

**UNIVERSITY OF SPLIT
FACULTY OF MARITIME STUDIES**



S T A T U T E

Split, May 2023

Pursuant to Article 6, paragraph 3, Article 17, paragraph 2, Article 19, paragraph 3, Article 109, paragraph 1 of the Higher Education and Scientific Activity Act ("Official Gazette" No.: 119/22), Article 8, paragraph 2, Article 23 and Article 59, paragraph 3 of the Statute of the University of Split and Article 44 of the Statute of the Faculty of Maritime Studies in Split, the Faculty Council of the Faculty of Maritime Studies in Split, at its 8th session held on May 22, 2023, adopted the

STATUTE OF THE UNIVERSITY OF SPLIT, FACULTY OF MARITIME STUDIES

I. GENERAL PROVISIONS

Subject matter

Article 1

(1) This Statute, in accordance with the Law on Higher Education and Scientific Activity "Official Gazette" No.: 119/22 (hereinafter: the Law), the Statute of the University of Split (hereinafter: the Statute of the University), CLASS: 011-04/23-02/02, REG. NO.: 2181-202-2-1-1 of March 15, 2023, which entered into force on March 23, 2023, and other regulations governing higher education and scientific activity, regulates the status of the Faculty of Maritime Studies, the basic principles of higher education and scientific activity, defines the academic community, name, seat, organization and activities of the Faculty of Maritime Studies, the powers and decision-making methods of faculty bodies, the status of teachers, associates and other employees, the organization and implementation of studies, the status of students and other issues of importance for the performance of activities and operations of the Faculty of Maritime Studies in Split (hereinafter: the Faculty).

(2) Terms used in this Statute, which have a gender meaning, refer equally to men and women.

Legal status of the Faculty

Article 2

(1) The Faculty is a scientific and educational component of the University of Split (hereinafter: the University) with legal personality, which performs higher education activities and scientific and professional activities.

(2) The Faculty performs its activities as a public service.

(3) The Faculty has the status of a public institution that is entered in the court register of institutions at the Commercial Court in Split and the Register of Higher Education Institutions maintained by the Ministry of Science and Education (hereinafter: the Ministry).

(4) The holder of founding rights over the Faculty is the University of Split.

Basic principles of higher education and scientific activity

Article 3

- (1) The Faculty bases its activities on the basic principles of higher education and scientific activity established by law.
- (2) Higher education and scientific activity are of interest to the Republic of Croatia and are part of the international, especially European, educational and scientific space.
- (3) Higher education is based on:
- the European humanistic and democratic tradition and the European system of higher education
 - the openness of higher education institutions towards the public, citizens and the local community
 - reciprocity and partnership between members of the academic community
 - the indivisibility and high quality of teaching and scientific research at universities
 - the unity of professional and educational work for the purpose of training in specific professional knowledge and skills
 - the concept of lifelong learning
 - the obligation to develop social responsibility of students and other members of the academic community
 - interaction with the social community.
- (4) Scientific activity is based on:
- freedom and autonomy of scientific creativity
 - open science
 - ethics of scientists and teachers
 - public availability of scientific research results
 - research for the purpose of innovation and development of technologies in the European Research Area
 - connections with the education system
 - international quality standards
 - encouragement and acceptance of the specificities of national content
 - protection of intellectual property
 - social responsibility of scientists and teachers.
- (5) Freedom of scientific creativity is guaranteed.

The academic community and its freedoms

Article 4

- (1) The academic community consists of teachers, associates, students and other participants in the process of higher education and scientific activity.
- (2) Members of the academic community are guaranteed academic freedoms, which in particular include freedom of scientific research, freedom of expression, publication and teaching, freedom of expression of opinion about the system and institution in which they operate, the right to

mutual cooperation and association, and the right to direct and indirect participation in collegial management bodies and expert bodies of institutions in the system of higher education and scientific activity.

(3) Members of the academic community must protect scientific truth and research impartiality in their work, respect copyright, and act responsibly and engagedly towards the social community in which they operate. Members of the academic community are obliged to respect ethical principles in scientific research and teaching and to make the results of scientific research available to the public. Members of the academic community are obliged to base their relations on mutual trust and respect for the dignity of each person.

Academic self-government and autonomy of the Faculty

Article 5

(1) Academic self-government at the Faculty includes:

- determining the rules of study and student enrolment,
- proposing or selecting leaders and teachers
- managing financial and other resources, in accordance with the principle of public accountability, the Act and other regulations

(2) The autonomy of the Faculty as a constituent part of the University, in accordance with the Law, includes:

- regulation of internal organization,
- determination of educational, scientific and professional programs,
- financial autonomy within the framework of the program contract in accordance with the Law
- other forms of autonomy, in accordance with the Law.

Subordinate application of regulations

Article 6

(1) The law governing institutions shall apply to matters of the organization and management of the Faculty that are not otherwise regulated by the Act.

(2) The procedure for initial accreditation and re-accreditation of institutions and the procedure for initial accreditation and re-accreditation of studies shall be carried out in accordance with the regulations governing quality assurance in higher education and science.

(3) The procedure for deciding on the rights and obligations of teachers, associates and students, as well as the procedure conducted by the parent boards and parent commissions, shall be subject to the provisions of the law governing general administrative procedure.

(4) The law governing the budget system and the subordinate regulations adopted on the basis thereof shall apply to the financial operations of the Faculty.

Inviolability of the premises of the Faculty
Article 7

- (1) The premises of the Faculty are inviolable.
- (2) Competent state bodies and state administration bodies may operate on the premises of the Faculty only with the consent of the Dean, pursuant to a decision of an authorized court, or if there is an immediate danger to the life and health of people or to property of greater value.
- (3) State bodies and state administration bodies authorized to conduct inspection supervision may operate on the premises of the Faculty without the consent of the Dean, in accordance with the regulations governing the conduct of inspection supervision.
- (4) A search of the premises of the Faculty may be undertaken without the presence of the Dean, or a person designated by him, only if they have failed to respond to a timely summons without a justified reason.

II. FACULTY NAME AND SEAT

Name
Article 8

- (1) The Faculty carries out its activities, conducts business and participates in legal transactions under the name: "University of Split, Faculty of Maritime Studies".
- (2) The abbreviated name of the Faculty is: "Faculty of Maritime Studies in Split".
- (3) In correspondence with natural and legal persons abroad and in bilingual publications, the Faculty may use the name in English in addition to the name entered in the court register: "University of Split - Faculty of Maritime Studies".
- (4) The Faculty's web address is "www.pfst.unist.hr".
- (5) The acronym of the Faculty is PFST.

Seat
Article 9

- (1) The Faculty is located in Split, Ruđer Bošković 37.

III. FACULTY CHARACTERISTICS

Stamp and seal
Article 10

- (1) The Faculty has a seal with the coat of arms of the Republic of Croatia, which is placed on documents issued by the Faculty in the exercise of public authority.

(2) The seal of the Faculty with the coat of arms of the Republic of Croatia is round in shape, 38 mm in diameter, with the coat of arms of the Republic of Croatia in the middle. The words "REPUBLIKA CROATIA" are engraved in the upper semicircle of the seal, and "SVEUČILIŠTE U SPLITU" in the lower. The words POMORSKI FAKULTET are engraved in the inner circle, around the coat of arms engraved in the middle of the seal.

(3) A seal of the same content, 25 mm in diameter, is used in cases where the use of a larger one is inappropriate.

(4) The Faculty has a dry stamp, 38 mm in diameter, which has the appearance of the stamp described in paragraph 2 of this Article. The stamp impression is placed on study documents.

(5) Ordering, use and replacement of seals and stamps with the coat of arms of the Republic of Croatia is carried out in the manner prescribed by law.

(6) For other business, the Faculty uses round stamps without the coat of arms of the Republic of Croatia, measuring 38 mm and 25 mm, with the Faculty emblem in the middle and the full name of the Faculty inscribed in a circle.

(7) The use of electronic signatures at the Faculty in administrative, judicial and other procedures, business and other actions is determined by the Electronic Signature Act.

Logo and flag

Article 11

(1) The emblem of the Faculty of Maritime Studies in Split is formed by two lines and one dot. The upper line is light blue in a wavy shape, the lower line is dark blue in a straight line and below them is a blue dot. The emblem of "two lines and a dot" combines the letters P and F from the acronym PFST.

(2) The logo is bordered by a concentric circle inside which is the inscription: Pomorski fakultet u Splitu (Faculty of Maritime Studies Split).

(3) The flag of the Faculty is white. The ratio of length to width is 2:1. In the upper part of the flag is the logo of the Faculty and the inscription Faculty of Maritime Studies Split. In the center of the horizontally placed flag is the logo of the Faculty.

Faculty Day

Article 12

The Feast of St. Nicholas on December 6, the patron saint of sailors, is established as Faculty Day and is celebrated solemnly.

IV. REPRESENTATION AND PRESENTATION

Representation of the faculty

Article 13

- (1) The Faculty is managed by the Faculty Council and the Dean.
- (2) The Dean is authorized to undertake all legal actions in the name and on behalf of the Faculty.
- (3) The Dean has the right to undertake legal actions on behalf of the Faculty in the amount of up to 70,000.00 (seventy thousand) EUR. For legal actions in the amount of over 70,000.00 (seventy thousand) EUR and up to 200,000.00 (two hundred thousand) EUR, the Dean requires the consent of the Faculty Council. For legal actions in the amount of over 200,000.00 (two hundred thousand) EUR, the Dean requires the consent of the Faculty Council and the Senate.
- (4) The Dean may, within the limits of his/her authority, grant the power of attorney to represent the Faculty in legal transactions to another person.
- (5) The Dean may authorize the Vice-Deans and the Secretary of the Faculty to sign financial documents.

V. FACULTY ACTIVITIES

Faculty activities

Article 14

(1) The Faculty's activities are:

- higher education,
- organization and implementation of university studies in the scientific field of technical sciences, the field of traffic and transport technology and interdisciplinary studies related to related fields,
- organization and implementation of professional studies in accordance with the Act,
- scientific activity and professional work in the scientific field of technical sciences, the field of traffic and transport technology and related scientific areas and fields,
- organization of national and international scientific and professional conferences,
- development and participation in the implementation of national and international projects,
- organization and implementation of programs of continuous professional development of participants in the field of maritime affairs (all forms of education), considering the concept of lifelong education and training,
- professional services (experts, professional exams, papers, studies, analyses, consulting related to business and management, etc.),
- publishing, library and IT activities related to the needs of teaching and scientific and professional work,
- surveying activities,
- repair, restoration of equipment and machinery, painting and cleaning of ships,
- research, photography tests and/or measurements of the sea, the seabed and/or the subsoil of the internal sea waters of the Republic of Croatia,
- performing the statutory certification of maritime facilities and performing the statutory certification regarding the safe protection of ships,

- ship alignment,
- aerial photography,
- maritime traffic control,
- production and distribution of non-commercial and commercial software,
- providing services to companies and other organizations, when it serves the development of the core business.

(2) The Faculty may also carry out other activities on a smaller scale that serve to improve the registered activity and contribute to a more complete utilization of human resources and space capacities and equipment (selling its own promotional materials and providing services of its space capacities to other legal and natural persons...).

Article 15

(1) The Faculty is committed to establishing, implementing, maintaining and permanently improving the quality of services in all activities of the Faculty, especially in the activities of higher education, scientific research and highly professional services in the maritime sector, in accordance with the quality requirements established by international conventions in the field of maritime affairs and the provisions of the Act.

VI. FACULTY ORGANIZATION

Faculty departments and organizational units

Article 16

(1) In order to carry out teaching and scientific activities, the Faculty shall establish organizational units.

(2) Organizational units shall be: departments, chairs within departments, centers, professional services, libraries and laboratories.

(3) The internal organization of the Faculty shall be regulated in more detail by the Regulations on the Organization of the Faculty and Job Positions.

(4) The organizational units shall operate under the name of the Faculty.

(5) The Faculty may, with the consent of the Senate of the University of Split, establish a legal entity or internal organizational unit, whose main activity is to achieve the mission of the Faculty and meet the needs of students and the Faculty (trade companies, technology centers, IT centers, sports centers, etc.) and to connect science and higher education with the economy and the local community, in whose work scientists, teachers, associates and students participate.

(6) The profit generated by performing tasks pursuant to paragraph 5 of this Article shall be used exclusively for the improvement of the work of the Faculty.

(7) The Faculty may establish associations and foundations for the purpose of performing humanitarian, cultural and other socially beneficial tasks on a non-profit basis with the consent of the Senate of the University of Split.

(8) The Faculty, with the consent of the Senate, on the basis of a contract with an appropriate organization - a teaching base that is an organizational unit of the University (hospital, health center, private health institution, law firm, engineering firm, commercial company dealing with maritime traffic and transport, specialized institution, state body, educational institution, educational institution, etc.), and in accordance with this Statute and its license, may organize the implementation of part of the teaching in that legal entity under the guidance and supervision of its teachers, and with the appropriate participation of experts - mentors from that legal entity. At the teaching bases, the quality assurance of teaching is carried out in accordance with the standards and regulations of the University.

(9) The teaching base may also be a scientific institute with which the Faculty has an appropriate cooperation agreement.

(10) Teaching bases, as well as the method of selection and the implementation of the quality assurance process, are regulated by a special regulation.

Functional integration of the University

Article 17

(1) The Faculty may, with the aim of functional integration of the University, i.e. the highest quality organization and rationalization of the use of human and material resources, based on a special agreement, organize the performance of joint professional, logistical and support-technical tasks.

(2) The Faculty may, with the aim of functional integration and organization of teaching and meeting accreditation requirements, i.e. the highest quality organization and rationalization of the use of human and material resources, based on a special agreement, transfer and replace employees within the University.

Departments

Article 18

(1) The Department, as the basic organizational unit of the Faculty, is responsible for:

- scientific research and professional work,
- monitoring the teaching process in the studies that belong to it,
- proposing a plan of scientific activities at the Faculty for each academic year,
- taking care of the development of personnel and material conditions for the needs of scientific research work,
- proposing scientific and professional training of teachers and associates,
- proposing competitions for the selection of teachers and associates,
- monitoring the work and advancement of assistants and the advancement of existing staff,
- discussing and taking positions on all decisions made by the Faculty bodies.

(2) The Faculty has the following departments:

- Nautical Department,
- Department for Marine Engineering,
- Department for Maritime Electrotechnical and IT Technologies,
- Department for Management of Maritime Technologies
- Department for Maritime Interdisciplinary Sciences.

(3) Within the framework of the department, lower organizational units (chairs, laboratories) may be established.

Independent laboratories may be established for the cooperation of two or more departments or chairs. Independent laboratories are established in accordance with the decision of the Faculty Council, if necessary, and are of a temporary nature.

Article 19

(1) The Department is managed by the head of the Department.

(2) The head of the Department is elected by the members of the Department and confirmed by the Faculty Council.

(3) The majority of the members of the Department decide on the method of voting for the head of the Department, which may be public or secret.

(4) A teacher in a scientific-teaching position may be elected as the head of the Department.

(5) The term of office of the head of the Department lasts three years, or until the end of the term of office of the dean and may be repeated.

(6) The head of the Department may be dismissed from office before the end of the term for which he was elected:

- at personal request,
- if he/she fails to fulfill the duties established by this Statute,
- if he/she fails to act according to the orders of the Dean or acts contrary to them,
- if his/her behavior harms the reputation of the office he/she holds,
- if he/she loses the ability to perform his/her duties.

(7) The head of the department is dismissed from office by the Faculty Council upon a reasoned proposal from the dean by a majority vote of all members.

Chairs

Article 20

(1) Chairs are established for one or more related subjects for the purpose of more efficient performance of scientific, teaching and professional work.

(2) Members of the chairs are teachers and associates who teach or participate in teaching in the same or related subjects.

(3) Chairs are established within departments.

The following chairs operate in the Department of Marine Engineering:

Chair of Basic Technical Sciences, General Mechanical Engineering and Naval Architecture and

Chair of Marine Machinery, Devices and Equipment.

The following chairs operate in the Department of Marine Electrical and Information Technologies:

Chair of Marine Electrical Power Systems and Automation

Chair of Marine Electrical Engineering and Information Technologies.

The following chairs operate in the Department of Marine Technology Management:

Chair of Maritime Management, Transport Technology and Logistics and

Chair of Maritime Technologies of Yachts and Marinas, Ecology and Blue Environment.

The following chairs operate in the Department of Maritime Interdisciplinary Sciences:

Chair of Maritime Law and Sustainable Development,

Chair of Foreign Languages and

Chair of Applied Mathematics and Health.

(4) The decision to establish a chair within the department is made by the Faculty Council upon the proposal of the Dean, and they may be established if the chair has at least three Faculty employees working in scientific-teaching or teaching positions.

Article 21

(1) The Chair is managed by the head of the department.

(2) The election of the head of the chair within the department is identical to the election of the head of the department from Article 19, paragraphs 2 and 3 of this Statute.

(3) A teacher in a scientific-teaching or teaching position may be elected as the head of the chair.

(4) The term of office of the head of the department lasts three years, or until the end of the term of office of the dean with whose consent he was elected and may be repeated.

(5) The procedure for dismissing the head of the chair is identical to the procedure for dismissing the head of the department referred to in Article 19, paragraphs 6 and 7 of this Statute.

Centres

Article 22

(1) The Faculty establishes the following centers:

Centre for Lifelong Learning,

Centre for Quality,

Centre for Projects and Development,

Centre for Student Integration and Mentoring, and

Centre for Practical Teaching.

(2) The Lifelong Learning Centre is a special-purpose organizational unit that deals with the design, implementation, improvement and development of all forms of professional training of

seafarers and transport experts for the purpose of acquiring international and national professional authorizations.

(3) The Quality Centre carries out activities related to the establishment and maintenance of a quality management system and consultancy in relation to business and management.

(4) The Projects and Development Centre is a special-purpose organizational unit that deals with the establishment of cooperation between the Faculty and the economy (with national and foreign economic entities) through joint scientific research and professional projects, in coordination with the scientific research units (departments) of the Faculty and the Faculty experts who are engaged in scientific research and professional work on such projects. The Projects and Development Centre is responsible for supervising the implementation and realization and reporting on projects and proposes and encourages the establishment of spin-off companies from individual projects.

(5) The Centre for Student Integration and Mentoring is a special-purpose organizational unit and aims to provide students with additional support in their academic and professional development. The Centre takes care of the adjustment of newly enrolled students (freshmen), encourages the exchange of knowledge and experiences between students of different years, and organizes and coordinates mentoring work so that students can study more successfully. The Center strives to create a supportive and stimulating academic environment in which students can develop their potential, improve their academic and professional skills, and achieve excellence in their education and future careers.

(6) The Centre for Practical Training, as an organizational unit of the Faculty, performs the tasks of preparing and implementing practical training programs for students in accordance with the STCW Convention, the Regulations on Titles and Certificates of Competence for Seafarers, and the study program.

Article 23

(1) The work of the Centre is managed by the Director.

(2) The Director is appointed by the Dean with the approval of the Faculty Council.

(3) The Director is responsible for his work to the Dean.

Science laboratory

Article 24

(1) A laboratory is established for the purpose of conducting scientific research.

(2) The work of the laboratory is managed by the head of the laboratory. A teacher holding a scientific and teaching position may be elected as the head of the laboratory.

(3) The head of the laboratory is appointed by the dean.

Library

Article 25

- (1) The Faculty Library is part of the University's unified library system.
- (2) The Library serves the Faculty's teachers, associates and students to achieve the scientific, educational and professional goals and tasks of the Faculty. After the Dean's approval, the services of the Library may be used by other people.
- (3) The Library is managed by the Library Board, and is managed by the Library Manager.
- (4) The Library Board consists of the Dean, the Vice-Dean for Science, heads of departments, one student representative and the Library Manager.
- (5) The Vice-Dean for Science is the President of the Library Board. The Library Board acts in accordance with the conclusions and guidelines of the Faculty Council.
- (6) The organization and management of the Library, as well as other issues of importance for the work of the Library, are regulated by special regulation.
- (7) The Library Manager is appointed and dismissed by the Dean.

Faculty professional services

Article 26

- (1) Professional services perform legal, student, personnel, administrative, financial and accounting, public procurement, technical, IT and other general affairs of the Faculty.
- (2) Each professional service has a head.
- (3) The Faculty has a secretary who assists the Dean in his work.
- (4) The rights and obligations of the secretaries and heads of services, as well as the conditions they must meet, are determined by the Regulations on the Organization of the Faculty and Job Positions.

Information and computer centre

Article 27

Strike out

VII. FACULTY BODIES

Faculty Management

Article 28

- (1) The governing bodies of the Faculty are:
 - Dean,
 - Faculty Council.
- (2) The Dean and the Faculty Council may establish other supervisory, expert and advisory bodies to assist in performing tasks within their jurisdiction.

Dean

Article 29

- (1) The Dean is the head of the Faculty.
- (2) The Dean represents and advocates the Faculty, and is responsible for the legality of the work of the Faculty.
- (3) The Dean has the powers and obligations of the director of the institution.
- (4) The Dean is employed full-time.
- (5) The Dean's badge of honour is the Dean's chain.

Dean's competency

Article 30

- (1) The Dean of the Faculty has the following authority:
 - organizes the work and operations of the Faculty,
 - proposes to the Faculty Council the appointment and dismissal of the Vice-Dean,
 - prepares and proposes the agenda, convenes, chairs and leads the sessions of the Faculty Council,
 - proposes to the Faculty Council the Statute of the Faculty and other general acts within the competence of the Faculty Council,
 - adopts general acts at the proposal of the professional and collegial bodies of the Faculty, in accordance with the law, the University Statute and this Statute,
 - drafts a proposal for the part of the program agreement that relates to the Faculty,
 - proposes to the Faculty Council the annual budget and financial plan, adopts the final account and decides on the investment maintenance of the Faculty,
 - adopts the procurement plan,
 - manages the execution of the financial plan,
 - manages the property of the Faculty with the prior consent of the Faculty Council,
 - appoints permanent and temporary committees, assistants, directors and heads of professional services,
 - decides on entrusting tasks within their competence to the vice-deans of the Faculty,
 - appoints heads of studies, directors of centres, heads of laboratories and other organizational units,
 - proposes to the Faculty Council the plan and program of development of the Faculty,
 - proposes to the Faculty Council the adoption of study program studies and amendments and supplements to existing study programs
 - signs diplomas and other public documents issued by the Faculty,
 - employment contracts for scientific teaching, teaching and associate positions,
 - concludes employment contracts for other jobs,
 - signs contracts concluded by the Faculty,

- organizes monitoring of the performance of work obligations of the Faculty's employees, and decides on their remuneration in accordance with the results of the employees' work,
 - makes decisions on working hours and redistribution of working hours,
 - approves paid and unpaid leave,
 - determines the schedule of annual leave,
 - makes decisions on compensation for damage,
 - makes decisions on cooperation with other higher education institutions,
 - approves the work of teachers outside the Faculty,
 - decides on rewarding students of the Faculty,
 - decides on student requests, unless otherwise specified by law or other regulation,
 - ensures the implementation of decisions and conclusions of the Faculty Council,
 - makes decisions on the use of Faculty funds within the limits specified by law and this Statute,
 - submits to the Faculty Council an annual report on the implementation of the Faculty's strategy, a report on operations and the implementation of part of the program contract and other reports specified by this Statute,
 - designates persons authorized to sign financial and other documentation and represent the Faculty,
 - proposes members of working bodies to the Faculty Council,
 - performs other tasks specified law, general acts, the University Statute and this Statute.
- (2) The Dean participates in the work of university bodies, in accordance with the University Statute.
- (3) The Dean is responsible for his work to the Faculty Council and the University Senate.

Dean election

Article 31

- (1) A faculty member holding the scientific and teaching position of associate professor, full professor and full professor in permanent selection who has a full-time employment relationship with the Faculty may be elected as the Dean.
- (2) The Dean shall be elected by the Faculty Council, by secret ballot, by a majority of the votes of the total number of members of the Faculty Council.
- (3) The Dean shall be elected for a term of three years, and the same person may be re-elected once.
- (4) The election of the Dean shall be confirmed by the University Senate.
- (5) The Dean's term of office shall begin on 1 October of the year in which he/she is elected and shall end on 30 September of the year in which his/her term of office expires.

Dean election procedure

Article 32

- (1) The procedure for electing a dean shall begin in the last year of the term of office and shall end by the end of June of the last year of the term of office, except in the case of a repetition of the procedure.
- (2) The procedure for electing a new dean shall be initiated by the Faculty Council.
- (3) Proposed deans shall submit their CV and work program for the next term of office together with their application for election.
- (4) At the proposal of the dean, the Faculty Council shall appoint a three-member committee for collecting applications.
- (5) Applications with the necessary documentation shall be submitted to the committee within 30 days of the appointment of the said committee.
- (6) The committee for collecting applications shall, after the expiry of the deadline referred to in paragraph 5 of this Article, submit a report to the Faculty Council within a further 15 days. The report must contain a list of the proposed candidates, their CVs and work program.

Article 33

- (1) The Dean of the Faculty is obliged to convene a session of the Faculty Council within 15 days from the date of delivery of the report of the committee for collecting applications. Along with the invitation to the session, each member of the Faculty Council shall be delivered a report of the committee for collecting applications with the application, curriculum vitae and work program of each candidate.
- (2) At the session at which the Dean is elected, the Faculty Council shall elect a committee to conduct the vote from among its members. The committee for conducting the vote shall consist of a president and two members.
- (3) The committee for conducting the vote shall prepare ballots, ensure conditions for secret voting and supervise the voting procedure.
- (4) After voting, the committee for conducting the vote shall count the votes and determine their validity and submit a written report on the results of the vote to the Faculty Council.

Article 34

- (1) The candidate who receives a majority of the votes of all members of the Faculty Council is elected as Dean.
- (2) If none of the candidates receives the required number of votes, the voting shall be repeated for the two candidates who received the highest number of votes.
- (3) If in the repeated voting none of the candidates receives the required number of votes, the voting shall be repeated only for the candidate who received the highest number of votes.
- (4) If even then the candidate does not receive the required number of votes, the procedure for candidacy and election of the Dean shall be repeated within a period not exceeding two months.

Article 35

(1) If the dean is not elected in the election procedure or if his/her term of office expires, or if he/she is dismissed from office before the time for which he/she was elected, the Faculty Council shall appoint an acting dean for a maximum of one year until the election of the dean, within which period it shall be obliged to organize the election of a new dean.

(2) Until the appointment of an acting dean in accordance with paragraph 1 of this Article, the dean whose term of office expires shall continue to perform the necessary current tasks within the dean's competence.

Impediment of the Dean in the execution of his duties

Article 36

(1) In the event of the Dean being temporarily prevented from performing his duties (absence, illness, etc.), the Faculty Council shall authorize one of the Vice-Deans to perform the duties of the Dean during his temporary prevention.

(2) A proposal to initiate the procedure for determining temporary prevention shall be submitted by at least one third of the members of the Faculty Council or by the Dean himself.

(3) The Faculty Council shall decide on the temporary prevention of the Dean by a majority vote of the members present.

(4) The Vice-Dean shall perform the duties of the Dean during his temporary absence, and for a maximum of six months from the date on which the absence was established. After that period, the Faculty Council shall initiate the procedure for the election of a new Dean.

(5) The authorized Vice-Dean shall have all the powers and perform all the duties of the Dean as determined by law, the University Statute and this Statute, if he signs public documents and other acts with the notation "u. z." (in lieu of).

Dismissal of the Dean

Article 37

(1) The dean's term ends before the end of the term for which he was elected:

- by exercising the right to a pension
- by terminating the employment contract
- by transferring to another position
- by establishing an employment relationship with another legal entity or teaching base outside the university.

(2) The Dean may be dismissed before the expiration of the term for which he was elected:

- if he requests dismissal
- if there are reasons that, according to the law or labor regulations, lead to the termination of the employment relationship
- if he does not act according to the law, this Statute and other general acts

- if he causes greater damage to the Faculty through negligent or improper work or if he neglects or negligently performs his duties.
- (3) The procedure for the dismissal of the Dean shall be initiated at the proposal of one third of the members of the Faculty Council and/or at the proposal of the Rector in accordance with the provisions of the Act.
- (4) The Faculty Council shall decide on the dismissal of the Dean by a majority vote of all members.
- (5) The session of the Faculty Council at which the decision on the dismissal of the Dean is made shall be chaired by the oldest member of the Faculty Council in a scientific and teaching position, who is not the Dean whose dismissal is being decided upon.
- (6) If the Dean is not elected in the election procedure or if the Dean's term of office expires or if he is dismissed from office before the time for which he was elected, the Faculty Council shall appoint an acting Dean until the election of the Dean in accordance with Article 35 of this Statute.

Supervisory powers of the University over the Faculty

Article 38

- (1) If the Rector believes that a general act of the Faculty is contrary to the law or the Statute of the University, he is obliged to suspend the general act from execution and submit a request to the High Administrative Court of the Republic of Croatia for the assessment of the legality of the general act.
- (2) If the Rector believes that a decision of the Faculty is contrary to the law or the Statute of the University, he is obliged to warn the Dean, explain the reasons for the illegality and set a deadline for harmonizing the decision with the law or the Statute of the University.
- (3) If the Dean does not act in accordance with the warning of the Rector from paragraph 2 of this Article, the Rector is obliged to propose to the Senate the revocation of such a decision. The proposal for a decision on revocation must be explained. The Senate decides on the revocation of the decision of the Faculty. The Faculty may initiate an administrative dispute against the decision of the Senate.
- (4) If the Senate revokes the decision of the Faculty, the Rector may propose to the Faculty Council the dismissal of the Dean.

Vice-deans

Article 39

- (1) The Dean is assisted in his work by Vice-Deans.
- (2) Vice-Deans are appointed and dismissed by the Faculty Council upon the proposal of the Dean.
- (3) The Faculty has four Vice-deans:
- Vice-dean for Student and Academic Affairs,
 - Vice-dean for Science,

- Vice-dean for Management,
 - Vice-dean for Development and International Cooperation.
- (4) Vice-dean for Student and Academic Affairs:
- organizes and ensures the orderly delivery of teaching
 - draws up, in cooperation with the heads of studies, the lecture schedule and the teaching workload plan for teachers and associates for university undergraduate and graduate studies
 - monitors the teaching workload of teachers and associates
 - takes care of improving the teaching activities of the Faculty
 - coordinates the work of heads of departments and heads of departments in teaching matters
 - coordinates the work of study leaders, except for the head of the doctoral study
 - coordinates the work of student services for undergraduate and graduate studies and the Teaching and Quality Service
 - performs other tasks entrusted to him by the dean.
- (5) Vice-dean for Science:
- is responsible for the organization and improvement of scientific research activities,
 - organizes and coordinates the work of organizational units in the development of scientific and other projects,
 - assists in the preparation and organization of the doctoral study,
 - takes care of the scientific and research work of associates,
 - supervises work on the Faculty's scientific projects,
 - proposes a plan for publishing activities and ensures its implementation,
 - coordinates the work of heads of departments, heads of doctoral studies, heads of departments within the department, heads of the Library and the Centre for Projects and Development,
 - monitors the scientific workload of teachers and associates,
 - performs other tasks assigned to him by the Dean.
- (6) Vice-dean for Management:
- participates in the preparation of the annual budget proposal and financial plan,
 - monitors the Faculty's operations and reports to the Dean and other Faculty bodies,
 - takes care of the Faculty's own income,
 - takes care of capital and investment maintenance,
 - assists the Dean in establishing business relations with other faculties, bodies and organizations in the country,
 - coordinates the work of the Financial and Accounting Service, the Information and Computer Service, the Technical Service and the Public Procurement Service,
 - performs other tasks entrusted to him by the Dean.
- (7) Vice-dean for Development and International Cooperation:
- coordinates activities related to the international scientific cooperation of the Faculty,

- researches and proposes guidelines for the development of the Faculty,
- proposes contracts and agreements related to international scientific and professional cooperation to the Dean,
- proposes measures to improve the outgoing and incoming mobility of students, teachers and professional and administrative employees,
- determines the implementation plan of classes for incoming students, in cooperation with the Vice-Dean for teaching,
- cooperates with interested organizations in the preparation of studies, expertise, analyses and reports,
- coordinates joint activities with other Vice-Deans,
- performs other tasks entrusted to him by the Dean.

(8) Vice-deans also perform certain tasks from the dean's scope of work, based on and within the framework of authorization from the dean, and in accordance with this Statute.

Election of vice-dean

Article 40

(1) Vice-deans, after the election of the dean, by the end of June of the academic year in which the dean was elected, shall be elected by the Faculty Council by public vote, individually, by a simple majority of all members of the Faculty Council, upon the proposal of the newly elected dean.

(2) A teacher in a scientific teaching position who has a full-time employment relationship with the Faculty may be elected as vice-dean.

(3) The term of office of the vice-dean shall coincide with the term of office of the dean.

(4) The number of terms of office of the vice-dean is not limited.

Dismissal of the vice-dean

Article 41

(1) The Vice-Dean may be dismissed from office before the end of the term for which he was elected:

- at personal request,
- if he/she fails to fulfil the duties established by this Statute,
- if he/she fails to act according to the orders of the dean or acts contrary to them,
- if his/her behaviour harms the reputation of the office he/she holds,
- if he/she loses the ability to perform his/her duties.

(2) The Vice-Dean shall be dismissed from office by the Faculty Council upon a reasoned proposal by the Dean or one third of the members of the Council, by a majority vote of all members.

(3) In the event of dismissal of the Vice-Dean, the Faculty Council, upon a proposal by the Dean, shall elect a new Vice-Dean.

Head of the Special Education Program for the Acquisition of Officer Ranks
Article 42

- (1) The Director of the Lifelong Learning Centre assists the Dean in organizing the program.
- (2) The Director of the Lifelong Learning Centre may be a teacher in a scientific-teaching or teaching position who holds a certificate as a master of a ship of 3000 GT or more (STCW II/2) or as a chief engineer on a ship with a propulsion power of 3000 kW or more (STCW III/2).
- (3) The term of office of the Director lasts three years, or until the end of the term of office of the Dean on whose proposal he was appointed and may be repeated several times.

Head of Studies
Article 43

- (1) University undergraduate, graduate and doctoral studies have their own heads, appointed by the dean.
- (2) The head of the study may be a teacher in a scientific-teaching or teaching position and an associate in a senior assistant position.
- (3) The head of the doctoral study may be a teacher in a scientific-teaching position.
- (4) The head of the study coordinates activities within his/her scope of work with the vice-dean for education and the head of the department.

The head of the study:

- takes care of the coverage of teaching by selected faculty teachers and external associates and their workload in cooperation with the vice-dean for teaching
- prepares and organizes teaching at the university undergraduate/graduate study
- prepares and drafts a proposal for a study program and an implementation plan of teaching in cooperation with teachers of the appropriate study
- takes care of ensuring material and other conditions for the implementation of the study for which he is responsible
- represents the study within the Faculty,
- coordinates the preparation and maintenance of official records of the Faculty based on which
- are issues graduated undergraduate students' certificates of completed training programs in accordance with the valid decisions of the Ministry of the Sea, Transport and Infrastructure
- assists students in solving problems related to teaching
- performs tasks related to the implementation of the final exam at university undergraduate studies
- monitors the success of students' studies
- proposes to the dean and vice-dean for teaching measures to improve the teaching process
- initiates the adoption of decisions related to the study

- prepares a plan and takes care of publishing activities for the needs of the study
- proposes the schedule of lectures for the study that leads
- controls teaching
- controls the workload of teachers in the study
- performs other tasks arising from teaching according to decisions of the Faculty Council and the Dean.

Dean's Collegium

Article 44

- (1) The Dean's Collegium is an advisory body to the Dean that assists him in his work.
- (2) The Dean's Collegium consists of the Dean and Vice-deans.

Faculty Council

Composition of the Faculty Council

Article 45

- (1) The Faculty Council is a body of the Faculty with administrative powers and is composed of:
 - dean and vice-deans,
 - teachers in scientific and teaching positions, full professors and tenured full professors who have an established employment relationship with the Faculty of at least 50% full-time,
 - heads of departments, heads of departments, study leaders and directors of centres,
 - 10% of student representatives from the total number of members of the Faculty Council,
 - President of the Faculty Quality Improvement Committee,
 - ECTS Commissioner,
 - Erasmus Coordinator,
 - Coordinator for Joint Studies and Internationalization of Studies,
 - Coordinator for Financial Management and Control,
 - Editor and Assistant Editor of the scientific journal ToMS and
 - one representative of non-teaching employees.
- (2) A representative of a representative trade union in the field of science and higher education shall be invited to the sessions of the Faculty Council, who shall participate in the work of the Faculty Council without the right to vote.
- (3) Employees from among non-teaching employees shall elect their representative in accordance with legal regulations.
- (4) Students shall elect their representatives in the Faculty Council from among their own ranks.

- (5) The Student Union branch shall determine the structure of student representatives proportionally to the levels and types of studies, with a maximum of 20% being doctoral students.
- (6) Student representatives shall participate equally in the work with other members of the Faculty Council, except that they shall not participate in voting in the procedure for the election and re-election of teachers and associates to scientific teaching, teaching and associate positions.

Article 46

- (1) The term of office of elected representatives to the Faculty Council lasts three academic years, and the same person may be re-elected.
- (2) If the employment relationship of the elected representative with the Faculty ends during the term of office, a new representative shall be elected in his place for the period until the expiration of the term for which the previous representative was elected.
- (3) If the term of office of the elected student representative ends before the expiration of the term for which he was elected, the deputy shall take over his duties without a separate election.
- (4) The term of office of students shall be regulated by special regulations.

Suspensive veto

Article 47

- (1) Student representatives have the right to a suspensive (suspensive) veto when the Faculty Council decides on issues of special interest to students, especially on issues of changing study conditions, changes in curricula and study plans, issues of student standards and other issues important for students related to ensuring the quality of studies.
- (2) Student representatives decide on a suspensive veto by a majority vote of all student representatives in the Faculty Council.
- (3) After a suspensive veto, the Faculty Council shall discuss the issue again within 8 days at the earliest. There is no suspensive veto in repeated decision-making, but the decision of the Faculty Council shall be made by most of the total number of members of the Faculty Council.

Competence of the Faculty Council

Article 48

- (1) The Faculty Council shall monitor, from a professional perspective, educational and scientific research activities at the Faculty and outside the Faculty and shall ensure their development. For this purpose, the Faculty Council shall consider all important issues concerning teachers, associates, students and the Faculty as a whole and, on this basis, direct the teaching and scientific research activities at the Faculty.
- (2) The Faculty Council shall in particular:
- makes decisions on academic, scientific and professional issues,
 - adopts the Statute of the Faculty,

- adopts the mission and development strategy of the Faculty,
- elects and dismisses deans and vice-deans,
- confirms heads of departments and heads of departments,
- elect representatives of the Faculty in University bodies in accordance with the Statute of the University,
- establishes and abolishes organizational units,
- adopts a proposal for a part of the program agreement relating to the Faculty,
- with the consent of the University, establishes legal entities or organizational units in which activities that connect practice, science and higher education are carried out,
- at the proposal of the Dean, adopts study program elaborations and their amendments and supplements,
- at the proposal of the Dean, adopts the elaborations of all scientific and professional training and advanced training programs that are implemented at the Faculty as part of lifelong education,
- award the honorary title of professor emeritus to distinguished retired teachers from among the Faculty employees, in accordance with the provisions of this Statute,
- takes care of ensuring the quality of studies and scientific work and makes decisions in this regard,
- proposes to the Senate study programs,
- determines the criteria for enrolment in studies,
- proposes enrolment quotas for individual study programs to the Senate,
- adopts study implementation plans,
- decides on issues of special interest to students,
- appoints mentors as associates in associate positions and evaluates the work of mentors and associates based on reports on their work,
- implements the procedure for obtaining a doctorate in science in accordance with the Regulations on the doctoral study "Technologies in Maritime Affairs",
- initiates and implements the selection procedure for scientific-teaching, teaching and associate positions,
- initiates and implements the re-election procedure for scientific-teaching and teaching positions
- may adopt additional criteria for the selection of employees of the Faculty for scientific teaching, teaching and associate and professional positions,
- conducts re-elections and elections of full professors and associates,
- considers and adopts the annual report of the Dean,
- adopts the budget and financial plan,
- participates in the coordination of scientific and major professional projects of the Faculty and monitors their implementation,
- gives an opinion on the procurement, establishment and the use of large equipment at the Faculty,

- decides on the plan of publishing activities of the Faculty,
- establishes committees, boards and working groups to perform tasks within its scope of work,
- performs other tasks in accordance with the law, general acts, the University Statute and this Statute.

(3) The Faculty Council may authorize other professional bodies of the Faculty to perform certain tasks within their scope of work in accordance with this Statute.

Article 49

(1) The Faculty Council shall perform the tasks within its competence at sessions.

(2) A session of the Faculty Council may also be held electronically.

(3) At the beginning of each academic year, the Dean shall adopt a calendar of sessions of the Faculty Council.

(4) Sessions of the Faculty Council shall be prepared, convened and chaired by the Dean or, in the event of his absence or inability to attend, by one of the Vice-Deans. One third of the total number of members of the Faculty Council may request the Dean in writing to convene a session of the Faculty Council. If the Dean does not convene a session within 8 days of receiving the request, the proposers may convene it themselves.

(5) The invitation to the session with the proposed agenda shall be delivered to the members of the Faculty Council, as a rule, no later than three days before the scheduled session.

(6) The Faculty Council may validly make decisions if more than half of the total number of its members are present at the sessions or have expressed their views via e-mail in the case of an electronic session.

(7) The Faculty Council shall make decisions by public vote, unless otherwise provided by the Law, the University Statute or this Statute.

(8) Decisions shall be made by a majority vote of the members present, or in the case of an electronic session, of the members who have expressed their views via email, unless otherwise provided by the Law, the University Statute or this Statute.

(9) When electing the Dean and Vice-Deans, making decisions on status changes, adopting the Statute, adopting study programs, adopting the lecture schedule and conducting elections for scientific-teaching, teaching and associate positions, decisions shall be made by a majority vote of all members of the Faculty Council.

(10) All acts of the Faculty Council shall be signed by the Dean.

Article 50

(1) Minutes shall be drawn up of the meetings of the Faculty Council, which shall include a list of members present, or in the case of an electronic meeting, members who have expressed their views via email, the agenda, discussions, decisions and conclusions reached, and voting results.

- (2) The minutes shall be submitted for acceptance and verification to the members of the Faculty Council at the first following meeting.
- (3) The Faculty Secretary shall be responsible for verifying and keeping the minutes.

Permanent and temporary bodies of the Faculty Council

Article 51

- (1) The Faculty Council, upon the proposal of the Dean, establishes permanent and temporary committees and boards to study individual issues, prepare draft decisions or perform certain tasks within its jurisdiction, and appoints the presidents and members of these bodies, determines the duration of their mandates and the scope of their work.
- (2) The permanent committees and boards of the Faculty Council are:
- Teaching Committee,
 - Science Committee,
 - Student Affairs Committee,
 - Student Disciplinary Committee,
 - Employee Disciplinary Committee,
 - Library Committee,
 - Publishing Committee,
 - Quality Improvement Committee,
 - Ethics Committee,
 - Maritime Regulations Monitoring Committee,
 - Internal Periodic Assessment of Quality Assurance System Committee,
 - Lifelong Learning Committee,
 - Doctoral Study Committee.
- (3) Boards and commissions shall have a minimum of two and a maximum of nine members.
- (4) Members of other boards and commissions shall be elected by the Faculty Council in accordance with the Regulations on the Quality Assurance System of the Faculty of Maritime Studies.

Ethics Committee

Article 52

- (1) Faculty teachers and associates must adhere to moral principles, principles of scientific truth and criticality in their work, actions and conduct, and protect the reputation of the Faculty and the University.
- (2) In order to implement these principles, the Faculty Council appoints the Ethics Committee.
- (3) The Ethics Committee has five members.
- (4) Four members from among the employees are proposed by the Dean, and one member from among the students is proposed by the branch of the Faculty Student Union.

- (5) The mandate of the members of the Ethics Committee lasts three academic years and coincides with the mandate of the Dean.
- (6) The Ethics Committee proposes the Code of Ethics, which is adopted by the Faculty Council.
- (7) The Code of Ethics establishes ethical principles in higher education, scientific and research work at the Faculty, relations between scientists, teachers and other participants in the scientific, teaching and research process, procedures and actions related to market competition, and relations towards the public and the media.

Disciplinary proceedings

Article 53

- (1) A Faculty employee shall be subject to disciplinary liability for violations of his/her work obligations and for damage to the reputation of the Faculty.
- (2) The Faculty Council shall adopt the Rules on Disciplinary Liability of Faculty Employees, which shall determine the composition of the disciplinary committee for employees, disciplinary acts, disciplinary sanctions and disciplinary proceedings.
- (3) Disciplinary liability established in disciplinary proceedings may result in the termination of the employment contract.
- (4) A Faculty employee may be subject to disciplinary liability only for an act that was prescribed as a disciplinary act at the time of its commission according to the Rules on Disciplinary Liability of Employees referred to in paragraph 2 of this Article and for which a disciplinary sanction was prescribed.

VIII. TEACHER AND ASSOCIATE POSITIONS

Teacher and associate positions

Article 54

- (1) Teachers at the Faculty are persons employed in scientific-teaching and teaching positions.
- (2) Teachers in teaching positions of lecturer and senior lecturer are employed at the Faculty to teach courses that do not require a scientific approach for the purposes of tutoring and other cooperation in the educational process.
- (3) Teachers for teaching foreign languages may be employed in teaching positions.
- (4) Associates at the Faculty are persons employed in associate positions.
- (5) Persons are employed in professional positions for the purpose of implementing scientific and professional projects and teaching that does not require a scientific approach.
- (6) The organization of the positions of teachers, associates and other employees is regulated by the general act of the Faculty.

Organization of jobs for teachers and associates

Article 55

- (1) Scientific and teaching positions, from the lowest to the highest, are assistant professor (Asst. Prof.), associate professor (Assoc. Prof.), full professor (Full Prof.) and tenured full professor (Tenured Full Prof.).
- (2) Teaching positions for teaching a foreign language, from the lowest to the highest, are lecturer, senior lecturer and lecturer advisor.
- (3) Associate positions, from the lowest to the highest, are assistant and senior assistant.
- (4) Professional positions, from the lowest to the highest, are professional associate, senior professional associate and professional advisor.
- (5) Abbreviations for scientific and teaching positions are written before the name and surname of the person employed in the specified position. Abbreviations for teaching positions are written after the name and surname of the person employed in the specified position.

Criteria for selection for a job position

Article 56

- (1) A person who has an appropriate level of education in a scientific field and field, who meets the National Criteria for Selection for a Scientific and Teaching Position at the University (hereinafter: National University, Scientific and Artistic Criteria) and additional criteria established by the general act of the University and the Faculty (hereinafter: additional criteria) may be employed for a scientific and teaching position.
- (2) In addition to the criteria prescribed in paragraph 1 of this Article, a person who has obtained the academic degree of Doctor of Science in a scientific field and field and who is registered in the Register of Scientists and Artists may be employed for a scientific and teaching position.
- (3) A person who has completed a university graduate study in a scientific field and field may be employed for a teaching position, an associate assistant position and a professional position at the Faculty. Exceptionally, a person who has completed a professional graduate study in a scientific field and area may be employed for a teaching position at a university, in accordance with the criteria regulated by a general act of the university.
- (4) A person who has obtained the academic degree of Doctor of Science in a scientific field and area may be employed for a teaching position of professor of a professional study and professor of a professional study in permanent selection.
- (5) A person shall be selected for the associate position of assistant from among particularly successful students.
- (6) A person who has obtained the academic degree of Doctor of Science in a scientific field and field may be employed for the associate position of senior assistant.

Selection of teachers and associates for vacant positions

Article 57

- (1) A teacher or associate shall be employed for a vacant position at the Faculty in a procedure initiated by a public job position competition.

- (2) The decision to announce a public competition referred to in paragraph 1 of this Article shall be made by the Faculty Council. An integral part of the decision to announce a public competition shall be the decision to appoint an expert committee.
- (3) The expert committee referred to in paragraph 2 of this Article shall consist of at least three members employed in a position at a higher or the same hierarchical level in relation to the position for which the selection is being carried out, in the same scientific area and field. At least one member of the expert committee must be employed at a higher education institution different from the one for which the selection is being carried out.
- (4) A public competition for the selection of teachers and associates for a vacant position shall be published in the Official Gazette and on the Faculty's website in Croatian and on the official European Research Area job portal in English. The deadline for applying for a public competition shall not be shorter than 30 days from the date of the announcement of the competition in the Official Gazette.
- (5) Applications for the competition and evidence of meeting the criteria shall be submitted in electronic form.
- (6) The expert committee referred to in paragraph 2 of this Article shall assess whether the candidates applying for the competition meet the legal criteria, the National University, Scientific and Artistic Criteria and, with a reasoned opinion in writing, which contains the assessment of all the candidates applied for, shall propose the best candidate to the Faculty Council, no later than 30 days from the date of expiry of the deadline for applications for the competition.
- (7) The Faculty Council shall decide on adopting or rejecting the opinion of the expert committee within 30 days from the date of receipt of this opinion. The decision on rejecting the opinion of the expert committee must be explained.
- (8) The Faculty shall submit the decision adopting the opinion of the expert committee to the competent home committee, no later than eight days from the date of adoption of the opinion, except in the case of election to an associate position.
- (9) The competent home committee shall determine by decision whether the proposed candidate meets the National University, Scientific and Artistic Criteria no later than 60 days from the date of delivery of the decision.
- (10) If the competent home committee does not decide from paragraph 9 of this Article within the prescribed period, the candidate shall be deemed to meet the National University, Scientific and Artistic Criteria or the National Polytechnic Criteria.
- (11) After the delivery of the decision from paragraph 9 of this Article or upon the occurrence of the presumption from paragraph 10 of this Article, the Faculty shall conclude an employment contract with the selected candidate. In the case of the election of an associate to a vacant position, after the decision on the adoption of the opinion of the expert committee from paragraph 2 of this Article has been made, the Faculty shall conclude an employment contract with the selected candidate.
- (12) An employment contract for an indefinite period shall be concluded with persons elected to teaching positions, with the obligation to conduct re-election or election to a higher position.

Duration of election to the position of teacher

Article 58

- (1) The appointment of a teacher to a position shall be for a period of five years.
- (2) After the expiry of the period referred to in paragraph 1 of this Article, the teacher shall be re-appointed to the existing position or shall be elected to a higher position in accordance with Articles 59 and 60 of this Statute.
- (3) The appointment of a teacher to the position of full professor in permanent election and professor of professional studies in permanent election shall complete the procedure for promotion or re-election.

Re-election to the position of teacher

Article 59

- (1) The re-election procedure is initiated five years after the last election or re-election, and should be completed no later than six months from the date of initiation of the procedure. The re-election procedure is initiated if the teacher has not, before the expiration of the term for which he was elected or re-elected, submitted a request for election to a higher position.
- (2) The re-selection of teachers is carried out according to the procedure prescribed by Article 60 of this Statute for the selection of teachers to a higher position.
- (3) A teacher is re-elected to an existing position if, since the last election or re-election, he has fulfilled half of the National university, scientific and artistic criteria and additional criteria for selection to a higher position.
- (4) Re-election of teachers to the position is carried out for five years.
- (5) The employment of a teacher who has not been re-elected to the existing position shall be terminated in accordance with the law governing employment relations.

Selection for a higher teaching position

Article 60

- (1) A teacher who believes that he/she meets the criteria for election to a higher position is obliged to submit a request for election to a higher position before the expiry of the term for which he/she was elected or re-elected.
- (2) The procedure for election to a higher position is initiated by a decision of the Faculty Council upon the expiry of the term for which the teacher was elected or re-elected. An integral part of the decision to initiate the procedure for election of a teacher to a higher position is the decision to appoint an expert committee.
- (3) The expert committee referred to in paragraph 2 of this Article shall consist of at least three members employed in a position of higher or the same hierarchical level in relation to the position for which the election is being conducted in the same scientific area and field. At least one member of the expert committee must be employed at a higher education institution or scientific institute different from the one at which the election is being conducted.

- (4) After the delivery of the Decision of the Faculty Council on initiating the procedure, the teacher is obliged to submit evidence of meeting the criteria for election to a higher position in electronic form, no later than 15 days from the initiation of the selection procedure. In the procedure for election to a higher position, the teacher shall submit evidence of achievements made since the last election or re-election to the position, by which he/she meets the National University, Scientific and Artistic Criteria.
- (5) The expert committee referred to in paragraph 2 of this Article shall assess whether the teacher meets the legal criteria, the National University, Scientific and Artistic Criteria and submit to the Faculty Council a reasoned opinion in writing on the fulfilment of the criteria for election to a higher position no later than 30 days from the date of receipt of the evidence of fulfilment of the criteria.
- (6) The Faculty Council shall adopt a decision on the adoption or rejection of the opinion of the expert committee within 30 days from the date of receipt of this opinion. The decision on the rejection of the opinion of the expert committee must be reasoned.
- (7) The Faculty shall submit the decision determining that the teacher meets the criteria for election to a higher position to the competent home board within eight days from the date of adoption of the opinion.
- (8) The competent parent committee shall determine by decision whether the teacher meets the National University, Scientific Criteria no later than 60 days from the date of delivery of the decision.
- (9) If the competent parent committee does not decide from paragraph 8 of this Article within the prescribed period, it shall be considered that the teacher meets the National University, Scientific and Artistic Criteria.
- (10) After the delivery of the decision from paragraph 8, or upon the occurrence of the presumption from paragraph 9 of this Article, the Faculty shall conclude an annex to the employment contract with the teacher.
- (11) If, in the procedure for selection to a higher position, it is determined that the teacher does not meet the criteria for selection to a higher position, the procedure for reappointment to the position shall be initiated no later than 30 days.

Collaborators

Article 61

- (1) An assistant is employed based on a fixed-term employment contract for a period of six years at the expense of the founder's funds, the project or the Faculty's own income.
- (2) A senior assistant is employed based on a fixed-term employment contract for a maximum of four years at the expense of the founder's funds, the project or the Faculty's own income.
- (3) An associate has the right and obligation:
- to participate in teaching, scientific activities
 - to participate in scientific meetings and conferences
 - to participate in project and other activities of the Faculty

- to submit a report on work to the mentor at least once a year
 - to perform other tasks as ordered by the mentor and the head of the Faculty
- (4) The assistant has the right and obligation:
- to enrol in and attend doctoral studies at the expense of the Faculty
 - to change your mentor once at your own request in accordance with the Faculty's staffing capabilities

Evaluation of collaborators' work

Article 62

- (1) A mentor from among the teachers shall be appointed to the associate in a scientific-teaching position at the Faculty.
- (2) The Faculty Council, upon the proposal of the Vice-Dean for Science, shall evaluate the work of the associate at least once a year.
- (3) The evaluation of the associate shall be decided by a decision. No appeal is allowed against this decision, but an administrative dispute may be initiated.
- (4) The employment relationship of an associate who has been negatively evaluated for two consecutive years shall be terminated on the date of enforcement of the decision in accordance with the law governing employment relations.

Article 63

- (1) A fixed-term employment contract shall be concluded with persons elected to professional positions, depending on the duration of the scientific and professional projects.

Rights of teachers appointed to management positions

Article 64

- (1) A teacher is guaranteed to return to his/her job after the expiration of his/her term of office in the event of election or appointment to a managerial position at the University or in the system of higher education and scientific activity, as well as a public position within the meaning of the regulations governing the prevention of conflicts of interest, within 30 days from the date of termination of the managerial or public position.
- (2) During the performance of a managerial or public position, the Faculty may, on the basis of a fixed-term employment contract, employ an employee who replaces the employee referred to in paragraph 1 of this Article.
- (3) A teacher may, during the performance of a public position for which he/she has been appointed or elected, or for the performance of which he/she has concluded an appropriate contract, teach and engage in scientific work at the University or the Faculty by concluding an appropriate contract with the University or the Faculty.

Suspension of deadlines and extension of employment contracts

Article 65

(1) At the request of teachers and associates, the deadlines for election and re-election to a job position shall not run during maternity and parental leave, temporary incapacity for work for more than three months, performance of a managerial or public duty at a higher education institution or in the higher education system and scientific activity, or public duty within the meaning of the regulations governing the prevention of conflicts of interest, and in other justified cases prescribed by law, a collective agreement, or a general act of the higher education institution.

(2) At the request of associates, a fixed-term employment contract shall be extended for the same period as the duration of maternity and parental leave, temporary incapacity for work, performance of a managerial or public duty, or other justified case prescribed by law, a collective agreement, or a general act of the Faculty.

Work of employees outside the Faculty

Article 66

In accordance with the law governing employment relations, a teacher and associate employed at the Faculty may perform tasks that are the subject of the Faculty's activities or are related to the subject of the Faculty's activities outside the Faculty, only with the written approval of the Dean.

Termination of teacher employment contract

Article 67

(1) At the Faculty, a teacher's employment contract shall terminate due to retirement at the end of the academic year in which the teacher has met the conditions for termination of the employment contract in accordance with the law governing employment relations.

(2) Exceptionally, with a full-time professor in permanent appointment and a professor of a professional study in permanent appointment referred to in paragraph 1 of this Article, the Faculty may, at its own expense, conclude an employment contract for a maximum period until the end of the academic year in which the teacher reaches the age of seventy.

Title teacher and title associate

Article 68

(1) The Faculty may hire a tenured professor or tenured associate.

(2) A tenured professor or tenured associate is a person who is not employed by the Faculty, but meets the criteria for selection for a scientific-teaching, teaching and associate position.

(3) A tenured professor or tenured associate is selected in accordance with the provisions of the

Act governing the selection of teachers and associates for a vacant position and the selection of teachers for a higher position, whereby no public competition is announced for the selection of a tenured professor or tenured associate.

(4) The selection and re-election of a tenured professor or tenured associate is carried out for a period of five years.

(5) A tenured professor should be preceded by the word "tenured" before the abbreviation of the name of the scientific-teaching and teaching positions.

Honorary title of the teacher (Professor emeritus)

Article 69

(1) The Faculty may award the honorary title of *Professor emeritus* to a deserving retired faculty member who, prior to retirement, held the position of full professor in permanent election.

(2) *Professor emeritus* has the right to place the awarded honorary title before his/her first and last name.

(3) The conditions for awarding the honorary title of *Professor emeritus* shall be prescribed by the Faculty in a general act.

(4) The nominee for the award of the honorary title of *Professor emeritus* must be a person who has made special contributions to the development and progress of the Faculty and internationally recognized teaching or scientific excellence.

(5) The procedure for awarding the honorary title of *Professor emeritus* shall be initiated by a proposal from the department.

(6) The Faculty Council, upon the proposal of the Dean, shall appoint a committee consisting of at least three (3) full professors in permanent election in the appropriate scientific area and field, which shall consider the proposal for awarding the honorary title of *Professor emeritus* and provide its opinion with the proposal.

(7) The proposal for the award of the honorary title of *Professor emeritus* must contain the candidate's CV, a description of his/her scientific and teaching work with a list of papers, an explanation of his/her exceptional contribution referred to in paragraph 3 of this Article, and the candidate's consent.

(8) The proposal for the award of the honorary title of *Professor emeritus* shall be discussed by the Faculty Council during the first academic year after the candidate's retirement and shall make the final decision on the award of the honorary title of *Professor emeritus* based on the opinion and proposal of the committee referred to in paragraph 5 of this Article.

(9) The honorary title of *Professor emeritus* may be awarded to one teacher in an academic year.

(10) A *Professor emeritus* may:

- participate in scientific research and teaching at the doctoral study program
- lead a scientific project or participate in work on a scientific project, with the approval of the Dean of the Faculty
- be a member of committees in procedures for obtaining a Doctor of Science
- be a mentor to an assistant

- be appointed as a member of other committees of the University and the Faculty based on a decision of the Senate or the Faculty Council.

(11) *Professor emeritus* can exercise the right to monetary compensation. He has the right to monetary compensation if he performs the tasks referred to in paragraph 10 of this article. The decision on compensation is made by the dean.

Paid sabbatical

Article 70

(1) The Faculty Council, upon the proposal of the Dean, may by decision grant a paid *sabbatical* leave to a teacher in a scientific-teaching position for the purpose of scientific work.

(2) Teachers elected to scientific-teaching positions may use a paid sabbatical leave once every seven (7) years, after six (6) years of work at the Faculty. The sabbatical leave shall be used for scientific training or scientific work.

(3) The use of a sabbatical leave is permitted provided that continuous teaching and fulfilment of other obligations in place of the absent teacher are ensured or organized.

Paid and unpaid leave

Article 71

(1) A teacher or associate may be granted paid or unpaid leave for scientific or professional training, performance of public duties or any other justified reason.

(2) During such leave, rights and obligations under the employment contract may be suspended or may be partially exercised.

(3) The decision on paid or unpaid leave shall be made by the dean. In doing so, the proper conduct of classes or an appropriate replacement for the teacher or associate must be ensured.

Disciplinary liability of employees

Article 72

(1) Teachers, associates and other employees shall be subject to disciplinary liability for violations of their work and other obligations arising from and in connection with their work, as well as for grossly damaging the reputation of the Faculty as provided for in this Statute and the codes of ethics of the University and the Faculty.

(2) The general act of the Faculty shall determine the disciplinary acts of employees for which disciplinary liability may be imposed, disciplinary measures for certain disciplinary acts and the implementation of disciplinary proceedings.

IX. STUDIES

University study

Article 73

- (1) Higher education at the Faculty is provided through university studies.
- (2) University studies prepare students for work in science and higher education, in the business world, the public sector and society in general, and prepare them for the application and development of scientific and professional achievements.
- (3) University studies are aligned with those in the European educational area, considering the positive experiences of other higher education systems.

Types of studies

Article 74

- (1) University education at the Faculty is conducted through:
 - university undergraduate study,
 - university graduate study,
 - doctoral study.
- (2) Each level of university study ends with the acquisition of a specific title and is in accordance with the European Credit Transfer System (hereinafter: ECTS), according to which one year of study generally results in the acquisition of at least 60 ECTS credits.

University undergraduate study

Article 75

- (1) University undergraduate studies qualify students for employment in certain professional jobs and prepare them for continuing their studies at the graduate level.
- (2) University undergraduate studies last three years and upon completion, at least 180 ECTS credits are acquired.
- (3) University undergraduate studies may be enrolled in by a person who has completed an appropriate secondary education program lasting at least four years and has passed the state graduation exam.

Exceptionally, a person who, before 2010, completed an appropriate secondary education program lasting at least four years in the Republic of Croatia without passing the state *matura* exam, and a person who has completed appropriate education for a total of 12 years abroad, may enrol in university undergraduate studies in accordance with the conditions prescribed by the general act of the Faculty.
- (4) The conditions for enrolment in university undergraduate studies are determined by a special decision.
- (5) University undergraduate studies are completed by taking an exam, fulfilling other study obligations, and taking a final exam.

- (6) Upon completion of the undergraduate university studies, the academic title of university bachelor (baccalaureus/baccalaurea) engineer with an indication of the profession (univ. bacc. ing. with an indication of the profession) is acquired.
- (7) The abbreviation of academic titles is placed after the person's first and last name.

University graduate study

Article 76

- (1) University graduate studies prepare students for employment in certain jobs that require specialist knowledge, skills and competences and for continuing studies at postgraduate level.
- (2) University graduate studies last two years, upon completion of which at least 120 ECTS credits are acquired.
- (3) The total number of credits acquired in university undergraduate and graduate studies is at least 300 ECTS credits.
- (4) University graduate studies may be enrolled in a university graduate study by a person who has completed the appropriate university undergraduate study.
- (5) University graduate studies are completed by taking an exam, completing other study obligations and preparing and defending a diploma thesis.
- (6) Upon completion of a university graduate study, the academic title of university master/master engineer/engineer with an indication of the profession (univ. mag. ing. with an indication of the profession) is acquired.
- (7) The abbreviation of academic titles is placed after the person's first and last name.

Doctoral study

Article 77

- (1) Doctoral studies are conducted at the postgraduate level.
- (2) Doctoral studies prepare students for independent scientific work.
- (3) Doctoral studies last three years and upon completion, at least 180 ECTS credits are acquired.
- (4) Doctoral studies may be enrolled in by a person who has completed an appropriate university graduate study or a university integrated undergraduate and graduate study in the field of technical sciences.
- (5) Doctoral studies are completed by taking an exam, completing other study obligations, and preparing and defending a doctoral thesis.
- (6) The procedure for applying, evaluating, and defending a doctoral thesis is regulated by the general act of the University and the general act of the Faculty.
- (7) The Faculty is obliged to make the doctoral thesis available to the public by publishing it on its website at least 30 days before the day of the doctoral thesis defence. The Faculty is obliged to publish the doctoral thesis within 30 days of the day of the defence in the national repository or the Faculty repository.

(8) The conditions for enrolment in doctoral studies are determined by the Regulations on Doctoral Studies.

Educational programs within the framework of lifelong learning and differentiated obligations in study programs

Article 78

(1) The Faculty shall establish professional development programmes for the purposes of lifelong learning, which shall provide for the acquisition of competences aligned with the occupational standard or set of competences and the qualification standard or set of learning outcomes from the Register of the Croatian Qualifications Framework, as well as the differentiated obligations of students for the purposes of changing studies or enrolling in studies, completing previously started studies and recognising competences acquired outside the studies, which are a condition for enrolling in studies.

(2) The programmes referred to in paragraph 1 of this Article shall not be considered studies, and if they also contain parts of university study programmes, they may enable students or participants to acquire a certain number of ECTS credits.

(3) The Faculty shall regulate the forms and methods of implementing the programmes and activities referred to in paragraph 1 of this Article, as well as the status of students, participants and participants, by means of a general act.

(4) All programmes and activities referred to in paragraph 1 of this Article, as part of the internal quality assurance system, shall be subject to the evaluation procedures of the external quality assurance system.

X. ORGANIZATION AND CONDUCT OF THE STUDIES

Study structure

Article 79

(1) The Faculty organizes and implements studies and scientific training programs in the field of technical sciences, traffic technology and transport.

(2) University undergraduate, graduate and doctoral studies may also be implemented in cooperation with other faculties and scientific institutes, based on a special agreement.

Combined and dislocated study

Article 80

(1) The Faculty may establish a joint study programme in accordance with the law with a domestic or foreign legal entity.

(2) The Faculty may also establish and implement a dislocated/remote study programme in accordance with the Law.

Enrolment in the Register of Study Programs
Article 81

- (1) The study may be started after registration in the Register of Study Programmes.
- (2) The registration of the study in the Register of Study Programmes is carried out by the Ministry of Science and Education based on the obtained permit for the implementation of the study, which is issued in the procedure of initial accreditation of the study, which is carried out by the Agency for Science and Higher Education.
- (3) Exceptionally, a joint study that is accredited by another international accreditation agency in the European Union is registered in the Register of Study Programmes on the basis of the accreditation approval issued by that agency.

Study program
Article 82

- (1) Studies are organized according to the study program adopted by the Senate upon the proposal of the Faculty Council.
- (2) The study program determines:
 - professional or academic title or academic degree acquired upon completion of the study
 - compliance of the study program with the corresponding qualification in the Register of the Croatian Qualifications Framework, if it is registered in the Register of the Croatian Qualifications Framework
 - conditions for enrolment in the study, conditions for enrolment in the next semester, trimester or study year and conditions for enrolment in other study obligations
 - list of mandatory and elective courses with indication of ECTS load, form of teaching, course content, planned learning outcomes and course holder
 - planned learning outcomes acquired upon completion of the study
 - number of enrolment places in the study
 - organisation and form of teaching
 - method of assessment of acquired learning outcomes for each course or other study obligation and
 - method of completion of the study
 - other important notes.
- (3) For doctoral study programs, additional information is required on: the study program's involvement in a joint program with foreign universities, the system of counselling and guidance throughout the study, the list of scientific and development projects on which the program is based, and institutional management.

Studio performance
Article 83

- (1) The study is carried out according to the implementation plan of the study.
- (2) The study implementation plan defines the structure and method of conducting studies in the full or adapted teaching hours.
- (3) The executive study plan is adopted by the Faculty Council before the beginning of the academic year, and it is determined by it:
 - list of compulsory and elective courses with designated teachers and associates
 - forms of instruction
 - language of instruction
 - place of instruction
 - beginning and end of instruction and schedule
 - method of taking exams and fulfilling study obligations
 - exam deadlines
 - list of exam literature
 - other important information about instruction
- (4) By way of exception to paragraph 3 of this Article, the study plan may be published during the academic year if, for justified reasons, the study plan changes.
- (5) The adoption of the study plan is a condition for the commencement of teaching in that academic year.

Academic year

Article 84

- (1) The academic year generally begins on October 1 of the current year and ends on September 30 of the following calendar year.
- (2) The study plan may stipulate that classes for the academic year begin before October 1, but not earlier than September 1.
- (3) Classes are organized by semesters in accordance with the curriculum.
- (4) The academic year generally consists of 45 working weeks, of which 30 are teaching weeks and 15 weeks are allocated for consultations, exam preparation and exams.

ECTS credits

Article 85

- (1) Each course or other study obligation is valued with ECTS credits that reflect the average total work that a student must invest to achieve the intended learning outcomes.
- (2) One (1) ECTS credit represents 30 hours of estimated average student work spent in achieving the learning outcomes.
- (3) Each level of study is in accordance with the European Credit Transfer System (ECTS), according to which 60 ECTS credits are generally acquired in one year of study.
- (4) The transfer, or recognition, of ECTS credits may be carried out between different studies.

(5) The criteria and conditions for the transfer of ECTS credits from paragraph 1 of this Article are prescribed by the University regulations, or the Regulations on studying at the Faculty of Maritime Studies in Split.

Forms of study

Article 86

(1) The forms of study are lectures, seminars, exercises, practical classes, consultations, mentoring work, professional practice, fieldwork, student participation in professional and scientific work, preparation of qualification papers, testing of acquired competencies and other forms of direct teaching.

(2) Total work obligations are 40 hours per week.

(3) Total teaching obligations of full-time students in university undergraduate and graduate studies may last at least 18 and at most 26 hours per week, and at least 8 and at most 12 hours per week in doctoral studies.

(4) Total obligations of part-time students may not be less than half the number of hours determined for full-time students.

(5) When an increased number of hours of practical classes is necessary according to the study program and implementation plan, students' obligations may exceptionally be greater.

(6) The study may be organized through a distance learning system, which is specifically approved by the Agency for Science and Higher Education.

Exams and other knowledge tests

Article 87

(1) The achieved learning outcomes of students may be checked and assessed in exams, during classes and in preliminary exams (continuous knowledge assessment). The final grade is determined after all obligations stipulated in the study programme have been fulfilled and is recorded in the exam.

(2) The implementation plan may determine that some forms of teaching are carried out without assessment or that they are assessed descriptively and are not included in the calculation of the average grade of the study.

(3) Exams and other knowledge assessments, examination deadlines, examination methods, assessment of students' learning outcomes, appeals procedure and other issues related to studies and studying are regulated by the Regulations on studying at the Faculty of Maritime Studies in Split.

Completion of studies

Article 88

(1) The conditions for completing studies are determined by the study program, in accordance

with the Law.

Documents on completed studies

Article 89

- (1) After completing a university undergraduate study, a university graduate study or a doctoral study, a student is issued a diploma and a supplementary study document confirming the completion of the study and the acquisition of a certain academic title or academic degree.
- (2) A diploma and a supplementary study document are public documents issued by the Faculty based on public authority, free of charge, in Croatian and English, in a signed and certified printout and in digital form.
- (3) Along with the diploma, a student is also issued a supplementary study document (supplement) confirming which exams he/she has passed, with which grade, and with information on the teaching load and teaching content, which is issued in Croatian and English, in a signed and certified printout and in digital form.

Promotion

Article 90

- (1) A promotion is a ceremonial presentation of a diploma on completion of studies, or on the acquired or awarded (honorary) doctorate.
- (2) The promotion is performed by the Dean of the Faculty, while the Rector of the University promotes to the academic degree of Doctor of Science.

Revocation of academic title and academic degree

Article 91

- (1) An academic title and an academic degree shall be revoked if it is determined that they were acquired contrary to the prescribed conditions for their acquisition, in gross violation of the rules of study, or on the basis of a final, graduate or doctoral dissertation that is plagiarized or forged.
- (2) The decision to initiate and revoke an academic title and an academic degree shall be made by the Faculty Council, in accordance with the procedure prescribed by a special general act of the Faculty.

Records and information systems

Article 92

- (1) The Faculty electronically keeps records and data collections, especially records of the success of students' learning outcomes, and processes the collected personal and other data for the purpose of carrying out teaching activities in the higher education institution information system and in the study program browser.

(2) The procedure for keeping legally prescribed records in the higher education institution information system and in the study program browser forms an integral part of the internal quality assurance and improvement system and is subject to the procedures of the external quality assurance and improvement system.

XI. STUDENTS

Student status

Article 93

(1) A student is a person enrolled in a university study programme.

(2) A student with full-time status studies within the framework of a full-time teaching schedule.

(3) A student with part-time status studies within the framework of a full-time or adjusted teaching schedule.

(4) Student status is acquired by enrolment at the Faculty and is evidenced by a student document issued by the Faculty, the form and content of which is prescribed by the Minister in a regulation.

(5) Student status ceases:

- upon completion of studies
- printout from the studio
- exclusion from studies in the process and under the conditions established by the statute or other general act of the Faculty
- if the student does not finish his studies within the period established by Article 94, para. 6 of this Statute

Student rights and obligations

Article 94

(1) A student has the right to:

- performance of studies in accordance with the study plan,
- participation in scientific and professional work,
- freedom to express opinions and views during classes and other activities in accordance with the code of ethics, free use of library materials and scientific and professional sources at the Faculty,
- attendance of courses from other studies in accordance with the study program,
- declaration on the quality of teaching and teachers at least once a year as part of the implementation of the internal quality assurance system,
- consultations and mentoring work,
- participation in decision-making in accordance with the Statute and other general acts of the University
- participation in the work of student organizations,
- appropriate psychological and health care in student clinics or other appropriate

- health institutions,
 - complaints about violations of rights prescribed by law and the general act of the higher education institution,
 - other rights prescribed by law, the statute and other general acts of the Faculty.
- (2) The student is obliged to fulfil his/her teaching and other obligations at the Faculty on time and to respect this Statute and other general acts of the Faculty.
- (3) A student who is a categorized athlete or top artist who studies in full-time status may study according to adjusted conditions of study attendance.
- (4) A student with a disability may study according to adjusted conditions of study attendance.
- (5) A student in full-time status has the right to repeat each academic year at most once.
- (6) The student is obliged to complete the study no later than within a period that is twice as long as the duration of the study.
- (7) The disciplinary responsibility of students is determined by the Regulations on the Disciplinary Responsibility of Students adopted by the Faculty.
- (8) The Faculty regulates the rights and obligations of students in more detail in the Regulations on Studying at the Faculty of Maritime Studies in Split.

Rights from the student standard

Article 95

- (1) A student who studies in full-time status at the Faculty and who is not employed or engaged in independent craft or other liberal profession, shall have the right to health insurance, the right to subsidized housing and meals, the right to perform student duties in accordance with the law governing the performance of student duties, and the right to state scholarships and other financial support.
- (2) A student who studies in part-time status at the Faculty and who is not employed or engaged in independent craft or other liberal profession, shall have the right to perform student duties in accordance with the law governing the performance of student duties.
- (3) A student with a determined degree of disability who studies in full-time status shall have the right to special rights from the student standard. A student with a determined type and degree of disability shall have the right to transportation for students with disabilities.
- (4) The conditions and manner of exercising the rights from this Article shall be determined by the Minister in an ordinance.

Suspension of student rights and obligations

Article 96

- (1) The suspension of students' rights and obligations is specifically regulated by the Regulations on studying at the Faculty of Maritime Studies in Split.

(2) The Dean of the Faculty shall decide on the request for suspension of students' rights and obligations by means of a decision. An administrative dispute may be initiated against this decision.

(3) In the case referred to in paragraph 1 of this Article, the student's deadline for completing his/her studies shall be extended for the same period as the suspension of rights and obligations.

Conditions and registration procedure

Article 97

(1) Enrolment in studies is carried out based on a public competition announced by the University based on a decision of the Senate for all study programmes.

(2) The competition for enrolment in each study programme must contain:

- admission requirements
- number of places for students who will study with support from the state budget
- number of places for part-time students
- information on the admission procedure
- information on documents to be attached to the application
- deadlines for submitting applications, i.e., deadlines for enrolling in studies.

(3) The Faculty Council determines the criteria on the basis of which candidates for admission are selected:

- success in previous education
- passed state matriculation exams
- special achievements during secondary education
- other criteria (special knowledge, skills or abilities).

(4) If the number of persons who meet the requirements exceeds the capacity of the Faculty, the right to enrol in the study is acquired according to the points achieved on the ranking list within the enrolment quota.

Visiting student

Article 98

(1) A visiting student is a full-time or part-time student of another university who enrolls in parts of a study program at the Faculty in accordance with a special agreement with the other university on the recognition of ECTS credits. The status of a visiting student lasts for a maximum of one academic year.

(2) The rights and obligations of a visiting student, the method of paying study costs, the possibility of continuing studies and other issues related to his status are regulated by an agreement with the other higher education institution.

(3) Attendance at classes and passed exams of a visiting student from paragraph 1 of this Article are recorded in a special document.

Requirements for admission to the next year of study

Article 99

- (1) A student acquires the right to enrol in a higher year of study if he/she has fulfilled all obligations set out in the study programme in accordance with the general act of the Faculty.
- (2) When enrolling in an academic year, a student who has not passed all the courses he/she enrolled in the previous academic year must re-enrol in all the courses he/she failed.
- (3) The conditions for enrolment in a higher year of study are regulated by a special decision of the Faculty Council for each academic year based on the Regulations on Studying at the Faculty of Maritime Studies in Split.

Student evaluation of teaching, teachers and studies

Article 100

- (1) The Faculty conducts student evaluation of teaching and teaching staff and the study program through surveys.
- (2) The evaluation results are used to plan the Faculty's curriculum.

Disciplinary responsibility of students

Article 101

- (1) Disciplinary acts, disciplinary bodies and procedures are regulated in more detail by the Regulations on Disciplinary Responsibility of Students, which are adopted by the Faculty Council at the proposal of the Dean.

Student Union Branch

Article 102

The branch of the University Student Union operates at the Faculty, in accordance with a special law.

XII. OPENNESS TO THE PUBLIC AND BUSINESS SECRET

Publicity of the Faculty's work

Article 103

- (1) The work of the Faculty is public.
- (2) The Faculty shall timely and truthfully inform the public about the performance of its activities and about its work.
- (3) Only the Dean or a person authorized by him may give official notices in the media on behalf of the Faculty about the work and operations of the Faculty.

Business secret

Article 104

- (1) A business secret is information whose disclosure or disclosure to an unauthorized person could have harmful consequences for the business interests of the Faculty, its reputation, or the reputation and interests of employees and students.

Article 105

- (1) Data is considered a trade secret:

- which are designated as business secrets by law or other regulations,
- which are learned as business secrets by the Faculty from other legal entities,
- which relates to the work carried out by the Faculty for the needs of public bodies if they are protected by an appropriate level of secrecy,
- which contain tender offers, until the results of the tender are published,
- which are declared business secrets by the Dean,
- other information which is designated as secret information by law or other regulations or is usually considered secret.

- (2) Information that constitutes a business secret may be disclosed to other people by the Dean or a person authorized by him.

- (3) The Faculty shall refuse to provide information to the public if such information constitutes a state, official, military or business secret in accordance with a special law.

XIII. FACULTY FINANCING

Sources of funds for financing the Faculty

Article 106

- (1) The activity of the Faculty is financed by the funds of the founder, dedicated income and own income in accordance with the Law.

- (2) The founder's funds consist of funds from the state budget of the Republic of Croatia for financing the activities of the Faculty based on the program contract for financing the basic budget component, development and executive budget components.

- (3) The dedicated income of the Faculty consists of income arising from the performance of the basic activity and related activities, namely:

- student tuition fees and other fees for participants in educational programs,
- funds from the Croatian Science Foundation, university and other foundations,
- funds from the European Structural and Investment Funds and other funds from European Union programs,
- income generated from scientific projects,

- income from funds, donations and other appropriate sources of financing educational and scientific activities.
- (4) The Faculty's own revenues consist of revenues generated by performing activities on the market and under market conditions, which may also be performed by other legal entities outside the general budget, and which do not harm the achievement of the basic mission or impair the reputation, independence and dignity of the Faculty.
- (5) The Faculty is financed only from those sources that do not affect its independence and dignity.
- (6) Its own revenues are generated from:
- providing services contracted on the national or international market and under market conditions
 - creating professional and development projects, studies and programs, reports and expertise, carried out on the market and under market conditions
 - gains from companies and other legal entities founded by the Faculty
 - fees for additional services of the Faculty that are not covered by financing from the state budget
 - performing publishing activities and exhibition activities
 - leasing or renting premises and equipment
 - providing catering services
 - conducting education, seminars, courses, conferences, professional exams, advanced training and qualifications
 - selling books and other goods
 - creating and managing databases, designing telecommunications systems, maintaining network servers, hosting computer equipment, maintaining information systems and portals
 - other activities.
- (7) Own income may only be generated through activities that do not harm the achievement of the Faculty's basic tasks.

Faculty Financial Plan

Article 107

- (1) The Faculty's financial plan contains a plan for the budget year and projections for the following two years and is adopted for each calendar year in accordance with the law governing the budget system and the by-laws adopted on its basis, the University Statute and the program agreement.
- (2) The Faculty's financial plan is prepared in accordance with the law governing the budget system and the by-laws adopted on its basis, the University Statute and the program agreement.
- (3) The Faculty's financial plan is adopted by the Faculty Council upon the proposal of the Dean.

Distribution of financial resources

Article 108

The Faculty's budget funds are allocated to individual cost items:

- payment of salaries and allowances of teachers, civil servants and employees,
- covering material costs,
- international cooperation,
- publishing activities,
- capital investments,
- development projects and improvement of activities,
- covering part of the costs of students, student programs and projects, student standard and student sports
- covering other costs necessary for carrying out the activities of the Faculty.

Article 109

The Faculty disposes of its own income in accordance with the applicable legal provisions and by-laws. The Faculty is obliged to allocate a part of its own income generated on the market by performing its core and other activities (tuition fees, rent/lease and other income) to the University budget, which is regulated in more detail by acts adopted by the Senate of the University of Split.

XIV. GENERAL ACTS OF THE FACULTY

Statute and general acts of the Faculty

Article 110

- (1) The Statute is the fundamental act of the Faculty.
- (2) The Statute of the Faculty is adopted by the Faculty Council upon the proposal of the Dean.
- (3) Amendments and supplements to the Statute are adopted in the same manner as the Statute.
- (4) The Dean is authorized to determine the consolidated text of the Statute and general acts of the Faculty.
- (5) The University Senate approves the Statute, after which it is published on the Faculty notice board.

Article 111

- (1) The Faculty Council and the Dean shall, within their powers, adopt other general acts.
- (2) The general acts of the Faculty shall enter into force on the eighth day after their publication.
- (3) The Statute and general acts shall not have retroactive effect.
- (4) Amendments and supplements to general acts shall be adopted in the same manner as acts are adopted.

(5) Certified copies of general acts shall be kept in the Faculty Secretariat.

XV. TRANSITIONAL AND FINAL PROVISIONS

Existing jobs and titles

Article 112

(1) A teacher or associate elected to a scientific-teaching, teaching or associate position before the entry into force of the Act on Higher Education and Scientific Activity (Official Gazette No.: 119/22) shall continue to work in the same position. The deadlines for the election or re-election of a teacher shall begin to be calculated on the day of the previous election or re-election to the position.

(2) A teacher who was elected to a scientific-teaching position of a full professor in a permanent position before the entry into force of the Act on Higher Education and Scientific Activity (Official Gazette No.: 119/22) shall continue to work in the position of a full professor in a permanent position.

(3) A teacher who was elected to a teaching position of a professor of a college before the entry into force of the Act on Higher Education and Scientific Activity (Official Gazette No.: 119/22) shall continue to work in the position of a professor of a professional study program.

(4) A teacher who was elected to a teaching position of a professor of a professional study program before the entry into force of the Act on Higher Education and Scientific Activity (Official Gazette No.: 119/22) elected to the teaching position of a university professor in a permanent position continues to work in the position of a professor of a professional study in a permanent position.

(5) An associate who was elected to a postdoctoral associate position before the entry into force of the Higher Education and Scientific Activity Act (Official Gazette No.: 119/22) shall continue to work in the position of senior assistant.

(6) A teacher and associate who was elected to a scientific-teaching, teaching and associate position before the entry into force of the Higher Education and Scientific Activity Act (Official Gazette No.: 119/22) shall retain the title they have acquired.

(7) A teacher who was 65 years of age before the entry into force of the Higher Education and Scientific Activity Act (Official Gazette No.: 119/22) and who has an annex to the employment contract for a scientific-teaching or teaching position financed from the state budget based on the criteria of scientific or teaching excellence shall continue to work in the position until the expiry of the annex to the employment contract, but no later than until the expiry of the academic year in which he/she reaches the age of 70.

(8) A tenured teacher elected to a tenured position before the entry into force of the Higher Education and Scientific Activity Act (Official Gazette No.: 119/22) shall continue to work in the position until the expiry of the term of the employment contract annex, but no later than until the expiry of the academic year in which he/she reaches the age of 70. in force of the Act on Higher Education and Scientific Activity (Official Gazette No.: 119/22) retains the title until the

expiry of the deadline referred to in Article 41, paragraph 1 of the Act on Higher Education and Scientific Activity.

Structural and other changes at the Faculty

Article 113

- (1) The Dean elected before the entry into force of the Law on Higher Education and Scientific Activity (Official Gazette No.: 119/22) shall remain in office until the end of his/her term of office, in accordance with the regulations in force at the time of his/her election.
- (2) The Dean elected for a second time shall remain in office until the end of the term for which he/she was elected, without the possibility of re-election.
- (3) The terms of office of the Dean elected according to the regulations before the entry into force of the Law on Higher Education and Scientific Activity (Official Gazette No.: 119/22) shall be counted in accordance with the provisions of Article 31, paragraph 3 of this Statute.
- (4) General acts must be harmonized with the provisions of the Law, the University Statute and this Statute no later than 90 (ninety) days from the date of entry into force of this Statute.
- (5) Until the adoption of general acts in accordance with the provisions of this Statute, the existing acts shall apply, except for provisions that are contrary to the law, the University Statute and this Statute.

Harmonization of study provisions

Article 114

- (1) Persons who, before the entry into force of the Higher Education and Scientific Activity Act (Official Gazette No.: 119/22), acquired the academic title of Master of Engineering with an indication of their profession, shall, upon the entry into force of the Higher Education and Scientific Activity Act (Official Gazette No.: 119/22), acquire the academic title of University Master of Engineering with an indication of their profession (univ. mag. ing. with an indication of their profession).
- (2) At the request of a person who has completed their studies, the Faculty is obliged to issue a certificate of unification of their professional title free of charge.

Entry into force

Article 115

- (1) The Statute shall enter into force on the eighth day from the date of publication on the Faculty's website, and after obtaining the consent of the Senate of the University of Split.
- (2) On the date of entry into force of this Statute, the Statute of the Faculty of Maritime Studies in Split, adopted at the 47th session of the Faculty Council held on 22 July 2021, and which entered into force on 8 October 2021, shall cease to be valid.

Dean

Full prof. Pero Vidan

On May 31, 2023, the Senate of the University of Split, at its 84th session, approved the Decision of the Faculty Council of the Faculty of Maritime Studies in Split on the adoption of the Statute of the Faculty of Maritime Studies in Split, CLASS: 029-06/23-06/0008, REGISTRATION NUMBER: 2181-197-00-23-0003 of May 22, 2023. The Statute of the Faculty of Maritime Studies in Split was published on June 1, 2023 on the official website of the Faculty and entered into force on June 9, 2023.

Secretary

Smiljana Podrug, LL. B.

CLASS: 011-04/23-02/0001

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