

UNIVERSITY OF ZAGREB  
FACULTY OF ORGANIZATION AND INFORMATICS

REGULATIONS ON THE UNDERGRADUATE AND GRADUATE  
UNIVERSITY STUDY IN ECONOMICS OF ENTREPRENEURSHIP

Varaždin, February 2020

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Pursuant to Article 63 of the Statute of the Faculty of Organization and Informatics of the University of Zagreb (hereinafter: the Faculty), Article 59, paragraph 2 of the Regulations on Studying at Undergraduate and Graduate Studies of the University of Zagreb, the Faculty Council, at its 5<sup>th</sup> meeting session held on 20 February 2020, adopted amendments and additions to the Regulations on the Undergraduate and Graduate University Study in Economics of Entrepreneurship, and the Dean of the Faculty, on 20 February 2020, issued the consolidated text of the Regulations on the Undergraduate and Graduate University Study in Economics of Entrepreneurship.

## REGULATIONS

### ON THE UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY IN ECONOMICS OF ENTREPRENEURSHIP (Consolidated text)

#### **GENERAL PROVISIONS**

##### ***Introductory Provision***

#### **Article 1**

(1) These Regulations govern the terms and conditions of admission, structure and implementation of the study, study duration, obligations, rights and responsibilities of teachers and students, student status and study rules, as well as other issues of importance for smooth execution of the undergraduate and graduate university study in Economics of Entrepreneurship at the Faculty of Organization and Informatics (hereinafter: the Faculty).

(2) The gender-specific terms used in these Regulations shall be taken to refer to both the masculine and feminine gender regardless of whether they are used in the masculine or feminine form.

#### **THE STUDY**

##### ***Structure and Execution of Study***

#### **Article 2**

(1) The university studies in Economics of Entrepreneurship at the Faculty shall be structured and conducted as:

- an undergraduate study
- a graduate study.

(2) Each level of the university study shall be completed by acquiring a particular title or degree.

(3) Each level of the study in paragraph 1 of this Article shall have to comply with the European Credit Transfer and Accumulation System (hereinafter: ECTS), according to which the student acquires 50 to 70 ECTS credits during one year of study.

## ***Undergraduate Study***

### **Article 3**

(1) The undergraduate university study in *Economics of Entrepreneurship* shall last three years (i.e. 6 semesters), whereby the student shall acquire 180 ECTS credits.

(2) Upon completion of the undergraduate study, the student shall acquire the academic title of a *University Bachelor of Economics*.

## ***Graduate Study***

### **Article 4**

(1) The graduate university study in *Economics of Entrepreneurship* shall last two years (i.e. 4 semesters), whereby the student shall acquire 120 ECTS credits.

(2) Upon completion of the graduate study, the student shall acquire the academic title of a *Master of Economics*.

## ***CURRICULUM AND SYLLABUS OF THE STUDY PROGRAMME***

### ***Curriculum of the Study Programme***

#### **Article 5**

(1) The study shall be organized according to the curriculum of the study programme adopted by the Senate of the University upon the proposal of the Faculty Council.

(2) The structure of the content of the curriculum of the study programme shall be determined by the Law on Scientific Activity and Higher Education and the Statute of the University.

### ***Syllabus of the Study Programme***

#### **Article 6**

(1) The study shall be performed according to the syllabus of the study programme adopted by the Faculty Council at the commencement of each academic year. The syllabus shall be drawn up in accordance with the Law and the Statute of the University. The syllabus shall be mandatorily published on the official website of the Faculty and shall include summaries of lectures and other forms of teaching, as well as the text of the lectures and other forms of teaching in exceptional cases where appropriate literature is unavailable.

(2) The syllabus of the study programme shall establish:

- teachers and associates who will conduct classes according to the curriculum of the study programme,
- teaching venue (physical, virtual),

- the beginning and end of execution of classes in the course, and the number of classes to be delivered
- forms of teaching (lectures, seminars, exercises, consultations, knowledge tests, e-learning, etc.),
- method of exam taking, exam dates and criteria,
- list of study literature and exam literature,
- possibility of teaching delivery in a foreign language,
- teaching delivery mode (in-person delivery, hybrid learning, distance learning), and
- other important facts for the orderly conduct of classes.

### ***Implementation Documents***

#### **Article 7**

(1) To ensure that its educational programmes and system of studying are recognizable and comprehensible, and to organize teacher and student mobility, the Faculty shall be obliged to create the key ECTS documents:

- Information Package,
- Grade Transcript, and
- Diploma Supplement.

(2) The content of the documents referred to in paragraph 1 of this Article shall be prescribed by the Regulations on Studying at Undergraduate and Graduate Studies of the University of Zagreb.

### ***ADMISSION TO STUDY***

#### ***Call for Admission***

#### **Article 8**

(1) Admission to the study shall be conducted based on a public call announced by the Senate in accordance with the Statute.

(2) Students shall attain the right to admission to undergraduate and graduate university study within the enrolment quotas approved by the Senate upon the proposal of the Faculty Council.

(3) The University shall announce a call for admission to the undergraduate university study at least six months before the commencement of classes. The call for admission to the graduate study shall be announced as a rule three months, and at least one month, before the commencement of classes.

(4) The content of the call shall be prescribed by the Law on Scientific Activity and Higher Education (hereinafter: the Law) and the Statute of the University of Zagreb.

## **Article 9**

Admission to the undergraduate university study shall be conducted through applications to the Central Admissions Office and in accordance with the decision on the level of required knowledge in particular subjects issued by the Faculty Council.

### ***Terms of Admission to Study***

## **Article 10**

(1) The undergraduate university study may be enrolled by a person who has completed four-year secondary school in accordance with the conditions determined by the decision of the Faculty Council.

(2) The graduate study may be enrolled by a person who has completed the undergraduate study in Economics of Entrepreneurship.

(3) Persons who have completed a related university or professional undergraduate study at another faculty or another higher education institution may enrol in the graduate study of the Faculty in accordance with the decision of the Faculty Council.

## **TRANSFER FROM OTHER UNIVERSITY STUDY PROGRAMMES**

### **Right to Transfer**

## **Article 11**

(1) Transfer to the study in Economics of Entrepreneurship may be made from a related study programme within the Faculty, from another related study within the University of Zagreb, or another university in accordance with the general act of the Faculty. The decision on the terms of the transfer shall be made by the Faculty Council.

(2) Exceptionally, the transfer may be granted to students who do not meet general conditions if the transfer is necessary due to a serious illness, family relocation, excellent athletes with training commitments, or some other justified reason.

### **Required Documents and Decision to Transfer**

## **Article 12**

(1) The transfer application shall be submitted no later than 30 days before the end of the regular period of enrolment in the academic year.

(2) The decision on the transfer shall be made by the Dean of the Faculty upon the proposal of the Exams Recognition Committee.

(3) The transfer student must enrol within 8 days of the receipt of the decision on the transfer, and no later than the end of the enrolment period.

(4) Students of other university studies may make a transfer to the undergraduate university study programme at the Faculty of Organization and Informatics under the following conditions:

- that they are enrolled in the second year of study or have fulfilled the conditions for enrolment in the second year of study, at the faculty from which they are transferring, and
- that at least 30 ECTS credits in the first year of the undergraduate study in Economics of Entrepreneurship or 45 ECTS credits in the first and second year of the undergraduate study in Economics of Entrepreneurship can be recognized to them.

(5) If a full-time student referred to in this Article has achieved a grade point average of 4.0 and above at the faculty from which the transfer is made, then after the transfer to the Faculty of Organization and Informatics he or she can retain the status of a full-time student.

(6) If a full-time student referred to in this Article has achieved a grade point average below 4.0, or had a part-time status at the faculty from which the transfer is made, then after the transfer to the Faculty of Organization and Informatics he or she can only attain the status of a part-time student.

## ***STUDENTS***

### ***Attaining Student Status***

#### **Article 13**

(1) The student shall be a person enrolled in the study at the University who fulfils his or her academic obligations in accordance with the Law, general acts of the University and general acts of the Faculty.

(2) The student shall prove his or her status by a document the minimum content of which shall be prescribed by the Minister, and the form of which shall be prescribed by the Senate of the University.

### ***Full-time and Part-time Students***

#### **Article 14**

(1) Students may be full-time or part-time students.

(2) Full-time students shall be the ones who study according to a curriculum based on a full-time study schedule (full working time).

(3) Part-time students shall be the ones who attend the educational programme in addition to work or other activities that require a specially adapted schedule or modes of delivery of the study, in accordance with the syllabus of the study programme. Part-time students shall attend the same curriculum as full-time students, but according to a special syllabus of the study programme.

(4) A guest student shall be a full-time or part-time student of another university who enrolls in parts of a study programme at the University in accordance with a special

agreement with another university on the recognition of ECTS credits. The guest student status shall last for one academic year at the longest. The rights and obligations of the guest student, the method of paying the costs of his or her studies, the possibility of continuing his or her studies at the University and other issues related to the status of the guest student shall be regulated by the agreement with the home university of the guest student.

### ***The Right to Suspend Obligations***

#### **Article 15**

(1) The student's obligations shall be suspended during the pregnancy of the student, for the student-father or student-mother on a maternity/parental leave, during a prolonged illness, during temporary work under an employment contract, and in other justified cases of interruption of studies in accordance with the conditions established by a special general act of the University and the Faculty.

(2) The student shall acquire the right to suspension of obligations by a decision of the constituent based on a written request with an explanation and associated documentation submitted by the student.

(3) The student shall, within 15 days from the date of the occurrence of the circumstances, inform the Faculty that circumstances have arisen based on which the suspension may be granted.

(4) During the suspension of obligations, the student can take exams for which he or she has met the requirements.

(5) If during the suspension period the curriculum of the study programme has changed, the student must enrol in and pass the differences in the curriculum that have arisen in the meantime.

(6) The period of suspension shall not be counted in the total duration of the study.

### ***Termination of Student Status***

#### **Article 16**

(1) Student status shall cease:

1. upon completion of the study
2. by deregistration from the study
3. if the student does not enrol in the higher academic year within the prescribed period
4. if in two consecutive academic years he or she does not acquire at least 35 ECTS credits as a full-time student, or at least 15 ECTS credits as a part-time student
5. upon exclusion based on a disciplinary decision of the competent authority
6. upon the expiry of the time that is two times the prescribed duration of the study, with the period of suspension of the student's obligations not being



counted in the duration of the study

7. if the student does not pass the exam in the manner specified in Article 71, paragraph 4 of the Statute of the University

8. if the student has spent four years studying in the same study year

9. in other cases determined by the general act of the Faculty.

(2) A student who has deregistered from the study shall be issued a deregistration certificate indicating the duration of the study, the total accumulated ECTS credits and a list of exams passed, with the corresponding ECTS credits and grades achieved. The deregistration shall be entered into the student's transcript.

(3) A person who loses the student status may not enrol in and continue his or her studies at the same study programme.

(4) Exceptionally, a person who loses the student status pursuant to paragraph 1, points 2 and 3 of this Article, may be allowed to enrol in the academic year according to the current curriculum and syllabus of the study programme. If during the interruption of the study the curriculum of the study programme has changed, the student must enrol in and pass the differences in the curriculum that have arisen in the meantime.

(5) Students who, for any reason, have stopped studying at the Faculty may, in justified cases, request the continuation of their interrupted studies.

(6) Upon the approval of continuation of studies, the student may continue his or her studies only in a part-time status.

## ***TEACHING***

### ***Forms of Teaching***

#### **Article 17**

(1) Basic forms of teaching shall be lectures, auditory exercises, laboratory exercises, foreign language exercises, and e-learning.

(2) Additional forms of teaching may be field visits, consultations, and student practice.

(3) Lectures, auditory exercises, laboratory exercises, foreign language exercises, and seminars shall be performed in groups according to the established curriculum and syllabus of the study programme.

(4) Auditory exercises shall predominantly be used for elaborating examples from the material introduced in the lectures and/or preparing students for laboratory exercises.

(5) In laboratory exercises students shall be introduced to methods of practical work and acquire practical knowledge and skills by working on a computer.

(6) In seminars students shall get more extensively and deeply acquainted with the content of the teaching subjects and be introduced to scientific work.

## ***Organization of Teaching and Student Workload***

### **Article 18**

(1) The syllabus of the study programme for full-time students shall be based on the student workload of 40 hours per week, which includes the instruction, practical exercises and other forms of teaching, as well as the time required for the student's individual work. The student workload during the entire study should be evenly distributed.

(2) Teaching shall be organized by semesters in accordance with the provisions outlined in the syllabus.

(3) The academic year shall as a rule consist of 44 working weeks.

(4) The teaching of a particular course shall as a rule be conducted within one semester.

(5) A full-time student shall enrol 50 to 70 ECTS credits per year, i.e. 25 to 35 ECTS credits per semester. The exception shall be students in the final year of study and students on mobility.

(6) Each form of compulsory student activity during the course shall be included in the total student workload expressed in ECTS credits.

(7) With the aim of faster completion of their study or their education in general, successful students may be able to enrol up to 40 ECTS credits per semester if in their previous course of study they achieved a grade point average higher than or equal to 4.0.

(8) Teaching and extracurricular activities of full-time students in physical education shall be compulsory in the first and second year of the undergraduate study, and shall not be mandatory in other years of study.

### **Article 19**

(1) For a particular elective course, classes shall be conducted in a full number of teaching hours if the course is enrolled by at least 15 students in the undergraduate study and at least 10 students in the graduate study.

(2) If the elective course is enrolled by a number of students that is lower than that stated in paragraph 1 of this Article, then classes in that course shall as a rule not be performed, but may exceptionally be conducted in a reduced number of teaching hours or as consultations if there are special circumstances that justify it.

(3) If a course in the undergraduate and graduate study is not conducted at least once in a full number of teaching hours for 4 consecutive years, it shall be deleted from the curriculum and syllabus of the study programme.

### **Article 20**

(1) By enrolling in a compulsory or elective course from the study programme, the student shall assume all obligations stipulated by the curriculum and syllabus of that course.

(2) Attendance in classes shall be mandatory for full-time students. A full-time student may miss classes in a particular course during the semester to the specified extent but must fulfil all the other student obligations. The method of tracking attendance in

classes, the permitted number of absences and the ways to compensate for the absences shall be determined by the curriculum and syllabus of the study programme.

(3) The teacher may deny the certification of the execution of course obligations to a student who has been absent from lectures, seminars or exercises to a greater extent than that prescribed by paragraph 2 of this Article or has not fulfilled other obligations prescribed by the course syllabus and curriculum.

### ***ECTS Credit System***

#### **Article 21**

(1) ECTS credits shall represent the numerical value added to a particular course that indicates the student's work required to fulfil all preset obligations in the course, including passing exams, i.e., to achieve the objectives of the study programme expressed in terms of intended learning outcomes and acquired competences.

(2) One ECTS credit shall correspond to the student workload that amounts to 25-30 working hours, including classes, exams and all activities required to pass the exam.

(3) A full-time student shall enrol 25 to 35 ECTS credits per semester, in accordance with the study programme enrolled.

(4) A part-time student shall enrol 15 to 35 ECTS credits per semester.

(5) Exceptionally, in justified cases, a full-time student may enrol less than 25 ECTS credits, and a part-time student less than 15 ECTS credits per semester.

(6) ECTS credits shall be acquired exclusively after the successful fulfilment of all prescribed obligations and the application of appropriate methods for assessing the achievement of the defined learning outcomes, i.e., after passing the exam.

(7) Students in the graduate study enrolling in the fourth semester of study may exceptionally be granted enrolment of up to 45 ECTS credits upon the student's written request, wherein they can enrol in a maximum of two courses in addition to student practice and the Master Thesis.

(8) When enrolling in the sixth semester of study, students may enrol in another additional course from a lower year of study besides compulsory courses and the Bachelor Thesis, so that the total load can exceed 35 ECTS credits

(9) Students who have been on an exchange shall be allowed to enrol up to a maximum of 45 ECTS credits per semester.

### ***PROGRESSION THROUGH STUDY***

#### ***Conditions of Enrolment in the Higher Semester or Year of Study***

#### **Article 22**

(1) A student may enrol in only those subjects for which he or she has acquired prerequisites according to the curriculum and syllabus of the study.

(2) A student shall be entitled to enrol in a higher year of study by acquiring at least 50 ECTS credits from the previous year of study.

(3) A student shall be entitled to enrol in the third year of study (fifth semester) by acquiring at least 100 ECTS credits from the previous year of study, and by passing all courses from the first year (first and second semester) of study.

(4) Students who have not met the requirement for enrolment in a higher year of study shall repeat that year of study.

(5) A full-time student who, even after repeating the same year of study, does not meet the requirements defined in paragraph 2 of this Article shall lose the status of a full-time student. The student may continue the study in the status of a part-time student.

(6) A student who repeats a year or enrolls in the continuation of studies may, in addition to his or her study obligations fulfilled in the previous year of study, enrol in new study obligations (partial enrolment), provided that his or her total study obligations in that academic year do not exceed 60 ECTS credits. Partial enrolment shall be approved upon the student's written request. During the regular enrolment in a higher year of study, the student enrolls in the remaining courses of the higher year of study that he enrolls in for the first time.

(7) Re-enrolled courses shall be included in the total number of ECTS credits per semester.

### **Article 23**

(1) Students' achievement of the intended learning outcomes may be evaluated and assessed during the course, and the final grade shall be determined in the exam.

(2) The exam in the same course may be taken no more than four times in the same academic year and a total of eight times at the most.

(3) A student who has not fulfilled the prescribed obligations from the enrolled course must re-enrol in the course in the next academic year if the course is performed, and if it is not performed, the student shall be obliged to enrol in a substitute course. When re-enrolling the course, the student shall be obliged to complete the same obligations as in the first enrolment of the course. If a student does not pass the exam even after the re-enrolment, he or she shall lose the right to continue his or her studies at this study programme.

(4) A part-time student who does not pass the exam in a course within two years shall re-enrol in the course.

(5) The syllabus may stipulate that some forms of teaching shall be carried out without assessment, or shall be assessed descriptively.

(6) A teacher or associate who conducts classes in a course shall be entitled to evaluate and assess the achievement of the intended learning outcomes of students through each form of teaching.

(7) The course syllabus may prescribe that the grades for a student's achievement of the intended learning outcomes in particular forms of teaching shall be counted in the final course grade based on the exam and/or other forms of knowledge testing.

## ***TEACHERS***

### **Article 24**

(1) Teaching, scientific and professional activities at the Faculty are conducted by teachers, associates and scientists whose qualifications are established by their appointment to scientific-teaching, teaching, associate, scientific and professional titles in accordance with the Law and the Statute of the University.

(2) Teachers who conduct classes in a particular course are entered in the study syllabus according to the hierarchy of titles, and within a particular title, according to the order of appointment to that title. Associates shall be entered in the study syllabus for a particular academic year.

## ***Course Holders***

### **Article 25**

(1) A course holder shall be a teacher in the scientific-teaching rank of full professor, associate professor or assistant professor who is responsible for course development. As a rule, a course holder shall also be a course deliverer. Exceptionally, in courses for which this is explicitly prescribed in the study curriculum and syllabus, the course holder may also be a teacher in the teaching title of lecturer, senior lecturer or college professor.

(2) A course may have up to three holders. Three course holders can be proposed if the course has six or more ECTS credits or belongs to compulsory courses in the study programme. A teacher shall cease to be a course holder if he or she has not cumulatively delivered at least three hours of lectures in that course for at least two academic years. The aforementioned two years shall not apply to:

- holders who execute the position of the Dean or a Vice-Dean,
- holders who are in public office,
- holders who are external associates,
- holders who are on a sabbatical, study visit, sick leave longer than three months, or on maternity and /or parental leave,
- other justified cases provided for by the Law, Collective Agreement or the general act of the Faculty.

(3) A course deliverer shall be a teacher in a scientific-teaching or teaching title who delivers classes and other forms of teaching in a course (or part of teaching) and conducts the written and oral part of the exam.

(4) An associate shall be a teacher in the associate title who assists the deliverer in conducting a part of the teaching process (auditory and laboratory exercises, seminars and e-learning) and knowledge testing in the written part of the exam and mid-term exam.

(5) An individual teacher may be a holder of up to four courses and a deliverer of up to six courses, including the ones in which he or she is a holder.

## ***External Associates***

### **Article 26**

(1) The Faculty Council may entrust the performance of a part of a course or the entire course to a teacher who is not employed by the Faculty.

(2) The Faculty Council may entrust the performance of part of a course or the entire course to an expert under the condition of prior appointment to an adjunct scientific-teaching or teaching title.

(3) The Faculty Council may entrust the performance of exercises to an associate who is not an employee of the Faculty under the condition of prior appointment to an appropriate title.

(4) Doctoral students may assist in teaching and scientific work in accordance with the general act of the University and the Faculty.

## ***Consultations***

### **Article 27**

(1) Consultations shall be a form of interaction between teachers and students the main purpose of which is to further clarify the teaching content to students.

(2) Consultations shall be held by teachers and associates.

(3) The number of hours of consultations per week shall be determined by the Faculty Council.

## ***Student Teaching Assistants***

### **Article 28**

(1) Student teaching assistants shall be students who assist teachers in conducting seminars and exercises, and assist students in accomplishing their course obligations.

(2) Student teaching assistants shall be selected from among very good and excellent students who show an inclination for pedagogical and scientific work.

(3) At the beginning of each semester, requests for student teaching assistants shall be submitted by course holders through their respective departments for approval by the Faculty Council.

## ***EXAMS***

### **Article 29**

(1) In all courses of the undergraduate and graduate studies at the Faculty student achievements shall be continuously monitored. The method of monitoring full-time and part-time students shall be determined and published by the course teacher before the beginning of classes in the course. Full-time and part-time students shall be obliged to report to the course teacher in the first two weeks of classes to get information about their

obligations in the course. The knowledge of full-time students shall be evaluated during the course, and the final grade shall be determined in the exam. Continuous assessment shall be counted as one exam session.

(2) The examination documentation shall be kept for at least two weeks after the results of scoring or grading have been published. The teacher shall be obliged to announce the time at which the student can review the results of a written exam.

### ***Exam Periods***

#### **Article 30**

(1) The exam calendar shall be published at the beginning of each academic year and shall constitute an integral part of the syllabus of the study programme.

(2) In all the courses of the undergraduate and graduate studies continuous assessment of students' knowledge shall be carried out during the semester, and the Faculty, by its general act, shall determine the number of exam periods and their schedule.

(3) The Faculty Council may also determine extraordinary exam periods. For each academic year, the Faculty Council shall decide on extraordinary exam periods.

(4) The Vice-Dean for Education shall coordinate the scheduling of exams.

### ***Conditions for Administering Exams***

#### **Article 31**

(1) A student may take an exam in a course if he or she has fulfilled minimum course obligations. Non-fulfilment of minimum course obligations shall be recorded by course teachers in the Information System of Higher Education Institutions (Croatian acronym: ISVU).

(2) The conditions for registering for the exam shall be that the minimum study obligations have been completed and the prerequisites have been passed

(3) Exams may be taken in only written format, only oral format, or both oral and written format.

(4) The oral part of the exam may be conducted separately from the written one, provided that the entire exam is completed within 5 working days at most, with the exclusion of specially justified cases.

### ***Exam Registration***

#### **Article 32**

(1) The student shall register for the exam via *Studomat* (student access point) no later than 3 days before the scheduled exam period.

(2) If the student for any reason cannot take the exam registered for, he or she shall be obliged to deregister from the exam no later than one day before the exam, by noon.

(3) For a student who does not de-register from the exam on time and does not attend the exam, the exam shall be counted as one exam sitting. A student who has not attended the exam for justified reasons may submit a written request for the annulment of the exam sitting within 2 working days from the beginning of the exam period. In justified cases, the Vice- Dean for Education may approve the annulment of exam registration.

## ***Grading***

### **Article 33**

(1) The course syllabus shall prescribe the manner in which the student's activities during the course shall be evaluated and counted in the final course grade.

(2) The final grade of achievement in each course shall be determined based on activities during the course in accordance with the established course syllabus and achievement in the exam. During the course, the following elements shall be evaluated:

- students' activities inside and outside the classroom for which points are awarded (participation in discussions, written preparation for class participation, project work, writing essays, searching the Web, practical exercises in real situations, field research, e-learning, software development, seminar paper, etc.), and
- the results of mid-term exams.

(3) The teacher shall be obliged to inform the student about the grade in the oral exam immediately after the exam has been completed. As a rule, the teacher shall be obliged to inform the student about the result of the written part of the exam no later than five working days from the date of the exam, by publishing exam results in the e-learning system, on the official website or the notice board of the Faculty, or in another appropriate manner.

## ***Success in Exams***

### **Article 34**

(1) Pursuant to Article 48 of the Regulations on Studying at Undergraduate and Graduate Studies of the University of Zagreb, the student's success in the course shall be expressed using the national grading scale (1 to 5) and, if needed, by the ECTS grading scale (A to F) in the ECTS system:

- an excellent grade (5) is equivalent to A in the ECTS scale and vice versa,
- a very good grade (4) is equivalent to B in the ECTS scale and vice versa,
- a good grade (3) is equivalent to C in the ECTS scale and vice versa,
- a satisfactory grade (2) corresponds to grade D in the ECTS scale, and grades D and E in the ECTS scale both correspond to a satisfactory grade (2),
- an unsatisfactory grade (1) corresponds to grade F in the ECTS scale, and grades F and FX in the ECTS scale both correspond to the unsatisfactory grade (1).



(2) The teacher shall also be obliged to assign an unsatisfactory grade (1) to the student's exam when the student:

- does not attend, or withdraws from, the written part of the exam, or from the oral exam that has already started,
- does not attend the oral part of the exam after the written part of the exam
- is removed from the exam due to misconduct, disturbing other students or using illicit aids during the exam.

### ***Appeals about Grades***

#### **Article 35**

(1) A student who is not satisfied with the grade achieved in the exam, except when the exam is held before a Committee, may, within 24 hours after the published deadline for the review of the written part of the exam, or after failing the oral part of the exam, submit a reasoned written appeal to the Dean of the Faculty to repeat the exam before a Teacher Committee.

2) If the Dean finds the appeal to be grounded, he or she shall be obliged, within 24 hours upon the receipt of the appeal, to appoint a Teacher Committee composed of the President and two members, wherein one of the members of the Committee must be from another study discipline, and the examiner whose assessment the student was not satisfied with cannot be the President of the Committee.

(3) The Dean determines the time of the exam, which must be held within three days after the submission of the student's appeal.

(4) The written exam or the written part of the exam shall not be repeated before the Committee, but it will be subject to re-evaluation by the Committee.

(5) The Committee shall make its decision by a majority vote.

### ***Examination before the Committee***

#### **Article 36**

(1) The exam in the same course may be taken no more than four times in the same academic year and a total of eight times at the most. When taken for the fourth and the eighth time, the exam shall be conducted before the Examination Committee. The student who has not passed the exam before a Committee after taking the exam for the fourth time shall be obliged to re-enrol in the course in the next academic year. If the student does not pass the exam before the Committee even after his or her re-enrolment in the course, he or she shall lose the right to study in this study programme.

(2) The Committee shall consist of the course holder, who shall also be the President of the Committee, and two members from among the members of the department to which the course belongs, at least one of whom must be appointed to a scientific-teaching position.

(3) The decision on the composition of the Examination Committee shall be made by the Vice-Dean for Education.

## ***COMPLETION OF STUDY***

### ***Terms and Conditions for Completion of Study***

#### **Article 37**

(1) The undergraduate study at the Faculty shall be completed by passing the enrolled courses, producing the Bachelor Thesis and its defence before the Bachelor Thesis Committee, in accordance with the Regulations on the Bachelor Thesis at the undergraduate study.

(2) The graduate study shall be completed by passing the enrolled courses, producing the Master Thesis and its defence before the Master Thesis Committee, in accordance with the Regulations on the Master Thesis.

(3) If in the course of study the student collects a sufficient number of ECTS credits required for the completion of the study, he or she can complete the study without passing enrolled elective courses.

### ***Study Completion Documents***

#### **Article 38**

(1) Upon completion of the undergraduate and graduate university study, the Faculty shall issue a diploma certifying the completion of the study and acquisition of the academic title.

(2) Diplomas and certificates issued by the Faculty shall be public documents.

(3) The content of diplomas and diploma supplements shall be prescribed by the minister.

(4) In addition to the diploma, the student shall be issued a diploma supplement certifying which exams he or she has passed, and with which grade, as well as containing data on the workload and the content of the study. Upon the student's personal request, a diploma supplement shall be issued even before study completion.

(5) The form of diplomas and diploma supplements, and the content and form of certificates, as well as certificates for the transfer of ECTS credits shall be prescribed by the University.

### ***Overall Score of Academic Success***

#### **Article 39**

(1) The overall score of academic success shall depend on the grades achieved in all subjects, including the grade obtained for the Bachelor or Master Thesis and/or final exam, and corresponding ECTS credits.

(2) Subjects assessed only with a descriptive grade "Satisfied" shall not be considered when calculating the overall score of academic success.

(3) The overall score of academic success shall be determined by adding up the individual exam grades of all subjects referred to in paragraph 1 of this Article multiplied by their corresponding number of ECTS credits and dividing the result by the sum of the ECTS credits of all subjects referred to in paragraph 1 of this Article.

(4) The overall score of success shall be expressed in documents by rounding it to two decimal places.

### ***Student Awards***

#### **Article 40**

(1) Students can be granted the following awards for their work and contribution to the affirmation of the University and the Faculty:

- the Rector's Award,
- the Dean's Award, and
- other awards.

(2) Students with the highest overall grades at the end of the undergraduate or graduate study shall be designated an honour from the Latin classification of honours indicated on a diploma or its supplement:

Bachelor/Master with the highest praise (SUMMA CUM LAUDE Baccalaureus/Magister);

Bachelor/Master with great praise (MAGNA CUM LAUDE Baccalaureus/Magister);

Bachelor/Master with high praise (CUM LAUDE Baccalaureus/Magister).

(3) The conditions for receiving honours, i.e. the number of students to be awarded honours, shall be determined by a special act of the Faculty, taking into account students' grades, duration of study and others.

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

#### ***Entry into Force***

#### **Article 41**

(1) These Regulations shall enter into force on the day of their publication on the notice board and the official website of the Faculty.

(2) Upon the entry into force of these Regulations, the Regulations on undergraduate and graduate study in Economics of Entrepreneurship of 17 November 2015 shall cease to have effect.

CLASSIFICATION NUMBER: 602-04/20-06/1

REGISTRY NUMBER: 2186-62-14-20-73

Varaždin, 20 February 2020

DEAN :

Assoc. Prof. Nina Begičević Ređep, Ph.D.

SECRETARY:

Tatjana Zrinski, univ. spec. iur.