

UNIVERSITY OF SPLIT

SCHOOL OF MEDICINE

STATUTE

Split, July 2023.

Pursuant to Article 19, paragraph 3, point 2, and Article 109, paragraph 1 of the Scientific Activity and Higher Education Act (the Official Gazette no. 119/2022; hereinafter: the Act), and Article 59, paragraph 3, point 2 of the Statute of the University of Split (hereinafter referred to as the University Statute), the Faculty Council of the School of Medicine in Split, at its session held on July 10 and 11, 2023, adopts the

## **STATUTE OF THE SCHOOL OF MEDICINE IN SPLIT**

### **I. GENERAL PROVISIONS**

#### **Subject of Regulation**

##### **Article 1**

(1) The Statute of the School of Medicine in Split (hereinafter: the Statute) regulates the status-related issues, name, and headquarters, activities and operations of the School of Medicine in Split (hereinafter referred to as the Faculty), legal status, representation and presentation, internal structure, powers and decision-making methods of Faculty bodies, organization and implementation of studies, status of teachers, associates, and other employees, student status, financing, and other issues relevant to the operation of the Faculty, in accordance with the Act, the University Statute, regulations governing the field of science and higher education, and other applicable regulations.

(2) Terms used in this Statute that have gender significance are used neutrally and refer equally to both male and female gender.

#### **Missions**

##### **Article 2**

(1) The Faculty is a public institution that, as a part of the University of Split (hereinafter: the University), organizes and conducts university studies and develops scientific research and professional activities in the field of biomedicine and healthcare, as well as in various scientific and professional fields, prepares students for professional activities based on scientific knowledge and methods, educates young scientists, participates in the realization of students' social interests, and promotes international, especially European, cooperation in higher education and scientific activity. The Faculty may also carry out other activities in accordance with the Act, the University Statute, and this Statute.

(2) The Faculty ensures internal and external mobility of students and employees, rational use of human and material resources, development of studies, and continuous monitoring and improvement of the quality and competitiveness of educational, scientific, and professional work. It develops an information and library system as part of the integrated University system.

(3) The Faculty carries out its tasks through a unified scientific-teaching and professional healthcare work process.

(4) The Faculty carries out its missions in accordance with the needs of the community in which it operates.

## **Basic Principles of Scientific Activity and Higher Education**

### **Article 3**

(1) The Faculty performs higher education and scientific activities, which are of interest to the Republic of Croatia, as part of the international, especially European, educational and scientific area.

(2) The Faculty carries out higher education activities based on:

- European humanistic, democratic, and enlightenment tradition and participation in the European Higher Education Area,
- openness of higher education institutions to the public, citizens, and the local community,
- reciprocity and partnership among members of the academic community,
- indivisibility and high quality of teaching and scientific research,
- unity of professional and educational work for the purpose of developing specific professional knowledge and skills,
- the concept of lifelong learning,
- the obligation to develop the social responsibility of students and other members of the academic community,
- interaction with the community.

(3) Higher education activities are further regulated by the general acts of the Faculty.

(4) The Faculty conducts scientific and innovation activities based on:

- freedom and autonomy of scientific creativity,
- open science and open innovation,
- knowledge as a value of universal importance for human development,
- the scientific method as an instrument for creating new knowledge,
- ethics of teachers and scientists,
- public accessibility of the results of scientific research,
- concern for the development of research careers,
- promotion of the development of young scientists' careers,
- the development of doctoral studies, especially through the activities of the Doctoral School,

- research for the purpose of valorizing knowledge, creating innovations, and developing technologies in the national and European research space,
- integration with the education system,
- international quality standards and networking in networks of European universities,
- promoting and accepting the specificities of national content,
- protection of intellectual property,
- preservation and protection of natural resources,
- social responsibility of teachers and scientists.

(5) Scientific and innovation activities are further regulated by the general acts of the University.

(6) The vision and mission of the Faculty are further regulated by the Faculty's Strategy.

(7) In their work, activities, and behavior, teachers, scientists, associates, and students adhere to the principles of academic integrity and academic honesty, the principles of scientific truth and critical thinking, and promote the reputation of the Faculty and the University.

## **Academic Community**

### **Article 4**

(1) The academic community consists of teachers, scientists, associates, students, and other participants in the higher education process.

(2) Members of the academic community are guaranteed academic freedoms, which specifically include the freedom of scientific research and creativity, freedom of expression, publication, and teaching, freedom of expressing opinions about the system and the institution in which they operate, the right to mutual cooperation and association, and the right to direct and indirect participation in collegial governance bodies and professional bodies of institutions in the higher education system.

(3) Members of the academic community should protect scientific truth and research impartiality in their work, respect copyright, act responsibly and engage with the community in which they operate, uphold ethical principles in scientific research, creativity, and teaching, and make the results of scientific research available to the public, in accordance with the Open Science Policy of the University of Split.

(4) Members of the academic community are obliged to base their relationships on mutual trust and respect for the dignity of every person.

## **Academic Self-Government and Autonomy of the Faculty**

### **Article 5**

(1) Higher education in the Republic of Croatia is based on the academic self-government of higher education institutions and the autonomy of universities in accordance with the Constitution, international agreements, and the Act.

(2) The Faculty, within the framework of academic self-government:

- establishes rules for student enrollment and registration,
- proposes or elects the head and conducts teacher elections,
- manages financial and other resources in accordance with the principle of public accountability, the law, and other regulations.

(3) The Faculty, within the framework of university autonomy:

- regulates internal structure in accordance with the Act,
- establishes educational, scientific, and professional programs,
- decides on project acceptance and international cooperation,
- enjoys financial autonomy within the framework of a program agreement in accordance with the Act,
- enjoys other forms of autonomy in accordance with the Act.

(4) The premises of the Faculty are inviolable.

(5) Competent state bodies and state administrative bodies on the premises of the Faculty may only regulate with the consent of the Dean or based on a decision of the competent court or if there is an immediate danger to property of higher value, life, and human health.

(6) State bodies and state administrative bodies authorized to carry out inspection supervision may act on the premises of the Faculty without the consent of the Dean, in accordance with regulations governing inspection supervision.

(7) The search of the premises of the Faculty can be carried out without the presence of the Dean or a person authorized by him only if they have not responded to a timely summons without justified reason.

### **Functional Integration of the Faculty**

#### **Article 6**

(1) With the aim of the functional integration of the University and more efficient organization and rationalization of the use of human and material resources, the Faculty may, based on a special agreement, organize the performance of common professional, logistical, and technical tasks with the University and its constituent units.

(2) In order to achieve functional integration and organize teaching and meet accreditation requirements, as well as to more efficiently organize and rationalize the use of human and material resources in teaching activities, the Faculty may, based on a special agreement, provide for the assignment and replacement of employees with the University's constituent units (internal cooperation).

### **Subordinate application of Regulations**

#### **Article 7**

- (1) For issues of the organization and management of the Faculty that are not otherwise regulated by the Act, the law governing institutions shall apply.
- (2) The Faculty independently decides on its internal structure and bases its operation on positive regulations.
- (3) The process of initial accreditation and reaccreditation of institutions and the process of initial accreditation and reaccreditation of programs shall be conducted in accordance with regulations governing quality assurance in higher education and science.
- (4) Provisions of the law governing general administrative procedure shall apply to the process of determining the rights and obligations of teachers, associates, and students, as well as to the process conducted by department committees and departmental commissions.
- (5) The law governing the budget system and subordinate regulations adopted on its basis shall apply to the financial operations of the Faculty.

## **II. STATUS PROVISIONS**

### **Faculty Status**

#### **Article 8**

- (1) The Faculty is a legal entity with the status of a public institution as part of the University of Split that conducts higher education activities through the organization and conduct of university studies and carries out and develops scientific research and professional activities in the field of biomedicine and healthcare and in various scientific and professional fields, registered in the register of institutions at the Commercial Court in Split and in the Register of Higher Education Institutions maintained by the ministry responsible for science and education (hereinafter referred to as the Ministry).
- (2) Senate of the University of Split decides on changes in status.

### **Establishment of the Faculty**

#### **Article 9**

- (1) The Faculty was established on March 26, 1997.
- (2) The day of the establishment of the Faculty, March 26, is celebrated as the Faculty Day, on which occasion awards and recognitions are presented according to a special regulation.
- (3) The Dean determines the manner of celebrating the Faculty Day.

### **Faculty Name**

#### **Article 10**

- (1) The Faculty conducts its activities, operates, and participates in legal transactions under the name UNIVERSITY OF SPLIT, SCHOOL OF MEDICINE.

- (2) The shortened name under which the Faculty operates is: SCHOOL OF MEDICINE IN SPLIT.
- (3) In correspondence with natural and legal persons, the Faculty may use, in addition to the name entered in the Court Register, a translation into English: UNIVERSITY OF SPLIT SCHOOL OF MEDICINE (acronym USSM).
- (4) The Faculty's name must be displayed on the building used by the Faculty.
- (5) The Faculty's acronym is MEFST.
- (6) The internet address of the Faculty is: <https://mefst.unist.hr/>.
- (7) The Faculty's internet domain is "mefst.hr."

## **Faculty Seat**

### **Article 11**

The Faculty's seat is in Split, at Šoltanska Street No. 2.

Seal and Stamp of the Faculty

### **Article 12**

- (1) The Faculty has a dry seal and a stamp.
- (2) The dry seal and stamp are of a circular shape with a diameter of 38 mm.
- (3) In the center of the dry seal and stamp is the coat of arms of the Republic of Croatia. The text "Republika Hrvatska" (Republic of Croatia) is above the coat of arms, and "Sveučilište u Splitu - Medicinski fakultet" (University of Split - School of Medicine) is below the coat of arms. The text on the seal and stamp is in the Croatian language.
- (4) The dry seal is affixed to diplomas, while the stamp is used on other public documents issued by the Faculty.
- (5) For other operations, the Faculty uses round stamps with a diameter of 38 mm, featuring the Faculty's coat of arms, which consists of a stylized traditional Croatian interlace with the letter "M" in the middle and a human figure. The full name of the Faculty in Croatian and Latin is written in a circle. Along the upper edge is the text "Sveučilište u Splitu" (University of Split) and along the lower edge is the text "Medicinski fakultet" (School of Medicine). The Latin text reads "Universitas Studiorum Spalatensis – Facultas Medica". A seal with the same content and a diameter of 25 mm is used in cases when the use of a larger seal is not suitable.

## **Attributes**

### **Article 13**

- (1) The Faculty has a symbol, coat of arms, logo, flag, and motto.

- (2) The symbol of the Faculty represents the letter "M" multiplied in layers with a human silhouette symbolizing the concept of humanity in modern medical science. The layering of the entire project is also a reflection of the diversity of medical branches and specialties that students and their professors teach, research, and apply in their teaching and work at the Faculty. The letter "M" is symmetrical and equally legible from the front and back or in space as a 3D object. The letter "M" is a square, a unit of Croatian visual identity.
- (3) The coat of arms of the Faculty represents a stylized traditional Croatian interlace with the letter "M" in the middle and a human figure.
- (4) The logo is presented graphically as MEDICINSKIFAKULTET, with colorful words that touch and form a single line of text. The primary colors are red, yellow, and blue, which, by overlapping, expand the spectrum to orange and green. The colors overlap like organs and functions in the human body.
- (5) The Faculty has a blue flag, identical to the blue color of the Croatian flag. The aspect ratio of the flag's length to width is 2:1. In the center of the horizontally oriented flag, with the width next to the spear, is the Faculty's coat of arms. The diameter of the symbol on the flag is 1/2 of the flag's width.
- (6) The motto of the Faculty is: "Znanjem zdravlju" (With knowledge to health). In addition to Croatian, it is also written in Latin and English, as well as in the Glagolitic script.
- (7) The use of the Faculty's name, coat of arms, symbol, seal, and stamp is approved by the Dean.
- (8) The Dean determines the number of seals and stamps with the coat of arms of the Republic of Croatia, the number of seals with the name and seat of the Faculty, their method of use, and the persons responsible for their use and safekeeping.
- (9) If the Faculty has multiple business seals, they must be numbered.
- (10) The Faculty has a qualified electronic seal and electronic signature.

### **Faculty in Business Correspondence**

#### **Article 14**

- (1) In correspondence or business communication, the Faculty uses business paper that contains the Faculty's symbol, the Faculty's name in Croatian or English, and other information about the Faculty.
- (2) In business communication, the Faculty may also use business paper that includes the names and designations of teaching bases and/or collaborating institutions, with their consent, and in international correspondence, the name of the Faculty may be written in other foreign languages.
- (3) In its business operations, the Faculty may use an electronic seal and electronic signature in accordance with regulations governing the issuance of electronic documents.

### **Teaching in Croatian and Foreign Languages**

#### **Article 15**

- (1) Teaching at the Faculty is conducted in Croatian and English.

(2) Diplomas, certificates, and confirmations issued by the Faculty are public documents issued in accordance with the Act and the Statute of the University.

### **III. FACULTY ACTIVITIES**

#### **Faculty Activities**

##### **Article 16**

(1) The Faculty bases its activities on the Scientific Activity and Higher Education Act, the Law on Healthcare, the Law on Institutions, the Statute, and other regulations related to its established activities.

(2) The activities of the Faculty include:

- Organization and execution of university studies: integrated undergraduate and graduate studies, doctoral studies, and university specialist studies.
- Ongoing scientific and professional work in various scientific and professional fields, organizing and conducting various forms of professional and scientific training for healthcare workers to keep up with new professional and scientific achievements.
- Establishment and execution of lifelong learning and training programs, delivering programs not classified as studies, and programs of distinction obligations in study programs.
- Research and development services, library, and publishing activities for teaching, scientific, research, and professional work.
- Organization and execution of domestic and international courses to expand the knowledge of students, healthcare workers, and other interested individuals.
- Sales of textbooks and other printed materials necessary for the Faculty's activities.
- Sales of working materials related to the Faculty's activities.
- Administrative and support services for the needs of the Faculty.
- Forensic expert opinions in the field of biomedicine and healthcare.
- Organization of domestic and international scientific and professional events.
- Collaboration with higher education institutions and scientific institutes in the country and abroad.
- Information technology services for teaching, scientific, and research activities, as well as other Faculty activities.
- Healthcare services for educational purposes.
- Healthcare services for which the competent minister has given consent.
- Participation in the implementation of healthcare programs.
- Preparation of expertise and professional opinions, as well as consultancy services in the field of biomedicine and healthcare in cooperation with the economy and healthcare institutions.



(3) In addition to the activities specified in paragraphs 1 and 2 of this article, the Faculty may also engage in other activities to a lesser extent without registration in the court register if they serve to improve registered activities and contribute to the use of spatial, personnel, and equipment capacities, especially the establishment and execution of continuous training programs in the scientific field of biomedicine and healthcare.

#### **Article 17**

(1) The Faculty may change its activities.

(2) The decision to change activities is made by the Senate of the University of Split upon the proposal of the Faculty Council.

### **IV. FACULTY STRUCTURE**

#### **Faculty Units**

##### **Article 18**

(1) To organize, coordinate, and conduct teaching, scientific, and highly professional work, the Faculty establishes faculty units.

(2) Faculty units include scientific-teaching units (divisions), teaching units (teaching departments), scientific units (centers and laboratories), the Central Medical Library, the Office for Quality Assurance and Improvement, and the Dean's Office.

#### **Divisions**

##### **Article 19**

(1) Faculty divisions are the fundamental organizational form of the Faculty's scientific and teaching work. The names and number of departments are regulated by the Regulation on Internal Organization and Job Structure.

(2) Divisions are established based on criteria of logical connectivity and relatedness of scientific and functional processes carried out within them, as well as the similarity of working conditions of their employees.

(3) When determining the names, size, and scope of division work, the existence of a scientific program, international reputation, organizational work criteria, achievement of better work results, and administration process rationalization are taken into account.

(4) Within the divisions, teaching departments can be established in the branch/branches of the division's activities.

#### **Head of the Division**

## **Article 20**

- (1) The head of a division leads the work of the faculty department.
- (2) The head of the division is responsible for the work and success of the division.
- (3) The term of office for the head of the division is three years, and the same person can be re-elected to the same position.
- (4) The Faculty Council initiates the selection of the division head by a public call.
- (5) For the selection process, the dean appoints a three-member professional commission made up of faculty members selected for scientific-teaching positions, including one member from the division for which the election is being held and two members from other divisions or teaching departments of the Faculty.
- (6) The professional commission must obtain the prior opinion of the dean on the programs of the applicants.
- (7) The division head is selected by the Faculty Council with the prior consent of the dean based on the proposal of the professional commission.
- (8) The division head is responsible to the Faculty Council and the dean for their work.

## **Clinics and Clinical Departments**

### **Article 21**

- (1) Clinics and clinical departments are healthcare institutions or parts of healthcare institutions where healthcare activities are carried out, clinical teaching is conducted, and scientific research is carried out.
- (2) The titles of clinics and clinical departments are assigned by the Minister of Health of the Republic of Croatia, after obtaining the prior opinion of the Faculty, according to the conditions and procedures established by special regulations.

## **Head of Clinics and Clinical Departments**

### **Article 22**

- (1) The head of clinics and clinical departments is chosen by healthcare institutions, and the participation of the Faculty in the selection is regulated by a contract between the Faculty and the healthcare institution.

## **Teaching departments**

### **Article 23**

- (1) Teaching departments are the basic organizational form of the Faculty's teaching work, and their names and number are regulated by the Regulation on Internal Organization and Job Structure.
- (2) Teaching departments can be established independently or within a division.

(3) The obligation of the teaching department is to conduct and coordinate teaching on all Faculty programs, take care of improving all forms of teaching activities, selection, and advancement of teaching staff, and all other important matters for teaching.

#### **Article 24**

(1) Teaching departments are established for one or more related subjects.

(2) Members of the teaching department are teachers and associates who teach the teaching department's subjects in Faculty programs for at least 50 working hours per year.

#### **Teaching department Head**

#### **Article 25**

(1) The teaching department is headed by the chair head, who manages the teaching department's teaching and professional activities and is responsible to the teaching department, the head of the division, the Faculty Council, and the dean.

(2) The term of office for the teaching department's head is three years and they are selected from the ranks of teachers who have concluded an employment contract with the Faculty for a scientific-teaching position.

(3) The teaching department must obtain the prior opinion of the dean on the programs of the candidates for the position of teaching department head or the head of the division if the teaching department is part of a division.

(4) The teaching department head is chosen by the members of the teaching department through a secret ballot.

(5) The election of the teaching department head requires the presence of a majority of the teaching department's members from the previous paragraph, and the decision is made by a majority vote of the present members.

(6) The dean appoints a person a person who meets the prescribed conditions to act as teaching department head in cases such as:

- the inability to choose a new teaching department head before the current 's term expires,
- a negative opinion of the dean on the teaching department head program,
- resignation of the teaching department head during their term,
- if the teaching department head fails to fulfill their duties in accordance with the act on internal organization and job structure.

(7) The teaching department has a secretary who is elected by the teaching department members for a term of three years.

#### **Article 26**

(1) The teaching department head is assisted in their work by a deputy who is appointed by the teaching department head with the prior consent of the dean or the prior consent of the head of the division if the teaching department is part of the division.

(2) When the teaching of subjects is conducted at several clinics, clinical departments, or teaching bases, the teaching department, with the prior consent of the dean, can propose the appointment of as many teaching department head assistants as there are teaching bases.

#### **Article 27**

(1) The teaching department meets as needed, but at least twice in an academic year. The presence at teaching department meetings is mandatory for all teaching department members. A minutes are kept, with one copy remaining in the archive, and the other being sent to the Faculty Dean's Office after verification.

(2) The teaching department decides by a majority vote of the present members.

### **Faculty Teaching Bases**

#### **Article 28**

(1) The teaching of all or part of a subject can be assigned and conducted at the Faculty's teaching bases if they have the necessary personnel, spatial, and technical capabilities.

(2) Faculty teaching bases are healthcare and other institutions that regulate their mutual rights and obligations in the conduct of teaching and the realization of other business interests by an agreement between the Faculty and the teaching base.

### **Centers**

#### **Article 29**

(1) In order to perform multidisciplinary scientific research and specific educational activities, the Faculty establishes centers, whose names and number are regulated by the Regulation on Internal Organization and Job Structure.

(2) Specific conditions for the establishment and operation of centers are determined by the dean with a special regulation.

### **Laboratories**

#### **Article 30**

(1) Laboratories are established in scientific-teaching or teaching units of the Faculty, provided that they have a specific scientific program, international reputation, specific relevance of the work process, and the establishment of laboratories achieves better work results. The names and the number of Faculty laboratories are regulated by the Regulation on Internal Organization and Job Structure.

(2) The heads of Faculty laboratories are appointed by the dean for a term of three years, and their appointment is confirmed by the Faculty Council.

### **Dean's Office**

#### **Article 31**

(1) The Dean's Office of the Faculty is an organizational unit for the performance of common tasks of the Faculty. The organization of the Dean's Office and the work tasks of its employees are regulated by the Regulation on Internal Organization and Job Structure.

(2) The Dean's Office is managed by the Faculty Secretary.

#### **Article 32**

(1) The Dean's Office performs:

- Professional-administrative tasks related to the conduct of scientific research, the registration, preparation, and coordination of teaching in all Faculty programs.

- Legal, personnel, technical, IT, general, and ancillary tasks for the Faculty.

- Financial and accounting tasks and material management of the Faculty, tasks related to construction and maintenance.

- Other tasks necessary for the successful work of the Faculty as determined by this Statute and other general acts of the Faculty.

(2) The Dean's Office, through professional services, performs all tasks for the entire Faculty, except when these tasks fall under the regular activities of other organizational units as determined by this Statute and other general acts.

### **Central Medical Library**

#### **Article 33**

(1) The Central Medical Library is a unit of the Faculty that provides support for teaching, scientific, professional, and other activities of the Faculty. The library is a communication center that possesses scientific, teaching, and professional information generated as a result of teaching and scientific research work at the Faculty, the professional processing of its own collections, and the results of worldwide and local scientific information processing services.

(2) The Faculty library system with its library and information services is part of the university library system.

(3) The library is managed by the head of the Central Medical Library, who must meet the requirements set out in the Regulation on Internal Organization and Job Structure, in accordance with the Law on Libraries.

(4) The structure, management, and scope of work of the library are regulated by the Regulation on the Central Medical Library's operation.

### **Office for Quality Assurance and Improvement**

#### **Article 34**

(1) The Office for Quality Assurance and Improvement is a special unit of the Faculty that, in cooperation with the Committee for Quality Improvement and the Commission for Internal Evaluation of the Quality Assurance System, organizes, coordinates, and conducts the process of evaluation and develops internal mechanisms for quality assurance, improvement, and promotion at the Faculty.

(2) The head of the Office for Quality Assurance and Improvement manages and organizes the work of the office, takes measures for its more efficient functioning, and is responsible to the dean for the work.

(3) The Office for Quality Assurance and Improvement submits an annual report to the Faculty Council.

## **V. FACULTY BODIES**

#### **Article 35.**

(1) The bodies of the Faculty are: the dean, the Faculty Council, the Dean's Collegium, and other bodies determined by the Statute and other general acts of the Faculty.

(2) The professional bodies of the Faculty Council include permanent and temporary committees.

(3) The Faculty is managed by the dean and the Faculty Council.

#### **The Dean**

#### **Article 36.**

(1) The dean manages the Faculty, represents the Faculty, is its head, and has all the powers in legal transactions within the scope of the Faculty's activities registered in the Commercial Register.

(2) The dean has the powers and responsibilities of the director of an institution, as well as the powers provided by the law and this Statute.

(3) The management of the Faculty is composed of the dean and vice-deans.

(4) The symbol of the dean's honor is the Dean's Chain, which is used at promotions and other ceremonial occasions.

#### **Article 37.**

(1) The dean of the Faculty, within the scope of their duties and powers, is responsible for:

- Representing and presenting the Faculty and ensuring the legality of its work.
- Organizing the work and business of the faculty.
- Adopting an act on the internal organization and the organization of job positions with the consent of the Faculty Council and the Senate.
- Convening and presiding over meetings of the Faculty Council.
- Making decisions on working hours and the redistribution of working hours.
- Deciding on cooperation with other higher education institutions in the country and abroad.
- Determining the schedule for using annual leave.
- Proposing to the Faculty Council the adoption of general acts and adopting general acts that are not within the competence of the Faculty Council.
- Implementing the decisions of the Faculty Council.
- Preparing a proposal for the part of the program agreement relating to the faculty.
- Proposing the financial plan of the faculty.
- Proposing semi-annual and annual reports on the implementation of the financial plan.
- Managing the execution of the faculty's financial plan in accordance with the law, the Statute, and the provisions of the performance contract.
- Managing the faculty's property with the prior consent of the Faculty Council.
- Undertaking all legal actions in the name and on behalf of the Faculty and performing other tasks that fall within the scope of the head of the institution, unless otherwise provided by laws, the University Statute, or this Statute.
- By function, the dean is a member of the University Senate, in accordance with the University Statute.
- Representing the Faculty in proceedings before the courts, administrative and other state bodies, as well as legal persons with public authority.
- Granting written powers of attorney to another person, within the limits of their authority, to represent the Faculty in legal transactions.
- Signing diplomas and other public documents issued by the Faculty.
- Designating persons authorized to sign financial and other documentation.
- Appointing acting heads of organizational units, vice-deans, and heads of professional services.
- Adopting a procurement plan and deciding on investment maintenance.
- Proposing to the Faculty Council the appointment of vice-deans.
- Establishing and appointing professional committees or working bodies to perform tasks within their scope of work, and by decision on appointment, determining their number, composition, and scope of work.
- Concluding and terminating employment contracts for all employees.

- Upon the proposal of the Faculty Council, announcing a competition for the appointment to scientific-teaching, teaching, associate, and professional positions.
  - Adopting a work and development program of the Faculty upon the proposal of the Faculty Council.
  - Adopting an act on financial operations with the obtained opinion of the Faculty Council.
  - Giving consent for the work of teachers outside the Faculty.
  - Ensuring the implementation of decisions of the Faculty Council and decisions of university bodies in the Faculty.
  - Proposing to the Faculty Council permanent and temporary committees and working groups to perform tasks within their scope of work.
  - Participating in and deciding on the work of university bodies in accordance with the law and the University Statute.
  - Performing other tasks determined by the law, statute, and other general acts of the faculty.
- (2) The dean is obliged to submit an annual report to the Faculty Council on the implementation of the Faculty's strategy, a report on the operation and implementation of the part of the performance contract, and other reports determined by the Statute.
- (3) The dean can appoint assistants, special advisors, permanent and temporary committees or working groups to perform certain tasks within their scope of work, and other permanent advisory bodies, the appointment, scope of work, and obligations of which are determined by decision.
- (4) The dean is assisted by vice-deans. Vice-deans are appointed and dismissed by the Faculty Council upon the proposal of the dean.
- (5) The dean is responsible to the Faculty Council and other bodies in accordance with the law, the University Statute, and this Statute.
- (6) The dean participates in the work of university bodies in accordance with the provisions of the University Statute.

### **Article 38.**

- (1) The dean represents the Faculty and is responsible for the legality of the Faculty's operation.
- (2) In the absence or impediment of the dean, one of the vice-deans designated by the dean shall act on behalf of the dean.
- (3) The dean has the right to undertake legal actions on behalf and for the account of the Faculty, up to the amount of €70,000. For legal actions with a value exceeding €70,000 up to €200,000, the dean requires the consent of the Faculty Council. For legal actions exceeding €200,000, the consent of the Faculty Council and the Senate of the University is required.
- (4) The Faculty can be represented and presented by other employees and persons authorized by the dean through the issuance of a special written power of attorney. The content and scope of the power of attorney is determined by the dean.



## **Procedure and Conditions for the Election of the Dean**

### **Article 39.**

- (1) The dean of the faculty is elected by the Faculty Council.
- (2) The procedure and conditions for the election of the dean of the Faculty are regulated by the Statute of the Faculty. If the dean is not elected in the election process, the elections will be repeated.
- (3) The procedure for the election of the dean and vice-deans begins no later than March 31 and ends by the end of June of the last year of the term, except in the case of a repeat procedure.
- (4) The dean of the faculty enters into full-time employment.
- (5) Exceptionally, during the dean's term of office, the dean of the faculty can be employed at the Faculty in the field of biomedicine and health on a part-time basis if they are simultaneously employed at the Faculty and on the teaching bases or clinic of the same Faculty on a part-time basis, and they accumulate these two employment relationships into full-time employment within the meaning of the provisions of the Labor Law, the Scientific Activity and Higher Education Act, and the Law on Health Care.
- (6) The dean can be elected from among the faculty members employed in a scientific-teaching position as an associate professor, full professor, or full professor in a permanent position, in an employment relationship for an indefinite period, who will have a permanent employment contract throughout their entire term of office.
- (7) The term of the dean of the faculty is three (3) years, and the same person can only be re-elected once.

### **Article 40.**

- (1) The procedure for the election of the dean is initiated by the Faculty Council no later than six (6) months before the start of the dean's term of office, but no later than March 31, by making a decision to initiate the procedure for the election of the dean and appointing the Election Commission, which consists of 3 (three) members elected to a scientific-teaching position as a full professor or full professor in a permanent position.
- (2) The decision of the Council to initiate the procedure for the election of the dean and appoint the Commission under paragraph 1 of this Article shall determine the deadline for submitting applications and the deadline for submitting a report to the Faculty Council.
- (3) Every faculty member who meets the conditions under Article 39, paragraph 6 of this Statute has the right to submit an application to the Commission for the position of dean within an open period of 15 days from the day of the appointment of the Commission, along with a CV, a work program for the dean's term of office, and a reasoned proposal for vice-deans to which the proposed vice-deans must provide written consent. The work program should be in line with the strategic documents of the Faculty and the University.
- (4) Upon the expiration of the deadline under the previous paragraph for submitting applications, the Commission is obliged in no more than eight (8) days to determine the timeliness and completeness of the received applications as well as the data related to the conditions of the applicants and submit a report to the Faculty Council. The report should contain information about the submitted applications and applicants,

information about meeting the conditions for the election, their CVs, work programs, and proposals for vice-deans.

(5) The dean is obliged to convene a session of the Faculty Council no later than 8 days from the date of receipt of the report of the Election Commission for the election of the dean. The invitation to the session, along with the report of the Commission, containing applications, CVs, and work programs of each candidate, is sent to the members of the Faculty Council. The Commission submits a report on the received applications, and the Council establishes the list of candidates for the election of the dean.

(6) The list of candidates and their programs are publicly announced on the Faculty's website and publicly presented at a thematic session of the Faculty Council, which must be held within the next 15 days.

(7) The Faculty Council appoints a Commission to conduct the voting process for the election of the dean during the election session. The Commission submits a report on the results of the voting. The Faculty Council verifies the report of the Commission. The election of the dean is decided upon by the verification of the report.

(8) The election session of the Council cannot be presided over by the dean, if he is one of the candidates in the dean's election procedure. In this case, the session is chaired by the oldest member of the Faculty Council in terms of age, in a scientific-teaching position as a full professor or full professor in a permanent position.

(9) The election session of the Council in the dean's election procedure must be attended by the absolute majority of all members of the Faculty Council, and the dean is elected by a secret vote of the absolute majority of the total number of members of the Faculty Council.

(10) If in the dean's election procedure only one candidate is proposed and does not receive the absolute majority of the votes of all members of the Faculty Council, the procedure for the election of the dean is repeated in full within a period not longer than 30 days.

(11) If there are more than two candidates in the dean's election procedure and none of the candidates receives the absolute majority of the votes of all members of the Faculty Council, the voting is repeated for two candidates who received the highest or the same number of votes, or for more candidates if they received the same highest number of votes in the previous voting. If in the repeated voting none of the candidates receives the necessary number of votes, the procedure for the election of the dean is repeated within a period not longer than two (2) months.

(12) If there are two candidates in the dean's election procedure, and none of the candidates receives the absolute majority of the votes of all members of the Faculty Council, the voting is repeated for the candidate who received more votes or for the candidates if they received the same higher number of votes in the previous voting. If in the second round of voting, none of the candidates receives the absolute majority of the votes of the members of the Faculty Council, the procedure for the election of the dean is repeated within a period not longer than two (2) months.

## **Failure to Elect a Dean and Appointment of an Acting Dean**

### **Article 41**

(1) The procedure for electing a new dean must be completed no later than two (2) months before the expiration of the term of the current dean.

(2) If a new dean is not elected in the election process or if the dean's term ends prematurely or they are removed from office before their elected term expires, the Faculty Council appoints an acting dean for a maximum period of one year. The acting dean is responsible for organizing the dean elections.

(3) The acting dean must meet the requirements set forth in Article 39, paragraph 6 of this Statute.

(4) If a dean is not elected through the election process, the former dean, one of the vice-deans, or a member of the Faculty Council is appointed as the acting dean. In cases where a dean's term ends prematurely or they are removed from office before the elected term expires, one of the vice-deans or a member of the Faculty Council is appointed as the acting dean.

(5) The meeting at which the acting dean is appointed is chaired by the oldest member of the Faculty Council, holding a regular professorship or a permanent regular professorship in a scientific-teaching position.

### **Termination of the Dean's Mandate**

#### **Article 42**

(1) The term of the Faculty dean ends prematurely in the following circumstances:

- Retirement
- Termination of the employment contract
- Accepting another position
- Establishing an employment relationship with another legal entity or educational base outside the university.

(2) The dean of the Faculty can be removed from office before the expiration of their term in the following circumstances:

- If the dean requests removal
- If reasons arise that, in accordance with the law, Statute, or labor regulations, lead to the termination of the employment relationship
- If the dean does not act in accordance with the law, Statute, and other general acts
- If, through negligent or irregular work, the dean causes significant harm to the Faculty or neglects or conducts their duties negligently
- If the dean becomes incapable of performing their duties
- If the dean's behavior damages the reputation of the position they hold
- If the dean abuses their position

(3) The procedure for the removal of the Faculty dean is initiated by a written, reasoned proposal from the dean themselves, one-third of the members of the Faculty Council in accordance with the Faculty Statute, or, in cases specified in Article 34 of the University Statute, by the proposal of the university rector. The procedure for the removal of the dean begins with the decision to initiate the procedure, made by the Faculty

Council with the votes of more than half of its members. The decision on the dean's removal is made by the Faculty Council with the votes of more than half of its members within two (2) months from the beginning of the removal procedure. The session of the Faculty Council at which the decision on the dean's removal is made is chaired by the oldest member of the Faculty Council.

(4) In the process of deciding on the removal of the dean, the dean must be given the opportunity to state their reasons against the removal.

(5) When making a decision on the removal, the weight of the violation, the consequences incurred, the level of responsibility, and other circumstances affecting the decision-making must be specifically taken into account.

(6) The removal of the dean is decided by the Faculty Council through a secret ballot, with the votes of more than half of its members.

(7) The decision to remove the dean must be in writing and reasoned, and it must be sent to the dean within 8 (eight) days after its adoption. An administrative dispute may be initiated against the decision.

(8) The university rector can propose the suspension of the dean of the Faculty in accordance with Article 34 of the University Statute. The provisions on the procedure for the suspension of the dean are applied accordingly.

## **Vice-Deans**

### **Article 43**

(1) The dean is directly assisted in their work by vice-deans.

(2) A teacher employed in a scientific-teaching position with an indefinite-term employment contract will be eligible to serve as a vice-dean for the entire duration of the term of the dean, as long as they have an indefinite-term employment contract.

(3) Vice-deans are appointed by the Faculty Council based on a reasoned proposal by the dean, through a secret ballot, with the votes of more than half of the total number of Faculty Council members. Their term is three (3) years. After the expiration of the term, the same person can be reappointed as vice-dean.

(4) One of the vice-deans substitutes for the dean in their absence.

(5) The number, title, and scope of work of vice-deans, as well as their rights and obligations, are determined by the Internal Organization and Job Structure Regulations.

(6) A vice-dean can be removed from office before the expiration of their term if they:

- Request removal

- Reasons arise that, in accordance with the law, Statute, or labor regulations, lead to the termination of the employment relationship

- Do not act in accordance with the law, Statute, and other general acts

- Through negligent or irregular work, cause significant harm to the Faculty or neglect their duties or conduct them negligently

- Become incapable of performing their duties
- Their behavior damages the reputation of the position they hold
- Abuse their position

(7) The decision on the removal of a vice-dean, based on a written, reasoned proposal by the vice-dean themselves, the dean, or one-third of the Faculty Council members, is made by the Faculty Council with the votes of more than half of its members.

(8) In the case of the removal of a vice-dean, the dean is obliged to propose a new vice-dean no later than the next session of the Faculty Council. The removed vice-dean cannot be a nominee.

(9) The newly elected vice-dean takes up their duty immediately after the election and their term lasts until the expiration of the current dean's term.

### **Faculty Secretary**

#### **Article 44**

(1) The Faculty has a secretary.

(2) The Faculty secretary assists the dean in their work and is the head of the professional-administrative services of the Faculty.

(3) The Faculty secretary is accountable to the dean.

(4) The rights and obligations of the Faculty secretary, the scope of their work, and the qualifications they must meet are determined by the Regulations on Internal Organization and Job Structure.

### **Dean's Advisory Body**

#### **Article 45**

(1) The Dean's Collegium is a professional and advisory body of the dean, composed of the dean and vice-deans. Other individuals invited by the dean can also participate in the work of the Dean's Collegium.

(2) The dean prepares, convenes, and chairs meetings of the Dean's Collegium, usually once a week.

(3) The Dean's Collegium:

- Proposes plans for the Faculty, developmental policies, and the organization of the Faculty to the dean.
- Discusses current issues and proposes implementation solutions.
- Carries out other tasks stipulated by this Statute.

#### **Article 46**

The mandate of elected members of the Faculty Council and heads of scientific, teaching, and research units coincides with the term of the dean unless otherwise specified.

## **Faculty Council**

### **Article 47**

- (1) The Faculty Council is a professional council of the Faculty and a collegial body with administrative powers, consisting of elected representatives of employees holding scientific-teaching and associate positions, student representatives, and a staff representative.
- (2) The dean, vice-deans, heads of faculty divisions, and heads of teaching departments are members of the Council ex officio.
- (3) The Council elects ten representatives of employees holding scientific-teaching positions, including one assistant, two associate professors, three full professors, and four full professors with a permanent appointment.
- (4) The Council also elects two representatives of employees holding associate positions, one assistant and one senior assistant.
- (5) Student representatives, elected by students in accordance with the law regulating student organizations and the Faculty Statute, make up 10% of the total number of Faculty Council members, with a maximum of 20% from postgraduate students.
- (6) Student representatives should include at least two students from the Medicine program, two students from the English-language Medicine program, one student from Dental Medicine, one student from Pharmacy, and one student from all postgraduate programs.
- (7) The staff representative and the head of the Library are members of the Council according to the provisions of special regulations.
- (8) The Council members from paragraph 6 are elected in accordance with the provisions of the Law on the Student Council and Other Student Organizations.
- (9) An individual can be elected to the Council based on multiple criteria and can participate in Council work and voting with only one vote. The termination of the mandate on one basis does not exclude membership on another basis.
- (10) The Faculty Secretary participates in the work of the Faculty Council without the right to vote.
- (11) The representative of the representative trade unions in the field of science and higher education and the representative of the Alumni Association (Alma Mater Alumni of the Faculty of Medicine in Split) are invited to Faculty Council meetings and participate in the work without the right to vote.
- (12) Other participants related to the discussion of specific issues can also be invited to Faculty Council meetings.

### **Article 48**

- (1) The dean of the Faculty issues a decision to announce the elections for representatives of teachers and associates to the Faculty Council. The dean's decision must contain the following:

- The determination of the initiation of the election procedure
  - The appointment of Election Committees
  - The deadline for holding the elections
  - The deadline for submitting candidacies.
- (2) Representatives have deputies who take over their duties in the event of the following:
- The representative resigns
  - The representative's employment or student status at the Faculty ends
  - The representative is unable to attend a meeting due to illness, absence, or another justified reason
  - The representative advances in the election to a scientific-teaching position.
- (3) The bodies for conducting the elections for representatives are the Election Committee and the Polling Committees. The dean of the Faculty appoints the Election Committee, while the Polling Committees are appointed by the Election Committee.
- (4) A member of the Election Committee and Polling Committee can be a person who fulfills the criteria for being a representative in the Faculty Council and has not applied as a candidate for election as a representative.
- (5) The Election Committee:
- Ensures the preparation and conduct of elections for representatives
  - Based on valid proposals, determines the list of candidates for representatives and their deputies
  - Submits a report on the election results to the dean, which the dean presents to the Faculty Council.
- (6) If the dean and vice-deans are elected as representatives in scientific-teaching positions (full professors with permanent appointments, full professors, associate professors, assistants), representatives in the Faculty Council for these categories become deputies who received the highest number of votes in the election, in order, behind the candidates elected as representatives. Representatives in the Faculty Council take up their positions at the beginning of the dean's/vice-dean's term.
- (7) If the mandate of an elected representative in a scientific-teaching position (full professors with permanent appointments, full professors, associate professors, assistants) expires, representatives in the Faculty Council for these categories become deputies who received the highest number of votes in the election, in order, behind the candidates elected as representatives. Representatives in the Faculty Council take up their positions on the day the previous representatives' mandate expires.
- (8) The manner of proposing and the procedure for the election of representatives and their deputies in the Faculty Council are regulated by a special general act adopted by the Council.

### **Terms of members of the Faculty Council**

#### **Article 49.**

- (1) The term of office of elected members of the Faculty Council lasts three years and the same person may be re-elected.
- (2) The term of student representatives on the Faculty Council is regulated by the Law on the Student Union and other student organizations.
- (3) The term of the Faculty Council coincides with the term of the Dean.
- (4) Changes related to employment positions or the number of teaching department members do not entail changes in the number of representatives for the current term.
- (5) Representatives in the Faculty Council are elected by secret ballot.
- (6) Representatives of students in the integrated and postgraduate study programs are elected directly by the students of the respective programs, with each type of study forming an electoral unit (in the case of integrated studies), while students from all postgraduate study programs collectively form one electoral unit.

### **Scope of Work of the Faculty Council**

#### **Article 50.**

The Faculty Council has the following powers:

- Makes decisions on educational, scientific, and professional matters.
- Proposes changes in the status of the Faculty.
- Adopts the statute and other general acts determined by the statute.
- Defines the mission and development strategy of the Faculty.
- Adopts the part of the program agreement related to the Faculty.
- Adopts the financial plan of the Faculty.
- Approves the semi-annual and annual financial plan execution report upon the proposal of the dean.
- Conducts the procedure for the election of deans and vice-deans and the procedure for their removal.
- Appoints an acting dean for a maximum of one year if the dean has not been elected in the election process or if the dean's mandate has ended prematurely or if the dean is removed from office before the end of the term for which they were elected.
- Establishes additional criteria for the selection of scientific-teaching, teaching, associate, and professional positions of faculty employees.
- Initiates and conducts re-elections and elections for scientific-teaching, teaching, associate, and professional positions of faculty employees.
- Determines the number of enrolment slots in each program.
- Conducts re-elections and elections of honorary professors.



- Appoints professors emeriti from among the retired employees of the Faculty, who are distinguished regular professors with permanent tenure.
- Approves professional development lasting more than one month, as well as a paid sabbatical year.
- Decides on the publishing activity of the Faculty.
- Conducts the procedure for acquiring a doctoral degree.
- Takes care of and makes decisions to ensure the quality of study and scientific work.
- Initiates the procedure for the adoption and ensures the implementation of educational programs, study programs, and scientific work.
- Takes care of the development and improvement of the conditions for teaching and scientific research.
- Establishes working groups and committees in accordance with the Statute.
- Ensures the conditions for the free initiative of individuals and groups of researchers, teachers, and students in scientific, educational, and professional activities.
- Adopts proposals for study programs submitted to the Senate.
- Adopts the implementation plan for teaching.
- Provides an opinion on the acquisition, installation, and use of capital equipment within its area of activity.
- Approves the annual report of the dean.
- Gives consent to the dean for legal actions exceeding €70,000.00.
- Decides on matters of special interest to students.
- Makes decisions on announcing calls for the selection of teachers and associates.
- Evaluates the work of associates at least once a year.
- Performs other tasks in accordance with the Statute and other general acts of the Faculty.

### **Operation and Decision-Making of the Faculty Council**

#### **Article 51.**

- (1) The Faculty Council works and makes decisions at meetings. Meetings are prepared, convened, and chaired by the dean, and exceptionally, in his absence, by one of the vice-deans. The method of operation and decision-making of the Faculty Council is regulated by the Rules of Procedure of the Faculty Council.
- (2) Meetings of the Faculty Council may be held electronically.
- (3) The Faculty Council can validly deliberate and decide when more than half of the members of the Faculty Council are present at the meeting.
- (4) The Faculty Council makes decisions, conclusions, resolutions, and takes positions by a majority vote of the members present, unless otherwise provided by law or the Statute of the Faculty.

(5) A decision on the adoption of the Statute, amendment, and supplement to the Statute, is made by a two-thirds majority vote of all members.

(6) Decisions on the election of deans/vice-deans, the removal of deans/vice-deans, the suspension of deans, the general act on the internal organization and the organization of work positions, as well as in other cases prescribed by law, the Statute, or the general act of the Faculty, are made by a majority vote of all members of the Faculty Council.

(7) Decisions are made by open ballot, unless otherwise provided by law or the Statute.

(8) Exceptionally, the Faculty Council may decide that a decision on certain issues is made by secret ballot.

(9) In the event of an equal number of votes by the members of the Faculty Council to accept or reject a decision proposal, the deciding vote is the vote of the dean.

(10) Student representatives in the Faculty Council do not participate in the voting process in the election and re-election of teachers and associates to teaching positions.

### **Right to a Suspensive Veto of Student Representatives**

#### **Article 52.**

(1) Student representatives in the Faculty Council have the right to a suspensive veto in decisions concerning changes in study conditions, amendments to educational programs and the implementation plan of the study, student standards, and other matters important to students concerning the quality of studies.

(2) The suspensive veto may be used by students if requested by a majority of student representatives in the Faculty Council. After the suspensive veto, the Faculty Council reconsiders the matter within a period of no less than eight (8) days. In the renewed decision on the issue for which the student veto was requested, a two-thirds majority of the total number of members of the Faculty Council is required to pass the decision, and in this decision, student representatives in the Faculty Council do not have the right to a suspensive veto.

(3) There is no appeal against the decision of the Faculty Council, but an administrative dispute may be initiated.

### **Standing Committees and the Faculty Council Committee**

#### **Article 53.**

(1) The Faculty Council establishes permanent committees and committees in accordance with this Statute, the University Statute, and other general acts for areas of particular interest to the operation and development of the Faculty, as well as for the performance of other tasks within its scope of work.

(2) The Faculty Council has a Committee and the following permanent committees:

- Ethics Committee,
- Quality Improvement Committee,
- Animal Welfare Committee,

- Doctoral Committee,
- Publishing Committee,
- Human Resources Committee,
- Clinical Skills Committee,
- Teaching Oversight Committee,
- Awards and Recognition Committee,
- Teaching Committee,
- Committee for the Evaluation of Master's Theses of Integrated Undergraduate and Graduate Pharmacy Studies,
- Specialist Studies Committee,
- Disciplinary Proceedings Committee,
- Legal Opinion Committee,
- Physical Education and Health Committee,
- Continuous Medical Education Committee,
- Internal Evaluation of the Quality Assurance System Committee,
- Anti-Discrimination, Harassment, and Sexual Harassment Committee,
- Science Committee.

(3) The method of constituting and operating permanent committees and the Committee is regulated by a special general act adopted by the Faculty Council.

(4) Committees have at least three (3) members.

(5) Members of committees are appointed by the Faculty Council, upon the proposal of the dean.

(6) The term of office for members is three (3) years, and the same person may be reappointed.

(7) Upon the proposal of the dean, the Faculty Council may establish *ad hoc* (temporary) committees for the performance of specific tasks. The work of *ad hoc* committees is regulated by a decision of the Faculty Council on their establishment and scope of work.

## **VI. STUDIES**

### **Types of Studies**

Article 54.

(1) The Faculty offers and conducts university studies.

(2) University studies prepare students for performing tasks in science and higher education, the business world, the public sector, and society in general, as well as for the development and application of scientific and professional achievements.

(3) University studies are organized and conducted as university integrated undergraduate and graduate studies (Medicine, Dental Medicine, and Pharmacy), university specialist studies, and doctoral studies (within the Doctoral School).

(4) For the purposes of lifelong learning, to meet the distinction obligations of students for changing or enrolling in a study, completing a previously started study, or recognizing competencies acquired outside of studies that are a condition for enrollment in a study, programs of professional development are established and conducted at the Faculty. Professional development programs for lifelong learning are not considered studies.

(5) The organization and conduct of studies are regulated in more detail by the general acts of the University and the Faculty.

### **Enrollment of Study Programs in the Study Programs Register**

#### **Article 55.**

(1) A study program can be initiated and conducted after enrollment in the Study Programs Register.

(2) Enrollment of study programs in the Study Programs Register is carried out by the Ministry based on the obtained permit for conducting the study, which is adopted in the study's initial accreditation process, carried out by the Agency. Exceptionally, a joint study accredited by another international accreditation agency in the European Union is entered into the Study Programs Register based on the accreditation approval issued by that agency.

### **Study Programs at the Faculty**

#### **Article 56.**

(1) Studies at higher education institutions are organized and conducted in accordance with the study program.

(2) When proposing and determining a study program, the Faculty ensures that the study is:

- at the level of the latest scientific knowledge and skills based on them,
- in line with the strategic document of the higher education network,
- in line with national priorities and the needs of the professional sector,
- comparable to programs in the European Union countries.

(3) The Faculty Council appoints an expert commission to develop a new study program or amend an existing study program, based on the proposal of the Teaching Commission.

(4) The study program defines:

- the professional or academic title or academic degree obtained upon completion of the study,
- compliance of the study program with the corresponding qualification in the Croatian Qualifications Framework Register, if it is registered in the Croatian Qualifications Framework Register,
- conditions for enrollment in the study, conditions for enrollment in the next semester or academic year, and conditions for enrolling in other study obligations,
- a list of mandatory and elective courses with an indication of ECTS workloads, forms of teaching, course content, planned learning outcomes, and course heads,
- the expected learning outcomes obtained upon completion of the study,
- the number of enrollment places in the study,
- the structure and form of teaching,
- the method of assessing the acquired learning outcomes for each course or other study obligation,
- the method of completing the study.

(3) The study program is adopted in accordance with the Act, regulations governing quality assurance in higher education and science, the Statute, and other general acts of the University and the Faculty.

### **ECTS Credits**

#### **Article 57.**

- (1) Each course or other study obligation is valued in ECTS credits that reflect the average total student work needed to achieve the intended learning outcomes of the course.
- (2) One ECTS credit represents 30 hours of estimated average student work in achieving learning outcomes.
- (3) The criteria and conditions for the recognition and transfer of ECTS credits between different studies are determined by the general act of the Faculty or the University.

### **Enrollment in Studies**

#### **Article 58.**

- (1) A student enrolls in the study in regular status.
- (2) Students enrolled in regular status usually earn 60 ECTS credits per academic year in accordance with the study program's implementation plan and study as part of the full teaching load.

#### **Article 59.**

- (1) Enrollment in the study is carried out based on a public competition that guarantees equal treatment of all applicants. The public competition includes the number of available places, admission requirements, application deadlines, and information on the enrollment procedure and documents required for enrollment.

(2) The decision to announce a public competition for enrollment in integrated studies is made by the Faculty Council in accordance with the Act, the Statute, and other general acts of the Faculty, and in accordance with the capacity of each individual study program, the teaching workload of teachers and associates from the collective agreement for science and higher education and the norms for teaching. The public competition for enrollment in integrated studies is published on the Faculty's website no later than May 1 for the next academic year.

(3) The decision to announce a public competition for enrollment in university specialist and doctoral studies is made by the Faculty Council in accordance with the capacities of each individual study program. The public competition for enrollment in university specialist and doctoral studies is published on the Faculty's website.

## **Academic Year**

### **Article 60.**

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

(2) Exceptionally from paragraph 1 of this article, when stipulated by the implementation plan, teaching may begin before the start of the academic year but not earlier than September 1.

(3) Teaching at the Faculty is organized in semesters and conducted in shifts according to the study program and the implementation plan of the study.

(4) The teaching calendar for the new academic year is adopted by the Faculty Council in accordance with the teaching calendar of the University.

## **Implementation of Studies**

### **Article 61.**

(1) The study is carried out according to the study implementation plan adopted by the Faculty Council before the start of the academic year and is accessible to the public.

(2) The study implementation plan defines the structure and method of conducting the study in the full teaching schedule.

(3) The study implementation plan specifies:

- a list of mandatory and elective courses with indicated teachers and collaborators,
- teaching methods,
- the language of teaching,
- locations of teaching,
- the start and end times of teaching, and the schedule,
- examination methods and the fulfillment of study obligations,

- examination periods,
- a list of examination literature,
- other important information regarding the conduct of the study.

(4) The study implementation plan, the schedule, the examination date schedule, and other information necessary for attending classes and taking exams are made available to students before enrollment in the study or at the beginning of the next semester or academic year. If there are any justified reasons to modify the implementation plan during the academic year, the Faculty Council's decision regarding the changes is immediately published on the official website of the Faculty.

(5) Studies may be organized through distance learning, or by teaching using computer technology and interactive teaching materials, subject to the approval of the Agency for Science and Higher Education if learning outcomes of the study program can be achieved through distance teaching.

(6) Based on the Regulations on Teaching Bases of the University of Split, the Faculty may enter into a contract for business collaboration with an appropriate organization or business entity – a teaching base, for the purpose of conducting part of the practical training in the organization or business entity, under the guidance and supervision of their instructors, with appropriate participation of experts or mentors from that organization or business entity. Teaching bases provide quality assurance of teaching in accordance with the standards and regulations of the University.

(7) By decision of the Faculty Council, an esteemed foreign lecturer or scientist (visiting professor) may be entrusted with conducting teaching for a specific subject.

(8) A visiting professor may be assigned to teach up to one-third of the teaching subject without an employment contract or appointment to an academic position.

(9) The Faculty specifies the examination rules, the procedure for challenging grades, the examination retake process, the content, form, and method of keeping examination records, ensuring transparency in examinations, and the right to access examination results in its general provisions.

## **Assessment of Learning Outcomes, Examinations, and Grades**

### **Article 62.**

(1) Student learning outcomes are assessed and graded during the course and examinations and are recorded in the respective documents and student records.

(2) Oral knowledge assessments are public.

(3) Written knowledge assessments are retained until the end of the academic year.

(4) Student learning outcomes achieved with extraordinary success are graded as excellent (5), corresponding to an A grade. Student learning outcomes achieved with above-average success are graded as very good (4), corresponding to a B grade. Student learning outcomes achieved with average success are graded as good (3), corresponding to a C grade. Student learning outcomes achieved with satisfactory success are graded as sufficient (2), corresponding to a D grade. Student learning outcomes not achieved with satisfactory success are graded as fail (1), corresponding to an F grade.

(5) Some courses in the study program may be assessed descriptively. Courses assessed descriptively are not included in the study grade point average.

### **Diploma and Supplement to the Diploma**

#### **Article 63.**

(1) After completing an integrated, specialist, or doctoral study, the student is issued a diploma and a supplement to the diploma.

(2) The diploma and the supplement to the diploma confirm that the student has completed a specific study program and acquired the right to an academic or professional title or an academic degree and other rights in accordance with special regulations.

(3) The Faculty issues the diploma and the supplement to the diploma without charge, in both Croatian and English languages, in a signed and certified print and in digital form.

(4) Upon completion of lifelong learning programs, participants receive a certificate containing an overview of their obligations. If the workload within the program is measured in ECTS credits, the certificate also includes ECTS credits. The format of the certificate is determined by the general provision.

(5) Diplomas and certificates issued by the Faculty are public documents.

### **Completion of Studies**

#### **Article 64.**

(1) The Faculty is obligated to permanently publish graduate theses on the public network database of the University Library in Split and make copies available in the public database of graduate theses of the National and University Library, in accordance with the limitations prescribed by special regulations governing the protection of copyright, patent protection, and similar matters, along with a University confirmation that the process is ongoing.

(2) The Faculty is obligated to permanently publish doctoral dissertations in the public network database of doctoral dissertations of the National and University Library. The Faculty must ensure that at least one printed copy of the doctoral dissertation is delivered to the National and University Library, in accordance with the limitations prescribed by special regulations governing the protection of copyright, patent protection, and similar matters, along with a University confirmation that the process is ongoing.

### **Promotion**

#### **Article 65.**

(1) Promotion is a ceremonial presentation of a certificate or diploma for the completed study or the acquired (honorary) doctorate.

(2) Promotion is carried out by the Dean of the Faculty, while the academic degree of Doctor of Science is conferred by the Rector.



## **Recognition of Foreign Educational Qualifications**

### **Article 66.**

The procedure for recognizing foreign diplomas and academic and professional qualifications is conducted in accordance with a special law or based on bilateral or multilateral agreements that bind the Republic of Croatia.

## **Records and Information Systems**

### **Article 67.**

(1) The Faculty maintains electronic records and data collections, particularly records of the success of students' learning outcomes, and processes collected personal and other data for the purpose of conducting teaching activities in the information system of higher education institutions and in the study program browser, ensuring the interoperability of records and data collections and electronic data transfer into the information system of higher education institutions and the study program browser.

(2) The Ministry and the Agency have access to data from the information systems mentioned in paragraph 1 of this Article for the purpose of creating analyses and statistical reports at the national level and verifying the accuracy of data from the enrollment records as prescribed by law.

(3) Information systems from paragraph 1 of this Article are used for both internal and external quality assessment of higher education.

(4) The information system and the infrastructure of the higher education and scientific activity system are established for the efficient and effective use of data and information technology resources for the functioning and development of the higher education system and are available to the Faculty.

(5) The Faculty enters all necessary data into the information system and ensures the accuracy and timeliness of data in the information system.

## **Academic Titles and Degrees**

### **Article 68.**

(1) Upon completion of the study, the student acquires an appropriate professional or academic title or academic degree and other rights in accordance with special regulations, in accordance with the Act.

(2) By completing university studies conducted at the Faculty, students obtain academic titles:

1. For the University Integrated Undergraduate and Graduate Program in Medicine: Doctor of Medicine (dr. med.),

2. For the University Integrated Undergraduate and Graduate Program in Medicine in English: Doctor of Medicine (M.D.)

3. For the University Integrated Undergraduate and Graduate Program in Dental Medicine: Doctor of Dental Medicine (dr. med. dent.),

4. For the University Integrated Undergraduate and Graduate Program in Pharmacy: Master of Pharmacy (univ. mag. pharm.)

(3) Upon completion of doctoral studies, the academic degree of Doctor of Science is obtained, with an indication of the scientific field of Biomedicine and Health (dr. sc. biomed.).

(4) Upon completion of a postgraduate specialist program, the academic title University Specialist in the field of Medicine (univ. spec. med.) is obtained and added to the academic title.

(5) The abbreviation of academic titles from paragraphs 2 and 4 of this Article is placed after the name and surname of the person, while the abbreviation of the academic degree from paragraph 3 of this Article is placed before the name and surname of the person.

(6) The academic title or academic degree shall be revoked if it is determined that it has been acquired contrary to the prescribed conditions for its acquisition, through a gross violation of study rules, or on the basis of a diploma, specialist, or doctoral thesis that is a plagiarism or forgery. The initiation and conduct of the procedure for revoking an academic or professional title or an academic degree are carried out in accordance with the Faculty's general provision.

### **Doctoral School**

#### **Article 69.**

(1) The Doctoral School is established as a form of structured education within the doctoral studies at the Faculty in the scientific field of biomedicine and health.

(2) The Doctoral School combines multiple doctoral studies of the Faculty to ensure effective study implementation, enhance research and teaching capacities, standardize study criteria, promote interdisciplinarity, and increase the efficiency of study organization and implementation.

(3) The organization and operation of the Doctoral School are regulated by a specific regulation.

(4) The Doctoral School Council represents the body of the Doctoral School.

(5) The Doctoral School Council is accountable to the Faculty Council and the Dean for its activities.

#### **Article 70.**

(1) The Faculty monitors and enhances the quality of the studies.

(2) The content, procedures, and bodies for monitoring and improving the quality of the studies are determined by the general acts of the University and the Faculty.

## **VII. STUDENTS**

#### **Article 71.**

(1) Student status is acquired by enrolling in one of the study programs offered by the Faculty, and it is substantiated with a student identification.

(2) A student in regular status attends courses as part of the full teaching schedule.

(3) Student status ends:

- upon completion of the study,
- by leaving the study,
- by exclusion from the study as per the procedure and conditions determined by this Statute or the Faculty's general act,
- if the student fails to complete the study within the time frame defined by the Law and this Statute.

## **Rights and Obligations of Students**

### **Article 72.**

(1) The student has the right to:

- study in accordance with the study implementation plan,
- participate in scientific and professional work,
- freedom of expression of opinions and stances during classes and other activities in accordance with the ethical code,
- complete the study within a timeframe shorter than prescribed according to the criteria defined by the Faculty's general act,
- free use of library materials and scientific and professional resources at the University,
- attend courses from other studies in accordance with the study program,
- provide feedback on the quality of teaching and instructors at least once a year as part of the internal quality assurance system,
- consultations and mentoring,
- participate in decision-making in accordance with the Statute and other general acts of the Faculty,
- participate in the work of student organizations,
- appropriate psychological and health assistance at student clinics or other relevant healthcare facilities,
- file complaints about violations of rights prescribed by law, this Statute, and the Faculty's general act,
- other rights prescribed by the Act, this Statute, the University Statute, and the Faculty's general act.

(2) The student is obliged to duly fulfill academic and other obligations related to their studies and respect the Faculty's general acts.

(3) A student in regular status who has a disability and/or is a categorized athlete may study under adapted study conditions.

(4) A student in regular status has the right to repeat each academic year no more than once.

- (5) The student is obliged to complete the study within a timeframe that is twice the duration of the regular study program.
- (6) Disciplinary responsibility of students is determined by the Regulations on Disciplinary Responsibility.
- (7) The Faculty will encourage students to actively engage in the Faculty's life and prescribe rewards and incentives for particularly active students.
- (8) The enrollment of students in the academic year is carried out by September 30th at the latest.
- (9) In exceptional cases, students in postgraduate studies, the Faculty's general act may prescribe different enrollment deadlines, i.e., the rights and obligations of students related to enrollment.

### **Suspension of the Rights and Obligations of Students**

#### **Article 73.**

- (1) The rights and obligations of the student are suspended during pregnancy, up to one year of the child's age, inability to work for more than three months, and in other justified cases prescribed by law or the Faculty's general act.
- (2) The procedure for handling requests for the suspension of the rights and obligations of students shall be determined in more detail by the general act of the Faculty.
- (3) A decision is made regarding the request for the suspension of the rights and obligations of the student. An administrative dispute can be initiated against this decision.
- (4) In case of approval of the request for the suspension of the rights and obligations of the student, the student's deadline for completing the study is extended for as long as the suspension of rights and obligations lasted.

### **Students with Disabilities**

#### **Article 74.**

- (1) The Faculty ensures quality access to higher education for all students with disabilities in the realization of everyday academic activities.
- (2) A student with disabilities can study under adapted study conditions, which are more precisely regulated by the regulation.
- (3) For the purpose of providing professional assistance to students with disabilities related to their studies at the Faculty, and for meeting educational and socio-psychological needs of students with disabilities, a commissioner for students with disabilities is appointed.
- (4) The commissioner for students with disabilities monitors the needs of students with disabilities to improve the conditions of accommodation and study, enhance international cooperation and the exchange of students with disabilities, provide expert assistance in applying and implementing domestic and international projects, and organize all types of assistance to students with disabilities during their studies (legal assistance, psychological assistance, assistance in performing daily activities, and the like).

## **Rights from the Student Standard**

### **Article 75.**

(1) A student who is enrolled in a regular status on a university integrated undergraduate and graduate study and who is not employed or engaged in self-employed activities, trade or another self-employed profession, is entitled to health insurance, subsidized accommodation and meals, the right to perform student jobs in accordance with the law regulating student employment, and the right to state scholarships and other financial support.

(2) A student with a recognized degree of disability who is studying in a regular status is entitled to special rights from the student standard in accordance with the general act of the University and the Faculty. A student with a recognized type and degree of disability is entitled to transportation for students with disabilities.

### **Article 76.**

(1) A student who is a citizen of the Republic of Croatia or a citizen of another European Union member state studying in a regular status on a university integrated study program is entitled to a full tuition fee subsidy from the state budget, in accordance with the Law and other regulations.

(2) A student referred to in paragraph 1 of this Article may be employed or engaged in self-employed activities, trade or another self-employed profession.

(3) A student referred to in paragraph 1 of this Article has the right to change the chosen study program once while retaining the right to a full tuition fee subsidy.

(4) A particularly successful student may be granted admission to another study program at a public higher education institution in a regular status with a full tuition fee subsidy from the state budget. The criteria for selecting particularly successful students are determined by the University or Faculty through a general act.

## **VIII. TEACHING, SCIENTIFIC, AND ASSOCIATE POSITIONS**

### **Article 77.**

Teaching, scientific, and associate activities at the Faculty are performed by employees whose qualifications are determined through selection for appropriate scientific-teaching, teaching, scientific, and associate positions, in accordance with the Act and the Statute.

### **Scientific-Teaching, Teaching, Scientific and Associate Positions at the Faculty**

### **Article 78.**

(1) Faculty members are employed in teaching and scientific positions, from the lowest to the highest, as follows: assistant professor (Assist. Prof., Ph.D.), associate professor (Assoc. Prof., Ph.D.), full professor (Prof., Ph.D.), and full professor with permanent tenure (Prof., Dr. Sc.).

- (2) Faculty members at the university study program are also employed in teaching positions for language instruction and teaching positions for foreign language and physical education instruction, as lecturers (Lect.) and senior lecturers (Senior Lect.).
- (3) Associates at the Faculty are employed in associate positions, from the lowest to the highest, as assistants and senior assistants.
- (4) Individuals are employed in professional positions at the Faculty for conducting scientific and professional projects and for teaching that does not require a scientific approach, as professional associates, senior professional associates, and professional advisors.
- (5) Abbreviations of the titles of scientific-teaching positions are written in front of the name and surname of the person employed in the respective position. Abbreviations of the titles of teaching positions are written after the name and surname of the person employed in the respective position.
- (6) For the purposes of conducting scientific and professional projects funded from dedicated and own funds, employees may be employed for a specific period under special conditions in accordance with the rules and requirements for conducting such projects.
- (7) The organization of teaching, scientific, and other positions is regulated by a general act of the Faculty.

### **Criteria for Selection to a Position**

#### **Article 79.**

- (1) A person can be employed in a scientific-teaching or teaching employment position at the Faculty if they have the appropriate level of education in the scientific field and discipline, meet the National criteria for appointment to scientific-teaching, artistic-teaching, scientific, and teaching positions at a university (hereinafter: National University, Scientific, and Artistic Criteria), and additional criteria established by the Faculty's general act.
- (2) In addition to the criteria prescribed in paragraph 1 of this Article, a person can be employed in a scientific-teaching position if they have obtained a Ph.D. degree in the scientific field and discipline and are registered in the Register of Scientists.
- (3) An associate and assistant employment position at the Faculty can be held by a person who has completed a university graduate study program in the scientific field and discipline.
- (4) A person can be appointed to the associate employment position of an assistant from among especially successful students.
- (5) A person can be employed in the associate employment position of a senior assistant if they have obtained a Ph.D. degree in the scientific field and discipline.
- (6) National University, Scientific, and Artistic Criteria for specific scientific fields or disciplines are adopted by the National Council upon the proposal of the University Senate and the competent academic committee.
- (7) National University, Scientific, and Artistic Criteria are published in the "Official Gazette."

(8) Additional criteria for appointment to employment positions for teachers and criteria for selection for associate employment positions are determined by the Faculty's general act. Additional criteria are published on the Faculty's website in Croatian and English.

### **Appointment to Vacant Employment Positions**

#### **Article 80.**

- (1) A teacher and associate are employed in a public competition procedure for a vacant employment position at the Faculty.
- (2) The procedure for the selection of teachers and associates for vacant employment positions is carried out in accordance with the provisions of the Act.
- (3) Persons selected for scientific-teaching employment positions are employed under an open-ended employment contract with the obligation of reappointment or appointment to a higher employment position.
- (4) Persons selected for associate employment positions are employed under a fixed-term employment contract in accordance with the Act, the University Statute, and this Statute.
- (5) Upon the appointment of a teacher to the position of a full professor and full professor with a permanent appointment at the Faculty, the Dean or the Faculty's representative in the Senate shall report on the conducted appointment at the first following Senate meeting, along with a brief CV of the teacher.

### **Appointment to Vacant Associate Employment Positions**

#### **Article 81.**

- (1) The Faculty can appoint persons to assistant employment positions for the purpose of conducting scientific and professional projects and maintaining parts of the teaching that do not require a scientific approach.
- (2) The procedure for the appointment to vacant associate employment positions is conducted by the Faculty based on a public competition.
- (3) The terms and procedures for the appointment to vacant associate employment positions will be regulated by the general act of the Faculty.
- (4) Persons appointed to associate employment positions are employed under fixed-term or open-ended employment contracts depending on the duration of scientific and professional projects and teaching needs.

### **Duration of Appointment to a Teaching Employment Position**

#### **Article 82.**

- (1) The appointment of a teacher to a teaching employment position is for a period of five (5) years.

(2) After the expiration of the period referred to in paragraph 1 of this Article, the teacher is either reappointed to the existing employment position or appointed to a higher employment position in accordance with the provisions of the Act.

(3) Upon the appointment of a teacher to the position of a full professor and full professor with a permanent appointment, the promotion or reappointment process is completed.

### **Reappointment to a Teaching Employment Position**

#### **Article 83.**

(1) The process of reappointment of a teacher is initiated by the expiration of five (5) years from the last appointment or reappointment and must be completed no later than six (6) months from the date of initiation. The reappointment process for a teacher is initiated if the teacher has not applied for appointment to a higher employment position before the expiration of the period for which they were appointed or reappointed.

(2) The reappointment of a teacher is carried out in accordance with the procedure prescribed by the Act for the appointment of a teacher to a higher employment position.

(3) A teacher is reappointed to the existing employment position if, before the expiration of the period for which they were last appointed or reappointed, they have met half of the National Criteria for Appointment to Scientific-Teaching, Scientific, and Teaching Employment Positions at the Faculty and additional criteria for appointment to a higher employment position.

(4) The reappointment of a teacher to an employment position is for a period of five (5) years.

(5) The decision on the reappointment of a teacher to an employment position of a full professor is submitted to the Senate for confirmation.

(6) A teacher who is not reappointed to the existing employment position has their employment terminated in accordance with the law regulating employment relationships.

### **Appointment to Higher Teaching Positions**

#### **Article 84.**

(1) A teacher who believes they meet the criteria for appointment to a higher teaching position is obliged to submit a request for appointment to a higher teaching position before the expiration of the term for which they were appointed or reappointed.

(2) The procedure for appointment to a higher teaching position is initiated by the decision of the Faculty Council after the term for which the teacher was appointed or reappointed has expired. An integral part of the decision to initiate the procedure for the appointment of teachers to a higher teaching position is the decision on the appointment of an expert commission.

(3) The procedure for appointing teachers and associates to a higher teaching position is conducted in accordance with the provisions of the Act, the Statute of the University, and this Statute.



(4) If, in the procedure for appointment to a higher teaching position, it is determined that the teacher does not meet the criteria, a reappointment procedure shall be initiated no later than 30 days after the determination.

(5) An addendum to the employment contract is concluded with the teacher who meets the criteria for appointment to a higher teaching position.

(6) The procedure for appointment and reappointment to scientific-teaching positions, as well as the criteria and standards set out in the Act, this Statute, and other acts, are further regulated by the Faculty's regulations.

## **Associates**

### **Article 85.**

(1) An assistant is employed on the basis of a fixed-term employment contract, on a full-time basis, for a period of six (6) years, and a senior assistant is employed on the basis of a fixed-term employment contract, on a full-time basis, for a maximum of four (4) years, at the expense of the founder, the project, or Faculty's own revenue.

(2) An associate has the right and obligation to:

- participate in teaching and scientific activities,
- attend scientific conferences and meetings,
- participate in projects and other activities of the higher education institution,
- submit an annual work report to their institutional mentor,
- perform other tasks as instructed by the mentor and the head of the higher education institution.

(3) An assistant has the right and obligation to:

- enroll in and attend a doctoral program at the expense of the Faculty,
- upon their request, change mentors once, in line with the staffing possibilities of the Faculty.

(4) The procedure for appointing a mentor for an associate and the procedure for assessing the work of associates are determined by the general act of the University or the Faculty.

(5) The Faculty evaluates the work of associates at least once a year, in accordance with the procedure established by the general act. The evaluation is based on a written report by the mentor that assesses the candidate's success in scientific and teaching work, as well as their success in the doctoral program. An assistant has the right to access and comment on a negative mentor's report. The assessment procedure is further regulated by a special general act.

(6) The decision on the evaluation of an associate is made by a decision. There is no appeal against this decision, but an administrative dispute may be initiated.

(7) An associate who receives a negative evaluation for two (2) consecutive years shall have their employment terminated in accordance with the law regulating labor relations.

## **Title of Teacher and Title of Associate**

### **Article 86.**

- (1) The Faculty may engage a title of teacher or title of associate if they participate or will participate in teaching a particular course.
- (2) A title of teacher or title of associate is a person who is not employed by the Faculty but meets the criteria for appointment to a scientific-teaching, teaching, or associate position.
- (3) The procedure for the selection of a title of teacher or title of associate is conducted in accordance with the provisions of the Act governing the selection of teachers and associates to vacant positions or to higher teaching positions, without publishing a public competition.
- (4) In front of the abbreviation of the titles of scientific-teaching, teaching, and associate positions, the word "title" should be noted.
- (5) A decision on the appointment or reappointment of a title of full professor and a decision on the appointment of a title of full professor with a permanent appointment are submitted to the Senate for confirmation.

## **Sabbatical Year**

### **Article 87.**

- (1) A teacher can request a paid sabbatical year for scientific and professional advancement once every seven (7) years, after six (6) years of work in a scientific-teaching position at the Faculty.
- (2) The Faculty Council approves the sabbatical year. The conditions for approval and the procedure for deciding on the use of the right to a sabbatical year are determined by the Faculty's general act.
- (3) The Faculty is obliged to organize regular teaching and other duties of a teacher during this period when a paid sabbatical year is approved.

## **Rights of Teachers Appointed to Leadership Positions**

### **Article 88.**

- (1) A teacher is guaranteed to return to their position upon the expiration of their mandate in the event of election or appointment to a leadership position at the University or in the higher education and scientific activity system and a public duty within the meaning of the regulations governing conflict of interest, within 30 days from the date of the cessation of the performance of the leadership or public duty.
- (2) During the performance of a leadership or public duty, the Faculty may, based on a fixed-term employment contract, employ a substitute employee at the expense of its own funds.
- (3) While performing a public duty they were appointed to or elected to, or for the performance of which they entered into the appropriate contract, a teacher may engage in teaching and scientific work at the Faculty by concluding the relevant contract with the Faculty.

## **Termination of the Employment Contract for Teachers**

### **Article 89.**

- (1) At the Faculty, the teacher's employment contract expires upon reaching retirement age at the end of the academic year in which the teacher meets the criteria for the termination of the employment contract in accordance with the law governing employment relationships.
- (2) Exceptionally, with a full professor with a permanent appointment referred to in paragraph 1 of this Article, the Faculty may conclude an employment contract at its own expense for a maximum of the end of the academic or calendar year in which the person reaches seventy (70) years of age.

## **Work of Employees Outside the Faculty**

### **Article 90.**

- (1) In accordance with the law governing employment relationships, a teacher and an associate employed at the Faculty may perform tasks that are the subject of the Faculty's activities or are related to the subject of the Faculty's activities outside the Faculty where they are employed, only with the prior consent of the Dean.
- (2) The consent referred to in paragraph 1 of this Article may be given if the teacher's and associate's envisaged activity is not in conflict with their regular work obligations at the Faculty and the Faculty's general interests.
- (3) The procedure for issuing consent for the work of a teacher and associate outside the Faculty is determined by the Faculty's general act.

## **Honorary Title of Teacher (Professor Emeritus)**

### **Article 91.**

- (1) The Faculty can award its distinguished retired teachers, usually eminent full professors with a permanent appointment in retirement, the honorary title of "professor emeritus," for special merits in the development and progress of the Faculty and internationally recognized teaching and scientific excellence.
- (2) A professor emeritus can participate in doctoral education and scientific work in accordance with the needs of the Faculty.
- (3) The professor emeritus has the right to use the conferred honorary title of professor emeritus before their name and surname.
- (4) The conditions for awarding the honorary title of professor emeritus of the Faculty are determined by the Faculty Council in the general act. The professor emeritus of the Faculty may be the leader or associate in the Faculty's scientific work or development projects, participate in doctoral education, and doctoral degree acquisition procedures, and be a mentor in doctoral education.

(5) The proposal for initiating the procedure for awarding the honorary title of the professor emeritus to the Faculty Council can be submitted by the Teaching department/Division at which the nominee was employed or by the Dean's Collegium.

(6) If it accepts the proposal to initiate the procedure for awarding the honorary title of professor emeritus of the Faculty, at the proposal of the Dean, the Faculty Council appoints an Expert Commission to consider the proposal and submit a report to the Faculty Council. The Commission consists of three (3) full professors and/or full professors with a permanent appointment, of whom the majority must be selected in the scientific field of the nominee, including one from the Teaching department/Division where the nominee was employed, one member from the Dean's Collegium, and one member of the Faculty Council.

(7) The Expert Commission submits a report to the Faculty Council within 30 days from the date of receipt of the proposal for awarding the honorary title of professor emeritus of the Faculty. The members of the Expert Commission provide separate reports, and the Commission's Chairman submits a joint report.

(8) A decision to award the honorary title of professor emeritus of the Faculty is made by a secret vote of the Faculty Council.

(9) The honorary title of professor emeritus of the Faculty is revoked if it is proven that the holder of this honorary title seriously violated the principles on which the honorary title of professor emeritus of the Faculty was awarded.

(10) The content of the proposal to initiate the procedure, the content of the report of the Expert Commission, and other issues regarding the procedure for awarding and revoking the honorary title of professor emeritus of the Faculty are determined by the Faculty's general act.

## **Ethical Code of the Faculty**

### **Article 92.**

(1) Employees of the Faculty are obliged to adhere to ethical principles in teaching, scientific activities, professional work, interpersonal relationships, and public appearances.

(2) The University adopts an Ethical Code that establishes ethical conduct and the procedure for preventing and sanctioning unethical behavior. In accordance with the Law and the University's Ethical Code, the Faculty may adopt its own Ethical Code.

(3) The Faculty's Ethics Committee is established to promote and protect the ethical principles mentioned in paragraph 1 of this Article, and to decide on violations of the University's or Faculty's Ethical Code.

(4) Decisions of the Ethics Committee regarding violations of the University's or Faculty's Ethical Code are submitted to the Dean, who is obligated to take action in accordance with the Disciplinary Responsibility Regulations.

## **Disciplinary Responsibility**

### **Article 93.**

(1) Employees of the Faculty are held responsible for violations of their work obligations and for tarnishing the reputation of the University and the Faculty.

(2) The Faculty Council establishes the Regulations on the Disciplinary Responsibility of Employees, which determines the composition of the Disciplinary Committee, disciplinary offenses, disciplinary sanctions, and the disciplinary procedure.

(3) Disciplinary proceedings are conducted by the Disciplinary Committee within the Faculty.

(4) Disciplinary responsibility established in the disciplinary process can result in the termination of an employment contract.

(5) An employee may be subject to disciplinary action only for actions that were defined as disciplinary offenses and for which disciplinary sanctions were prescribed by the Disciplinary Responsibility Regulations at the time of the offense.

## **IX. PROCEDURE FOR SUBMISSION, EVALUATION, AND DEFENSE OF DOCTORAL DISSERTATIONS**

### **Article 94.**

The procedure for submitting, evaluating, and defending doctoral dissertations at the Faculty is further regulated by the general acts of the University of Split and the Faculty.

## **X. BUDGET AND FINANCING OF THE FACULTY**

### **Sources of Funds for Financing the Faculty**

#### **Article 95.**

(1) The activities of the Faculty are financed by the resources of the founder, earmarked revenues, and own revenues in accordance with the Act.

(2) The founder's resources consist of funds from the state budget of the Republic of Croatia for the financing of the Faculty's activities, which are paid through program agreements.

(3) Earmarked revenues of the Faculty include income arising from the primary activities and related activities, such as:

- tuition fees from students and other fees from Program Agreements,
- funds from the Croatian Science Foundation, university and other foundations,
- funds from European structural and investment funds and other European Union funds and programs,
- income generated from scientific and professional projects,
- income from funds, donations, and other appropriate sources for the financing of education and science.

(4) The Faculty utilizes earmarked funds to cover the expenses (implementation and obligations) arising from programs/projects/contracts aimed at advancing higher education and scientific activities, as well as to achieve the following objectives:

- Modernization of study programs,

- Development of services to support students and enhance student standards,
  - Internationalization of the results of scientific projects and programs,
  - Development of programs that strengthen the social engagement of the University and the Faculty in the community, with a particular emphasis on enhancing diversity, equity, and social inclusion in higher education and science,
  - Promotion of international mobility and interinstitutional cooperation with special support for participation in networks of universities within the European Universities Initiative,
  - Construction of new and consolidation of existing teaching and scientific infrastructure,
  - Development of programs with a special impact on the economy and social development,
  - Implementation of projects of interest to the Republic of Croatia and the local community,
  - Organizational and functional integration of the University,
  - Management of intellectual property and commercialization of research results, scientific projects, and programs,
  - Achievement of other objectives in accordance with national strategic guidelines and the development strategy of the University and the Faculty.
- (5) The criteria and criteria for allocating earmarked funds are determined by the Faculty Council by a general act.
- (6) The Faculty's own revenues consist of income generated from performing activities on the market and in market conditions. The performance of activities on the market and under market conditions, resulting in own revenue, should not harm the achievement of the primary mission or undermine the reputation, independence, and dignity of the Faculty.
- (7) The Faculty independently manages earmarked funds generated through its primary activities and own revenues from market activities in accordance with the financial plan and criteria for their use, as determined by the Faculty Council in a general act.
- (8) The Faculty independently prepares the budget of its organizational units where teaching, scientific-research, and professional work and projects are conducted, ensuring academic freedom for every lecturer in a teaching and research position.

### **Financial Plan of the Faculty**

#### **Article 96.**

- (1) The financial plan of the Faculty contains a plan for the budget year and projections for the next two budget years.
- (2) The financial plan of the Faculty is prepared and adopted for each calendar year in accordance with the law regulating the budget system and the bylaws adopted on its basis, this Statute, and the program agreement.
- (3) The financial plan is adopted by the Faculty Council.

## **Program Agreement**

### **Article 97.**

- (1) The Program Agreement determines multi-year financing of the University and the Faculty with funds from the state budget of the Republic of Croatia.
- (2) The Program Agreement consists of the basic budget component, the developmental budget component, and the performance budget component determined in the process of negotiating the Program Agreement.
- (3) The Program Agreement governs the achievement of the goals of the University and the Faculty, which are aligned with national strategic planning acts.
- (4) The proposal for the part of the Program Agreement related to the Faculty is prepared by the Dean and adopted by the Faculty Council. The Rector, in collaboration with Deans or Heads of University Departments, prepares the proposal for the University Program Agreement. The proposal for the University Program Agreement is adopted by the Senate. The content of the Program Agreement with the ministry responsible for higher education and science is negotiated by the Rector.

### **Article 98.**

- (1) The Faculty allocates a portion of its own revenues and revenues from student tuition fees and other fees from Program Agreement and revenue from professional projects to the University's annual budget for integrative financing of capital expenditures, co-financing of joint scientific programs and development projects or programs that have been accepted with the aim of improving higher education, scientific, and professional activities.
- (2) The method for determining the amount specified in paragraph 1 of this Article is determined by the Senate in a general act.
- (3) The use of funds specified in paragraph 1 of this Article is decided by the Senate.

## **XI. TRANSPARENCY OF WORK AND BUSINESS SECRETS**

### **Article 99.**

- (1) The work of the Faculty is public.
- (2) The Faculty ensures timely and accurate information of its employees as well as interested parties on matters of interest for the exercise of their rights and obligations regarding the conduct of their activities and work and other matters of interest related to the Faculty's activities.

### **Article 100.**

- (1) The Faculty will withhold information from the public if, according to special legislation, such information represents state, official, military, or business secrets.

(2) Only the Dean or a person authorized by the Dean may use public communication means to inform the public about the work, operations, and development of the Faculty.

(3) The Dean determines in more detail the manner of work transparency by a general act.

#### **Article 101.**

(1) Business secrets are considered to be documents and data for which the dissemination or access by unauthorized persons could cause harmful consequences to the business interests, business reputation, or the interests and reputation of the Faculty's employees and students.

(2) Business secrets include, in particular, data:

1. that the Dean declares a business secret,
2. which the Faculty becomes aware of as a business secret from other legal entities or competent bodies, relating to the activities the Faculty performs for the needs of public bodies if they are protected by an appropriate degree of confidentiality,
3. containing offers in tender procedures until the announcement of the tender results,
4. data about the author or reviewer in the process of conducting a secret peer-review process,
5. plans for physical and technical security of Faculty buildings and property,
6. other data defined as secret by regulation.
7. The Faculty will withhold information on data that constitutes a business secret.

(3) The Dean or the person authorized by the Dean may communicate such data to other persons.

## **XII. RECORDS AND DATA COLLECTION**

#### **Article 102.**

(1) The Faculty maintains electronic records and data collections and processes collected personal and other data for the purpose of carrying out its responsibilities. These records may also be maintained in printed form.

(2) The Faculty maintains the following records of students' personal data:

- A record of applicants for enrollment procedures, including the results of the procedure,
- Records of examinations and other academic obligations,
- Records of issued certificates of program completion and obtained academic and professional titles and degrees,
- Other records prescribed by law, implementing regulations, and general acts of the Faculty.

(3) The Faculty maintains the following records of personal data of employees:

- Personal employee records



- Records of teaching staff and teaching workloads
  - Other records as prescribed by law, implementing acts, and general acts of the Faculty.
- (4) For the purpose of subsidizing student standards, the Faculty maintains the following records:
- Records of applications for subsidized accommodation and users of subsidized accommodation
  - Records of users and levels of entitlement to subsidized meals
  - Records of users of subsidized study costs.
- (5) The procedure for maintaining records as stipulated in paragraphs 2, 3, and 4 of this Article is an integral part of the internal quality assurance and improvement system and is subject to external quality assurance and improvement procedures.

### **XIII. GENERAL FACULTY ACTS**

#### **Faculty Statute**

##### **Article 103.**

- (1) The Statute is the fundamental act of the Faculty.
- (2) The Faculty Statute is adopted by a two-thirds majority vote of all members of the Faculty Council.
- (3) Amendments and additions to the Statute are made in the same manner as the Statute itself.

#### **General Faculty Acts**

##### **Article 104.**

The Faculty Council adopts other general acts of the Faculty in accordance with the law and the Statute, except for those acts whose adoption is the responsibility of the Dean under special regulations.

### **XIV. TRANSITIONAL AND FINAL PROVISIONS**

##### **Article 105.**

- (1) The Faculty will harmonize its internal structure and bodies in accordance with the provisions of this Statute within 6 months from the date of the entry into force of this Statute.
- (2) The Faculty is obliged to harmonize its general acts with the provisions of the University Statute and this Statute within the deadlines specified by the Act.
- (3) Until the adoption of general acts referred to in paragraph 1 of this Article, existing regulations will apply, except for provisions that are in conflict with the Act and this Statute.
- (4) The Faculty is obligated to harmonize its internal structure and bodies with the provisions of the University Statute and this Statute no later than October 22nd, 2023.

- (5) The Dean of the Faculty elected before the entry into force of this Statute remains in the same position until the end of the term for which they were elected.
- (6) Vice-Deans of the Faculty elected before the entry into force of this Statute remain in the same position until the end of the term for which they were elected.
- (7) The mandates of members of the Faculty Council in place at the time of the entry into force of this Statute will be completed regularly upon the expiration of the term for which they were elected, except for student representatives, whose number will be harmonized with the provisions of this Statute within 60 days from the entry into force of this Statute.
- (8) The mandates of members of permanent committees and boards of the Faculty in place at the time of the entry into force of this Statute will be completed regularly upon the expiration of the term for which they were elected.
- (9) The mandates of Heads of Teaching departments and Heads of Divisions in place at the time of the entry into force of this Statute will be completed regularly upon the expiration of the term for which they were elected.
- (10) Until the adoption of general acts in accordance with this Statute, existing general acts of the Faculty and the University will apply, except for provisions that are contrary to the Act, the University Statute, or this Statute.
- (11) General acts adopted by the University may be accepted by the Faculty Council by decision.

### **Existing Job Positions**

#### **Article 106.**

- (1) Teachers and associates appointed to scientific-teaching, teaching, and associate positions before the entry into force of the Act, i.e., before October 22, 2022, will continue to work in the same positions.
- (2) Deadlines for the election or re-election of teachers stipulated by the Act will begin to run from the day of the previous election or re-election to the position.
- (3) A teacher who was appointed to a permanent position as a full professor before the entry into force of the Act will continue to work in the position of a full professor in a permanent appointment.
- (4) An associate who was appointed to an associate position as a postdoc before the entry into force of the Act will continue to work in the position of a senior assistant.

#### **Article 107.**

All procedures initiated prior to the entry into force of this Statute will be completed in accordance with the rules that were in effect at the time of their initiation.

#### **Article 108.**

Upon a written request from a person who completed their studies before the entry into force of the Act, the Faculty is obliged to issue, free of charge, a certificate of equivalent academic or professional title.

### **The cessation of the validity of earlier regulations**

#### **Article 109.**

With the entry into force of this Statute, the Statute of the Medical School in Split (Class: 003-08/17-05/0035, Reg. No: 2181-202-03-01-12-0012) dated March 22nd, 2017, the Decision on Amendments to the Statute (Class: 003-08/18-05/0051, Reg. No: 2181-202-03-01-18-0013) dated February 22nd, 2018, and the Decision on Amendments to the Statute (Class: 003-08/19-05/00022, Reg. No: 2181-202-03-01-19-0020) dated December 19th, 2019, cease to be valid.

### **Entry into force**

#### **Article 110.**

This Statute comes into force upon obtaining the consent of the Senate of the University of Split on the eighth day after the date of publication on the notice board and the website of the Faculty, following the acquisition of consent from the University of Split.

Class: 003-08/23-04/0008

Reg. No: 2181-198-01-08-23-0206

Split July 11<sup>th</sup> 2023

The dean:

prof. dr. sc. biomed. Ante Tonkić

On July 13, 2023, at its 87th session, the Senate of the University of Split gave its consent to the Decision of the Faculty Council of the University of Split School of Medicine regarding the adoption of the Statute of the University of Split School of Medicine, Class: 003-05/23-03/0003, Reg. No: 2181-198-01-08-23-0089, dated July 11, 2023.

The Statute of the University of Split School of Medicine was published on the official website and notice board of the Faculty on July 14, 2023, and it comes into effect on July 22, 2023.

Faculty Secretary: Ivana Ružić Urlić, mag. iur.