points of the total number of points (written exam) and exam questions (practical and oral exam).
- (2) Date, grade and the examiner's signature are integral parts of the record of the exam.
- (3) Registration forms and records of exams shall be submitted in the Student Administration office within two days from the exam.

### **Exam periods**

#### Article 61

- (1) Students shall take exam in three examination periods (winter, summer and autumn) based on the University calendar. For each course there are at least two dates in each regular examination period.
- (2) Along with periods from paragraph 1 of this Article, students may also take exams in non-regular examination periods.
- (3) Schedule of examinations from paragraph 2 of this Article shall be determined at the beginning of each academic year, in accordance with the provision in Article 25,

paragraph 2, indent 7 of these Regulations, and it shall be published on the bulletin board and the Faculty's website.

- (4) Time between taking the examination in the same subject in a regular period is at least 14 days and in a non-regular period 30 days.
- (5) In case of longer absence of the course teacher, the Dean shall entrust other teachers of the same or similar profession, or the teachers' committee with the conduct of the exams.

### **Taking an examination before completing a course**

#### Article 62

The student may take the exam before completing the course with the consent of the head of course according to the provision in Article 25, paragraph 2, indent 6 and with the consent of the authorized vice dean.

### **Recognition of examinations taken at other related universities**

#### Article 63

- (1) An exam taken at another related university may be recognized entirely or in part, depending on the compatibility of the curriculum.
- (2) The decision from paragraph 1 of this Article shall be made by the authorized vice dean on the basis of the opinion of the Head of course, according to the provision in Article 25, paragraph 2, indent 8 of these Regulations.

### **Examiners**

#### Article 64

- (1) Examiners are teachers in scientific-educational and educational titles.
- (2) Exceptionally, on the basis of the substantiated opinion of the organizational unit and the proposal of the Committee for graduate studies, the Faculty council may entrust the final exam in an elective course to a senior assistant.

## **VI EVALUATION OF TEACHING EFFECTIVENESS**

#### Article 65

- (1) Teaching effectiveness in individual courses shall be reviewed by students at least once in an academic year by with the help of surveys (questionnaires).
- (2) Teacher's work and conduct of the course shall be evaluated in the survey (questionnaire).
- (3) The committee for the quality control of teaching is responsible for the process of conducting the survey under the supervision of the authorized vice dean.
- (4) After the survey has been conducted, the Committee from paragraph 3 of this Article shall submit it to the University for further processing.
- (5) The results of the survey shall be sent to the Dean who shall forward them to the surveyed teachers.

#### Article 66

- (1) Teaching effectiveness in certain courses may be reviewed once in the academic year by the Department or the Clinic's faculty through student evaluation forms.
- (2) Student evaluation forms evaluate the performance of teachers in the departments of the constituent organizational units.
- (3) The committee for the quality control of teaching, under the supervision of the vice dean for quality control and lifelong learning, shall be responsible for the analysis of the student evaluation forms and in the vice dean's absence, the vice dean for graduate studies shall conduct the supervision.
- (4) The committee from paragraph 3 of this Article shall submit the results to the heads of departments or the clinics.
- (5) The heads shall inform the teachers of the complete results of the survey.
- (6) The committee for the quality control of teaching shall help, monitor and coordinate the implementation of the surveys from paragraph 1 of this Article and it shall take care that the results of the survey have a positive impact on the programme realization in full.

#### Article 67

- (1) The University Senate shall determine the content of the student survey (questionnaire), while the content of the evaluation shall be determined by the Faculty council on the proposal of the Committee for the quality control of teaching.
- (2) The surveys from Articles 65 and 66 of these Regulations are anonymous and optional.

### **VII STUDENT STATUS AND STUDY REGULATIONS**

#### Article 68

- (1) Any person enrolled in the Faculty under the conditions provided by the Law, the Statute and these Regulations shall have a status of a student.
- (2) The status from paragraph 1 of this Article shall be proven by the student transcript book.
- (3) Total duration of the study may be a maximum of 12 years, and the student shall retain the status of a regular student for a maximum of 8 years from the year of enrolment.
- (4) Dormant obligations of regular students shall not be counted in the time prescribed by paragraph 4 of this Article.

#### **Registering the semester and year as completed**

#### Article 69

- (1) The student may register the semester as completed, if the heads of courses have certified with their signature in the student transcript book a regular attendance at the lectures, practical classes, seminars and other prescribed obligations.
- (2) The requirement for the registration of the semester are the collected signatures in all enrolled courses.
- (3) Head of course shall deny the student his/her signature according to the provisions in Articles 45, 46 and 47 of these Regulations.

- (4) The student who does not register the semester as completed, shall not enrol the next semester.
- (5) Registration of the semester is performed in the Department for graduate and postgraduate studies.

#### Article 70

- (1) Registration of the winter and summer semester shall be performed in accordance with the university calendar.
- (2) The student may not enrol the next year of the study unless s/he has registered all the previous semesters as completed.

### **Progress through the study**

#### Article 71

- (1) The student may enrol only those courses for which s/he has acquired preconditions according to the study curriculum.
- (2) The student who until the enrolment period, determined by the university calendar, has fulfilled all the prescribed study obligations expressed in ECTS credits which he took upon himself/herself in the previous year of study, shall acquire the right to enrol the next year of study.
- (3) The study curriculum may be based on the semester enrolment.

#### Article 72

- (1) The student who has not earned the right to enrol the next year of study may continue his/her study by the re-enrolment of the courses s/he did not complete in the previous year and by the enrolment of new obligations. Overall study obligations in a particular semester must be within the limits from Article 20, paragraph 2 of these Regulations.
- (2) The study curriculum in which teaching is conducted in semesters or in shifts (meaning that the teaching of each course is conducted in a part of the semester) may prescribe exceptions from Article 71, paragraphs 2 and 3, so that the student would not be prevented from taking over the study obligations within limits from Article 20, paragraph 2 of these Regulations, due to the failure of fulfilling a small part of obligations from the previous year of study.
- (3) In case of adjustments to the curriculum, the student who has not acquired the right to enrol the next year and the graduate student without the student rights, shall enrol the differential courses according to the new curriculum.
- (4) The graduate student whose student rights were terminated shall bear the costs of the enrolment of differential courses.

### **Right to dormant obligations**

#### Article 73

- (1) Apart from the conditions stipulated by the Law, a regular student shall also exercise the right to dormant obligations in other justified cases determined by these Regulations.
- (2) Dormant obligations from the previous paragraph shall be approved by the authorized vice dean, based on the student's written request and credible documentation.
- (3) The student shall exercise the right to dormant obligations in the following situations:

- during pregnancy,
  - student mother/father of a child up to one year of age,
  - during an illness which prevents the student from successfully fulfilling his/her study obligations over a longer period of time,
  - during an international student exchange for more than 30 days during lectures, unless the student acquires ECTS credits through the exchange,
  - in other justified cases.
- (4) Dormant obligations according to paragraph 3 of this Article may be granted for a period of one semester or one academic year.
- (5) During dormant obligations, the student may take exams for which s/he has fulfilled the requirements.
- (6) If the curriculum modifies during dormant obligations, the student shall attend and take the differential parts of courses and exams which have resulted in the meantime in the curriculum.

### **Termination of student status**

#### Article 74

- (1) Student status shall terminate:
- upon the completion of the study,
  - upon the withdrawal from the study,
  - if the student fails the exam the fourth time after the repeated enrolment and attendance of the course,
  - if the student voluntarily terminates the study and does not register for the following academic year,
  - if the student does not acquire at least 35 ECTS credits in two consecutive academic years,
  - if the student does not complete the study within the period prescribed in Article 68, paragraph 3 of these Regulations,
  - by expulsion from the studies due to a decision on disciplinary responsibility.
- (2) A person who loses the student status cannot continue his/her studies at the Faculty later. Exceptionally, the student who has lost his/her student status according to paragraph 1, indent 4 of this Article, may be allowed to enrol the next academic year according to the current curriculum. The student shall attend and take the differential parts of courses which have resulted in the curriculum due to the modification of the curriculum during the termination of studies. That student shall continue the studies by paying the maximum participation of the cost of studying.

#### Article 75

- (1) The student has the right to file a written complaint within 7 days from the decision or the procedure referred to in Article 74 of these Regulations by which s/he was dissatisfied with.
- (2) The Dean's written decision on the complaint referred to in paragraph 1 of this Article shall be final.

#### Article 76

The student who withdrew from the study shall be issued a certificate of withdrawal specifying the time of studying, acquired ECTS credits, list of taken exams with corresponding ECTS credits and the achieved grades. The withdrawal is entered in the student transcript book.

## **Student transfer**

### Article 77

- (1) The transfer of students from the faculties of veterinary medicine and other related faculties outside the Republic of Croatia shall be performed on the basis of a preliminary decision on the recognition of study periods made by the authorized agency.
- (2) Conditions for the continuation of studies of students studying outside the Republic of Croatia, shall be determined by the Committee for graduate studies on the basis of the opinions of heads of respective courses, bearing in mind the degree of compliance and the quality of the execution of the programme, openness of the European academic space and the legal framework in Croatia.
- (3) Transfer shall only be realized from the second year of study provided that the applicant submits a certificate of knowledge of Croatian language from the Faculty of Philosophy, the University of Zagreb.

### Article 78

- (1) Provided there is a compatibility between the curricula, students from the related biomedical group of faculties in Croatia may transfer to acquire the title of the Doctor of Veterinary Medicine.
- (2) The committee for graduate studies shall determine the compatibility between the curricula, as well as the conditions for the transfer based on the opinion of the heads of courses, in accordance with the provisions referred to in Article 25, paragraph 2, indent 9 of these Regulations and the opinion of the ECTS Faculty coordinator on the recognition of ECTS credits.
- (3) The general condition for the transfer of students from other related faculties is that the student has passed the exams and that the student has met the requirements for enrolment in the higher academic year at the faculty from which the student wishes to transfer.

### Article 79

Request for transfer shall be accompanied by:

- student transcript book,
- certificate of citizenship, for foreign nationals copy of a passport with a copy of the decision on the temporary stay,
- certificate of passed exams,
- certificate from the higher education institution from which the student wishes to transfer, certifying the student has met all the requirements for enrolment in the next academic year,
- curriculum of the study the student wishes to transfer from,

- certificate of knowledge of Croatian language from the Faculty of Philosophy, the University of Zagreb,
- together with original documents, the student who wishes to transfer from the higher education institution abroad shall also submit certified translations of these documents in Croatian, and also a certified translation of the curriculum of the higher education institution from which s/he wishes to transfer (*curriculum studiorum*),
- other documentation that justifies the request for transfer.

#### Article 80

The request for transfer along with supporting documents referred to in Article 79 of these Regulations, shall be submitted to the Department for graduate and postgraduate studies at least seven days prior to the end of regular enrolment period for the next academic year.

#### Article 81

- (1) The decision on the student transfer shall be made by the Dean based on the proposition of the Committee for graduate studies, at least five days before the beginning of the next academic year, depending on the availability of places and the reasons for transfer.
- (2) The Committee shall determine the deadline for passing the differential exams in the proposition referred to in paragraph 1 of this Article.
- (3) Enrolment in the first year shall be based on the conditions of the curriculum for the students of the Faculty of Veterinary Medicine, Zagreb University.
- (4) The period of study at another university shall be included in the total duration of the study.

#### Article 82

- (1) If more candidates, than the number specified by the decision referred to in Article 81, paragraph 2 of these Regulations, meet the requirements, those candidates who have achieved a better overall success in the study from which they wish to transfer, have an advantage.
- (2) When calculating the average grade of the study from which the student wishes to transfer, all the grades from exams shall be taken into account and evaluated according to ECTS credit system according to Article 54, paragraph 2 of these Regulations.

#### Article 83

- (1) The candidate who obtains the right to transfer, based on the decision of the Dean, may enrol in the Faculty within eight days after the initial decision.
- (2) The candidate who has not been granted transfer to the Faculty may appeal to the Faculty council within eight days from the receipt of the decision.
- (3) The Faculty council may propose to the Dean:
  - to dismiss the appeal,
  - to revoke the decision and return it for reconsideration,
  - to adopt the appeal and revise the decision in a way that the applicant is granted the transfer and enrolment in the Faculty.



#### Article 84

The student who has been granted transfer, based on Article 83 of these Regulations, shall enrol in the Faculty within 8 days after the decision.

### **Horizontal mobility of students within the University**

#### Article 85

- (1) According to the study programme, students may enrol other courses from other university studies (study programmes) at the University, which are not taught at the Faculty of Veterinary Medicine. Enrolment shall be granted by the vice dean for graduate studies and the ECTS coordinator at the Faculty, with the approval of the ECTS coordinator of the component at which the selected course is taught, and the course teacher.
- (2) The approval is issued in the form of a special certificate stating the name of the course and establishing the credit value of the course (ECTS credits). The acquired ECTS credits shall be recognized as if they were acquired in the framework of the study programme at the Faculty, and the credit value shall correspond to the one the course has in the study, or within the programme under which it is performed. The University shall specify the form of the certificate.
- (3) Before the enrolment in the next academic year, the Faculty shall publish the list of courses together with the necessary competencies, which the students who are currently studying at another faculty may enrol.
- (4) The number of students shall be limited by the Faculty's capacity, which shall be decided by the Dean, on the proposal of the Head of course.
- (5) The course the student is taking at another Faculty shall be entered in the student transcript book. The Head of course shall certify the fulfilment of the study obligations by entering the ECTS credits and grades in the student transcript book and by signing the student transcript book.
- (6) By submitting for a review the certified transcript of grades (ECTS credits) or the certified student transcript book, the student shall prove the ECTS credits acquired in another study programme.
- (7) The cost of study in relation to the mobility of students within the University shall be determined by the Senate's special decision.

### **Mobility of students between universities**

#### Article 86

Mobility of students between universities in Croatia shall be stipulated in the same way as international mobility in accordance with the University's general act.

### **Graduates**

#### Article 87

- (1) The student shall acquire the status of graduate student after s/he has attended/finished all the courses determined by the curriculum and registered the last semester.
- (2) Graduate students shall submit their student transcript books for registration in a time period specified in the decision of the Faculty council.
- (3) During registration of the last semester, the period until which the student has the status of a regular student – graduate student, is indicated in the student transcript book.

#### Article 88

- (1) Graduate student who has lost the status of a regular student may continue his/her studies by paying for them, until the expiration of 12 years from the enrolment.
- (2) Graduate student referred to in paragraph 1 of this Article shall pay each time s/he takes an exam in an amount determined by the Dean, instead of paying the prescribed participation.

#### Article 89

- (1) The graduate student who has failed the same exam the fourth time while being in the status of a graduate student, shall enrol the same course again and take the exam again after the completed course.
- (2) The graduate student who has lost the status or a regular student shall bear the cost of reenrolment of the course, based on the decision of the Faculty council.
- (3) If the graduate student fails the exam after the reenrolment of the course in the way determined in Article 56, paragraph 1, s/he shall lose the right to study at the Faculty of Veterinary Medicine.

### **Graduation thesis**

#### Article 90

- (1) Integrated undergraduate and graduate study shall end with the writing and defence of the graduation thesis.
- (2) The procedure for the selection of topic and instructions for the preparation, appearance and defence of the graduation thesis are prescribed in the Instruction on graduation thesis, which is an integral part of these Regulations.

#### Article 91

The defence of graduation thesis shall be organized within 7 days from the day the student has registered for taking the oral examination of the thesis and has received a positive evaluation of the thesis

### **Disciplinary responsibility of students**

#### Article 92

- (1) Students shall abide by the Law, respect the provisions of the Statute of the University, the Statute of the Faculty of Veterinary Medicine, these Regulations and

the Faculty's general acts and preserve the dignity and reputation of the Faculty and the students.

- (2) In case of violation of the Statute of the University, the Statute of the Faculty, Ethical code and these Regulations, the Dean shall initiate disciplinary proceedings before the competent committee.
- (3) Disciplinary proceedings and disciplinary measures are prescribed by a special act of the Faculty.

## **Documents pertaining to completed studies**

### Article 93

- (1) After the student has passed all the prescribed exams, fulfilled all obligations, written and defended the graduation thesis and acquired at least 360 ECTS credits, a diploma on the title of doctor of veterinary medicine shall be conferred in Croatian. This document shall certify the completion of studies and acquisition of the academic title in accordance with the Law.
- (2) Upon the student's request and at his/her own expense, the diploma may be issued in Latin and in any other foreign language.
- (3) After the completion of the whole study programme, the student is issued Diploma supplement in Croatian and English free of charge according to Article 8 of these Regulations.
- (4) Diploma supplement may be issued in another foreign language as well.
- (5) The Dean shall sign the Diploma and Diploma supplement.
- (6) Diploma shall be certified by an embossed stamp.
- (7) Diploma and Diploma supplement are public documents and they shall be given to the student at the graduation ceremony.

## **Overall grade of success at the study**

### Article 94

- (1) An overall grade of success at the study depends on the examination grades in all courses and their corresponding ECTS credits.
- (2) The overall grade shall be determined so that all individual grades in all examinations in all courses referred to in paragraph 1 of this Article are added up, multiplied with the corresponding number of ECTS credits and the result divided by the sum of ECTS credits from all courses.
- (3) The overall grade of success shall be rounded to the second decimal place in documents.
- (4) Commendation from Latin class, determined by the University, shall be noted on the diploma to students with the highest overall grades.
- (5) Conditions for receiving commendations shall be stipulated by a special act.

## **Degree-awarding ceremony**

### Article 95

- (1) Degree-awarding ceremony is an official handing out of a diploma on the completed studies and of a Diploma supplement.
- (2) Degree-awarding ceremony shall be performed by the Dean and two promoters.
- (3) In the case of the Dean's absence the diploma shall be handed out by one of the authorized vice deans.

## **VIII STUDENT PARTICIPATION IN THE WORK OF THE FACULTY**

### Article 96

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

### **Selection and work of student demonstrators**

### Article 97

- (1) Student demonstrators are students who help teachers in performing practical work.
- (2) Student demonstrators shall be chosen from among outstanding students who have completed a course and who show preference for educational and scientific work.
- (3) The word outstanding referred to in paragraph 2 of this Article means that the grade from the course in which the student shall work as a demonstrator is at least very good (4), and the overall success minimum 3.5.

### Article 98

- (1) The student shall acquire the status of a student demonstrator with a minimum of 30 hours of teaching during a semester.

### Article 99

- (1) Basic organizational units of the Faculty shall have the right to announce the competition for the positions of demonstrators at the beginning of each academic year of up to 40 percent of the norm - practical work hours, and if the students are taught in shifts up to 20 percent of the norm – practical work hours.
- (2) The chosen students shall be appointed as demonstrators by an authorized vice dean.

### Article 100

- (1) Student demonstrators shall receive a money compensation per teaching hour in the amount determined by the Dean.
- (2) In order to implement paragraph 1 of this Article on the participation of demonstrators in teaching, record shall be kept and it shall be signed by the head of the organizational unit at the end of the semester.

### Article 101

- (1) Organizational units shall help student demonstrators expand their knowledge and they shall include them in scientific research as much as possible.

- (2) The head shall appoint a teacher who shall keep a record of the participation of demonstrators in classes and coordinate the demonstrator's work.

#### Article 102

- (1) Student demonstrator's work is subject to evaluation on the part of the organizational unit and on the part of the students.
- (2) A demonstrator who has performed at least 60 hours of teaching a year and whose work has been positively evaluated, shall be issued a certificate on the completed work by the department, on the basis of which s/he shall be issued a written award at the end of the academic year.

### **Professional and research work of students**

#### Article 103

- (1) During the study, students may participate in the professional and research work. The Committee for graduate studies at the Faculty shall encourage and coordinate different forms of student professional and research work.
- (2) At the beginning of academic year, organizational units shall publish the topics in professional and research work and they shall submit them to the Committee for graduate studies.
- (3) A subsidiary of the student union shall hold the competition for different topics, and the interested applicants shall be chosen by the Faculty's organizational unit.
- (4) In consultation with individual teachers, student may engage in professional and scientific research in other fields and topics.

#### Article 104

- (1) Professional and research work of students shall be performed under the guidance and supervision of the leader. Leaders may be teachers and the Faculty's associates.
- (2) The students shall perform their professional and research work outside their regular study obligations. Professional and research work of students may result in an announcement or publication depending on the leader's evaluation.

#### Article 105

- (1) To promote the development of scientific research of students, the Faculty may give annual awards for the best scientific and professional student papers.
- (2) Scholarship funds may be established to finance the education of students.
- (3) Criteria and the procedure for the allocation of scholarships and awards shall be stipulated by separate Regulations passed by the Dean on the proposal of the Committee for graduate studies.

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

#### Article 106

- (1) Students who enrolled the study programme as to the year 2004/2005 have the right to complete their studies in accordance with the programme they had enrolled, with the study duration of 5 years or 10 semesters.
- (2) Classes for the students referred to in paragraph 1 of this Article shall be organized according to the Faculty's possibilities.

#### Article 107

- (1) Until the complete introduction of the ISVU system in all organizational units of the Faculty, the present record of examinations shall remain in force.
- (2) Employees in the organizational units that are included in the ISVU system shall act according to the instructions of the ISVU administrator.
- (3) All teachers shall respect the ISVU standard.

#### Article 108

Heads of courses who were appointed before these Regulations came into force shall perform their duty for three academic years from the year in which they were appointed.

#### Article 109

Records of classes according to Article 29 of these Regulations, shall start from the beginning of the summer semester of the academic year 2008/2009 and they shall be mandatory for all organizational units of the Faculty.

#### Article 110

- (1) Implementation of Article 39, paragraph 1 (student leader) and Article 43, paragraph 1 (head of year) shall start from the beginning of academic year 2009/2010.
- (2) Protocol on the work of student leaders referred to in Article 40, paragraph 4 of these Regulations shall be adopted by the end of the academic year.

#### Article 111

Calculation of the overall grade at the study referred to in Article 94 of these Regulations shall be applied to students who have enrolled the first year of study for the first time in the academic year 2008/2009.

#### Article 112

For other matters relating to the implementation of the integrated undergraduate and graduate study of the veterinary medicine and which have not been included in these Regulations, Regulations on the study at undergraduate and graduate studies at the University of Zagreb shall apply.

#### Article 113

These Regulations shall apply to the students who enrolled the first year of study for the first time in the academic year 2005/2006. For other students who enrolled before the specified period, provisions of the Regulations on the undergraduate study of 16 January, 1996 shall apply.

Article 114

Committee for the Statute shall be responsible for the interpretation of these Regulations.

Article 115

These Regulations shall enter into force on the eighth day following the date of their publication on the bulletin board and the Faculty's website.

Class: 012-03/08-61/1

Dean:

Registration number: 61-01/139-08-1

Prof Velimir Sušić, PhD, DVM

Zagreb,

These Regulations were made public on the Faculty's bulletin board on 28 October, 2008 and published on the Faculty website on 6 November 2008.

## **APPENDICES**

Pursuant to Article 34 of the Statute of the Faculty of Veterinary Medicine, the University of Zagreb, the Faculty council at its 4 regular session held on 22 October, 2008 adopted

### **INSTRUCTION ON GRADUATION THESIS**

#### Article 1

#### **PROCEDURE FOR THE SELECTION OF THE TOPIC**

- (1) The committee for graduate studies shall send an official announcement for the proposal of graduation thesis topics to all departments and clinics until 15 February of the current year.
- (2) Teachers in scientific-educational titles, as well as mentors and senior assistants as co-mentors shall propose the topics until 15 March of the current year.
- (3) The list of topics shall be published on the bulletin boards of the organizational units until the end of March of the current year.

#### Article 2

- (1) The student shall personally choose the topic of the graduation thesis from the proposed list, or s/he shall negotiate the topic with the mentor.
- (2) The student shall register the topic of the graduation thesis by the date of the enrolment in the twelfth semester.
- (3) The topic shall be registered on a prescribed form which is an integral part of these Regulations.

#### Article 3

A graduate student shall give the completed graduation thesis to the mentor after s/he has passed all prescribed examinations.

#### **INSTRUCTIONS ON THE PREPARATION OF THE GRADUATION THESIS**

#### Article 4

- (1) Graduation thesis may be based on the data from the student's own experiments or the results that the mentor has ceded to the student. The thesis may be written as a review article based on scientific and technical literature which the student needs to process critically and exploit knowledgeably.
- (2) An awarded and published student research paper may be accepted for the topic of the graduation thesis, but then the thesis must be written according to the terms of these instructions.
- (3) Graduation thesis shall be written in Croatian.

#### **GRADUATION THESIS THAT MATCHES THE SCIENTIFIC PAPER**

#### Article 5



Graduation thesis that matches a scientific paper consists of the following chapters:

1 INTRODUCTION: discusses the issues in the paper with reference to the literature dealing with similar issues. The introduction briefly explains the aim of the thesis and the topic.

2 RESULTS REVIEW OF THE PREVIOUS STUDIES: Literature closely related to the topic is dealt with. This chapter can have multiple subchapters with a distinct title which deal with an individual unit. Bibliography is quoted according to the Instructions on writing articles in Veterinary archives.

3 MATERIALS AND METHODS: paper substratum, way of conducting experiments and the statistical analysis of the results are dealt with one by one.

4 RESULTS: include the results presented in tables, pictures, drawings and the like. The results are presented in the order the experiment was performed. There is no discussion in this chapter, only the facts are stated. Each table and illustration should be comprehensible, with a number and title, so it is clear without reading the text.

5 DISCUSSION: in this chapter one's own results are compared with the previously known findings in the literature. The aim is to confirm one's own results and precepts, or to refute others'.

6 CONCLUSIONS: based on the results. The chapter may be written separately or at the end of the discussion chapter.

7 BIBLIOGRAPHY: all used literature and personal information are arranged in the alphabetical order from the first author's surname. Quotes not mentioned in the text shall not be mentioned in the bibliography.

8 SUMMARY: consists of 150 – 300 words, with key words (5 at the most) underneath.

9 SUMMARY IN ENGLISH: consists of 150 – 300 words, it is the same as the abstract in Croatian. The title of the graduation thesis should be translated as well.

10 CURRICULUM VITAE: the most important facts from the candidate's life and work are briefly mentioned.

## **GRADUATION THESIS THAT MATCHES A REVIEW ARTICLE**

### Article 6

Graduation thesis that matches a review article differs from the graduation thesis that matches a scientific paper in that it:

- (1) does not have chapters referred to in Article 5, paragraphs 3 and 4 of these Instructions,
- (2) The chapter referred to in Article 5, paragraph 5 of these Instructions is more extensive and more comprehensive because conclusions are based on it.

### Article 7

## APPEARANCE AND FORMAT OF GRADUATION THESIS

(1) The first page shall look as follows:

<p>THE UNIVERSITY OF ZAGREB</p> <p>FACULTY OF VETERINARY MEDICINE</p> <hr/> <p>(name of graduate student)</p> <hr/> <p>(thesis title)</p> <p>Graduation thesis</p> <p>Zagreb, (year)</p>
--

(2) The data shall be evenly distributed throughout the page so that it shall have a neat appearance.

(3) The second page shall state the name of the clinic or department at which the graduation thesis was written, mentor's name and names of the members of the Committee for the defence of the graduation thesis, according to the following example:

II

<p>Name of clinic or department:</p> <p>Head:</p> <p>Mentor:</p> <p>Members of the Committee for the defence of the graduation thesis:</p> <p>1</p> <p>2</p> <p>3 (mentor's name)</p> <p>4 (substitute mentor)</p>
--

(4) The third page is the table of contents, according to the following example:

TABLE OF CONTENTS	
1 Introduction .....	1
2 A review of previous studies .....	2
2.1 Properties of avian infectious bronchitis virus .....	3
2.1.1 Chemical properties .....	3
2.1.2 Physical properties .....	5
2.1.3 Biological properties .....	5
3 Materials and methods .....	8
3.1 Animals species .....	10
3.2 Virus isolation.....	11
3.3 Determination of chemical properties .....	11
3.4 Determination of physical properties .....	12
3.5 Determination of biological properties.....	13
4 Results .....	14
4.1 Chemical properties of the exposed virus .....	15
4.2 Physical properties of the exposed virus .....	17
4.3 Biological properties of the exposed virus .....	19
5 Discussion .....	21
6 Conclusions .....	25
7 Bibliography .....	27
8 Summary .....	29
9 <i>Summary</i> .....	30
10 Curriculum vitae .....	31.

#### Article 8

- (1) Acknowledgments shall come immediately after the page stating the names of the members of the Committee for the defence of the graduations thesis.
- (2) List of appendices (tables, drawings, illustrations, etc.) shall come after the page referred to in paragraph 1 of this Article.

#### Article 9

The first page is not paginated, the second and all the other pages to the Introduction (department/clinic name, list of members of the Committee, list of appendices, table of contents) are numbered in Roman numerals, while the first page in the Introduction and all the following are numbered in Arabic numerals.

## **PRESENTATION OF BIBLIOGRAPHY**

### Article 10

- (1) Bibliographies in the text are listed as follows: for example Levett, P.N. (2001) (for one author); Roux and Raoult (2000) (for two authors); Quinn, et.al (2002) (for more than three authors).
- (2) Authors shall be listed in the alphabetical order beginning with the surname of the first author. Vertical spacing is required between each author, according to the example:

1 Lammler, Ch., G. Hahn (1994): Streptokokken. In: Handbuch der bakteriellen Infektionen bei Tieren. Band II. Teil 2. (H.Blobel, T. Schliesser, Eds.). Gustav Fischer Verlag Jena, Stuttgart, S. 15 – 141.

2 Levett, P. N. (2001.): Leptospirosis. Clin. Microbiol. Rev. 14, 296 – 326.

3 Roux, V., D. Raoult (2000): Phylogenetic analysis of members of the genus Rickettsia using the gene encoding the outer – membrane protein rOmpB (ompB). Int. J. Evol. Microbiol. 50, 1449 – 1455.

4 Quinn, P. J., B. K. Markey, M. E. Carter, W. J. Donnelly, F. C. Leonard (2002): Veterinary Microbiology and Microbial Diseases. Blackwell Science, London.

## **BINDING**

### Article 11

Hard binding is not necessary for graduation thesis.

### Article 12

- (1) Members of the committee for the defence of the graduation thesis may be teachers in scientific-educational titles as well as senior assistants.

### Article 13

- (1) Graduation thesis, written in accordance with these Instructions, shall be submitted to the vice dean for graduate studies in the student administration office in one unbound copy, accompanied by the mentor's opinion, student transcript book and the request for the defence.
- (2) The mentor who is always the third member of the Committee for the defence of the graduation thesis, shall propose in his opinion other members of the Committee and date of defence which shall be within 8 days from the day of the receipt of the request for the defence.

- (3) Vice dean for graduate studies shall submit his opinion to the graduate student within three days from the receipt of the documentation referred to in paragraph 1 of this Article, after which the student may bind the thesis and submit it to the student administration office in 4 copies.
- (4) The decision on the defence of the graduation thesis, along with bound copies shall be delivered to the members of the Committee within 3 days before the defence.

#### Article 14

- (1) Graduate student without student rights shall submit the receipt of payment for the defence together with documentation referred to in Article 13, paragraph 1 of these Instructions.
- (2) In case the student does not defend the thesis, the defence shall be repeated within 30 days.

The Instructions were published on the bulletin board on 28 October, 2008 and came into force on 6 November, 2008.

Dean:

Prof Velimir Sušić, PhD, DVM

Layout of the record form for classes (lectures, practical work, seminars) according to Article 29 of the Regulations on integrated undergraduate and graduate studies

The Faculty of Veterinary Medicine, the University of Zagreb

Title of the organizational unit

Course title

Records of classes for students of \_\_\_\_\_ semester, academic year \_\_\_\_\_ .

Date	Time	Lecture Unit	Practical work Unit	Seminars Unit	Number of students present	Number of classes held	Teacher/teaching assistant	Teacher's/teaching assistant's signature

Head of course:

\_\_\_\_\_

Head of department/clinic

\_\_\_\_\_

Record form for the student leader according to Article 41 of the Regulations on integrated undergraduate and graduate studies

Record form for student \_\_\_\_\_ of \_\_\_\_\_ semester, academic year \_\_\_\_\_, student leader \_\_\_\_\_ .

Date	Time	Discussion topic	Remark	Student leader's signature	Student's signature

Date

Student leader

Appearance of the registration form for the Preparation of graduation thesis in accordance with Article 2, paragraph 3 of the Instruction on graduation thesis

\_\_\_\_\_  
(student's full name)

\_\_\_\_\_  
(student's address)

Zagreb, \_\_\_\_\_

**To the Committee for graduation theses of the Faculty of Veterinary Medicine, Zagreb University**

**I would like you to approve the Preparation of my graduation thesis under the title**

\_\_\_\_\_

**Explanation of the topic**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**As a mentor of my graduation thesis I propose**\_\_\_\_\_.

**As a mentor I confirm that in order to make the above graduation thesis, approvals of the Committee for animal welfare and the Ethics committee of the Faculty of Veterinary Medicine are required (circle YES), or not required (circle NO).**

**Ethics committee**

**Committee for animal welfare**

**YES or NO**

**YES or NO**

**Note:** According to the decisions of the committees (Ethics committee and the Committee for animal welfare), the registration form for the making of the graduation thesis shall be complemented by other documentation, in accordance with the Animal Welfare Act.

\_\_\_\_\_  
(student's signature)

\_\_\_\_\_  
(mentor's signature)