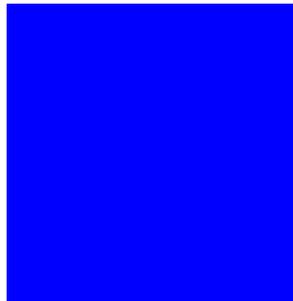


**UNIVERSITY OF ZAGREB
SCHOOL OF MEDICINE**

**BYLAWS
OF THE SCHOOL OF MEDICINE**



Zagreb, October 2010

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Pursuant to Article 15 of the Bylaws of the University of Zagreb School of Medicine and Decision on amendments to the Bylaws of 27 October 2010, the dean of the School authorized the revised text of the Bylaws of the University of Zagreb School of Medicine on 27 October 2010.

The text of the Bylaws comprises the former Bylaws, reference no. 01-61/9-2005, of 14 June 2005, together with the Decision on amendments to the Bylaws, class: 003-08/10-02/9, reference no: 380-59/10-100/3767/1, of 27 October 2010.

BYLAWS OF THE SCHOOL OF MEDICINE

I. GENERAL PROVISIONS

Article 1

This Bylaws governs the main area of activity, organizational structure and business activities of the University of Zagreb School of Medicine (hereinafter referred to as: the School), authorities and decision-making procedures of the executive body of the School, organization of studies, research and professional development, status of students, faculty, researchers, associates and other employees, as well as any other issues relevant for the functioning of the School.

Article 2

The School is a public institution of higher learning within the University of Zagreb responsible for organization and execution of the program of university studies, research and professional development in the field of Biomedicine and Health.

The School holds its own legal entity having the status of a public institution.
The University of Zagreb is the founder of the School.

Article 3

The name of the School: Sveučilište u Zagrebu, Medicinski fakultet.
Shortened name: Medicinski fakultet u Zagrebu.
Name in English: University of Zagreb School of Medicine.
Shortened name in English: Zagreb School of Medicine.
School's address: Zagreb, Šalata 3.

Article 4

With the consent of the Senate of the University of Zagreb, the School may establish its corporate personality through an incorporated company, as well as to acquire stocks or shares in other companies.

Together with other medical schools in the Republic of Croatia the School is a co-owner of the Croatian Medical Journal. All rights, responsibilities and governing

bodies responsible for managing the journal are to be regulated in a separate Agreement with the Croatian Medical Journal.

Article 5

The School has its own corporate emblem, seal and flag.

The School's seal is of a rounded shape having a drawing of the Secretary's Office in its center holding the rim inscription: University of Zagreb School of Medicine 1917, or "Universitas Studiorum Zagrabiensis, Facultas Medica MCMXVII". The wording University of Zagreb or "Universitas Studiorum Zagrabiensis" are inscribed at the top of the seal; the bottom of the seal contains the words School of Medicine 1917, or "Facultas Medica MCMXVII" positioned in the rim proximity.

The seals are of 35, 25 and 18 millimeters in size, containing a drawing of the historical University building in the center, and separated by the wording University of Zagreb, or "Universitas studiorum Zagrabiensis" and School of Medicine, or Facultas Medica at its top and bottom respectively.

Documents issued by the public authority of the School should be certified by the rounded seal of 38, 25 and 18 mm in diameter, containing the coat of arms of the Republic of Croatia in the middle and inscriptions Republic of Croatia and University of Zagreb – School of Medicine in its upper and bottom part respectively.

The School's flag is white in color with a length-width ratio 2:1 and School's emblem centered in the horizontal hoist position.

The diameter of the emblem amounts to $\frac{1}{2}$ of the width of the flag.

All the issues related to the use and distribution of official seals are regulated in a separate regulations

Article 6

The activities of the School include:

- a) providing graduate and postgraduate university studies in Biomedicine and Health;
- b) carrying out research and professional development in Biomedicine and Health;
- c) organizing and implementing professional development in Biomedicine and participation in healthcare programs;
- d) organizing and carrying out professional and research training of professionals in the health sector for the purpose of keeping up with the latest developments in the field;
- e) organizing and implementing domestic and international courses to broaden the knowledge of students, health professionals and other parties interested in the continuous professional development;
- f) delivering healthcare programs for educational purposes;
- g) publishing, bibliographic and ICT activities supporting teaching, research and professional development;
- h) the sale of textbooks and other supporting printed materials for carrying out faculty activities;
- i) providing expert opinions on professional matters;
- j) providing support in expert witnessing in the area of Biomedicine and Health.

Besides activities referenced in Paragraph 1 of this Article, the School may be engaged in other activities if they correspond to its main line of activity and utilize its full space and personnel resources, particularly for the purpose of carrying out the programs of continuous research and professional development in the area of Biomedicine and Health.

Article 7

Teaching at the School is organized in the Croatian and the English language.

II. SPECIAL PROVISIONS

II.1. ORGANIZATION OF THE SCHOOL

Article 8

Organizational units of the School are as follows:

1. Andrija Štampar School of Public Health
2. Croatian Institute for Brain Research
3. Teaching is organized through:
 - chairs,
 - departments,
 - clinical departments,
 - teaching units;
4. Research is organized through:
 - institutes,
 - centers,
 - laboratories,
 - sections;
5. Professional development units;
6. Administrative services – Secretary's Office
7. Libraries.

II.1.1. Andrija Štampar School of Public Health

Article 9

Andrija Štampar School of Public Health (hereinafter referred to as: the SPH) is an organizational research and teaching unit of the School responsible for the organization and promotion of the undergraduate and graduate university program of studies, integrated undergraduate and graduate university program in medicine, and postgraduate university teaching programs, as well as research and professional development, and many other forms of professional and research development in the area of public health.

Article 10

The name of the SPH is: Sveučilište u Zagrebu, Medicinski fakultet, Škola narodnog zdravlja Andrija Štampar.

The shortened name: ŠNZ Andrija Štampar.

Full English name of the SPH is: University of Zagreb, School of Medicine, Andrija Štampar School of Public Health.

The shortened name in English: ASSPH.

The address of SPH is: Rockefellerova 4. 10000 Zagreb.

The seals of the SPH are of a rounded shape 35, 25 and 18 millimeters in size, with a drawing of the SPH building positioned at its center having the inscriptions University of Zagreb School of Medicine – Andrija Štampar School of Public Health in the proximity of its rim.

Article 11

Andrija Štampar School of Public Health shall be responsible for the following activities:

- a) graduate and postgraduate teaching in the area of Biomedicine and Health;
- b) organization of research in the area of Biomedicine and Health
- c) organization of professional development programs in the area of Biomedicine and Health and participation in the realization of the health care programs
- d) participation in the various forms of professional and research development programs for the purpose of keeping up with the latest research developments in the field;
- e) organization of domestic and international professional development courses offered to students, health professionals and other health related professionals for the purpose of their continuous professional development;
- f) delivery of health care programs for educational purposes
- g) organization of publishing activities and providing library and information services for the teaching, research and professional development purposes;
- h) distribution and sales of textbooks and other published materials;
- i) providing expert opinions on professional matters;
- j) providing support in expert witnessing in the area of Biomedicine and Health.

In all its research, professional and teaching activities the SPH shall be a center of excellence for the area of public health.

Besides activities outlined in Paragraph 1 of this Article, the SPH may be involved in other activities, if they are related to the registered principal activity and contribute to the rational use of its space and personnel resources, contributing particularly to the programs of continuous professional development in the area of Biomedicine and Health.

Article 12

With the consent of the dean, the SPH is free to establish legal relations with other legal persons for the realization of the common goals as follows:

- the influence of life and occupational environment on health;

- the follow-up and research into health condition of the population and population groups;
- planning, organization and evaluation of the work in the health sector by the interdisciplinary use of methods characterized by the preventive, social, ecological, epidemiological, statistical, documentation and informatics disciplines;
- social medicine;
- primary health care;
- cultivating international relations for the sake of participating at the international arena and improvement of public health;
- coordinating the work conditions at the SPH with other healthcare institutions and departments of the School;
- organization of the professional development courses which are outside the scope of the principal registered activity of the School;
- providing expert opinions within its own area of expertise;
- development of methods and tools in the area of health education and dissemination of health information to the public.

Article 13

The SPH is represented by the director who is elected for the term of four years by the Academic Assembly upon the advertised vacancy and on the basis of the previous positive opinion of the dean.

With the consent of the dean and according to the current financial plan of the School, director of the SPH is responsible for all financial transactions designated within the annual budget and other available extra income of the SPH.

Without the prior consent of the dean director of the SPH is not authorized to acquire, encumber or sell the estate or any other property.

Director has the right to engage in financial transactions in the name of the SPH not exceeding the amount of 100,000.00 kuna.

Director of the SPH must meet the general conditions prescribed by the law and hold appropriate academic rank and have adequate organizational skills in managing affairs defined by the SPH's principal line of activities.

For his work the director of the SPH reports to the dean and the Academic Assembly.

The director may transfer his/her powers partially to other members of the Executive Board.

In managing the affairs of the SPH the director is assisted by the Executive Board, deputy and, if needed, his/her assistants.

The Executive Board decides on all professional issues of the SPH. It formulates opinions and proposals related to the organization of work and perform other duties stipulated by the School's Regulations.

The Executive Board is comprised of heads of the departments and organizational units of the SPH.

In order to present its research and professional activities internationally, the School can enhance the level of its international cooperation through establishment of its International Advisory Board which comprises internationally renowned public health scholars. The mode of operation of the International Advisory Board shall be stipulated by the Regulations of the SPH.

Article 14

In order to improve the quality of its business relations, research accomplishments and cooperation with other institutions, the SPH is free to establish its research and professional organizational units. The scope of their activities shall be stipulated by the SPH Regulations.

All special provisions regulating the organization, executive board, director, deputy, director's assistants and secretary of the SPH, as well as those stipulating its mode of operation, shall be governed by special regulations brought by the dean at the proposal of the director of the SPH.

II.1.2. Croatian Institute for Brain Research

Article 15

The Croatian Institute for Brain Research (hereinafter referred to as the CIBR) is a specialized research and teaching unit responsible for multidisciplinary research and university teaching in the field of neuroscience.

The CIBR provides equal opportunities and resources for conduct of university and interuniversity research and teaching of other basic biomedical disciplines.

Article 16

Official name of the CIBR is as follows: University of Zagreb School of Medicine, Croatian Institute for Brain Research.

Shortened name: CIBR

Croatian name: Hrvatski institut za istraživanje mozga

Shortened Croatian name: HIIM

CIBR's building bears the plate containing the CIBR's name.

CIBR's address: Zagrebu, Šalata 12.

Article 17

CIBR has an emblem and a square-shaped seal for its daily business. Each seal shall be marked with a dedicated serial number in case of greater number of such seals.

All the issues related to the use, distribution and authorized persons using official seals are regulated in a separate regulations brought by the dean at the motion of the CIBR's director.

Article 18

The program of the CIBR is offering the following activities:

- a) graduate and postgraduate teaching in the area of Biomedicine and Health;
- b) organization of research in the area of Biomedicine and Health
- c) organization of professional development programs in the area of Biomedicine and Health and participation in the realization of the health care programs
- d) participation in the various forms of professional and research development programs for the purpose of keeping up with the latest research developments in the field;
- e) organization of domestic and international professional development courses offered to students, health professionals and other health related professionals for the purpose of their continuous professional development;
- f) delivery of health care programs for educational purposes
- g) organization of publishing activities and providing library and information services for the teaching, research and professional development purposes;
- h) distribution and sales of textbooks and other published materials;
- i) providing expert opinions on professional matters;
- j) providing support in expert witnessing in the area of Biomedicine and Health.

In all its research, professional and teaching activities the CIBR shall be a center of excellence for the area of basic, clinical and translational neuroscience.

Besides activities outlined in Paragraph 1 of this Article, the CIBR may be involved in other activities, if they are related to the registered principal activity and contribute to the rational use of its space and personnel resources, contributing particularly to the programs of continuous professional development in the area of Biomedicine and Health.

Article 19

With the consent of the dean, the CIBR is free to establish legal relations with other legal persons, and particularly with the Center for Clinical Use of Neuroscience for the realization of common goals.

In case the profit is earned through its activities, the CIBR shall invest it into development of its research, professional and teaching activities.

Article 20

For the efficient use of its resources the CIBR has the following organizational units:

- Institute of Neuroscience;
- research centers, departments, divisions and laboratories;
- professional support services.

Article 21

The intrinsic organizational structure of the CIBR, as well as time scheme and appointment procedure of the heads of its organizational units, is to be regulated by additional regulations brought by the dean at the motion of the CIBR's director.

Article 22

The CIBR's executive bodies are as follows: director, director's assistants, professional board of the CIBR and the international advisory board.

Article 23

The CIBR is headed by the director who is responsible for organizing research and conducting business; the director is elected by the Academic Assembly on the motion of the CIBR's Professional Board upon the advertised vacancy and on the basis of the previous positive opinion of the dean, for the term of four years.

The director of the CIBR must comply with the general provisions of the governing law and hold an appropriate academic rank, as well as be experienced in exhibiting leadership skills in organizing research and conducting business within the CIBR's scope of activities.

With the consent of the dean and according to the current financial plan of the School, director of the CIBR is responsible for all financial transactions designated within the annual budget and other available extra income of the CIBR.

Without the prior consent of the dean director of the CIBR is not authorized to acquire, encumber or sell the estate or any other property.

Director has the right to engage in financial transactions in the name of the CIBR not exceeding the amount of 100,000.00 kuna.

For his work the director of the CIBR reports to the dean and the Academic Assembly.

Assistants to the director are appointed by the dean on the motion of the CIBR's director.

Article 24

The Professional Board of the CIBR comprises heads of the institutes, divisions and departments of the CIBR and coordinators of the continuous research development.

The Professional Board is responsible for the following:

- decisions about major professional and research issues;
- advises the director on all issues concerning the organization of the CIBR's principal activity by making sure all the requirements for effective conduct of research are fulfilled;
- nominates a candidate to the post of the CIBR's director to the dean and Academic Assembly;
- all other managerial activities stipulated by additional regulations.

Article 25

The International Advisory Board of the CIBR, composed of researchers from the basic and clinical field of neuroscience, is appointed by the Academic Assembly on the motion of the CIBR's director and dean's approval.

The International Advisory Board participates in creating the developmental strategy of the CIBR in light of the recent research trends in neuroscience; it also participates in the evaluation process of the research projects and programs within the principal line of activity of the CIBR.

II.1.3. ORGANIZATION OF TEACHING UNITS

II.1.3.1. DEPARTMENTS

Article 26

Departments are the major organizational units within the school responsible for teaching; their number and names are prescribed by the regulations on the School's organization and teaching posts.

Besides the constant improvement of all forms of teaching, the departments are entrusted with a task to organize undergraduate, graduate and postgraduate teaching. They are also responsible for the selection and appointment of teaching staff, as well as for all issues related to the maximum efficiency of the teaching process.

Each department should have at least three members appointed to a particular academic rank and with full-time employment with the School.

Article 27

Each department is composed of all the teachers, researchers and associates who are employed on the grounds of teaching the given subject which lies within the responsibility of the department, together with a student representative, representing a cohort of students for that particular year and course. Faculty members elected to the adjunct ranks and visiting professors shall also be engaged within a particular department as members without the voting rights.

Department sessions are held with more than half of the faculty present and having full-time employment contracts with the School.

For coordination of interdepartmental courses which involve teachers from more than one department, the Academic Assembly can on the motion of the dean establish the course coordination body consisting of the faculty engaged in a particular course.

Operation and preconditions for establishing such a course coordination body are laid down in the Regulations of Graduate Studies.

Article 28

Each department is headed by a chair who is responsible for a smooth teaching activity and professional development of his/her department and who reports to the dean, Academic Assembly and his/her own department.

Chairs are appointed for a period of three years, and the same person can be re-elected to the post of the chair continuously.

The chair is being elected from within the faculty holding a particular academic rank and having a full-time contract with the School.

The chair shall be elected by a secret vote by those members of the department holding full academic rank, and upon previously obtained positive opinion of the dean in evaluating the candidate's program.

The election of departmental chairs is approved by the Academic Assembly.

If no chair has been appointed by the end of the term of the existing chair, or if the candidate's program has not been positively reviewed by the dean, the dean may

chose a fully ranked member of the department as an interim chair for the current academic year.

Article 29

The chair of the department is aided by his/her deputy, assistant and secretary, who are with the consent of the dean appointed by the chair.

In case of teaching being conducted at multi-site facilities, the department may propose additional number of assistants to the chair in relation to the number of sites and teaching locations involved for a particular academic course.

Article 30

The departmental faculty meet whenever necessary and at least twice per semester. All the faculty should be present at the departmental meetings. Secretary of the department is in charge of the meeting minutes, and his/her duty is to keep it for the departmental records, as well as to send an approved copy of it to the vice-dean.

The department decides with a majority of the present votes, if not otherwise stipulated by this Bylaws.

The chair is elected by more than half of the fully-ranked faculty present, and by a majority vote of the faculty present.

Article 31

The department shall coordinate the teaching of all the teaching facilities as stipulated by the curricula and course programs for the undergraduate, graduate and postgraduate program of studies.

In coordination with the Student Assembly of the Zagreb School of Medicine the department takes care of the organization of a particular course, making sure that technical requirements for teaching are fulfilled; it also decides on formulating incentives for attending lectures, seminars and practicals, taking particular care of organizing appropriate and standardized assessment methods.

Article 32

Special skills units are responsible for the organization of teaching for the following courses: first aid, history of medicine, professional language (medical English) and physical and health education.

Besides the courses outlined in Paragraph 1 of this Article, special skills units may be established for the purpose of attaining and mastering practical knowledge and skills, as stipulated in a separate regulations.

Appointed by then dean, the head of the unit is appointed for a three-year term. Upon the termination of his/her term of office, the same person can be reappointed to the above post.

Article 33

The Course Council is related to the organization of teaching at the School; its number and names are regulated by a separate regulations.

The Course Council consists of teachers, researchers and associates holding full academic rank who participate in the teaching process for the courses specified by the curriculum.

The seat of the Course Council is at the Institute or Clinical Department.

The Course Council is headed by a chair.

Chairs of the Course Councils are appointed by the dean for the period of three years.

Chair of the Course Council who is simultaneously the head of the Institute is being elected according to the propositions for the election of the departmental chairs.

Chair of the Course Council is in charge of the teaching process and professional development.

Provisions of this Bylaws stipulating the regulations on departmental affairs are to a certain extent also valid for the establishment, organization and operation of the Course Council.

II.1.3.2. Clinical Departments, Institutes and Clinical Institutes

Article 34

Clinical departments, institutes and clinical institutes are the principal organizational units of the School, being determined by the basic principle of logical relatedness between the professional work and research which takes place in them, and through the related work conditions of their employees.

In determining the name, size and scope of operations of the institute, the degree of development of its research activity is also being considered, as well as its international reputation, organizational and managerial structure.

Institutes can also be established within the School's branches.

Clinical departments and clinical institutes are organized within health institutions or part of health institutions responsible for the delivery of clinical teaching.

The minister of Health and Social Welfare is responsible for giving names to clinical departments, clinical institutes, clinical hospitals and clinical hospital centers, as specified by the procedures stipulated in special governing provisions.

II.1.3.2.1. Heads

Article 35

Institute's affairs are managed by the head who simultaneously chairs the department.

Head of the institute is elected during the same electoral procedure regulated for the election of the chair of department.

The head supervises the work of the institute and is responsible for its successful operation. With the consent of the dean and according to the current financial plan, the head is responsible for all financial transactions.

His/her authorities are regulated in the work and salary regulations and regulations on the organization of work positions.

Heads of departments and clinical institutes are elected by the health institutions and with participation of the School in the election process which shall be regulated by a separate agreement established between the School and a particular health institution.

II.1.3.3. Teaching facilities

Article 36

Health institutions which fulfill the appropriate personnel, space and technical requirements, can be entrusted with a task of teaching of some parts, or the whole of the course content.

Mutual rights and responsibilities concerning the teaching process in health institutions, as specified in Paragraph 1 of this Article, shall be regulated by a separate agreement between the School and particular health institution.

Conditions for the delivery of teaching, as well as the mutual rights and responsibilities between the School and its teaching facilities are specified in the Study Regulations.

II.1.4. ORGANIZATION OF RESEARCH UNITS

II.1.4.1. Research centers in the field of basic medical sciences, clinical medical sciences and public health

Article 37

To carry out the multidisciplinary research and specific educational activities, the School promotes the establishment of research centers in the field of basic medical sciences, clinical medical sciences and public health (hereinafter referred to as: centers) established as legal persons or organizational units of the School.

All the contracts resulting from the activities carried out in the centers are drawn up with the previous consent of the dean.

Article 38

For the establishment of a center the following requirements should be met:

1. reviewed program of activities;
2. secured financial means;
3. secured personnel resources from the School's faculty.

Article 39

Executive bodies responsible for management of a center are established by the decision of the Academic Senate.

Executive bodies responsible for management of a center incorporated as a legal person are defined in its incorporation instruments.

Article 40

Head of a center is obliged to deliver to the dean his/her biannual report on the center's core activities and business management for assessing that each center meets its program objectives.

Article 41

Every fourth year the work of a center shall be reviewed on the basis of the reviewed program approved by the Academic Assembly.

The specific conditions pertinent to the establishment and the work of a center are to be determined in the incorporation instruments for the establishment of a center.

II.1.4.2. Sections and laboratories

Article 42

Sections and laboratories shall be established in branches and organizational teaching and research units of the School, on condition that they have a specific research program which has gained international recognition with the aim of achieving improved working results.

Units and laboratories are managed by their respective heads appointed by the dean for the period of three years.

II.1.5. PROFESSIONAL ORGANIZATION UNITS

Article 43

Professional organization units provide services outlined in Article 6 of this Bylaws.

Professional organization units are headed by head who is elected according to the same conditions and procedure as regulated in this Bylaws for the election of the departmental chairs.

Names and organization of professional organization units, their management mode and other major issues related to the smooth operation of the professional organization units shall be stipulated in Regulations on Professional Organization Units.

II.1.6. ADMINISTRATIVE AFFAIRS OFFICE

Article 44

Administrative Affairs Office is an organizational unit of the School responsible for completing professional and administrative tasks.

The Administrative Office reports to the dean for all its assignments which may imply certain responsibilities on the side of the School; it completes its task adhering

to the usual administrative rules of procedure and governing decision of the dean as regards to a particular assignment.

Article 45

Administrative Affairs Office is responsible for:

- administrative assignments related to the principal activities of the school, i.e. organization, coordination and delivery of tasks related to undergraduate, graduate and postgraduate teaching as well as research;
- legal personnel and general affairs of the School;
- financial affairs, book-keeping and business transactions of the School;
- building and maintenance tasks;
- development and maintenance of the existing information system of the School;
- ensuring basic computer literacy measures, according to the ECDL program;
- other assignments required for the successful implementation of the School's activities, as stipulated in this Bylaws and other general legal instruments of the School.

All the responsibilities outlined in Paragraph 1 of this Article are carried out by the Administrative Affairs Office and its professional services for the whole School, except for those assignments that lie within the responsibility of other organizational units, as outlined in this Bylaws and other general legal instruments.

Article 46

The Secretary is in charge of the Administrative Affairs Office as the chief executive official of the dean, Academic Assembly and the dean's executive board. The secretary is also responsible for resolving the administrative procedures of the first instance.

Secretary must have a degree in law and be a state-licensed lawyer. He is responsible for the delivery of appropriate quality of work of professional services of the Administrative Affairs Office.

The secretary is appointed by the dean on the basis of the publicly advertised job vacancy.

Article 47

The secretary is responsible for the coordination of work of Administrative Affairs Office, the School of Public Health and the Croatian Institute of Brain Research.

The Administrative Affairs Office is represented by the Secretary who is in charge of all the assignments within his/her area of expertise.

All other issues related to the effective operation and organization of business activities of the Administrative Affairs Office are regulated by the Regulations of the Administrative Affairs Office.

II.1.7. LIBRARIES

Article 48

The system of libraries of the School comprises the following: Central Medical Library, Andrija Štampar Library and other associated libraries (hereinafter referred to as: libraries). Libraries provide the support services for teaching, research and clinical activities of the School by:

- procuring, organizing and storing information in all formats,
- securing effective access to the information sources originating from the teaching and research activity that dominates the School, as well as from professional processing of its own collections and providing access to other international and local sources of knowledge,
- instructing search of data bases and effective use of available information.

In order to meet the information needs of students, faculty and other users effectively, the libraries cooperate with other libraries within and outside the University.

Article 49

The head of the Central Medical Library is in charge of the library and he/she is appointed by the dean on the basis of an advertised job vacancy.

Head of the Andrija Štampar Library is appointed as specified by the SPH operational regulations.

Article 50

The work and development of the library system is supervised by the Advisory Board of the Library, appointed by the Academic Assembly on the motion of the dean. The Advisory Board is composed of the vice-deans, heads of the libraries, faculty representatives and students.

All the issues concerning the organization and scope of activities of the library, as well as the appointment procedure of the members of the Advisory Board are regulated by separate regulations.

II.2. ORGANIZATION OF THE COURSE OF STUDIES

II.2.1. University undergraduate and graduate studies

Article 51

The School is entrusted with a task of the delivery of the university undergraduate, graduate, i.e. integrated undergraduate and graduate program of studies.

Article 52

Teaching is carried out at the School's organizational units and the teaching facilities which are the contracted teaching affiliates of the School.

Teaching is organized by the departments, special skills units and course councils which all keep the record of its regularity.

It is within the authority of the departments, special skills units and course councils to determine the course coordinators recruited from the faculty holding a full academic rank.

Article 53

Teaching is carried out through the following forms: lectures, seminars, practicals, consultations, mentorship, field work, on-the-course assessment, exams, production of the diploma thesis and its oral presentation, all in accordance with the prescribed curriculum.

Practical teaching is carried out through the following forms: practicals, demonstration classes, teaching rounds, clinical conferences and clinical and pathological conferences, professional training practicals, field work and other forms of teaching which ensure the acquisition of the prescribed knowledge and skills.

It is the right and duty of students to attend all forms of teaching as prescribed by the provisions of the Regulations on the Graduate Studies.

Number of students attending a particular teaching format is prescribed by the Regulations on the Graduate Studies.

Total course load for the full-time students attending courses at the graduate studies of medicine should not exceed 20 hours per week.

Exceptions from the above Paragraph can be made when the curriculum imperatively requires an enlarged course load for practical teaching and field work.

Organized teaching and extracurricular activities of the course Physical Education and Health Culture is performed outside the course load referred to in Paragraph 5 of this Article; the course is obligatory for the first and the second year students, whereas for the rest of the studies it is offered as a facultative course.

II.2.1.1. Mentorship and coordinators of students' section

Article 54

Upon matriculation Academic Assembly can, on the motion of the vice-dean for teaching, allocate each student to his/her mentor who is recruited from the School's pool of faculty and associates.

The mentor assists student in his/her academic progress.

The coordinator of the students' section, recruited from the School's pool of faculty and associates, is appointed by the Academic Assembly on the motion of the vice-dean for teaching. Coordinators of particular sections are proposed to the vice-dean for teaching by a group of students, teachers and associates through the local branch of the Students' Conference.

Coordinator of students' section assists students in realization of the plan and program of students' section.

All additional provisions concerning the appointment procedure of coordinators of students' sections, their mode of operation, rights and responsibilities shall be stipulated in the Graduate Studies Course Regulations.

II.2.1.2. Exams

Article 55

Student's knowledge is being assessed continually during the current academic year, whereas the final grade is determined at the exam.

During an exam the overall knowledge acquired in the course of the teaching process and represented by a single course or more related courses is tested. Exams are obligatory for all the mandatory and facultative courses.

A student who has met all the course requirements is eligible to sit for an exam.

By definition the exams are public, except for the practical parts of the exams in anatomy, pathology, forensic medicine, and all clinical courses. Besides the students of the School, only the authorized faculty and personnel may be present at the practical part of the exam of the above-referenced courses. Persons witnessing the examination process can be charged with the professional ethics infringement.

Only the persons who can prove their legal interest are eligible to have an insight into the exam records. This is approved by the vice-dean for teaching or the secretary.

Article 56

The exams can be taken individually or as a group, and may be theoretical and practical. Theoretical exams and parts of the theoretical exams are taken in a written form, orally or both orally and in a writing.

Written exams are determined by the course committee designated for each course. Those parts of the exam which are not taken in a written form are conducted by a course instructor, or a group of instructors for the interdisciplinary or group exams.

Practical part of the exam may be taken separately from the theoretical part. The exam content is determined by the course syllabus, whereas the mode of examination, assessment and duration of certain parts of the exam shall be regulated by the Graduate Studies Course Regulations.

The whole exam must be completed within five working days at the most, except for certain justifiable cases, as prescribed by the Graduate Studies Course Regulations.

Article 57

A student is allowed to sit for the same course exam for no more than four times. Retaking the exam for the fourth time takes place before the examination board.

Members of the examination board are appointed by the dean, and the board is comprised of the course instructor accompanied by two more faculty members, with no more than one of the two appointees coming from a given course. Course examiner cannot be the president of the examination board.

Students who are retaking the exam prescribed in a written form for the fourth time before the examination board are allowed to take the exam orally.

The examination board is responsible for assessing the written exam, i.e. its written and/or oral component, as well as for the conduct of the oral exam together with the final grade which is brought consensually.

The grade brought by the examination board cannot be appealed.

If after the repeated sitting for a particular course and taking its exam as stipulated in Paragraph 1 of this Article student fails to pass the exam, he/she loses the right to study.

Article 58

Organization of the exam terms, their number and schedule, as well as student's rights and responsibilities concerning the registering and taking the exams are regulated by the Graduate Studies Course Regulations.

The course schedule is published at the beginning of each academic year and it forms an integral part of the curriculum.

Article 59

The time scheme for taking written and/or oral exams is determined by the teaching committee in coordination with departments, special skills units and course councils.

Time scheme for taking oral or practical part of a particular exam is determined by the department, special skills unit and course council in accordance with the timeframe determined for the written part for each registered candidate.

The examination schedule of candidates who have registered for the exam must appear in public at least three days prior to the examination date.

Article 60

Exams passed at other schools can be fully or partially approved by the department, special skills unit and course council, depending on the previously established curriculum or course content correspondence.

Course approval decision brought by the department, special skills unit or course councils, as stipulated in Paragraph 1 of this Article, can be appealed and appeal must be addressed to the Teaching Committee.

II.2.1.3. Exams taken before the examination board: Grade appeal policy and procedure

Article 61

Student who deems that he/she has been assigned an improper grade, can within 24 hours upon the grade has been disclosed claim the right to retake the exam before the examination committee by writing a sufficiently plausible reassessment claim. The dean, or the vice-dean in his/her absence, appoints the members of the examination committee within 24 hours the appeal has been lodged. Retaking the exam should be organized within three days the claim has been lodged by the student.

The examination board is comprised of the course instructor accompanied by two more faculty members, with no more than one of the two appointees coming from a given course. Course examiner cannot be the president of the examination board.

The way of taking exam before the authorized examination board shall be regulated by the Graduate Studies Course Regulations.

The grade brought by the examination committee is final and it cannot be appealed.

II.2.1.4. End of studies

Article 62

Undergraduate course of studies is terminated by passing all the required exams and by completing the final paper and/or by passing the final exam, as required by a particular program of studies.

The integrated undergraduate and graduate university course of studies in medicine is terminated by passing all the required exams, completing the diploma paper and by passing the diploma exam, as outlined in the program requirements.

Article 63

Diploma exam can be taken by each student who:

1. has been enrolled into the regular course of studies for at least last two semesters,
2. has met all the course requirements of the mandatory and the elective courses,
3. has passed all the prescribed exams and attained at least 360 ECTS credit points.

Diploma thesis is registered at the enrollment of the 11th semester, whereas in some cases regulated by the Graduate Studies Course Regulations it can be registered in the course of the 9th semester.

Article 64

Diploma thesis evaluation committee, responsible for assessing the diploma thesis and conducting the exam, is appointed by the vice-dean for teaching.

The diploma thesis evaluation committee is comprised of three members who are appointed as regulated by the Graduate Studies Course Regulations.

All the diploma exam requirements together with the grading criteria are stipulated by the Graduate Studies Course Regulations.

Article 65

Upon successfully completing all the exams, and having met all the course requirements including the production and presentation of the diploma thesis, each student is conferred the degree of Doctor of Medicine, i.e. is entitled to put its shortened form M.D. after his/her name.

Article 66

All the specific provisions regulating the production and presentation of the diploma thesis and passing of the diploma exam are stipulated by the Undergraduate/Graduate Studies Course Regulations.

II.2.2. University postgraduate studies

Article 67

The School is offering university postgraduate doctoral course of studies, as well as university postgraduate specialist courses.

The organization of the university postgraduate doctoral studies leading to the doctoral degree is based on a set of the ECTS attributed mandatory and elective courses, as it is regulated in the curriculum which is attuned with the University Bylaws.

Article 68

All the persons who have completed an appropriate university graduate course of study are eligible to enroll the university postgraduate doctoral studies.

All the persons who have completed an appropriate university graduate course of study are eligible to enroll the university postgraduate specialist course.

The enrollment requirements for a particular postgraduate course of studies (doctoral or specialist track) are stipulated by the University Bylaws.

Article 69

Duration of the university postgraduate doctoral course of studies is three years at least.

Duration of the university postgraduate specialist course of studies is one to two years.

Course requirements for students of the postgraduate studies are regulated by the Postgraduate Studies Regulations.

Candidates who can prove to have built such scholarly accomplishments that qualifies them for attaining a particular academic rank are eligible for attaining doctoral degree by enrollment into the postgraduate doctoral studies and production of the doctoral thesis without having obligation to attend courses and take exams.

Article 70

The program of the university postgraduate doctoral studies is tailored to the needs of every individual student according to the electives previously selected.

The program as specified in paragraph 1 of this Article is created by each student in coordination with his/her mentor and with the approval of the Academic Assembly.

Article 71

The university postgraduate course of doctoral studies is completed by passing of all the exams and by public presentation of the written thesis.

The university postgraduate course of specialist studies is completed by passing of all the exams, having written the end-of-course thesis, and/or by passing the prescribed end-of-course exam, as stipulated by the program requirements.

Article 72

As stipulated by the Postgraduate Studies Regulations the coordinator of the university postgraduate studies may be a person who is holding a full academic rank and who is actively engaged in coordination of a research project at the national level. The program coordinators of the university postgraduate studies are appointed by the dean on the motion of a corresponding department.

Course coordination at the university postgraduate course of studies can be entrusted to a researcher with the research appointment, as stipulated by the Postgraduate Studies Regulations

In fulfilling the course requirements of the postgraduate course of studies students are helped by mentors appointed by the Academic Assembly; mentors' rights and responsibilities are stipulated by the Postgraduate Studies Regulations.

Article 73

Dissertation committees are established at the level of the university postgraduate studies to approve the dissertation subject and advise the student on the research and writing of the dissertation, as well as on its final oral presentation (defense of dissertation).

Committees, as referenced in Paragraph 1 of this Article, are appointed by the Academic Assembly represented by the faculty holding full academic ranks and researchers involved in the teaching of the postgraduate studies.

Article 74

The committee consist of at least three members, including the academic supervisor who cannot chair the dissertation committee.

The dissertation is assessed by the dissertation committee appointed by the Academic Assembly.

All the issues related to the appointment of the committee members, its mode of operation and procedures required for completing the postgraduate studies are governed by the Postgraduate Studies Regulations.

Article 75

Upon completing the postgraduate course of studies each student is conferred an corresponding academic title, i.e., academic degree, with all other rights appertaining thereto.

Article 76

The degree of doctor of science is conferred on the basis of the procedure regulated by the governing law, University Bylaws and provisions of the Postgraduate Studies Regulations.

Article 77

Doctoral degree is conferred with the date of the presentation/defense of the dissertation.

Article 78

Additional provisions regulating the organization of the university postgraduate studies are stipulated in the Postgraduate Studies Regulations.

II.2.3. End-of-study documents

Article 79

Upon completing the undergraduate course of studies, every student is conferred a certificate of completion, whereas upon the completion of the graduate course of studies, i.e., integrated undergraduate and graduate course of studies in medicine, postgraduate doctoral studies and postgraduate specialist studies, every student is conferred a diploma.

II.2.4. Lifelong learning

Article 80

The School is responsible for organizing and conducting lifelong learning on the basis of a separate regulations on lifelong learning, on the motion of the Academic Assembly, or other stakeholders who have interest in lifelong learning.

Article 81

Mutual relations between the School and other interested parties (legal entities) are governed by a separate agreement.

Upon the completion of each program offered, the candidates receive certificate of attendance with a prescribed content regulated by a separate regulations.

II.2.5. Professional development and student research

Article 82

During their course of studies students can participate in research projects.

All departments and course councils announce at the beginning of each academic year a schedule of their professional and research areas they will be

dealing with. With the consent of other faculty members students may also participate in other professional development and research topics.

Article 83

Students' research is also carried out through selection of elective courses as stipulated by the Graduate Studies Course Regulations.

Article 84

Students' research and professional development is carried out under the supervision of the supervising faculty holding full academic appointment or adjunct faculty not related to the School.

Students' research and professional development is counted among their extra-curricular activities.

Depending on the assessment of the supervising faculty, students' research may result in the production of the conference paper or professional publication.

Article 85

To stimulate the development of students' research the School gives annual awards to best students' research and professional papers.

Special funds for giving students' scholarships may also be established.

Rules of procedure and guidelines for giving awards to students are stipulated by a separate regulations brought by the dean on the motion of the Academic Assembly.

II. 3. STUDENTS AND STUDY REGULATIONS

II.3.1. Student status

Article 86

Status of the full-time student is assigned to each person who has enrolled the course of studies and fulfills his/her academic and financial requirements as prescribed by the law and the University Bylaws, this Bylaws and other general regulations of the University and the School.

At matriculation each student receives a course and grade book containing the list of the prescribed courses; it records the fulfillment of the course requirements, courses passed and grades earned, as well as the results achieved during practical clerkships.

II.3.2. Undergraduate and graduate course of studies

II.3.2.1. Admission procedure

Article 87

All the applicants who can prove the completion of the four-year secondary education and who have fallen within the admission quotas set for a particular academic year, are eligible for admission into the undergraduate, graduate, integrated undergraduate and graduate university studies in medicine under equal conditions as stipulated by the Law.

Graduate Studies Course Regulations define the list of secondary schools accredited for the admission, as well as admission requirements for those applicants who fail to produce the proof of having completed one of the accredited schools listed in Paragraph 1 of this Article.

Students are admitted on the basis of publicly announced vacancies and completed selection process.

Article 88

The selection process is supervised by the Admissions Committee for the enrollment of the first-year students (hereinafter referred to as the Admission Committee), appointed by the Academic Assembly for the period of three years.

On the basis of the results attained during the selection process, and pursuant to the call for enrollment into the first year, the applicants are eligible for the enrollment.

Article 89

The dean hears the appeals of the applicants for the admissions and brings forth the final decision on the admission.

Article 90

The applicants who have qualified for the admission and who cannot produce the evidence of the previous learning of the Latin language (at least two years of structured teaching), are obliged to pass the Latin language exam at the qualified institution by the end of the first semester at the latest.

II.3.2.2. Semester registering

Article 91

At the beginning of each semester students are required to obtain the course instructor's first signature.

After having completed all the course requirements and upon filling in the students' questionnaire on the satisfaction with the quality of teaching, students obtain the instructor's second signature.

Students who were not regular in attending the course, or those who fail to fulfill the prescribed course requirements, shall not be granted the second instructor's signature.

Article 92

Students are required to have each semester registered by having collected all the instructor's signatures (first and second) for each of the courses enrolled.

Attestation of the current year is done at the end of the summer semester as prescribed by the dean. Semester attestation is registered in the matriculation document and student course book.

Student shall not be eligible for the enrollment of the next academic year without previously having attested the semesters of the previous academic year.

Late semester attestation cannot be completed without the consent of the vice-dean for teaching and with properly justified reasons. Complaints against the negative decision of the vice-dean are addressed to the dean.

II.3.2.3. Registering the academic advancement in the course of studies

Article 93

Student is eligible for the enrollment in the next academic year if he/she has met all the course requirements and has accumulated the prescribed number of ECTS credits required for the previous academic year.

II.3.2.4. Repeating the year

Article 94

Student who fails to register for the next academic year shall repeat the same academic year by retaking the exams not passed; however, students are allowed to progress by taking courses which are not mandatory for the advancement into the next academic year.

Article 95

State subsidized repeating the year is allowed only once for each academic year during the course of studies.

Status of the full-time student is granted to each student for the prescribed period of study and that status should not exceed the period doubling the years of studies for the prescribed period of studies. Student retains the status of the full-time student by the end of the academic year.

In addition to conditions stipulated by the governing law, full-time students can suspend their academic obligations in all other cases that are justified by the Graduate Study Regulations.

Temporary suspension of the course of studies is authorized by the vice-dean for teaching, on the basis of the written petition of the student who has provided credible documentation.

Article 96

Student who has lost the status of the full-time student and who is attending a state-subsidized program has the right to complete his/her course of studies on condition that he/she is physically and mentally fit for the continuation of the course of studies and provided that he/she provides the financial support of his/her studies.

Total duration of the course of studies at the medical program of studies should not exceed 12 years.

The period of the suspended obligations pertaining to the full-time student status is not counted in the period prescribed in Paragraph 2 of this Article.

Article 97

Student whose status has been withdrawn receives the document of withdrawal containing the list of completed semesters and courses passed. Withdrawal notification is being registered in the student's course book.

II.3.2.5. Transfer from another academic institutions

Article 98

As prescribed by the governing Law and this Bylaws, students from other institutions of higher learning are eligible for enrollment to the School on condition that the correspondence between respective curricula has been established.

The maximum number of students eligible for transfer from other institutions shall be regulated by the dean's decision governed by the Law.

Requirements for transfer procedure and the number of accepted students shall be regulated by separate regulations, if the number of applicants exceeds the number of vacancies, as determined in Paragraph 2 of this Article.

Article 99

Students from other institutions of higher learning within the University of Zagreb are eligible for enrollment of certain courses and take corresponding exams, as well as graduates of other institutions of higher learning who have completed their course of studies at the University of Zagreb.

The above candidates are eligible for enrollment as regulated in Paragraph 1 of this Article, if the courses they wish to enroll broaden their professional knowledge gained at the home institution. Candidates are eligible to enroll those courses that are not covered by the curriculum at their home institution, as well as courses having the course load reduced by 50% in comparison to the course load of the courses intended to be taken at the School.

Consent for taking certain courses is given by the vice-dean for teaching who decides on the basis of personal statements in which prospective applicants justify their desire for taking a particular course.

The course chosen has to be registered in the course book of the home institution, and tuition costs are paid by the applicant as prescribed by the dean.

II.3.2.6. Diploma

Article 100

Student who has passed all the prescribed exams and has met all the course requirements is conferred a certificate of completion, i.e., diploma of attainment of a particular academic title.

Diploma is signed by the dean.

Diploma is certified with the raised seal.

Graduation ceremony is performed by the dean, or authorized vice-dean.

II.3.2.7. Disciplinary responsibility of students

Article 101

Students are obliged to abide by the Law, provisions of the University Bylaws, this Bylaws and general regulations brought by the School, as well as to safeguard the dignity of students and reputation of the School. Due to infringements of duties and failure to comply with their responsibilities, students may be subject to disciplinary measures in the form of: public warning, warning prior to dismissal, reprimand and permanent dismissal.

Article 102

In failing to comply with their responsibilities students may cause more serious and minor infringements, which are described in detail by the regulations of disciplinary responsibilities of students.

Article 103

The rules of procedure of the Disciplinary Committee are stipulated by the Regulations determining the disciplinary responsibility of faculty, associates and students.

II.4. ACADEMIC FACULTY

Article 104

Academic faculty (teachers, researchers, associates and other professionals) are responsible for teaching, research and professional activities at the School; their qualifications for appointment to a particular position are secured by appointment or promotion to appropriate academic ranks (in teaching, research and professional development).

Article 105

Academic ranks are as follows: assistant professor, associate professor and professor.

Teaching ranks: lecturer and senior lecturer.

Assistant ranks: assistant and senior assistant.

Research ranks: research assistant professor, research associate professor and research professor.

Professional ranks: junior professional assistant, senior professional assistant and professional adviser.

Article 106

Appointments and promotion criteria to academic, research, teaching, assistant and professional ranks are governed by a procedure stipulated in a separate regulations.

Appointment procedures for academic ranks (teaching, assistant, research and professional ranks) conducted at another institution of higher learning are subject to verification at the School and are regulated by separate regulations.

II.4.1. Appointment criteria for academic ranks

Article 107

Candidates making a case for promotion into the rank of assistant professor should, apart from fulfilling the criteria stipulated by the National Research Council, Rectors' Assembly, University Bylaws and the governing law, fulfill the following requirements:

- document their productivity in publishing research papers, as stipulated by the Regulations for Appointment/Promotion,
- provide details of their involvement in the realization of research projects,
- have the required teaching and professional experience.

Applicants should demonstrate a record of achievements by being visible in the recognized data bases, such as Science Citation Index (SCI) or Social Science Citation Index (SSCI).

Article 108

Candidates making a case for promotion into the rank of associate professor should, apart from fulfilling the criteria stipulated by the National Research Council, Rectors' Assembly, University Bylaws and the governing law, fulfill the following requirements:

- produce an additional number of research papers, as stipulated by a separate regulations,
- have active participation in conducting research projects,
- provide a list of citations proving the applicant's international research contribution,

- document their experience in mentoring candidates at the master's and doctoral level,
- have a long-standing teaching and professional experience in the rank of assistant professor.

Article 109

Candidates making a case for promotion into the rank of associate professor should, apart from fulfilling the criteria stipulated by the National Research Council, Rectors' Assembly, University Bylaws and the governing law, fulfill the following requirements:

- should be able to document their considerable contribution to the world of science, supported by a sufficient number of papers published, as stipulated by a separate regulations,
- have active participation in conducting research projects,
- should demonstrate a record of sustainable achievements by being visible in the recognized data bases, such as Science Citation Index (SCI) or Social Science Citation Index (SSCI),
- document their experience in mentoring candidates at the master's and doctoral level.

Article 110

Along with the minimal requirements stipulated by the National Research Council and the Rector's Assembly, the School shall regulate additional requirements laid down in a separate regulations to maintain the quality assurance of the applicants selected related to their research output, international reputation and psycho-physical ability for teaching.

Individual with a penal record of charges without the right of appeal and brought against him/her with qualifications against the Republic of Croatia, punishable act of bribery, or act against sexual freedom or morality, punishable act against infringement of family responsibilities, or any other punishable act against physical abuse of children or minors, cannot be appointed to any academic rank.

The spectrum of jobs assigned to a teacher holding an academic rank shall be regulated by the Working Conditions Regulations.

Article 111

In case the textbook for a particular course is not existing in the Croatian language, the instructors are obliged to prepare within one-year period the learning material as prescribed by the curriculum, or a textbook for a particular course within a two-year period.

Faculty who fail to fulfill the requirements as prescribed in Paragraph 1 of this Article shall be barred from academic promotion.

Conditions stipulated in Paragraph 1 of this Article are fulfilled when the learning material or a textbook receives a positive review.

II.4.2. Teaching ranks

Article 112

Candidates making a case for promotion into the ranks of lecturer and senior lecturer shall meet the requirements as stipulated by the governing law, University Bylaws, this Bylaws and a separate regulations.

The spectrum of jobs assigned to a teacher holding an academic rank shall be regulated by the Working Conditions Regulations.

Article 113

Faculty in charge of teaching of the courses prescribed by the curriculum such as first aid and patient care, foreign languages, physical and health culture, as well as specialists involved in the practical teaching of clinical courses, can be appointed to the teaching ranks.

Candidate for a teaching rank must deliver a lecture which must be positively peer-reviewed.

Vacancies for a particular teaching post are advertised by the School, on condition that the existing faculty cannot satisfy the teaching requirements for a particular post.

Article 114

For the purpose of promotion of teaching and research the School may delegate up to one third of the overall course load to scholars who are not appointed to any of the full academic ranks (guest lecturer or professor), on condition that the majority of the course material be presented by the faculty holding full academic rank (either research or teaching).

Distinguished professors, or renowned scholars with no appointments to academic ranks, as prescribed by the Croatian regulations, may also be entrusted with the teaching assignments with the consent of the Academic Senate of the University of Zagreb.

Students of the postgraduate program of studies may also be assigned to teaching at the graduate program, as prescribed by the Graduate Studies Regulations, and according to a particular course of postgraduate studies they are attending.

Decisions referring to Paragraphs 1 and 2 of this Article are brought by the Academic Assembly of the School on the motion of a particular Department.

Article 115

A person may also be appointed to a corresponding academic rank in teaching and research, without having the employment contract made but fulfilling the requirements for election, on condition that he/she will participate in a part or a whole teaching process of a particular course to be delivered at the University level (the so called, adjunct appointments).

Article 116

Candidates referenced in Article 117 of this Bylaws are appointed into adjunct - part-time ranks, as stipulated by this Bylaws and additional regulations, and without any obligation of having an employment contract concluded.

II.4.3. Associates

Article 117

Candidates fulfilling the requirements for appointments into junior assistant, junior research assistant, senior assistant and senior research assistant may be elected to a particular rank, pursuant to the provisions of the governing law and related regulations.

Candidates referenced in Paragraph 1 of this Article are selected from the body of top-ranking students for the purpose of assisting in a part of the teaching process, taking part in the assessment procedures and conduct of research and professional development of the School's faculty, as stipulated by the related regulations.

II.4.4. Research ranks

Article 118

According to the conditions prescribed by the Law, the Academic Assembly of the School may publish an advertised vacancy for filling research vacancies of the School's branches and organizational units devoted primarily to research work.

Researchers referenced in Paragraph 1 of this Article are appointed to the rank of research assistant professor, research associate professor and research professor, as stipulated by the procedures and conditions for appointment regulated by the governing law and special regulations.

II.4.5. Professional ranks

Article 119

Individuals appointed to professional ranks are in charge of professional assignments related to research.

Conditions for appointment into professional ranks and other issues related to the employability of the persons appointed shall be stipulated in separate regulations.

II.4.6. Student assistants

Article 120

Student assistants may be nominated to perform a variety of tasks related to the organization of the teaching process in a particular course, ranging from assisting the faculty employed at a particular course, to assisting students in completing practical assignments and learning.

Article 121

Student assistants are appointed by the vice-dean for teaching on the motion of a particular department, i.e., course council.

Student assistants are chosen among the students who excel in their studies and are regular in meeting the course requirements and passing the prescribed exams.

Student assistants are as a rule appointed at the beginning of the academic year and that status is retained for the duration of two semesters.

Should a student assistant fail to fulfill his duties or lag behind in passing the exams, he will be revoked from his/her duties prior to the expiration of his/her term of appointment.

For his work student assistants may be given compensation.

Student assistants' appointments, rights and duties, as well as any other issues shall be regulated by the Graduate Studies Regulations.

II.4.7. Appointment procedure for promotion to academic ranks

Article 122

Appointment procedure for promotion to academic ranks is based on an advertised vacancy for a particular post published in the Official Gazette of the Republic of Croatia, daily press and at web pages of the School.

Terms for fulfilling certain requirements stipulated in the selection procedure shall be governed by separate regulations.

II.4.8. Promotion to academic ranks

Article 123

In case when Academic Assembly is not authorized to decide whether the candidate for the appointment fulfills the requirements for promotion to academic

rank, it will seek the opinion of the professional committee which is authorized to act on that matter.

Article 124

Selection of candidates who fulfill the appointment requirements is done by the Academic Assembly on the basis of the report proposed by the Faculty Appointments, Promotion and Tenure Committee in the procedure stipulated by separate regulations.

The proposal of the Faculty Appointments, Promotion and Tenure Committee must be established on the opinion and report of the ad-hoc professional appointments committee.

The election into the academic rank is approved by the Subject Area Council for all appointments except for the rank of the tenured professor and senior research fellow, whose appointment is approved by the Senate of the University.

II.4.9. Making and terminating an employment contract, sabbatical year, extramural employment activities

Article 125

The Schools makes an employment contract with all the faculty, researchers, associates and other professionals employed.

Employment contract prolongation and its termination are subject to the governing Law.

Article 126

Faculty and all the staff involved in teaching of a particular course which takes place at one of the clinical teaching facilities, and which is a part of a unique teaching process, combined with research and professional development, must simultaneously have a valid employment contract both with the School and a particular clinical hospital/facility.

Article 127

Faculty who have been appointed to appropriate academic ranks are entitled to take the sabbatical after each cycle of six –year employment record at the School, for the purpose of their professional development, such as taking part in a fellowship program or engaging in research and publishing activities (preparation of course books, handbooks and monographs).

For the faculty, referenced in Paragraph 1 of this Article, who have used their annual holidays in the six-year period, the sabbatical year shall be shortened for the period spent on holidays previously used.

The dean shall issue notification on granting the sabbatical year, on condition that uninterrupted continuity of teaching has been ensured for the current academic

year and for the courses in which the teacher who is planning the sabbatical is to be engaged.

On the motion of the Chair of the Department, the dean may also grant certain periods of varying length for taking leave of absence due to professional or research development, or any other justified action proposed. Depending on the dean's decision, the rights and duties appertaining to the employment contract of the faculty who is taking leave of absence may be brought to standstill, or they may be fulfilled partially, pursuant to the dean's decision. The department must make sure that the appropriate replacement and continuity of the teaching process is ensured.

Article 128

As prescribed by the Law and the University of Zagreb Bylaws, the faculty, researchers and associates may also receive remuneration for their work in other institutions, on condition that their engagement corresponds with their vocation, and does not violate their work integrity at home institution and is supported by appropriate approvals.

Employment regulations stipulate the conditions for the engagement of faculty outside the home institution, i.e. give restrictions on their employability with other legal entities regardless of their employment status.

II.4.10. Quality assurance of the teaching process

Article 129

The working process of all faculty who have been appointed to academic ranks is subject to periodic quality assurance, as prescribed by the University regulations.

Regular assessment of the teaching process performed by the faculty is performed at least once in two years; on that occasion, the results of the student questionnaire are also being taken into consideration.

II.4.11. Disciplinary procedure

Article 130

Failure to fulfill one's duties and obligations, as well as any infringements of the rules of behavior prescribed by the Bylaws of the University of Zagreb and this Bylaws, together with any actions that may result in tarnishing the reputation of the University and the School, may result in disciplinary actions taken against the employee involved.

Faculty and associates who have been involved in actions specified in Paragraph 1 of this Article may be reprimanded, publicly reprimanded or may be dismissed from work through the termination of the working contract.

The list of disciplinary infringements and disciplinary rules of procedure are specified by the Regulations on Disciplinary Responsibility of the Faculty.

II.5. SCHOOL'S MANAGEMENT

Article 131

Management bodies of the School are: dean, Academic Council and Dean's Management Board.

II.5.1. Dean, vice-deans and assistants to the dean

Article 132

The dean shall be the executive manager and authorized representative of the School.

The dean presides over the Academic Assembly and safeguards the implementation of all decisions and conclusions proposed by other bodies of the School.

As a token of honor the dean shall wear the dean's chain.

Article 133

Besides assignments prescribed by the Law and University Bylaws, the dean shall:

- represent the interests of the School in all external dealings,
- bring all general regulations which do not fall within the authority of the Academic Senate,
- organize and coordinate the working process,
- make business decisions pursuant to governing regulations,
- preside over the Academic Assembly, and propose the agenda for the sessions of the Academic Assembly,
- be an ex-officio member of the Subject Area Council in Biomedicine and Health,
- promote academic proposals for improvement and development of the School,
- carry out the decisions brought by the Academic Assembly, as well as decisions brought by the Senate and Subject Area Council which are relevant for the School,
- decide on all issues related to employment policy, as well as to adjudicate on all decisions of the second instance related to employment or administrative procedures, thus being vested with the authority to bring forth decisions relevant for the rights and duties of the employees,
 - issue written warnings related to employees' duties appertaining to their employment, and point out to possibility of dismissal in case the employee continues to violate his/her duties,
 - decide on dismissal of the working contract,
 - issue orders addressing particular employees and groups of employees for accomplishing specific assignments,
 - decide on all matters relevant for the graduate and postgraduate teaching which are not vested into the authority of the Academic Assembly,
 - decide on appeals of candidates related to the classification procedure,

- decide on students' appeals related to the decisions of the first instance,
- carry out all other duties as prescribed by the Law, University Bylaws and Bylaws of this School.

Article 134

The dean is independent in carrying out the duties assigned to him/her and reports on his/her work to Academic Assembly and to the rector of the University.

At least once a year the dean reports on his work to the Academic Assembly and to the rector of the University, including the report on the budget proposed by the School and its execution.

The dean may appoint standing and ad-hoc committees for carrying out tasks related to his/her responsibilities.

Article 135

All the faculty employed by the School holding an academic rank of associate professor or professor can compete for the post of the dean.

The dean's term of office is limited to three years and can be renewed for another mandate period.

Article 136

The procedure for the election of the dean starts with the Academic Assembly's invitation to candidates to propose a program. Candidates are to submit their extensive CVs with the proposed program, which they present orally in front of the Academic Assembly. The proposals which were approved by the Academic Assembly are to be forwarded to the University Senate, who must decide, on the motion of the rector within one month, on the candidates who have duly proposed their programs. The decisions of the Rector and the University Senate withholding the approval must be appropriately justified. The procedure for the election of the dean is accomplished by a secret ballot among the candidates who have previously been approved by the University Senate, by the procedure established by the Regulations for the election of the dean. Candidate who has been elected by the final ballot and with a majority vote of the overall number of representatives of the Academic Senate present, shall be appointed to the post of the dean. The procedure for the election of the dean should be completed at least four months prior to the official appointment to the duty. The dean elect should attend the sessions of the School's management board until the end of the mandate of the present dean.

The newly elected dean starts his mandate with the first day of the new academic year.

In case a new dean fails to be elected by the end of the mandate of the former dean, the representatives of the Academic Assembly shall within 30 days propose a candidate who fulfills the requirements for an acting dean until the regular dean has been elected. University Senate shall within 30 days appoint the acting dean upon his/her candidacy has been approved by the rector.

In case the Academic Assembly fails to submit a proposal in the prescribed period, the acting dean shall be appointed by the University Senate on the motion of the rector.

Conditions and rules of procedure for the election of the dean shall be stipulated by a separate regulation.

Article 137

The dean may be relieved of his/her duty before the expiry of the term for which he/she has been elected, in case of

1. relieves himself/herself voluntarily from the duty,
2. fails to perform the duty of the dean,
3. serious and permanent infringements of the provisions of the Bylaws, general covenants of the University, or other regulations,
4. the abuse of the position of the dean,
5. he/she tarnishes the reputation of the authority he/she is vested with,
6. he/she loses the ability to perform the duties.

The procedure for the suspension of the dean starts with the decision of initiating the suspension procedure brought by the Academic Assembly by a majority vote of all the members present.

If the rector relieves the dean of his/her duties due to violation of the laws and other regulations, as well as this bylaws and other university decisions appertaining from the above university instruments, the suspension decision shall be approved by the University Senate by a two-third majority vote of all the members present within 30 days from the rector's suspension. Should the Senate approves the suspension, the dean is deemed to be relieved of his/her duty on the day the suspension decision has been brought.

In case of the suspension of the dean, the Senate shall appoint the acting dean until the new dean has been elected. The procedure for the election of the new dean shall be carried out in compliance with the University Bylaws and this Bylaws. The suspended dean cannot announce his/her candidacy in this election procedure.

Article 138

It is the duty of the dean to warn all bodies of the School of all the unlawful decisions, and of all decisions that are either inappropriate or do not fit into the management plan of the School.

Should the dean object any instrument brought by the Academic Assembly or any other body of the School, on grounds of its conflict with the governing law, he/she shall warn the body responsible for proposing this instrument. Should the body who has brought this instrument still disregard the dean's warning, it is the duty of the dean to prevent the implementation of this instrument and duly inform on that the University and the authorized Ministry.

Article 139

The dean shall be responsible for managing the School budget in the amount of 1 million kuna. For all the financial decisions exceeding 3 million kuna, the dean must ensure the approval of the Academic Assembly, i.e. of the Senate for all financial decisions exceeding the above amount.

The dean can delegate his/her executive powers partially onto the vice-deans and the School's secretary.

II.5.1.1. Vice-deans

Article 140

The dean is directly assisted by the vice-deans who are charged with the duty of solving the administrative issues of the first instance.

The vice-deans are proposed by the dean within the faculty holding a full academic rank. The proposed vice-deans are elected by the Academic Assembly by a majority vote of the members present through a public vote.

In the dean's absence one of the vice-deans shall be delegated to carry out the duties of the dean.

Vice-deans are elected for a term of three years; upon the termination of the mandate the same person may be reelected to the post of vice-dean.

Article 141

Dean and the vice-deans shall have a limited course load in comparison with other faculty holding the corresponding academic ranks.

Article 142

The vice-deans may be relieved of their duty before the expiry of their mandate. The corresponding provisions of this Bylaws valid for the suspension of the dean are also valid for the suspension of vice-deans.

II.5.1.2. Assistants to the dean

Article 143

Assistants to the dean are appointed by the dean for the period of three years.

The dean shall decide on the number of his/her assistants.

Assistants to the dean assist the dean in carrying out such other functions as may be agreed between the dean and his/her assistants.

II.5.1.3. Executive Board

Article 144

The Executive Board is a professional body comprised of vice-deans, assistants to the dean, heads of the organizational units, the School's secretary, and a representative of the teacher's trade union.

The dean prepares, convenes and leads the sessions of the Executive Board at least once a week.

Article 145

The Executive Board is responsible for:

- proposition of the School's business plan, development strategy and organization of the School,
- proposition of general regulations,
- formulation of the defense strategy in times of war or immediate war threats,

- any other assignments prescribed by this Bylaws and regulations of the work of the Executive Board.

The dean may delegate some of the duties within his/her scope of functions to the Executive Board by a written decision.

II.5.2. The Academic Assembly

Article 146

Academic Assembly is a professional body comprised of the elected representatives of the faculty holding appropriate academic ranks, together with the representatives of students.

Article 147

The election for the faculty representatives in the Academic Assembly are initiated by the dean of the School. Each representative is assigned his/her deputy who take over his/her duty in case of:

- should the representative resign from his post,
- should the representative terminate his/her employment, or student status at the School,
- if the representative is unavailable or temporarily incapacitated to participate at the sessions due to illness or any other reason.

Deputy representatives are elected in the same procedure with representatives as stipulated by this Bylaws.

Students are elected on the basis of a separate Law.

Article 148

Representatives of the Academic Assembly are elected as follows:

- tenured professors – three representatives,
- associate professors – three representatives,
- assistant professors – three representatives,
- junior and senior assistants – three representatives,
- students elect eight representatives, as stipulated by the Rules of Procedure of the Academic Assembly.

Dean, vice-deans, departmental chairs, heads of interdepartmental modules and courses, heads of institutes and directors of the School's organizational units are ex-officio members of the Academic Assembly.

Article 149

The Election Committee and Voting Boards, if necessary, are bodies charged with the election process. The Election Committee is appointed by the Academic Assembly.

Only persons with a voting privileges, i.e. potential to be elected to the Academic Assembly, can be nominated for the Election Committee and the Voting Board.

The Election Committee is responsible for:

- the preparation of the election process,

- making the candidates' nomination list public, together with the list of their deputies,
- making the election results for Assembly representatives and their deputies public.

Article 150

Election procedure and nomination process of the representatives and their deputies shall be governed by the Rules of Procedure of the Academic Assembly.

Article 151

The Academic Assembly may authorize the Postgraduate Assembly to adjudicate upon issues related to the postgraduate studies performed within the School.

The decisions brought by the Postgraduate Assembly are to be confirmed by the Academic Assembly.

Decisions of the Postgraduate Assembly are rendered valid as of the day of their approval by the Academic Assembly of the School.

When discussing the issues related to the postgraduate teaching, the Postgraduate Assembly is comprised of:

- course coordinator of each postgraduate course,
- five elected faculty representatives of the postgraduate course of studies,
- five student representatives attending postgraduate course of studies.

The election process for the faculty representatives and their deputies, as well as the modus operandi of the Postgraduate Assembly shall be regulated by the Rules of Procedure of the Academic Assembly.

Article 152

Besides authorities vested in it by Law, the Academic Assembly shall be responsible for the following:

1. enactment of the School's bylaws by a majority vote of all the voting members present,
2. electing the dean and the vice-deans,
3. organization of the election process for the members of the Subject Area Council in Biomedicine and Health,
4. approval of the dean's annual report,
5. decisions related to the budgetary policy and the annual balance sheet of the School,
6. organization and supervision of the quality control process related to the graduate studies and research,
7. proposing the new curricula, courses of study and research programs, as well as providing opinion for the proposals of the new academic curricula, or to the parts related to its area of expertise and authority,
8. stimulating the establishment of the new research infrastructure, or develops the potential of the existing resources at the level of a particular area of research,
9. setting to motion and conducting the election procedure for academic ranks, as well as to other posts as governed by the Law and by this Bylaws,

- 10.ensuring the freedom of initiative of individual researchers and groups of researchers, as well as faculty and students in their research, teaching and professional activities,
- 11.giving opinion on tenders related to placement and use of the capital equipment at the School,
- 12.approving the dean's transactions related to the legal actions for the benefit of the School ranging from 1,000.000 – 3,000.000 kuna, as well as
- 13.performing other assignments regulated by the Law, the University Bylaws and this Bylaws.

Article 153

Academic Assembly of the School is operating through the meetings of the Assembly.

Assembly meetings are deemed regular when the presence of the majority members is ensured.

The Academic Assembly shall have the authority to bring decisions, conclusions and opinions by the majority vote of all the faculty members present, unless otherwise specified by the Law, this Bylaws or any other governing regulations valid for the School.

In case of a tie vote the dean may vote with either side, thereby establishing a majority.

Article 154

The members of the Academic Assembly are elected for a period of three years. Faculty representatives may be re-elected to the Academic Assembly.

Article 155

The meetings of the Academic Assembly are convened by the dean who presides them; he/she may also authorize the vice-dean to act as his/her proxy in his/her absence.

Article 156

The dean shall, relying on his/her free judgment, invite all the faculty to the Academic Assembly meetings when matters of general interests are discussed (teaching regimen, determining on a proposed curriculum, determining criteria for academic advancement, determining the research strategy, etc.). The conclusions of the meeting referenced in paragraph 1 of this Article have an advisory character.

Article 157

For an in-depth preparation of particular cases and resolving particular issues, the Academic Assembly may initiate the establishment of standing or ad-hoc committees and boards.

II.5.2.1. Course Faculty Council

Article 158

The Course Faculty Council is a professional body for planning, coordinating and the follow-up of the teaching process.

The Course Faculty Council is comprised of the course representatives of a particular year together with one student representative for each year of the program of studies. The Course Faculty Council meets at least once in a semester.

The Course Faculty Council, approved by the Academic Assembly, is elected among the course representatives of a particular year and is coordinated by the course faculty coordinator.

II.5.2.2. Faculty Promotions and Appointments Committee

Article 159

The Faculty Promotions and Appointments Committee (hereinafter referred to as the Committee) is a professional committee charged with the task of coordinating a consistent personnel policy, which is proposed by the Academic Assembly with an aim of standardizing the criteria and coordinating the activities in the process of faculty promotion and appointments.

Article 160

The Committee is comprised of 9 members and is made up of the faculty elected into the academic rank of associate professors or professors.

Faculty participation in the teaching process is one of the criteria for the selection of the Committee members.

Rights and duties of the Committee members, as well as the Committee's mode of operation, are regulated in a separate regulations.

II.5.2.3. Doctoral Promotions Committee

Article 161

The doctoral Promotions Committee is a professional committee approved by the Academic Assembly with an aim of standardizing the criteria and coordinating the activities in the process of attaining doctoral promotions.

Rights and duties of the Committee members, as well as the Committee's mode of operation, are regulated in the Postgraduate Studies Regulations.

II.5.2.4. Ethical Committee

Article 162

The Ethical Committee is appointed by the Academic Assembly, on the motion of the dean. The Committee is comprised of at least one student member. The Ethical Committee members are appointed for a period of three years.

The Ethical Committee has the president and the deputy president elected among the Committee members.

The mission of the Ethical Committee is the promotion of the ethical principles and values in research, higher education and the professional areas.

Rights and duties of the Ethical Committee, as well as the Committee's mode of operation, are regulated in a separate regulations.

II.6. STUDENT INVOLVEMENT

Article 163

Students participate in the activities of the School through their involvement in the teaching process and attendance at lectures, seminars, practicals and other forms of teaching, as well as through their participation in research projects and projects of professional development, as well as through their representatives present in the School's bodies and committees.

Student representatives participate on an equal basis with the faculty members in the work of the Academic Assembly.

Student representatives have a right of a suspensory veto on all decisions related specifically to student issues.

The issues with specific relevance for students are as follows: determining student rights and duties, changes of the regimens of study, quality assurance, deciding on curriculum innovations, determining the specific calendars of studies and student standard.

The suspensory veto is proposed by the majority vote of all the student representatives present in the Academic Assembly. After the suspensory veto has been lodged, the Academic Assembly reconsiders the same issue within the period of 8 days at the earliest. The reconsidered issue is decided by a majority vote of all the members present, and it cannot be vetoed once .

Article 164

Students elect for each year one class representative for the Course Faculty Council and the Curriculum Committee.

Student also elect two representatives within the student corpus for the Student Disciplinary Committee.

The mode of electing student undergraduate, graduate and postgraduate representatives for the Academic Assembly is regulated by the Academic Assembly Rules of Procedure.

II.7. BUSINESS AND OFFICIAL SECRET

Article 165

All data, documents and general regulations proclaimed to be secret by the Law and other general regulations of the University of Zagreb are considered to be secret.

Regulations governing the business and official secret are further elaborated in separate regulations.

II.8. PUBLIC MISSION OF THE SCHOOL'S ACTIVITIES

Article 166

The School shall have the obligation to make its activities visible to the public through the following:

- official web pages,
- the School's written communications,
- annual report published in occasional publications,
- occasional press conferences.

Article 167

The School shall report on all its activities and services offered, including the curriculum requirements at the request of each individual or legal person.

All reports outlined in the Paragraph 1 of this Article are available to all the Internet users.

This Bylaws and other general regulations shall be made public at the notice board of the School and are usually enforced on the day they are made public.

The Bylaws and other general regulations which govern the scope of public activities covered by the School shall be made public at the Schools official web pages.

Article 168

The profit made through the School's activities, shall be allocated to the development of teaching, research and professional activities.

II.9. TRANSITIONAL AND FINAL REGULATIONS

Article 169

Students of the graduate course of studies who meet all the course requirements without retaking a year or without any remedial work, have the right to complete their course of study according to the regulations valid for their matriculation class.

Students who have matriculated prior to the academic year 2005-06, and who have not completed their course of studies as stipulated by the program

requirements, shall be granted to pursue their studies according the academic program brought for the year 2005-06.

Students from Paragraph 2 of this Article who have put their studies to a resting period, shall be liable to a prolongation of their studies for the period for which the resting has been granted.

Decision on the termination of the course of studies shall rest within the authority of the Vice-Dean for Graduate Studies who shall be authorized to issue the instruments as stipulated in Paragraph 2 of this Article.

Article 170

Postgraduate students who have matriculated into the professional course of studies, master's program or doctoral studies prior to the academic year 2005-06, shall be liable to complete their studies according to the regulations valid at the time of their matriculation; they shall also be entitled to attain a corresponding academic degree valid for the governing regulations prior to the entering into force of the Higher Education and Research Act.

After the introduction of the course of studies regulated by the Higher Education and Research Act, students referenced in the Paragraph 1 of this Article who have not completed their course of studies according to the old program of studies, may have an option to continue their course of studies as regulated in this Bylaws and its corresponding program of studies outlined in the Postgraduate Studies Regulations.

Article 171

Credits attained by the students of the postgraduate doctoral course of studies who have completed additional postgraduate programs of studies and who have passed the prescribed exams at other universities, or have continued their research education abroad, shall be evaluated on an individual basis.

Evaluation of credits attained, as outlined in Paragraph 1 of this Article, shall be performed by an Evaluation Committee comprised of the vice-dean for the postgraduate studies, doctoral studies program coordinator and his/her deputies.

Article 172

Individuals who have attained a Master of Science degree may attain a doctoral degree by a defense of a doctoral thesis outside of the doctoral studies program within eight years of the Higher Education and Research Act coming into force on the conditions as follows:

- have attained an academic degree of Master of Science in the same research area in which they wish to present their doctoral thesis, or in any corresponding area;
- have published at least one paper in an internationally reviewed scientific journal, or if they can produce a proof of participation in a research conducted within universities or research institutes.

The list of accredited internationally reviewed journals, as outlined in Paragraph 1 of this Article shall be regulated by the Postgraduate Studies Regulations.

The Senate of the University of Zagreb shall decide on starting the procedure for attaining a Doctor of Science degree outside the realm of the doctoral program.

Article 173

The dean, vice-deans, departmental chairs and directors of organizational units elected prior to this Bylaws coming into force shall retain their position by the end of the mandate to which they have been appointed.

Faculty and student representatives elected to the Academic Assembly of the School shall retain their position by the end of the mandate to which they have been appointed.

Article 174

Until the new plan and program, as well as the new regulations on the School organization come into force, the Departments of the School shall continue their work retaining the same names and organizational patterns as follows: Department of Anatomy and Clinical Anatomy, Department of Medical Biology, Department of Physics and Biophysics, Department of Medical Chemistry, Biochemistry and Clinical Chemistry, Department of Histology and Embryology, Department of Physiology and Immunology, Department of Pharmacology, Department of Pathology, Department of Forensic Medicine, Department of Pediatrics, Department of Dermatovenereology, Department General Clinical Oncology, Department of Radiology, Department of Gynecology and Obstetrics, Department of Internal Medicine, Department of Infectious Diseases, Department of Pathophysiology, Department of Surgery, Department of Neurology, Department of Ophthalmology, Department of Orthopedics, Department of Otorhinolaryngology with Audiology and Phoniatics, Department of Maxillofacial Surgery with Stomatology, Department of Neurology, Department of Psychiatry and Psychological Medicine, Department of Physical Medicine and General Rehabilitation, Department of Social Medicine and Organization of Health Care, Department of Family Medicine, Department of Medical Sociology and Health Economics, Department of Medical Microbiology and Parasitology, Department of Medical Statistics, Epidemiology and Medical Informatics, Department of Health Ecology and Occupational Medicine, Department of Anesthesiology and Resuscitation, Department of Nuclear Medicine, Department of Neurosurgery, the course council of Fundamentals of Neuroscience, the course council of Introduction to Research, and the course council of Medical Ethics.

Article 175

Until a new organizational structure of the School and establishing of the new administrative regulations in accordance with the provisions outlined in this Bylaws come into force, the following organizational units shall exist within the structure of the School: "Drago Perović" Institute of Anatomy with the Laboratory for Mineralized Tissues, The Institute for Neuroscience of the Croatian Institute for Brain Research, Institute of Biology, Institute of Physics, Institute of Chemistry and Biochemistry, institute of Physiology, Institute of Histology and Embryology, Institute of Pharmacology, Institute of Pathology, Institute of Forensic Medicine and Criminology, Institute of Medical Microbiology and Parasitology, Institute of Teaching Technology, "Andrija Štampar" Library, Laboratory of Balneology, Demetrova 15., Office of the Secretary of the "Andrija Štampar" School of Public Health, Central Medical Library, Office of the Secretary of the School of Medicine with the Financial and Accounting

Division, Division of Building and Maintenance, Division of Legal, Personnel and General Affairs, Division of Graduate Studies and Publishing, Division of Postgraduate Studies, Research and Life-Long Learning, Division of Informatics, Division of Work and Fire Protection, Administrative Division of the Croatian Institute for Brain Research.

Article 176

The following centers are active within the School:

- Center for Clinical Use of Neuroscience
- Center for Healthcare Services of the School
- Center for Translational and Clinical Research
- Center for Occupational Health Promotion
- Center for Palliative Medicine, Medical Ethics, and Communication Skills
- Center for Electron Microscopy
- Center for Human Rights
- Center for Development of Information System in Crisis Management
- Center for International Relations and Development of New Technologies;
- Center for Research in Perinatal Etiopathogenesis of Neurological and Cognitive Disorders
- Center for Development of Computer Skills
ECDL Center (*European Computer Driving License*).

Article 177

The Association of Faculty, Former Students and Friends of the School of Medicine (AMAMUZ) shall continue its work according to its former practice.

The above referenced Association is obliged to obtain the authorization from the dean for the use of the name and the emblem of the School of Medicine within 12 months from this Bylaws coming into force.

Article 178

By this Bylaws coming into force, the existing Bylaws of 14 February 2002, reference no. 02-610/2002, shall cease to be valid.

Article 179

The existing general regulations shall be valid until the new set of regulations come to be established, except the regulations which are in conflict with the Law, the Bylaws of the University and this Bylaws.

Article 180

This Bylaws shall come into force upon the previously obtained approval of the Senate of the University of Zagreb and on the day of its public announcement at the notice board of the School.

Class: 003–08/10-02/9

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Zagreb, 27 October 2010

D e a n:

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