

Ordinance

on Study Programmes and Study System

Split, July 2024

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Pursuant to Articles 57 and 130 of the Statute of the Faculty of Civil Engineering, Architecture and Geodesy in Split, and in accordance with the Ordinance on Study Programmes and Study System at the University of Split of April 25, 2024, the Faculty Council, at its 10th regular meeting held on July 10, 2024, adopted the following

ORDINANCE

on Study Programmes and Study System at the Faculty of Civil Engineering, Architecture and Geodesy in Split

I. GENERAL PROVISIONS

Subject of the Ordinance

Article 1

- (1) The Ordinance on Study Programmes and Study System at the Faculty of Civil Engineering, Architecture and Geodesy in Split (hereinafter: the Ordinance) regulates the types and levels of studies, study holders, study programmes, the organisation and conduct of studies at the Faculty of Civil Engineering, Architecture and Geodesy in Split (hereinafter: the Faculty), the organisation of classes, methods of assessment of acquired learning outcomes, study models with the rights and obligations of students participating in the Faculty's study programmes, as well as other important issues relevant to studies at the Faculty.
- (2) The Ordinance is also applicable to students covered by international incoming and outgoing mobility programmes, to the extent that their rights and obligations are not regulated by special regulations and other regulations governing academic mobility.
- (3) The conduct of activities at the Faculty is based on the principles of the Code of Ethics of the University of Split and the Code of Ethics of the Faculty.
- (4) All issues referred to in item 1 of this Article may be regulated in more detail by the Faculty in its regulations and other general acts, in accordance with this Ordinance and other applicable regulations.
- (5) Words and expressions in this Ordinance that have a gender-specific meaning refer equally to the male and female gender.

ECTS system

Article 2

In order to ensure the transparency of studies and study programmes, to promote and facilitate student and teacher mobility, and to simplify the recognition of qualifications and periods of study abroad, the Faculty has implemented the European Credit Transfer and Accumulation System (hereinafter: ECTS), according to which a student generally acquires at least 60 ECTS credits in one academic year with a full workload.

II. STUDY PROGRAMMES

Types of study programmes

Article 3

- (1) The Faculty organises and delivers:
 - University Undergraduate Study Programme in Civil Engineering
 - University Undergraduate Study Programme in Architecture and Urban Planning
 - University Undergraduate Study Programme in Geodesy and Geoinformatics
 - University Graduate Study Programme in Civil Engineering
 - University Graduate Study Programme in Architecture and Urban Planning
 - Doctoral Study Programme in Civil Engineering

- Professional Undergraduate Study Programme in Civil Engineering.
- (2) The studies referred to in item 1 of this Article are organised and delivered at the Faculty and in cooperation with the teaching bases. Graduate and doctoral studies may also be delivered in cooperation with associate higher education institutions and scientific institutes.

University undergraduate study programmes

Article 4

- (1) At least 180 ECTS credits are earned in three-year university undergraduate study programmes.
- (2) The university undergraduate study programme prepares students for employment in specific professional occupations and prepares them for the continuation of their studies at the graduate level.
- (3) The university undergraduate study programme is completed upon passing of all examinations, fulfilling other study obligations and preparing and defending a final thesis or passing a final examination. The Faculty is obliged to publish the final thesis in the national repository and the Faculty's repository within 30 (thirty) days from the date of the defence.
- (4) After completing the University Undergraduate Study Programme in Civil Engineering, students are awarded the academic title of University Bachelor (*baccalaureus/baccalaurea*) in Civil Engineering.
- (5) The abbreviation of the title from the previous paragraph is univ. bacc. ing. aedif. and is placed after the person's name and surname.
- (6) After completing the University Undergraduate Study Programme in Architecture and Urban Planning, students are awarded the academic title of University Bachelor (*baccalaureus/baccalaurea*) in Architecture and Urban Planning.
- (7) The abbreviation of the title from the previous paragraph is univ. bacc. ing. arch. and is placed after the person's name and surname.
- (8) After completing the University Undergraduate Study Programme in Geodesy and Geoinformatics, students are awarded the academic title of University Bachelor (*baccalaureus/baccalaurea*) in Geodesy and Geoinformatics.
- (9) The abbreviation of the title from the previous paragraph is univ. bacc. ing. geodes. et geoinf. and is placed after the person's name and surname.

University graduate study programmes

Article 5

- (1) At least 120 ECTS credits are earned in two-year university study programmes.
- (2) The university graduate study programme prepares students for employment in specific occupations that require specialist knowledge, skills and competences, and prepares them for the continuation of their studies at the postgraduate level.
- (3) The university graduate study programme is completed upon passing of all examinations, fulfilling other study obligations and preparing and defending a diploma thesis. The Faculty is obliged to publish the diploma thesis in the national repository and the Faculty's repository within 30 (thirty) days from the date of the defence.
- (4) After completing the University Graduate Study Programme in Civil Engineering, students are awarded the academic title of University Master in Civil Engineering.
- (5) The abbreviation of the title from the previous paragraph is univ. mag. ing. aedif. and is placed after the person's name and surname.
- (6) After completing the University Graduate Study Programme in Architecture and Urban Planning, students are awarded the academic title of University Master in Architecture and Urban Planning.

- (7) The abbreviation of the title from the previous paragraph is univ. mag. ing. arch. and is placed after the person`s name and surname.

Doctoral Study Programme in Civil Engineering

Article 6

The organisation and conduct of the Doctoral Study Programme in Civil Engineering are regulated by the *Ordinance on the Doctoral Study Programme in Civil Engineering*.

Professional Undergraduate Study Programme in Civil Engineering

Article 7

- (1) At least 180 ECTS credits are earned in the three-year Professional Undergraduate Study Programme in Civil Engineering.
- (2) The professional undergraduate study programme prepares students for employment in specific occupations and prepares them for the continuation of their studies at the graduate level.
- (3) The professional undergraduate study programme is completed upon passing of all exams, fulfilling other study obligations, and preparing and defending a final thesis. The Faculty is obliged to publish the final thesis in the national repository and the Faculty's repository within 30 (thirty) days from the date of the defence.
- (4) The professional title of Bachelor in Civil Engineering (baccalaureus/baccalaurea) is obtained upon completion of the Professional Undergraduate Study Programme in Civil Engineering.
- (5) The abbreviation of the title from the previous paragraph is bacc. ing. aedif. and is placed after the person's name and surname.

Lifelong learning, conduct of non-degree programmes and differential obligations in study programmes

Article 8

- (1) The Faculty conducts various educational programmes of lifelong learning which are not considered degree programmes pursuant to the Act on Higher Education and Scientific Activity and are based on the principles of lifelong learning.
- (2) The Faculty regulates the manner and form of conducting activities based on the principles of lifelong learning, including the methods and procedures for determining the differential obligations of students for the purpose of changing and/or enrolling in the study programme, completing a previously enrolled study programme and the recognition of competences and learning outcomes acquired outside the study programme which are a prerequisite for enrolment in the study programme.
- (3) With its acts, the Faculty regulates the status of students with differential obligations, the status of learners in non-degree educational programmes and participants in activities that promote the principles of lifelong learning.
- (4) All programmes and procedures referred to in this Article shall be an integral part of the system of internal quality assurance and enhancement and are subject to external quality assurance and enhancement procedures as appropriate.

Study programme

Article 9

- (1) Studies at the Faculty are organised and conducted in accordance with the study programme.
- (2) The content of the study programme is determined by the Act on Higher Education and Scientific Activity, the regulations on quality assurance in higher education and science and the general acts of the University and the Faculty.

- (3) The procedure for the initial accreditation of a new study programme and significant amendments to the study programme is carried out in accordance with the Act on Higher Education and Scientific Activity, the regulations on quality assurance in higher education and science, the Statute of the University and the general acts of the University.
- (4) The Faculty adopts the study programme in accordance with the Act on Higher Education and Scientific Activity and the regulations on quality assurance in higher education and science.
- (5) In the event of an amendment to a study programme, a student who repeats a year or continues his/her studies after dormancy status or continues his/her studies after an interruption shall enrol in the year and sign up for differential ECTS credits according to the amended study programme.

Inadmissibility of formal obstacles with regard to enrolment and taking of examination

Article 10

Enrolment or taking an examination in a course may be made conditional on the prior passing of another course(s) from the same or an earlier year of the study programme, but only to the extent prescribed by the study programme.

Enrolment in study programmes

Article 11

- (1) The Faculty determines the enrolment procedure so that equality of all applicants is guaranteed.
- (2) Enrolment in the study programme is carried out by the Faculty on the basis of a public call for applications, which is published on the websites of the University and the Faculty by 1 May of the current year at the latest.
- (3) The public call contains the number of enrolment places, the conditions for enrolment, the deadline for applying to the call and information on the enrolment procedure, information on the classification procedure and the documents required for enrolment.

Article 12

- (1) An applicant who has completed a four-year secondary school in the Republic of Croatia and has passed the state matura examinations may enrol in the University Undergraduate Study Programme in Civil Engineering, in accordance with the conditions and criteria set out in the call for the enrolment of students established by the Faculty Council.
- (2) Applicants for enrolment in the University Undergraduate Study Programme in Civil Engineering who have completed secondary education outside the Republic of Croatia must complete the procedure for recognition of a foreign school leaving certificate for completed secondary education.
- (3) The selection of applicants for enrolment in the University Undergraduate Study Programme in Civil Engineering is based on the ranking list of the National Information System for Application to Institutions for Higher Education (NISpVU).

Article 13

- (1) An applicant who has completed a four-year secondary school in the Republic of Croatia and has passed the state matura examinations, and has successfully passed the additional examination of knowledge, skills and competences for enrolment in the first year of the University Undergraduate Study Programme in Architecture and Urban Planning, may enrol in the University Undergraduate Study Programme in Architecture and Urban Planning in accordance with the conditions and criteria set out in the call for the enrolment of students established by the Faculty Council.
- (2) Applicants for enrolment in the University Undergraduate Study Programme in Architecture and Urban Planning who have completed secondary education outside the Republic of Croatia must complete the procedure for recognition of a foreign school leaving certificate for completed secondary education.

- (3) The selection of applicants for enrolment in the University Undergraduate Study Programme in Architecture and Urban Planning is based on the ranking list of the National Information System for Application to Institutions for Higher Education (NISpVU).

Article 14

- (1) An applicant who has completed a four-year secondary school in the Republic of Croatia and has passed the state matura examinations may enrol in the University Undergraduate Study Programme in Geodesy and Geoinformatics in accordance with the conditions and criteria set out in the call for the enrolment of students established by the Faculty Council..
- (2) Applicants for enrolment in the University Undergraduate Study Programme in Geodesy and Geoinformatics who have completed secondary education outside the Republic of Croatia must complete the procedure for recognition of a foreign school leaving certificate for completed secondary education.
- (3) The selection of applicants for enrolment in the University Undergraduate Study Programme in Geodesy and Geoinformatics is based on the ranking list of the National Information System for Application to Institutions for Higher Education (NISpVU).

Article 15

- (1) The University Graduate Study Programme in Civil Engineering can be enrolled by an applicant who has completed:
- University Undergraduate Study Programme in Civil Engineering;
 - university undergraduate study programme in the field of technical sciences in the Republic of Croatia with at least 180 ECTS credits earned, if the difference in the learning outcomes to be achieved compared to the University Undergraduate Study Programme in Civil Engineering amounts to 60 ECTS credits in total;
 - Professional Undergraduate Study Programme in Civil Engineering in the Republic of Croatia with at least 180 ECTS credits earned, if the difference in learning outcomes compared to the University Undergraduate Study Programme in Civil Engineering amounts to 60 ECTS credits, or if there is an acquired difference in learning outcomes.
- (2) Applicants for enrolment in the University Graduate Study Programme in Civil Engineering who have completed the studies referred to in item 1 of this Article outside the Republic of Croatia must complete the procedure for recognition of a foreign university degree at the Office for Academic Recognition of the University of Split.
- (3) The selection of applicants for enrolment in the University Graduate Study Programme in Civil Engineering is based on the ranking list of the National Information System for Application to Institutions for Higher Education (NISpVU).

Article 16

- (1) An applicant who has completed the University Graduate Study Programme in Architecture and Urban Planning and has acquired at least 180 ECTS credits can enrol in the University Graduate Study Programme in Architecture and Urban Planning.
- (2) Applicants for enrolment in the University Graduate Study Programme in Architecture and Urban Planning who have completed the University Undergraduate Study Programme in Architecture and Urban Planning outside the Republic of Croatia must complete the procedure for recognition of a foreign university degree at the Office for Academic Recognition of the University of Split.
- (3) The conditions for enrolment in the study programme referred to in item 1 of this Article are specified in the Regulation on the Protocol and Criteria for Enrolment in the University Graduate Study Programme in Architecture and Urban Planning.

Article 17

- (1) An applicant who has completed a four-year secondary school in the Republic of Croatia and has passed the state matura examinations, as well as an applicant who has completed an appropriate professional short study programme, may enrol in the Professional Undergraduate Study Programme in Civil Engineering, in accordance with the conditions and criteria set out in the call for the enrolment of students established by the Faculty Council
- (2) Applicants for enrolment in the Professional Undergraduate Study Programme in Civil Engineering who have completed secondary education outside the Republic of Croatia must complete the procedure for recognition of a foreign school leaving certificate for completed secondary education.
- (3) The selection of applicants for enrolment in the Professional Undergraduate Study Programme in Civil Engineering is based on the ranking list of the National Information System for Application to Institutions for Higher Education (NISpVU).

Article 18

- (1) The dates for enrolment in the Faculty's undergraduate studies are set by the Dean upon the proposal of the Faculty's Professional Board and in accordance with the conditions for the state matura procedure established by the National Centre for External Evaluation of Education.
- (2) The dates for enrolment in the Faculty's graduate studies are set by the Dean upon the proposal of the Faculty's Professional Board and in accordance with the teaching calendar for the current academic year.
- (3) The dates for enrolment in the Faculty's study programmes are published on the website and on the Faculty's notice board.

III. STUDENTS

Student status

Article 19

- (1) A student of the Faculty is a person who is enrolled in one of the Faculty's university study programmes or the professional undergraduate study programme.
- (2) Student status is acquired by enrolment in a study programme at the Faculty and is evidenced by an appropriate student document issued by the Faculty.
- (3) Full-time students and visiting students study at the Faculty.
- (4) A full-time student is a student who studies according to a full-time curriculum (full-time studies).
- (5) As a rule, a student in full-time status signs up for 60 ECTS credits in the academic year, according to the programme's implementation plan.
- (6) The student status ends:
 - Upon completion of the study programme
 - Upon deregistration from the study programme
 - Upon exclusion from studies in the procedure and under the conditions set out in the Statute or other general act of the Faculty
 - If the student fails to complete his/her studies within the period set by the Act on Higher Education and Scientific Activity (hereinafter: the Act) and the Statute of the Faculty.

Visiting student

Article 20

- (1) A visiting student is a student in full-time or part-time status at another university who enrolls for parts of a study programme at the Faculty in accordance with a special agreement with another university on the recognition of ECTS credits. The status of a visiting student lasts for a maximum of one year.
- (2) The rights and obligations of the visiting student, the method of payment of study costs, the possibility of continuing studies at the Faculty and other issues related to his/her status are regulated in a contract with another university.
- (3) The participation in classes and the examinations passed by the visiting student referred to in item 1 of this Article shall be recorded in a special document.

Student`s rights and obligations

Article 21

- (1) Student`s rights are established by the Act, the Statute of the University, the Statute of the Faculty and other general acts of the Faculty.
- (2) The student is obliged to fulfil the study and other obligations at the Faculty punctually and to comply with the Statute and other general acts of the Faculty.
- (3) A student who is a categorised professional athlete or an elite artist pursuing full-time studies, may study in accordance with the adapted conditions for participation in studies pursuant to Articles 36 and 37 of this Ordinance.
- (4) A student with a disability may study under adapted conditions in accordance with Articles 36 and 38 of this Ordinance.
- (5) A full-time student may only study in one study programme.
- (6) A full-time student has the right to repeat each year of study no more than once.
- (7) The student is obliged to complete the study programme after twice the duration of the study programme at the latest.

Student enrolment in the academic year

Article 22

- (1) Full-time students are generally enrolled for the academic year by 30 September of the current year.
- (2) Enrolment in the courses of the University Undergraduate Study Programme, University Graduate Study Programme and Professional Undergraduate Study Programme in Civil Engineering is carried out on a semestral basis. Enrolment in the courses of the winter semester takes place at the beginning of the winter semester, the date of which is determined by the Calendar of Teaching Activities of the respective academic year, and enrolment in the courses of the summer semester takes place at the beginning of the summer semester, the date of which is determined by the Calendar of Teaching Activities of the respective academic year.
- (3) Enrolment for the final thesis in the University Undergraduate Study Programme and Professional Undergraduate Study Programme in Civil Engineering is defined by the study programmes of the University Undergraduate Study Programme and Professional Undergraduate Study Programme in Civil Engineering and the Instructions for the preparation of the final thesis in the University Undergraduate Study Programme and Professional Undergraduate Study Programme in Civil Engineering.
- (4) Enrolment for the final thesis in the University Undergraduate Study Programme in Architecture and Urban Planning is defined by the study programme of the University Undergraduate Study Programme in Architecture and Urban Planning.

- (5) Enrolment for the final examination in the University Undergraduate Study Programme in Geodesy and Geoinformatics is defined by the study programme of the University Undergraduate Study Programme in Geodesy and Geoinformatics.
- (6) Enrolment for the diploma thesis in the University Graduate Study Programme in Civil Engineering is defined by the study programme of the University Graduate Study Programme in Civil Engineering and the Protocol for the Diploma Thesis in the University Graduate Study Programme in Civil Engineering.
- (7) Enrolment for the diploma thesis in the University Graduate Study Programme in Architecture and Urban Planning is defined by the study programme of the University Graduate Study Programme in Architecture and Urban Planning and the Protocol for the Diploma Thesis in the University Graduate Study Programme in Architecture and Urban Planning.
- (8) A student may only enrol in a higher academic year of a study programme if he/she has enrolled in or passed all courses of the lower academic years of the study programme.
- (9) When enrolling in an academic year, a student who has not passed all the courses for which he/ she enrolled in the previous academic year must retake all the courses he/she failed, except in the case provided for in Article 9(5) of this Ordinance.
- (10) The Faculty's study programme determines the requirements for enrolment in a particular course.
- (11) A student who has obtained at least 53 ECTS credits in an academic year may sign up for a maximum of 80 ECTS credits in the following academic year; all others may normally sign up for 60 ECTS credits.
- (12) When enrolling in the final year of the professional undergraduate study programme or the university undergraduate study programme and the university graduate programme, the student is entitled to sign up for an additional 20 ECTS credits, but not more than 80 ECTS credits.

Student status with regard to the year of the study programme

Article 23

- (1) Each full-time student may have the following status: enrolled in a year of a study programme, repeating a year of a study programme, or dormancy.
- (2) If a student has enrolled in courses from one or more years of a study programme, he/she can enrol in a higher year of study if they have earned at least 42 ECTS credits in the current academic year, with a maximum of 36 unearned ECTS credits from all years of the study programme during their studies.
- (3) A student who has not passed the final thesis/examination or the diploma thesis/examination together with the corresponding seminar is not considered to be repeating the final year of the study programme.

Transfer from other higher education institutions

Article 24

- (1) It is possible to transfer from an equivalent study programme at another higher education institution in the Republic of Croatia to the Professional Undergraduate Study Programme in Civil Engineering and to university undergraduate and graduate study programmes at the Faculty before the start of the new academic year.
- (2) Transfer to the Faculty from higher education institutions outside the Republic of Croatia is regulated by special acts of the University of Split and the Faculty. The competent studies committee at the Faculty is responsible for each case of transfer referred to in this paragraph. The decision on the transfer referred to in this paragraph is made by the Faculty Council.
- (3) The number of transfer students is limited by the capacity of the respective study programme at the Faculty. The list of transfer candidates for each study programme is formed on the basis of the grade point average of each candidate from the applications received. The number of transfer students may not exceed 5% of the number of enrolled students per academic year of a given study programme, except in the case of undercapacity of the study programme where the number may be higher.

- (4) Students who are admitted to transfer to study programmes delivered by the Faculty are enrolled as full-time students according to their personal needs.

Article 25

- (1) A student may apply for a transfer to the 2nd or higher year of a specific study programme at the Faculty, with the exception of the Doctoral Study Programme in Civil Engineering.
- (2) A transferee to the Professional Undergraduate Study Programme in Civil Engineering and to the University Undergraduate Study Programme in Civil Engineering who has studied: one (1) academic year must have earned at least 48 ECTS credits; if he/she has studied two (2) years, he/she must have earned at least 72 ECTS credits; if he/she has studied three (3) years, he/she must have earned at least 96 ECTS credits; if he/she has studied four (4) years, he/she must have earned at least 120 ECTS credits, and if he/she has studied five (5) years, he/she must have earned at least 150 ECTS credits when submitting the application for transfer, as evidenced by a certified ECTS transcript of the grades of the examinations passed.
- (3) A transferee to the University Graduate Study Programme in Civil Engineering who has studied: one (1) academic year must have earned at least 48 ECTS credits; if he/she has studied two (2) years, he/she must have earned at least 72 ECTS credits; if he/she has studied three (3) years, he/she must have earned at least 80 ECTS credits when submitting the transfer application, as evidenced by a certified ECTS transcript of the grades of the examinations passed.
- (4) A transferee to the University Undergraduate Study Programme in Architecture and Urban Planning and to the University Graduate Study Programme in Architecture and Urban Planning must have earned at least 60 ECTS credits in the previous academic year at the higher education institution from which he/she is transferring, as evidenced by a certified ECTS transcript of grades of the examinations passed.
- (5) A transferee to the University Undergraduate Study Programme in Geodesy and Geoinformatics who has studied: 1 (one) academic year, must have earned at least 48 ECTS credits; if he/she has studied two (2) years, he/she must have earned at least 72 ECTS credits, if he/she has studied three (3) years, he/she must have earned at least 96 ECTS credits; if he/she has studied four (4) years, he/she must have earned at least 120 ECTS credits, and if he/she has studied five (5) years, he/she must have earned at least 150 ECTS credits, as evidenced by a certified ECTS transcript of the grades of the examinations passed.

Article 26

- (1) A student who wishes to transfer to a specific study programme at the Faculty must submit an application for transfer via the Protocol Service by 15 September of the current calendar year at the latest.
- (2) In addition to the applicant's personal details, the transfer application must also contain basic information about the previous study programme.
- (3) The transfer applicant is obliged to enclose the following:
 - Proof of nationality
 - Certified ECTS transcript of grades
 - Certified study programme of the study holder from which he/she is transferring.

Article 27

- (1) The transfer application shall be reviewed by the Faculty's relevant studies committee.
- (2) After consultation with the Faculty teachers, the Faculty's relevant studies committee shall propose a decision on the transfer application. If the committee proposes a favourable decision, the proposed decision shall include the recognition of individual courses (i.e. ECTS credits) and a possible obligation to take differential examinations.
- (3) The decision on the transfer application shall be made by the Dean within 15 (fifteen) days from the date on which the transfer application was officially registered.
- (4) An administrative dispute may be lodged against this decision.

Recognition of prior non-formal and informal learning

Article 28

Students undertaking undergraduate or graduate studies at the Faculty may have the results of previous non-formal and informal learning experiences assessed and recognised in accordance with a special Faculty act.

Rights deriving from student standard

Article 29

- (1) A student who is a full-time student in undergraduate and graduate studies of the Faculty and is not employed or self-employed in a craft or other liberal profession is entitled to health insurance, the right to subsidised boarding and meals, the right to hold student jobs under the law governing student affairs and the right to government scholarships and other financial aid under the conditions and in the manner set forth in the provisions governing rights deriving from the student standard.
- (2) A student with an established degree of disability who is a full-time student exercises special rights deriving from the student standard in accordance with the general act of the University of Split. A student with an established type and degree of disability is entitled to the transport of students with disabilities.

Subsidising tuition costs

Article 30

- (1) A student who is a national of the Republic of Croatia or a national of another Member State of the European Union, who is enrolled in full-time undergraduate or graduate studies at the Faculty, is entitled to a subsidy of tuition costs in the full amount from the state budget in accordance with a special regulation adopted by the Government of the Republic of Croatia.
- (2) A student referred to in item 1 of this Article may be employed or self-employed in a craft or other liberal profession.
- (3) The student referred to in item 1 of this Article has the right to change the chosen study programme once, while retaining the right to a full subsidy of tuition costs in accordance with a special regulation adopted by the Government of the Republic of Croatia.
- (4) An exceptionally successful student may receive permission from the Minister to enrol in another study programme at a higher education institution with full-time status, with the tuition fees being fully subsidised from the state budget. The criteria for the selection of an exceptionally successful student are determined by a Faculty act.

Dormancy of student rights and obligations

Article 31

- (1) The rights and obligations of the student are suspended:
 - during pregnancy
 - for a student-father or a student-mother up to one year
 - during incapacity for work for more than 3 (three) months
 - in other justified cases prescribed by law or an act of the Faculty.
- (2) The student is obliged to report the onset of a prolonged illness (longer than three months) or the occurrence of a health condition that prevents the fulfilment of study obligations for more than three months via the Protocol Service no later than eight (8) days after the occurrence thereof.
- (3) Reporting a student's prolonged illness or the occurrence of a health condition that prevents the student from fulfilling the obligations arising from the previous paragraph of this Article shall exclude the student from classes for the duration of the illness or condition. Exclusion from classes at the Faculty means that the student cannot participate in any form of classes (lectures, exercises, mid-terms, examinations, submission of seminars, etc.).

- (4) Once the situation has been reported, the Vice-Dean for the study programme shall inform the teaching staff in charge of the courses for which the student has enrolled in writing.
- (5) In the event of an illness that lasts longer than three months or the occurrence of a health condition that prevents the student from fulfilling his/her study obligations, the student's obligations shall be suspended for more than three months in the current academic year in accordance with the applicable Calendar of Teaching Activities, provided that he/she has reported the illness or the occurrence of a health condition that prevents them from fulfilling study obligations within eight (8) days of its occurrence, as evidenced by appropriate medical documentation.

Article 32

- (1) A student at the university undergraduate study programmes, professional undergraduate study programme and university graduate study programme at the Faculty may be granted dormancy of their obligations for a maximum of one academic year.
- (2) The decision is made for each academic year. If there is a need to extend the dormancy status due to the situation that has arisen and on the basis of which the student is requesting dormancy, the decision shall be made separately for each academic year.
- (3) A student's request for dormancy of rights and obligations is submitted to the Dean of the Faculty together with the relevant documentation via the Protocol Service.
- (4) A student's request for dormancy of rights and obligations is reviewed by the Vice-Dean for the study programme in which the student is enrolled and the Secretary General of the Faculty.
- (5) The Faculty shall decide on the request for dormancy of rights and obligations by means of a decision within fifteen (15) days of the date on which the request was officially registered.

An administrative dispute may be lodged against this decision.

- (6) In the case referred to in Article 31(1), the deadline for completing the study programme is extended by the same period as the dormancy of rights and obligations lasted.

Deregistration from the study programme

Article 33

- (1) A student has the right to withdraw from the study programme.
- (2) The student is required to submit a deregistration request via the Protocol Service.
- (3) Prior to submitting the deregistration request, the student is required to fulfil all obligations to the Faculty and return all books and equipment and pay the amount of participation in tuition costs by the end of the semester in which the deregistration was requested.
- (4) Upon submission of a recorded deregistration request, the Secretary General of the Faculty shall issue a decision on the request within eight (8) days of receipt. The decision is signed by the Dean.

Article 34

- (1) If the deregistration request is adopted, the Faculty shall issue a deregistration certificate to the student containing the following:
 - The name and surname of the student for whom the certificate is issued
 - The name of the study programme from which the student is deregistering.
 - ECTS transcript of grades.
- (2) In addition to the information in this Article, the certificate may contain other information.

Disciplinary liability of students

Article 35

- (1) In the event of a violation of the Law, the Statute of the University, the Statute of the Faculty or this Ordinance, disciplinary proceedings shall be initiated against the student.
- (2) Disciplinary proceedings are conducted in accordance with the provisions of the Ordinance on Disciplinary Liability of Students.

Special categories of students

Article 36

- (1) A student who is categorised as a professional athlete, an elite artist or a student with a disability and is studying full-time may study in accordance with the adapted study conditions.
- (2) Adapted study conditions for the students referred to in item 1 of this Article include the adaptation of the teaching process and the taking of examinations (class attendance, the manner of taking examinations, mid-terms and other forms of examination, adaptation of teaching literature and other reasonable accommodations for students with disabilities) without jeopardising academic standards and in accordance with the established learning outcomes which are the same for all students.
- (3) The decision on academic adaptation for students referred to in item 1 of this Article shall be made by the Dean of the Faculty upon the recommendation of the relevant studies committee in accordance with the applicable general acts.
- (4) A full-time student who has the status of a categorised professional athlete or elite artist or a student with a disability enters into a study contract with the Faculty on the adapted study conditions.

Student categorised as a professional athlete / an elite artist

Article 37

- (1) The status of a categorised professional athlete is evidenced by appropriate decisions on categorisation by the Croatian Olympic Committee, the Croatian Paralympic Committee or the Croatian Deaf Sports Association.
- (2) The status of an elite artist is proven by a certificate of membership in the Croatian Association of Freelance Artists or in a professional artistic association or on the basis of a certificate issued by an authorised body of the Academy of Fine Arts.
- (3) The status of a student within the meaning of items 1 and 2 of this Article shall be determined at the beginning of the academic year for the following academic year.
- (4) A categorised professional athlete whose status ends during his/her studies may continue his/her studies in the status of a full-time student, depending on the duration of the studies.

Students with disabilities

Article 38

- (1) A student with a disability is a student who, due to a long-term illness, disability or physical impairment, has permanent, occasional or temporary difficulties in carrying out their daily academic activities, who encounters obstacles in their environment that prevent them from fully and efficiently fulfilling their student obligations in accordance with the study programme, study plan and other acts related to their studies.
- (2) The status of a student with a disability is evidenced by appropriate documentation, on the basis of which the right to special academic accommodations is acquired.
- (3) The decision on academic accommodations is made by the competent body of the constituent unit in accordance with the applicable general acts.

- (4) In order to provide professional support to students with disabilities in connection with their studies at the University and to meet the educational and socio-psychological needs of students with disabilities, the constituents appoint commissioners for students with disabilities.
- (5) The Commissioners for Students with Disabilities monitor the needs of students with disabilities in order to improve living and study conditions, improve international cooperation and exchanges of students with disabilities, provide professional support in applying for and carrying out projects at home and abroad, and organise all kinds of support for students with disabilities during their studies (legal assistance, psychological support, support in carrying out everyday activities, etc.).
- (6) Other issues related to students with disabilities are regulated in more detail by special regulations of the University and the Faculty.

Shortened study programme

Article 39

- (1) Exceptionally successful students may be authorised to complete their studies in a shorter period than the prescribed duration of studies (shortened studies), in accordance with the criteria laid down in the general act of the Faculty.
- (2) The need, scope and manner of exercising the right to shortened studies are determined by the act of the Faculty.

Acknowledgements and awards

Article 40

- (1) Exceptionally successful students who distinguish themselves through their achievements in their studies and social activities can be honoured with acknowledgements and awards.
- (2) When deciding on the awarding of acknowledgements and awards in accordance with item 1 of this Article, priority shall be given to activities carried out at the University or the Faculty itself, i.e. which make a direct contribution to the University or the Faculty (e.g. academic sport should take precedence over professional sport).
- (3) Acknowledgements and awards for the students referred to in item 1 of this Article shall be awarded by the Rector of the University and the Dean of the Faculty under the conditions specified in the relevant acts of the University or the Faculty.
- (4) The students referred to in item 1 of this Article may also be awarded scholarships in accordance with special regulations of the University or the Faculty.

Records and databases

Article 41

- (1) The Faculty keeps records and data collections in electronic form and processes the personal and other data collected for the fulfilment of tasks within its competence and may also keep these records in printed form.
- (2) The Faculty retains the following records of students' personal data:
 - records of applicants for enrolment procedures and professional development programmes, which also include the results
 - records of students and participants in professional development programmes
 - personal records of students and participants in professional development programmes
 - records of examinations and other study obligations
 - records of issued documents on the completion of studies and acquired academic and professional titles and degrees
 - other records required by the Act, the Statute of the University and the Statute, implementing and general acts of the Faculty.

- (3) For the purpose of subsidising student standard, the Faculty is required to maintain the following records:
 - records of applications for subsidised boarding and recipients of subsidised boarding
 - records of recipients and the level of eligibility for subsidised meals
 - records of recipients of subsidised tuition costs.
- (4) The record-keeping procedure referred to in items 2 and 3 of this Article is an integral part of the internal quality assurance and enhancement system and is subject to external quality assurance and enhancement procedures, and the Faculty collects and processes personal and other data in accordance with the applicable regulations in the field of personal data protection.

Student workload

Article 42

- (1) The student's workload, expressed in ECTS credits, includes all the time required to successfully master the subject matter, i.e. to acquire the prescribed learning outcomes, i.e. the time spent on all forms of direct teaching within the meaning of the provisions of this Ordinance regulating the question of the form of study, as well as the time required to study the subject matter and prepare for examinations (independent learning, data analysis after laboratory work, examinations, other assessments and other activities provided for in the study programme).
- (2) A teaching class lasts 45 minutes, while an hour that measures the total workload of a student within the meaning of item 1 of this Article equals 60 minutes.

Allocation of ECTS credits to a particular course

Article 43

- (1) ECTS credits are allocated to a particular course on the basis of the estimated average amount of work a student must undertake in order to achieve the expected learning outcomes of that course, with one ECTS credit usually corresponding to 30 hours of average total student work invested in the acquisition of learning outcomes.
- (2) The allocation of ECTS credits to a given course is done by estimating the total work time spent by an average student of the relevant study programme to fully acquire the expected learning outcomes of the course, after which ECTS value is allocated in accordance with item 1 of this Article.
- (3) As a rule, the integer value of ECTS credits is allocated to a course.

ECTS coordinator

Article 44

- (1) The Faculty Council appoints an ECTS commissioner from among the employees in scientific-teaching, artistic-teaching or teaching positions who are in full-time employment at the Faculty.
- (2) The ECTS Commissioner is appointed by the Faculty Council on the proposal of the Dean. The mandate of the ECTS Commissioner coincides with the mandate of the Dean. The same person may be appointed as an ECTS Commissioner several times in a row.
- (3) The tasks of ECTS Commissioners are:
 - mediating between students and teachers
 - providing support to students in the selection, definition, recognition and approval of courses/work programmes listed in the Learning Agreement/Professional Practice Agreement
 - informing students about partner institutions, the process of academic recognition of courses taken at the partner institution
 - advising students, helping to fill out application forms for studying at a partner institution
 - informing teachers and students about ECTS
 - preparing ECTS transcripts of grades and other documents for visiting students

- performing other tasks in accordance with the Ordinance on International Mobility of the University of Split.

IV. CLASSES

Teachers in study programmes

Article 45

- (1) Teaching at the Faculty is carried out by persons employed in scientific-teaching, artistic-teaching, teaching and associate positions.
- (2) The Faculty may hire an adjunct teacher or an adjunct associate.

Study programme implementation plan

Article 46

- (1) The study programme is conducted in accordance with the implementation plan approved by the Faculty Council.
- (2) The study programme implementation plan defines the structure and the manner of conducting the study programme.
- (3) The study programme implementation plan defines the following:
 - List of compulsory and elective courses with indicated teachers and associates
 - Forms of teaching
 - Language of instruction
 - Places of instruction
 - Start and end times and timetable of classes
 - Manner of taking examinations and fulfilling study obligations
 - Examination schedule
 - List of examination literature
 - Other important information.
- (4) Study programme implementation plan, timetable, examination schedule and other information necessary for attending classes and taking examinations are announced to students at the beginning of the academic year or semester.
- (5) Study programme implementation plan is published on the Faculty's website before the start of the academic year or semester and must be available throughout the academic year.
- (6) The adoption of the study programme implementation plan is a prerequisite for the beginning of classes in that academic year or semester.
- (7) If justified reasons so require, the study programme implementation plan may be amended during the academic year

Academic year

Article 47

- (1) The academic year begins on 1 October of the current year and ends on 30 September of the following calendar year.
- (2) Exceptionally from item 1 of this Article, classes may start before the beginning of the academic year if so prescribed by the implementation plan for that academic year, but not earlier than 1 September.
- (3) Classes are organised by semesters in accordance with the Faculty's study programme and implementation plan.

- (4) The Calendar of Teaching Activities is adopted by the Faculty Council upon the proposal of the Faculty Management before the start of the new academic year and in accordance with the Calendar of Teaching Activities for the new academic year adopted by the Senate of the University of Split.

Conducting classes

Article 48

- (1) Teaching at the Faculty is organised by semesters, in accordance with the study programmes and the implementation plans of the study programmes.
- (2) The student is obliged to participate in all forms of teaching provided for in the study programme, in the study programme implementation plan and in the general and individual acts of the Faculty.
- (3) The teacher is required to conduct all aspects of instruction specified in the implementation plan within a given course in line with the assigned timetable and classrooms.

Article 49

- (1) Teachers who teach individual courses are listed in the study programme implementation plan according to the hierarchy of their titles and within each title according to the order of election into that title.
- (2) The list of teachers delivering lessons should correspond to the actual teaching conducted.
- (3) The provisions of items (1) and (2) of this Article also apply to the entry of relevant data in the implementation and teaching documentation and to the designation of the person responsible for verifying the data from this documentation.
- (4) Only the teachers who actually teach the relevant group of students shall be listed in the implementation plan of the study programme.

Article 50

- (1) The course holder may be a teacher with a scientific-teaching or artistic-teaching title in the relevant scientific area, scientific field and scientific branch or artistic area, artistic field and artistic branch.
- (2) The course holder in the Professional Undergraduate Study Programme in Civil Engineering may also be a teacher with a teaching title.
- (3) Exceptionally, the course holder may also be the Dean, the department chair or an adjunct teacher.
- (4) On the occasion of the adoption of the implementation plan of university undergraduate study programmes, the teaching of a given course may be entrusted (in whole or in part) to a teacher with a teaching title upon the proposal of the relevant department and with the consent of the Faculty Council before the start of classes in a given semester of the academic year. Information about the assignment of teaching in a particular course should be entered into the study programme implementation plan.
- (5) The course holder organises the delivery of classes for his/her designated course, determines the teachers who will teach the course and enters the required data in the implementation plan in accordance with the study programme.
- (6) The course holder is listed in the study programme implementation plan.
- (7) The course holder is entered in the student document and the enrolment documents.
- (8) The number of course holders per course is limited to a maximum of 3 (three).

Study programme delivery types

Article 51

- (1) Study programme may be delivered as lectures, seminars, exercises, practical classes, workshops, consultations, mentorship, guidance, professional practice, fieldwork, participation of students in scientific, artistic and professional work, preparation of qualification papers, assessment of acquired competences and other forms of direct teaching.

- (2) The study programme can be conducted entirely through teaching with the use of computer technologies and interactive teaching materials that enable access to learning in special conditions when the teacher and the student are physically distant from each other (hereinafter: online study). Online studies are conducted on the basis of the approval of the Agency for Science and Higher Education, which is granted in accordance with the regulations on quality assurance in higher education and science, if the learning outcomes of the study programme can be achieved through distance learning.

Organisation of classes at university undergraduate study programmes, university graduate study programmes, and Professional Undergraduate Study Programme in Civil Engineering

Article 52

- (1) At university undergraduate and graduate study programmes and the Professional Undergraduate Study Programme in Civil Engineering, classes are delivered through direct teaching, independent work by students and additional forms of teaching.
- (2) Direct teaching includes the following forms of teaching: lectures, auditory exercises, demonstration exercises, design exercises, etc.
- (3) Independent work by students includes the following forms of teaching: laboratory exercises, seminars, design exercises, acquisition of skills, programming exercises, projects and other forms of group or independent practice of the subject matter, consultations, work with a supervisor, etc.
- (4) Additional forms of teaching are: professional practice, on-site teaching (professional visits) and similar.

Article 53

- (1) Direct teaching is carried out according to the established study programme implementation plan of the study programme in groups, the size of which is determined by the Faculty Council based on the available capacities of the Faculty.
- (2) Independent work by students is carried out in groups or individually at the Faculty or outside the Faculty.
- (3) Laboratory exercises are carried out by students with the help and under the supervision of the teaching staff according to a predetermined schedule, taking into account the student's ability to carry out the activities provided for in the study programme implementation plan.

Conducting studies at the teaching base

Article 54

- (1) The Faculty may grant the status of a teaching base of the Faculty (hereinafter: teaching base) to cooperating legal entities (engineering firms, architectural firms, companies, public authorities, educational institutions, cultural institutions, etc.) by means of an appropriate contract.
- (2) In accordance with its general acts, the Faculty may organise the conduct of part of the teaching in the appropriate premises of the teaching base under the direction and supervision of its teachers and with the appropriate participation of experts – supervisors – employed in the teaching base.
- (3) A teaching base within the meaning of item 1 of this Article may also be a scientific institute with which the Faculty has concluded an appropriate cooperation agreement.

Conducting classes in exceptional circumstances

Article 55

- (1) In exceptional circumstances, when due to a threat to the safety, health of people or other justified reason of force majeure, it is impossible or significantly hindered to conduct face-to-face teaching within the meaning of the provisions of this Ordinance regulating the issue of the form of study, courses and examinations at the Faculty may be conducted in a virtual environment using available information technologies by decision of the Senate of the University of Split.

- (2) Teaching in the virtual environment referred to in item 1 of this Article is an alternative form of teaching applied only due to and for the duration of exceptional circumstances and is not considered a form of study according to the principle of online study.

V. ASSESSMENT OF ACQUIRED LEARNING OUTCOMES, EXAMINATIONS AND GRADES

Methods of assessment of acquired learning outcomes

Article 56

- (1) The following models are used to assess the learning outcomes acquired by students at the Faculty: the standard teaching and assessment model and the continuous student assessment model.
- (2) The standard teaching and assessment model is a model in which the review of acquired learning outcomes and the assessment of students can take place in direct classes and mid-terms or the final grade is determined by an examination.
- (3) The continuous student assessment model is a model in which the review of acquired learning outcomes and the assessment of students takes place through continuous assessment of students during direct classes and through all forms of study, the assessment of various student performances and through partial examinations, on the basis of which the final grade is usually determined in the last week of the semester in which the classes takes place, and as specified in the study programme implementation plan.
- (4) The final grade based on the model referred to in item 3 of this Article may be achieved by a student who has fulfilled all the obligations set out in the study programme and the study programme implementation plan for that course.
- (5) When applying the model referred to in item 3 of this Article, if the student does not achieve a passing grade, he/she has the right to achieve the final grade by an examination held in the regular examination term in autumn, unless otherwise specified in the study programme and the study programme implementation plan.
- (6) Knowledge assessments conducted during the semester (mid-terms, etc.) shall be conducted outside or within the period of regular classes, as defined by the study programme implementation plan and in accordance with the ECTS credits awarded pursuant to Article 43 of this Ordinance.
- (7) All issues related to the method of assessment of acquired learning outcomes referred to in this Article are further regulated by the Faculty's regulations, other general acts and study programme implementation plans.

Examinations

Article 57

- (1) Examinations take place within the regular examination terms determined by the Faculty's Calendar of Teaching Activities.
- (2) Regular examination periods are winter, summer and autumn, each of which usually lasts four weeks and is divided into two parts. The total number and schedule of examination dates for each examination period are determined by the Faculty in the study programme implementation plan.
- (3) Courses taught in the winter semester have two examination terms in the regular winter examination period, one term in the regular summer examination period and one term in the regular autumn examination period. Courses taught in the summer semester have two summer and two autumn examination terms.
- (4) Notwithstanding item 3 of this Article, the number of examination terms for courses in which a relative grading system is applied shall be defined in the study programme implementation plan.
- (5) If the examination cannot be held on time due to the unavailability of the course teacher, the Dean or a person authorised by the Dean may instruct that the examination in a given course be taken before another teacher

elected into scientific-teaching, or artistic-teaching, or teaching title in the scientific or artistic branch to which this course belongs.

- (6) The examination dates and locations for each course must be published on the Faculty's website and notice board at least one month before the start of the relevant examination period, in accordance with the Calendar of Teaching Activities and the implementation plans of the Faculty's study programmes.
- (7) Notwithstanding item 6 of this Article, in the case of larger examination groups of students and other unplanned changes, a detailed examination schedule may be published no later than two (2) working days before the examination.
- (8) The Faculty must ensure that the examination dates of the courses from the same academic year do not overlap.
- (9) In addition to the regular examination periods, the Faculty may decide on an extraordinary examination period.
- (10) The examination can be taken by a student who has fulfilled all the prescribed obligations set out in the study programme and the study programme implementation plan for this course.
- (11) The teacher is obliged to publish the results of the written part of the examination within a maximum period of five (5) working days from the day of the examination.
- (12) The examinations are public.
- (13) The student has the right to inspect his/her examination documents.
- (14) The written examinations are kept until the end of the current academic year.

Types of examinations

Article 58

- (1) The examinations are conducted as individual or group examinations and can be theoretical and/or practical. The examinations are taken individually for each course.
- (2) The examinations are written, oral, practical and/or combined. The practical part of the examination can be taken separately from the theoretical part.
- (3) If the examination consists of two or more parts, a student who has passed one part and failed the other does not have to repeat the passed part unless he/she has re-enrolled for the course and the study programme implementation plan provides otherwise.
- (4) If the examination consists of a written and an oral part, the written part of the examination is taken before the oral part, and the oral part of the examination must take place within a maximum of three (3) working days after the results of the written part of the examination have been announced, except in specially justified cases. The written part of the examination may be eliminatory.
- (5) The teacher is obliged to communicate the results of the written part of the examination no later than five (5) working days after the date of the examination. The student has the right to view the written part of the examination, regardless of the eliminatory result referred to in item 4 of this Article.
- (6) All parts of the examination form a whole and are assessed with a single grade. The proportion of the individual parts of the examination in the final grade is defined in the study programme implementation plan.
- (7) The maximum duration of the oral examination is 45 minutes per student, and the duration of the written and practical examination for each course is determined by the study programme implementation plan.

Examination registration and records

Article 59

- (1) A student may register for an examination if he/she has fulfilled all the prescribed obligations listed in the study programme implementation plan. In case of failure to fulfil the prescribed obligations from the course, the teacher shall enter a prohibition to register for the examination in this course within the ISVU system.
- (2) The examination is an integral part of the course and the student is deemed to have registered for the examination in that course by enrolling for a course as defined in the Faculty's Calendar of Teaching Activities. A student who has enrolled for a given course, if he/she has fulfilled the obligations from item 1 of this Article, is obliged to register for the examination in a given examination term via the ISVU system three (3) days before the examination date in order for the examination to be organised.
- (3) The student is obliged to take the examination on the scheduled date. If s/he misses this date, a zero (0) is entered in the ISVU system instead of the grade and it is assumed that s/he has used one of the examination terms to which s/he is entitled.

Examination sheet

Article 60

- (1) After completing the examination, the teacher enters the grade into the ISVU system. The examination sheet is used as an additional recording document.
- (2) After the examination period is completed and locked in the ISVU system and all notes and grades from the examination terms for that examination period have been entered, the examination sheet is signed by the course teacher and submitted to the Office for Student Affairs. The Office for Student Affairs keeps the signed examination sheet.
- (3) The teacher is required to sign the examination sheet within 5 (five) working days after the end of the examination period and submit it to the Office for Student Affairs.
- (4) The format of the examination sheet is defined in the ISVU system.

Adaptation of examination for students with disabilities

Article 61

- (1) With regard to the nature and degree of the disability, a student with a disability may be granted, upon request, a suitable adaptation of the examination, in particular:
 - To get extended writing time to complete the examination appropriately
 - To be allowed the writing of examinations with the help of an assistant (e.g. the assistant reads the questions to a blind student, s/he answers and the assistant then writes down his/her answers in the space provided, etc.)
 - For a blind student, to get the written examination recorded on a suitable medium so that the blind student can copy it onto a computer, complete the examination and return the answers on a suitable medium
 - For a visually impaired student, to have the examination printed in larger font beforehand
 - To have other reasonable adjustments to the written examination.
- (2) Academic adaptations to the examinations referred to in item 1 of this Article should be made in such a way that they do not jeopardise academic standards in accordance with the established learning outcomes, which are the same for all students.
- (3) Anyone at the Faculty who in any way receive information about a student with disabilities is obliged to maintain this information as professionally confidential.
- (4) Other issues relating to the adaptation of examinations for students with disabilities shall be further regulated in the Study Agreement in accordance with the adapted study conditions.

Grades

Article 62

In addition to the student's attendance, the student's activities specified in the study programme implementation plan are also assessed during classes (participation in discussions, solving programme tasks, written preparation for teaching activities, project work, practical exercises, field research partial examinations (mid-terms)) which result in the acquisition of ECTS credits and continuously track student's knowledge, skills and competences.

Article 63

- (1) Learning outcomes that have been achieved with outstanding success are awarded the grade excellent (5), which corresponds to the letter grade A. Learning outcomes that have been achieved with above-average success are awarded the grade very good (4), which corresponds to the letter grade B. Learning outcomes that have been achieved with average success are awarded the grade good (3), which corresponds to the letter grade C. Learning outcomes that have been achieved with satisfactory success are awarded the grade satisfactory (2), which corresponds to the letter grade D. Learning outcomes that have not been achieved with satisfactory success are assessed as insufficient (1), which corresponds to the letter grade F.
- (2) Passing grades that are entered in the relevant document and/or student file and/or application form – examination sheet are: 5, 4, 3 and 2. The grade 1 – insufficient is a fail grade and will be recorded in the student file and/or application form – examination sheet. In the model of continuous student assessment, passing grades are entered in the relevant document and/or student file and application form – examination sheet in the last week of classes of the course or in the first examination period in accordance with the provisions of this Article.
- (3) In the study programme implementation plan, the Faculty may stipulate that certain forms of knowledge are not examined or that they are assessed with a grade of "pass" or "fail", i.e. without a numerical designation.
- (4) The study programme implementation plan defines the courses that apply the relative grading system. The basic requirements for the application of the relative grading system are: a sufficient number of students to ensure the correctness of the application of statistical methods and the regularity of the control of the results obtained through the application of such a system.
- (5) In the first step, the relative grading system divides the students into a group of students who have passed the exam and a group of students who have failed the examination. The group of students who have passed the examination is divided into four subgroups: the top 15% receive an excellent grade (5), 35% of the following receive a very good grade (4), the next 35% receive a good grade (3) and the last 15% receive a satisfactory grade (2). The group of students who did not pass the examination receives an insufficient grade (1).

Article 64

The assessment of the architecture and urban planning workshops of the University Undergraduate and Graduate Study Programme in Architecture and Urban Planning is carried out in line with the model of continuous assessment of students according to the Work Protocol in the workshops of the University Undergraduate and Graduate Study Programme in Architecture and Urban Planning, and no examination is conducted for them.

Article 65

- (1) The weighted grade point average is the average of the grades of all courses that are standardised in terms of ECTS credits. It is determined by adding the products of the passing grade and the ECTS credits of each course and dividing the resulting sum by the total number of ECTS credits of all assessed courses, including the final thesis or diploma thesis, and rounding the final result to two decimal places.
- (2) The grade point average is the arithmetic mean of the grades of all courses, including the final thesis or the diploma thesis, and the final result is rounded to three decimal places.

Lodging a complaint against a grade

Article 66

- (1) A student who believes that he or she has not received the grade deserved due to irregularities in the examination or the assessment of the examination may, within 1 (one) working day after the oral examination / oral part of the examination or after the publication of the results of the written part of the examination, lodge a complaint against the final grade of the examination and request a retake of the examination before the teaching committee.
- (2) The complaint referred to in item 1 of this Article must be substantiated and must be submitted in writing to the Dean of the Faculty via the Faculty's Protocol Service.
- (3) Within 1 (one) working day of receipt of the complaint, the Dean of the Faculty shall appoint a committee consisting of three members to decide on the complaint. A teacher against whose decision a student has lodged a complaint may not chair the committee.
- (4) If the committee referred to in item 3 of this Article finds that the complaint is well-founded, it shall re-examine and re-assess the student if the complaint relates to the oral examination, within a maximum period of 2 (two) working days from the notification of the decision on the appointment of the committee. The written examination or part of the examination will not be repeated, but the student's written answer will only be reviewed and graded anew. The committee's decision on the student's complaint is final and shall be approved by a majority vote.
- (5) If a student does not appear for the oral examination referred to in item 4 of this Article, he or she shall be deemed to have withdrawn his/ her complaint against the grade.
- (6) A record shall be prepared on the course of the examination that took place before the committee referred to in item 3 of this Article.
- (7) The grade entered in the record shall be confirmed by the signatures of all members of the committee referred to in item 3 of this Article.
- (8) No appeal may be lodged against the decision on the assessment of the committee referred to in item 3 of this Article.

Article 67

- (1) A student who believes that he or she has not received the grade deserved may, within 1 (one) working day of the announcement of the grade, lodge a complaint against the final grade due to irregularities in the assessment of the course, which is based on the continuous assessment model.
- (2) The complaint referred to in item 1 of this Article must be substantiated and must be submitted in writing to the Dean of the Faculty via the Faculty Protocol Service.
- (3) Within 1 (one) working day of receipt of the complaint, the Dean of the Faculty shall appoint a committee consisting of three members to decide on the complaint. A teacher whose decision has been subject to a student's complaint may not chair the committee.
- (4) The committee referred to in item 3 of this Article shall review all elements on the basis of which the assessment was made, determine whether there were any irregularities in the assessment and make a decision. The committee's decision on the student's complaint shall be final and shall be adopted by a majority vote.
- (5) A record shall be prepared of the procedure referred to in item 4 of this Article.
- (6) The grade entered in the record shall be confirmed by the signatures of all members of the committee referred to in item 3 of this Article.
- (7) No appeal may be lodged against the decision on the assessment of the committee referred to in item 3 of this Article.

Examination grade refusal

Article 68

- (1) A student who is not satisfied with the passing grade, without questioning the correctness of the grade or the correctness of the teacher, has the right to request a retake of the examination within 2 (two) days of the official announcement of the grade during the next scheduled examination term either by oral notification to the teacher or by written submission to the official address of the constituent unit.
- (2) In the re-examination, only the knowledge demonstrated in this examination shall be assessed, without taking into account the previous grade referred to in item 2 of this Article, so that the student may be awarded a lower grade, including a "fail" grade.

Article 69

- (1) The final grade will be communicated to the student after grading.
- (2) If, after receiving the grade, the student does not take action in accordance with Articles 66-68 of this Ordinance, the decision on the grade becomes final.

Number of examination attempts, loss of study entitlement, continuation of interrupted studies

Article 70

- (1) The examination in an enrolled course may be taken no more than four times in the academic year in which the course is enrolled.
- (2) Through its study programmes and other legal acts, the Faculty determines the possibility and conditions for the continuation of studies for students who have interrupted their studies or lost the right to study.

Recognition of passed exam

Article 71

- (1) A student who has passed an examination at another higher education institution may be granted recognition of a passed examination with the same or a different name of the passed examination, the same grade and the ECTS credits earned, provided that the passed examination has the same or similar content.
- (2) At the proposal of the committee of the respective study programme, the Faculty decides how the grade and the ECTS credits are to be included in the total sum of ECTS credits for the study programme.

Completion of studies

Article 72

- (1) Upon completion of undergraduate, graduate and doctoral study programmes, the student is awarded a diploma and a diploma supplement.
- (2) The diploma and the diploma supplement are public documents issued by the Faculty on the basis of a public authority, certifying that the student has completed a specific study programme and has acquired the right to an academic or professional title or degree.
- (3) The Faculty issues the diploma and the diploma supplement in Croatian and English as a signed and certified copy and in digital form free of charge.
- (4) Upon completion of studies, the student acquires the appropriate professional or academic title or degree and other rights in accordance with the special regulations.

Final thesis at the University Undergraduate Study Programme in Civil Engineering

Article 73

- (1) The Final Thesis at the University Undergraduate Study Programme in Civil Engineering is usually a course in the summer semester of the third year of the University Undergraduate Study Programme in Civil Engineering and is taken in terms in accordance with Article 57 of this Ordinance.
- (2) The procedure for submitting an application for the assignment of a supervisor for the preparation of the final thesis, the criteria for assigning topics to candidates, the manner of acceptance of the final thesis, and the preparation of the written part is administered by the Committee for Final and Graduate Examinations of the Study Programme in Civil Engineering and is prescribed in the Protocol for the Final Thesis at the University and Professional Undergraduate Study Programme in Civil Engineering.
- (3) Upon the proposal of the Committee for Final and Graduate Examinations of the Study Programme in Civil Engineering, each academic year the Faculty Council defines the list of courses for the preparation of the final thesis and determines the composition of the committees for taking the Final Thesis examinations in each course.

Final thesis at the University Undergraduate Study Programme in Architecture and Urban Planning

Article 74

- (1) The Final Thesis at the Undergraduate University Study Programme in Architecture and Urban Planning is a course in the summer semester of the third year of study.
- (2) The procedure and course of the procedure for the preparation and approval of the final thesis are prescribed by the study programme implementation plan of the University Undergraduate Study Programme in Architecture and Urban Planning and the Protocol for the final thesis of the University Undergraduate Study Programme in Architecture and Urban Planning.
- (3) The Protocol is approved by the Faculty Council upon the proposal of the Committee for Final and Graduate Examinations of the Architecture and Urban Planning Study Programme.

Final examination at the University Undergraduate Study Programme in Geodesy and Geoinformatics

Article 75

- (1) The University Undergraduate Study Programme in Geodesy and Geoinformatics ends with the final examination before the Committee for the Final Examination of the University Undergraduate Study Programme in Geodesy and Geoinformatics. The President of the Final Examination Committee is the Vice-Dean for the Study Programme in Geodesy and Geoinformatics.
- (2) The rules for taking the final examination are prescribed by the implementation plan of the University Undergraduate Study Programme in Geodesy and Geoinformatics.

Completion of university undergraduate studies

Article 76

- (1) The University Undergraduate Study Programme in Civil Engineering and the University Undergraduate Study Programme in Architecture and Urban Planning are completed upon the acquisition of at least 180 ECTS credits, which are provided for in the study programme, including taking the examination in the Final Thesis course. The University Undergraduate Study Programme in Geodesy and Geoinformatics is completed upon the acquisition of at least 180 ECTS credits, which are provided for in the study programme, including taking the examination in the Final Examination course.
- (2) The student receives a corresponding diploma of completion of the University Undergraduate Study Programme in Civil Engineering or the University Undergraduate Study Programme in Architecture and

Urban Planning or the University Undergraduate Study Programme in Geodesy and Geoinformatics and acquires the academic title defined in Article 4 of this Ordinance.

Diploma thesis at university graduate studies

Article 77

- (1) Diploma Thesis is a second academic year course in university graduate studies.
- (2) A prerequisite for enrolment in Diploma Thesis in the University Graduate Study Programme in Civil Engineering is that the first year of study has been passed, all courses of the third semester have been enrolled and at least 20 ECTS credits from the third semester have been passed and all courses of the differential year have been passed, if there was a requirement to take them.
- (3) A prerequisite for enrolment in the Diploma Thesis in the University Graduate Study Programme in Architecture and Urban Planning is that all courses have been positively assessed and all examinations prescribed by the study programme have been passed.
- (4) Diploma Thesis in university graduate studies may be enrolled as a winter or summer term course.
- (5) The procedure for requesting the assignment of a Diploma Thesis supervisor, the criteria for assigning topics and supervisors to candidates, the method of taking the Diploma Thesis course, and the preparation of the written portion will be administered by the Committee for Final and Graduate Examinations of the respective study programme and prescribed by the Protocol for the Diploma Thesis in the University Graduate Study Programme in Civil Engineering for the University Graduate Study Programme in Civil Engineering, or the Protocol for the Diploma Thesis in the University Graduate Study Programme in Architecture and Urban Planning for the University Graduate Study Programme in Architecture and Urban Planning.
- (6) Upon the proposal of the Committee for Final and Graduate Examinations of the respective study programme, the Faculty Council defines the list of supervisors for the preparation of the Diploma Thesis each academic year.

Article 78

- (1) The estimated time required to prepare the written portion of the Diploma Thesis, i.e. the diploma project, is 850 hours, which, in addition to the 50 hours required to prepare the presentation of the thesis, corresponds to the student workload of 30 ECTS credits.
- (2) The student is obliged to report regularly to the supervisor and co-supervisor on the progress of the written part of the diploma thesis, i.e. the diploma project at the university graduate study programme.

Article 79

The Committee for Final and Graduate Examinations of the respective study, at the proposal of the supervisor, may recognise an invention, technical innovation, etc. as a diploma thesis, if its meaning corresponds to the diploma thesis.

Article 80

- (1) The Diploma Thesis course at the University Graduate Study Programme in Civil Engineering can be taken after passing all other examinations of the study programme on the adopted dates of the examination periods, in accordance with the Calendar of Teaching Activities of the Faculty.
- (2) The Diploma Thesis course at the University Graduate Study Programme in Architecture and Urban Planning can be taken in the summer or winter semester term in accordance with the Term Schedule announced before the start of the semester.

Public announcement of final and diploma theses

Article 81

- (1) The Faculty keeps records of final and diploma theses.

- (2) The Faculty is obliged to publish the final and diploma theses of the study programme permanently in the public web database of the University Library in Split and to copy them to the public web database of final theses of the National and University Library, subject to the restrictions prescribed by special regulations on the protection of copyrights, protection of inventions by patents and the like, issuing a certificate from the University that the procedure is in progress.
- (3) The Faculty is obliged to publish final and diploma theses permanently in the Faculty repository, in accordance with the restrictions prescribed in the special regulations on the protection of copyrights, protection of inventions by patents and the like, issuing a certificate from the University that the procedure is in progress.
- (4) In exceptional cases, a student may submit a request for postponement of publication of the final or diploma thesis to the Committee for Final and Graduate Examinations of the respective study programme. The application must be accompanied by a statement from the supervisor on the reasons for postponing the publication of the final thesis.
- (5) The final decision on the postponement of the publication of the final or diploma thesis is made by the Dean of the Faculty upon the proposal of the Committee for Final and Graduate Examinations of the respective study programme.

Completion of university graduate studies

Article 82

- (1) The University Graduate Study Programme in Civil Engineering or the University Graduate Study Programme in Architecture and Urban Planning is completed upon the preparation of the written portion of the Diploma Thesis and its passing and the acquisition of at least 120 ECTS credits provided for in the relevant study programme.
- (2) The student receives a corresponding diploma of completion of the University Graduate Study Programme in Civil Engineering or the University Graduate Study Programme in Architecture and Urban Planning.
- (3) Upon completion of the university graduate study, the student acquires the academic title defined in Article 5 of this Ordinance.

Final thesis at the Professional Undergraduate Study Programme in Civil Engineering

Article 83

- (1) Final Thesis at the Professional Undergraduate Study Programme in Civil Engineering is generally a course in the summer semester of the third year of the Professional Undergraduate Study Programme in Civil Engineering and is taken in terms in accordance with Article 50 of this Ordinance.
- (2) The procedure for the submission of an application for the assignment of a supervisor for the preparation of the Final Thesis, the criteria for the assignment of topics to candidates, the method of taking the Final Thesis course, the preparation of the written part is administered by the Committee for Final and Graduate Examinations of the Study Programme in Civil Engineering and is laid down in the Protocol for the Final Thesis at the University and the Professional Undergraduate Study Programme in Civil Engineering.
- (3) Upon the proposal of the Committee for Final and Graduate Examinations of the Study Programme in Civil Engineering, the Faculty Council defines the list of courses for the preparation of the Final Thesis each academic year and defines the composition of the committees for taking the Final Thesis course in individual courses.

Completion of the Professional Undergraduate Study Programme in Civil Engineering

Article 84

- (1) Professional Undergraduate Study Programme in Civil Engineering is completed by earning at least 180 ECTS credits provided for by the study programme and passing the examination in the Final Thesis course.

- (2) The student receives a corresponding diploma of completion of the Professional Undergraduate Study Programme in Civil Engineering and acquires the professional title defined in Article 7 of this Ordinance.

VI. MONITORING AND IMPROVING THE QUALITY OF STUDIES

Monitoring and improving the quality of studies

Article 85

The Faculty is obliged to monitor and improve the quality of the study programme, the methods of learning, teaching and assessment in the study programme, the achievement of student learning outcomes, the organisational and administrative support of the study programme in cooperation with the University's Centre for Quality Improvement, in accordance with the Act on Quality Assurance in Higher Education and Science and the general acts of the University and the Faculty regulating the system of internal quality assurance and enhancement.

VII. TRANSITIONAL AND FINAL PROVISIONS

Records and information systems in higher education

Article 86

- (1) Until the establishment of records and information systems in the higher education sector in accordance with the Higher Education and Science Act and within the time limits specified in the Ordinance on the Content and Use of Information Systems in the Higher Education Sector, records of students and study programmes shall be kept in accordance with the applicable regulations.
- (2) The holders of study programmes use the Information System of Higher Education Institutions (ISVU) to keep records of studies and students, students' documents, study progress, data on scholarships and rights arising from the student standard and other rights in accordance with the applicable regulations.

Accredited existing and newly established study programmes

Article 87

- (1) In the event of a change in the structure and duration of studies in the existing study programme, the student studying under the existing study programme has the right to complete the study programme in accordance with the study programme and conditions that were valid at the time of enrolment in the first year of study.
- (2) If a student submits an application to continue studying under the new study programme referred to in item 1 of this Article, he or she may be allowed to continue studying under the new study programme.
- (3) If the student referred to in item 1 of this Article has his or her duration of the right to complete the study programme limited, this limitation may not be less than twice the duration of the study programme.

Application of the provisions of this Ordinance on the duration of studies

Article 88

The provisions of this Ordinance on the duration of study shall apply to all students who enrol in the first academic year in regular status from the academic year 2024/2025.

Application of the provisions of this Ordinance on the dormancy of student rights and obligations

Article 89

- (1) The approved dormancy of the student's rights and obligations under the previously applicable Faculty regulation shall be completed within the time limits and in accordance with the Faculty's acts.

- (2) The provisions of this Ordinance on the approval or denial of the dormancy of a student's rights and obligations shall be applied from the academic year 2024/2025.

Termination of applicability of the previously applicable general regulation on study programmes and study system

Article 90

Upon the entry into force of this Ordinance, the Ordinance on Study Programmes and Study System of the Faculty designated as Class: 003-05/16-02/0002, Reg. No.: 2181-208-16-0001 (529) of 2 November 2016 shall cease to apply.

Entry into force

Article 91

This Ordinance shall enter into force on the eighth day from the date of its publication on the notice board and website of the Faculty and shall apply from the academic year 2024/2025.

Class: 011-01/24-04/0002

Reg. No.: 2181-208-10502-49-24-3

Split, July 10, 2024

Dean:

Assoc. Prof. Neno Torić, PhD

The Ordinance was published on the notice board and website of the Faculty on July 11, 2024 and entered into force on July 19, 2024.

Secretary General:

Saša Delić, graduate lawyer



I, Ana Mršić Zdilar, court interpreter for the English and the Italian language, as appointed by the Decree of the Minister in charge of justice affairs in the Republic of Croatia, Class: UP/I-710-02/23-01/95, Reg. No.: 514-03-03-02/05-23-07 of 4 April 2023, do hereby certify that the above translation fully corresponds to the original document written in Croatian