

Pursuant to Article 16 of the Statute of the Faculty of Chemical Engineering and Technology of the University of Zagreb and in relation to Article 9 of the Agreement on Joint Graduate Study Programme „Chemical and Environmental Technology“, the Faculty Council on its 234th regular session held on 23 March 2020 adopted the following

RULEBOOK

ON STUDYING WITHIN THE JOINT GRADUATE UNIVERSITY STUDY PROGRAMME CHEMICAL AND ENVIRONMENTAL TECHNOLOGY

I. GENERAL PROVISIONS

Article 1

- (1) This Rulebook on Studying within the Joint Graduate University Study Programme „Chemical and Environmental Technology“ of the Faculty of Chemical Engineering and Technology of the University of Zagreb (**hereinafter: the Provider**) and the Faculty of Chemistry and Technology of the University of Split (**hereinafter: the Partner**) regulates the studying rules as well as rights and obligations of teachers and students in implementing and realising the Joint Graduate University Study Programme (**hereinafter: the Rulebook**).
- (2) The work at the faculties is based on ethical principles of the Code of Ethics of the University of Zagreb and the University of Split.
- (3) Gender-specific words used in this Rulebook, whether used in male or female gender, equally refer to both male and female gender.

II. TYPES OF STUDY PROGRAMMES AND ACADEMIC TITLES

Article 2

- (1) The Joint Graduate Study Programme “Chemical and Environmental Technology“ (**hereinafter: the Joint Graduate Study Programme**) is conducted in English in the scientific field of technical sciences and scientific disciplines of chemical engineering and interdisciplinary technical sciences.
- (2) The duration of the Joint Graduate Study Programme is two years (four semesters) and after the completion the student acquires at least 120 ECTS credits.
- (3) The Joint Graduate Study Programme is organised based on the curriculum adopted by the Senate of the University of Zagreb and the University of Split in accordance with the proposal of the Faculty Council of the Provider.
- (4) The Joint Graduate Study Programme is conducted as a regular study programme pursuant to the syllabus adopted by the Council of the Joint Study Programme (**hereinafter: the Council**).

Article 3

- (1) By completing the Joint Graduate Study Programme students acquire the academic title Master in Chemical Engineering (mag. ing. cheming.).

III. ADMISSION

Admission quota

Article 4

The Joint Graduate Study Programme admission quota is determined by the project UP.03.1.1.02.0001 financed by the European Social Fund.

Call for admissions

Article 5

- (1) Admissions to the Joint Graduate Study Programme take place through the public call published by the Council.
- (2) The call for admissions is generally announced five months, i.e. at least one month, before the beginning of the lectures.
- (3) The content of the call for admissions as well as the conditions and criteria contained in the call are determined by the Council for each academic year.

Right to participate in the call for admissions for the graduate study programme

Article 6

- (1) The right to participate in the call for admissions for the Joint Graduate Study Programme is reserved to the candidate having completed an undergraduate university study programme in the field of technical, biotechnical or life sciences offering at least 180 ECTS credits. The conditions of the admission to the graduate study programme are determined by the Council for each academic year.

Right to enrol to the first year of the graduate study programme

Article 7

- (1) The right to enrol to the first year of the Joint Graduate Study Programme is reserved for the candidate who fulfils the conditions of the call for admissions. If the number of candidates fulfilling the conditions is higher than the admission quota, the right to enrol to the study programme is reserved for the candidates who achieved better results at the entrance exam.
- (2) EU citizens and citizens of the third countries are admitted under the same conditions as Croatian citizens.
- (3) The candidate who has the right to be admitted shall enrol within the set deadline in the academic year for which he applied in the classification procedure.
- (4) The enrolment to the study programme is made based on original certificates/diplomas on previously acquired academic qualifications.
- (5) The Council decides on the candidate's appeals against the admission procedure.

Conditions of enrolment to the higher year of study

Article 8

- (1) The right to be enrolled in the higher year of the study is realised in the following way:
 1. The student who acquires 50 or more ECTS credits in the first-year courses of the study programme has the right to enrol in all the second-year courses for which it fulfilled the prerequisites.
 2. The student who acquires less than 50 ECTS credits in the first-year courses reenrols in the courses in which he did not pass the exam as well as in the courses from the higher year of study, but the sum of ECTS credits of the courses reenrolled and enrolled for the first time in one semester cannot exceed 30 points.
- (2) In case of the circumstances referred to in Paragraph 1, Item 2 of this Article, the student can enrol in the courses of the higher year of study if he fulfilled the prerequisites for that course.
- (3) The student is allowed to enrol in the same course two times at most. The student who does not pass the exam from the course after the second enrolment loses the right to study at the study programme.

IV. STUDENTS

Student status

Article 9

- (1) The student status is acquired after the admission to the study programme. At admission, the student is issued a student card or a student booklet.
- (2) The student status is proved by the student card or a student booklet.
- (3) The status of a regular student is acquired by the student during the determined duration of the study and during the time which is twice as long as the determined duration of the study at most. The period in which the student obligations are suspended is not calculated in the time of the study.
- (4) The student who did not acquire the right to enrol to the higher year of study reenrols to the courses in which he did not pass the exam and the courses in which he did not acquire the right to register for the exam.
- (5) A guest student is a regular or a part-time student of another university who enrolls to the parts of the study programme. The status of a guest student and his rights and obligations are regulated pursuant of the Statute of the University.
- (6) The right to health insurance, subsidised meals, accommodation in a student dorm and other rights are acquired by a regular student pursuant to special regulations and laws of the Republic of Croatia.

Students' rights and obligations

Article 10

- (1) Students' rights and obligations are as follows:
- fulfil the obligations foreseen by the curriculum and the syllabus,
 - participate in quality assessment of teaching and teachers through student polls,
 - participate in different forms of scientific and teaching activities, select the representatives to the Council and the committees,
 - use the library facilities and other information sources without limitation,
 - respect the regulations of the Faculty and the University,
 - safeguard the reputation and dignity of students and teachers of the Faculty and the University as well as other members of the academic community,
 - act in accordance with the Code of Ethics of the University of Zagreb and the University of Split.

Right to suspend the obligations

Article 11

- (1) The right to suspend the obligations arises in the following cases:
- during pregnancy
 - for the student-father or the student-mother who takes a parental/maternity leave up to the child's first birthday,
 - during illness which prevents the student to successfully fulfil the obligations of the study programme during a longer period (more than three months),
 - during international student exchange in the period longer than 30 days during which classes are held, if the student does not acquire ECTS credits from the exchange programme,
 - in other justified cases pursuant to general regulations of the University or the Faculty.
- (2) The right to suspend the obligations is acquired by the student based on the resolution of the Council and the petition submitted in writing containing the explanation and relevant documentation. The student is required to submit a petition within 45 days from the day when the underlying reason occurs. The deadline for submitting the petition can in exceptional cases be extended. The Council, i.e. the director of the study programme, decides on the extension of the deadline to submit the petition.
- (3) The student may be granted the suspension of the obligations in the duration of one academic year. The period of suspension is not counted in the time of the duration of the study.
- (4) During his studies, the student may be granted the suspension of obligations several times.
- (5) During the period of suspension, the student may take the exams for which he fulfilled the prerequisites.
- (6) The student is required to attend courses and take additional exams if, during the period of suspension of the obligations, certain changes in the contents of the study programme have occurred.

Students' disciplinary liability

Article 12

In case of breach of general regulations of the University or the Faculty of the Provider or the Partner, a disciplinary procedure is initiated against the student. Disciplinary actions, disciplinary procedure and disciplinary sanctions are stipulated by the Rulebook on Students' Disciplinary Liability of the Provider.

Termination of the student status

Article 13

The student status is terminated in the following situations:

- at the completion of the study programme
- in case of withdrawal from the study programme
- failure to enrol in the next academic year in a timely manner
- failure to achieve at least 35 ECTS credits in two consecutive academic years
- exclusion based on the disciplinary decision of the competent body,
- at the expiry of the period which is two times longer than the stipulated duration of the study programme, whereby the time of study does not include the period in which student obligations are suspended,
- in cases foreseen by Article 20, Paragraph 8. of this Rulebook,
- in other cases foreseen by general regulations of the University.

V. TEACHING ACTIVITIES

Syllabus

Article 14

- (1) The Joint Graduate Study Programme is carried out based on the syllabus adopted by the Council pursuant to the Agreement on the Joint Graduate Study Programme.
- (2) The following is determined by the syllabus:
 - the teachers who will carry out teaching activities based on the study programme,
 - calendar of teaching activities,
 - place where the teaching activities will be held,
 - beginning, end and number of hours of teaching activities, forms of teaching activities (lectures, seminars, practical work, teacher's consultations, field work, exams and similar),
 - modality of taking exams, exam periods and exam criteria,
 - reference literature used for the study programme and for exams,
 - other important facts for carrying out teaching activities.
- (3) The syllabus is published before the beginning of the classes in the academic year to which it refers and is available to the public on the internet pages of the Provider and the Partner, together with the course plan and other forms of course material.
- (4) As an exception to the Paragraph 3 of this Article, the syllabus may be published during the academic year as well if, for justified reasons, certain changes need to be made. The changes to the syllabus are published in the same manner as the syllabus itself.

Academic year

Article 15

- (1) Teaching activities in undergraduate and graduate study programmes are held in academic years. An academic year runs from 1 October of the current year to 30 September of the following calendar year and is composed of the winter and the summer semester. The teaching activities in the winter semester generally last from 1 October of the current year until 31 January of the following year and in the summer semester from 1 March to 15 June.
- (2) Generally, an academic year comprises 45 work weeks and 15 weeks during which, generally, there are no teaching activities but the time is devoted to teacher consultations, preparation of exams, exams and similar activities.
- (3) The teaching activities are performed by the teachers of the Provider and the Partner selected in accordance with the law. Exceptionally, teaching activities can be carried out by the teachers from other faculties / institutions based on the decision adopted by the Council.

Types of courses

Article 16

- (1) The courses foreseen by the study programme are classified into compulsory and elective courses. The elective course becomes the compulsory for the student who enrolls in it.
- (2) In relation to all enrolled courses, the student is required to fulfil all the obligations determined by the syllabus and the curriculum whereby he acquires ECTS credits in accordance with the syllabus.

Forms of teaching activities

Article 17

- (1) Direct teaching activities refer to the following forms: lectures, seminars, lab exercises, exercises with a lecturer, demonstration exercises and other. Direct teaching activities are held in groups pursuant to the determined syllabus.
- (2) Students' individual work involves the following forms: lab exercises, seminars, skill acquisition, program and design exercises, forms of group or individual practice related to the teaching content, consultations and similar. Students' independent work is organised in groups or individually. Seminars and lab exercises are held with the assistance and under the supervision of teaching staff and based on previously determined schedule. The number of students per group is determined depending on the availability of space and staff.
- (3) Additional forms of teaching activities include: e-learning, professional practice, field work, participation of students in professional and scientific work and other forms of education. For students with a lower level of previous knowledge additional consultations with teachers can be organised outside teaching hours. The need to organise such a form of activity is determined during exercises with a lecturer.
- (4) The study programme can exceptionally be organised as a distance learning programme, which needs to be approved by the National Council for Science, Higher Education and Technological Development.

Modality of teaching activities

Article 18

- (1) During lectures, the student gains knowledge related to the content of individual courses from the study programme and is introduced to theoretical knowledge and practical solutions.
- (2) During seminars and exercises, the student gains a detailed knowledge related to the content of individual courses and applies certain knowledge. Exercises are a form of teaching activities where the student independently resolves practical or theoretical assignments or develops programmes related to the content in question. The basic bibliography and work rules to be applied in performing the exercises are to be available to each student in advance. Attendance at exercises is compulsory.
- (3) Consultations are a type of teaching activity which generally takes place in a form of individual contact between the teacher and the student. Consultations provide the student with the necessary assistance and guidance in preparing partial exams, seminar papers, exams and other. Consultations are held according to a set schedule or upon agreement with the teacher.
- (4) Scientific and research work is a part of teaching activities whereby the student becomes a professional who is critically oriented toward professional issues. The student may participate in the tasks within scientific projects.
- (5) Teaching within individual courses can be performed by one or more teachers. In case the teaching is performed by several teachers, all course directors are registered in the ISVU system (Information System of Higher Education Institutions). The course director is a teacher holding a scientific and teaching position of full professor tenure, full professor, associate professor, assistant professor or a teaching position of lecturer or senior lecturer.
- (6) The course director confirms at the end of the semester in which the teaching has been performed that the student dully attended the classes and fulfilled all the required obligations and thus acquired the right to register for the exam in the ISVU system and take the exam itself.

Students' rights and obligations during teaching activities

Article 19

- (1) The student is obliged to attend the classes and execute all other prescribed tasks. The teachers follow the attendance of students. It is considered that the student dully attended the classes if he attended at least three quarters of all teaching activities.
- (2) The student who did not attend the lectures /exercises/seminars cannot register for the exam through the Studomat module of ISVU nor pass the course exams until the fulfilment of the required obligations. In case the student did not acquire the right to register for the exam in a particular course, the student is obliged to register and take the course again as well as to fulfil all the obligations to acquire the right to register for the exam.
- (3) The teaching activities are carried out within several cycles which represent integral teaching units. Between individual cycles the students can be enabled to take interim exams, partial exams or, if needed, the final partial exam.
- (4) The partial exams are organised and implemented during scheduled teaching activities of the course in question. The required minimum achievement in individual partial exams or the total achievement in all partial exams partially or entirely exempts the student from taking the exam pursuant to the provisions of Article 20 of this Rulebook. The dates and

the modalities of organising partial exams are made public at the beginning of the semester during lectures and on bulletin boards.

- (5) The student who, for any reason, does not want to use the opportunity to transfer the course taken and to register for the exam, shall in the academic year in which he reenrols in the course fulfil all the required obligations to be able to register for the exam.
- (6) By reenrolling into the course in which the student did not pass the exam, he acquires the right to take partial exams related to the course in question.

VI. EXAMS AND OTHER FORMS OF VERIFICATION OF KNOWLEDGE

Exams

Article 20

- (1) The competences acquired by the students are verified and assessed during the semester. Assessment criteria include attendance and participation in classes, homework, lab exercises, interim exams or partial exams and other obligations determined by the syllabus of the course in question.
- (2) Each activity referred to in Paragraph 1 of this Article is awarded points. The course director shall define in his syllabus a modality and a structure of scoring the activities referred to in Paragraph 1.
- (3) The student who acquires the required number of points pursuant to Paragraph 2 of this Article can be exempt from taking a part or the entire exam related to the course in question.
- (4) The student may take the exam related to a certain course if he:
 - enrolled in the course in question
 - fulfilled all required obligations related to that course
 - registered for the exam pursuant to Article 21 of this Rulebook.
- (5) The exams are organised during the academic year in three regular exam periods: winter, summer and autumn, with at least two exam dates in each exam period.
- (6) During the same academic year, the student has the right to take the exam from the course in question four times. The fourth time the exam is taken before a jury appointed by the director of the study programme at the proposal of the course director.
- (7) The student who did not pass the exam from the same course for the fourth time shall reenrol the course in the next academic year.
- (8) The student who after the reenrolment of the course does not pass the exam from the course in question loses the right to study within the study programme in question.
- (9) The exams are public and the student has the right, if the exam is taken orally, to request the presence of the public.
- (10) Exam results are available to the public, and the student as well as other individuals who prove their legal interest have the right to access the exam documentation.
- (11) The student has the right to appeal against the exam or interim exam grade pursuant to Article 24 of this Rulebook.
- (12) The modality and organisation of individual exams as well as assessment criteria are determined in the syllabus.
- (13) The time and place of taking the exams is announced on the internet pages of the Provider and the Partner.
- (14) The results of the written part of the exam and the schedule of the oral part of the exam are announced on the internet pages of the Provider and the Partner. After the grade has been

awarded it is inscribed in the student booklet and the ISVU system. An exam sheet should be printed out from the system and signed by the course director.

- (15) The entire exam shall be completed within five days from the announced term of the exam at the latest, except in particular justified cases.
- (16) Not later than three work days after the exam is held, the teacher shall submit the exam results to the competent administrative person. The signed exam lists are filed in the Student Administration Office of the Provider.

Exam registration

Article 21

- (1) The student registers for the exam through the ISVU system.
- (2) The student is required to register for the exam at least two days before the exam date.
- (3) In the regular exam period, two exams related to the same course are to be at least eight days apart.

Exam deregistration

Article 22

- (1) The student who, for whatever reason, cannot take the registered exam shall deregister the exam at least two days before the exam date.
- (2) Late deregistration or no-show for the exam is registered as if the student failed the exam.

Grades

Article 23

- (1) The student results at the exam and other types of knowledge verification are expressed by the following grades: excellent (5), very good (4), good (3), sufficient (2) and insufficient (1). The grade for the achievements during the course which foresees partial exams is determined based on the total number of gained points. The modality of awarding the grades is determined by the course director.
- (2) The grades excellent, very good, good and sufficient enable the exam to be passed and are entered into the school booklet and the ISVU system. The grade insufficient means that the student did not pass the exam and is recorded in the ISVU system.
- (3) In the case the exam should be organised before the jury, the minutes of the exam should be signed by all members of the jury.
- (4) The numeral system of grades is compared to the ECTS system as follows:

5 ⇒ A	A ⇒ 5
4 ⇒ B	B ⇒ 4
3 ⇒ C	C ⇒ 3
2 ⇒ D	D, E ⇒ 2
1 ⇒ F	FX, F ⇒ 1

Appeal procedure

Article 24

- (1) The student dissatisfied with the grade achieved at the exam has the right to an appeal and the right to take another exam before the jury, except in the case referred to in Paragraph 4 of this Article.
- (2) For the purpose of realizing the right referred to in Paragraph 1 of this Article the student is, within 24 hours from the moment when he was informed about the grade, required to submit a written and reasoned request to the course director to organise the exam before the jury.
- (3) The exam before the jury is to be held within three days from the day the request was submitted. The jury is composed of three members and appointed by the director of the study programme based on the proposal of the course director within 24 hours from the receipt of the student's request. The jury shall keep the minutes on the course of the exam which shall also contain the final decision on the grade. The minutes are submitted to the dean.
- (4) The appeal related to the grade is not allowed if the exam is organised before the jury pursuant to Article 20, Paragraph 6 of this Rulebook.

VII. COMPLETION OF THE STUDY PROGRAMME

Article 25

- (1) Joint Graduate Study Programme is completed when the student passes all exams, fulfils other requirements foreseen by the study programme and passes the diploma exam.
- (3) All the issues related to the diploma paper and the diploma exam are stipulated by a separate Rulebook.

Diploma

Article 26

- (1) At the completion of the Graduate University Study Programme the student is issued a diploma confirming that the study programme has been completed and the academic title achieved in accordance with the law.
- (2) The diploma is issued in Croatian and in English.
- (3) In addition to the diploma, the Faculty is required to issue a diploma supplement in Croatian and in English. At the student's request and at his expense, the diploma supplement can be issued in another world language.
- (4) Diplomas and diploma supplements are jointly issued by the University of Zagreb, Faculty of Chemical Engineering and Technology and the University of Split, Faculty of Chemical Engineering.
- (5) Diplomas are signed by both deans and hold an embossing of both Faculties.

Final assessment of the achievements during the study programme
Article 27

- (1) The final assessment of the achievements during the study programme includes the grades obtained at the exams from all courses, including the grade from the diploma paper and the diploma exam together with associated ECTS credits.
- (2) The final assessment of the achievement is determined in a way that all individual grades achieved at the course exams referred to in Paragraph 1 of this Article are added and multiplied by the associated ECTS credits and the result is divided by the number of ECTS credits from all the courses referred to in Paragraph 1 of this Article.

Commendations

Article 28

- (1) The students who at the completion of the graduate study programme achieved the highest total grade receive on their diploma a commendation in the form of Latin honours:
 - master with the highest honour (SUMMA CUM LAUDE baccalaureus/magister)
 - master with great honour (MAGNA CUM LAUDE baccalaureus/magister)
 - master with honour (CUM LAUDE baccalaureus/magister)
- (2) The students of all graduate study programmes who achieved the highest total grade at all study programmes of the Faculty at the same study level are awarded the commendation bachelor/master with the highest honour (SUMMA CUM LAUDE baccalaureus/magister).
- (3) The graduate students who achieved the highest total grade per study programme to whom the Paragraph 2 does not refer are awarded the commendation bachelor/master with great honour (MAGNA CUM LAUDE baccalaureus/magister).
- (4) The graduate students who achieve the highest final assessment and are among 10% of the best students in individual study programmes and to whom Paragraphs 2 and 3 do not refer are awarded with the commendation bachelor/master with honour (CUM LAUDE baccalaureus/magister).
- (5) The decision on the commendations is issued by the dean.

Graduation ceremony

Article 29

- (1) The graduation ceremony is a formal event of awarding a diploma on the completed study programme.
- (2) The graduation ceremony is held at the Provider's or Partner's premises with the presence of both deans or vice-deans.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 30

- (1) This Rulebook is published on the Provider's internet pages and comes into effect on the eight day from its publication.
- (2) This Rulebook is effective as of the academic year 2019/2020.

In Zagreb, 31 March 2020

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Dean

Professor Tomislav Bolanča, Ph. D.