

This translation consists of
23 pages
Certification number 75/18
Date: 07/03/2018

CERTIFIED TRANSLATION FROM THE CROATIAN LANGUAGE
STATUTE
OF THE SCHOOL OF MEDICINE IN SPLIT

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Pursuant to paragraph 3 of article 62 of the Scientific Activity and Higher Education Act (the Official Gazette no. 123/03, 198/03, 105/04, 174/04, 2/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15) and paragraph 6 of article 53 of the Statute of the University of Split (Split, 2015) and the Decisions on Amendments to the Statute of the University of Split (Split, 2016), the Faculty Council of the School of Medicine in Split at its 20th session held on 16 February 2017 has brought the following

STATUTE OF THE SCHOOL OF MEDICINE IN SPLIT

I. GENERAL PROVISIONS

Article 1

Pursuant to the provisions of the Scientific Activity and Higher Education Act ("Official Gazette", number 123/03.,198/03., 105/04., 174/04. and 46/07.45/09 , 63/11, 94/13, 139/13, 101/14, 60/15 – hereinafter: the Act), of the Statute of the University of Split (hereinafter: the Statute of the University) and of other regulations, shall regulate the organization, the activities and the business of University of Split, School of Medicine (hereinafter: the School), organization and powers of the Faculty bodies, organization and conduct of studies, status of teachers, scientists, associates and other employees, status of students, mission, vision and strategy of the School and other issues of significance to the activity and business of the School.

Words and conceptual terms used in this Statute having gender significance, regardless of whether used in a male or female gender equally refer to male and female gender.

Article 2

Vision of the School is to promote the excellence of the medical profession by combining scientific, research, teaching and professional activities with the aim of achieving optimal knowledge and skills and the overall responsibility and ethics of health professionals servicing the community. In terms of its excellence, the School serves as an example and a role model to the Croatian academic and general regional community and on international level represents Croatia as a country respecting and applying European criteria thus meeting European standards of excellence.

Article 3

Mission of the School is determined by the principles intended to achieve its vision:

(1) Employees' and students' excellence

The School shall be the place where the best experts, researchers and teachers of medicine shall work and train, and the place where excellent students from Croatia and abroad shall study.

(2) High-quality professional, teaching and educational materials

The School shall improve educational materials and keep them up to date with the contemporary world standards of medical profession, the broader academic community and the Croatian society in general.

(3) High quality scientific and research potential

Scientific and research work and scientific production shall be the most important measure of the School's value and success, but also the basis of existence of the University community and School. The School shall strengthen and maintain its reputation as an institution where internationally recognizable scientific and research projects take place in accordance with

scientific priorities of School, scientific training of young people and systematic lifelong training of all profiles of healthcare professionals.

(4) International reputation

The School shall systematically persist in the strengthening its international reputation by adopting the best European standards and criteria for ensuring the quality of work, conducting international audits and evaluating excellence.

(5) Serving the Community

The School shall promote the social responsibility of the School of Medicine by devising and promoting health and preventing diseases in the narrower and the broader community. The School is aware of the social responsibility of medicine and shall embed that awareness in all the strategic and operational determinants of its activity.

(6) Quality management

The School shall continuously improve and promote all processes of effective management, primarily in accordance with the principles and acts stipulating the quality assurance and the establishment and development of financial management and control system.

(7) Quality infrastructure

The School shall persist in achieving and maintaining a high degree of quality and equipment of buildings and the surroundings, teaching facilities and research laboratories with the aim of ensuring a healthy, safe and stimulating professional environment.

(8) Sustainability and self-financing

The School shall create the conditions for a significantly higher share of self-financing in its financial plans and operations. This shall be achieved by directing part of its scientific, intellectual and professional values to profit-generating activities, such as copyright, patents and intellectual services, as well as opening new facilities and organizational units for the provision of the highest quality professional and medical diagnostic and therapeutic services and educational and promotional activities.

Article 4

Strategy of the School elaborates the details of the mission referred to in Article 3 in order to achieve the vision referred to in Article 2:

(1) The School shall follow, honour, promote and adopt:

- European standards and criteria in all areas of its activity, especially in the fields of excellence in teaching, profession, science and administration;
- European criteria and quality improvement systems;
- the highest European ethical and academic standards and criteria, in order to become a social example and a symbol of honesty, openness, democracy, patriotism and respect for human rights.

(2) The School shall prescribe, promote and appraise the excellence and criteria of all professions included in its activities.

(3) The School shall dedicate the greatest attention to quality, regularity and efficiency of teaching, so that all general acts, strategic determinations, and management and business moves are always used to improve teaching qualifications.

(4) Students shall be considered colleagues. The general acts of the School adequately define their rights and obligations. General acts related to student education are clear and unambiguous, and under no circumstances may they be violated or questioned. The School systematically follows careers and achievements of students even after they graduate, as excellence and success of physicians trained at School is an important measure of its value and success.

- (5) Scientific production measured by the number and excellence of published scientific papers and international reputation measured by the amount of funds obtained for research shall be the means of measuring excellence of staff and organizational units of the School.
- (6) Based on ethical and democratic values, the School shall guarantee application of criteria of seeking and selecting the best in conferment of titles and employment. Not only their rights but also their obligations will always be specified clearly and in detail, so that the School achieves as much as possible to increase its value and reputation by any such agreement.
- (7) Competent employees, suitably trained for the duties elected to, shall be appointed to managerial positions of all levels; they should not have a conflict of interest, they should be moral, adequately educated and reputable, and devote time, effort and knowledge to the duty they are elected to.
- (8) As a key strategic guideline, the School shall promote, build and evaluate cooperation with more accomplished and objectively excellent ones. This cooperation shall be established and nurtured in all four general areas of the School's activities - professional, teaching, scientific and administrative.
- (9) The cooperation with the University Hospital of Split shall be established as close and as efficient as possible in all four general areas of the School's activities.

Article 5

- (1) The School shall be a constituent unit of the University of Split (hereinafter: the University) engaged in organizing and conducting university and professional studies, as well as conducting and developing scientific and professional work in the fields of biomedicine and healthcare.
- (2) The School shall be a higher education institution which, as a constituent of the University, shall participate in legal transactions under the name of the University and its own.
- (3) The School is a legal entity registered with the Commercial Court Register of Institutions in Split, the Record Book of Universities and the Record Book of Scientific Organizations kept by the Ministry of Science, Education and Sports (hereinafter: the Ministry).

Article 6

- (1) The School was founded on 26 March, 1997.
- (2) 26 March, the day when the School was founded, shall be the School of Medicine Day, when prizes and acknowledgments shall be awarded, in accordance with special Regulations.
- (3) The Dean shall determine the manner of celebrating School Day.

Article 7

- (1) The name of the School shall be the University of Split School of Medicine.
- (2) The registered seat of the School shall be in Split, Šoltanska ulica broj 2.
- (3) The School's Internet address shall be: www.mefst.hr.
- (4) The shortened name of the School shall be School of Medicine in Split.
- (5) The name of the School in the English language shall be: University of Split School of Medicine (abbreviation USSM).

Article 8

- (1) The School shall have its stamp and seal.
- (2) Both stamp and seal shall be of circular shape, 38 mm in diameter.

- (3) The central part of the seal and stamp shall contain Croatian coat of arms. The text *Republic of Croatia* is set in the upper, while the text *University of Split - School of Medicine* is set in the lower perimeter. Both stamp and seal are written in the Croatian language.
- (4) Diplomas shall be officially approved by the seal, while stamp shall be used for the authentication of public documents issued by the School.
- (5) For all other business activities, the School shall use seals of circular shape, 38 mm in diameter with the coat of arms of the School consisting of a stylized traditional Croatian interlace with a letter M and a human figure set in the middle, and the School's full title in Croatian and Latin along the rim. The text *University of Split*, is set in the upper, while the text *School of Medicine* is set in the lower perimeter. The text in Latin reads: *Universitas Studiorum Spalatensis - Facultas Medica*. The seal, 25 mm in diameter, of the same content shall be used in cases where the use of a larger one is unsuitable.

Article 9

- (1) The School shall have an emblem, a coat of arms, a logo, a flag and a motto.
- (2) The School's *emblem* shall be the letter M in multiple layers with a human silhouette symbolizing the notion of humanity in contemporary medical science. Multiple layers of the whole project mirror a multiple-layered image of medical branches and specialties taught, studied and applied by students and their professors in the teaching and work of the faculty. The letter M is symmetrical and equally readable from the front and the back or in the space as a 3D object. Also, in the overall view, the letter M is a square, a unit of the Croatian visual identity.
- (3) The School's *coat of arms* consists of a stylized traditional Croatian interlace with a letter M and a human figure set in the middle.
- (4) The School's *logo* is made in graphic form as SCHOOL OF MEDICINE IN SPLIT, with multi-coloured words touching each other and making a single line of text. The basic colours are: red, yellow and blue which extend the spectrum to orange and green when they intertwine. The colours intertwine as organs and functions in the human body.
- (5) The School's *flag* is blue, identical to the blue colour on the Croatian flag. The length and width ratio of the flag is 2: 1. The School's coat of arms is set in the centre of the flag lying horizontally, with its width along the mast.
- (6) The School's *motto* states: *Health via knowledge*. Except in the Croatian language, it is written in Latin and English and in Glagolitic letters.

Article 10

- (1) Classes at School shall be taught in Croatian and in English.
- (2) Diplomas, reports and certificates issued by the School are public documents issued in Croatian language and may be issued in a foreign language at a student's special request.
- (3) Diplomas, reports and certificates issued by the School for studies conducted in the English language are issued in English, and may be issued both in Croatian and in a foreign language at a student's special request.
- (4) An appropriate fee shall be paid upon issuing diplomas, reports and certificates at a student's special request referred to in paragraphs 2. and 3. of the present article, which shall be regulated by the School with its act.

II. REPRESENTATION AND PRESENTATION

Article 11

- (1) The Dean shall represent the Faculty and act on behalf thereof.

- (2) In case of absence or inability, the Dean of the School shall be replaced by one of the vice-deans appointed by the Dean.
- (3) The Dean shall have the right to undertake all legal transactions on behalf and expense of the School up to the amount of HRK 500.000,00. In the case of legal transactions of a value from HRK 500.000,00 up to HRK 1.500.000,00, the Dean shall require the approval of the School Council. In the case of legal transactions of a value of above HRK 1.500.000,00, the Dean shall require the approval of the School Council and the Senate.
- (4) The Dean may appoint other employees and persons to represent the School by issuing a special written authorisation. The content and scope of authorization is determined by the Dean.

III. ACTIVITIES OF THE SCHOOL

Article 12

- (1) The School shall perform the following:
 - organize and conduct integrated undergraduate and graduate university studies in the field of biomedicine and healthcare,
 - organize and conduct professional studies in the field of biomedicine and healthcare,
 - organize and conduct postgraduate university studies and implement the procedure for obtaining a doctoral degree outside doctoral studies in the field of biomedicine and health,
 - organize and conduct postgraduate specialist studies in the field of biomedicine and health,
 - continuously conduct scientific and professional work in the field of biomedicine and health;
 - organize and conduct various forms of professional and scientific training of health care workers for the purpose of following new scientific achievements,
 - organize and conduct professional work and participate in the implementation of health care programs,
 - publishing, library and IT activities for teaching purposes, scientific and professional work,
 - organize and conduct domestic and international courses to enhance the knowledge of students, healthcare workers and other interested people,
 - sell course books and other printed materials needed for conducting the above activities
 - conduct service activities for the needs of the above activities of the School,
 - perform legal expertise and consultancy services in the scientific and professional fields of biomedicine and health.
 - organize and conduct lifelong education and training programs.
 - health care activities for teaching purposes
 - conduct healthcare activities approved by the competent minister, namely: specialist-consiliary health protection, diagnostics and medical rehabilitation except hospital treatment in the fields of internal medicine, neurology, otorhinolaryngology, pathology and radiology and specialist-consiliary health protection, diagnostics and medical rehabilitation except hospital treatment in the fields of paediatric dentistry, endodontics with restorative dental medicine, oral surgery, oral medicine, orthodontics, periodontology and dental prosthetics.

- (2) In addition to the activities referred to in paragraph 1. of this article, the School may, on a smaller scale, also conduct other activities not registered with the Commercial court register which serve to improve its registered activities and contribute to the utilization of spatial and human resources and equipment, and in particular organizing and conducting continuous training programs in the scientific field of biomedicine and health care.

IV. ORGANIZATION OF THE SCHOOL

Article 13

- (1) The School shall have the organizational units for the purpose of organizing, coordinating and conducting lecturing, scientific and highly professional work.
- (2) The organizational units of the School are the scientific and lecturing organizational units, lecturing organizational units, scientific, organizational units, library and the Dean's office.
- (3) Based on a special agreement with the University and / or its constituent unit, and for the purpose of functional integration of the University, that is, the quality of the organization and the rationalization of the use of human and material resources, the School and the University may organize the performing of joint professional, logistic and auxiliary technical tasks.
- (4) Based on a special agreement with the University and / or its constituent unit, and for the purpose of functional integration and meeting accreditation requirements, i.e. for the quality of the organization and the rationalization of the use of human and material resources in conducting lecturing activities, the School and the University may make the transfer and replacement of employees (internal co-operation).

1. SCIENTIFIC- LECTURING ORGANIZATIONAL UNITS

1.1. School departments

Article 14

- (1) School departments shall be the basic organizational form of scientific and lecturing activity at School determined on the basis of the criteria of logical connection and the correlation of the scientific and work process conducted there, and the correlation of the working conditions of its employees.
- (2) The existence of a scientific program, international reputation, criteria of work organization, better results achievement and administration process rationalization shall be taken into consideration when determining the name, size and scope of the School's departments.
- (3) Teaching Departments in the field /fields from the department's activity may be organized within an department.

Article 15

- (1) A School department shall be run by the Head of Department.
- (2) The Head of Department shall be responsible for the operations and the performance of the Department.
- (3) The term office of the Head of Department shall be three years and the same person may be re-elected.
- (4) The School Council shall initiate a procedure for the election of the Head of Department by posting advertisement.
- (5) For the purpose of conducting the election procedure, the Dean shall appoint an expert committee of three members who are appointed to scientific-lecturing grade, namely: one member from the ranks of teachers from the Department for which the election is made and two members from other departments or Teaching Departments of the School.
- (6) The expert committee shall obtain the Dean's opinion on the applicants' programs.
- 7) The Head of Department shall be elected by the School Council, following the proposal of the expert committee with the Dean's prior approval.

(8) The Head of Department shall be accountable to the School Council and the Dean for his work.

1.2. Clinical departments and Clinical institutes

Article 16

- (1) Clinical departments and Clinical institutes are healthcare institutions or parts thereof where healthcare activity is performed and clinical studies and scientific and research work conducted.
- (2) Clinical departments and Clinical institute's titles shall be awarded by the Minister of Health of the Republic of Croatia, according to the conditions and procedure established by special regulations, following the previously obtained opinion by the School.

Article 17

- (1) Clinical departments and Clinical institutes shall be run by the Head.
- (2) The Heads of Clinical departments and Clinical institutes shall be elected by the healthcare institutions and the School's participation in the election shall be regulated by a contract between the School and the healthcare institution.

2. TEACHING ORGANIZATIONAL UNITS

Article 18

Teaching organizational units shall be Teaching Departments and Teaching Centres.

2.1. Teaching Departments

Article 19

- (1) Teaching Departments are fundamental teaching organizational units of the School, whose name and number shall be regulated by the Rulebook on the Course of Studies.
- (2) Teaching Departments may be founded independently or within a department.
- (3) A Teaching Department shall implement and coordinate teaching at all courses at the School, ensure the improvement of all forms of teaching activity, the election and promotion of teaching staff and all other matters important for teaching.

Article 20

- (1) Teaching Departments may be founded for one or more related courses.
- (2) Members of Teaching Department shall be teachers and associates who teach the Teaching Departments courses at the School and have at least 40 standard hours a year, and the representative of the students of the year when the Teaching Department's courses are taught.

Article 21

- (1) A Teaching Department shall be led by the Head, who regulates the teaching and professional work of the Teaching Department, and shall be responsible to the Teaching Department, to the Head of Department, to the School Council, and to the Dean.
- (2) The term of office of the Head of Teaching Department shall be three years; the Head of Teaching Department shall be one of the teachers conferred a scientific-lecturing grade and employed full time by the School.
- (3) A Teaching Department shall obtain a previous opinion by the Dean on the programs of the applicants for the position of the Head of Teaching Department, that is, opinion by the Head of Department and the Dean if the Teaching Department is within a Department.
- (4) The Head of Teaching Department shall be elected in the secret ballot by the chair members employed full time by the School, and shall be approved by the School Council.
- (5) A simple majority of the members of the Teaching Department referred to in the previous paragraph shall be present at the election of the Head of Teaching Department, and the decision shall be made by majority vote of the present members.
- (6) Acting Head of Teaching Department meeting prescribed requirements shall be appointed by the Dean if:

- the new Head is not elected before the expiration of the current Head's term of office
- the Dean makes a negative opinion to the programs of the applicants for the position of the Head of Teaching Department
- the Head resigns during his term of office or
- he does not hold office in accordance with the act on internal organization and job classification.

(7) The Teaching Department shall have a secretary elected by the members of the Teaching Department for a period of three years.

Article 22

- (1) The Head of Teaching Department shall be assisted in his work by the Deputy Head appointed by the Head of Teaching Department upon the Dean's approval, or upon the Head of Department's approval if a Teaching Department is within a Department.
- (2) When a course is taught in several clinics, clinic departments or teaching centres, the Teaching Department may, upon the Dean's approval, suggest the election of a number of Assistants-to –the Head of Teaching Department equal to the number of teaching bases.
- (3) Heads of Sub-courses shall be appointed according to a relevant field of study at Interdisciplinary Teaching Departments with sub-courses covering different fields of study.
- (4) The Head of Teaching Department shall decide the need for appointing the Head of Sub-courses if a sub-course covers different fields of study or unspecified fields of study.
- (5) The Heads of Interdisciplinary Teaching Departments shall, as a rule, alternate, so that each field of study or branch is represented proportionally according to its share in classes. Exception to the rule shall require the consensus of the Heads of all sub-courses of that chair.

Article 23

- (1) The Teaching Department shall meet as necessary and at least twice in the academic year. The presence of the members of the Teaching Department is obligatory for all members of the Teaching Department. A record of the meeting shall be kept, one copy shall remain in the archive and the other submitted to the Dean of the School upon authentication.
- (2) The Teaching Department shall make decisions by majority vote of the members present.

Article 24

- (1) A task force shall be formed in order to coordinate the teaching of courses where two or more Teaching Departments are involved, consisting of the representatives of those Teaching Departments.

2.2. Teaching centres

Article 25

- (1) Teaching a part of or the entire course can be entrusted to and held at the School's teaching centres which have personnel, spatial and technical resources.
- (2) The School's teaching centres shall be healthcare and other institutions that regulate their mutual rights and obligations in performing teaching and pursuing other business interests with a contract between the School and the teaching centre.

3. SCIENTIFIC ORGANIZATIONAL UNITS

Article 26

Scientific organizational units are: research centres, sub-departments and laboratories.

3.1. Research centres in the field of biomedicine and healthcare

Article 27

- (1) For the purpose of conducting multidisciplinary scientific research and specific educational activities, the School shall establish research centres in the field of biomedicine and healthcare (hereinafter: the centres) as an organizational unit of the School.
- (2) All contracts resulting from the activities of the centre shall be concluded with the prior approval of the Dean.

Article 28

The following conditions shall be cumulatively met for the establishment of a centre:

1. operational program reviewed;
2. financial means for work secured;
3. personnel from the School's staff provided.

Article 29

- (1) The administrative bodies of the Centre shall be the Head and the Management Board.
- (2) The Head of the Centre and the Chair of the Management Board shall be the School's employees.

Article 30

- (1) The work of the centre shall be run by the Management Board made up in accordance with the provisions of special Regulations.
- (2) The work of the Centre shall be supervised by the Dean.

Article 31

- (1) The Centre shall submit reports on its work to the Dean every year, and to the School Council every four years.
- (2) The specific conditions of establishment and operation of the Centre shall be determined by the Dean by special Regulations.

3.2. Sub-departments and laboratories

Article 32

- (1) Sub-departments and laboratories shall be founded in teaching centres and in scientific and teaching organizational units of the School provided that they have a specific scientific program and international reputation, a special affinity of the working process and that a better working performance is achieved by their organization.
- (2) Sub-departments and laboratories of the School shall be run by the Heads appointed by the Dean for a term of three years, and approved by the School Council.

3. DEAN'S OFFICE

Article 33

The Dean's Office is the School's organizational unit for performing professional-administrative tasks.

Article 34

- (1) The Dean's Office shall perform:
 - professional-administrative tasks related to carrying out scientific-research work, records, preparation and coordination of the teaching at all the School's courses;
 - legal, personnel and general affairs for the School;
 - financial and bookkeeping tasks and goods management of the School,
 - construction and maintenance tasks;

- other tasks required for a successful operation of the School, which shall be regulated
 - by this Statute and other general acts of the School.
- (2) The Dean's Office shall perform all activities referred to in paragraph (1) of this Article for the whole School, through staff service unless these tasks fall within the regular activities of other organizational units established by this Statute and other general acts.

Article 35

- (1) The Dean's Office shall be managed by the Secretary as the executive body of the Dean, the Dean's Board and the School Council.
- (2) The secretary shall meet the requirements laid down in the Act on Internal Organization and Job Classification. He/She shall be responsible for the organization and quality of the staff services at the Dean's Office.

4. LIBRARY

Article 36

The School's library system is formed by the Central Medical Library and Associated Libraries (hereinafter: the library). The library is a communication centre which contains scientific, educational and professional information formed as a result of teaching and scientific and research work at the School, expert processing of own library holdings and the results of world and local services of processing scientific information.

Article 37

The Library is managed by the Head of Library who shall meet requirements laid down in the act on internal organization and job classification, in accordance with the Libraries Act.

Article 38

The Library Council, appointed by the School Council upon the Dean's proposal for a two-year term, shall supervise the development and operations of the library system. The Library Council consists of the Head of the Library and the representatives of teachers and students.

Article 39

The organization and scope of operations of the library, the work of librarians, library managing, the procedure of appointing the Library Council and its powers shall be regulated by special Regulations, in accordance with the Libraries Act.

5. OTHER ORGANIZATIONAL UNITS

Article 40

- (1) Upon the Senate's consent, the School may establish organizations or its own internal organizational units for conducting activities that connect practice, science and higher education where students may participate as well (e.g. dental clinics and other outpatient clinics for performing activities in the field of biomedicine and healthcare, centres of expertise, etc.).
- (2) Profit made by performing the activities referred to in paragraph 1 shall be used solely for the improvement of the work of the School.
- (3) Where a particular activity is regulated by special regulations (e.g. healthcare), individual legal entities or organizational units referred to in paragraph 1 of this Article shall be established and their work shall be regulated with the consent of the competent minister.

V. BODIES OF THE SCHOOL

Article 41

- (1) Bodies of the School shall be: the Dean, the School Council, the Dean's Board and other bodies established by the Statute and other general acts of the School.
- (2) Professional bodies of the School Council shall be permanent and interim commissions.

1. THE DEAN

Article 42

The Dean shall manage the School, represent the School, and be its Head and manager. The insignia of the Dean's authority shall be the Dean's chain.

Article 43

- (1) The Dean shall:
 - prepare, convene, propose agenda, preside over and conduct the sessions of the School Council,
 - issue an act on job classification at the proposal of the School Council,
 - propose the Statute of the School to the School Council,
 - organize operations and business activities of the School,
 - appoint permanent and interim commissions to perform tasks within his sphere of competence,
 - propose the Vice-Deans for the approval by the School Council,
 - sign diplomas and other public documents issued by the School,
 - sign contracts concluded by the School,
 - make a decision on working time and reallocate working time,
 - make a decision on awards for quality of work and number of standard hours for jobs outside the scope of regular business activity,
 - make the schedule of annual leave,
 - make decisions on compensation for damages,
 - make a decision on cooperation with other higher education institutions in Croatia and abroad,
 - organize monitoring of the performance of the School's staff,
 - define the School's curriculum,
 - approve paid and unpaid leave,
 - decide on termination of employment of the School's employees,
 - approve the work of teachers outside the School,
 - propose the annual budget,
 - encourage and monitor the School's publishing activity,
 - decide on students' claims, unless otherwise provided by law or other regulation,
 - decide on complaints of applicants regarding the results of qualifying examinations,
 - perform other duties in accordance with the Act, the Statute of the University, this Statute, and other general acts
- (2) The Dean shall be responsible to the School Council and the Senate of the University (hereinafter – the Senate) for his work. At least once a year, the Dean shall submit a report on his work and business operations of the School to the School Council and the Senate.

1.1. The election of the Dean

Article 44

- (1) The procedure for election of Dean and Vice-deans shall begin no later than 1 April, and end by the end of June of the final year of the term, except in the case of repeating the procedure.
- (2) The person to be elected Dean may be a School teacher holding the science-lecturing title of a full or associate professor, and having a full time employment contract with the constituent unit.
- (3) The person elected Dean shall have an employment contract with at least half full time for the term of his office.
- (4) The Dean shall be elected for a three-year term and may be re-elected dean not more than twice in succession.

Article 45

- (1) The Dean shall be elected by the School Council in the manner and in the procedure provided by the Rules of Procedure on Electing Deans.
- (2) The decision on the dean's election, with the biography and the program of work of the elected dean, shall be submitted to the Senate for approval.
- (3) The Dean may be relieved of duty before the end of term in accordance with the provisions of the Statute of the University.

Article 46

- (1) The Rector may warn the Dean in writing on the unlawfulness or omission of the planned or adopted decisions of the School and suspend the execution of the Dean's decision if it is contrary to the Act or the Statute.
- (2) The Rector may temporarily suspend the Dean due to repeated non-compliance with the Act, other regulations, the Statute or any university decisions based thereon, which resulted in a gross violation of the reputation of the University or failure to realize the functions of the University in accordance with the University Bodies' strategic and development decisions on functional integration, academic freedoms, issues of particular interest to students, the status of teachers, scientists and other staff, and ethical principles and values.
- (3) The term and the procedure for deciding on the suspension of the decision and the temporary suspension of the dean shall be prescribed by the Statute of the University.

1.2. Vice-Deans

Article 47

- (1) The Dean shall be assisted by six Vice-Deans in his activities.
- (2) Vice-deans shall be elected by the School Council in the secret ballot by a simple majority of present members upon the Dean's proposal.
- (3) The Dean shall determine which of the Vice-Deans shall replace him during his absence.
- (4) The Vice-Deans shall be elected for three years, and after the term of office the same person may be re-elected
- (5) The elected Vice-Dean shall be a School teacher holding the science-lecturing grade of a full, associate or assistant professor, and having an employment contract with the School.

Article 48

- (1) Before the end of the term, Vice-Dean is appointed to, he may be removed from position for the same reasons as the Dean can be dismissed from duty.

- (2) The Dean and / or 1/3 of the members of the School Council may submit a proposal for the suspension of a Vice-Dean to the School Council with an elaboration of the reasons for suspension
- (3) A Vice-Dean shall be suspended if the proposal for suspension receives a simple majority of votes of the total number of members of the School Council by secret ballot.

1.3. Assistants to the Dean

Article 49

- (1) The Assistants to the Dean shall be appointed by the Dean for a period of three years.
- (2) The Dean shall decide on the number of his assistants.
- (3) Assistants to the Dean assist the Dean in carrying out the activities in the field of activity they are appointed to.

1.4. Dean's Board

Article 50

- (1) Dean's Board is the Dean's expert and advisory body made up of the Dean and the Vice-Deans. Other persons summoned to the session by the Dean may participate in the work of the Dean's Board.
- (2) The Dean shall prepare, convene and preside over the sessions of the Dean's Board once a week as a rule.

Article 51

Dean's Board shall:

- propose the curriculum of the School, development policy and organization of the School to the Dean,
- discuss the current issues, propose implementing solutions,
- perform other tasks in accordance with this Statute.

The Dean may delegate powers to the Dean's Board by a decision in writing to perform certain tasks from his scope of duties.

Article 52

The term of office of all elected bodies and the heads of organizational units or appointed officials of the School shall coincide with the Dean's term of office, unless otherwise prescribed.

2. SCHOOL COUNCIL

2.1. Composition of the School Council

Article 53

- (1) The Dean, Vice-Deans, heads of school departments, heads of Teaching Department and heads of postgraduate doctoral studies shall be members of the Council by their position.
- (2) All employees, full tenured professors shall be members of the Council.
- (3) Six representatives of employees holding scientific-lecturing grades, one of which is an assistant professor, two are associate and three are full professors shall be elected members of the Council.
- (4) Two representatives of employees holding associate titles, being a research assistant and a post-doctoral researcher, shall be elected members of the Council
- (5) At least 15% of the total number of the members of the School Council shall be students, and shall be elected according to their percentage in the total number of students.
- (6) Student representatives shall include at least three students of Medicine, two students of Medicine in English, two students of Dental Medicine, one Pharmacy student and two students of all postgraduate studies.
- (7) An Employee Representative and Head of Library shall be members of the Council under the provisions of special Regulations.

- (8) One person may be elected to the Council on certain grounds. The end of the term of office on one ground shall not exclude membership in the Council on another one.
- (9) Representatives from Paragraphs 3 and 4 shall be elected according to the provisions of the Rules of Procedure of the School Council.
- (10) Representatives from Paragraph 6 shall be elected according to the provisions of the Students' Council Act.

Article 54

- (1) The term of office of the persons elected to the School Council shall be three years, and after the term of office the same person may be re-elected.
- (2) The term of office of the student representatives to the School Council shall be regulated by the Students' Council Act.
- (3) The term of office of the School Council shall coincide with the Dean's term of office.
- (4) Changes to the title or to the number of the chair members shall not cause changes to the number of representatives for the current term of office.
- (5) Representatives of the School Council shall be elected by secret ballot.
- (6) Student representatives at the integrated undergraduate and graduate studies and at the postgraduate studies, shall be elected directly by the students of the respective studies, with each type of study (in integrated studies) representing a constituency, while students of all postgraduate studies together form a single-constituency.

2.2. Jurisdiction of the School Council

Article 55

School Council shall:

- decide on academic, scientific and professional issues,
- elect and relieve the Dean and Vice-Deans,
- promulgate the Statute of the School and other general acts, unless otherwise provided in this Statute,
- participate in the creation of the School's development strategy,
- elect the School representatives to the bodies of the University in accordance with the Statute of the University,
- establish the internal organization and job classification,
- initiate the process of bringing and guarantee the implementation of study programs, courses of study and scientific work,
- adopt a study program proposal and submit it to the Senate for adoption, adopt the curriculum,
- conduct the process of obtaining a PhD title,
- establish new and develop existing research capacities,
- decide on the organization of scientific and professional training and permanent education at the School,
- care about improving the conditions of teaching and research process,
- adopt the Code of Ethics,
- initiate and conduct the process of conferment/ re-conferment of scientific,
- scientific-lecturing, teaching, associate and professional titles and to appropriate jobs, initiate and conduct the process of conferment/ re-conferment of scientific, scientific-lecturing, teaching, and associate titles without concluding employment contracts -(the so-called adjunct),
- elect the heads of organizational units and confirming the choice of the Heads of Teaching Departments, appoint permanent and found and appoint interim commissions and establish their duties,

- analyse and assess the results of scientific-teaching, scientific-research, teaching and professional work,
- care about the progress of scientific-teaching and teaching staff at the School,
- decide on other matters of relevance to scientific, teaching and professional work,
- decide on cooperation with institutions and organizations in Croatia and abroad,
- decide on the School's publishing activity,
- review and adopt the Dean's annual report,
- decide on matters of particular relevance to the students,
- discuss financial statements and balance sheets,
- grant the consent to the Dean to undertake legal measures in transactions above HRK 500.000,00,
- upon the University's consent, establish organizations or its own organizational units for conducting activities that connect practice, science and higher education where students may participate as well,
- form task forces to conduct activities within its scope of activities,
- issue Rules of Procedure regulating its work,
- care about and decide on ensuring the quality of studies and scientific work,
- provide the opinion concerning the purchase, instalment and use of large equipment at the University level within its scope of activities.
- carry out other activities according to the Act, the Statute of the
- University and this Statute.

Article 56

- (1) School Council shall work in sessions.
- (2) School Council shall work according to the Rules of procedure regulating the operations of the School Council.

Article 57

- (1) When deciding on the School Council, student representatives shall have the right to suspensive veto in matters of particular relevance to the students: changing the system of studies, ensuring the quality of studies, adopting study programs, adopting curriculum and the student standard.
- (2) Student representatives may exercise their right to a suspensive veto when it is demanded by a simple majority of all student representatives at the School Council. After the suspensive veto, the School Council shall re-discuss this issue at the earliest after the expiration of 8 days. The right to a suspensive veto may not be exercised when the School Council makes a decision after re-discussing the issue.

3. PERMANENT AND INTERIM BODIES OF THE SCHOOL COUNCIL

Article 58

- (1) The School Council shall establish permanent and interim commissions in accordance with this Statute, Statute of the University or other general acts.
- (2) Permanent commissions, their organization and work, shall regulated by special Regulations.

Article 59

- (1) Upon the Dean's proposal, School Council may establish interim commission to perform clearly defined tasks.
- (2) The Dean may appoint the presidents of interim commissions.

Article 60

The presidents of permanent and interim commissions assist the Dean in performing activities in the area of activity for which they are appointed.

VI. THE STUDIES

1. Types of studies

Article 61

- (1) Higher education at the School shall be conducted through university and professional studies.
- (2) The university study program shall enable students to work in science and higher education, in the business world, in the public sector and in society in general, as well as in the development and application of scientific and professional achievements.
- (3) Professional studies shall provide students with an appropriate level of knowledge and skills that enable them to perform professional occupations and enable them to be directly involved in the work process.
- (4) The university and professional studies are aligned with those in the European education area, taking into account the positive experiences of other higher education systems.
- (5) Each level of studying must comply with the European system of points transfer (hereinafter: ECTS), whereby a student shall normally earn 60 ECTS credits in a single year of studying.

1.1. University studies

1.1.1. Integrated undergraduate and graduate level of studying

Article 62

- (1) At the integrated undergraduate and graduate study of Medicine which lasts six years, the student shall earn 360 ECTS credits.
- (2) At the integrated undergraduate and graduate study of Dental Medicine which lasts six years, the student shall earn 360 ECTS credits.
- (3) At the integrated undergraduate and graduate study of Pharmacy which lasts five years, the student shall earn 300 ECTS credits.
- (4) Upon completion of the studies referred to in paragraph (1), the students shall earn the academic title Doctor of Medicine (MD), which shall be placed after the person's name and surname.
- (5) Upon completion of the studies referred to in paragraph (2), the students shall earn the academic title Doctor of Dental Medicine (DMD), which shall be placed after the person's name and surname.
- (6) Upon completion of the studies referred to in paragraph (3) the students shall earn the academic title of Master of Pharmacy (M. Pharm.), which shall be placed after the person's name and surname.

1.1.2. Postgraduate studies

Article 63

- (1) The student may enrol into postgraduate study program after completion of a graduate or integrated university studies.
- (2) The conditions for enrolment into postgraduate studies and the process of acquiring the PhD degree shall be governed by special rules / regulations.
- (3) Organization and work of postgraduate studies shall be governed by special Regulations.
- (4) The Doctoral Studies integrate several doctoral and specialist studies of the School for the effective performance of studies and the increase in research and teaching capacities,

harmonization of postgraduate studies criteria, promotion of the interdisciplinary approach and a greater cost-effectiveness of organizing and conducting postgraduate studies.

(5) Organization and work of Doctoral Studies shall be governed by special Regulations.

1.2. Professional Studies

Article 64

The School shall conduct postgraduate specialist studies independently or within specialist training in biomedicine and health care.

1.3. Professional training programs

Article 65

The School may also organize various professional training programs, bearing in mind the concept of lifelong education and training. Such shall not be considered a study program in terms of the Statute. Upon completion of the professional training program, the School shall issue a special certificate.

2. Program holders and teachers

Article 66

- (1) The School shall organize and conduct all studies and professional training programs.
- (2) Integrated and postgraduate studies may also be conducted in collaboration with scientific institutes on the basis of a special agreement between the School and the institute.
- (3) The School shall conduct part of the studies in teaching centres under the guidance of its teachers, with an appropriate participation of experts from the teaching centres in accordance with the provisions of the Statute of the University.
- (4) The School may organize a course of studies in accordance with the Act, the Statute of the University of Split and this Statute, jointly with another Faculty in the Republic of Croatia, and a joint course of studies with one or more accredited higher education institutions, of which at least one is set outside the Republic of Croatia.

Article 67

All issues from the field of study and study system at the School shall be regulated by special Regulations.

VII. STUDENTS

1. Students of integrated undergraduate and graduate and professional studies

Article 68

- (1) The status of a student is acquired by enrolling a study program at the School and is proved by book of courses and grades (index) or other prescribed document.
- (2) The enrolment of the study shall be performed on the basis of a public announcement published by the University at least six months before the beginning of the classes based on the decision of the Senate for all study programs.
- (3) The right to enrol a course of study shall be given to any person meeting the conditions prescribed by the Act and other enrolment requirements prescribed by the acts of the University and the School within the established quota.
- (4) The rules to enrol the course of study shall be specified by special Regulations.

Article 69

- (1) All students enrolled at the School shall be full-time students.
- (2) Full-time students are those who study according to a full-time study program based on full workload of the student (full-time studying).

Article 70

- (1) During studying, the School and the University may organize programs for further acquisition of skills and competences for the purpose of self-employment for full-time students.
- (2) The School and the University may organize summer practice for the purpose of student participation in professional and scientific work through contracts with teaching centres and high-quality mentors for the students.

Article 71

- (1) Students shall respect the general acts of the University and the Faculty and act in accordance with the provisions of the Code of Ethics.
- (2) The breach of the regulations under previous paragraph shall bring students to disciplinary liability.
- (3) Disciplinary measures and disciplinary procedure shall be specified by special Regulations.

2. Students of postgraduate studies

Article 72

The status of a student of postgraduate studies and conditions of their study shall be specified by special Regulations.

Article 73

- (1) The School shall ensure a high level of access to higher education and science to all students with disabilities in the realization of day-to-day academic activities.
- (2) The school shall appoint a Commissioner for students with disabilities for the purpose of providing professional assistance to the students with disabilities in relation to studying at the School and meeting their educational, social and psychological needs.
- (3) The Commissioner for students with disabilities shall follow the needs of students with disabilities in order to improve accommodation and study conditions, improve international cooperation and exchange of students with disabilities, provide professional assistance in applying and implementing Croatian and foreign projects, and organizing all sorts of assistance to students with disabilities during course of studies (legal aid, psychological assistance, assistance in carrying out everyday activities, etc.).

Article 74

For the purpose of meeting the students' need for sports and recreational activities, the School shall, within its teaching activity, promote physical education and sport activities for students.

VIII. RESEARCHERS, TEACHERS AND ASSOCIATES

Article 75

- (1) Teachers and associates shall perform teaching and other duties in accordance with the general acts of the School and meet their obligations in relation to the scientific and

professional work performed at the School. They shall pay special attention to working with students, encourage their independent work and creativity and engage them in scientific and professional work.

- (2) Teachers and associates shall adhere to moral principles, the principles of scientific truth and criticism in their work, actions and attitudes, and protect the reputation of the School and the University.
- (3) Rules of conduct for teachers and associates shall be specified by the Code of Ethics.

1. Researchers

Article 76

- (1) Scientists are persons who have been conferred corresponding scientific title according to the Act and registered with the Register of Scientists.
- (2) Scientific grades are: Research Associate, Senior Research Associate and Research Adviser. Scientific titles are acquired in the procedure and under the conditions laid down in the Act and the regulations established therein.

2. Teachers and associates

Article 77

- (1) Scientific-lecturing grades are Assistant Professor, Associate Professor and Full Professor.
- (2) In the scientific component, scientific-teaching titles shall correspond to scientific titles as follows:
 - Assistant Professor – to Research Associate,
 - Associate Professor – to Senior Research Associate,
 - Full Professor – to Research Adviser,
 - Tenured Full Professor – to Tenured Research Adviser.
- (3) Teaching titles at the School shall be lecturer and senior lecturer.
- (4) Associate titles shall be Teaching Assistant and Postdoctoral Researcher.

3. Titles at the School and corresponding jobs

Article 78

- (1) Elections to scientific-lecturing, teaching, associate and professional titles shall be conducted at the School, in accordance with the Act.
- (2) Teachers and associates shall be conferred at the Faculty the titles referred to in paragraph 1 of this Article and employed to relevant job positions through public announcement. An employment contract shall be concluded with the selected candidate.
- (3) The terms and procedures for the conferment of titles shall be specified by special Regulations.
- (4) To ensure the continuity of advancement of scientists employed for a definite period of time, or at the position of the Rector, Vice-Rector, Dean, Vice-Dean, Head and Deputy Head of the university department, they shall be allowed a conferment of scientific and educational titles and employment to relevant jobs, which shall be specified by special Regulations passed by the Senate of the University of Split.

Article 79

- (1) The person who meets the requirements for the conferment of a relevant title may be elected to a corresponding scientific-teaching, associate and teaching title without being employed (adjunct professor) if he participates or will participate, partially or completely, in teaching a particular course.
- (2) The requirements and procedure for the conferment of the title of adjunct professor are identical to those for the conferment of the above titles and employment to relevant job positions.

Article 80

The School may entrust the teaching of up to one third of a course to teachers, scientists or experts without obligation of concluding an employment contract and without the conferment of a scientific-teaching title (the so-called visiting professor or teacher), provided that the basic part of the course is taught by persons conferred a scientific-teaching or teaching title.

Article 81

- (1) A reputed foreign professor, who has not been conferred a scientific-teaching title according to Croatian regulations, or a prominent expert, may be entrusted to teach a particular course for two consecutive academic years at most.
- (2) The proposal to entrust the teaching of a particular course to the persons referred to in paragraph 1 of this Article shall be adopted by the School Council based on the opinion of the expert committee appointed by the School Council.
- (3) The decision on the proposal of the School Council referred to in paragraph 2 of this Article shall be passed by the Senate.
- (4) Conferment of scientific-teaching, scientific, teaching and associate titles implemented at other university shall be subject to verification at the School.

Article 82

Postgraduate students may participate in teaching, including seminars and exercises, at an integrated study at the School, according to the postgraduate study program.

4. Sabbatical leave

Article 83

- (1) School teachers conferred a scientific-teaching title shall have the right to take a paid sabbatical after six years of working at the School.
- (2) Sabbatical leave shall be used by a teacher for scientific and professional training or for scientific work (writing textbooks, reference books or monographs, etc.).
- (3) Requirements and procedure of approval of sabbatical leave shall be regulated by special Regulations.

5. Employment outside the School

Article 84

- (1) Scientific, educational or professional activity of employees outside the School shall not harm the interests of the University and the School.
- (2) Teachers, scientists and associates of the Faculty may not conclude employment contracts with other legal entities in Croatia and abroad without the Dean's consent.
- (3) Teachers, scientists and associates, who are full-time employees at the School, may work with another employer for up to one-third of full-time (as an external associate or part-time) upon the Dean's prior consent.
- (4) The consent referred to in the previous paragraph may be granted if the employee's anticipated activity is not in conflict with his regular work obligations and the general interest of the School.
- (5) The employee's obligations with respect to the unfair competition and their rights in accordance with the provisions of the preceding paragraphs of this article shall be determined by the general acts of the School.

6. Disciplinary liability

Article 85

- (1) Teachers and associates shall be disciplined for the violation of their employment and other obligations arising from the employment and in relation thereto and for the violation of the provisions of the Code of Ethics, which as a result has a severe violation of the reputation of the University and the School.
- (2) One may be held disciplinary liable only for an offense that was foreseen as a disciplinary offense at the time of the commitment of offense and for which a disciplinary measure was envisaged.
- (3) Disciplinary measures, disciplinary proceedings and the bodies which conduct it shall be governed by special Regulations.

IX. BUDGET AND FINANCING OF THE SCHOOL

Article 86

- (1) The financial plan shall be made within the deadlines set by the University, and adopted by the School Council at the Dean's proposal.

Article 87

The School's activities shall be funded from:

- state budget,
- own revenues earned on the market deriving from scholarships, scientific research and professional projects, reports, expertise, publishing and other registered activities,
- donations and sponsorships, and
- other sources established by the Scientific Activity and Higher Education Act.

Article 88

- (1) The School's funds shall be used for:
 - payment of salaries and employee benefits and fees to teachers and other persons not employed by the School,
 - coverage of material expenses,
 - publishing activity,
 - capital investment,
 - development projects and improvement of activities,
 - coverage of a part of the student's standard cost and
 - coverage of other expenses necessary for conducting activities.
- (2) The School shall independently use its own revenues earned on the market.
- (3) The School shall allocate a part of its own gross income of at least 3% earned on the market by conducting basic and other activities (tuition, lease / rent and other income) to the budget of the University of Split, which shall be governed by special Regulations passed by the Senate of the University.

X. GENERAL ACTS OF THE SCHOOL

Article 89

- (1) The Statute shall be the basic act of the School.
- (2) The Statute of the Faculty shall be passed by the School Council at the proposal of the Dean.

Article 90

- (1) General acts of the School shall be passed by the School Council and Dean within his scope of competence.
- (2) The School Council shall pass general acts which regulate the issues of teaching, science and professional activities of the School, such as those concerning:
 - studies and study systems,
 - quality assurance systems,
 - internal organization and job classification,
 - requirements and procedures of conferment of titles,
 - postgraduate studies,
 - acquiring doctoral degree,
 - continuing medical education,
 - supervision of implementation of teaching,
 - awards and acknowledgments,
 - disciplinary liability of teachers and students,
 - publishing activity,
 - work of Ethics Committee and Code of Ethics,
 - process of implementing expertise.
- (3) The Dean shall pass Regulations governing matters in the field of employment, occupational safety and fire protection, organization and work of the Library as well as other general acts within his scope of competence.

Article 91

- (1) The existing general acts shall be harmonized with this Statute.
- (2) Until the adoption of the general acts referred to in the previous paragraph, the existing general acts shall apply, except provisions contrary to this Statute.

XI. PUBLICITY OF ACTIVITIES AND CONFIDENTIALITY

Article 92

- (1) The activities conducted at the School shall be public.
- (2) In exceptionally justified cases, the Dean may decide to exclude the public, with the consent of the School Council.
- (3) The School shall be obliged to timely and transparently keep the public informed about its activities.
- (4) The School shall regularly inform the public through the communication media, special publications, its bulletin boards, its Internet website etc.
- (5) Only the Dean or a person authorized by him may, by means of means of public communication, provide official business and development information on the School on its behalf.

Article 93

- (1) Confidential data shall be classified as follows:
 - data that the Dean has proclaimed confidential,
 - data proclaimed confidential by other legal entities and made known to the School by those legal entities,
 - data related to activities performed by the School for the needs of public bodies if they are protected by an appropriate degree of confidentiality,

- data containing applications to competitions, until the publication of the results of the competition,
 - data related to the measures and manner of acting in emergency and defence
 - other data and documents that are legally or otherwise proclaimed classified.
- (2) The School shall refuse to disclose information on trade secrets.
- (3) The School shall keep the information proclaimed classified, which shall be a direct responsibility of the Dean or the person authorized by him.

XII. FINAL PROVISIONS

Article 94

- (1) The Dean, the Vice-Deans and the Heads of the organizational units elected in accordance with the previously valid regulations, shall continue to work until the end of their term of office.
- (2) Representatives of teachers and associates elected to the School Council shall continue to work until the end of their term of office.

Article 95

- (1) By the entry into force of this Statute, the Statute of the School of Medicine in Split of 25 January 2010 shall cease to apply, as well as Decision on Amendments to that Statute of 2 December 2010, 14 July 2012 and 9 September 2015.
- (2) Representatives of teachers and associates elected to the School Council shall continue to work until the end of their term of office.

THE DEAN:

(stamp: UNIVERSITY OF
SPLIT SCHOOL OF
MEDICINE 1
logo of the School)

(signature)
Professor Zoran Đogaš, M.D.,
Ph.D.

The Senate of the University of Split has given its consent to the Statute by its Decision, Class: 003-08/17-05/0035, Register number: 2181-202-03-01-17-0012 of 23 February, 2017.
The Statute was published on the School's bulletin board on 14 March 2017 and shall enter into force on 22 March 2017.

Secretary:
(Signature)
Diana Raos, LL.M.

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I, Danijela Dadić, court interpreter for Italian and English, as appointed by the President of the County Court – in Split, Decree No. 4-Su-640/2014, of April 20th, 2015, do hereby certify that the above translation is a faithful and complete translation of the original document written in the Croatian language.

Split, March 7th, 2018
Certification number 75/ 18



Danijela Dadić