

*This translation consists
of 19 pages
No. 34/2018
Date: 07/03/ 2018*

**A CERTIFIED ENGLISH TRANSLATION
REGULATIONS ON STUDY PROGRAMS**



UNIVERSITY OF SPLIT
SCHOOL OF MEDICINE

REGULATIONS ON STUDY PROGRAMS AND STUDY
SYSTEMS OF PROFESSIONAL AND INTEGRATED
STUDIES
AT THE SCHOOL OF MEDICINE IN SPLIT

By the authority vested in him by the Regulations on Internal Organizational Structure and Working Relations, as the Head of the Department of University and Specialist Studies, Josip Barić, LL.M., on 13 June 2014 authorized the revised text of the Regulations on Study Programs and Study Systems of Professional and Integrated Studies at the School of Medicine in Split (hereinafter referred to as: the Regulations).

The revised text of these Regulations comprises the former version of Regulations adopted at the 3rd regular meeting of the Faculty Council of 3 December 2009, as well as its amendments made at the 11th, 20th and 22nd regular meetings of the Faculty Council on 13 September 2012, 13 June 2013 and 17 September 2013.

**REGULATIONS ON STUDY PROGRAMS AND STUDY SYSTEMS OF PROFESSIONAL AND
INTEGRATED STUDIES
AT THE SCHOOL OF MEDICINE IN SPLIT
(Revised text)**

I. GENERAL PROVISIONS

**Subject and Contents of this Regulation
Article 1**

(1) These Regulations govern the types and levels of studies, study programs, organization and performance of studies, integrated undergraduate and graduate studies of medicine, dental medicine, professional studies in nursing, physiotherapy and radiology technology, quality assurance monitoring at the School, as well as issues related to the acquisition and loss of professional and academic degrees and titles.

(2) These Regulations also regulate the terms and conditions of enrolment, curricula and study programs, organization of courses, duration of studies, obligations, rights and responsibilities of teachers and students, student status and rules of studying, as well as other issues relevant to the uninterrupted performance of the course of teaching, i.e. work of the said studies.

**ECTS Definition
Article 2**

(1) In the most general sense, the European Credit Transfer and Accumulation System (hereinafter referred to as: the ECTS) is the European system of transfer and collection of credits as an effective instrument for creating transparent study programs, encouraging employability, students' and teachers' mobility and recognition of academic degrees among European universities.

II. SYSTEM OF STUDIES

**Types of Studies
Article 3**

(1) Higher education at the School is carried out through university and professional studies.

(2) University and professional studies are aligned with those in the European education area, by adaptation of positive experiences of other higher education systems. Each level of study must comply with the European Credit Transfer System (ECTS), where one academic year normally corresponds to 60 ECTS-credits.

(3) Courses of university and professional studies at the School are conducted in standard Croatian language. With a prior written approval of the School, teaching can also be provided in whole or in part in one of the world's languages.

(4) University studies train students to work in science and higher education, in the business world, in the public sector and society in general, as well as for development and application of scientific and professional achievements.

(5) Professional studies provide students with a level of knowledge and skills that enable them to work in professional occupations, and train them for direct involvement in the work process.

University Studies

Integrated Undergraduate/Graduate Programs

Article 4

(1) The Study of Medicine is an integrated undergraduate and graduate study (hereinafter referred to as: the Integrated study), which lasts six years and 360 ECTS-credits obtained upon the completion.

(2) The Integrated Study of Medicine provides gaining of special competencies (knowledge, skills and attitudes) needed for performing the duties of a medical doctor.

(3) By completing the study program, the student acquires the academic title of a Doctor of Medicine (MD), which is used after first name and surname, separated by comma.

(4) The Study of Dental Medicine is an integrated and graduate study (hereinafter referred as: the Integrated Study), which lasts five years and 300 ECTS-credits obtained upon the completion.

(5) The Integrated Study of Dental Medicine provides students with special competencies (knowledge, skills and attitudes) needed for performing a doctor of dental medicine job.

(6) By completing the study program, the student acquires the academic title of a Doctor of Dental Medicine (DMD), which is used after first name and surname, separated by comma.

Professional Studies

Article 5

(1) The School provides Professional Studies in Nursing, Physiotherapy and Radiology Technology in accordance with the Act and the Statute of the University of Split.

(2) Professional study programs last three years and ends with 180 ECTS-credits and professional title of a Bachelor/Bachelor's Degree with the name of the field of profession.

(3) When it is allowed by law, a Specialist Professional Study may be organized at the School for those who graduated from professional studies. Such a study program lasts from one to two years and brings 60 to 120 ECTS-credits, specialist degree and a title of a Specialist in particular profession, used along with the title obtained by a professional study.

(4) The abbreviation of the professional title is placed behind person's name and surname, separated by comma.

Issuing Institution

Article 6

(1) The issuing institution is the School as a constituent part of the University of Split (hereinafter referred to as: the University) with the status of a tertiary educational institution.

(2) The School may initiate study programs together with a local or foreign legal entity, in accordance with law.

Education Provider

Article 7

(1) All professional and integrated study programs and programs of professional training at the School are organized and conducted by the School.

(2) A part of courses the School may organize as teaching bases in accordance with provisions of the Statute of the University to be conducted in clinical departments, clinical hospitals, clinical hospital centres, health centres, County Public Health Institute, specialized institutions, state bodies and

university hospitals, university institutes or scientific research institutes outside the University, etc., under the guidance of the School's teachers, with appropriate participation of experts from these institutions.

(3) The terms and conditions for conducting a part of courses are regulated by a contract between the School and provider of that part of the study program, which may be entered into after obtaining a prior approval of the University.

III. ADMISSION AND STUDY PROGRAMS

Right of Admission

Article 8

(1) An integrated or a professional study can be enrolled by a person who completed at least four years of secondary education.

(2) Each study program determines which secondary school programs are admissible for the enrolment.

Procedure of Admission to a Study Program

Article 9

(1) The admission to a study program is carried out on the basis of a public call announced by the University. The decision on public call is made by the University.

(2) The call for each study program contains information on the number of available places (capacity of the study program), admission requirements, method of forming admission lists, tuition fee, documents that have to be submitted, deadline for submissions of applications and admission.

(3) Any person who fulfils the conditions of the public call and possesses psychophysical abilities for the particular study program has the right of admission, within a higher education institution's capacity that is set out by that institution's Faculty Council with the consent of the University.

(4) The enrolment process is carried out by the Student Admission Committee in cooperation with the Teaching Committee.

Admissions Complaints Procedure

Article 10

(1) Every applicant has the right to file a complaint against admission procedure within 24 hours from the results of the admission procedure have been published.

(2) Dean, and in his absence, Vice-Dean for Teaching, shall answer the applicants' complaints against admission procedure and shall make the final decision on admission until 30 September at the latest.

Enrolment

Article 11

(1) An applicant who has been granted the right to enrol must enrol within the prescribed deadline in the academic year for which the admission procedure was conducted.

(2) Enrolment to a study program is conducted on the basis of submission of original School-Leaving Certificates/Degrees of the last preceding education.

(3) Students enrol in the academic year in the regular enrolment period from 15 to 30 September. For the students who completed all obligations from the curriculum, the enrolment can be done earlier.

(4) All students shall be enrolled with the status of regular (full-time) students.

(5) Regular students are those who are studying a study program with full time schedule (full-time studying).

Enrolment in the Next Academic Year

Article 12

(1) The student acquires the right to enrol in the next year of study if he/she, until the enrolment deadline for the next year accrued at least 42 ECTS-credits in that study program.

(2) The enrolment of full-time students in the next year of study is done by 30 September of the following calendar year.

(3) If at the time of enrolling into an academic year, a student has not yet passed all the courses he/she enrolled in the previous academic year, he/she will have to re-enrol those courses.

(4) The decision on compulsory re-attending of non-passed courses or taking of exam without obligation to re-attend courses of these subjects shall be brought by the teacher of that subject on the basis of which obligations that student fulfilled in the previous academic year.

Repeating a Year of Study

Article 13

(1) A student who does not have the right to enrol in the next year of study re-enrols the same year of study.

(2) When repeating a year, a student may be admitted to enrol of individual courses of the higher year, all in accordance with the study program, up to the 60 ECTS-credits in total, including the ECTS-credits of the year that has been re-enrolled.

(3) If even after the repeating of an academic year, a student does not fulfil all the obligations stipulated by the study program of the corresponding academic year, he/she will lose the right to continue the study.

Study Programs

Article 14

(1) Study programs shall be adopted by the Faculty Council in accordance with the University's Statute and other general acts, i.e. the School upon obtaining the opinion from the National Council of Higher Education, and shall consist of the following:

- reasons for starting a study, past experience and the study's openness towards student mobility,
- type and title of the study and issuing institutions,
- study's duration and its ECTS value,
- admission conditions,
- competencies that are acquired at the completion of studies,
- the possibility of continuing the study,
- professional or academic title or degree acquired at the end of studies,
- a list of mandatory and elective courses,
- description of all courses (a course's name, code, type and level, ECTS-credits with explanation, teacher's name, a pre-requisite for enrolment, contents, recommended and supplementary literature, teaching methods, the method of knowledge examining and examinations, the language of teaching and possibility of teaching in other languages, the method of monitoring the quality and performance of each course),
- conditions and method of study,
- a list of courses that students may enrol from other studies,
- a list of courses that may be lectured in a foreign language,
- criteria and conditions of the transfer of ECTS credits,
- the way of completing the study,
- conditions for continuing studies,
- venues of study programs' implementation,
- data on premises and time schedules,
- a list of all teachers and associates,

- data on teachers (employing institution, e-mail, web, short biography, list of publications in the last 5 years, papers and other things that qualify that teacher for lecturing, the date of the last election, list of lectured courses),
- a list of teaching premises,
- optimal number of students,
- estimation of costs of studies per student,
- the way of monitoring of the quality and performance of the study program, and
- other important remarks.

(2) In general, elective courses should cover at least 10% ECTS-credits for integrated graduate studies, and 15% ECTS credits for professional studies.

Curriculum

Article 15

(1) Studies are conducted in accordance with a curriculum set out by the Faculty Council upon the proposal of the Teaching Committee, in accordance with data collected from teaching units.

(2) With the curriculum, the following is defined:

- teachers and associates who will be teaching according to the study program,
- teaching venues,
- beginning, finishing and schedule of courses lectures
- forms of teaching (lectures, seminars, exercises, consultations, assessments, etc.),
- examination method,
- examination periods and timetables,
- a list of compulsory and supplementary literature for studying and examination,
- the possibility of conducting lectures in a foreign language, and
- other important facts for regular conduct of lectures.

(3) The curriculum shall be published before the start of each academic year and shall be available to the public. The curriculum must be made available through the official websites of the University and School (www.unist.hr and www.mefst.hr), including summary overview of lectures and other forms of teaching. In exceptional cases of non-availability of the appropriate literature, it is necessary to publish the course texts and other forms of teaching material at the official website.

(4) By way of derogation from Paragraph 3 hereinabove, the curriculum may also be published during the course of the academic year if, for justified reasons, the curriculum alters. Alternations to the curriculum shall be published in accordance with Paragraph 3 of this Article.

Academic Year

Article 16

(1) The academic year begins on 1 October of the current and ends on 30 September of the following calendar year.

(2) Teaching is organized as teaching blocks (shifts) in accordance with the School's educational plan and curriculum per timetable set out for each academic and study year separately.

(3) The lectures timetable for the new academic year is set out by the University.

IV. ORGANIZATIONAL STRUCTURE OF TEACHING

Forms of Teaching

Article 17

(1) The forms of teaching are lectures, seminars, exercises, practical training, consultations, mentoring, team leading work, professional practice, field teaching and students' participation in professional and scientific work.

(2) Professional lectures imply: regular work of students in teaching bases, including lectures, exercises, practical training in training clinics (shadowing), clinical and clinical-pathology conferences, professional practice, fieldwork and other forms of teaching that contribute to the acquisition of prescribed knowledge, skills and attitudes.

(3) If approved by the National Council of Higher Education, teaching can be conducted distantly. Distance teaching form of studying is proposed by the Faculty Council and approved by the University.

Article 18

(1) For the realization of the curriculum through lectures at the School, the groups of 150 students shall be constituted. In seminar teaching, the number of students in a group is usually 30. In training practice, the number of students in a group is 10, in teaching at clinics 6, except in special clinic or pre-clinic exercises where the number of students is 4.

(2) The number of students per group in the exercises of physical and health education shall be 40.

(3) New groups may be formed when the number of students in groups increases by at least 20% of the number prescribed in the previous paragraphs.

(4) Teaching shall be carried out in the School's organizational units and teaching bases with which the School has cooperation agreements.

Records of Conducted Courses

Article 19

(1) Conducted courses shall be recorded in the Book of Records, which includes the date and time of the course, the topic and the form of the course, the designation of the students group, the number of attending students and name (self-signed signature) of the teacher.

(2) The Books of Records of Courses are kept for each subject separately, and they are kept and stored in the Department/Institute offices, i.e. in the Student Affairs Service.

Forms of Teaching

Article 20

(1) Lecture is a form of teaching in which a teacher by use of modern teaching tools introduces a larger group of students to theoretical postulates and contents of a subject or a scientific-teaching unit.

(2) By lectures, students are introduced into seminar teaching and practical work (exercises).

(3) Study materials for which the notes have been distributed shall constitute a part of the examination material.

(4) In principle, lectures should include:

- a synthetic overview of topics that shall be dealt with in other forms of teaching, by which scope and emphasis of the teaching material is being defined,
- new findings that change, modify or deepen important concepts involved in the subject's teaching objectives,
- topics that are covered by the teaching objectives, but are not properly addressed in the existing mandatory textbooks,
- a teaching matter that is, according to students' experience, particularly difficult.

(5) Before starting the lectures, the notes (handouts) should be distributed to students to have them with lectures. The notes summarize the contents and the main guidelines of the lectures (including schemes and important information). Lecture notes are mandatory for subjects that there are no textbooks for them.

(6) Lectures are performed by the School's teachers elected to the scientific-lecturing and lecturing titles. Assistants and senior assistants participate in preparation of lectures and attending them. Senior assistants may, under the supervision of teachers, conduct up to five lectures a year within their practice for teacher's profession.

(7) The Academic Council may entrust lecturing of individual subjects according to the set forth curriculum and education plan to teachers or scientists from other higher-education institutions or scientific research institutes, or to prominent experts from a particular field.

Seminars

Article 21

(1) Seminar is a form of teaching in which a group of students under the guidance of the teacher or assistants actively carries out the teaching.

(2) The students must prepare the prescribed material in advance.

(3) The seminar's objective is to deeply study and critically observe some of the topic contents and that students become familiarized with the methods of comprehending and conclusion making in a particular field of science.

(4) At the seminar, the seminar tutor formulates problems and poses questions focusing on the students' active participation, directing them to independent making of conclusions and problem formulation. The seminar tutor answers questions of students.

(5) The Departments may, depending on the specifics of a subject, introduce different kinds of conducting seminars, such as: problem-oriented seminars, seminars with video and computer simulations, etc.

(6) Tutor observes and evaluates students' work at the seminar as a part of an ongoing assessment of their knowledge.

Practical Exercises

Article 22

(1) Exercises are a form of teaching in which students solve practical tasks from the subject matter with the help of counsellors or associates.

(2) The exercises help acquiring skills and attitudes listed in the study program's objectives.

Professional Practice in Clinics (Shadowing)

Article 23

(1) Shadowing is a form of clinical teaching in which students at some of a clinic's departments are working with patients under direct supervision of a teacher or teacher's associates.

(2) Teaching of clinical subjects can be organized either in a form of classical exercises or in a form of shadowing. Shadowing can also be on voluntarily basis, performed beyond regular working hours, upon agreement between a student and a teacher from the clinical teaching base.

(3) During the shadowing, students stays in a clinic department throughout the working hours and attendance, by which they participate in all forms of work at the department: get acquainted with the admission of patients, take anamnesis, perform clinical examination of patients, make referrals to necessary laboratory tests, participate in some diagnostic and therapeutic interventions on patients, get acquainted with ethical and legal problems in treatment of patients and participate in patient care. In addition to that, students attend professional meetings, patient rounds and clinical-pathological conferences and other professional activities of the institution in which they are doing shadowing.

(4) A single teacher or assistant simultaneously supervises the work of a group of four students. Classes by shadowing cannot exceed more than 40 hours a week.

(5) Shadowing is conducted at clinics and clinical institutions, hospitals and health care facilities with which the School signed special contracts.

Clinical Rounds

Article 24

- (1) Clinical round is a specific form of practical training in which a student presents to the teacher of assistant a patient whose monitoring was his/her task during the shadowing in that clinic department.
- (2) Each clinical round includes the same group of students and exercises.

Clinical Conference

Article 25

- (1) Clinical conference is a specific form of seminar teaching in which specialists of different professions, in the presence of students, make diagnoses, discuss treatment and make prognosis in regard to particular patient.
- (2) The size of a student group participating in a clinical conference is the same as for seminars.

Clinical-Pathological Conference

Article 26

- (1) Clinical-pathological conference is a form of teaching in which clinical and laboratory findings are being compared with pathological and anatomical findings.
- (2) The size of a student group attending a clinical-pathological conference is the same as for the seminars.

Professional Practice in the Community

Article 27

- (1) Professional practice is a form of teaching that is being conducted in general practice healthcare facilities, dispensaries, laboratories, hygienic-dermatological, social-medical and other healthcare units, by participation in home-based treatments and healthcare activities in urban and rural areas.
- (2) During the course of professional practice, in addition to lectures other forms of teaching are organized, too (e.g. seminars, exercises, consultations, etc.).
- (3) During the work in out-of-school units, students shall, under supervision of professional training and professional teaching tutors, work in groups of four. Exceptionally, in order not to disturb the course of a health work, the number of students in a group may be reduced to two, in situations determined by special rules of profession.

Demonstration

Article 28

- (1) Demonstrations are such a form of practical teaching in which teaching units treated by a special methodology are being presented to students, but that cannot be included in ordinary exercises because they require longer period of preparation.
- (2) Demonstrations are conducted in front of a group of 30 students.

Consultations

Article 29

- (1) Consultations are a part of the teaching activities and have to be conducted by teachers and teaching assistants only, in accordance with a pre-defined and pre-published schedule.
- (2) Consultation schedule is published on the bulletin board. At consultations, students are provided with help and instructions in preparation of learning obligations and knowledge assessment.

Other Forms of Teaching

Article 30

(1) With intention of improving the teaching activities, special forms of practical work are organized in accordance with the School's curriculum, during students' work at clinical departments, infirmaries and during summer work in healthcare institutions.

Expert Excursions for Students

Article 31

(1) Expert excursions for students can be organized as a supplement to teaching with the purpose of their acquainting with important healthcare institutions and methods of their work, as well as other important reasons with aim of gaining more complete education and training of students.

(2) Expert excursions can be arranged at home or abroad. The excursion plan shall be approved by the Teaching Commission within the curriculum framework and before the beginning of the new academic year.

Students Abstaining from Attending Classes

Article 32

(1) A student may justifiably abstain from attending classes of a particular subject conducted in a form of lectures, seminars, demonstrations and exercises, and thus up to 20% of the total fund of classes. Before each seminar, each Department is obliged to establish absolute number of justified absences and the way of compensation of the unattended classes.

(2) Exceptionally, the students can be compensated by 50% of classes in cases when a student is absent because of:

- a maternity leave,
- undergoing longer hospital treatment,
- participation in sports competitions as a top athlete,
- for exceptional family or other justified reasons.

(3) Compensation of missed classes in the cases set forth in Paragraph 2 of this Article shall be approved, upon a written request and credible documentation, by the Vice-Dean for Teaching and Student Affairs in agreement with the Department. The method of compensating of the missed classes is decided by the Department.

Knowledge Tests

Article 33

(1) The acquired knowledge, skills and abilities are checked and evaluated during classes and preliminary (mid-term) tests, while the final grade is determined at the term exam.

Mid-term Exams

Article 34

(1) Mid-term test as a preliminary test is a form of continuous assessment of knowledge, which examines the knowledge of smaller or bigger parts of the conducted teaching of a subject and is performed as either a written or oral examination or a practical work, or as both of that.

(2) Except for the preliminary test by which the knowledge is continuously being checked, there are final and reversible preliminary test.

(3) Final mid-term test is the final assessment of the knowledge and has the character of exam.

(4) Reversible preliminary test is used to check the knowledge of that part of courses, which the student missed to attend from justified reasons, as well as to improving a negative grade obtained during final assessment of knowledge.

Exams

Article 35

(1) The exams can be taken individually or as a group and may be theoretical and/or practical.

- (2) The exams may be written, oral, practical, or combined. The written part of the exam is mandatory.
- (3) The practical part of the exam may be done separately from the theoretical part.
- (4) If the exam consists of two parts, a student who has passed one part but not the second part does not have to take again the part of the exam he has passed, unless he/she is re-enrolling the particular subject.
- (5) The written part of the exam can have eliminative character.
- (6) During each academic year, four exam periods are organized for each subject.
- (7) Exams are carried out immediately after completion of shift or block classes and in summer and winter exam periods.
- (8) The exam can be taken by a student who has successfully met all of the prescribed obligations established by the study program of a particular subject.
- (9) Exams are open to public. The student and/or examiner has the right to request the presence of other students and members of the academic community.
- (10) The student has the right to inspect his/her examination documentation within 48 hours of the publication of the exam results. This term does not run during the School's non-working days.
- (11) The maximum duration of the oral exam is 45 minutes.

Registering for Exams, Application form – Exam Sheet, Exam List

Article 36

- (1) The exam is considered as a part of a subject, and subsequently, it is considered that the student who has enrolled a course at the same time applied for registering for that subject's exam in the terms of Paragraphs 6 and 7 of Article 36 of these Regulations, and therefore he/she has to take it.
- (2) Each time a student does not take the exam in the terms of Paragraph of this Article, it shall be considered that he/she has exercised his/her right to one exam attempt, and by his/her name will be entered 'the exam was not taken'.
- (3) The application form – exam sheet is a document, whose contents and form are uniform for the entire University and are defined with an Annex to these Regulations, and is an integral part thereof.
- (4) In addition to the application form – exam sheet, an exam list is used as an additional evidentiary document. Its contents and form are uniform for the entire University and are defined with an Annex to this Bylaw and is an integral part thereof.
- (5) The exam schedule is announced on the School's website and/or bulletin board not later than one day prior the exam is held.
- (6) The provisions of the previous paragraphs shall apply on all students in the ISVU (Universities Information System), while instructions for their implementation shall be prescribed by the Teaching Committee.

Grading Scale

Article 37

- (1) The student's success in the exam and other knowledge tests is expressed by the following grades: Excellent (5), Very Good (4), Good (3), Sufficient (2), and Insufficient (1).
- (2) The numeric grading system has the following equivalence in the ECTS system:

5 = > A
4 = > B
3 = > C
2 = > D
1 = > F

- (3) The Academic Council by a curriculum may determine that some forms of teaching, i.e. that the evaluation of acquired knowledge, skills and abilities are carried out without grading, or by descriptive grades.
- (4) The average grade of the completed degree represents the average mark of all subjects, standardized in accordance with ECTS credits, and is being determined by summing up the products

of multiplication of passing grades and the ECTS credits of each subject and then dividing it with the total ECTS credits of all subjects that are being graded, and then by rounding the final result on two decimal places. This grading also encloses the grades of the final paper and final exam, if their evaluation is made by numerical grading.

(5) In each student's book of courses and grades and the application form – exam sheet, only the passing grades: 5, 4, 3, 2 shall be entered. The grade insufficient (1) is not a passing grade and shall be entered only in the application form – exam sheet.

Complaints about Grades

Article 38

(1) A student who considers that he/she has not received a deserved grade due to an irregularity in examination or grading may submit a complaint on grades within two days of the official announcement of grading/exam results.

(2) The complaint shall be submitted in writing to the official address of the School.

(3) The School's dean appoints an examination committee that decides on the merits of the complaint and makes the final decision on the exam grade within 2 days of filing the complaint.

(4) Within the time limit referred to in Paragraph 3 of this Article, the examination committee may organize the re-exam, if it deems it necessary.

(5) If the re-exam is carried out in the terms of paragraph (4) of this Article, and if the student does not take the re-exam at the time defined by the dean referred to in paragraph 2 of this Article, it shall be considered that he/she has waived his/her right to complaint on grades as referred to in paragraph 1 of this Article.

(6) The teacher referred to in paragraph 1 of this Article may not be the chairperson of the examination committee.

Rejecting Received Grade

Article 39

(1) A student who wishes to have a higher grade than the positive one obtained at the exam and considers that there were irregularities during the examination or grading, has the right to, in 48 hours of the official announcement of grades, orally ask the teacher or send a written application to the appropriate constituent unit of the University for re-taking the exam in the next scheduled exam term. In such a case, the teacher shall enter a note 'the student refused the grade'. This grade is not considered a final grade and it shall be considered, too, that the student has used his/his right of one time taking of the exam.

(2) The student shall be obliged to take the exam from paragraph 1 of this Article and at that exam, the student may get lesser grade than the previously received one, including the negative one.

Number of Attempts to Take the Exam of the Same Subject, Limiting Number of Takings for the Same Subject

Article 40

(1) The exam of the same subject may be taken up to four times in the academic year in which the course of the subject was enrolled. The fourth time the exam is taken it will be taken in front of the exam committee appointed by the head of the constituent unit of the University.

(2) The student that failed to pass an exam from the fourth attempt is obliged to re-enrol that subject in the new academic year.

(3) If the student does not pass that exam even in the academic year when he/she has re-enrolled the subject, he/she will lose the right on further studying at the School.

Organizational Structure of Teaching

Article 41

(1) The Departments are the basic organizational units of the School's teaching work in accordance with the School's Statute.

(2) At the beginning of each academic year, depending on study programs, the Academic Council will establish the Departments and conduct elections for the Departments' Heads/Chairs whose mandates have expired.

(3) The Dean of the School shall, on proposal of the Teaching Committee, decide which subjects from individual studies shall fall under which Department.

Completion of Studies

Article 42

(1) The integrated studies end with passing of all of the exams, writing and defending graduate thesis and/or passing graduate exam in accordance with the study program.

Graduate Thesis

Article 43

(1) By graduate or final work, the student should prove that he/she is capable to make research in the field of biomedicine and health, to apply the knowledge gained during studying and to demonstrate that he/she can successfully solve the tasks of his/her profession at the level of academic or professional title obtained by his/her degree or certificate on completion.

(2) The topic of the graduation thesis or the final work has to be from the field of biomedicine and health.

(3) The mentor for graduation thesis or the final work is appointed from the line of teachers elected to the scientific-teaching, teaching or associate professorship or senior assistants' titles.

Evaluation and Defence of Graduate Thesis

Article 44

(1) The graduate thesis is submitted to the Head of the Department for Graduate Theses that is appointed by the Commission for Evaluation and Defence of Graduate Theses, and in principle consists of three members.

(2) Students' mentors cannot be members of the Commission for Evaluation and Defence of Graduate Theses.

(3) The Commission for Evaluation and Defence of Graduate Theses evaluates submitted works and instructs if there is a need for their improvements.

(4) After receiving a positive grade for submitted thesis and after passing all of the exams, the student defends his/her graduate thesis.

(5) The defence of graduate thesis is carried out in front of the same Commission for Evaluation and Defence of Graduate Theses.

Graduate Exam

Article 45

(1) Besides drafting of graduate thesis, the studies can also end with the graduation exam, if that is set forth in the study program.

(2) The graduate exam is public and is being taken in front of the Exam Commission. The Exam Commission usually has three members.

V. ECTS SYSTEM, STUDENT MOBILITY, ECTS-RELATED INTER-UNIVERSITY COOPERATION AND STUDIES QUALITY ASSURANCE

Article 46

(1) All issues in regard to the ECTS system, student mobility, ECTS-related inter-university cooperation and studies quality assurance are defined by the Bylaws for Studies and the System of Studying of the University of Split.

VI. STUDENT STATUS AND RULES OF STUDYING

STUDENT STATUS

Article 47

(1) The status of the student of the School has a person enrolled in the School under the conditions provided by law, Statute and these Regulations.

- (2) When enrolling the first year of studies, the student shall be given his/her student book of courses and grades (index).
- (3) Enrolment into the first year of studies follows the admission procedure, within the deadlines set forth by the University.
- (4) There are no later enrolments, unless the competent state administration bodies stipulate it in legally prescribed way.

Students Rights and Obligations

Article 48

(1) The student is entitled to:

- a high-quality studies and educational process as set forth in the study program,
- participation in the part of professional and scientific work,
- consultation and mentoring,
- freedom of opinion and expression of attitudes during classes and other activities on the University and the School,
- free use of libraries and other sources of information,
- enrolling subjects from other programs, in accordance with the general acts of the University and School,
- expressing opinion about (assessing) the quality of teaching and teaching stuff,
- participation in decision-making in accordance with the University's Statute and these Regulations, and the acts based thereon,
- filing complaints in the case of a violation of some of his/her rights prescribed by law, the University's Statute, these Regulations, or other acts of the University and School,
- participation in the work of student organizations,
- suspension of student obligations during military service, during pregnancy and to one year of age of the child, and in other particularly justified cases that prescribes the Bylaws of Studies,
- appropriate psychological and health care assistance in student polyclinics or other appropriate health facilities, and
- all other rights provided by the University's Statute and the School's general acts.

(2) The student has the following obligations:

- to respect the general acts of the University and School,
- to attend classes on regular basis, fulfil the obligations stipulated by the study program and curriculum,
- to preserve the reputation and dignity of the School, students, teachers and other members of the academic community, and
- to behave in accordance with the Code of Ethics.

Signature of the Course Leader

Article 49

(1) After completion of teaching courses, the student shall receive the signature of courses leaders in his/her student book of courses and grades (index). If the student does not fulfil the obligations set forth by curriculum and education plan, the student will be denied the signature.

Repeating of the Year of Study

Article 50

(1) A student can re-enrol the same year of study only once a year.

Duration of Student Status

Article 51

- (1) The maximum period of the study duration is twice the prescribed duration of the study program.

Right to Dormant Obligations

Article 52

- (1) The obligations of the full-time student may be dormant in the following justified cases:
1. during pregnancy of a female student and until the child's first birthday,
 2. during a long period of hospital treatment of a student or his/her underage child, due to which the student could not attend more than 50% of the mid-term examination that he/she could not enrol,
 3. absence due to serving in units of the Ministry of Defence or the Ministry of Interior of the Republic of Croatia,
 4. international exchange of students previously approved by the School.
- (2) The deferral of the obligations under Paragraph 1 of this Article may not exceed one year for each of the aforementioned justified cases, except in cases referred to in Paragraphs 1 and 2. The total deferral in continuum may not be longer than two academic years, except in cases referred to in Paragraphs 1 and 2.
- (3) If during the deferral period, the curriculum is changed, the student will have to attend the courses and pass the differences.
- (4) The deferral of obligations is approved by the Vice-Dean for Teaching and Student Affairs on the basis of a written application and credible documentation.

Article 53

- (1) The time of deferred obligations of regular students is not included in the total duration of the study.

Loss of Student Status

Article 54

- (1) A person loses student status when:
- completes the study,
 - withdraws from the School,
 - if, even after repeating of an academic year, the student does not fulfil all the obligations stipulated by the study program from the corresponding academic year,
 - do not pass an exam even after the eighth attempt,
 - either voluntarily terminates the study or fails to enrol a higher year, repeating of a year or a deferral of study at time,
 - does not complete the study within the time limits provided for by these Regulations,
 - when there is a permanent loss of psychophysical abilities for successful mastering of the enrolled studies' curriculum and program,
 - by expulsion from the studies by a procedure and under the conditions established by the Student Disciplinary Regulations,
 - fails to fulfil the assumed financial obligations.

Student Withdrawal Policy

Article 55

- (1) A student that withdraws from the School shall be issued a certificate of withdrawal with verified data of study years completed and passed exams. An entry of withdrawal is entered in the student book of courses and grades.

Transfer from other Schools

Article 56

- (1) To this School citizens of the Republic of Croatia can transfer from other medical or dental studies and professional health studies, if the curricula are matching.
- (2) The transfer cannot be done for the first and the last years of studies.
- (3) Matching curricula and programs provide the transferring students with the possibility of compensating the differences in curricula and programs, i.e. to complete the subject courses and pass the exams required for the continuation of the study, if the total workload does not exceed 60 ECTS-credits.
- (4) If there are no matching curricula and programs of the current year, a student may be granted a transition to one lower year of the study.

Article 57

- (1) The opinion and decision on whether the curricula and programs are matching or not, matching of curricula of particular subjects and the need to supplement the curricula and program by passing additional exams for individual subjects is all decided by the ECTS Commissioner in cooperation with the Teaching Commission on proposal of the appropriate Department, if necessary.

Article 58

- (1) The total number of students that can transfer from other schools is being determined for each academic year by the Dean and must comply with the University's decision on School's capacity.
- (2) The sum of the number of the transferring students and the number of regular students must be in line with the capacity of the School.

Article 59

- (1) In addition to the general condition for transferring set forth in Article 56, it is necessary to fulfil cumulatively the following conditions:
 - that the student passed the exams and fulfilled all other conditions of enrolment into the School from which he/she is transferring from,
 - the length of studying before transferring,
 - the justification of transfer.
- (2) On the fulfilment of these conditions and justification of transfer decides the ECTS Commissioner in coordination with the Teaching Commission.

Article 60

- (1) Applications for student transfer will be submitted to the School's Secretariat by 30 September of the current year. The following has to be enclosed with the application:
 - student's book of courses and grades (index),
 - certificate of the School from which the transfer is made that the student meets the conditions for a regular enrolment in the following year of study,
 - a copy of the specific part of the study program,
 - certificate on the accrued ECTS credits and transcript of grades.
- (2) A candidate that has not be granted a transfer has the right to appeal to the Dean within 8 days of the receipt of the decision.
- (3) Students who have been granted the transfer will be enrolled from 28 to 30 September of the current year.

Article 61

- (1) If the number of transferees that meet the general conditions for transfer is bigger than the number defined by the Dean, candidates who have achieved a better overall success in the previous studies will have advantage.

(2) When calculating the average of the overall success obtained in the studies, the total number of passed exams at the School from which the transfer is sought is taken into account, then its sum is divided by the total number of the subjects passed, or in the case that the study program is correspondent to the Bologna Process, it shall be calculated as defined in Paragraph 4 of Article 37.

Article 62

(1) If a student of another university with the same study program has the right to enrol our School through enrolment procedure, and after recognition of the passed exams, that student will be able to enrol a higher year of study in accordance with the above-mentioned conditions on transfer.

(2) The enrolment of the higher year of study is done on the basis of the student's application on which decides the ECTS Commissioner in coordination with the Teaching Commission.

Status of the Final-Year Student

Article 63

(1) A student of the integrated studies retains the status of a full-time final-year student until the time prescribed by Paragraph 2 of Article 51.

(2) By verification of the last semester, in the student's book of courses and grades shall be entered the time until the status of the full-time final-year student lasts.

(3) If a student fails to complete the studies until the end of the academic year that constitutes the eighth year of which he/she had enrolled the studies, the final-year student status may be extended for a maximum of two years.

(4) A student of professional studies retains the status of a full-time student until the date of graduation, i.e. until to the end of the academic year in which he/she completes 4 years of studying from the time of enrolment.

(5) By verification of the last year of study, in the student's book of courses and grades shall be entered the time until the status of the full-time final-year student last.

(6) The time prescribed in this Article does not include the time of the deferral of student obligations.

Participation of Students in the Work of the School

Article 64

(1) The students participate in the work of the School through elected representatives of students in accordance with provisions of a special Act.

(2) In the work of the Faculty Council the students do not participate only in making decisions on the procedure of acquiring academic degrees.

Election and Work of Demonstrators

Article 65

(1) Demonstrators are students that assist teachers in conducting the exercises.

(2) Demonstrators are selected from the ranks of very good and excellent students who show preferences for pedagogical and scientific work.

(3) The status of a demonstrator can be gained after at least 35 hours of lectures.

Article 66

(1) The Departments have right to announce a contest for selection of demonstrators at the beginning of each academic year.

(2) For their work, the demonstrators receive a fee per hour of the lecture, in the amount specified by the Dean.

(3) The Departments help demonstrators to deepen their knowledge, and according to possibilities, include them in scientific research, too.

(4) The Departments shall appoint a teacher to coordinate the work of demonstrators.

Article 67

- (1) Demonstrator's work is subject to evaluation by the Department and the students.
- (2) To a demonstrator that has completed at least 35 hours of lectures and whose work has been evaluated positively, the Department shall issue a certificate on performed work.

Professional and Scientific-Research Work of Students

Article 68

- (1) During the course of studying, students can engage in professional and scientific research.
- (2) The School promotes and coordinates various forms of student professional and scientific research.
- (3) Professional and scientific research work students perform under the guidance and supervision of the advisor. Advisors can be teachers and associates of the School.
- (4) Students perform professional and scientific research work outside their regular learning obligations.
- (5) Students' professional and scientific research work may, depending on the advisor's opinion, result in congressional announcement or publication.

Article 69

- (1) To encourage the development of such scientific and research work, the School can award annual awards for the best scientific and professional papers of students.
- (2) For scholarships to outstanding students, special funds can be started. Criteria and percentage of awarding the awards and scholarship shall be set out by special regulations that will be brought by the Dean on proposal of the Vice-Dean for Science.

VII. ACQUISITION AND LOSS OF PROFESSIONAL OR ACADEMIC TITLES AND DEGREES

Acquisition and Loss of Professional or Academic Title and Degree

Article 70

- (1) Upon completion of studies, the student acquires the appropriate professional or academic title or degree in accordance with the completed academic program.
- (2) A professional or academic title or degree shall be revoked if it is found to have been acquired in breach of the terms and conditions for its acquisition or gross violations of the rules of study.
- (3) The procedure for the revocation of a professional or academic title or degree is prescribed by the School's or University's general act.

Documents on Completion of Studies

Article 71

- (1) Upon completion of studies, the student shall be issued a diploma confirming that student has completed a certain degree and has acquired the right to an academic title in accordance with the provisions of these Regulations.
- (2) Upon the completion of professional studies, the student shall be issued a certificate on graduation confirming completion of studies and obtaining a professional title in accordance with the provisions of these Regulations.
- (3) Along with diploma and a certificate on graduation, the student shall be given a supplementary document (diploma supplement), which will contain the exams he/she has passed and with which grades, data on teaching intensity and the teaching contents.
- (5) Upon completion of the studies and prior to the issuance of a diploma or certificate on graduation, the School's Dean, upon student's request may issue a certificate on completion of studies and obtained professional qualification.
- (6) Diplomas, certificates on graduation and certifications on completion issued by the School are public documents.

(7) The content of diplomas and diploma supplements shall be prescribed by the competent Ministry.

(8) The form of diplomas, certificates on graduation, diploma supplements, certificates on completion and information packages for transfer of the ECTS credits, shall all be prescribed by the University.

Conferring

Article 72

(1) Conferring of diplomas and certificates on graduation is done on graduation ceremony.

(2) Diplomas of integrated studies and certificates on graduation of professional studies are conferred by the School's Dean.

(3) For conferment, the Dean may appoint the Vice-Dean or the Head of Professional Studies.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Continuation of Studies Initiated Under Previous Regulations

Article 73

(1) A student enrolled in integrated or professional studies prior to the establishment of studies in accordance with the provisions of these Regulations has the right to complete the studies according to the program and conditions that were valid at the time of enrolment in the first year, provided that student is not repeating that year.

(2) To a student enrolled in studies according to the regulations that were valid before the adoption of these Regulations, the achieved ECTS credits may be recognized and allow him/her transition into studies under conditions and differences stipulated by the study program.

Article 74

(1) For the academic year 2009/2010, the conditions for studying and exam rules are governed by the document Terms of Enrolment into Higher Years of Study Programs of the School of Medicine in Split of 30 June 2009 and its clarifications from 9 October 2009.

Mobility of Students within the University

Article 75

(1) The matters of student transfer policy within the University are regulated in accordance with the agreements and contracts between the University's constituent parts.

I, Goranka Tomčić, court interpreter for English and Arabic language, as re-appointed by the President of the County Court in Split Decree No. 4 Su-653/2015 of September 12, 2015 hereby certify that the above translation is a faithful and complete translation of the original document written in Croatian language.

No.: 34/2018
Date: 07/03/2018

