

REGULATIONS ON ATTENDING THE UNIVERSITY INTEGRATED UNDERGRADUATE AND GRADUATE STUDY PROGRAMME IN PHARMACY

I. GENERAL PROVISIONS

Subject Matter of Standardisation

Article 1

- (1) These Regulations on Attending the University Integrated Undergraduate and Graduate Study Programme in *Pharmacy* of the University of Zagreb, Faculty of Pharmacy and Biochemistry (hereinafter: the Regulations) lay down in detail the rules governing the attendance of the University Integrated Undergraduate and Graduate Study Programme in *Pharmacy* (hereinafter: the Integrated Study Programme) conducted at the Faculty.
- (2) Terms used in this Regulation that have gender connotations, regardless of whether they are used in the masculine or feminine form, shall be deemed to refer equally to all persons, regardless of gender.

II. STUDY PROGRAMME

Organisation and Delivery of the Study Programme

Article 2

Studies at the Faculty shall be organised and delivered in accordance with the study programme adopted by the Senate upon the proposal of the Faculty, in compliance with the Act governing higher education and scientific activity (hereinafter: the Act), regulations governing quality assurance in higher education and science, the Statute of the University, and the University's general act governing the procedure for the evaluation of study programmes.

Implementation Plan of the Study Programme

Article 3

- (1) The study programme shall be delivered in accordance with the implementation plan of the study programme adopted by the Faculty Council each academic year.
- (2) The implementation plan of the study programme shall determine the structure and method of delivery of teaching as a full-time study.
- (3) The implementation plan of the study programme, together with other information necessary for attending classes and taking examinations shall be published on the Faculty's website prior to enrolment in the study programme or enrolment in the subsequent semester or academic year.
- (4) The implementation plan of the study programme shall specify:
 1. the list of compulsory and elective courses, indicating the professors and associates responsible for teaching in accordance with the study programme;
 2. the types of teaching (lectures, seminars, practical work, consultations, fieldwork, knowledge assessment, etc.);
 3. the language of instruction;
 4. the teaching venues;
 5. the method of delivery of teaching: face-to-face, distance learning (*online*), or combined face-to-face and distance learning (hybrid);

6. the commencement and completion dates and the class timetable;
 7. the method of taking examinations and fulfilling study obligations;
 8. examination periods and assessment criteria;
 9. the list of examination literature; and
 10. other information relevant to the proper delivery of teaching.
- (5) Recommended literature for individual courses and examinations shall be aligned with the scope of the course. Examination literature shall be of such scope as to be manageable for students within the prescribed workload, in accordance with Article 39(2) of these Regulations.
- (6) By way of exception, the implementation plan of the study programme may be amended during the academic year for justified reasons related to the absence of a teacher (pregnancy, professional development abroad, scholarships, retirement, etc.). Any amendment shall be published in the manner prescribed in paragraph (3) of this Article.

Implementing Documents

Article 4

For the purpose of ensuring the recognition and understanding of study programmes and the system of studying, as well as facilitating student and staff mobility, the Faculty shall prepare:

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

Information Package

Article 5

- (1) Information package is a set of data or information about the Faculty, study programmes, and their individual components (courses, modules, apprenticeships, etc.), as well as student support. Its purpose is to facilitate understanding and comparison of study programmes and to provide comprehensive information on programme profiles, courses, and the study system. The Information Package shall be published on the Faculty website.
- (2) The Information Package shall consist of three parts:
1. general information on the Faculty;
 2. information on study programmes;
 3. general information for students.
- (3) The content of the Information Package shall be determined by the University Regulations.

Transcript of Records (ECTS Credits)

Article 6

The Transcript of Records is a public document by which the Faculty provides detailed information on the completed study programme (expressed in ECTS credits for each course) and the student's academic achievement. Student achievement shall be expressed using a grading scale (2 – sufficient, 3 – good, 4 – very good, 5 – excellent) and ECTS credits. The Faculty shall issue the Transcripts of Records in English and, where necessary, in Croatian.

Diploma Supplement

Article 7

- (1) Diploma Supplement is a public document issued by the Faculty free of charge in Croatian and English, in a signed and authenticated printed form and in electronic form. It shall be issued together with the diploma in order to provide detailed information on the level and content of the study programme, the system and rules of studying at the Faculty, and other information necessary for understanding the acquired qualification, in accordance with the regulations governing the form and content of the diploma and Diploma Supplement.
- (2) Diploma Supplement may also contain additional information that does not form an integral part of the study programme (awards, scholarships, recognitions, extracurricular activities, the right of access to a regulated profession, etc.).

III. STUDENTS

Student Status

Article 8

- (1) Student status shall be acquired upon enrolment in a study programme.
- (2) A student may be a full-time student, a part-time student or a visiting student.
- (3) A student shall be enrolled in a study programme as a full-time student.
- (4) A student shall have full-time or part-time status for the prescribed duration of the study programme, and for no longer than a period twice the prescribed duration of the study programme.
- (5) The period referred to in paragraph (4) of this Article shall not include the period of dormant student's rights and obligations; that is, the deadline for completion of the programme shall be extended by the duration of the dormant period.
- (6) A full-time student shall study on a full-time basis. A student enrolled as a full-time student shall, as a rule, enrol in courses worth 60 ECTS credits in each academic year in accordance with the study programme implementation plan.
- (7) A part-time student shall study on a full-time basis. A student enrolled as a part-time student shall, as a rule, enrol in courses worth from 30 to 60 ECTS credits in each academic year in accordance with the study programme implementation plan.
- (8) A visiting student is a full-time or part-time student of another university who enrolls for parts of the study programme at the Faculty in accordance with a special agreement concluded with other universities on the recognition of ECTS credits.
- (9) The rights and obligations of a visiting student, the manner of covering the costs of their study, the possibility of studying at the Faculty, and other matters related to the status of a visiting student shall be governed by an agreement with other universities.
- (10) A full-time student and a part-time student shall conclude a study agreement with the Faculty. The study agreement shall set out in detail mutual rights and obligations during the course of study, the manner of financing the studies, matters relating to intellectual property and its exploitation, and other matters of importance to the contracting parties.

Termination of Student Status

Article 9

- (1) Student status shall terminate:
 1. upon completion of the study programme;

2. upon withdrawal from the study programme;
 3. upon expulsion from the study programme in accordance with the rules on student disciplinary responsibility; or
 4. if the student does not complete their study programme within a period twice the prescribed duration of the study programme.
- (2) At the request of a student who has withdrawn from the study programme, a certificate of withdrawal shall be issued indicating the period of study, the total number of ECTS credits acquired, and a list of examinations passed with the corresponding ECTS credits and grades achieved. A note on withdrawal from the study programme shall be entered into the Higher Education Institutions Information System (hereinafter: ISVU).
- (3) A person who has lost their student status may not enrol in the same study programme nor continue studies in the same study programme delivered in the Croatian language.
- (4) Notwithstanding paragraph (3) of this Article, a student who does not enrol in the following academic year within the deadline, and has not lost student status pursuant to Article 9(1) of these Regulations, may continue studies in the same study programme under the conditions determined by a decision of the Faculty. The decision of the Faculty shall also determine the possibility of student appeal.

Transition from Full-Time to Part-Time Status

Article 10

A full-time student who, in an academic year which they have re-enrolled, fails to meet the requirements for enrolment in a higher year of study, may continue studies as a part-time student with a full teaching load, subject to the limitation laid down in Article 8(4) of these Regulations (double the duration of the study programme).

Transition from Part-Time to Full-Time Status

Article 11

A part-time student referred to in Article 10(1) of these Regulations may transfer to full-time student status, subject to the conditions laid down in a general act of the Faculty.

Student Rights and Obligations

Article 12

- (1) Student rights and obligations shall be governed by the Act, the Statute of the University, the Statute of the Faculty, these Regulations, and other general acts of the University or the Faculty.
- (2) A full-time student shall have the right to repeat each year of study no more than once.
- (3) A student shall be obliged to complete their study programme no later than within a period twice the prescribed duration of the study programme.

Student Standard Rights

Article 13

- (1) A full-time student who is neither employed nor self-employed engaged in trade or other liberal profession shall be entitled to health insurance, in accordance with the legislation governing compulsory health insurance, the right to subsidised accommodation, and the right to meals in accordance with the conditions determined by the competent minister, the right to perform student

work in accordance with the legislation governing student employment, and the right to state scholarships and other financial support.

- (2) A part-time student who is neither employed nor self-employed engaged in trade or other liberal profession, shall exercise the right to perform student work in accordance with the legislation governing student employment and to health insurance under the conditions laid down by the legislation governing compulsory health insurance.
- (3) A full-time student with an established degree of disability shall be entitled to special student standard rights in accordance with the general act of the University and the Faculty.
- (4) A student with an established type and degree of disability shall be entitled to financial support to cover part of the transportation costs for students with disabilities in accordance with the conditions determined by the regulations adopted by the competent minister.

Dormancy of Student Rights and Obligations

Article 14

- (1) The student rights and obligations shall become dormant:
 1. during non-active military service;
 2. during pregnancy;
 3. student mother/father of a child up to one year of age;
 4. during leave exercised based on general acts governing maternity and parental benefits;
 5. during incapacity due to illness or other comparable reason lasting longer than three months continuously;
 6. during an international student exchange lasting longer than 30 days during the teaching period, if the student does not earn ECTS credits through that exchange; or
 7. in other justified cases in accordance with the law.
- (2) The right to the dormancy of student rights and obligations shall be granted by a decision of the Faculty on the basis of a written request with justification and accompanying documentation. The request shall be submitted before the beginning of the academic year or, exceptionally, during the academic year.
- (3) Dormancy may be approved for one semester or one academic year. The decision on the dormancy of rights and obligations shall be issued for a period of one semester or one academic year, and at the earliest from the beginning of the semester in which the written request was submitted.
- (4) An administrative dispute may be initiated against the decision referred to in paragraph (3) of this Article.
- (5) During the dormancy of rights and obligations, the student may take examinations and other forms of knowledge assessment (colloquia, etc.) if they have fulfilled the requirements for doing so, but may not attend classes and acquire eligibility to sit for an examination in a particular course. During a period of dormancy, a student shall not be entitled to student standard rights (except for the right to health insurance) in accordance with special regulations. The period of dormancy shall not be counted towards the duration of the study programme.
- (6) If the study programme changes during the period of dormancy, the student's obligations are regulated by a decision in agreement with the vice-dean for students and study programmes.

Particularly Successful Student

Article 15

- (1) The criteria for acquiring the status of a particularly successful student shall be determined by the Faculty, taking into account the length of study, the number of ECTS credits earned, the weighted grade point average, and awards.
- (2) A particularly successful full-time student may simultaneously study in two study programmes in accordance with the criteria laid down in a general act of the constituent at which the student is enrolled and to which they seek admission.
- (3) A particularly successful student may be permitted to enrol for more than 70 ECTS credits per academic year, as well as other benefits in accordance with the Faculty's decision.

Special Study Opportunities

Article 16

In accordance with the general act of the Faculty, a student may be permitted to attend certain courses or an academic year at another higher education institution within the University or at another university in the country or abroad.

Demonstrators

Article 17

- (1) Demonstrators are students who assist professors in conducting practical sessions or in the preparation and delivery of teaching.
- (2) Demonstrators shall be appointed by the Vice-Dean for Students and Study Programmes on the basis of a proposal by the subject coordinator.
- (3) A demonstrator shall participate in teaching for a maximum of 135 hours per semester and a minimum of 30 hours per semester, exceptionally 15 hours for courses with fewer hours of practical sessions. The total number of demonstrator hours for a course shall not exceed 40% of the total number of hours of practical sessions for that course.
- (4) For their work, demonstrators may receive remuneration per hour of teaching delivered, in an amount determined by the Dean, in accordance with the legislation governing student employment. The work of demonstrators shall be subject to evaluation, and a certificate of completed work shall be issued.

Adapted Study Conditions

Article 18

- (1) In the implementation of teaching and extracurricular activities, the Faculty shall ensure compliance with the principle of inclusivity, i.e., the accessibility of educational content, taking into account the diversity of student needs.
- (2) Adapted study conditions shall include adaptation of the teaching process and examinations without compromising academic standards and in accordance with the established learning outcomes, which shall be the same for all students.
- (3) A student categorized as an athlete, a student who is an outstanding artist, and a student with a disability studying as a full-time student may study under adapted study conditions in accordance with the study agreement or other general act of the Faculty.
- (4) The Senate may also determine other special categories of students (asylum-seeker students, students from areas affected by war or other severe conditions, student parents, etc.). Such categories shall be evidenced by appropriate documentation.

Student Athlete and Student Artist

Article 19

- (1) Determining the status of a categorized athlete and issuing a decision on the categorization of an athlete shall be within the competence of the Croatian Olympic Committee, the Croatian Paralympic Committee, the Croatian Deaf Sports Association, and the Croatian Academic Sports Association (for a student athlete who is a member of a national university sports team and/or a member of a university sports club), in accordance with the Regulations of the Rectors' Conference governing the rules and conditions of study for student athletes.
- (2) The category of a student who is an outstanding artist shall be confirmed by a certificate of membership in the Croatian Freelance Artists Association or a professional association of artists or a positive opinion on the achievement of criteria for the acquisition of artist status which can be issued by the constituent unit conducting the study programme in the field of arts or another competent body.
- (3) Adapted study conditions for a student who is a categorized athlete or an outstanding artist may include:
 - adaptation of the conditions relating to compulsory attendance, with the obligation to notify the relevant course professor in advance of absence from classes, on the basis of evidence of the justified nature of absence (preparations for, and participation in international competitions, etc.);
 - adaptation of the dates and method of taking colloquia, written and oral examinations, in agreement with the course professor and the Vice-Dean for Students and Study Programmes (outside examination periods) if there are justified and documented reasons for doing so, while ensuring publicity during their implementation;
 - the right to dormancy of rights and obligations in order to fulfill justified sporting or artistic obligations (extended preparations, participation in the Olympic Games, participation in prestigious international competitions, etc.); and
 - other adaptations, in accordance with the general act of the Faculty.
- (4) A student athlete, a member of a national university sports team and/or a member of a university sports club may enjoy the same rights referred to in paragraph (3) of this Article, in line with the needs and interests of the Faculty.

Students with Disabilities

Article 20

- (1) Students with disabilities are all students who, due to illness, impairment or disorder, regardless of the percentage of physical impairment or the type and severity of disability – impairment of functional abilities determined by expert assessment – experience“ permanent, occasional, or temporary difficulties in performing everyday academic activities (students with visual and hearing impairments, motor impairments, chronic illnesses, ADHD, autism, mental illnesses and disorders, and specific learning difficulties (dyslexia, dysgraphia, dyscalculia)), and other health conditions and difficulties that may affect the course of study. Health conditions, difficulties or impairments shall be evidenced by a decision on the percentage of physical impairment issued by the competent authority, or by a finding and opinion on the type and severity of disability – impairment of functional abilities, established by expert assessment, by the Decision of the National Centre for External Evaluation of Education on approving the taking of the State Matura examination with

adapted examination technology, or by other relevant documentation in accordance with the procedure laid down in the general act of the University or Faculty.

(2) Adapted study conditions for students with disabilities may include:

- extended time for sitting examinations and colloquia,
- graphic adaptation of teaching materials (enlarged font, increased spacing, etc.);
- digitised literature;
- support provided by another person (peer support, sign-language interpreter, etc.);
- the use of assistive technology; and
- other adaptations in accordance with the general act of the Faculty or University.

Study Costs

Article 21

The student shall participate in the costs of tuition for each academic year enrolled in accordance with the general act of the Faculty relating to study costs or the study agreement.

Disciplinary Responsibility of the Student

Article 22

- (1) The disciplinary responsibility of the student, disciplinary offences, disciplinary procedures, and disciplinary measures shall be prescribed by the regulations on the disciplinary responsibility of Faculty students.
- (2) The disciplinary measure of expulsion from the programme may be prescribed and imposed only for serious disciplinary offences.
- (3) A student representative shall participate in the body deciding on the disciplinary responsibility of students.

IV. ENROLMENT IN THE STUDY PROGRAMME

Enrolment Quotas and Call for Enrolment

Article 23

- (1) The Faculty shall enrol students according to enrolment quotas determined by the Faculty Council and approved by the Senate.
- (2) Enrolment in the programme shall be carried out based on a public call announced by the Senate.
- (3) The content of the call for enrolment shall be prescribed by the Statute of the University, and the conditions and criteria to be included in the call shall be determined by the Faculty Council.
- (4) The University shall announce the call for enrolment on its website no later than 1 May of the current year for the following academic year.

Right to Apply for the Call for Enrolment in the Programme

Article 24

- (1) The right to apply for the call for enrolment in the programme shall be granted to applicants who have completed or will complete at least a four-year secondary education programme and pass the State Matura by the application deadline laid down in the call for the selection procedure.
- (2) Applicants from Article 27(7) of these Regulations shall also have the right to apply for the call.

- (3) The Faculty Council may, in addition to the enrolment conditions provided for by the general act of the University and the Faculty, adopt a decision on special conditions for enrolment in the study programme it delivers.

Selection Procedure

Article 25

- (1) The procedure for enrolment in the first year of study shall be organized and conducted by the Selection Procedure Committee appointed by the Faculty Council.
- (2) The Faculty Council shall determine the elements of which the selection procedure consists and their weighting (e.g., results of the State Matura examination, achievement in previous education, special knowledge, etc.).
- (3) Students enrolled as full-time students in the first year of study who have not studied Latin for at least two years during their prior education shall be required, during the first year of study, to enrol in Latin and to pass it by the time of enrolment in the second year of study (90 teaching hours).

Right to Appeal

Article 26

- (1) The applicant shall have the right to access the results of their selection procedure, the priority list, and other call documentation in accordance with the regulations governing the protection of personal data.
- (2) The applicant shall have the right to submit an appeal against the selection procedure within 24 hours of completion of the enrollment procedure.
- (3) The Selection Procedure Committee shall be competent to act on appeals. The Committee shall be obliged to consider the applicant's appeal and issue a decision within 24 hours of its submission.

Right to Enrol in the Programme

Article 27

- (1) Enrolment in the study programme shall be carried out after completion of the selection procedure.
- (2) The right to enrol in the study programme shall be acquired in accordance with the enrolment conditions and criteria set out in the call for enrolment of students and based on the results of the selection procedure, within the determined and approved enrolment quota. The right of priority for enrolment in the study programme and special enrolment quotas shall be specified in the call for enrolment.
- (3) The Faculty Council may define the criteria for direct enrolment of particularly successful applicants (based on previous academic achievements, competition results, etc.).
- (4) Applicants who have acquired the right to enrol shall lose that right if they fail to enrol within the deadline specified in the call for enrolment in the first year of study.
- (5) The faculty may charge an opportunity cost to applicants referred to in paragraph 4 of this Article.
- (6) Instead of the applicant who has acquired the right to enrol but is prevented from doing so, enrolment may be carried out by a person authorised by the applicant.
- (7) A person may enrol in the Faculty without having passed the State Maturity examination if, prior to 2010, they completed an appropriate secondary education programme in the Republic of Croatia lasting at least four years, and a person who has completed appropriate education abroad with a total

duration of 12 years, or equivalent to level 4.2. Of the Croatian Qualifications Framework, and in accordance with the conditions and criteria for enrolment specified in the call for enrolment.

V. TRANSFER TO OTHER STUDY PROGRAMMES

Right of Transfer

Article 28

- (1) Students from other pharmacy and medical-biochemistry programmes or related programmes of the same level may transfer to the Faculty if there is compatibility of study programmes, assessed by the Committee for Students and Study Programmes, subject to the conditions laid down in these Regulations.
- (2) The transfer of a student shall be carried out on the basis of a decision on the recognition ECTS credits obtained. The Committee for Students and Study Programmes and the ECTS coordinator shall issue an opinion on the recognition of ECTS credits.
- (3) The number of transfer students shall be determined by a decision of the Faculty Council for each academic year.
- (4) Notwithstanding paragraph (1) of this Article, a student enrolled in the integrated study programme in *Pharmacy* at the Faculty may not exercise the right of transfer to other integrated study programmes at the Faculty.

Transfer Requirements

Article 29

- (1) Transfer to the second year of study shall be possible.
- (2) The general conditions for transfer, in addition to compatibility of study programmes, are that the applicant:
 1. has passed examinations and met other requirements for full-time enrolment in a higher year of study at their home higher education institution;
 2. has not repeated any year of study;
 3. knows English (confirmed by appropriate documentation).
- (3) If more applicants than the number determined by the decision of the Faculty Council referred to in Article 28(3) of these Regulations meet the general conditions for transfer, the ranking of applicants shall be carried out according to additional criteria determined by the Committee for Students and Study Programmes.

Required Documents

Article 30

- (1) The application for transfer shall be submitted during the enrolment period for the academic year.
- (2) Together with a reasoned application, the student shall be required to submit:
 1. student identification document;
 2. transcript of records and the overall grade for studies to date calculated in accordance with Articles 53 and 59 of these Regulations;
 3. a certificate issued by the higher education institution from which they are transferring that they have acquired the right to enrol in a higher year of study;
 4. the curriculum of the study programme from which the student is transferring;
 5. certificate of nationality, and for foreign nationals, a copy of the passport and a decision on temporary residence;
 6. proof of knowledge of the English language.

- (3) A student transferring from a higher education institution abroad must, in addition to the original documents, submit certified translations of those documents into English and Croatian, as well as a certified translation of the curriculum of the study programme (*curriculum studiorum*), and a decision on the recognition of the period of study by the competent agency.

Decision on Transfer

Article 31

- (1) The decision on transfer shall be made by the Dean upon the proposal of the Committee for Students and Study Programmes.
- (2) Examinations passed at the home higher education institution, and recognised by the decision referred to in Article 28(2) of these Regulations, shall be entered into the transfer student's record of examinations passed.
- (3) If a course passed at the home higher education institution approximately corresponds in its content and scope, as well as learning outcomes, to a course in the Faculty's study programme, the course may be recognised in full or differential requirements for the transfer student may be determined, in the manner defined in Article 43 of these Regulations. On the basis of full recognition of examinations passed at the home higher education institution or after successfully completing the differential requirements, the student shall acquire the corresponding ECTS credits provided for by the study programme to which they have transferred.
- (4) The student may lodge an appeal against the decision referred to in paragraph 1 of this Article within three working days of receiving the transfer decision.

Enrolment of Transfer Students

Article 32

- (1) A transfer student must enrol within eight days of the receipt of the transfer decision.
- (2) In the year of transfer, a transfer student shall pay a contribution to the costs of studies in accordance with a general act of the Faculty relating to study costs.

VI. STUDENT MOBILITY

Horizontal Student Mobility within the University

Article 33

- (1) A student may, in accordance with the study programme, enrol in individual courses from other studies (study programmes) of the University that are not delivered within their home programme. Enrolment in courses shall be approved by the competent body of the holder of the study programme holder, with the consent of the ECTS coordinator of the constituent where the selected course is delivered and the holder of the selected course.
- (2) A special certificate shall be issued granting approval, specifying the course title and determining its credit value (number of ECTS credits). ECTS credits obtained may be recognised as if acquired within the student's home programme and shall be recorded in the Diploma Supplement, and the number of ECTS credits shall correspond to that assigned to the course in the programme in which it is delivered.
- (3) The Faculty shall, before enrolment in the academic year, publish a list of courses, together with the necessary entry competences, which may be enrolled by students studying at another constituent unit of the University.

- (4) The number of students who may enrol in a particular course shall be limited by the capacity of the Faculty, as decided by the Faculty Council upon the proposal of the course holder.
- (5) The course attended by the student at another constituent shall be entered into the ISVU system. The course holder shall confirm fulfilment of study obligations by entering the corresponding ECTS credits and grade into the information system. ECTS credits obtained through another study programme shall be evidenced by submitting a certified transcript of records (ECTS credits) for inspection or in another appropriate manner.

Student Mobility Between Universities **Article 34**

Student mobility between universities in the Republic of Croatia shall be governed in the same manner as international mobility, in accordance with the general act of the University.

VII. ORGANISATION OF TEACHING

Course Delivery and Attendance **Article 35**

- (1) Teaching shall be delivered by semester, in accordance with the provisions of the programme implementation plan.
- (2) Each course shall be delivered within a single semester. Exceptionally, teaching for a course may be delivered over several semesters, and in other appropriate and justified ways. Course delivery may also be organised in shorter periods (e.g. in rotations, modules, blocks, etc.).
- (3) By enrolling in a specific course, whether compulsory or elective, within the study programme, the student assumes all obligations set out in the course syllabus.
- (4) Class attendance is mandatory. Students may miss a limited number of classes for a given course during the semester, provided they fulfil all academic obligations. The course holder shall determine the method of monitoring attendance, the permitted level of absences, and the method of making up for missed classes.
- (5) The course holder may refuse to confirm that a student has fulfilled their academic obligations if the student has been absent from lectures, seminars or exercises, or has not fulfilled other obligations set out in the study implementation plan to a greater extent than prescribed by paragraph (4) of this Article, except in cases of justified absence due to objective reasons (e.g. illness, death in the family, etc.), provided that the student must fulfil their study obligations.
- (6) In the event of justified absence, the course holder shall determine the manner of compensation, on the basis of a written request by the student with justification and accompanying documentation. The deadline for fulfilling academic obligations that the student was unable to complete for justified reasons (preparation of programmes or seminars, taking colloquia, etc.) shall be determined by the course holder.
- (7) The student may submit an appeal to the Vice-Dean for Students and Study Programmes.

Record of Teaching Delivered **Article 36**

Each department/centre/individual course shall be obliged to keep a record of teaching delivered. Teaching delivered shall be recorded in electronic and, where necessary, in printed form, and shall be stored in departments/centres/individual courses and in the Faculty information system intended for storage of records on teaching delivered.

Physical and Health Education

Article 37

The Faculty shall deliver physical and health education as part of compulsory teaching, as a rule in the first and second years of the integrated study programme, and as non-compulsory teaching in other years of study.

Academic Calendar and Academic Year

Article 38

- (1) The academic calendar shall be adopted by the Senate at least six months before the beginning of the academic year and published on the University website. It shall contain framework provisions on the commencement and completion of the academic year, teaching weeks, regular examination periods, public holidays, and major University events.
- (2) Based on the academic calendar, the Faculty Council shall adopt the calendar of classes and examination periods and publish it on the Faculty website no later than two weeks before enrolment in the study programme or in the next semester or academic year.
- (3) The academic year shall commence on 1 October and end on 30 September of the following year.
- (4) The academic year shall, as a rule, have 44 working weeks, of which 30 teaching weeks and 14 weeks during which students shall be provided with the time necessary for consultations, preparation and sitting of examinations, and during which there shall be no obligation for other forms of teaching.

VIII. STUDENT WORKLOAD

ECTS Credit System

Article 39

- (1) ECTS credits shall express the average total workload required of students to achieve the learning outcomes of a course.
- (2) One ECTS credit shall correspond to 30 hours of estimated average student workload required to achieve the learning outcomes, including active teaching and all activities necessary for taking examinations.
- (3) A student who regularly fulfils their obligations may be allowed to enrol in more than 35 ECTS credits per semester for the purpose of obtaining a broader education.
- (4) ECTS credits shall be awarded only upon successful completion of all prescribed requirements and the application of appropriate methods for assessing the achievement of defined learning outcomes, that is, passing the examination.
- (5) The implementation of the ECTS credit system shall entail:
 1. clearly defined expected learning outcomes for each course.
 2. determination of the student workload required for all planned activities in each course.
 3. identification of the assessment methods for each defined learning outcome, and
 4. specification of credit-awarding or grading methods for each academic and extracurricular activity.
- (6) The criteria and conditions for the recognition and transfer of ECTS credits shall be governed by the study programme, 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 the recognition of extracurricular activities, and other general acts of the University and the Faculty.

- (7) ECTS credits which formed the set of credits necessary for a previously acquired qualification may not be recognised for the acquisition of another qualification at the same or a different level of study.
- (8) The credits referred to in paragraph (7) of this Article may be recognised as acquired competencies, and the student must enrol in other courses to obtain the required total number of ECTS credits required for obtaining another qualification.

Weekly Student Obligations

Article 40

- (1) Student workload during studies shall be evenly distributed.
- (2) The study implementation plan for a full-time student shall be based on a student workload of 40 hours per week, which shall include all forms of teaching and the time needed for the student to prepare.
- (3) The average total weekly obligations of the student in teaching shall be 24 hours.
- (4) Where an increased number of hours of practical and field teaching is necessary according to the study programme and implementation plan, the student obligations referred to in paragraph (3) of this Article may amount to a maximum of 40 hours in a given week.
- (5) If teaching is organised over a shorter period, the student weekly obligations may exceed those referred to in paragraph (3) of this Article.

IX. PROGRESSION THROUGH STUDIES

Enrolment in a Higher Year of Study

Article 41

- (1) By enrolling in an academic year, a student shall regulate their status.
- (2) A student shall acquire the right to enrol in a higher study year when they fulfil the study obligations expressed in ECTS credits in accordance with the prerequisites of the study programme.
- (3) The study obligations are enrolled by the student in accordance with the study programme.
- (4) A student may enrol only in those courses for which they have met the prerequisites in accordance with the study programme and study implementation plan.
- (5) The prerequisites referred to in paragraph (4) of this Article shall be defined so as to allow for greater accessibility and progression of the student during their studies.
- (6) A student who has not fulfilled the requirements for enrolment in a higher year of study shall continue their studies by enrolling in courses they did not pass in the previous year of study.
- (7) The course holder shall determine the rights and obligations of a student who re-enrols in the same study obligation.

Withdrawal from an Enrolled Course

Article 42

- (1) Withdrawal from an elective course may only be permitted for justified reasons (e.g. timetable clashes, etc.).

- (2) Notwithstanding paragraph (1) of this Article, a failed elective course may be cancelled and replaced by another elective course.

Recognition of Courses

Article 43

- (1) A student may submit a request for the recognition of a course that has been passed in another study programme, together with a course description and transcript of records from the institution at which the course was passed.
- (2) A course may be recognised on the basis of overlap of course programmes, according to the expert opinion of the course holder. The decision on recognition shall be adopted by the Vice-Dean for Students and Study Programmes.
- (3) In the event of partial recognition of a course, the course holder shall determine the student's study obligations.

X. ASSESSMENT OF ACQUIRED LEARNING OUTCOMES, EXAMINATIONS AND GRADES

Examinations and Other Forms of Knowledge Assessments

Article 44

- (1) The achievement of a student's learning outcomes shall be assessed and evaluated during the course of teaching (colloquia, practical assignments, partial examinations, seminar papers, project assignments, etc.), and the final grade shall be determined in the examination.
- (2) The programme implementation plan may provide that certain forms of teaching are not subject to grading, or are graded descriptively. Such courses shall not be included in the calculation of the student's grade point average.
- (3) Professors shall have the right to assess and grade a student's knowledge in any form of teaching.
- (4) A student may take an examination if they have fulfilled all prescribed course obligations as determined by the study implementation plan.
- (5) Examinations may be theoretical or practical, and shall be taken only in written form, only orally, or in both written and oral form, through performance or presentation of practical work, and in other appropriate and objectively necessary ways. The practical part of an examination may be conducted separately from the theoretical part.
- (6) The entire examination must be completed within a maximum of five working days from the date of the examination determined by the examination timetable, except in particularly justified cases, such as the professor's unavailability or a large number of students who have taken the examination.
- (7) The method of conducting examinations shall be determined by the study implementation plan.
- (8) As a rule, the total examination of an individual student in the oral examination shall not last longer than 30 minutes, and a written examination shall not last longer than 120 minutes.
- (9) A student shall have the right to inspect the corrected written examination.

Continuous Knowledge Assessment

Article 45

- (1) The study programme and the study programme implementation plan shall prescribe how student activities during the course of teaching are to be evaluated and incorporated into the final course grade. The following may be evaluated during teaching:
 1. student's class attendance,

2. student's class activities as specified in the study programme that lead to the acquisition of credits (participation in discussions, written preparation for class, project work, essay writing, information source research, practical exercises in real-life situations, e-learning, seminar papers, etc.); or
 3. colloquia that gradually monitor student's achievements.
- (2) A colloquium is an oral or written, or practical assessment of knowledge, and learning outcomes covering specific parts of the course content. A colloquium shall enable students to take an examination successively by parts of the teaching material, which are programmatically and logically connected units, immediately after completion of teaching from a particular part of the material.
 - (3) The possibility of exempting a student from the obligation to take part or all of the examination in must be stipulated in the programme implementation plan.
 - (4) A student shall have the right to appeal against evaluation and grading in continuous assessment. The student shall submit an appeal to the Vice-Dean for Students and Study Programmes.

Right to Appeal a Grade

Article 46

- (1) A student shall have the right to appeal a grade except in the case of an examination taken before an examination board in accordance with Article 50 of these Regulations.
- (2) A student who is not satisfied with a grade in an oral examination or part of an examination that includes performance or presentation of practical work shall have the right to request that the examination be repeated before an examination board within 24 hours of completion of the examination.
- (3) A student who is not satisfied with the grade in a written examination or part of an examination that includes performance or presentation of practical work, or any other part of an examination provided for in Article 44(5) of these Regulations, shall have the right to request that an examination board re-evaluate the existing examination or parts of the examination within 24 hours of completion of the examination.
- (4) The Vice-Dean for Students and Study Programmes shall consider the student's appeal and, if he or she considers the appeal to be well-founded, they shall appoint an examination board in accordance with Article 50(7) of these Regulations. The examination before the examination board must be held no later than 72 hours after the examination to which the student's appeal relates.
- (5) After the completion of each examination period, a student shall be obliged to check within 48 hours whether the grade received has been recorded in ISVU. If a discrepancy is found, the student shall be obliged to notify the Student Affairs Office and the course holder of this without delay in writing.

Public Nature of Examinations

Article 47

- (1) The oral part of an examination shall, as a rule, be public, taking into account the specificity of the situation. A general act of the Faculty may also determine the public nature of practical parts of examinations referred to in Article 44(5) of these Regulations.
- (2) Where justified, a student may request that public access be restricted.
- (3) The right to inspect examination documentation shall be held by the student and another person who proves a legal interest.

Examination Periods

Article 48

- (1) Regular examination periods shall be held in the winter, summer, and autumn.
- (2) When justified, the Dean or the Faculty Council may also determine extraordinary examination periods.
- (3) Notwithstanding paragraph (1) of this Article, having regard to specific methods of delivery of teaching, the Dean or the Faculty Council may determine examination periods differently, but in such a way that there are always at least three examination periods in an academic year.
- (4) For each examination period for each course, at least two examination dates must be scheduled, with a minimum interval of eight working days.
- (5) A student must register or withdraw from an examination no later than one working day (by 12:00) before the examination date.
- (6) Only in exceptional cases may a student subsequently request withdrawal from an examination.
- (7) The schedule of examinations for registered students shall be published through the appropriate information system one working day before the commencement of the examination (by 16:00).

Examination Schedule

Article 49

- (1) The examination schedule shall, as a rule, be published at the beginning of the academic year on the Faculty's website.
- (2) The schedule of examination dates shall be determined in such a way that the number of examination dates for each course in each examination period covers as many students as possible who have the right to take that course, in accordance with Article 48(4) of these Regulations. Examination dates for compulsory courses in the same semester must not be on the same day.

Number of Examination Attempts and Examination Before an Examination Board

Article 50

- (1) An examination in a particular course may be taken a maximum of four times within one academic year.
- (2) An examination before an examination board may be determined only in the case of a written request by a student or a course holder if it concerns the fourth examination attempt within one academic year.
- (3) A request for taking an examination before an examination board shall be submitted by the deadline for registration for an examination, in accordance with Article 48(5) of these Regulations.
- (4) The Dean, and in his or her absence the Vice-Dean for Students and Study Programmes, shall approve the request and appoint an examination board.
- (5) An examination board shall consist of the course holder and two other professors holding academic teaching titles, provided that one member of the examination board is not from the same department/centre.
- (6) The chairperson of the examination board may not be the course holder.
- (7) A decision on the examination before the examination board shall be issued at least one working day before the scheduled examination date.
- (8) An examination record shall be kept of the course of an examination before an examination board.
- (9) The examination board shall adopt a decision by a majority vote and all members of the examination board shall sign the examination minutes.

- (10) The final grade shall be entered in ISVU by the course holder.
- (11) An appeal may not be submitted against the grade of an examination board.

Assignment of Examination Responsibilities

Article 51

In the event that a subject professor is unable to conduct the examination, the Dean shall temporarily assign the responsibility for administering the examination to another lecturer from the same or a related field, or to an examination board.

Grades

Article 52

- (1) Learning outcomes attained to an excellent standard shall be awarded the grade excellent (5), corresponding to the letter grade A. Learning outcomes attained to an above-average standard shall be awarded the grade very good (4), corresponding to the letter grade B. Learning outcomes attained to an average standard shall be awarded the grade good (3), corresponding to the letter grade C. Learning outcomes attained to a satisfactory standard shall be awarded the grade satisfactory (2), corresponding to the letter grade D. Where learning outcomes are not attained to a satisfactory standard, the grade fail (1) shall be awarded, corresponding to the letter grade F.
- (2) Student performance in a course may also be expressed descriptively, in accordance with Article 44(2) of these Regulations.

Grade Point Average

Article 53

- (1) In calculating the grade point average, all grades for passed courses shall be taken into account, excluding descriptive grades.
- (2) The grade point average shall be expressed to three decimal places.

Lecturer Responsibilities

Article 54

- (1) The course lecturer shall be obliged to inform the student of the result of an oral examination immediately after it is held, and to enter the result of the written part of the examination into ISVU no later than 24 hours after publication of the examination results.
- (2) The course lecturer shall assign the grade fail to a student in the following cases:
 - 1. if the student withdraws from the written examination or from an oral examination already in progress;
 - 2. if the student, having completed the written component, fails to attend the oral component, withdraws from the examination or any part thereof after it has begun; or
 - 3. if the student is removed from the examination due to inappropriate conduct, disrupting others, or use of unauthorised aids.
- (3) If a student fails to attend the written part of examination, or fails to attend any part of the examination or the examination in its entirety, the entry “0 – student did not attend” shall be recorded in ISVU. If a student does not withdraw from an examination, the registered examination shall be counted towards the total number of possible examination attempts in a particular course.
- (4) The course lecturer shall enter the examination grade or the final course grade into ISVU within 24 hours of the publication of the results.

Other Matters Related to the Conduct of Examinations

Article 55

Other matters relating to the conduct of examinations not regulated by the Statute of the University and these Regulations shall be determined by the Faculty in its general act.

XI. COMPLETION OF STUDIES

Article 56

Professional Examination and Thesis

- (1) The integrated programme shall be completed by the defence of a thesis after passing all examinations, including the professional examination, and fulfilment of other study obligations.
- (2) A student who has fulfilled study obligations from all enrolled courses, except the thesis, in accordance with the study programme, shall be entitled to sit the professional examination.
- (3) The professional examination is an examination taken after fulfilling the study obligations from the courses Professional Training for Pharmacists and Professional Training.
- (4) The organisation of the preparation of theses shall be overseen by the Committee for Student and Final Theses.
- (5) The thesis represents the work that a student prepares under the supervision of a mentor at the Faculty or at an institution that provides the opportunity for scientific research, in accordance with the Guidelines for Thesis Preparation, which are available through the e-learning system.
- (6) The mentor of the final thesis shall be a lecturer or associate of the Faculty holding a doctoral degree. Where the master's thesis is prepared in cooperation with an external institution, the Committee for Student and Final Theses shall, upon the proposal of the mentor, appoint a co-mentor under whose supervision the student shall prepare the practical part of the master's thesis at that institution.
- (7) If the thesis is prepared within the framework of international mobility, the student shall be appointed a mentor at both the foreign and home institution, in accordance with the conditions of the call under which the mobility takes place.
- (8) In the case of justified circumstances, the thesis may also be written in English. In that case, the student shall, with the consent of the mentor, submit a request for writing the thesis in English, which shall be approved by the Committee for Student and Final Theses.
- (9) The defence of the final thesis shall consist of a presentation of the results of the final thesis and an assessment of knowledge in the field of the thesis topic. The defence of the final thesis shall be public and shall be conducted before a three-member committee appointed by the Vice-Dean for Students and Study Programmes upon the proposal of the mentor and with the consent of the Committee for Student and Final Theses.
- (10) The students' final theses shall be published in the publicly accessible online repository of the Faculty Library and in the national repository of final and master's theses maintained by the National and University Library

Documents Awarded Upon Completion of Studies

Article 57

- (1) Upon completion of studies, the student shall be awarded a diploma.
- (2) A diploma supplement shall be issued alongside the diploma.

- (3) The diploma and diploma supplement are public documents confirming that the student has completed a study programme and acquired the right to the academic title in accordance with the Act.
- (4) The public documents referred to in paragraph 3 of this Article shall be issued free of charge, in Croatian and English, in signed and certified print form as well as in electronic form. The diploma may also be issued in another language.
- (5) The diploma shall state the total number of ECTS credits of the study programme, and the Diploma Supplement shall state the number of ECTS credits acquired.
- (6) The form and content of public documents shall be determined by regulations governing the form and content of certificates, diplomas and diploma supplements.
- (7) Documents on completed studies shall be issued in accordance with the deadlines determined by regulations governing the form and content of diplomas and diploma supplements.

Revocation of Academic Title

Article 58

- 1) An academic title shall be revoked if it is established that it was acquired contrary to the prescribed conditions for its acquisition, by gross breach of the rules of study, or on the basis of a final thesis that constitutes plagiarism or a forgery.
- 2) A proposal to initiate proceedings may be submitted by any person in written form with detailed reasoning and evidence of the existence of a founded suspicion referred to in paragraph (1) of this Article.
- 3) The procedure for revocation of an academic title shall be conducted by the Faculty Council on the basis of the proposal, unless the conditions for dismissal are met and where the proposal is manifestly unfounded.
- 4) The Faculty Council, if it determines that the proposal provides grounds to initiate proceedings, shall appoint a three-member committee. Members of the committee for assessing the proposal for the revocation of an academic title shall be professors holding academic teaching posts. In determining whether the final thesis constitutes plagiarism or forgery, the mentor or co-mentor of the final thesis may not be a member of the committee.
- 5) The committee referred to in paragraph (4) of this Article shall consider and assess the proposal for the revocation of an academic title and, within 30 days from the date of receipt of the proposal for the revocation of an academic title, shall submit to the Faculty Council a report with a proposal for the revocation of the academic title or the suspension of the procedure.

Overall Grade Point Average

Article 59

- 1) The overall grade point average (weighted average) shall depend on the examination grades received in all courses and their corresponding ECTS credits.
- 2) Courses assessed with descriptive grades shall not be included in the calculation of the overall grade point average.
- 3) The overall grade point average shall be determined by multiplying the individual examination grades for all courses referred to in paragraph (1) of this Article by their corresponding number of ECTS credits, summing the results, and dividing the total by the sum of ECTS credits for all courses referred to in paragraph (1) of this Article.
- 4) The grade shall be shown in official documents rounded to three decimal places.

Graduation Ceremony
Article 60

- (1) A graduation ceremony is the ceremonial presentation of the diploma and diploma supplement.
- (2) At the graduation ceremonies, commendations for the best academic achievement upon completion of study shall also be conferred, in accordance with Article 61 of these Regulations.
- (3) At graduation ceremonies, students are conferred degrees by the Dean.
- (4) If a graduation ceremony is convened after the deadlines determined by Article 57(7) of these Regulations, a student may collect the diploma before the graduation ceremony.

XII. COMMENDING AND REWARDING STUDENTS

Commendations and Awards
Article 61

- (1) The Faculty shall commend and reward students with the aim of encouraging excellence, scientific and professional work by students, promoting student creativity, and other activities.
- (2) The Dean may, upon the proposal of the Committee for Students and Study Programmes or the Committee for Student and Final Theses, award one or more commendations or awards to a student or a group of students each academic year:
 1. for the best academic achievement in a particular year of study,
 2. for the best academic achievement upon completion of studies,
 3. for extracurricular activities,
 4. for student scientific work.

Awards for Best Academic Achievement during Studies
Article 62

- (1) For the best academic achievement during studies, a maximum of two students per cohort may be awarded, in accordance with the conditions determined by the Committee for Students and Study Programmes
- (2) The award shall consist of a written plaque, the content of which shall be determined by the Dean.

Commendations for the Best Academic Achievement upon Completion of Studies
Article 63

- (1) Students with the highest overall grade point average upon completion of their studies shall receive a commendation indicated in Latin on their diploma and diploma supplement, as follows:
 1. university master with the highest commendation (SUMMA CUM LAUDE),
 2. university master with high commendation (MAGNA CUM LAUDE),
 3. university master with commendation (CUM LAUDE).
- (2) The highest commendation (SUMMA CUM LAUDE) shall be awarded to students who have regularly enrolled in each year of study and passed all examinations with a weighted grade point average of at least 4.80.
- (3) High commendation (MAGNA CUM LAUDE) shall be awarded to students who have regularly enrolled in each year of study and passed all examinations with a weighted grade point average of at least 4.50.

- (4) Commendation (CUM LAUDE) shall be awarded to students who have regularly enrolled in each year of study and passed all examinations with a weighted grade point average of at least 4.30.

Commendation for Extracurricular Activities

Article 64

- (1) Commendations may be awarded to students for extracurricular activities that have contributed to the reputation of the Faculty (international competitions, presentations at scientific conferences, activity in student journals, artistic or sporting activities, work in student associations, etc.).
- (2) The commendation shall consist of a written plaque, the content of which shall be determined by the Dean.

Award for Student Scientific Work

Article 65

- (1) For student scientific work, students shall be awarded for:
1. a completed scientific work which has not been awarded the Rector's Award, upon the recommendation of the Committee for Student and Final Theses,
 2. a scientific work published in a scientific journal with international peer review.
- (2) The award shall consist of a certificate and a monetary amount. The monetary amount of the award shall be determined by the Dean's Collegium. The content and form of the certificate shall be determined by the Dean.
- (3) If several students have worked on the same project, each of the student authors of the awarded joint work shall be awarded a certificate, and the monetary amount of the award shall be awarded to them in equal shares.

Awarding of Commendations or Awards

Article 66

- (1) Awards for the best achievement in a particular academic year, commendations for extracurricular activities, and awards for student scientific work shall be awarded at the end of the academic year in which the student is commended/awarded or at the beginning of the following academic year, and shall be presented at a meeting of the Faculty Council.
- (2) Commendation for the best achievement upon completion of studies shall be presented at the graduation ceremony.

XIII. MONITORING AND IMPROVEMENT OF STUDY QUALITY

Monitoring and Improvement of Study Quality

Article 67

The study programme holder shall be obliged to monitor and improve the quality of each course, the study programme as a whole, and the organisational and administrative support provided for the study programme, in accordance with the legislation governing quality assurance in higher education and science, and with the general acts of the University regulating the quality assurance system.

XIV. RECORDS AND INFORMATION SYSTEMS

Article 68

- (1) The Faculty shall maintain records and databases relating to students, student documents, studies, mobility, students' academic progress, the achievement of learning outcomes, and the qualifications obtained.
- (2) In addition to the data referred to in paragraph (1) of this Article, the Faculty shall also maintain a local electronic register of issued degree certificates and awarded academic titles, in accordance with the regulations governing the format and content of diplomas, and diploma supplements.
- (3) The Faculty shall process the collected personal and other data for the purpose of delivering its teaching activities within the relevant information system and the study programme register, ensuring the interoperability of records and databases, and enabling the electronic transfer of data to the relevant information system and the study programme browser, in accordance with the regulations governing the content and use of information systems in higher education.
- (4) The collection of personal data and access to it from paragraph 1 of this article, as well as their processing, are conducted in accordance with the regulations governing the protection of personal data.

XV. TRANSITIONAL AND FINAL PROVISIONS

Accredited Existing and Newly Introduced Study Programmes

Article 69

- (1) If an existing study programme is replaced by a new one, a student who is studying according to the existing study programme shall have the right to complete that programme within the deadlines provided for by a general act of the Faculty. The Faculty may, in accordance with the Act, limit the period during which students may complete the existing programme to a fixed number of years. This period shall not be shorter than twice the nominal duration of the study programme.
- (2) A student referred to in paragraph (1) of this Article may be permitted to continue studies under the newly introduced study programme. For such a student, certain examinations passed under the existing programme may be recognised within the newly established programme.

Subsidiary Application of the University Regulations

Article 70

For matters not regulated by these Regulations, the provisions of the University Regulations shall apply *mutatis mutandis*.

Extraordinary Circumstances

Article 71

- (1) In the event of a natural disaster, state of war, or other immediate threats to the population, the Senate may regulate the adoption and amendments of the study implementation plan and examination periods, forms and methods of monitoring and evaluating learning outcomes achieved, methods of taking examinations, progression during studies, and completion of studies in a manner different from that prescribed by these Regulations.
- (2) The Senate shall adopt a decision on the matters referred to in paragraph (1) of this Article upon the proposal of the Faculty Council.

Entry into Force

Article 72

These Regulations apply from the academic year 2025/2026.

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Zagreb, 15th January 2026



Dean

prof. Zrinka Rajić, PhD