

Pursuant to Article 152 of the Bylaws of the University of Zagreb School of Medicine, the Academic Assembly at its meeting held on 29 April 2014 adopted the following

ACADEMIC REGULATIONS GRADUATE PROGRAMS

I. GENERAL PROVISIONS

Article 1

(1) These Regulations govern the matriculation requirements for students, curricula, organization of teaching, assessment methods, quality assurance in the teaching process and its evaluation, student status, study regulations, student involvement in the activities of the School, as well as any other issues relevant for the delivery of the programs of studies offered.

(2) Provisions specified in these Regulations shall also be applicable to students of the Undergraduate Course of Study in Midwifery, University Graduate Course of Study in Nursing and Integrated Course of Graduate Studies in Medicine both in the Croatian and the English language.

(3) Academic life at the School is based on an equal level of participation and mutual respect of all its stakeholders. Any form of discrimination based either on political, religious, and national grounds, or birth and gender is strictly forbidden.

(4) All notions related to gender concepts used in these Regulations, either used as a masculine or feminine appellations, shall comprise the masculine and feminine gender on equal basis.

II MATRICULATION PROCESS

Article 2

(1) All prospective candidates who have completed the secondary school program requirements in the Republic of Croatia, or attained equivalent qualifications abroad, in the duration of at least four years, and who have taken the courses in biology, chemistry and physics for at least two years, and who have adequate psycho-physical capacities and are proficient in the Croatian language – B2 level (according to the Common European Framework of Reference for Languages) are eligible for admission into the first year. All candidates who are proficient in the English language, and meet the requirements announced in the public call for applicants, are eligible for the enrollment into the first year

(2) Prospective candidates who have not taken courses in biology, chemistry and physics, as specified in Paragraph 1 of this Article, are obliged to pass the exams in biology, chemistry and physics prior to applying for the admission procedure, as prescribed by the high-school course requirements specified for these courses.

(3) Those students who have registered into the first year of studies in the Croatian language program, and who have not taken the Latin language course for at least two years, are obliged to take the Latin language course (course load of 90 hours) and pass the Latin language exam prior to registering into the second year.

(4) Prospective candidates who have completed the prescribed undergraduate course of study in nursing, or the corresponding undergraduate course of study in midwifery are eligible for

enrollment into the University Graduate Course of Study in Nursing, on condition that they qualify for the enrollment according to the ranking position attained and as stipulated by the admission quota determined in the call.

Article 3

(1) Based on the School's admission capacity, the Academic Assembly proposes the number of vacancies for the first year enrolment for each academic year, and the Senate of the University of Zagreb brings the final decision on that matter.

Article 4

Registration of the first-year students into the Integrated Course of Graduate Studies in Medicine both in the Croatian and the English language, the University Undergraduate course of Study in Midwifery, and the University Graduate Course of Study in Nursing is accomplished on the basis of a publicly announced call for applicants.

Article 5

A prospective candidate is eligible for enrollment into the first year on the basis of the results attained at the classification procedure, as stipulated in the publicly announced invitation for applications for enrollment into the first year of a corresponding program.

Article 6

(1) The classification procedure is supervised by the Admissions and Matriculation Committee, and its members are recruited within the School's faculty and appointed by the Academic Assembly.

(2) The classification procedure for the enrollment into the University Undergraduate Course of Study in Midwifery, University Graduate Course of Study in Nursing, and Integrated Course of Graduate Studies in Medicine in the Croatian language is undertaken by the National On-line Information System for Applications for University Enrollments devised by the Central Applications Office for University Enrollments of the Research and Higher Education Agency.

(3) The National Applications Office for University Enrollments of the Research and Higher Education Agency in collaboration with the Ministry of Research, Education and Sports of the Republic of Croatia and the National Center for External Evaluation of Education are charged with the task of uploading the prescribed documents required for university enrolment ranking, such as certificates of nationality and birth certificates, as well as the complete high school transcript (four-year program), the results of exams passed at the Secondary School Graduation State Exam, i.e. equivalent exams passed via the National Center for External Evaluation of Education, by the candidates who have completed their secondary education prior to 2010, or outside the Republic of Croatia. Applicants who have completed their secondary education by passing the prescribed exams in the country where the Secondary School Graduation State Exam is undertaken as a form of external evaluation shall be granted direct recognition of the passed exams which are equivalent to the courses required for secondary school graduation in the Republic of Croatia.

- (4) Pursuant to the requirements stipulated in the separate part of the call for applications, the results of the additional testing performed by higher education institutions are downloaded into the National On-line Information System for Applications for University Enrollments by the National Center for External Evaluation of Education.
- (5) All applicants applying for enrollment into the University Undergraduate Course of Study in Midwifery, and the University Course of Graduate Studies in Medicine in the Croatian language, are ranked according to the credits achieved as stipulated in the provisions announced in the call for applicants for the enrollment into the first year. All applicants who have previously confirmed their intention of registering for a particular study program via the National On-line Information System for Applications for University Enrollments, and who have achieved the admission threshold and fill in the vacancies prescribed by the admission quotas, are eligible for the enrollment, on condition that they possess adequate psycho-physical capacities for the course of study, i.e., do not have any history of psychiatric diseases which will impair their normal professional activities.
- (6) A separate Admissions Committee for Evaluation of the Period of Study Completed Abroad, appointed by the Academic Assembly on the motion of the Dean's Executive Board, shall be responsible for the classification procedure of prospective students of the Medical Studies in English program. The Committee is comprised of the faculty engaged in the teaching process of the program of Medical Studies in English, and is chaired by the assistant to the dean for the Medical Studies in English program.
- (7) Based on the results of the admissions procedure for enrollment into the Integrated Course of Graduate Studies in Medicine in the English language, the Admissions Committee is in charge of drawing up a ranking list of candidates who are eligible for enrollment into the MSE program of studies.
- (8) The publicly announced ranking list for the enrollment into the Integrated Course of Graduate Studies in Medicine in the English language is deemed to have the value of the administrative decision subject to the right of appeal (first-instance decision).
- (9) Admission procedure for the enrollment into the Graduate Course of Study in Nursing is carried out by the professional committee appointed by the Dean's Executive Board as prescribed by the requirements stipulated in the call for applications.
- (10) By the completion of the matriculation process students gain the student status at the Zagreb School of Medicine.

Article 7

The prospective candidate who is eligible for the enrollment loses his/her matriculation right in case he/she fails to enroll within a prescribed period for enrollment into the first year. This right shall be consumed by the next candidate ranked below who has attained the minimum admission requirements (admission threshold).

Article 8

(1) The prospective candidate for the Integrated Course of Graduate Studies in Medicine in the English language has the right to get an insight into the admission test, ranking list and all other documents outlined in the call for applicants. The candidate has the right to lodge a complaint against the regularity of the procedure within 24 hours upon disclosure of the admission test results. All the complaints related to the admission procedure shall be dealt with by the dean (or the vice-dean in case of the dean's absence) within 24 hours upon lodging the complaint; the dean is also in charge of formulating the final decision on the admission.

(2) All applicants who register via the Central Applications Office for University Enrollments for the enrollment into the Integrated Undergraduate and Graduate Course of Studies of Medicine in the Croatian language have the right to lodge a complaint within 24 hours from the disclosure of admission test results on the grounds of incorrect data entry. All complaints are lodged exclusively in the electronic form via the National On-line Application System for University Enrollments.

Article 9

(1) The right for matriculation into the course of medical studies is guaranteed on equal conditions to the citizens of the Republic of Croatia, citizens of the member states of the European Union and representatives of the Croatian diaspora, i.e., representatives of the Croatian national minority with residence outside the Republic of Croatia, as well as to foreign citizens and persons without citizenship who have permanent residence registered in the Republic of Croatia.

(2) Foreign citizens and persons without citizenship who do not have a permanent residence in the Republic of Croatia are eligible for enrolling the course of studies on the basis of international agreements set by the authorized bodies.

(3) The prospective candidates who have graduated from the area of natural and biomedical sciences attaining and overall average of 3.5 and higher (at the grading scale valid in the Republic of Croatia ranging from 1-5), as well as those who have successfully passed the internationally recognized admission exams (MCAT-Medical College Admission Test, SAT II Subject Test) in biology, chemistry and physics, have the right for direct admission into the Medical Studies in English program (ranging from the minimum of 9 scores attained out of each component, or then minimum of 600 grading points in each subject taken).

(4) Exception to the provisions outlined in the Paragraph 4 of this Article can be granted by the Dean's Executive Board, who can grant the admission to the Medical Studies in English program to prospective candidates who have fulfilled the admission requirements at any university abroad, and in case that there are vacancies left after the completion of the admission procedure.

Article 10

Upon the admission into the first year of the medical studies in the Croatian language, and prior to the date scheduled for the start of academic year, each prospective student is obliged to complete five days of practical work in the health sector.

III. ACADEMIC PROGRAMS

Article 11

The School is offering the following academic programs: Undergraduate Course of Study in Midwifery, University Graduate Course of Study in Nursing and Integrated Course of Graduate Studies in Medicine both in the Croatian and the English language.

Article 12

The Academic Assembly is adopting the overall syllabus and proposes the study program to the Senate of the University of Zagreb.

Article 13

Each program description should comprise:

- (1) information pertaining to the duration of the course of studies and prescribed duration required for graduation,
- (2) professional or academic title conferred upon graduation,
- (3) admission requirements,
- (4) general course content of mandatory and elective courses with the course load expressed in teaching hours,
- (5) credit points attributed to each course harmonized with the ECTS,
- (6) teaching forms and formats with assessment methods stated for each course,
- (7) list of courses recommended to be taken at other university program of studies,
- (8) requirements for academic advancement for the next semester, i.e. next academic year, as well as specific course requirements for any course or groups of courses,
- (9) end-of-study requirements,
- (10) provisions regulating the conditions for the continuation of the course of studies in case of interruptions occurring during students' education.

Article 14

- (1) Each program of studies is offered according to the prescribed syllabus adopted by the Academic Assembly.
- (2) Each syllabus should comprise as follows:
 - a) faculty and teaching staff involved in the teaching program,
 - b) space where teaching will take place,
 - c) start and end of each academic year with the timetable with specified schedule of courses,
 - d) forms of teaching (lectures, seminars, practicals, clinical clerkship, consultations, in-course assessment methods, etc.),
 - e) forms of assessment, exam terms and examination criteria,
 - f) reference literature required for a particular course,
 - g) possibility to offer academic courses in a foreign language,
 - h) offering courses for distance learning,
 - i) other conditions required for maintaining the continuity of the teaching process.
- (3) The literature recommended for a particular course and its exam must be harmonized with the objectives of the study program. It is assumed that the average student should be able to master the prescribed reference literature within 25-30 working hours per week needed to prepare for the exam.
- (4) The prescribed syllabus shall be made public before the teaching starts in the current academic year and should be made available to the public by appearing at the official web pages of the School.
- (5) When needed, organizational changes in the prescribed syllabus are decided by the departments/course councils with the consent of the vice-dean for teaching. These changes shall also be made public at the official web pages of the School.

Article 15

In order to improve the understanding of international study programs and stimulate international mobility of students and faculty, the School shall be responsible to provide the following ECTS documents:

- a) information package
- b) transcript of records
- c) diploma supplement.

Article 16

(1) The information package contains a course catalogue. It is designed with an aim to facilitate the understanding and comparison between diverse study programs, as well as to give detailed information on educational profiles, courses and study system. Information package, published at the official web pages of the School as well as in the printed form, should be offered in the Croatian language and with its relevant parts being translated into English.

(2) Information package is comprised of three parts:

2.1 Information on the School and admission requirements:

- a) name and address,
- b) course and exams schedule,
- c) roster of faculty and teaching staff,
- d) general description of the School, status,
- e) study programs offered,
- f) admission/registration procedure,
- g) major recognition principles,
- h) name of the School's ECTS coordinator

2.2. Information on study programs:

2.2.1. *General description*

- a) qualification/degree conferred
- b) admission requirements
- c) educational and professional objectives
- d) access possibilities to further education
- e) program structure with ECTS credits
- f) final exam
- g) examination and assessment rules
- h) name of the ECTS coordinator at the program level.

2.2.2. *Course description:*

- a) course name,
- b) course code,
- c) course type,
- d) course level,
- e) year of study,
- f) semester,
- g) number of ECTS credits,
- h) instructor's name,

- i) course objectives expressed through learning outcomes,
- j) course requirements (regulations for academic advancement),
- k) course content,
- l) recommended literature,
- m) teaching methods,
- n) assessment methods,
- o) language of instruction.

2.3. General information for students:

2.3.1. *General information for students:*

- a) sport facilities and equipment,
- b) organization of practice,
- c) extracurricular activities,
- d) Students' Union and associations,
- e) foreign language courses,
- f) space and equipment for learning,
- g) digital identity data, the use of information and communication technology,
- h) psychological counseling
- i) other.

IV ORGANIZATION OF TEACHING

Article 17

As a rule academic year shall start on 1 October of the current year, ending on 30 September of the next year. Teaching is organized through a detailed course syllabus which shall be determined for each academic year separately.

Article 18

Students register their course program for winter and summer semester of a particular academic year two weeks prior to the commencement of teaching.

Article 19

(1) Teaching takes place in the following forms: lectures, seminars, practicals, clinical practice, field work, mentoring (including student research and preparation of the diploma paper), e-learning, consultation, as well as any other forms of teaching which contribute to acquisition of the prescribed knowledge, skills and attitudes.

(2) The School should provide for the continuous assessment of results and effects of the teaching process: in-course assessment, permanent assessment, quizzes and exams.

(3) The following types of exams are existing at the School level: partial course exam, final course exam, and diploma exam.

(4) The following forms of quizzes (in-course exams) are present: thematic quizzes, final quizzes (final assessment for mandatory courses which are not ending with an exam) and quizzes which make up for the lost courses.

(5) All forms of assessment should comprise the forms as follows: written form only, the combination of written and oral assessment, the written and practical assessment combined with the oral assessment, the objective structured clinical exam (OSCE) , oral assessment only in exceptional cases, and finally, a special type of exam taken before a three-member examination board. Each department/course council is responsible for determining its own examination requirements which should be made public in the syllabus for each academic year.

Article 20

(1) Students' work load within the clinical clerkships and out-patient practice amounts to 40 hours per week, including the period when students are on call at the School's teaching facilities.

(2) The course load may also exceed the load referenced in paragraphs (1) and (2) of this Article, when the syllabus requires an increased course load to be devoted to practical teaching and field work.

Teaching Electives

Article 21

(1) The course load of each elective amounts to 25 hours.

(2) The exam results in electives are not expressed in numerical grades but are taken on a pass-fail basis.

(3) The same attendance rules valid for regular courses are also valid for the electives.

(4) It is within the authority of the Dean's Management Board to recognize other forms of professional and teaching activities as equivalent to elective courses.

Article 22

In order to ensure the normal delivery of the program, students are grouped into study groups in accordance to the provisions of the Faculty Labor Regulations.

Article 23

(1) Teaching is organized and supervised by professional help of the Administrative Support Office, departments and course councils, pursuant to the provisions stipulated by the Law, the Bylaws and these Regulations.

(2) Teaching is registered electronically and in a written form in the teaching log – individual sessions record. Teaching log books, which are prescribed for each course separately, are kept at the administrative head offices of the institutes/departments/course councils, i.e. at the students' offices of the School's teaching facilities.

(3) Teaching is done at the School's organizational units and at the clinical teaching facilities and public health institutions which are contractually allied with the School.

Lectures

Article 24

(1) Lecture is the basic form of academic instruction through which students are guided into the format of seminar teaching and prepared for practical assignments (practicals, clinical and community clerkship, field practice, and e-learning). Lectures are usually delivered in the form of a synthetic overview of a part of the course outline, and are focused on the basic knowledge and principles, as well as giving additional coverage to those units contained in the course contents which are not entirely covered by the existing mandatory course reading, i.e. explaining the course content which has been proved to be particularly difficult for students to master.

(2) The overall percentage of lectures for each course should be limited to 15 – 30 % of the overall course load prescribed for that course.

(3) Lecture handouts may be distributed to students containing additional information and explanation of the course content outlined in the mandatory literature for a particular course. As a constitutive part of the mandatory course material lecture handouts should be disclosed at the Learning Management System (LMS) or at the departmental web pages.

(4) Lectures are held by the faculty holding full academic research and teaching ranks.

(5) Distinguished faculty or researchers from other institutions of higher learning or research institutes, or renowned scholars with no appointments to academic ranks, may also be entrusted with the task of delivering lectures with the consent of the School's Academic Assembly.

(6) Junior and senior research assistants shall also participate in the preparation of the lectures as part of their teacher training process. Senior assistants are obliged to deliver two lectures annually under the supervision of their senior colleagues.

Seminars

Article 25

(1) Seminar is a form of academic instruction in which a group of students (not exceeding 30) are actively focused on a given course material/topic, the content of which should be prepared and studied in advance. Through a discussion with a seminar leader and through an active approach based on questions, students are encouraged to get a critical analysis and deeper insight into the specific problems, as well as to become familiar with the collection and analysis of data of a particular area of expertise.

(2) Seminars are held by the faculty holding academic research and teaching ranks. Assistants and senior assistants coordinate the seminar teaching independently as assigned by the senior faculty of the department.

(3) Seminar coordinators are responsible for continuous assessment of students during seminars.

Practicals

Article 26

- (1) Practical assignments are defined as a form of academic instruction in which students are given practical assignments to solve with the help and guidance of faculty coordinators of practicals and student assistants. Faculty coordinators and student assistants should provide active academic support to students and supervise them during the entire period of practical sessions.
- (2) Practical assignments are held by the faculty holding academic research and teaching ranks. Assistants and senior assistants organize and coordinate the performance of practicals independently as assigned by the senior faculty of the department.

Article 27

- (1) Clinical clerkship is a form of clinical instruction in which students receive supervised clinical training in hospital or outpatient settings (clinical departments, institutes or outpatient clinics) during the official office hours and while on duty. In the course of the clinical clerkship students will interact with real patients during admissions, taking histories and referring them to diagnostic procedures and laboratory tests,
- (2) thus having the opportunity to get acquainted with the whole spectrum of ethical and legal problems encountered in patient management.
- (3) Community health practice is a special method of learning based on field practice and understanding of diverse factors influencing health of the population; it takes place in outpatient clinics, counseling centers, welfare clinics, laboratories, and other epidemiological and socio-medical institutions. During the field practice students interact with other members of the community health team and participate in home visits and management of patients, as well as in organization of prevention campaigns and programs and other population related activities.
- (4) Besides the classical teaching formats (lectures, seminars, practicals), students also take part in specific forms of teaching such as clinical rounds, clinicopathological conferences, clinical consultations, professional departmental meetings, as well as conferences at which therapeutic options are discussed.
- (5) Active participation at clinicopathological conferences and conferences discussing therapeutic options is recognized to have the same value as the seminar paper.
- (6) Activities registered within clinical rounds and on-call service are recognized to have the same value as well as activities devoted to practical training. During clinical clerkship practicals students are divided into groups of four, and are exceptionally grouped in pairs, as stipulated by the decision of the School's Academic Assembly.

Consultations

Article 28

During consultations students are advised on how to prepare for an efficient attendance of all forms of teaching and assessment. Faculty should adhere to the consultation schedule which is made public on the official web pages and on the notice board of the departments or course councils.

E-learning

Article 29

(1) Teaching may also take place in the virtual environment both for learning and teaching (E-learning). As a rule a mixed form of e-learning is being used at the School. Such an approach is based on a combination of the classical forms of teaching (face-to-face classroom environment) with teaching which takes place in a virtual environment by the use of technologies applied in e-learning. E-learning is supported by the School's proprietary teaching management system, called MEF-LMS.

(2) MEF-LMS is a closed-access internet system which comprises the courses of the undergraduate and graduate program of studies (LMS courses). Each LMS course contains the basic information pertaining to the course (course syllabi, course schedules), information for students (general information, exam information), as well as diverse teaching materials (presentations, additional course reading, handouts, audio and video presentations, self-examination contents, homework assignments and grading via the e-learning system).

(3) It is within the authority of the departments/course councils to provide various information and course contents for the LMS system. Each student should participate in the e-learning process in the manner prescribed by the course syllabus for each particular course.

(4) The e-learning office is entrusted with a task to take care of the normal functioning of the individual LMS courses, as well as of the whole MEF-LMS system.

(5) The use of the MEF-LMS system is determined by the Regulations for its usage. These regulations govern the rules of behavior within the LMS environment.

Student Counselor

Article 30

(1) Head of the department shall appoint a counselor for each student who fails to pass the exam in five consecutive attempts.

(2) In order to solve student's problems and prepare the student for successful passing of the exam, the appointed counselor shall meet the student at least once a month providing guidance and support in learning, together with the assistance of the head of the department, vice-dean for teaching and other authorized bodies of the School.

(3) In case the student counselor is prevented in performing his/her duty for a period longer than 30 days, the head of the department shall at the request of the student, or on the basis of his/her own judgment, appoint another counselor to the student, as stipulated in Paragraph 1 of this Article.

Student Absence from Class

Article 31

(1) A student may in the course of the semester be absent from class up to 20% of the overall course load determined for lectures, seminars and practicals, as well as clinical clerkship of a particular course; such an absence may be excused by a corresponding documentation which should be provided by the student. Each department/course council shall determine its own methods for registering class attendance, with a maximum number of tolerated absences, as well as methods of make-up work which is to be determined at the beginning of each semester in concrete numbers.

(2) Exceptionally, a student can be granted make-up work of up to 50% of the overall course load for a particular course, if his/her absence was due to:

- a) maternity leave,
- b) longer period of hospitalization,
- c) participation at sports contests for top-ranking athletes,
- d) family or any other justifiable reasons.

(3) Exceptionally, student enrolled into the national program of medicine may be granted make-up work of the missed coursework at the Medical Studies in English Program and vice versa, if attendance of such a class makes the student qualified for academic progress into the next year.

(4) In cases described in Paragraph (2) of this Article, a student should file a petition for make-up coursework in written form which should be supported with suitable authentic documentation addressed to the vice-dean for teaching. The vice-dean shall than in agreement with the department/course council approve such make-up work and issue the accompanying decision regulating such practice.

V. ASSESSMENT METHODS

Article 32

Student's knowledge is being assessed continually during the coursework and at the end of each course, as stipulated in Article 16 of these Regulations and described in detail in the Paragraphs that follow.

Continuous Assessment - Quizzes

Article 33

(1) Coursework quizzes may be thematic, end-of-course and compensatory.

(2) Thematic quiz serves for assessing knowledge of a part of the coursework and is organized in case when the formal knowledge assessment is essential as a proof that student has successfully mastered that part of the coursework which is a learning prerequisite indispensable for successful mastering of the rest of the coursework. Should the department/course council decide to start such a thematic quiz, it is then obliged to organize such a quiz for the whole cohort of students according to the previously announced schedule and immediately upon the termination of that part of the coursework which is to be assessed by such a quiz. Thematic quizzes are marked exclusively on a Pass/Fail basis. Previous pass on a thematic quiz is a requirement for the second attendance signature and registering for the exam, as well as for attending the remaining portion of the course. Such quizzes are organized only in case when there is a clear justification for them.

(3) End-of-course quiz is a final form of knowledge assessment (substituting for the exam) for mandatory courses comprising at least 35 contact hours of teaching, corresponding to 2 or fewer ECTS credit points. Other courses, clearly recognized as fundamental, complete and integral part of medical education, are an exception which end up with a summative exam. End-of-course quizzes are also used for assessing the electives. End-of-course quiz is marked exclusively on a Pass/Fail basis. Provisions outlined in these Regulations are valid for all the details governing this assessment format (exam terms and registering, exam requirements, number of attempts taken per academic year, exam taken before the Examination Board, exam records).

(4) The purpose of a compensatory quiz is to give student the opportunity to make up for the missed part of the coursework due to an excused course absence, as well as for correcting the negative mark obtained during the continuous assessment. A pass in compensatory quizzes is a requirement for obtaining the second attendance signature and registering for the exam. The way the compensatory quizzes shall be conducted is regulated by the department/course council, depending on the circumstances related to that part of the coursework student failed to attend (oral exam, test, practical exam). Compensatory quiz is marked on a Pass/Fail basis and students should pass it at least 5 days prior to registering for the exam.

Exams

Definitions and Types

Article 34

(1) An exam is a form of assessment of knowledge, skills and attitudes related to a mandatory course which constitutes a particular program of studies and is recognized as an integral and unique part of medical education, comprising more than 35 contact hours of teaching and two or more ECTS credit points. The way of final assessment (either by exam or end-of-course quiz) is determined by the Academic Assembly on the motion of the departments/course councils, vice-dean and the teaching committee.

(2) There are three basic types of exam:

(3) Partial exams consisting of two subtypes: (a) exams organized within a coursework of one academic course, assessing the knowledge of a specific part of the coursework completed; and (b) exams assessing the final knowledge of a particular course within a joint exam comprising the assessment of a number of related courses;

(4) Final exam organized at the end of the coursework for assessing the knowledge of the entire course;

(5) Diploma exam is a collective exam organized for assessing knowledge, skills, attitudes and capabilities for clinical judgments needed for qualifying a student for a successful work in the profession of doctor of medicine, i.e., master of the nursing profession.

(6) All students who have met all the curriculum requirements are eligible to sit for the exam.

(7) Exams may be collective and individual; regarding the method of assessment exams may be in the written form only; the combination of written and oral assessment; written exam combined with practical assessment and oral component; OSCE; exam taken before the three-member examination board.

(8) Collective exams are those exams (or parts of the exam) which are conducted in a written (test) form. When appropriate, some forms of practical assignments (e.g. analysis of anatomical, histological and laboratory preparations) can also be accomplished as collective exams. All other forms of exam (oral exams, practical exams in clinical courses) are conducted as face-to-face individual exams.

(9) Only partial exams can be conducted only in a written (test) form. All final exams must be combined, starting always with written test which is to be followed by a practical or oral exam.

(10) Practical exam may be organized in an OSCE format (objective structured clinical exam) where the number and content of the OSCE stations is determined by the department/course council.

(11) Exams taken before a three-member examination board are conducted on special occasion, pursuant to provisions outlined in Article 41 of these Regulations.

(12) The exam content is specified in the curriculum outline, whereas all other issues such as mode of conduct and assessment, exam schedule and duration of some parts or the whole exam are determined by the syllabus presented at the beginning of each academic year.

(13) Exams are taken upon the completion of all the course requirements of a given block/rotation specified by the syllabus. For those students who fail to pass the course exam upon the completion of the course, a remedial exam term may be organized additionally.

Public Transparency

Article 35

(1) By definition oral exams are open to public. Students and/or examiners have the right to insist on the presence of other students or members of the academic community during the exam. Closed to public are (a) exams in a written form, i.e. tests; (b) practical parts of the exam in anatomy, pathology, forensic medicine and all clinical courses; only students, faculty and other authorized officials of the School may be present at the practical part of the above-referenced exams, and they shall be liable for all violations of the professional code of ethics.

(2) The presence of another student or any member of the academic community or School's administration is required besides the student who sits for the exam.

(3) The examiner may dismiss from the exam any student found to be engaged in any behavior that undermines the integrity of the exam.

(4) A review of the exam record may be granted to all individuals who may prove their legal interest in that matter. Dean, vice-dean for teaching and Secretary of the School are ex-officio entitled to approve of the review the exam results.

Grading System

Article 36

(1) Student's exam results are expressed in grades as follows: excellent (5), very good (4), good (3), satisfactory (2), fail (1), and if necessary, in the ECTS grading scale (ranging from A to F) as follows:

- a) grade excellent (5) corresponding to grade A at the ECTS scale, and vice versa,
- b) grade very good (4) corresponding to grade B at the ECTS scale, and vice versa,
- c) grade good (3) corresponding to grade C at the ECTS scale, and vice versa,
- d) grade satisfactory (2) corresponding to grade D, with both grades D and E corresponding to satisfactory (2),
- e) grade fail (1) corresponding to grade F at the ECTS scale, with both grades F and Fx corresponding to grade fail (1)

(2) The grades excellent, very good, good and satisfactory are passing grades, and they are registered into the student's course and grade book (index), exam registration form and student's achievement record.

(3) The grade fail (1) is not a passing grade; it is registered into exam registration form and student's achievement record, it is registered in the index after the first and second taking before the remedial examination board.

(4) If the grade found to be registered in the index does not match with the grade registered into the exam registration form, it is the grade from the exam registration form, authorized by the examiner's signature, that is taken as valid.

(5) All grades obtained from passing marks attained at the exams are calculated for the grade point average, except those resulting from the exams taken on a Pass/Fail basis.

(6) The average grade is expressed by rounding off the value to the second decimal space.

Permitted Number of Exam Attempts

Article 37

- (1) Students are allowed a maximum of four consecutive attempts at an exam to successfully pass the same course exam. The fourth retaking takes place before a three-member examination board. Student who fails to pass the same course exam for the fourth time is obliged to register for the same course in the next academic year.
- (2) Should the student fail to pass the exam after the repeated year, upon retaking the course exam as stipulated in the provisions outlined in Paragraph 1 of this Article, he/she shall be dismissed from the School.
- (3) Student who fails to take any of the exams within an academic year shall be deemed to have consumed all four examination terms.

Written Exams

Article 38

- (1) Written exams can be taken as partial exams, or as initial part of the final exams. The head of the department/course council is responsible for the organization of the written exams.
- (2) The rules of procedure for conducting exams in a written form are stipulated in the Rules of Procedure for Conducting the Written Exams.

Oral and Practical Exams

Article 39

- (1) Oral and/or practical exams may be conducted individually as partial exams, or within the comprehensive final exams for students who have previously successfully passed the written test.
- (2) Oral and/or practical partial exams are conducted by the course faculty, and oral and/or practical exams organized within the comprehensive final exam are conducted by the course faculty, or a three-member Examination Board.

The Combined Final Exam for the Individual Courses

Article 40

- (1) The combined final exams may take the form of the combination of a written test and oral exam, or can be performed as a combination of written test, practical exam and an oral exam.
- (2) The combined final exams always start with a written test. Those students who fail to pass the written test are not allowed to take the oral and/or practical component of the exam. Practical and/or oral component of the exam can be postponed in relation to the written test, but the whole exam must be completed within five days from the day the written test was taken.
- (3) The final grade in the final combined exams is calculated as an average grade and/or pondered average (GPA pondered with regards to ECTS credits attributed to a course) of the knowledge demonstrated in all parts of the exam, including the grades attained in partial exams, if they were required to precede the final exam for passing that particular course.

(4) If the final exam was preceded by partial exams in the form of written tests, the passing grades attained during these assessments should be recognized as requirements met for taking all the next final exams during the current academic year.

Exams Taken before a Three-Member Examination Board

Article 41

(1) Oral and/or practical exam taken before a three-member Examination Board is organized in the two cases as follows:

(2) when student appeals the grade due to dissatisfaction with the assigned grade;

(3) when student takes a specific course exam for the fourth time in the current academic year.

(4) Student who is dissatisfied with the assigned grade may, within 24 hours from the time the grade has been disclosed, lodge a written appeal which should clearly justify the reasons for appealing the grade, addressing it to the vice-dean for teaching. The vice-dean must respond to the claim within 48 hours, and the repeated exam should be organized within three days the grade appeal claim has been lodged.

(5) The vice-dean for teaching appoints a three-member board in consultation with the department chair/course council coordinator. The examination board is comprised of two course faculty and one faculty member appointed from a related department. If the committee has been nominated on the grounds of student dissatisfaction with the grade assigned, the course faculty who is the object of that appeal should not chair a three-member Examination Board.

(6) Having previously acknowledged all the previously passed written components of the exam, the Examination Board shall examine the appellant's practical knowledge and oral component of the exam and reach a consensual decision related to the final grade by a majority vote.

(7) In case the appellant has not previously passed the written exam component (test), the Examination Board shall conduct the oral exam in such a way paying attention to include the assessment of knowledge contained in the failed test, which will lead to the consensual decision related to the final grade which is to be reached by a majority vote.

(8) If the student appeals only the written component of the exam, the duty of the Board is to find out whether the test scoring was properly calculated; in case of establishing the fact that the test score was correct, the student's appeal shall be dismissed.

(9) The decision of the three-member Examination Board cannot be unappealable.

(10) The exam retaken before the three-member Examination Board at the personal request of the student does not count for the exam record.

Registering for the Exam

Article 42

(1) Student registers for the exam electronically via the Information System of Higher Education Institutions (hereinafter referred to as ISVU) prior to the exam schedule and according to the announced exam terms.

(2) It is within the authority of the department/course council to determine the oral/practical exam schedule for students who have previously passed the written exam component, having in mind that the exam must be concluded within 5 days from its start, except in specially justified cases. The examination schedule with roster of students who registered for the exam must be made public at the School's notice board and its LMS platform at least two days prior to its start.

(3) The minimum time elapsed between two takings of the exam amounts to 8 days.

Timely Registration Cancelling and Examination Withdrawal

Article 43

(1) If the student fails to sit for the registered exam for whatever reason, he/she should cancel the registration electronically via the ISVU information system within the prescribed cancellation terms.

(2) Student who failed to sit for the scheduled exam, or failed to cancel its registration shall be assigned the designation (0) in his/her ISVU information record.

(3) Student who withdraws from the already started exam (oral or written) or undermines the integrity of the exam by being found in the possession of an unauthorized material, shall be assigned the grade fail (1) to be registered into the ISVU information system record, student registration form and student record.

(4) Pursuant to Article 37 of these Regulations, failure to sit for the scheduled exam is counted as an examination attempt for the student referenced in Paragraph 2 of this Article.

(5) Before registering the grade in the Student's Course and Grade Book and student's exam record the course faculty is obliged to inform the students on the grade attained. However, student has the right to reject the assigned grade, where the course faculty registers the assigned grade in student's exam record establishing the fact that student rejected the said grade, which results in failure to pass that exam. It is within the authority of a department/course council to recognize the part of the exam the student has already passed in case the student rejects the final exam grade at retaking the exam.

(6) Due to the ISVU electronic system requirements, the grade fail (1) shall be registered into the ISVU system, as well as in the student examination form generated by the ISVU.

(7) Upon the completion of the exam process and grade being assigned and registered into the Student's Course and Grade Book, student has no right to reject the grade earned.

Examination Record

Article 44

(1) A special record shall be kept in relation to exams and final quizzes (hereinafter referred to as: exam), as prescribed by the provisions outlined in special regulations of the minister who is authorized for the higher education.

(2) All the data related to exams shall be kept separately for every student at the level of the department/course council, and at the level of School's the Administrative Affairs Office. All the data pertaining to the exams taken shall be registered into the ISVU, student examination form, student examination record and student course and grade book (index), and for the written exams (tests) the data should be registered collectively into a separate examination minutes.

(3) All the exam data should be kept in the ISVU program at the level of the school administration office, where the personal record for each student is also kept in his/her dossier comprising the exam forms.

Article 45

(1) Exam questions are recorded in writing into the exam registration form by the course examiner or Examination Board during the oral and practical parts of the exam.

(2) Overall exam grade is the calculated average of academic year grades and/or pondered grade achieved during test, practical and oral part of the exam. In case of a partial exam conducted exclusively in the written form, the exam particulars are recorded into the exam registration form and student's examination record, as well as the final grade based on the number of test points achieved, as stipulated in Paragraph 1 of this Article.

(3) In case of an individual comprehensive end-of-course exam, the exam registration form and student's examination record are signed by the course examiner who conducted the oral and practical part of the exam.

(4) In case of a collective written exam (test), the exam registration form and student's examination record are signed by the test coordinator.

(5) Upon the termination of the exam term, all exam registration forms should be delivered to the Department of Graduate Studies of the Administrative Affairs Office within 15 days, i.e., by the end of the academic year at the latest (the last Friday before the start of the new academic year).

(6) The Department of Graduate Studies shall be responsible for storing the exam registration form into the student's personal folder (dossier) within 8 days from its receipt.

Article 46

(1) The data from the exam registration form are stored in the student's examination record with an additional entry comprising the number of exam attempts. In addition to the exam registration form student's examination record should also be signed by the examiner.

(2) Student's examination record should be permanently stored in the departmental/course council files, i.e. Department of Graduate Studies attached to the school's clinical teaching facilities.

Article 47

(1) In case the written part of the final combined exam is conducted in an essay format, each essay shall be documented into the protocol which is run in the form as prescribed in the enclosure to these Regulations.

(2) The essay protocol should be signed by all members of the course examination board.

(3) The essay protocol and marked essays should be kept in the departmental/course council files, whereas one copy of the protocol should be sent to the Administrative Affairs Office.

Article 48

(1) Depending on the correspondence between the curricula, exams taken at another biomedical higher education institution can be approved by the department/course councils either entirely or partially.

(2) A petition addressed to the vice-dean for teaching can be lodged against the departmental/course council decision on the exam approval.

(3) Students with valid learning agreements who have completed and passed the course exams at another University shall automatically have their transfer credits approved.

Examiners

Article 49

(1) Examiners are faculty holding an appropriate academic rank.

(2) Exceptionally, based on an elaborated departmental/course council proposal, Academic Council can approve the examination process to be supervised by a senior research assistant who has been in that rank for at least one year.

(3) Student has the right to propose the examiner, but the chair aided by his/her deputies, assigns the students to examiners according to the personnel availability in a given teaching facility where the student has fulfilled the course requirements.

VI. TEACHING EVALUATION AND QUALITY ASSURANCE AT THE PROGRAM LEVEL

Article 50

(1) Teaching is assessed by means of students' evaluations and by departments/course councils for each particular course at least on a yearly basis.

(2) Students' assessment is done through questionnaires, and departmental, i.e., course council assessment is performed by means of evaluation forms.

(3) Content and organization of teaching, validity of exams and class performance of teachers are being assessed in students' questionnaires.

(4) Class performance of teachers and exam pass rate are assessed through departmental/course council's evaluation forms.

(5) The Quality Assurance Committee for the Teaching Process is responsible for analysis of the questionnaire. The Committee informs the heads of the departments/course councils on the results of the questionnaire analysis.

(6) It is the duty of the heads of the departments/course councils: (a) to inform all the teaching staff of the department/course council on the results obtained from the students' questionnaires related to evaluation of teaching; (b) to discuss the results obtained from the questionnaire individually with each faculty; (c) to disclose annually at the departmental notice board or web pages, and in September at the latest for the previous academic year, the results of the total evaluation of teaching in the current academic year for the purpose of informing the students (without disclosing the evaluation results for faculty) together with the measures for quality improvement of teaching; (d) to take care that the results of the questionnaire should have a positive impact on the quality of teaching, as well as to inform the Committee on measures undertaken to improve the quality of teaching within three months upon the receipt of the final questionnaire analysis.

(7) The Quality Assurance Committee for the Teaching Process has the task to help, supervise and coordinate the delivery of students' questionnaires, taking care that evaluation results of the departmental questionnaires have a positive feedback on the improvement of the entire teaching process.

(8) With the help of the vice-dean for teaching the Quality Assurance Committee for the Teaching Process has the task to coordinate the evaluation procedures with other member schools of the University, regularly informing the Teaching Committee on its work.

Article 51

(1) The content of the students' questionnaire shall be determined by the Senate of the University of Zagreb and the School's Academic Assembly on the motion of the Teaching Committee. Supervised by the vice-dean for teaching, the Teaching and Learning Quality Assurance Committee shall be responsible for conducting the questionnaire.

(2) The questionnaire is filled out anonymously.

Article 52

The results of the teaching evaluation shall be taken into consideration during the academic promotion procedure, as prescribed by the Academic Promotions Regulations.

VII. STUDENT STATUS AND STUDY REGULATIONS

Student Status

Article 53

- (1) Every person enrolled into this School under the conditions prescribed by the Law, Bylaws and these Regulations shall have the status of a student.
- (2) Registration of students into the first year takes place after the completion of the classification procedure, as stipulated by the conditions outlined in the call for applicants.
- (3) At admission each student is given a course and grade book registering the courses taken prescribed by a program, together with evidencing the attendance, as well as academic progress and grades for a particular course with corresponding ECTS credits.
- (4) Every student who completes his/her course of study supported by the Ministry within the prescribed number of years, has the right to all his/her privileges on condition that this period is not exceeded by more than two years.
- (5) The maximum total duration of studies for students enrolled into the program of medical studies shall be limited to 12 years; this limit amounts to 6 years for students of the midwifery program, and 4 years for the students of the graduate program in nursing.
- (6) The period of academic suspension is not taken into account when assessing the student status prescribed by Paragraph 1 of this Article.

Semester Registering

Article 54

- (1) Upon successful completion of the course requirements each student shall get the instructor's signatures.
- (2) Students who were not regular in attending the course, or those who fail to fulfill the prescribed course requirements shall not be granted the instructor's signature.
- (3) Attestation of the current year shall be done when all the course instructors' signature are collected, and enrollments shall take place according the announced enrollment schedules.

Article 55

It is the responsibility of each student to attest the semesters enrolled. Collected signatures of all the course instructors are required for semester attestation.

Requirements for Academic Advancement

Article 56

- (1) Student who has fulfilled all the prescribed course requirements expressed in the number of ECTS credits and who has passed all the prescribed exams of the previous academic year, shall be eligible for enrollment into the next academic year.
- (2) Students who transferred their credits attained at another program of medical studies are not eligible to skip the enrolled academic year and advance into the next academic year.
- (3) The list of mandatory courses required for academic progress into the higher year shall be approved by the Academic Senate of the School.
- (4) Student shall enroll into higher year without or with paying the participation fee prescribed by the program agreement.
- (5) Students enrolled into the Medical Studies in English program (MSE) enroll into the higher year of study paying the tuition fee which was granted by student agreement signed upon first enrollment.

Repeating the Year

Article 57

- (1) The student who has not met the requirements for academic progress and registration of the higher year may continue his/her studies and re-register the courses he/she failed to meet in the previous year, upon meeting the prescribed registration requirements.
- (2) Students are allowed to repeat the same year only once with the requirement of paying the participation fee as stipulated in the program agreement, whereas student of the MSE program are required to pay the tuition fee as stipulated in the student agreement signed upon first enrollment.
- (3) All the courses which students have failed to pass in the previous academic year are required to be registered in the next academic year.
- (4) In case of changes of the study program students are required to make up for all the differences in the study program by meeting the course requirements of the new program and by passing the corresponding exams.

Article 58

- (1) As stipulated by the Law the student has the right for temporary suspension of his/her studies in justifying circumstances set below:
 - a) maternity leave,
 - b) inability to attend classes due to hospitalization exceeding the period of 30 days, or generally an illness which prevents the student from meeting the curriculum requirements for a significant period. The vice-dean for teaching assesses the claim for continuation of studies and student's ability to pursue his/her studies on the basis of the complete medical record; if necessary, vice-dean may require further medical investigation or medical consultations,
 - c) international student mobility longer than 30 days,
 - d) family reasons, and other similar circumstances in which the student failed to attend classes with no possibility to make up for the missed time within the regular program of studies.

- (2) The student who is considering temporary suspension outlined in Paragraph 1 of this Article must obtain the permission of the vice-dean for teaching, based on a written petition and authentic documentation, which should be submitted at least within one month since the onset of the disease, or any other event due to which the temporary suspension is sought.
- (3) The temporary suspension, as stipulated in Paragraph 1 and subparagraphs c) and d) of this Article may be granted for one year at the most.
- (4) In case the student retakes the year due to a temporary suspension, this period shall be considered as an approved repetition and he/she is obliged to pay the participation fee according to the corresponding number of ECTS credits attained in the academic year which preceded the suspension status. Students of the MSE program who were granted the suspension status in the preceding academic year, are obliged to pay the tuition fee as stipulated in their student agreement signed at the first admission. Students who at their own request, or on the basis of their behavior (attending classes, and fulfilling all other curriculum requirements) are granted a reversal of temporary suspension, lose the right to an approved retaking of the year.
- (5) During the period of the suspension of their studies students shall be exempted from paying the participation/tuition fee.
- (6) The student may be granted a temporary suspension of the full-time student in the period ranging from one semester to one academic year. The time of temporary suspension is not calculated into the overall duration of studies. The repeated temporary suspension may be granted for six consecutive academic years at the most.
- (7) During the period of suspension the student may take the exams if he/she meets the course requirements in the preceding academic year.
- (8) Students who are granted the temporary suspension of studies in the duration of one semester in the preceding academic year, should attain a minimum of 27.5 ECTS credits in order to be granted an exemption from paying participation/tuition fee at the admission into the next academic year.

Article 59

- (1) One loses his/her student status in cases as follows:
 - a) upon graduation,
 - b) withdrawal from the School
 - c) is the student fails to attain at least 35 ECTS credit points within two consecutive academic years,
 - d) fails to pass an exam after the fourth re-sitting of the entire course,
 - e) withdraws from the course of studies at his/her own will, or fails to register for higher year in the prescribed time,
 - f) fails to complete his/her studies within the period stipulated in Article 53, Paragraph 5 of these Regulations,
 - g) in case of serious illness which disqualifies him/her from completing the course of studies in medicine, according to the judgment of the assessment board appointed by the vice-dean for teaching,
 - h) if disciplinary proceedings have been implemented.
- (2) The person who has lost his/her student status shall be not allowed to proceed with the studies at the School.
- (3) Exceptionally, a person who, pursuant to Paragraph 1, Subparagraph (e) of this Article loses the student status, may be granted a permission for enrollment and make-up work of for the missed coursework on condition that not more than one year has passed since the end of

academic year he/she was last enrolled in, and on condition that he/she pays the tuition/full participation for his/her studies.

Article 60

A withdrawal decision, stating his/her period of studies, total number of ECTS credits earned, and transcript of courses completed with grades attained, shall be issued to the student who withdraws from the course of studies. Withdrawal facts are registered into the student record.

Transfer students

Article 61

(1) Only transfer students from other medical schools from EU and EEA member states can be granted transfer to medical studies in the Croatian language, i.e., students from partner institutions which have a partnership agreement with the University of Zagreb School of Medicine. Transfer students to the MSE program are admitted from other biomedical institutions of higher learning on conditions outlined in Article 63 of these Regulations.

(2) Transfer procedure for candidates from medical schools outside Republic of Croatia is carried out under the governing law regulating the recognition of international educational qualifications and credentials.

(3) The Board appointed by the vice-dean of teaching gives opinion on the ability of transfer candidates who are studying outside the Republic of Croatia to proceed with their studies in Croatia, upon recognition of the period of studies done internationally, having in mind the degree of correspondence between curricula and judging the quality of a particular program, as well as respecting the openness of the European academic area and legal frame outlined in the Republic of Croatia.

(4) Only students, referred to in Paragraphs 1 and 2 of this Article, who are considering transfer into the second, third, and fourth year, are considered eligible for transfer.

(5) Exceptionally, regulations stipulated in Paragraph 4 of this Article do not apply for those students who have completed academic programs abroad, or who are studying internationally; those students may be eligible for transfer into the second year of the MSE program in order to compensate for the courses they did not take at their home universities abroad. Transfer candidates are also granted transfer into the third year, if they are native speakers of the Croatian language, or if they can prove to have passed the Croatian proficiency language exam at the B2 level.

Article 62

(1) Total number of students who are eligible for transfer from other medical schools from the EU member states shall be determined for each academic year by the Dean's Executive Board.

(2) Total number of transfer students and full-time students must be attuned with the overall absorption capacity of the School. Students from other universities who are granted transfer to the medical studies program are obliged to finance their studies according to the provisions stipulated in the program agreement.

Article 63

- (1) General transfer requirement for students from other medical schools are as follows:
 - a) all applicants must have all the exams completed which are required for academic advancement at their home institution,
 - b) transfer candidates must not have a record of retaking at the home institution,
 - c) overall grade point average must not be lower than 4.0, with transfer requirements for the enrollment into the second year taking into account the average grades in Anatomy, Medical Biology, Physics and Biophysics, as well as Medical Chemistry and Biochemistry. Requirements for the third year transfer comprise the overall average of the above-referenced courses of the first year, as well as the overall average of the second year, amounting to the minimum aggregate average of 4.00.
 - d) transfer candidates must have passed all the courses which are considered as nontransferable and are required for academic progress at the Zagreb School of Medicine; proficiency of the Croatian language is required for foreign citizens at national program (required language proficiency – B2) , i.e., the English language proficiency for candidates for the Medical Studies in English program.
- (2) Exceptionally, the dean may propose to the Dean's Executive Board the transfer for up to three students due to severe illness, or training needs of national athletes, or relocation of the family.

Article 64

- (1) If more applicants than those determined by the decision stipulated in Article 62 of these Regulations meets the general transfer requirements, preference is given to those applicants with better academic record attained at the home institution, as stipulated in Pragraph 63, point c) of these Regulations.

Article 65

Transfer for students citizens of the EU member states who are eligible for transfer on the same grounds as the national students is granted on the basis of the special quota and priority criteria with previously accomplished recognition procedure of their period of study abroad.

Article 66

- (1) Transfer application must be submitted between 1 – 15 September, and by 20 June of the current academic year for transfer candidates for the MSE program.
- (2) Along with the stated reasons for transfer, students are obliged to enclose:
 - a) student's course and grade book, or transcript of records
 - b) institution's official report demonstrating that the student is in good academic standing and meets the requirements for academic progress at home institution,
 - c) certificate of citizenship, and photocopy of the passport with a copy of the temporary residence permit decision.
- (3) Besides original documents, student transferring from international medical schools must also submit certified translations of their credentials, as well as the translation of the curriculum at their home institution accompanied by recognition decision of their international credentials issued by the authorized office of the University of Zagreb.
- (4) Exceptionally, transfer candidates for the MSE program must submit all the documents specified in the call for applicants for the current academic year.

Article 67

(1) Submitted applications of transfer candidates who have completed their period of study abroad and are eligible for transfer to the Medical Studies in English program are reviewed by the professional board, as outlined in Article 61 of these Regulations.

(2) Dean's Executive Board informs the Academic Senate on the decision on accepted transfer candidates.

(3) Applicants who have been granted transfer on the basis of the decision of the Dean's Executive Board are given eight days for registration within the date this decision has been brought.

Article 68

(1) Students from other institutions of higher learning within the University of Zagreb may register for certain courses and pass the registered course exams at the Zagreb School of Medicine.

(2) The right stipulated in Paragraph 1 of this Article can be consumed if the courses taken broaden the professional knowledge of the student gained at the home faculty, and the petition of the student is supported by the positive opinion of the dean or vice-dean for teaching of the home institution.

(3) The rights stipulated in Paragraph 1 of this Article do not apply to the clinical courses or generally to those subjects with restricted access due to specific restraints on medical ethics and deontology, except for students coming from the schools of biomedical area.

(4) The number of students that are given permission to register for a particular course is limited with the number of students prescribed for this course; this decision is within the authority of the vice-dean for teaching/course council coordinator.

(5) The vice-dean for teaching is authorized to issue a decision granting the student the registration of a desired course, on the basis of the petition submitted by a candidate and supported by a letter of recommendation signed by the dean or vice-dean of the home institution. The course is to be registered in the course and grade book of the home institution with the consent of the vice-dean for teaching. The tuition costs shall be paid by the candidate, depending on the regulations of the school or dean's decision.

(6) In the context of the Bologna process and the openness of the European academic area, the integration of students from other institutions of higher learning, particularly those from the biomedical area, is encouraged, having in mind the restraints outlined in the above provisions of this Article. Formation of the joint courses, particularly joint electives is stimulated with adherence to the general regulations stipulated by the University of Zagreb.

(7) With regards to provisions stipulated in the interinstitutional agreements, the participation of students from other medical schools of the Republic of Croatia is also encouraged. Students from other medical schools in the Republic of Croatia are not allowed to register for a course at the Zagreb School of Medicine without the previously agreed upon interinstitutional cooperation agreement.

(8) Mobility of incoming students from other European medical schools is also encouraged, as well as other forms of student exchange programs with partner schools from Europe. Such mobility shall be regulated by the obligatory learning agreements and transcript of records, samples of which are attached to these Regulations.

(9) The approval for registering the desired courses, issued to students coming from other programs of university studies, should comprise the course name with the number of ECTS credits specified. ECTS credits earned at the host institution shall be recognized as if they

have been earned within the home institution. Students from the area of biomedicine and health are granted a permission to enroll the courses ranging from the first to the third year, i.e., the courses or parts of the courses which are not restricted by the codes of professional ethics. The ECTS credits attained are recognized as if they have been earned within the program of studies enrolled at the home institution, with the number of ECTS credits corresponding to the number of credits attributed to a particular course at the host institution.

(10) The course attended by the student at another institution within the University of Zagreb is to be registered in the student's record of the home institution. The course coordinator shall authorize by his/her signature the course requirements being met, together with the number of the ECTS credits earned. ECTS credits earned at another institution shall be recorded into the transcript of records.

(11) All the activities outlined in Paragraph 8 of this Article shall be within the authority of the vice-dean for international relations.

(12) Students who have been granted transfer of courses from another institutions of higher learning are allowed to complete his/her program of studies in a shorter period, commensurately with the time corresponding to the recognized course requirements at the home institution.

Diploma

Article 69

(1) Diploma conferring the degree of Doctor of Medicine shall be granted to the student who has passed all the prescribed exams, met all the course requirements, produced and presented the diploma paper and passed the final exam, having earned at least 360 ECTS credit points.

(2) The aggregate average grade is calculated from the sum of grades earned at passing all the prescribed exams, including the final grade achieved at the final, i.e. diploma exam, and ECTS points attributed the course taken. The aggregate average grade is calculated in such a way that every single grade earned is multiplied with a corresponding number of ECTS credits for that course unit, whereas the sum of all grades thus multiplied is divided by the total number of ECTS credits earned for all course units. Courses graded on a pass/fail basis are exempted from calculating into the aggregate average grade. Aggregate average grade contained in student's record is expressed by rounding it up to the second decimal place.

(3) Diploma is issued in the Croatian language. At the request of the student and at his/her expense, diploma can also be issued in Latin or the English language. Diplomas at the MSE program are issued in the Croatian, English and the Latin language.

(4) Upon completing the whole course of studies all graduates shall receive the Diploma Supplement in the Croatian and/or in English free of charges. Diploma Supplements and any certificates issued by the School are considered as public documents.

(5) Diploma shall be signed by the dean.

(6) Diploma is certified by affixing the raised seal of the School.

(7) Diploma is a public document which is conferred to the student at the graduation ceremony.

(8) Each graduate should receive the Diploma Supplement together with the Diploma containing the description of the national education system, as stipulated in the regulations of the minister authorized for higher education system.

(9) The graduation ceremony is run by the dean, i.e., authorized vice-dean. Before the conferral of the diploma all students should sign the previously sworn Hippocratic Oath.

Student Disciplinary Responsibility

Article 70

(1) All students should abide by the law, provisions outlined in the Bylaws of the University, these Regulations and general legislative acts of the University and the School; they should also safeguard the reputation and the dignity of students of this University and this School. Students can be charged with the disciplinary measures due to violation of students' duties and failure to fulfill the requirements as follows: public rebuke, reprimand prior to expulsion and permanent expulsion from the School.

(2) Reasons for enforcing the above measures contained in Paragraph 1 of this Article shall be stipulated in a separate Regulations on Disciplinary Procedures.

VIII PARTICIPATION OF STUDENTS IN THE ACTIVITIES OF THE SCHOOL

Article 71

Students participate in the activities of the School through their elected representatives (Academic Senate, Deans' Executive Board, representatives elected for each year of the study, Disciplinary Committee).

(2) The rights and responsibilities of the students' representatives are stipulated in separate regulations.

IX STUDENTS' PROFESSIONAL DEVELOPMENT AND RESEARCH

Article 72

(1) Students' professional development and research are constitutive components of medical education.

(2) In the present system of medical education direct participation of students in their professional development and research activities makes an important component of the program of medical studies stimulating the development of critical reasoning and creativity in students, as well as life-long learning habits in constantly building upon their knowledge and improving their research skills. Creative discipline needed for successful developing of a project, or writing a research paper enables students to be developed both as physicians and dedicated academic citizens, irrespective of their further interests in clinical practice, research or administrative and organizational aspects of medicine and health. Through the process of devising a project and writing a paper each student gets acquainted with the research reasoning and methodology from the inside, as an active protagonist, whereas he/she learns how to formulate a scientific hypothesis, collect and evaluate the data, communicate to others the results and conclusions of his/her research, and how to develop critical thinking in the course of his/her entire professional career.

(3) Therefore the School stimulates all students to take part in their professional and research development, whereas project coordinators and other faculty members are expected to facilitate students to participate in the School's research and professional development projects.

(4) A basic requirement for attaining this objective is the production of the diploma paper, which is a mandatory component of the final diploma exam.

(5) For the best and highly motivated students who demonstrate strong interest in research, professional development and teaching career, and who will be recruited for future teaching and research assistant posts, the School shall provide additional training and development.

Student Assistant: Professional Development of Students

Article 73

- (1) Student assistants help the faculty in running practicals.
- (2) Students assistants are selected among students with the highest academic achievements who have demonstrated affinity for teaching and research.
- (3) The status of a student assistant is attained by accumulating 50 contact hours of teaching in the course of the study. Student assistant who has taught classes for the minimum of 50 contact hours and whose teaching has been positively reviewed shall be given a certificate of engagement issued by the department or course council.
- (4) The work of student assistants shall be subject to evaluation both by the department or course council, as well as students.
- (5) Wherever possible, departments and course councils shall also recruit student assistants for research projects as student researchers.
- (6) For their work student assistants may be granted remuneration for the classes taught in the amount stipulated by the dean at the beginning of each academic year.
- (7) Students assistants are nominated by the departments/course councils, and their work load shall not exceed 40% of the teaching load of a given course.

Student Researchers: Students' Research

Committee for Students' Research

Article 74

- (1) Members and the president of the Committee for Students' Research are appointed by the Academic Senate on the motion of the dean for a three-year term.
- (2) Vice-deans for research and teaching are the ex-officio members of the Committee for Students' Research.
- (3) One committee member shall be selected from the students' population.
- (4) The Committee shall approve and evaluate the proposals for students' research projects, and on a yearly basis the Committee shall be entrusted with a task to propose the best students annual research papers nominated for the dean's and rector's award.
- (5) On the motion of the Committee for Students' Research, the dean shall formulate the regulations on criteria and procedures for selecting best students' research projects nominated for the dean's and rector's award.

Dean's and Rector's Awards

Article 75

- (1) Dean's award is given annually for the best student's paper.
- (2) Dean's awards shall be awarded to up to three best students' research papers in the following research areas: basic medical sciences, clinical sciences and public health.
- (3) The Committee for Students' Research is entrusted with a task of proposing dean's awards.

(4) Students who have been awarded the rector's award cannot be nominated for the dean's award for the same scientific paper.

Students' Research

Article 76

(1) For pursuing research students are offered a wide spectrum of themes ranging from the basic (laboratory) research projects to clinical and public health topics.

(2) Each student's research paper should be based on a specific hypothesis which can be accepted or refuted on the basis of the data collected by the student himself/herself. (Every student shall be obliged to collect and analyze the data quantitatively (using the statistical methods) in such a way that the results obtained are directly correlated with the acceptance or rejection of the specific hypothesis.)

(3) Each student shall be appointed a mentor who shall assist him/her in his/her work. Mentor's role is only advisory and it is a duty of each student to create the intellectual framework of his/her work and bring it independently to the end. Student mentors are recruited from the faculty holding a research and teaching position, i.e., employee of the School with a Doctor of Science academic degree

(4) As prescribed in Paragraphs (1) and 2) of this Article student's research paper implies the work done by only one student independently. It is not acceptable that one research paper is done by two or more students, but they can work jointly on related problems, where each student should gain the experience of independence in conducting the research he/she has conceived.

(5) Students' research and professional development shall be done separately from their regular teaching assignments.

Substitution of Electives with Students' Research Paper

Article 77

(1) According to conditions stipulated by these Regulations students who have successfully completed their research paper may be exempted from taking elective courses under the conditions as follows:

- a) students who have received the dean's and/or rector's award may be exempted from taking one elective course.
- b) students who have, by the beginning of the fifth year at the latest, published as authors or co-authors in one of the indexed journals may be exempted from taking two elective courses by the Committee for Electives.

(2) The paper for which the student receives the dean's or rector's award, or the paper published in an indexed journal, is taken as an equivalent to the diploma paper.

(3) Pursuant to conditions stipulated in this Article, students should submit their requests for exemption from attending one or more elective courses to the vice-dean for teaching in writing, no later than the end of the winter semester of the fifth year.

(4) Pursuant to Paragraphs 1 and 2 of this Article, the same paper cannot be considered for substitution.

Dean's Award for Academic Excellence

Article 78

- (1) Dean's award for success in studies has been introduced with an objective to stimulate the competition among students in achieving top results; the award is given to the top-ranking students, i.e. recently graduated doctors of medicine who have continuously demonstrated best student academic achievements in each year of study (from the first to the sixth year).
- (2) The award is comprised of a charter with a financial stimulation.
- (3) The form and content of the charter are determined by the dean. The amount of the prize money shall be determined by the dean and is limited to the amount which is exempted from collecting income taxes.

Award Requirements

Article 79

- (1) The dean's award is given to the best student who has demonstrated the highest academic results in passing the exams in the previous academic year under the conditions as follows:
 - a) there should be no record of retaking any of the prescribed exams in the current year;
 - b) there should be no record of repeating a year in the course of studies;
 - c) awarded students student demonstrate the highest grade point average in the current academic year
 - d) awarded students should meet all the course requirements of each year of study and attained 60 ECTS credits in each academic year;
- (2) If more students meet the criteria stipulated in Paragraph 1 of this Article, the award shall be given to all the students who meet the award requirements.
- 3) As a rule each student is eligible for receiving the dean's award for academic excellence only once in the course of his/her studies.

Award Procedure

Article 80

- (1) A seven-member Committee for the selection of the best student is appointed by the dean. Vice dean for teaching, secretary of the School, head of the student office, head of the MSE student office, and of the student office of the nursing program, are the ex-officio members of the Committee. The rest of the Committee is comprised of one faculty member and one student representative selected among students who has been commended with the dean's award in the previous academic year. The composition of the Committee and its term of office shall be determined by the dean in the appointments decision.
- (2) The Committee presents the dean with a list of students nominated for the dean's award, on the basis of the student's records contained in the ISVU program and requirements prescribed in Article 79 of these Regulations.
- (3) It is in the authority of the dean to make the final decision concerning the award, and this decision shall be made public at the School's notice board and web pages no later than 31 October of the current academic year .

Right to Appeal

Article 81

- (1) Students or recently graduated doctors of medicine who deem that their right for receiving the award has been violated have the right to lodge an appeal against the dean's decision within 8 days from the day of its appearance at the School's notice board of web pages.
- (2) The dean shall within 15 days from the date the appeals have been lodged bring the final decision concerning the selection of candidates awarded.
- (3) The Academic Assembly shall be notified of final selection of awardees.

Awards Conferral Ceremony

Article 82

Awards shall be handed out by the dean at the festive session of the Academic Assembly marking the anniversary of the foundation day of the School.

Dean's Award for Overall Promotion of the School's Reputation

Article 83

- (1) The dean shall grant awards and commendations to the School's employees, students and other meritorious individuals for their successful work and contribution to the School's reputation, in the form and in the way determined by the special decision of the Dean's Executive Board.
- (2) Academically successful students may compete for awards outlined in Paragraph 1 of this Article on the grounds of their extra-curricular activities at the School, or on behalf of the School.

X BASIC ORGANIZATIONAL TEACHING UNITS

Article 84

The School has the following organizational teaching units:

- (1) Department of Anatomy and Clinical Anatomy
- (2) Department of Medical Biology
- (3) Department of Physics and Biophysics
- (4) Department of Medical Chemistry, Biochemistry and Clinical Chemistry
- (5) Department of Histology and Embryology
- (6) Department of Physiology and Immunology
- (7) Department of Pharmacology
- (8) Department of Pathology
- (9) Department of Forensic Medicine
- (10) Department of Pediatrics
- (11) Department of Dermatovenereology
- (12) Department of Radiology
- (13) Department of Clinical Oncology
- (14) Department of Gynecology and Obstetrics

- (15) Department of Internal Medicine
- (16) Department of Infectious Diseases
- (17) Department of Pathophysiology
- (18) Department of Surgery
- (19) Department of Urology
- (20) Department of Ophthalmology and Optometry
- (21) Department of Orthopedics
- (22) Department of Otorhinolaryngology with Audiology and Phoniatrics
- (23) Department of Maxillofacial Surgery with Stomatology
- (24) Department of Neurology
- (25) Department of Psychiatry and Psychological Medicine
- (26) Department of Physical Medicine and General Rehabilitation
- (27) Department of Social Medicine and Organization of Health Care
- (28) Department of Family Medicine
- (29) Department of Medical Sociology and Health Economics
- (30) Department of Medical Microbiology and Parasitology
- (31) Department of Medical Statistics, Epidemiology and Medical Informatics
- (32) Department of Health Ecology and Occupational Medicine
- (33) Department of Anesthesiology and Resuscitation
- (34) Department of Nuclear Medicine
- (35) Department of Neurosurgery
- (36) Course Council Fundamentals of Neuroscience
- (37) Course Council Introduction into Research
- (38) Course Council Medical Ethics
- (39) Course Council Emergency Medicine
- (40) Course Council Fundamentals of Medical Skills
- (41) Course Council Community Health

XI LEADERSHIP OF THE MEDICAL STUDIES IN ENGLISH PROGRAM AND UNIVERSITY GRADUATE PROGRAM OF STUDIES IN NURSING

Article 85

- (1) The course leaders for the Medical Studies in English Program (MSEP) and the University Graduate Program of Studies in Nursing shall be appointed by the Dean's Executive Board on the motion of the heads of the departments/course councils and preliminary opinion of the authorized vice-dean.
- (2) The tasks of the course leaders outlined in Paragraph 1 of this Article shall be as follows:
 - a) preparing the syllabus,
 - b) assisting the head of the department/course council and authorized vice-dean in organization of teaching,
 - c) taking care and responsibility for regular running of the program of a particular course,
 - d) taking part in the organization and activities of the departmental coordinators for a particular year,
 - e) reporting the head of above-referenced programs on the quality assurance measures taken in assessing the quality of teaching and analyzing students' questionnaires,
 - f) proposing the appointment of adjunct faculty, in case of shortage of teachers for the above programs,
 - g) being subordinated to head of the department and head of the program,

- h) performing all other activities ordered by head of a particular department, head of the program, and Dean's Executive Board.

PROFESSIONAL PROGRAM COUNCIL

Article 86

- (1) Program Councils both at level of the MSE program and at the University Graduate Program of Studies in Nursing shall be established by the authority of the decision of the School's Academic Senate.
- (2) Program Councils shall be entrusted with the tasks as follows:
 - a) take part in the decision on admission and enrollment of applicants,
 - b) decide on approving the transfer of students,
 - c) coordinate the activities of the faculty and safeguards the quality of teaching,
 - d) propose to the authorized departments the initiation of the procedure for faculty appointment,
 - e) propose to the governing authorities the approval of appropriate executive decisions, as well as the amendments to the existing general documents and regulations,
 - f) accomplish any other tasks outlined in these Regulations.
- (3) The full attendance of the Program Council of the MSE program shall be composed of the course coordinators of the courses which constitute the MSE program and heads of the corresponding departments. Partial attendance of the Program Council of the MSE program shall be composed of the course coordinators for each year of the program, program leadership and student representatives. The authorities of the full and partial attendance of the Program Council outlined in Paragraph 1 of this Article shall be determined by the School's Academic Senate. The Program Council of the University Graduate Program of Studies in Nursing shall comprise the course coordinators, assistant to the head of the program, and heads of the corresponding departments.
- (4) The Vice-dean for the New Study Programs shall preside over the Program Council of the University Graduate Program of Studies in Nursing, and the Vice-Dean for International Relations shall preside over the Program Council of the MSE program.

XII TRANSITIONAL AND FINAL REGULATIONS

Article 87

Students who progress through their studies without repeating a year are granted to complete their course of studies and graduate according to the conditions valid at the time they enrolled into the first year, except in cases where some rights stipulated by these Regulations are more favorable for them.

Article 88

By the day these Regulations are coming into force, the Graduate Studies Course Regulations of 20 July 2012 shall not be binding any longer.

Article 89

Provisions outlined in Article 56 shall be applied to students who enroll into the first year in the academic year 2010/2011.

Article 90

These regulations shall come into force on the eighth day after their publication at the notice board of the School.

Class: 003-08/14-02/1
Reference no: 380-59-10101-14-1814/2
Zagreb, 29 April 2014

Dean
Professor Davor Miličić, MD, PhD

This revised text of these Regulations was published at the notice board of the School on 7 May 2014.

Secretary
Darko Bošnjak, LLB

Attachment 1

ADDENDUM TO ACADEMIC REGULATIONS FOR GRADUATE PROGRAMS

1. Exam protocols for essay exams (see Article 45 of the Regulations)

If a written exam or written component of the combined written and oral exam is taken in the form of an essay, each essay should be accompanied by a written protocol containing the data as follows:

- a) essay code number and headings of the themes offered,
- b) a sample of answers with grading scale for each theme,
- c) minimal passing level, or the minimal number of credits needed for a passing grade,
- d) grading scale based on the attained number of credits,
- e) the number of students who registered for the exams and who have not withdrawn from it,
- f) the number of students who did not take the exam,
- g) the number of students who sat for the exam,
- h) the number of students who have selected specific themes,
- i) the number of students who have passed the exam, expressed in percentage in relation to those who took the exam,
- j) distribution of grades in absolute numbers and percentage, for each theme individually and for all themes collectively,
- k) the list of students who have registered the exam and who have not withdrawn from it in alphabetical order and with the data as follows: the number of credits and grades earned, i.e., designation *did not take the exam*.

Exam protocols for essay exams should be signed by all the members of the course faculty committee. The exam protocol together with accompanying grades should be filed in the archives of the department/course council, with one copy of it being sent to the vice-dean for teaching.

**ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM
LEARNING AGREEMENT – FREE MOVER**

Academic Year: 20../20..

Field of study:

Study period:.....

Name of student:
Sending institution:.....
Country:

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving institution:
Country:

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Number of ECTS credits	Number of credits (<u>non</u> ECTS system) (enclose equivalency to ECTS credits)	Duration of course unit (Y / S / T)
....if necessary, continue this list on a separate sheet ...				

Fair translation of grades must be ensured and the student has been informed about the methodology

Student's signature:	Date:
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SENDING INSTITUTION	
We confirm that the proposed programme of study/learning agreement is approved.	
Faculty/Academy ECTS coordinator's signature	Institutional coordinator's signature
.....
Date:	Date:

RECEIVING INSTITUTION	
We confirm that this proposed programme of study/learning agreement is approved.	
Departmental coordinator's signature	Institutional coordinator's signature
.....
Date:	Date:

Name of student:

Sending institution:.....

Country:

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT
(to be filled in ONLY if appropriate)

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Deleted course unit	Added course unit	Number of ECTS credits	Number of credits (<u>non</u> ECTS system)
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
	if necessary, continue this list on a separate sheet.....	<input type="checkbox"/>	<input type="checkbox"/>		

Student's signature:..... **Date:**

SENDING INSTITUTION

We confirm that the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Faculty/Academy ECTS coordinator's signature Institutional coordinator's signature

.....

Date: Date:

RECEIVING INSTITUTION

We confirm by the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature Institutional coordinator's signature

.....

Date: Date:

CHANGES to the previously agreed duration of stay

Previously agreed month of arrival: and month of departure:.....

I wish to prolong my stay for months; that is until the month of

Student's signature: Date:

