

Pursuant to Article 24 of the Statute of the Faculty of Graphic Arts, University of Zagreb, and in accordance with Article 64, paragraph 1 of the *Book of Regulations for Undergraduate and Graduate Study Programmes at the University of Zagreb*, adopted on 24th May 2024 (hereinafter: University Book of Regulations), the Faculty Council, at its 11th regular session in the academic year 2023/2024 held on 30th September 2024, adopted the following

**BOOK OF STUDY REGULATIONS
FOR UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY
PROGRAMMES OF THE FACULTY OF GRAPHIC ARTS, UNIVERSITY OF
ZAGREB**

I. GENERAL PROVISIONS

Subject matter and contents of the Book of Regulations

Article 1

(1) These Regulations apply to students enrolled in undergraduate and graduate university study programmes carried out by the Faculty of Graphic Arts, University of Zagreb (hereinafter: the Faculty), as well as to the academic and administrative staff involved in implementing these study programmes.

(2) The following areas are regulated by these Regulations:

- General Provisions (I)
- Study Programmes (II)
- Students (III)
- Enrolment in Study Programmes (IV)
- Transfer to Study Programmes (V)
- Organisation of Teaching (VI)
- Student Workload (VII)
- Academic Progress (VIII)
- Assessment of Learning Outcomes, Examinations and Grading (IX)
- Completion of Study Programmes (X)

- Quality Assurance and Enhancement (XI)
- Records and Information Systems (XII)
- Transitional and Final Provisions (XIII)

(3) Words and phrases in these Regulations that are gender-specific shall apply equally to all genders.

II. STUDY PROGRAMMES

Organisation and Implementation of the Study Programme

Article 2

The study programmes referred to in Article 1, paragraph 1 of these Regulations, are organised and implemented in accordance with the study programme adopted by the Senate upon the proposal of the Faculty of Graphic Arts, University of Zagreb (hereinafter: the Faculty), and in accordance with the Act on Higher Education and Scientific Activity (hereinafter: the Act), regulations governing quality assurance in higher education and science, the Statute of the University of Zagreb, and the general act of the University regulating the procedure for evaluation of study programmes.

Study Programme Implementation Plan

Article 3

(1) The study programmes referred to in Article 1, paragraph 1 of this Book of Regulations shall be implemented in accordance with the study programme implementation plan adopted by the Faculty Council for each academic year.

(2) The study programme implementation plan shall define the structure and method of conducting classes, either in full or adapted to teaching schedules.

(3) The study programme implementation plan and other relevant information necessary for attending classes and taking examinations shall be published prior to enrolment in the study programme or in the following semester or academic year, in a visible and easily accessible location on the Faculty's website.

(4) The study programme implementation plan shall specify:

1. a list of compulsory and elective courses with designated teachers and

teaching assistants as per the study programme.

2. types of teaching (lectures, seminars, exercises, consultations, fieldwork, assessments, etc.).
3. language of teaching.
4. locations where teaching is conducted.
5. teaching modality: in-person, online (remote), or hybrid (simultaneous in-person and online).
6. start and end dates and timetable of teaching activities.
7. methods of taking examinations and fulfilling academic obligations.
8. examination periods and assessment criteria.
9. list of examination literature.
10. other relevant information required for the proper delivery of classes.

(5) Recommended literature for each course and examination must be aligned with the curriculum. Examination literature must be of such scope that it is manageable for students within the expected workload as stipulated in Article 34, paragraph 2 of these Regulations.

(6) Exceptionally, the study programme implementation plan may be amended during the academic year for justified reasons (e.g. pregnancy, international professional development, scholarships, retirement, etc.). Any such changes shall be published in accordance with paragraph 3 of this Article.

Supporting Documents

Article 4

In order to ensure the clarity and transparency of study programmes and the system of study, and to facilitate student and staff mobility, the Faculty is obliged to produce:

- an information package,
- a transcript of records, and
- a diploma supplement.

Information Package

Article 5

(1) The information package is a collection of data or information about the Faculty and its study programmes (courses, modules, internships, etc.), as well as student support. Its purpose is to facilitate the understanding and comparison of study programmes and to provide comprehensive information about programme profiles, courses, and the system of study. The information package shall be prepared in Croatian and, in relevant parts, in English, and published on the Faculty's website.

(2) The information package shall consist of three parts:

2.1. General Information about the Faculty:

- a. name and address
- b. general description of the Faculty (including type and legal status)
- c. academic calendar (classes and exam periods)
- d. list of teaching staff and assistants
- e. list of study programmes
- f. main institutional rules (recognition of prior learning, recognition of foreign qualifications, academic rules, financial rules, etc.)
- g. ECTS coordinator

2.2. Study Programme Information

A) General Overview:

- a. application procedure and admission requirements
- b. duration of the study programme
- c. head of the programme, if applicable
- d. qualification level according to the Croatian and European Qualifications Frameworks
- e. access to regulated professions, if applicable
- f. programme-level learning outcomes
- g. mode of study
- h. internship, if applicable
- i. qualification awarded upon completion of the programme

- j. educational and professional objectives
- k. access to further study
- l. study programme structure with ECTS credits
- m. requirements for graduation (Bachelor's and Master's thesis defence)
- n. examination and grading rules

B) Course Description:

- a. course title
- b. course code
- c. status (compulsory, elective)
- d. type and level (type: university; level: undergraduate/graduate)
- e. year of study
- f. semester of delivery
- g. delivery format (block, modular, rotational)
- h. number of ECTS credits
- i. names of teachers
- j. learning outcomes
- k. mode of delivery (in-person, remote, hybrid)
- l. course prerequisites
- m. course content
- n. recommended reading
- o. teaching methods
- p. assessment methods
- r. language of instruction

2.3. General Student Information:

- a. facilities and learning equipment
- b. internship
- c. extracurricular activities at the Faculty (coordinated by teachers, student union and other student associations)
- d. student union and student associations
- e. language courses

- f. facilities and equipment for sports and recreational activities
- g. information related to digital identity and use of ICT
- h. student rights and support services
- i. psychological or other counselling services
- j. support for students with disabilities (office/centre/coordinator at the Faculty unit)
- k. practical information for exchange students
- l. other forms of student support (e.g. student mentors)

Transcript of Records (ECTS Credits)

Article 6

The transcript of records is a public document issued by the Faculty that provides detailed information about the completed programme (expressed in ECTS credits for each course) and the student's academic performance. Student achievement is indicated both by the national grading system and ECTS credits. The Faculty issues the transcript of records upon the student's request (in Croatian and/or English).

Diploma Supplement

Article 7

(1) The diploma supplement is a public document issued by the Faculty free of charge, in both Croatian and English, in a signed and certified printed form, as well as in electronic form. It is issued alongside the diploma to provide detailed insight into the level, content, study system and regulations, and other data necessary for understanding the qualification acquired, in accordance with the Regulation governing the format and content of certificates, diplomas, and diploma supplements (hereinafter: Ministry Regulation).

(2) The diploma supplement may also include additional information that is not an integral part of the study programme (e.g. awards, scholarships, recognitions, extracurricular activities, micro-qualifications, rights to access regulated professions, etc.).

(3) Additional information referred to in paragraph 2 of this Article may be included in the diploma supplement upon the student's request, provided that documentation supporting the inclusion of such information is submitted.

III. STUDENTS

Student Status

Article 8

- (1) Student status is acquired by enrolling in one of the study programmes referred to in Article 1, paragraph 1 of these Regulations.
- (2) A student may be enrolled with full-time or part-time status.
- (3) A student retains full-time or part-time status for the prescribed duration of the study programme, and at most for twice the prescribed duration.
- (4) A full-time student may be employed or self-employed (crafts or freelance activities).
- (5) The period during which a student's rights and obligations are suspended shall not count towards the total study duration; the deadline for completion of studies shall be extended by the duration of the suspension.
- (6) A full-time student studies according to a full teaching schedule. A student with full-time status typically enrolls in 60 ECTS credits per academic year in accordance with the study implementation plan.
- (7) A part-time student studies according to a full or adapted teaching schedule. A student with part-time status typically enrolls in 30 to 60 ECTS credits per academic year in accordance with the study implementation plan.
- (8) A visiting student is a student from another university, domestic or foreign, with full-time or part-time status, who enrolls in parts of the study programme at the University or Faculty in accordance with a specific agreement between institutions regarding the recognition of ECTS credits.
- (9) The rights and obligations of visiting students, the method of covering study costs, the possibility of continuing studies at the University, and other matters related to the status of visiting students are governed by the agreement with the other institution.
- (10) Full-time and part-time students may enter into a study agreement with the Faculty. The study agreement defines mutual rights and obligations during the course of study, the method of financing, and other matters of importance for both parties.

Termination of Student Status

Article 9

(1) Student status terminates:

1. upon completion of the study programme.
2. upon withdrawal from the study programme.
3. by expulsion from the study programme in accordance with the procedure and conditions laid out in the general act of the Faculty.
4. if the student fails to complete the programme within a period twice the prescribed duration.

(2) Upon request, a student who withdraws from the study programme shall receive a certificate of withdrawal indicating the period of study, the total number of ECTS credits earned, and a list of passed examinations with corresponding ECTS credits and grades. The withdrawal shall be recorded in the information system.

(3) A person whose student status has been terminated may not re-enrol in the same study programme or continue studies in that programme.

(4) By way of exception to paragraph 3 of this Article, a student who fails to enrol in the following academic year within the timeframe stated in the enrolment notice may continue studies in the same or another study programme provided that their request for continuation is approved. The student has the right to appeal the decision within 3 days from the date of receipt.

Transition from Full-time to Part-time Status

Article 10

(1) A student may request to continue studies with part-time status due to the loss of full-time status or for other reasons, subject to the limitation outlined in Article 8, paragraph 3 of these Regulations (maximum study duration).

(2) The student referred to in paragraph 1 shall bear the full cost of study in accordance with Article 18, paragraph 3 of these Regulations and shall not be entitled to student standard benefits, except for those specified in Article 13, paragraph 2, provided that the student is not employed or self-employed (crafts or freelance activities).

Transfer from Part-Time to Full-Time Status

Article 11

A student with part-time status, as referred to in Article 10, paragraph 1 of this Book of Regulations, may submit a request to transfer to full-time status only if they have passed all the exams within the enrolled courses.

Rights and Obligations of Students

Article 12

(1) The rights and obligations of students are regulated by the Act, the Statute of the University, the Statute of the Faculty, this Book of Regulations, and other general acts of the University or the Faculty.

(2) A full-time student has the right to repeat each academic year only once.

(3) A student is required to complete the study programme no later than within a period that is twice the prescribed duration of the programme.

Student Entitlements (Student Standard)

Article 13

(1) A full-time student enrolled in an undergraduate or graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, who is not employed or engaged in self-employment or freelance professional activity, is entitled to health insurance in accordance with the law governing compulsory health insurance, subsidised accommodation, and subsidised meals under the conditions determined by the competent minister. The student is also entitled to engage in student employment in accordance with the law regulating student work, as well as to state scholarships and other financial support.

(2) A part-time student enrolled in an undergraduate or graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, who is not employed or engaged in self-employment or freelance professional activity, is entitled to engage in student employment in accordance with the law governing student work, and to health insurance under the conditions prescribed by the law governing compulsory health insurance.

(3) A full-time student with a recognised degree of disability is entitled to specific

student standard benefits in accordance with general acts of the University and relevant legislation.

(4) A student with a recognised type and degree of disability is entitled to financial support to partially cover transportation costs for students with disabilities, under the conditions defined by a regulation issued by the competent minister.

Suspension of Student Rights and Obligations

Article 14

(1) Student rights and obligations may be suspended in the following cases:

1. during non-active military service
2. during pregnancy
3. for a student father or student mother until the child reaches the age of one
4. during leave granted under general acts governing maternity and parental benefits
5. during incapacity due to illness or another comparable reason lasting more than three consecutive months
6. during an international student exchange longer than 30 days, and during the teaching period if the student does not earn ECTS credits through the exchange
7. in other justified cases, in accordance with the law

(2) The right to suspension of rights and obligations is granted by decision of the Faculty Council, based on a submitted request and supporting documentation. The student must submit the request and documentation no later than 30 days from the date the supporting documents were issued, i.e. the documents justifying one of the reasons stated in paragraph 1 of this Article.

(3) The Faculty Council may approve a suspension for one semester or one academic year. The decision shall take effect for the period for which it was issued, but not earlier than the start of the semester in which the student submitted the request and documentation.

(4) An administrative dispute may be initiated against the decision referred to in paragraph 3 of this Article.

(5) During the suspension period, a student may take exams and other forms of

assessment (e.g. midterm tests) if they meet the necessary conditions but may not attend classes or acquire conditions for taking exams in specific courses. During the suspension, the student is not entitled to student standard rights (except for health insurance), in accordance with special regulations. The suspension period is not included in the duration of study.

(6) If changes are made to the study programme during the suspension period, the student must attend and pass any new or changed courses and meet any new ECTS requirements that arise during that time.

Exceptional Students

Article 15

(1) An exceptional student of an undergraduate or graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, is a student who ranks within the top 3% of their cohort, provided they have passed all enrolled courses and have not repeated any academic year.

(2) The minister decides on the enrolment of an exceptional student in another study programme at a public higher education institution in full-time status with full tuition fee subsidy from the state budget. The request for such enrolment is submitted to the minister by the higher education institution where the student seeks enrolment, provided the student has the right to enrol and has submitted a certificate confirming their status as an exceptional student at another public higher education institution where they are already enrolled.

(3) The minister may approve the request referred to in paragraph 2 of this Article. In such cases, the student may progress in both study programmes in accordance with the Act on Performance-Based Funding of Public Higher Education Institutions and Public Research Institutes in the Republic of Croatia (hereinafter: the Regulation). During their studies, the student may or may not be entitled to tuition fee subsidies from the state budget for both programmes, up to the completion of qualifications in both.

If the minister does not approve the request, the final tuition fee model is defined for the student in accordance with Article 4 of the Act.

(4) An exceptional student may complete their studies in a period shorter than the

prescribed duration, with the approval to enrol in more than 35 ECTS credits per semester.

Special Study Options, Student Mobility and Student Demonstrators

Article 16

- (1) A student may be granted permission to attend and take courses at another higher education institution within the University (so-called 'horizontal mobility'). The student is required to submit to the Faculty a certificate of approval for attending and taking the course at the other higher education institution. The course for which the student has been granted approval is recorded in the Faculty's information system.
- (2) A passed exam from another higher education institution within the University will be recorded in the information system upon submission of an official transcript of records or a certified certificate of the passed exam.
- (3) ECTS credits earned may be recognised as credits earned within the home study programme and shall be recorded in the Diploma Supplement. The credit value of the course corresponds to the value assigned by the institution at which the course is delivered.
- (4) At the request of a student from another higher education institution within the University, the Vice-Dean for Education, with the consent of the ECTS coordinator and the course instructor, may approve attendance and exam-taking in undergraduate or graduate university programmes at the Faculty of Graphic Arts, University of Zagreb. A certificate shall be issued, specifying the course title and its ECTS credit value.
- (5) Student mobility between universities within the Republic of Croatia is governed in the same way as international mobility.
- (6) The Faculty may appoint demonstrators for various forms of teaching.
- (7) Demonstrators are students who assist their teachers in conducting practical exercises or in the preparation and delivery of teaching activities.

Athletes, Artists, and Students with Disabilities

Article 17

(1) A categorised student-athlete, a top-level artist studying in full-time status, and a student with a disability may study under adjusted study conditions.

(2) The status of a categorised athlete is determined and confirmed by the Croatian Olympic Committee, Croatian Paralympic Committee, Croatian Sports Association of the Deaf, or the Croatian Academic Sports Federation (for a student-athlete who is a member of a national university team and/or a university sports club), in accordance with the Regulations of the Rectors' Conference governing the study rules and conditions for student-athletes.

(3) The category of top-level artist is confirmed by a certificate of membership in the Croatian Freelance Artists' Association or a professional artistic association, or by a positive expert opinion confirming that the criteria for artist status have been met, which may be issued by the organisational unit conducting a programme in the field of arts or another competent body.

(4) Students with disabilities include all students who, due to illness, impairment, or disorder — regardless of the percentage of physical disability or type and severity of impairment — have permanent, intermittent, or temporary difficulties in carrying out daily academic activities. This includes students with visual or hearing impairments, motor impairments, chronic illnesses, ADHD, autism, mental illnesses or disorders, specific learning difficulties (dyslexia, dysgraphia, dyscalculia), and other health conditions or challenges that may affect their studies. These conditions are verified through a certificate of the percentage of physical impairment issued by a competent authority, or through a finding and opinion on the type and severity of disability/functional limitations determined through official assessment, or through a Decision of the National Centre for External Evaluation of Education approving adaptations in state graduation exams, or through other relevant documentation in accordance with the procedure defined by the University's general act.

(5) Students referred to in paragraph 1 of this Article must submit a formal request for adjusted study conditions, along with documentation as described in paragraphs 2, 3, and 4 of this Article.

(6) The Senate may also recognise other special student categories (e.g. students

with asylum status, students from war-torn or crisis-affected areas, student parents, etc.), supported by appropriate documentation.

(7) In organising teaching and extracurricular activities, the Faculty shall respect the principle of inclusivity, ensuring access to educational content that accommodates diverse student needs.

(8) Adjusted study conditions shall include adaptations of teaching and assessment processes, without compromising academic standards and in accordance with the defined learning outcomes, which are the same for all students.

(9) Adjusted study conditions for categorised athletes and top-level artists may include:

- exemptions or flexibility in attendance requirements, with the obligation to notify the course instructor in advance and to present justification for the absence (e.g. training camps, international competitions)
- rescheduling or adapting the format of midterms, written and oral exams in agreement with the course instructor and Vice-Dean (outside regular exam periods), where justified and properly documented, with transparency ensured during such assessments
- reduced semester workload expressed in ECTS credits, in accordance with Article 38, paragraph 6 of this Book of Regulations
- suspension of rights and obligations due to fulfilling justified athletic or artistic commitments (e.g. extended preparation periods, participation in the Olympic Games, prestigious international competitions)
- other appropriate adjustments

(10) A student-athlete who is a member of the national university team and/or a university sports club may be granted the same rights listed in paragraph 9 of this Article, depending on the Faculty's needs and interests.

(11) Adjusted study conditions for students with disabilities may include:

- extended time for taking exams and midterms
- graphic adjustment of teaching materials (e.g. enlarged font, increased line spacing)
- digitalised learning materials
- support from another person (peer support, sign language interpreter, etc.)

- use of assistive technology
- other adjustments in accordance with the University's general act.

Tuition Fees

Article 18

(1) A student who is a citizen of the Republic of Croatia or a citizen of another European Union member state and is enrolled in full-time status shall be entitled to full state-funded tuition fee coverage in accordance with the Regulation.

(2) A student referred to in paragraph 1 of this Article who is not entitled to state-funded tuition fee participation shall pay tuition fees in accordance with the model adopted by the Faculty Council and the joint criteria defined in the Senate's decision.

(3) A part-time student shall bear the full cost of study upon enrolment in each academic year, in the amount equal to the maximum tuition fee contribution applicable to full-time students enrolled in the undergraduate or graduate university study programme at the Faculty of Graphic Arts, University of Zagreb.

(4) A student who is a citizen of a non-EU country shall bear the full cost of study upon enrolment in each academic year, in the amount equal to the maximum tuition fee contribution applicable to full-time students of the Faculty of Graphic Arts, University of Zagreb, who are citizens of the Republic of Croatia or of another EU member state.

(5) An exception to paragraph 4 of this Article applies to students who are citizens of non-EU countries and who, in accordance with the general terms of the University's call for applications for admission to undergraduate and graduate study programmes (as issued by the Senate), are entitled to state-funded tuition fee coverage.

(6) A student who has been granted continuation of studies pursuant to Article 9, paragraph 4 of this Book of Regulations, shall bear the full cost of study for the academic year in which such continuation is granted, in the amount equal to the maximum tuition fee contribution for full-time students enrolled in the undergraduate or graduate university study programme at the Faculty of Graphic Arts, University of Zagreb.

(7) A student referred to in paragraph 1 of this Article who is studying in full-time status shall have the right to change their study programme once while retaining full tuition fee funding from the state budget, in accordance with the Regulation.

(8) An exceptional student may be granted permission by the minister to enrol in an additional study programme at a public higher education institution in full-time status, with full tuition fee coverage from the state budget, in accordance with Article 15 of this Book of Regulations.

Student Disciplinary Responsibility

Article 19

(1) The disciplinary responsibility of students, disciplinary offences, disciplinary procedure, and disciplinary measures are regulated by the Faculty's Rulebook on Student Disciplinary Responsibility.

(2) The disciplinary measure of expulsion from studies may only be prescribed and imposed for serious disciplinary offences.

(3) A student representative shall participate in the committee responsible for deciding on student disciplinary matters.

IV. ENROLMENT IN STUDY PROGRAMMES

Enrolment Quotas

Article 20

(1) The Faculty admits students to the undergraduate and graduate university study programmes of the Faculty of Graphic Arts, University of Zagreb, in accordance with the enrolment quotas approved by the Senate.

(2) The Faculty may reallocate enrolment quotas between modules or study orientations referred to in paragraph 1 of this Article without Senate approval, provided that the reallocation continues to ensure the quality of teaching in accordance with regulations governing quality assurance in higher education and science.

Call for Applications

Article 21

(1) Admission to the undergraduate and graduate university study programmes at the Faculty of Graphic Arts is based on a public call for applications for admission to the undergraduate and graduate university study programmes issued by the Senate.

(2) The content of the call for applications for admission to the undergraduate and graduate university study programmes at the Faculty of Graphic Arts, University of Zagreb, is defined by the University Statute.

(3) The call for applications is published on the Faculty's website, and also as part of the special section of the public call for applications issued by the Senate referred to in paragraph 1 of this Article, on the University's website.

(4) When preparing the call for applications for admission to the graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, the Faculty shall define:

1. which relevant undergraduate or integrated study programmes ensure adequate entry-level competences for applicants
2. the manner of entrance examination and the enrolment of bridging requirements for applicants who have completed a relevant professional or university undergraduate or integrated study programme but whose entry competences need to be verified and/or standardised (e.g. through bridging requirements, a bridging semester or year, a minimum required GPA, etc.)
3. the method for evaluating prior academic performance and ranking of applicants who have completed an appropriate study programme.

(5) A bridging semester or year is determined in cases where the bridging requirements exceed 15 ECTS credits.

(6) The bridging requirements referred to in paragraph 5 of this Article, which are a condition for admission to the graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, are not considered part of that study programme under the law, but rather part of a lifelong learning programme. The applicant enrolls in the bridging semester or year as a participant in a lifelong learning programme.

Eligibility to Apply for Admission to Undergraduate Study Programme

Article 22

(1) The following applicants are eligible to apply for admission to the undergraduate university study programme at the Faculty of Graphic Arts, University of Zagreb:

- an applicant who has completed or will complete, by the application deadline stated in the call for applications, at least a four-year secondary education programme and has passed the state graduation exam
- an applicant who has not taken the state graduation exam, if they completed an appropriate four-year secondary education programme in the Republic of Croatia prior to 2010
- an applicant who has completed appropriate education abroad with a total duration of 12 years, or an equivalent of level 4.2 of the Croatian Qualifications Framework (CROQF), in accordance with the conditions and criteria specified in the call for applications.

(2) The Faculty Council may, in accordance with the admission conditions set out in the University's general act, adopt a decision on special conditions for admission to a study programme taught by the Faculty.

Eligibility to Apply for Graduate Study Programme

Article 23

(1) The following applicants are eligible to apply for admission to the graduate university study programme at the Faculty of Graphic Arts, University of Zagreb:

- an applicant who has completed a relevant undergraduate or integrated university study programme with at least 180 ECTS credits
- an applicant who has completed a relevant professional study programme and is applying under the conditions set out in the call for applications, which may include an entrance examination and/or fulfilment of bridging requirements.

(2) The call for applications referred to in Article 21 of this Ordinance shall specify which study programmes are considered relevant for admission, and the procedure for admission of candidates who must meet additional bridging requirements.

Admission Procedure

Article 24

- (1) The admission procedure for the undergraduate university study programme is carried out through the National Information System for Applications to Higher Education Institutions and in accordance with the call for applications issued by the Senate.
- (2) The admission procedure for the graduate university study programme at the Faculty is carried out based on an evaluation of previous academic performance, and, if applicable, an entrance examination and/or assessment of bridging requirements, all in accordance with the call for applications.
- (3) The Faculty Council shall determine the criteria and methods for evaluating prior academic performance and entrance examination results.
- (4) The entrance procedure is conducted by an Admissions Committee appointed by the Faculty Council.
- (5) Upon completion of the entrance procedure, the Admissions Committee shall compile a ranked list of applicants and submit it to the Faculty Council for adoption.

Right to Appeal

Article 25

- (1) An applicant who is not satisfied with the results of the entrance procedure has the right to appeal to the Faculty Council within 24 hours from the publication of the results.
- (2) The appeal must be submitted in writing and must include an explanation.
- (3) The Faculty Council shall decide on the appeal within 48 hours from the receipt of the appeal.

Right to Enrol in a Study Programme

Article 26

- (1) Enrolment in the undergraduate or graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, is carried out following the completion of the admission procedure, based on the final ranking lists for study enrolment.
- (2) The right to enrol in the study programmes referred to in paragraph 1 of this

Article is acquired in accordance with the admission conditions and criteria specified in the call for applications and based on the results of the admission procedure, within the established and approved enrolment quota. Priority enrolment rights and special quotas are defined in the general text of the public call issued by the Senate or in the specific call for study enrolment.

(3) The Faculty Council may establish criteria for direct enrolment of exceptionally successful applicants (based on prior academic performance, competition results, etc.).

(4) An applicant who has acquired the right to enrol loses this right if they do not enrol within the deadline specified in the enrolment notice for the first year of study.

(5) The Faculty may charge an opportunity cost fee to the applicant referred to in paragraph 4 of this Article.

(6) In place of an applicant who has acquired the right to enrol but is unable to complete the enrolment in person, enrolment may be carried out by a proxy authorised by the applicant.

(7) An applicant who meets the requirements for enrolment in the undergraduate or graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, and who has previously studied at another higher education institution where they passed an exam in a course that is approximately equivalent in content, scope, and learning outcomes to a course in the Faculty's programme, may submit a request for recognition of the exam no later than during the first week of classes in the first year of study. The request must be accompanied by a certificate from the other institution confirming the successfully passed exam and details about the course. The decision on the recognition of such an exam is made by the Faculty Council with the consent of the course coordinator at the Faculty. The recognised course and grade are entered into the Faculty's information system.

(8) A person may enrol in the undergraduate university study programme at the Faculty of Graphic Arts, University of Zagreb, without having passed the state graduation exam if they completed a relevant four-year secondary education programme in the Republic of Croatia prior to 2010, or if they completed appropriate education abroad lasting a total of 12 years (equivalent to level 4.2 of the Croatian Qualifications Framework), in accordance with the conditions and criteria set out in

the call for study enrolment.

(9) A person may enrol in the graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, if they have completed a relevant professional or university undergraduate study programme or an integrated university study programme, in accordance with the admission conditions and criteria specified in the call for applications.

(10) A student who is a citizen of a European Union member state has the same rights as a student who is a citizen of the Republic of Croatia. Citizens of other countries may enrol in the undergraduate and graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, under the same conditions as Croatian citizens, but are required to pay tuition fees in accordance with Article 18, paragraph 4 of these Regulations.

V. TRANSFER TO STUDY PROGRAMMES

Right to Transfer, Transfer Conditions, Decision on Transfer

Article 27

(1) Transfer at the same level of study to the undergraduate or graduate university study programme at the Faculty of Graphic Arts, University of Zagreb, is possible within the Faculty, another constituent unit of the University, or from another university.

(2) A request for transfer to the undergraduate or graduate university study programme at the Faculty of Graphic Arts may be submitted by an applicant who holds student status at another higher education institution, in accordance with the transfer announcement published on the Faculty's website. A request for transfer may not be submitted by an applicant who is enrolled for the first time in the first year of study in the same academic year in which the transfer would be made.

(3) The request referred to in paragraph 2 of this Article must include: proof of completion of the mandatory part of the state graduation exam (for undergraduate applicants subject to state graduation exam requirements, or a high school leaving qualification for those who graduated before 2010), a certificate or diploma of completed undergraduate study (for transfer to graduate level), a student record book (if used at the other institution), a certified transcript of records with ECTS

credits, and the syllabus of passed courses for which recognition is requested.

(4) The ECTS coordinator shall provide an opinion on the recognition of ECTS credits, and the transfer is effectuated based on a decision by the Faculty Council on the recognition of previously earned ECTS credits.

(5) Exams passed at another higher education institution and recognised by the decision referred to in paragraph 4 of this Article are entered into the student's exam record in the Faculty's information system.

(6) If an exam passed at another institution is approximately equivalent to a course in the undergraduate or graduate study programme at the Faculty of Graphic Arts, in content, scope, and learning outcomes, the Faculty Council may fully recognise the exam.

(7) A student may file an appeal against the transfer decision referred to in paragraph 4 of this Article within three days from the date of delivery of the decision.

(8) An applicant transferring from a university outside the Republic of Croatia acquires the right to transfer to the Faculty in accordance with the procedure defined by the legislation governing the recognition and evaluation of foreign educational qualifications.

(9) Exceptionally, the Faculty may approve the transfer of an applicant who does not meet the general conditions if the transfer is necessary due to serious illness, family relocation, obligations of top athletes, or other justified reasons.

Enrolment of Transfer Students

Article 28

(1) A transfer student must complete enrolment by the end of the enrolment period or within eight days of receiving the transfer decision.

(2) A transfer student enrolls under the same conditions as all other Faculty students (in terms of admission requirements).

Transfer Between Study Programmes

Article 29

A first-year student of the undergraduate or graduate university study programme at

the Faculty of Graphic Arts, University of Zagreb, may be granted a transfer from one study programme to another within the same level of study, provided that they are enrolled in the first year for the first time and have passed all first-semester courses. The student must submit a request no later than the end of the enrolment period for the new academic year.

VI. ORGANISATION OF TEACHING

Course Delivery and Attendance

Article 30

- (1) Teaching is organised by semesters in accordance with the provisions of the course implementation plan.
- (2) A course is normally delivered within a single semester. Exceptionally, a course may be delivered over multiple semesters, in trimesters, or in other appropriate and justified formats. Courses may also be organised in shorter formats (e.g., in rotations, modules, blocks, etc.).
- (3) Courses may be delivered partially or entirely via distance learning (online) based on accreditation.
- (4) By enrolling in a course, whether compulsory or elective, which is part of the study programme, the student accepts all obligations set out in the course plan and programme.
- (5) Attendance is mandatory. During the semester, a student may be absent from individual course sessions to an extent permitted by the course instructor but must still fulfil all course obligations.
- (6) The course instructor may deny confirmation of completed obligations to a student who has exceeded the permitted number of absences from lectures, seminars, or exercises, or who has failed to meet other obligations stipulated in the course implementation plan, except in the case of justified absences due to objective reasons (illness, family bereavement, etc.).
- (7) The justification of absences under paragraph 6 of this Article is determined by the course instructor, based on the student's request with supporting explanation and documentation. The request and documentation must be submitted within a deadline set by the instructor.

(8) The deadline for fulfilling course obligations that the student could not complete for justified reasons (e.g., programme or seminar preparation, taking midterms, etc.) is set by the course instructor.

Record of Taught Classes

Article 31

Records of taught classes are kept in a manner determined by the course instructor.

Physical Education and Health Education Courses

Article 32

The delivery of physical and health education classes and the number of ECTS credits allocated to the course shall be determined in accordance with Article 36 of the Statute of the University of Zagreb.

Academic Calendar and Academic Year

Article 33

(1) Based on the academic calendar adopted by the Senate at least six months prior to the start of the academic year and published on the University's website, the Faculty Council shall adopt the calendar of classes and exam periods, which shall be published on the Faculty's website at least two weeks before enrolment in the study programme or the next semester or academic year.

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

(3) By way of exception to paragraph 2 of this Article, when foreseen by the course implementation plan, classes may begin before the official start of the academic year, but not before 1 September.

(4) The academic year generally comprises 44 working weeks, of which 30 are teaching weeks, and 14 are allocated to office hours, preparation and administration of exams, during which no other forms of teaching take place.

VII. STUDENT WORKLOAD

ECTS Credit System

Article 34

(1) ECTS credits represent the average total time a student is expected to invest in order to achieve the learning outcomes of a course.

(2) One ECTS credit corresponds to 30 hours of estimated average student workload required to achieve the intended learning outcomes, including contact hours, exams, and all activities necessary for passing the exam.

(3) A full-time student enrolls in 25 to 35 ECTS credits per semester.

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

(5) A student who regularly fulfils their obligations, as well as an exceptional student, may be permitted to enrol in more than 35 ECTS credits per semester to accelerate the completion of studies or gain broader education.

(6) In special and justified cases, a full-time student may enrol in fewer than 25 ECTS credits per semester, and a part-time student in fewer than 15, for example, if prerequisites for enrolling in a sufficient number of courses have not been met.

(7) ECTS credits are acquired only after successful completion of all prescribed obligations and the application of appropriate assessment methods for the defined learning outcomes, i.e., after passing the exam.

(8) The application of the ECTS system entails:

1. precise definition of the expected learning outcomes for each course
2. determination of the student workload for all planned course activities
3. definition of assessment methods for each listed learning outcome
4. determination of grading or evaluation methods for each curricular and extracurricular activity

(9) The criteria and conditions for recognition and transfer of ECTS credits are regulated by the study programme and by the general acts of the University and the Faculty regarding the recognition of prior non-formal and informal learning, foreign higher education qualifications and periods of study abroad, as well as recognition of extracurricular activities and other general acts of the University and the Faculty.

(10) ECTS credits previously acquired as part of the requirements for an earlier qualification cannot be recognised again for acquiring a second qualification at the

same or a different study level but may be recognised as acquired competencies. The student must then enrol in different courses to achieve the total number of ECTS credits required for the new qualification.

Weekly Student Workload

Article 35

- (1) A student's workload throughout the course of study must be evenly distributed.
- (2) The course implementation plan for full-time students is based on a student workload of 40 hours per week, including all forms of instruction and the time required for preparation.
- (3) The average weekly contact hours for students are as follows:
 1. undergraduate level: 26 hours
 2. graduate level: 22 hours
- (4) Where required by the study programme and implementation plan, due to increased hours of practical and fieldwork, the student's obligations under paragraph 3 of this Article may reach up to 40 hours in a given week.
- (5) If instruction is organised over a shorter period, the weekly workload may exceed the hours defined in paragraph 3 of this Article.

VIII. ACADEMIC PROGRESS

Enrolment in the Next Academic Year

Article 36

- (1) By enrolling in the academic year, the student regulates their student status.
- (2) A student becomes eligible for enrolment in the next academic year upon completion of study obligations expressed in ECTS credits in accordance with the Faculty's general acts.
- (3) Study obligations are enrolled per semester (or for the full year if provided for by the study programme and plan).
- (4) A student may only enrol in courses for which they have met the prerequisites, in accordance with the study programme and implementation plan.
- (5) The prerequisites under paragraph 4 of this Article must be defined in a way that enables smoother progression through the study programme.

(6) A student who did not fulfil all study obligations in the previous academic year, upon enrolment in the new academic year, enrolls in those previously unfulfilled obligations along with new obligations from the next year of study, provided the prerequisites for the courses are met. The total number of enrolled ECTS credits must comply with Article 34, paragraphs 3 to 6 of these Regulations.

(7) The rights and obligations of a student re-enrolling in a course (such as class attendance, eligibility for continuous assessment, writing seminar papers, etc.) are determined by the course instructor of the course in question.

Withdrawal from an Enrolled Course

Article 37

(1) Withdrawal from a course may only be approved for justified reasons (e.g., schedule conflict, etc.).

(2) A failed elective course may be withdrawn and replaced with another elective course, based on the student's request and with the express approval of the course instructor.

IX. ASSESSMENT OF LEARNING OUTCOMES, EXAMINATIONS AND GRADING

Exams and Other Forms of Knowledge Assessment

Article 38

(1) The achievement of a student's learning outcomes is assessed during the course through various means (midterm exams, practical assignments, artistic performances, artistic productions, etc.), while the final grade is awarded at the exam.

(2) The course implementation plan may stipulate that certain forms of instruction are delivered without grading. Such courses do not count towards the calculation of the grade point average.

(3) The instructor has the right to assess the student's knowledge in any form of instruction.

(4) A student may take the exam only if they have fulfilled all course requirements as set out in the course implementation plan.

(5) Exams may be theoretical or practical and can be conducted in written form only, oral form only, both written and oral, by performing or presenting a practical task, or by other appropriate and objectively justified methods. The practical part of the exam may be conducted separately from the theoretical part.

(6) The entire examination must be completed within two working days from the scheduled exam date, except in particularly justified cases.

(7) The method of conducting the exam is determined by the course implementation plan.

(8) A student has the right to review their corrected written exam.

Continuous Assessment

Article 39

(1) The study programme and course implementation plan determine how student activities during instruction are assessed and how these assessments are included in the final course grade. The following activities may be evaluated during the course:

1. class attendance
2. student activities defined in the study programme that contribute to earning credit (e.g., participation in discussions, preparation for class, project work, essay writing, information source searches, practical exercises in real-life situations, field research, e-learning, software development, seminar papers, etc.)
3. midterms used to track student progress continuously

(2) A midterm exam is an oral, written or practical check of knowledge and/or learning outcomes from a specific part of the course. Midterms allow students to successively complete parts of the final exam covering logically and pedagogically connected units of content, immediately following instruction on that content.

(3) The possibility of exempting a student from part or all of the final exam(s) must be defined in the course implementation plan.

(4) A student has the right to file a complaint regarding the assessment and evaluation conducted during the continuous assessment process.

Right to Appeal a Grade

Article 40

- (1) A student has the right to appeal an exam grade within 24 hours after the end of the examination period. The appeal, requesting that the exam be retaken before an examination committee, must be submitted to the Dean of the Faculty.
- (2) The Dean of the Faculty shall appoint and determine the composition of the examination committee for that student.
- (3) Following the end of each examination period, the student is obliged to check within 24 hours whether the awarded grade has been correctly recorded in the relevant information system. If a discrepancy is found, the student must promptly inform the Student Office and the course instructor electronically. In the case of an incorrectly recorded grade in the information system, the course instructor shall submit a request electronically to the Student Office to reopen the examination record and enter the correct grade. This request must be approved by the Vice Dean for Students and Education.

Exam Transparency

Article 41

- (1) The oral part of the exam is generally public, with due respect for the specifics of the situation.
- (2) If justified, the student may request restricted public access. The Vice Dean for Students and Education shall decide on the validity of such a request.
- (3) The student and any other person with a legitimate legal interest may request access to examination records within the time limit prescribed by regulations on archival material retention. The Vice Dean for Students and Education shall decide on granting such access.

Examination Periods

Article 42

- (1) Regular examination periods are winter, summer, and autumn.
- (2) In justified cases, the Dean or the Faculty Council may establish additional (extraordinary) examination periods.

(3) Notwithstanding paragraph 1 of this Article, due to specific instructional formats, the Dean or the Faculty Council may determine alternative examination periods, provided that there are at least three exam periods per academic year.

(4) For each exam period and for each course, at least two exam dates must be scheduled, with a minimum interval of eight working days between them.

Exam Schedule

Article 43

(1) The exam schedule shall generally be published at the beginning of the academic year in a visible and easily accessible location on the Faculty's website.

(2) Exam schedules must be designed to ensure that the number of exam dates per course in each period sufficiently covers all students eligible to take the exam.

Delegation of Exam Responsibilities

Article 44

If the assigned course instructor is unavailable, the Dean of the Faculty shall temporarily delegate exam administration to another instructor from the same or a related field, or to an examination committee.

Grades

Article 45

(1) Learning outcomes achieved with excellent performance are graded as *excellent (5)*, corresponding to the letter grade A. Outcomes achieved with above-average performance are graded as *very good (4)* – B; average performance as *good (3)* – C; satisfactory performance as *sufficient (2)* – D; and outcomes not achieved satisfactorily as *fail (1)* – F.

Grade Point Average (GPA)

Article 46

(1) The GPA is calculated using all grades from passed courses.

(2) The GPA is expressed and rounded to three decimal places.

Instructor Obligations

Article 47

(1) The instructor must immediately inform the student of their grade after an oral exam and publish the results of a written exam no later than two working days after the exam date, in a manner compliant with personal data protection laws.

(2) The instructor must assign the grade *fail* when the student:

1. withdraws from the written exam or from an already started oral exam,
2. fails to attend the oral part of the exam after the written part or withdraws from the exam or any of its components, or
3. is removed from the exam due to misconduct, disruption of other students, or use of prohibited aids.

(3) If the student does not attend the written part or any other part of the exam, the information system must record "0 – student did not attend the exam".

(4) The instructor must enter the grade from the completed exam or the final course grade into the information system no later than two working days after the scheduled exam date.

Other Matters Related to Exam Procedures

Article 48

Any other matters concerning the administration of exams not regulated by the University Statute, the Statute of the University of Zagreb Faculty of Graphic Arts, or these Regulations, shall be governed by the Faculty's general acts.

X. COMPLETION OF STUDY PROGRAMMES

Bachelor's/Master's Thesis

Article 49

(1) The undergraduate university study programme at the University of Zagreb Faculty of Graphic Arts is completed by passing all exams, fulfilling all other study requirements, and preparing and defending a Bachelor's thesis.

(2) The graduate university study programme is completed by passing all exams, fulfilling all other study requirements, and preparing and defending a Master's thesis.

(3) The Rules on Bachelor's and Master's Theses of the University of Zagreb Faculty

of Graphic Arts shall further regulate all issues related to the final and master's theses, including the proposal of topics, preparation and formatting, evaluation, the defence procedure, intellectual property rights, and rights related to industrial property of students and their use. These rules shall be publicly available on the Faculty's website.

(4) The Faculty is obliged to make the student's Bachelor's/Master's thesis publicly available in the Faculty library's online database and in the national thesis repository maintained by the National and University Library.

Study Completion Certificates

Article 50

(1) Upon completion of an undergraduate or graduate university study programme at the University of Zagreb Faculty of Graphic Arts, a diploma is issued.

(2) Along with the diploma, a diploma supplement is also issued.

(3) The diploma and diploma supplement are public documents certifying that the student has completed the study programme and acquired the right to an academic title in accordance with the Law.

(4) The public documents referred to in paragraph 3 of this Article are issued free of charge, in Croatian and English, as signed and certified hard copies and in electronic format, within the timeframes prescribed by the Ministry's regulations. The diploma may also be issued in another language of instruction of the study programme.

(5) The form and content of public documents are defined by the Ministry's regulations.

Revocation of an Academic Title

Article 51

(1) An academic title shall be revoked if it is determined that it was obtained contrary to the prescribed requirements, through gross violations of study rules, or based on a final or master's thesis that is plagiarised or falsified.

(2) The procedure for revoking an academic title is conducted by the Faculty.

(3) Any person may submit a proposal to initiate such a procedure, in written or electronic form, with a detailed explanation and supporting evidence substantiating

the suspicion referred to in paragraph 1. The proposal and its attachments shall be submitted to the Dean.

(4) The Faculty Council shall carry out the procedure for revoking the title based on the proposal, attachments, and the Dean's opinion, unless the proposal is manifestly unfounded or inadmissible, which the Dean decides on beforehand.

(5) If the Faculty Council determines that the proposal has merit, it shall appoint a three-member committee from the broader field of the final or master's thesis. Committee members must hold scientific-teaching or artistic-teaching positions. The thesis supervisor or co-supervisor may not be a member of the committee.

(6) The committee shall consider and evaluate the proposal and submit a report to the Faculty Council within 30 days of receiving the proposal, recommending either revocation of the title or discontinuation of the procedure.

Cumulative Grade Point Average (CGPA)

Article 52

(1) The cumulative grade point average (weighted average) is calculated based on the grades from all course exams, including the grade for the Bachelor's or Master's thesis, weighted by their respective ECTS credits.

(2) The average is calculated by summing the products of each course grade and its ECTS value, and dividing the total by the sum of ECTS credits for all courses referred to in paragraph 1.

(3) The final GPA is rounded to three decimal places and recorded in official documents.

Honours

Article 53

(1) Students with the highest overall grades at the end of their undergraduate or graduate studies, and who completed their studies within the timeframe defined by the Statute of the Faculty or earlier, shall receive an academic honour noted on their diploma and diploma supplement, in the form of Latin distinctions:

1. *summa cum laude* Bachelor or Master (with highest honour)
2. *magna cum laude* Bachelor or Master (with great honour)

3. *cum laude* Bachelor or Master (with honour)

(2) Honours are awarded after each thesis defence period as determined in the academic calendar and exam schedule under Article 33(1) of these Regulations.

Graduation Ceremony

Article 54

(1) Graduation is the formal awarding of the diploma (and diploma supplement) for the completed undergraduate or graduate study programme at the Faculty.

(2) Graduates are ceremoniously awarded their diplomas by the Dean.

(3) Graduates receive their diplomas within the deadlines defined by the Ministry's regulations.

(4) If the graduation ceremony is held after the official deadline for issuing printed documents, graduates may collect their diploma and supplement beforehand.

XI. QUALITY ASSURANCE AND ENHANCEMENT

Article 55

The Faculty is obliged to monitor and improve the quality of each course, the overall study programme, and its organisational and administrative support in accordance with the law governing quality assurance in higher education and science, as well as the University's internal regulations on quality assurance systems.

XII. RECORDS AND INFORMATION SYSTEMS

Article 56

(1) The Faculty maintains records and databases on students, student documents, studies, mobility, academic progress, learning outcomes, and acquired qualifications.

(2) In addition, the Faculty maintains a local electronic record of issued diplomas and academic titles.

(3) The Faculty processes the collected personal and other data for educational purposes using the appropriate information system and study programme viewer, ensuring interoperability and electronic data transfer in accordance with the Ministry's regulations on information systems in higher education.

(4) The collection, access, and processing of personal data referred to in paragraph

1 must be conducted in compliance with data protection regulations.

XIII. TRANSITIONAL AND FINAL PROVISIONS

Acquired Rights

Article 57

- (1) Students enrolled in undergraduate or graduate studies at the Faculty before 1st October of the academic year 2023/2024 have the right to complete their studies under the rules in force at the time of enrolment.
- (2) Exceptionally, the provisions of these Regulations may be applied if they are more favourable to such students (except for Article 9(1)(4) if the student is in part-time status).
- (3) These students also have the right to complete their studies according to the original curriculum and conditions, except when repeating or taking a leave of absence during which the programme has changed.

Accredited Existing and New Study Programmes

Article 58

- (1) If an existing study programme is restructured or replaced by a new one, students currently enrolled may complete their studies within the timeframes defined by the Faculty's internal regulations. The Faculty may, in accordance with the Law, limit the period during which students can complete their programme, but this period cannot be shorter than twice the duration of the study programme.
- (2) Students may be allowed to continue their studies under the newly established programme. In such cases, certain previously passed exams may be recognised in the new programme.

Extraordinary Circumstances

Article 59

- (1) In the event of natural disasters, war, or other major threats to the population, the University Senate may amend the implementation of the study plan and exam periods, the forms and methods of learning outcome assessment, exam procedures, progression rules, and graduation processes, differing from these Regulations.

(2) The Senate shall decide on such matters upon the proposal of the Faculty Council.

Entry into Force

Article 60

(1) Upon the entry into force of these Regulations, the Regulations on Undergraduate and Graduate Studies adopted at the 4th regular session of the Faculty Council in the academic year 2008/2009, held on 26th January 2009 (CLASS: 003-05/09-01/01, REF. NO.: 251-200-09-1), shall cease to apply.

(2) These Regulations shall enter into force on the eighth day following their publication on the Faculty website.

Dean

Prof. Klaudio Pap, PhD

Ref. No.: 011-01/24-01/05

Reg. No.: 251-80-10-24-2

Zagreb, 30th September 2024

This Book of Regulations was issued on 30th September 2024 and shall enter into force on 8th October 2024.