

Table of contents

I. GENERAL PROVISIONS.....	4
II. SPECIAL PROVISIONS.....	6
III. STRUCTURE OF THE SCHOOL.....	6
III.1. Andrija Štampar School of Public Health.....	7
III.2. Croatian Institute for Brain Research.....	10
III.3. Biomedical Research Center Šalata.....	14
III.4. The "Student Polyclinic".....	16
III.5. TEACHING STRUCTURAL UNITS.....	19
III.5.1. Departments, Course Councils, and Divisions.....	19
III.5.2. Clinics, Research Departments, and Clinical Research Departments.....	22
III.5.2.1. Heads of Departments.....	24
III.5.3. Teaching Bases.....	25
III.6. SCIENTIFIC STRUCTURAL UNITS.....	26
III.6.1. Research Centers in the field of Basic Medical Sciences, Clinical Medical Sciences, and Public Health.....	26
III.6.2. Departments and Laboratories.....	27
III.7. PROFESSIONAL ORGANIZATIONAL UNITS.....	27
III.8. PROFESSIONAL - ADMINISTRATIVE ORGANIZATIONAL UNIT.....	28
III. 8.1. SECRETARIAT.....	28
III.9. LIBRARIES.....	29
IV. STUDENTS.....	30
IV.1. Student Status.....	30
IV.2. Rights and Obligations of Students.....	30
IV.3. Rights Under Student Standards.....	31
IV.4. Subsidization of Tuition Fees.....	31
IV.5. Suspension of Student Rights and Obligations.....	31
IV.6. Rights and Obligations of Students in Special Cases.....	32
IV.7. Disciplinary Responsibility of Students.....	32
V. STUDIES.....	32
V.1. Studies at the School.....	32
V.2. Study Program.....	32
V.3. ECTS Credits.....	33
V.4. Content of the Study Program.....	33
V.5. Study Implementation Plan.....	33
V.6. Teaching Organization and Student Workload.....	34
V.7. Assessment of Learning Outcomes, Examinations, and Grading.....	34

V.8. Examination Periods and Methods of Examination.....	35
V.9. Enrollment in the Higher Academic Year	36
V.10. Completion of Studies	36
V.11. Documents of Study Completion.....	36
V.12. Graduation Ceremony.....	37
VI. FACULTY AND ASSOCIATE POSITIONS.....	38
VI.1. Conducting Teaching, Scientific, and Professional Activities	38
VI.2. Faculty and Associate Positions	38
VI.3. Structure of Faculty and Associate Positions	39
VI.4. Criteria for Appointment to a Position	39
VI.5. Selection of Faculty and Associates for a Vacant Position	40
VI.6. Duration of Appointment to a Faculty Position	41
VI.7. Selection for a Higher Faculty Position.....	41
VI.8. Re-election to a Faculty Position.....	42
VI.9. Associates.....	43
VI.10. Evaluation of Associates' Work.....	43
VI.11. Sabbatical Year.....	44
VI.12. Rights of Faculty Members Appointed to Leadership Positions.....	44
VI.13. Suspension of Deadlines and Extension of Fixed-Term Employment Contracts.....	44
VI.14. Employment of Staff Outside the School.....	45
VI.15. Replacement of Temporarily Absent Employees.....	45
VI.16. Honorary Academic and Associate Staff	45
VI.17. Title of Professor Emeritus.....	45
VI.18. Ethical Responsibility of Academic and Associate Staff.....	46
VI.19. Awards and Recognitions.....	46
VI.20. Disciplinary Responsibility	46
VII. SCHOOL BODIES	47
VII.1. MANAGEMENT OF THE SCHOOL	47
VII.1.1. The Dean	47
VII.1.2. Vice-Deans.....	51
VII.1.3. Assistant Deans	51
VII.1.4. Dean's Council	51
VII.1.5. School Council.....	52
VII.1.6. Year Council	54
VII.1.7. Committee for the Election of Teachers, Scientists, and Associates	55
VII.1.8. Doctoral Committee.....	55
VIII. STUDENT PARTICIPATION IN THE SCHOOL	55

IX. BUSINESS AND OFFICIAL SECRECY.....	56
X. PUBLICITY OF THE SCHOOL'S WORK.....	56
XI. TRANSITIONAL AND FINAL PROVISIONS.....	57
XI.1. Previous Regulations.....	57
XI.2. Harmonization of the School's General Acts.....	57
XI.3. Election Procedures.....	57
XI.4. Incumbent Duties and Appointments and Started Terms.....	57
XI.5. Changes in the Organization of Course Councils.....	58
XI.6. Addressing Specific Issues.....	58
XI.7. Entry into Force.....	59

Based on Article 19, Paragraph 3, Point 2 of the Act on Higher Education and Scientific Activity ("Official Gazette", No. 119/22, hereinafter referred to as the Act) and Article 54, Paragraph 2, Point 2 of the Statute of the University of Zagreb of March 21, 2023 (hereinafter referred to as the University Statute), the Faculty Council of the University of Zagreb School of Medicine (hereinafter referred to as the Faculty Council) at the session held on June 27, 2023, hereby enacts the

STATUTE OF THE SCHOOL OF MEDICINE

I. GENERAL PROVISIONS

Article 1.

(1) This Statute regulates the activity, organization, and operations of the University of Zagreb School of Medicine (hereinafter referred to as the School), the authorities and decision-making process of the School's administrative bodies, organization and execution of studies, scientific and professional work, the status of students, teachers, scientists, associates, and other staff, and other issues of significance for the functioning of the School.

(2) Terms used in this Statute that have a gender connotation are inclusive of both female and male genders, regardless of whether they are used in the feminine or masculine form.

Article 2.

(1) The School is a public higher education institution within the University of Zagreb (hereinafter referred to as the University) that organizes and conducts university studies, scientific and highly professional work in the field of Biomedicine and Health.

(2) The School is a legal entity with the status of a public institution.

(3) The founder of the School is the University.

Article 3.

(1) The name of the School is: University of Zagreb School of Medicine.

(2) The abbreviated name of the School is: Zagreb School of Medicine.

(3) The name of the School in English is: University of Zagreb School of Medicine.

(4) The abbreviated name of the School in English is: UZSM.

(5) The School's headquarters is in Zagreb, Šalata number 3.

Article 4.

(1) With the consent of the University Senate, the School may establish companies, institutions, and other legal entities, and acquire shares or interests in already established companies.

(2) The School is a co-owner of the journals Croatian Medical Journal and Psychiatria Danubina.

Article 5.

- (1) The School has its coat of arms, seal, stamp, and flag.
- (2) The coat of arms of the School is circular in shape. At its center is a depiction of the Dean's Office building of the School, with the inscription: "University of Zagreb School of Medicine 1917" or "Universitas Studiorum Zagrabiensis Facultas Medica MCMXVII". The words "University of Zagreb" or "Universitas Studiorum Zagrabiensis" are placed along the upper edge and separated from the words "School of Medicine 1917" or "Facultas Medica MCMXVII" along the lower edge.
- (3) The seal and stamp are circular with diameters of 35 mm, 25 mm, and 18 mm, featuring a depiction of the historical University building at the center, with the inscription "University of Zagreb School of Medicine" or "Universitas Studiorum Zagrabiensis Facultas Medica" arranged so that the words "University of Zagreb" or "Universitas Studiorum Zagrabiensis" are printed above the depiction of the University building, and the words "School of Medicine" or "Facultas Medica" below it.
- (4) Documents issued by the School under public authority are certified with a seal or stamp of circular shape with diameters of 38 mm, 25 mm, and 18 mm, with a depiction of the coat of arms of the Republic of Croatia in the center and the inscription "Republic of Croatia" at the top, and "University of Zagreb - School of Medicine" at the bottom of the rim.
- (5) The School has a white flag. The ratio of the flag's length to its width is 2:1. In the center of the horizontally placed flag, whose width is at the pole, is the coat of arms of the School. The diameter of the coat of arms on the flag is half the width of the flag.
- (6) The method of manufacturing, record-keeping, use, and responsibility for the seals and stamps is regulated by a separate ordinance.

Article 6.

- (1) The School conducts the following activities:
 - a) higher education activities in the scientific field of Biomedicine and Health;
 - b) scientific activity in the scientific field of Biomedicine and Health;
 - c) professional activity in the field of Biomedicine and Health and participation in the implementation of health care programs;
 - d) various forms of professional and scientific advancement for healthcare workers to keep abreast of new scientific achievements;
 - e) organization and execution of domestic and international courses aimed at expanding the knowledge of students, healthcare workers, and other interested parties for continuous professional development;
 - f) adult education and other teaching and educational activities;
 - g) healthcare activities for teaching needs;

- h) healthcare services for the health protection of students at the primary and specialist-consultant level;
- i) publishing, library, and information activities for the needs of teaching and for scientific and professional work;
- j) sale of textbooks and other printed materials necessary for the activities of the School;
- k) production of expert analyses, professional opinions, and reports;
- l) provision of professional and scientific consultations and the organization of meetings and business fairs, scientific and professional gatherings, workshops, symposia, consultations, seminars, congresses, workshops, professional internships, and other assemblies;
- m) breeding of laboratory and other experimental animals, cell cultures, and cultures of microorganisms;
- n) forensic expertise in the scientific and professional field of Biomedicine and Health;
- o) conducting professional and scientific work and services:
 - sampling and analysis of natural waters, wastewater, sediments/peloids,
 - balneological analyses and opinions and the application of waters for health purposes,
- p) forensic DNA analysis.

(2) In addition to the activities mentioned in paragraph 1 of this article, the School may engage in other activities that serve the registered activity and contribute to the utilization of spatial and staff capacities, especially in organizing and executing continuous training programs in the scientific field of Biomedicine and Health.

II. SPECIAL PROVISIONS

III. STRUCTURE OF THE SCHOOL

Article 7.

The organizational units of the School are:

- a) Andrija Štampar School of Public Health;
- b) Croatian Institute for Brain Research;
- c) Biomedical Research Center Šalata;
- d) "Student Polyclinic";
- e) Educational organizational units:
 - departments,
 - clinics,
 - clinical research departments,

- teaching bases;
- f) Scientific organizational units:
 - research departments,
 - centers,
 - laboratories,
 - divisions;
- g) Professional organizational units;
- h) Professional-administrative organizational unit - Secretariat;
- i) Central Medical Library.

III.1. Andrija Štampar School of Public Health

Article 8.

The Andrija Štampar School of Public Health (hereinafter: ASPH) is a scientific and educational branch of the School that organizes, executes, and promotes teaching at graduate university studies, integrated undergraduate and graduate university studies of medicine, and teaching at postgraduate university studies, as well as scientific and professional work and various forms of professional and scientific training for employees in scientific and other institutions, primarily in the field of public health.

Article 9.

- (1) The name of the ASPH is: University of Zagreb School of Medicine Andrija Štampar School of Public Health.
- (2) The abbreviated name of the ASPH is: ASPH "Andrija Štampar".
- (3) The English name of the ASPH is: University of Zagreb School of Medicine Andrija Štampar School of Public Health.
- (4) The abbreviated name in English is: ASSPH.
- (5) The headquarters of the ASPH are in Zagreb, Rockefellerova Street 4.
- (6) The ASPH has a seal and stamp of a round shape with diameters of 35 mm, 25 mm, and 18 mm with a drawing of the ASPH building at the center, and around the edge the inscription: University of Zagreb School of Medicine Andrija Štampar School of Public Health.

Article 10.

- (1) The ASPH performs:
 - a) higher education activities in the scientific field of Biomedicine and Health;
 - b) scientific activity in the scientific field of Biomedicine and Health;

- c) professional activity in the field of Biomedicine and Health and participation in the implementation of health care programs;
- d) various forms of professional and scientific advancement for healthcare workers to keep abreast of new scientific achievements;
- e) organization and execution of domestic and international courses aimed at expanding the knowledge of students, healthcare workers, and other interested parties for continuous professional development;
- f) adult education and other teaching and educational activities;
- g) healthcare activities for teaching needs;
- h) healthcare services for the health protection of students at the primary and specialist-consultant level;
- i) publishing, library, and information activities for the needs of teaching and for scientific and professional work;
- j) sale of textbooks and other printed materials;
- k) production of expert analyses, professional opinions, and reports;
- l) forensic expertise in the scientific and professional field of Biomedicine and Health;
- m) provision of professional and scientific consultations and the organization of meetings and business fairs, scientific and professional gatherings, workshops, symposia, consultations, seminars, congresses, professional internships, and other assemblies;
- n) conducting professional and scientific work and services:
 - sampling and analysis of natural waters, wastewater, sediments/peloids,
 - balneological analyses and opinions and the application of waters for health purposes.

(2) The scientific, professional, and teaching activity is performed as a center of excellence for public health.

(3) In addition to the activities mentioned in paragraph 1 of this article, the ASPH may engage in other activities if they serve the registered activity and contribute to the utilization of spatial and staff capacities, especially in organizing and executing continuous training programs in the scientific field of Biomedicine and Health.

Article 11.

The Public Health Institute, with the consent of the Dean, enters into legal relations with other legal entities for the purpose of carrying out business in the field of:

- a) the impact of the living and working environment on health;
- b) studying and monitoring the health status of the population and population groups;

- c) planning, organizing, and evaluating the performance of healthcare by using scientific methods of preventive, social medicine, environmental, epidemiological, medical-statistical, documentation, and medical informatics disciplines;
- d) social medicine;
- e) primary health care;
- f) international cooperation for the inclusion in the international division of labor and the improvement of public health;
- g) harmonizing the working conditions of the branch with healthcare institutions, especially the teaching bases of the School;
- h) organizing and conducting professional and scientific training of staff outside the School's core activities;
- i) providing expert opinions in the field of their professional and scientific activities;
- j) the development of methods and aids in the field of health education and informing the wider public;
- k) conducting professional and scientific work and services:
 - sampling and analysis of natural waters, waste waters, sediments/peloids along with balneological analyses and expert opinions for the use of waters for health purposes.

Article 12.

- (1) The Public Health Institute is represented by a Director, who is elected by the School Council following an internal competition, with the positive opinion of the Dean, for a period of four (4) years.
- (2) The Director of the Public Health Institute may not acquire, encumber, or alienate real estate or other property without the consent of the Dean.
- (3) A person who meets the general conditions prescribed by law, who is an employee of the School in a scientific-teaching position, and has active experience in the tasks of organizing and conducting scientific, teaching, and professional work in the field of the Public Health Institute's activities, can be elected as the Director.
- (4) The Director of the Public Health Institute is accountable for their work to the Dean and the School Council.
- (5) The Director may partially delegate their command authority to individual members of the Professional Council.
- (6) In the administration of the Public Health Institute, the Director is assisted by the Professional Council, a Deputy, and, if necessary, Assistant Directors.
- (7) The Professional Council discusses and decides on professional issues of the Public Health Institute's operation. It provides opinions and proposals regarding the organization of work and conditions for the development of activities and performs other tasks determined by the Regulations of the Public Health Institute.

(8) The Professional Council is composed of the heads of departments and leaders of the Public Health Institute's organizational units.

(9) For the purpose of improving business, developing scientific activity, and enhancing cooperation with international institutions, the Public Health Institute may establish an International Advisory Council. Members of the International Advisory Council can be internationally renowned public health workers, scientists, and educators. The conditions for the operation of the International Advisory Council are regulated by the Regulations of the Public Health Institute.

Article 13.

Special provisions on the structure, Professional Council, Director, Deputy, Assistant Directors, and Secretary of the Public Health Institute, on the method of operation, and other issues important for its operation are regulated by a special regulation adopted by the School Council upon the proposal of the Director of the Public Health Institute and with the prior consent of the Dean.

III.2. Croatian Institute for Brain Research

Article 14.

(1) The Croatian Institute for Brain Research (hereinafter referred to as "the Institute") is a scientific and educational branch of the School, established for the purpose of multidisciplinary scientific research and professional work, and for organizing, conducting, and promoting all forms of integrated undergraduate and graduate, graduate and postgraduate education of the School, inter-faculty and inter-university level in the field of basic, clinical, and translational neuroscience.

(2) The headquarters of the Institute is located in Zagreb, Šalata 12.

(3) Upon the proposal of the Director of the Institute and with the approval of the Dean, independent associated laboratories may be established within the Institute, especially when they enable joint interdisciplinary use of capital scientific infrastructure at the level of the School, or when their activities complementarily supplement the basic activities of the Institute.

Article 15.

(1) The full name of the Institute in the Croatian language is: University of Zagreb School of Medicine Croatian Institute for Brain Research, and the abbreviated name of the Institute is: HIIM.

(2) The full name of the Institute in the English language is: University of Zagreb School of Medicine Croatian Institute for Brain Research, and the abbreviated name of the Institute is: CIBR.

Article 16.

- (1) The Institute has a protective logo in the shape of a bright red square with a pyramid-shaped neuron of the cerebral cortex outlined in white.
- (2) The Director of the Institute shall determine the manner of use of the protective logo and measures to prevent its misuse by a separate act.
- (3) The Institute has a round seal and a rectangular stamp for everyday operations. The shape, size, content, method of use, and persons responsible for the use and safekeeping of the seal and stamp are determined by the Institute's regulations.

Article 17.

- (1) The fundamental goal and purpose of the Institute is to serve as a center for research into the neurobiological basis and plasticity of normal cognitive development, cognitive disorders, and the processes of plasticity and reorganization in response to lesions in neurological and psychiatric diseases and developmental and adult disorders that are significant from a public health and economic perspective for society as a whole. These goals are achieved through interdisciplinary, multidisciplinary, and transdisciplinary application of a wide range of research methods, closely linking basic clinical and translational neuroscience, and competitive selection of research projects at the national and international levels. The Institute is a center of excellence in the field of neuroscience, recognized and respected internationally.
- (2) The Institute performs:
 - a) establishment and conducting of interdisciplinary, multidisciplinary, and transdisciplinary scientific research in the field of basic, clinical, and translational neuroscience and related scientific fields of Biomedicine and health care;
 - b) organization and conducting of scientific and professional work for the needs of health care, primarily in the area of systematic monitoring and study of the etiology, pathogenesis, and epidemiology of neurological and mental diseases of particular social and economic importance for the health and well-being of the people, and for the purposes of organizing the Central registry of developmental damage and diseases of the nervous system and Brain Tissue Bank;
 - c) participation in the organization and conducting of integrated undergraduate and graduate, graduate and postgraduate education in the field of basic, clinical, and translational neuroscience at the School as well as within university, inter-university, and international cooperation;
 - d) organization and conducting of various forms of professional and scientific training of physicians and other professionals and scientists in the field of basic, clinical, and translational neuroscience, which includes organizing domestic and international courses and continuing education courses;
 - e) adult education and other education and instruction;
 - f) health activities for teaching purposes;

g) health activities for the purpose of health care of students at the primary and specialist-consultative level, especially through cooperation with the "Student Clinic";

h) organization and conducting of specific forms of health activity, in cooperation with the School and its teaching bases, the Center for Clinical Application of Neuroscience, "Neuron" Clinic, and "Student Clinic";

i) preparation of expert reports, professional opinions, and studies, and court expert evaluations in the field of its activity;

j) provision of professional and scientific consultations and the organization of meetings and trade fairs, scientific and professional gatherings, workshops, symposiums, consultations, seminars, congresses, professional internships, and other assemblies;

k) publishing, library, and information activities for the needs of teaching, scientific and professional work within its registered activity, sale of textbooks, manuals, monographs, and other printed materials intended for scientific, educational, and professional work, and for the public promotion of neuroscience.

(3) The Institute may also carry out other related activities if they are on a smaller scale or are usually carried out alongside the aforementioned activities and serve to enhance and expand the registered activities and better utilization of space and personnel capacities.

Article 18.

(1) The Institute, with the consent of the Dean, enters into legal relations with other legal entities for the purpose of more successful performance of its activities.

(2) The Institute has special cooperation with the Center for Clinical Application of Neuroscience, the "Neuron" Polyclinic and the Croatian Society for Neuroscience.

Article 19.

The following organizational units operate within the Institute:

a) The Research Department for Neuroscience (as the seat of the Course Council for the Foundations of Neuroscience, the postgraduate doctoral study Neuroscience, the corresponding elective courses, and the course "Fundamentals of Neuroscience" as part of the English language study);

b) Sections, laboratories, departments, and centers of the Institute;

c) common services within the Secretariat of the Institute.

Article 20.

The School Council adopts the Institute's Regulations, on the proposal of the Institute's Director and with the prior consent of the Dean, which further regulates:

a) the activity and internal organization of the Institute, the administrative bodies of the Institute, and the number and title of organizational units;

- b) the method of selection of the nominee for the Director of the Institute;
- c) conditions for the election of the heads of the Institute's organizational units;
- d) the role and manner of operation of the Professional Council of the Institute;
- e) organization and operation of common services within the Secretariat of the Institute;
- f) criteria for the use of space and infrastructure of the Institute, as well as other provisions necessary for the successful organization and implementation of the Institute's activities.

Article 21.

The administrative bodies of the Institute are: the Director, the Deputy Director, if necessary the Director's Assistants, and the Professional Council of the Institute.

Article 22.

(1) The Institute is represented by the Director, who is elected by the School Council based on an internal competition, with the obtained positive opinion of the Dean, for a term of four (4) years. The same person may be re-elected as the Director. The Director of the Institute is accountable to the Dean and the School Council.

(2) A person who meets the general conditions prescribed by law, who is an employee of the School at a scientific-teaching position, and has practical experience in organizing and conducting scientific, teaching, and professional work in the field of the Institute's activities, can be elected as the Director of the Institute.

(3) The Deputy Director, the Director's Assistants, and the heads of the sections and laboratories of the Institute are appointed by the Dean upon the proposal of the Institute's Director.

(4) The Head of the Research Department for Neuroscience, or the head of the Course Council "Foundations of Neuroscience", is elected in the manner prescribed by this Statute for the election of heads of other research departments, departments, and course councils.

Article 23.

The Professional Council of the Institute comprises:

- a) The Director of the Institute, the Deputy Director of the Institute, and the Honorary Director of the Institute appointed by the School Council;
- b) The Head of the Research Department for Neuroscience, who is also the head of the Course Council Foundations of Neuroscience;
- c) The Head of the postgraduate doctoral study Neuroscience;
- d) The Heads of all sections of the Institute;
- e) One representative of independent (associated) laboratories of the Institute;
- f) The Head of the Scientific Center of Excellence whose headquarters are in the Institute.

Article 24.

(1) The International Scientific Council of the Institute consists of distinguished and internationally recognized scientists in the fields of fundamental, clinical, and translational neuroscience. The method of selecting members of the International Scientific Council of the Institute is further determined by the Institute's Regulations.

(2) The members of the International Scientific Council of the Institute are appointed by the School Council, on the proposal of the Institute's Director and with the prior approval of the Dean.

(3) The International Scientific Council of the Institute assists the Director and the Professional Council of the Institute in determining the Institute's development strategy and priority goals of competitive scientific research on the national and international scene.

III.3. Biomedical Research Center Šalata

Article 25.

(1) The Biomedical Research Center Šalata (hereinafter referred to as "BIMIS") is a scientific and educational branch of the School established for the purpose of multidisciplinary scientific research and professional work in the field of fundamental, clinical, and translational medical science, public health, and healthcare, as well as organizing, conducting, and promoting all forms of integrated undergraduate and graduate, postgraduate university, inter-faculty, and international teaching in the scientific area of Biomedicine and Health, aimed at elucidating the mechanisms of disease onset and finding new diagnostic, prognostic, therapeutic, rehabilitative, and public health solutions.

(2) The headquarters of BIMIS are located in Zagreb, Šalata 4.

Article 26.

(1) The full name of BIMIS in the Croatian language is: Sveučilište u Zagrebu Medicinski fakultet Biomedicinsko istraživačko središte Šalata, and the abbreviated name of BIMIS is: BIMIS.

(2) The full name of BIMIS in English is: University of Zagreb School of Medicine Biomedical Research Center Šalata, and the abbreviated name of BIMIS is: BIMIS.

Article 27.

(1) BIMIS has a trademark (logo) in the form of a cross created by merging a blue arrow and an orange arrowhead, with the inscription in large printed letters BIMIS at the base to its right, with the first four letters B, I, M, and I in blue, and the last letter S in orange.

(2) The Director of BIMIS shall establish by a separate general act the manner of using the trademark and measures to prevent its misuse.

(3) BIMIS has a round seal and a rectangular stamp for daily operations. The shape, size, content, manner of use, and persons responsible for the use and custody of the seal and stamp are determined by the Regulations of BIMIS.

Article 28.

(1) BIMIS performs:

- a) organization and execution of interdisciplinary, multidisciplinary, and transdisciplinary scientific research in the field of fundamental, clinical, and translational medical science, public health and healthcare, and related scientific fields of Biomedicine and Health with the implementation of scientific work and the provision of services;
- b) organization and execution of professional work and service provision for the needs of healthcare;
- c) participation in the organization and execution of integrated undergraduate and graduate, postgraduate teaching from the scientific area of Biomedicine and Health at the School and as part of university, inter-university, and international cooperation;
- d) organization and execution of various forms of professional and scientific training for physicians and other professionals and scientists in the scientific area of Biomedicine and Health, which includes the organization of domestic and international courses and continuing education courses;
- e) adult education and other education and instruction;
- f) healthcare activities for teaching purposes;
- g) healthcare activities for the healthcare needs of students at the primary and specialist-consultative level, especially through cooperation with the "Student Polyclinic";
- h) organization and execution of specific forms of healthcare activities in collaboration with the School and its teaching bases and the "Student Polyclinic";
- i) production of expert opinions, professional views, and elaborates, as well as forensic expertise in the field of its activity;
- j) provision of professional and scientific consultations and organization of meetings and trade fairs, scientific and professional gatherings, workshops, symposiums, consultations, seminars, congresses, professional practice, and other assemblies;
- k) publishing, library, and information activities for the needs of teaching, scientific and professional work within its registered activity, sale of textbooks, manuals, monographs, and other printed materials intended for scientific, educational, and professional work, as well as for public promotion of BIMIS;
- l) breeding of laboratory and other experimental animals, cell cultures, and cultures of microorganisms.

(2) BIMIS may also engage in other related activities if they are on a smaller scale or customarily performed alongside the aforementioned activities and serve to enhance and expand the registered activities and better utilization of spatial and personnel capacities.

Article 29.

(1) The governing bodies of the BIMIS are: the Director, Deputy Director, if necessary Assistants to the Director, and the BIMIS Professional Council.

(2) BIMIS is represented by the Director who is elected by the Faculty Council based on an internal competition, with a positive opinion obtained from the Dean, for a period of four (4) years.

(3) Without the consent of the Dean, the Director of BIMIS may not acquire, encumber, nor alienate real estate or other assets.

(4) A person eligible to be appointed as the Director of BIMIS must meet the general conditions prescribed by law, be an employee of the School in a scientific-teaching position, and have practical experience in organizing and conducting scientific, teaching, and professional work in the field of BIMIS activities.

(5) The Director of BIMIS is accountable for his work to the Dean and the Faculty Council.

(6) In the administration of BIMIS, the Director is assisted by the Professional Council, Deputy Director, and, if necessary, Assistants to the Director.

(7) The Professional Council discusses and decides on professional issues concerning the operation of BIMIS. It provides opinions and proposals regarding the organization of work and conditions for the development of activities and performs other duties determined by the BIMIS Regulations.

(8) The Professional Council is composed of the heads of the BIMIS organizational units.

(9) For the purpose of improving operations, developing scientific activity, and enhancing collaboration with international institutions, BIMIS may establish an International Advisory Board. Members of the International Advisory Board can be internationally renowned scientists and educators. The conditions of operation of the International Advisory Board are regulated by the BIMIS Regulations.

(10) The BIMIS Regulations are adopted by the Faculty Council, upon the proposal of the Director of BIMIS and with the prior consent of the Dean, which specifically regulates:

a) the activity and internal structure of BIMIS, the governing bodies of BIMIS, and the number and titles of organizational units;

b) the method of selection of nominees for the governing bodies of BIMIS;

c) criteria for the use of space and infrastructure of BIMIS, as well as other provisions necessary for the successful organization and implementation of BIMIS activities.

III.4. The "Student Polyclinic"

Article 30.

(1) The "Student Polyclinic" (hereinafter referred to as the Polyclinic) is a branch of the School, established for the purpose of performing healthcare activities for teaching needs and for the

health care of students at the primary and specialist-consultative level, interdisciplinary scientific research and professional work, and for organizing, conducting, and promoting all forms of integrated undergraduate and graduate, graduate and postgraduate school, interfaculty and interuniversity teaching in the field of clinical medical sciences.

(2) The headquarters of the Polyclinic is located in Zagreb, Šalata 6.

Article 31.

(1) The full name of the Polyclinic in Croatian is: Sveučilište u Zagrebu Medicinski fakultet "Studentska poliklinika", and the abbreviated name of the polyclinic is: StuP.

(2) The full name of the Polyclinic in English is: University of Zagreb School of Medicine "Student Health Clinic", and the abbreviated name of the Polyclinic is: StuP.

Article 32.

(1) The Polyclinic has a protective sign (logo) that is determined by the Rules of the Polyclinic.

(2) The Polyclinic has a round seal and a rectangular stamp for daily operations. The shape, size, content, method of use, and the persons responsible for the use and safekeeping of the seal and stamp are determined by the Rules of the Polyclinic.

Article 33.

The Polyclinic performs:

a) healthcare activities for teaching needs;

b) healthcare activities for the health care of students at the primary and specialist-consultative level;

c) establishment and execution of specific forms of healthcare activities, in cooperation with the School's teaching bases;

d) establishment and execution of interdisciplinary, multidisciplinary, and transdisciplinary scientific research in the field of clinical and translational medical sciences and related scientific fields of Biomedicine and health care;

e) establishment and execution of professional work for the needs of health care;

f) participation in the establishment and execution of integrated undergraduate and graduate, graduate and postgraduate education in the field of fundamental, clinical, and translational medical sciences at the School as well as within university, interuniversity and international cooperation;

g) establishment and execution of various forms of professional and scientific advancement of physicians and other professionals and scientists in the field of clinical and translational medical sciences, which includes organizing domestic and international courses and continuous education courses;

h) adult education and other education and teaching;

i) preparation of expert reports, professional opinions, and studies as well as court expert witnessing in the field of its activity;

j) providing professional and scientific consultations and organizing meetings and business fairs, scientific and professional gatherings, workshops, symposia, consultations, seminars, congresses, professional practice and other gatherings;

k) publishing, library and information activities for the needs of teaching, scientific and professional work within its registered activity, sale of textbooks, manuals, monographs, and other printed materials intended for scientific, teaching and professional work, and public promotion of the Polyclinic.

(2) The Polyclinic may also perform other related activities if they are carried out on a smaller scale or are commonly performed in addition to the aforementioned activities and serve to enhance and expand the registered activity and better utilize spatial and human resource capacities.

Article 34.

(1) The administrative bodies of the Polyclinic are: the director, the deputy director, if necessary the assistant directors, and the Polyclinic 's Professional Council.

(2) The Polyclinic is represented by the director who is elected by the Faculty Council, upon obtaining a positive opinion from the dean, for a term of four (4) years based on an internal competition.

(3) Without the dean's consent, the director of the Polyclinic may not acquire, encumber, or alienate real estate or other property.

(4) A person who meets the general conditions prescribed by law, who is an employee of the School in a scientific-teaching position, and has practical experience in organizing and conducting scientific, teaching, and professional work in the field of the Polyclinic 's activities may be elected as the director of the Polyclinic.

(5) The director of the Polyclinic is accountable for his/her work to the dean and the Faculty Council.

(6) In the administration of the Polyclinic, the director is assisted by the Professional Council, the deputy director, and if necessary the assistant directors.

(7) The Professional Council discusses and decides on professional matters concerning the Clinic's work. It provides opinions and suggestions regarding the organization of work and conditions for the development of activities and performs other tasks determined by the Polyclinic 's Regulations.

(8) The Professional Council consists of the heads of the Polyclinic 's organizational units.

(9) For the purpose of improving operations, developing scientific activities, and enhancing cooperation with international institutions, the Polyclinic may establish an International Advisory Board. Members of the International Advisory Board may be internationally renowned scientists and teachers. The conditions for the operation of the International Advisory Board are regulated by the Polyclinic 's Regulations.

(10) The Polyclinic 's Regulations are adopted by the Faculty Council, on the proposal of the director of the Polyclinic and with the prior consent of the dean, which specifically regulates:

- a) the activities and internal structure of the Polyclinic, the administrative bodies of the Polyclinic, and the number and names of organizational units;
- b) the method of electing nominees for the administrative bodies of the Polyclinic;
- c) criteria for the use of space and infrastructure of the Polyclinic, as well as other provisions necessary for the successful organization and implementation of the Polyclinic 's activities.

III.5. TEACHING STRUCTURAL UNITS

III.5.1. Departments, Course Councils, and Divisions

Article 35.

- (1) Departments are the fundamental organizational form of the School's teaching activity.
- (2) It is the department's obligation to implement and coordinate integrated undergraduate and graduate as well as postgraduate teaching, to ensure the enhancement of all forms of teaching activities, the selection and advancement of staff participating in teaching, and all other matters important for efficient teaching.
- (3) The department must have at least three employees in scientific-teaching positions at the School.

Article 36.

- (1) The department consists of all teachers and associates who are in an employment relationship and conduct teaching in the courses that fall under the jurisdiction of the department, as well as a student representative of the year in which the department's courses are taught. In the work of the department, without the right to vote, also participate titular teachers and visiting teachers.
- (2) The department meeting can be held if attended by a majority of all members of the department.
- (3) For the coordination of teaching courses in which two or more departments participate, the Faculty Council, at the proposal of the dean, may establish a course coordination from among the teachers who will conduct the teaching.
- (4) A general act regulates the conditions and procedure for the establishment and operation of course coordination.

Article 37.

- (1) At the head of the department is the head of the department, who manages the teaching and professional work of the department, and is accountable to the department, Faculty Council, and dean.

(2) The term of the head of the department lasts three (3) years, and the same person may be re-elected as head of the department.

(3) The head of the department is elected from among the teachers working in scientific-teaching positions at the School.

(4) The head of the department is elected by secret ballot by the members of the department working in scientific-teaching positions at the School by a majority of all members.

(5) The department is required to obtain a prior opinion from the dean on the programs of candidates for the selection of the head of the department.

(6) The election of the head of the department is confirmed by the Faculty Council.

(7) If a new head of the department is not elected by the expiration of the current head's term, or if the dean gives a negative opinion on the candidate programs for the election of the head of the department, the dean shall appoint a person who meets the prescribed conditions to act as head of the department for the current academic year.

Article 38.

(1) The head of the department is assisted in work by a deputy, an assistant, and a secretary, who are appointed by the head of the department from among the members of the department with the consent of the dean.

(2) When the course's teaching is conducted at multiple teaching bases, the department may, with the dean's consent, propose the selection of as many assistant heads of the department as there are teaching bases.

Article 39.

(1) The department meets as needed, but at least twice a semester. Attendance at department meetings is mandatory for all members. The secretary keeps the minutes of the Department meeting, one copy of which remains in the archive, and the other is delivered to the vice dean for academic affairs, after verification.

(2) The department decides by a majority of the present members if this Statute does not specify otherwise for certain issues.

(3) For the election of the head of the department, a majority of all members of the department working in scientific-teaching positions at the School must be present, and the decision is made by a majority of the votes of the present members working in scientific-teaching positions.

Article 40.

The Department coordinates the teaching at all educational bases within the framework of the curricula for integrated undergraduate and graduate, graduate, and postgraduate studies. In collaboration with the Faculty's Student Union, it is responsible for organizing and managing the technical details of teaching implementation; it decides on the adoption of incentive measures for attending lectures, exercises, and seminars in accordance with this Statute, and ensures the correct and uniform implementation of knowledge assessments.

Article 41.

- (1) Divisions organize teaching in the subjects of first aid, history of medicine, foreign languages, and physical and health culture.
- (2) In addition to the courses determined in paragraph 1 of this article, Divisions may also be established for the acquisition of practical knowledge and skills, in accordance with a special general act.
- (3) The head of a Division is the leader who is appointed by the dean for a period of three years. After the expiration of the term, the same person may be reappointed as the leader of the Division.

Article 42.

- (1) The Course Council is an organizational form of teaching work at the School.
- (2) The Course Council consists of teachers and associates who are employed at the School and participate in teaching the faculty's courses. The headquarters of the Course Council is in a Research Department or clinic.
- (3) The head of the Course Council is the Chairperson.
- (4) The heads of the Course Councils are appointed by the dean for a period of three years.
- (5) The Chairperson of the Course Council, who is also the head of the Research Department, is selected according to the conditions and procedures prescribed for the election of the Chair of the Department.
- (6) The Chairperson of the Course Council directs the educational and professional work of the Course Council.
- (7) The provisions of this Statute regarding Departments are correspondingly applicable to the establishment, organization, and functioning of the Course Councils.

Article 43.

The following Departments and Course Councils operate at the School:

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

- 13) Department of Radiology,
- 14) Department of Gynecology and Obstetrics,
- 15) Department of Internal Medicine,
- 16) Department of Infectology,
- 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 and Head and Neck Surgery,
- 23) Department of Maxillofacial Surgery with Dentistry,
- 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 Health Care Organization,
- 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, Occupational Medicine, and Sports,
- 33) Department of Anesthesiology, Resuscitation, and Intensive Medicine for Surgical Disciplines,
- 34) Department of Nuclear Medicine,
- 35) Department of Neurosurgery,
- 36) Course Council "Foundations of Neuroscience",
- 37) Course Council "Foundations of Medical Practice",
- 38) Course Council "Palliative Medicine",
- 39) Course Council "Emergency States in Medicine".

III.5.2. Clinics, Research Departments, and Clinical Research Departments

Article 44.

- (1) Clinics, Research Departments, and Clinical Research Departments are the fundamental organizational structures of the School, determined based on the criteria of logical interconnectedness and affinity of the scientific and operational process carried out therein, as well as the similarity of working conditions for its employees.
- (2) In determining the name, size, and scope of work of a Research Department, consideration is also given to the existence of a scientific program, international reputation, criteria of organizational structure, achievement of better operational results, and the rationalization of administrative processes.
- (3) Research Departments can also be established in branches of the School.
- (4) Clinics and Clinical Research Departments are health institutions or parts of health institutions where clinical teaching is conducted.

(5) The titles of clinics, clinical research departments, clinical hospitals, and clinical hospital centers are conferred by the minister responsible for health, under the conditions and procedures determined by specific regulations.

Article 45.

Clinical teaching is conducted in the following clinical institutions and their organizational units:

A) Zagreb Clinical Hospital Center

1. Clinical Research Department for Diagnostic and Interventional Radiology,
2. Clinical Research Department for Diagnostic and Interventional Neuroradiology,
3. Clinical Research Department for Microbiology, Prevention, and Infection Control,
4. Clinical Research Department for Laboratory Diagnostics,
5. Clinical Research Department for Nuclear Medicine and Radiation Protection,
6. Clinical Research Department for Pathology and Cytology,
7. Clinical Research Department for Rehabilitation and Orthopedic Devices,
8. Clinical Research Department for Transfusional Medicine and Transplantational Biology,
9. Clinic for Anesthesiology, Reanimatology, Intensive Medicine, and Pain Therapy,
10. Clinic for Cardiovascular Diseases,
11. Clinic for Ear, Nose, and Throat Diseases and Head and Neck Surgery,
12. Clinic for Dermatovenerology,
13. Clinic for Cardiac Surgery,
14. Clinic for Surgery,
15. Clinic for Neurosurgery,
16. Clinic for Neurology,
17. Clinic for Ophthalmic Diseases,
18. Clinic for Oncology,
19. Clinic for Orthopedics,
20. Clinic for Pediatrics,
21. Clinic for Pulmonary Diseases Jordanovac,
22. Clinic for Psychiatry and Psychological Medicine,
23. Clinic for Rheumatic Diseases and Rehabilitation,
24. Clinic for Thoracic Surgery,
25. Clinic for Internal Diseases,
26. Clinic for Urology,
27. Clinic for Women's Diseases and Obstetrics.

B) Dubrava Clinical Hospital

1. Clinical Research Department for Diagnostic and Interventional Radiology,
2. Clinical Research Department for Pathology and Cytology,
3. Clinic for Facial, Jaw, and Mouth Surgery,
4. Clinic for Surgery,
5. Clinic for Plastic, Reconstructive, and Aesthetic Surgery,
6. Clinic for Internal Diseases.

C) Merkur Clinical Hospital

1. Clinical Research Department for Diagnostic and Interventional Radiology,
2. Clinical Research Department for Pathology and Cytology,
3. Clinic for Surgery,
4. Clinic for Internal Diseases,
5. University Clinic for Diabetes and Endocrinology,
6. Clinic for Women's Diseases and Obstetrics,
7. Clinical Research Department for Medical Biochemistry and Laboratory Medicine.

D) "Sisters of Mercy" Clinical Hospital Center

1. Clinical Research Department for Diagnostic and Interventional Radiology,
2. "Ljudevit Jurak" Clinical Research Department for Pathology and Cytology,
3. Clinic for Cardiovascular Diseases,
4. Clinic for Surgery,
5. Clinic for Neurosurgery,
6. Clinic for Oncology and Nuclear Medicine,
7. Clinic for Otorhinolaryngology and Head and Neck Surgery,
8. Clinic for Pediatrics,
9. Clinic for Rheumatology, Physical Medicine, and Rehabilitation,
10. Clinic for Traumatology,
11. Clinic for Tumors,
12. Clinic for Internal Diseases,
13. Clinic for Urology,
14. Clinic for Neurology.

E) Sveti Duh Clinical Hospital

1. Clinic for Anesthesiology, Reanimation, and Intensive Treatment,
2. Clinic for Gynecology and Obstetrics,
3. Clinic for Surgery,
4. Clinic for Internal Diseases.

F) Zagreb Children's Hospital

G) Vrapče Psychiatric Clinic

H) "Dr. Fran Mihaljević" Clinic for Infectious Diseases

III.5.2.1. Heads of Departments

Article 46.

(1) The operations of a Research Department are led by the Head, who is also the Chair of the Department.

(2) Exceptionally, the Faculty Council may decide, upon the Dean's proposal due to organizational reasons, that a Research Department is led by a Head who is not simultaneously the Chair of the Department.

(3) The Head of the Research Department mentioned in paragraph 2 of this Article is appointed by the Faculty Council for a term of three years.

(4) The Head is responsible for the performance and success of the Research Department to the Dean and the Faculty Council.

(5) Heads of Clinics and Clinical Research Departments are elected by healthcare institutions, and the School's participation in the election is regulated by a contract between the School and the healthcare institution.

Article 47.

The following Research Departments operate within the School:

1. "Drago Perović" Department of Anatomy with the Laboratory for Mineralized Tissues,
2. Department of Neuroscience at the Croatian Institute for Brain Research,
3. Department of Biology,
4. Department of Physics,
5. Department of Chemistry and Biochemistry,
6. Department of Physiology,
7. Department of Histology and Embryology,
8. Department of Pharmacology,
9. Department of Pathology,
10. Department of Forensic Medicine and Criminalistics with the DNA Laboratory,
11. Department of Medical Microbiology and Parasitology,
12. Department of Environmental Health and Occupational and Sports Medicine with the Laboratory for Water Testing and Balneoclimatology,
13. Department of Educational Technology.

III.5.3. Teaching Bases

Article 48.

(1) The instruction of a part or the entire course may be entrusted to and conducted in healthcare institutions that have the necessary staff, space, and technical capabilities.

(2) The mutual rights and obligations concerning teaching at healthcare institutions referred to in paragraph 1 of this Article are regulated by a contract between the School and the healthcare institution.

(3) The contract referred to in paragraph 2 of this Article specifies in detail the conditions and manner of conducting teaching, as well as the mutual rights and obligations of the School and its teaching base.

III.6. SCIENTIFIC STRUCTURAL UNITS

III.6.1. Research Centers in the field of Basic Medical Sciences, Clinical Medical Sciences, and Public Health

Article 49.

(1) For the purpose of conducting multidisciplinary scientific research and specific educational activities, the School establishes research centers in the field of basic medical sciences, clinical medical sciences, and public health (hereinafter referred to as "centers") as legal entities or organizational units of the School.

(2) Centers with the status of a legal entity as mentioned in paragraph 1 of this Article are established with the consent of the University Senate.

(3) All contracts arising from the activities of the center are concluded with the prior consent of the Dean.

Article 50.

The establishment of a center must cumulatively meet the following conditions:

- a) A peer-reviewed work program;
- b) Secured financial resources for operations;
- c) Secured staff from among the School's employees.

Article 51.

(1) The management bodies of the center are determined by a decision of the School Council.

(2) The management bodies of the center as a legal entity are determined by the founding act.

Article 52.

The head of the center is required to submit a report to the Dean twice a year on the center's activities and operations to assess the conditions for the center's work.

Article 53.

(1) Every fourth year, based on the peer-reviewed program accepted by the School Council, an assessment of the conditions for the center's work is conducted.

(2) Specific conditions for the establishment and operation of the center are determined by the decision on the establishment of the center.

Article 54.

The following centers operate within the School:

1. Center for Clinical Application of Neuroscience,
2. Health Activities Center of the School with the Division for Academic Consultative Medical Opinions,
3. Center for Translational and Clinical Research of the School and Clinical Hospital Center Zagreb,
4. Center for Sports Medicine and Occupational Health Enhancement,
5. Center for Palliative Medicine, Medical Ethics, and Communication Skills,
6. Center for Electron Microscopy,
7. Center for Human Rights,
8. Center for the Development of Information Systems for Crisis Situations,
9. Center for the Research of Perinatal Etiopathogenesis of Neurological and Cognitive Disorders,
10. Center for Career Planning in Biomedicine and Health Care,
11. Center for the Enhancement of Mental Health,
12. Academic Center for Simulation in Medicine.

III.6.2. Departments and Laboratories

Article 55.

(1) Departments and laboratories are established within the branches and scientific-teaching structural units of the School provided that they have a specific scientific program and international reputation, a particular affinity in the process of activity, and that their establishment achieves better operational effects.

(2) The School's departments and laboratories are headed by leaders appointed by the Dean for a term of three (3) years.

III.7. PROFESSIONAL ORGANIZATIONAL UNITS

Article 56.

(1) Professional organizational units perform activities as determined in Article 6 of this Statute.

(2) The head of the professional organizational units is appointed under the conditions and procedure prescribed by the provisions of this Statute for the election of department heads.

(3) The names and structure of the professional organizational units, mode of operation, and other significant matters concerning their activities are determined by a general act of the School.

III.8. PROFESSIONAL - ADMINISTRATIVE ORGANIZATIONAL UNIT

III. 8.1. SECRETARIAT

Article 57.

The Secretariat of the School is the organizational unit responsible for carrying out professional-administrative tasks.

Article 58.

(1) The Secretariat performs:

- a) Professional-administrative tasks related to conducting scientific research, records, preparation, and coordination of graduate, integrated undergraduate and graduate, and postgraduate teaching;
- b) Legal, personnel, and general affairs for the School;
- c) Financial-accounting operations and material transactions of the School;
- d) Tasks related to construction and maintenance;
- e) Tasks related to construction and maintenance of the School's information system;
- f) Other tasks necessary for the successful operation of the School as determined by this Statute and other general acts of the School.

(2) All tasks from paragraph 1 of this article are carried out by the Secretariat through sections and offices for the entire School, unless these tasks fall within the regular activities of other organizational units established by this Statute and other general acts.

(3) The Secretariat of the School performs professional-administrative tasks in the following sections and offices:

1. Section for Finance and Accounting,
2. Section for Construction and Maintenance,
3. Section for Legal, Personnel, and General Affairs,
4. Section for Graduate Studies,
5. Section for Postgraduate Studies,
6. Section for Information Technology with the Office for Education and Teaching Aids,
7. Section for Safety,
8. Section for Procurement,
9. Section for Science, Knowledge Transfer, and Innovation,
10. Office for International Cooperation,
11. Office for Lifelong Learning,
12. Office for Publishing Activity,
13. Office for Assurance and Improvement of Quality.

Article 59.

- (1) In performing the tasks within its scope of activities, the Secretariat is managed by the Secretary-General, and economic affairs are managed by the Economic Secretary.
- (2) The conditions for the election and the powers of the Secretary-General and Economic Secretary of the School are determined by a general act governing the internal organization.
- (3) The Secretary-General and Economic Secretary are appointed by the Dean based on a public competition.

Article 60.

- (1) The Secretary-General coordinates the work of the Secretariat of the School's branches.
- (2) The structure of the Secretariat, mode of operation, and other matters important for the efficient operation of the Secretariat are determined by a general act of the School.

III.9. LIBRARIES

Article 61.

(1) The Library System of the School consists of the Central Medical Library, the "Andrija Štampar" Library, and their affiliated libraries (hereinafter referred to as libraries). The libraries support the educational, scientific-research, and professional work of the School's staff and affiliated clinical bases, alumni, and other interested health system employees. Libraries support the educational and research needs of students at all levels of study.

(2) The core tasks are:

- acquisition of library materials and building of library collections in both analog and digital formats, in accordance with the tasks of the parent institution;
- processing of library materials according to professional standards and ensuring public accessibility of data on library materials;
- providing information services, lending and use of library materials, including inter-library loans;
- support for students and other users in selecting literature, ensuring access, proper use, and citation of sources;
- complex and systematic searches of specialized databases;
- monitoring the scientific productivity of the parent institution;
- creation of bibliometric and related analyses in accordance with the needs of users and the regulations of the parent institution;
- creating and managing an institutional repository, with special emphasis on storing information objects created at the School, and ensuring their public availability;
- participation in the teaching activities of the parent institution at all levels;
- cooperation in professional and scientific projects, programs, and committees of the parent institution;
- creating and maintaining formal and informal educational programs in the field of advanced information literacy;

- designing and implementing science popularization programs;
- active collaboration with institutions in the domestic and international academic and scientific community for the purpose of improving the availability of scientific information.

(3) Library employees are information professionals with appropriate education, who take professional exams, continuously improve their professional skills, and acquire higher professional titles in accordance with legal provisions.

Article 62.

(1) The Central Medical Library is managed by a head appointed by the dean.

(2) The head of the "Andrija Štampar" Library is appointed in a manner determined by the regulations of the School's Scientific Council.

Article 63.

(1) The Central Medical Library has a Professional Council consisting of professional library staff, which considers and gives opinions on professional and other issues related to the work and development of the library, proposes ways of organizing and conducting professional work, and performs other tasks determined by a specific general act.

(2) The structure and scope of work of the libraries, the work of library staff, the management of the library, and other professional issues are determined by a special general act.

IV. STUDENTS

IV.1. Student Status

Article 64.

(1) A student is a person who is enrolled in a university program at the School.

(2) A student may have either a full-time or part-time status, depending on their academic load and responsibilities.

(3) Student status is acquired upon enrollment at the School and is confirmed with a student identification card.

(4) Student status is lost upon completion of studies, withdrawal from the program, expulsion in accordance with this Statute, or if the student fails to complete the program within the prescribed period.

IV.2. Rights and Obligations of Students

Article 65.

(1) The student has the right to a quality education, participation in scientific and professional work, freedom of expression, completion of studies in a shorter period than prescribed, use of

library resources, attendance of courses from other programs, complaints against rights violations, and other rights in accordance with the law, the University Statute, this Statute, and other general acts.

(2) The student is obligated to fulfill academic and other duties in a timely manner and to comply with the general acts of the School.

(3) Categorized athletes and top artists may study under adjusted conditions, in accordance with the general acts of the School.

(4) A full-time status student has the right to repeat each academic year once at most and must complete their studies within a period twice as long as the duration of the study program.

IV.3. Rights Under Student Standards

Article 66.

(1) A full-time student who is not employed or engaged in independent craft or other freelance professions is entitled to health insurance, subsidized housing and meals, performance of student jobs, state scholarships, and other financial assistance.

(2) A part-time student has the right to perform student jobs.

IV.4. Subsidization of Tuition Fees

Article 67.

(1) A student who is a citizen of the Republic of Croatia or another European Union member state and is studying in a full-time status at the School is entitled to a full subsidy of tuition fees.

IV.5. Suspension of Student Rights and Obligations

Article 68.

(1) The rights and obligations of a student are suspended:

1. during military service that is not active,
2. during pregnancy,
3. for a student father or mother until the child reaches the age of one,
4. during leave granted on the basis of general acts governing maternity and parental support,
5. during incapacity due to illness or other comparable reasons lasting longer than three months,
6. during international student exchange exceeding 30 days during the academic period if the student does not acquire credits according to ECTS,
7. in other justified cases in accordance with a general act or decision of the University or its constituent where the student studies.

(2) The School decides on the request for suspension of rights and obligations of a student by a decision, against which administrative litigation may be initiated.

(3) In the case of suspension of rights and obligations, the deadline for completion of studies is extended by the period of suspension.

IV.6. Rights and Obligations of Students in Special Cases

Article 69.

(1) For a student who is a categorized athlete or top artist and studies in full-time status, the School facilitates adjusted study conditions in accordance with the general act of the School.

(2) For the categorized athlete and top artist student, adjustments are provided in the schedule of lectures, exams, and obligations to successfully balance their academic and sports or artistic commitments.

IV.7. Disciplinary Responsibility of Students

Article 70.

(1) The disciplinary responsibility of students is determined by a separate general act.

(2) The general act referred to in paragraph 1 of this article regulates the procedure, conditions, and sanctions for violations of rights, obligations, and the code of ethics by students during their studies at the School.

(3) A student representative participates in the body deciding on the disciplinary responsibility of students.

(4) Students are afforded the right to complaint and appeal in case of violation of their rights, and the School will proceed in accordance with general acts to ensure fair treatment of all parties involved.

V. STUDIES

V.1. Studies at the School

Article 71.

The School organizes and conducts university studies in accordance with the applicable regulations and general acts of the University and the School.

V.2. Study Program

Article 72.

The study program is enacted by the University Senate on the proposal of the Faculty Council, accompanied by an opinion from the respective Course Council. The University Senate supervises the execution of study programs and their quality.

V.3. ECTS Credits

Article 73.

ECTS credits represent the average time expenditure required by a student to achieve the learning outcomes of a course. Criteria and conditions for the recognition and transfer of ECTS credits are established by the general act of the University and the School.

V.4. Content of the Study Program

Article 74.

1) The study program specifies:

1. the name and type of study,
2. the scientific area and field of study,
3. the duration of study,
4. the number of ECTS credits earned upon completion of the study,
5. the academic year in which the study will commence,
6. the professional or academic title or degree earned upon completion of the study,
7. the alignment of the study program with the corresponding qualification in the register relating to the Croatian Qualifications Framework, if listed therein,
8. the conditions for enrollment in the study, conditions for advancing to the next semester or academic year, and conditions for undertaking other study obligations,
9. a list of mandatory and elective courses with an indication of ECTS workload, form of instruction, course content, planned learning outcomes, and course coordinators,
10. the intended learning outcomes to be achieved by completing the study,
11. the number of enrollment places in the study,
12. the organization and form of instruction,
13. the method of verifying learning outcomes for each course or other study obligation,
14. the method of completing the study.

(2) Elective courses typically encompass at least 15% of the total ECTS credits for undergraduate, at least 20% of the total ECTS credits for graduate, and at least 50% of the total ECTS credits for postgraduate study programs.

V.5. Study Implementation Plan

Article 75.

The School adopts the study implementation plan, which outlines the organization and methods of instruction, types of instruction, language of instruction, locations for instruction, the start and end dates, and the timetable for instruction, methods of examination and fulfilling study obligations, examination periods, and assessment criteria, as well as the list of examination literature.

V.6. Teaching Organization and Student Workload

Article 76.

- (1) The student workload during studies must be evenly distributed. Courses are taught by semesters in accordance with the implementation plan of the study program.
- (2) The academic year typically comprises 44 working weeks, including 30 weeks of instruction and 14 weeks during which students are provided time for consultations, preparation, and examinations.
- (3) The weekly obligations of students vary depending on the type of study program.
- (4) Course instruction can also be organized in shorter periods, such as rotations, modules, blocks, etc.
- (5) If the instruction is organized in a shorter period, the weekly student obligations may exceed those established for the standard schedule.
- (6) Courses may be conducted entirely or partially through distance learning (online), depending on the program's accreditation.

Article 77.

- (1) In exceptional and particularly justified cases, a study or part of a study may be conducted using computer technologies and interactive teaching materials that ensure access to learning under special conditions when the teacher and student are physically distant.
- (2) On the proposal of the School Council, the University Senate approves the teaching referred to in paragraph 1 of this article.
- (3) The provisions of this article do not apply to the study described in Article 76, paragraph 6 of this Statute.

V.7. Assessment of Learning Outcomes, Examinations, and Grading

Article 78.

- (1) The realization of student learning outcomes is assessed and evaluated during the instructional period (colloquia, practical tasks, etc.), and the final grade is determined at the examination.
- (2) Learning outcomes achieved with excellence are graded as excellent (5), corresponding to the letter grade A. Learning outcomes achieved above average are graded as very good (4), corresponding to the letter grade B. Learning outcomes achieved with an average level of success are graded as good (3), corresponding to the letter grade C. Learning outcomes achieved with a satisfactory level of success are graded as sufficient (2), corresponding to the letter grade D. Learning outcomes not achieved with a satisfactory level of success are graded as fail (1), corresponding to the letter grade F.

(3) The implementation plan of the study program may establish that certain forms of instruction are conducted without grading or are assessed descriptively. Such courses do not enter into the calculation of the study grade average.

(4) The instructor has the right to assess and grade a student's knowledge in any form of instruction.

V.8. Examination Periods and Methods of Examination

Article 79.

(1) Regular examination periods are winter, summer, and autumn.

(2) Exceptionally from paragraph 1 of this article, considering specific methods of instruction, the School Council may determine different examination periods, but so that there are always at least three examination periods in the academic year.

(3) For each examination period, at least two examination dates must be scheduled for each course, with a minimum interval of eight working days.

(4) The schedule of examinations is announced before the start of the academic year at a visible and easily accessible location.

(5) An examination can be taken by a student who has fulfilled all the prescribed obligations as determined by the implementation plan of the study program.

(6) Oral examinations are public.

(7) Examinations can be theoretical and practical, and are conducted:

1. in written form only,

2. in oral form only,

3. in both written and oral form,

4. by performance or presentation of practical work,

5. by other appropriate and objectively necessary methods.

(8) The method of examination is determined by the implementation teaching plan.

(9) The entire examination must be completed within a maximum of five working days from the date of the scheduled examination, except in particularly justified cases.

(10) A student has the right to inspect the corrected written examination.

(11) A student has the right to object to the grade in accordance with the general acts of the School, depending on where the examination is conducted.

(12) All decisive matters concerning examinations are regulated by the general act of the School, depending on where the examination is conducted.

V.9. Enrollment in the Higher Academic Year

Article 80.

- (1) A student acquires the right to enroll in a higher academic year when they have completed the study obligations expressed in ECTS points in accordance with the general act of the School.
- (2) Students register their study obligations for the entire year in accordance with the general act of the School.
- (3) A student may only enroll in courses for which they have met the prerequisites in accordance with the study program and the execution plan of studies.
- (4) A student who has not met the requirements for enrollment in the higher academic year continues their studies by registering study obligations that were not met in the previous academic year and new obligations from the higher academic year as per the decision of the School Council. The total number of ECTS credits for full-time students must be between 25 and 35 credits per semester, while for part-time students it must be between 15 and 35 credits per semester.

V.10. Completion of Studies

Article 81.

- (1) University graduate studies and university integrated studies are completed by passing exams, fulfilling other study obligations, and by writing and defending a thesis or by passing a final examination.
- (2) University specialist studies are completed by passing exams, fulfilling other study obligations, and by writing and defending a specialist thesis or by passing a specialist exam.
- (3) Doctoral studies are completed by passing exams, fulfilling other study obligations, and by writing and defending a doctoral thesis.
- (4) The method of taking exams, the application process, assessment, and defense of the thesis as per points 1 to 3 of this article are regulated by the general act of the School.
- (5) The method and deadline for the publication of final, graduate, specialist, and doctoral theses are determined by the Law.

V.11. Documents of Study Completion

Article 82.

- (1) Upon completion of their studies, a student acquires an appropriate academic title or degree in accordance with the Law and other general acts, about which an appropriate document is issued.
- (2) After completing graduate, integrated undergraduate and graduate, and postgraduate studies, a student is issued a diploma and a supplementary document about the studies.

(3) The diploma and supplementary document about the studies that the School issues are public documents that certify that the student has completed their studies and acquired the right to an academic title or degree.

(4) Public documents referred to in point 3 of this article are issued free of charge, in Croatian and English, in signed and verified print, and in electronic form.

(5) The form and content of public documents are prescribed by the regulation of the competent minister.

(6) After completing a professional training program at the School, a participant is issued a certificate that includes a description of the participant's obligations, and if the load within the program is expressed in ECTS points, it also includes ECTS points.

V.12. Graduation Ceremony

Article 83.

(1) The graduation ceremony is the formal presentation of the diploma upon completion of studies.

(2) At the university graduate studies, university integrated undergraduate and graduate studies, and specialist studies, students are promoted by the dean.

(3) The rector promotes to the academic degree of Doctor of Science.

V.13. Professional and Scientific Research Work of Students

Article 84.

(1) During their studies, students may engage in professional and scientific research work.

(2) At the beginning of the academic year, departments and Course Councils publish topics for professional and scientific research work. In agreement with individual teachers, students may also engage in professional and scientific research on other areas and topics.

Article 85.

Scientific research work by students is also conducted as a special form of elective course instruction as determined by a general act of the School.

Article 86.

(1) Professional and scientific research work is carried out by students under the guidance and supervision of a leader. Leaders may be faculty teachers and associates.

(2) Students conduct their professional and scientific research work outside of their regular academic obligations.

(3) Depending on the evaluation of the leader, the professional and scientific research work of students may result in a conference paper or publication.

Article 87.

- (1) To encourage the development of student scientific research work, the School awards annual prizes for the best scientific or professional student papers.
- (2) Funds may be established to provide scholarships for student education.
- (3) The criteria and procedure for awarding prizes and scholarships are determined by a special regulation issued by the Dean.

VI. FACULTY AND ASSOCIATE POSITIONS

VI.1. Conducting Teaching, Scientific, and Professional Activities

Article 88.

- (1) Teaching and professional activities at the School are performed by employees whose qualifications are determined by appointment to appropriate scientific-teaching, teaching, professional, and associate positions.
- (2) Teaching, scientific, and professional activities at the School may also be performed by honorary teachers, honorary associates, and visiting professors.
- (3) Students have the right to participate in scientific and professional work in accordance with a general act of the School.
- (4) Exceptionally, scientific activities at the Research Department may be conducted by employees whose qualifications are determined by appointment to appropriate scientific positions which are established and regulated by a general act of the School with the prior consent of the competent ministry.

VI.2. Faculty and Associate Positions

Article 89.

- (1) Teachers are employed in scientific-teaching positions.
- (2) Teachers are employed in teaching positions only if they are delivering courses that do not require a scientific approach.
- (3) Associates are employed in associate positions.
- (4) Professional positions are filled by individuals for the implementation of scientific and professional projects and the maintenance of teaching that does not require a scientific approach.
- (5) The organization of faculty, associate, and other employee positions is regulated by a general act of the School.

VI.3. Structure of Faculty and Associate Positions

Article 90.

(1) Scientific-teaching positions include:

- assistant professor (assistant prof. Ph.D.),
- associate professor (assoc. prof. Ph.D.),
- full professor (prof. Ph.D.),
- full professor with tenure (prof. Ph.D.).

(2) Teaching positions include:

- lecturer (lect.),
- senior lecturer (sen. lect.).

(3) Teaching positions for language instruction are:

- lecturer,
- senior lecturer,
- lecturer consultant.

(4) Associate positions are assistant and senior assistant.

(5) Professional positions are professional associate, senior professional associate, and professional consultant.

(6) The abbreviations of the scientific-teaching positions are written before the name and surname of the person employed in the respective position. The abbreviations of the teaching positions are written after the name and surname of the person employed in the respective position.

VI.4. Criteria for Appointment to a Position

Article 91.

(1) Candidates for faculty positions at the School must meet the criteria established by the University Statute, national criteria for scientific-teaching and teaching positions, as well as additional criteria determined by a general act of the School.

(2) Criteria for appointment to scientific-teaching positions include:

- a) appropriate level of education in the scientific area and field;
- b) academic degree of Doctor of Science in the scientific area and field;
- c) registration in the Register of Scientists;
- d) scientific, professional, and teaching activities achieved, in accordance with criteria established by a general act of the School.

(3) Criteria for appointment to teaching positions include:

- a) appropriate level of education in the scientific area and field;

b) completion of university graduate studies or integrated undergraduate and graduate studies in the scientific area and field;

c) teaching and professional activities achieved, in accordance with criteria established by a general act of the School.

(4) Criteria for appointment to associate positions include:

a) for assistant: completion of university graduate studies or integrated undergraduate and graduate studies in the scientific area and field and the status of a particularly successful student, in accordance with a general act of the School;

b) for senior assistant: academic degree of Doctor of Science in the scientific area and field, and achieved scientific and professional results in accordance with criteria determined by a general act of the School.

(5) Candidates for positions at the School must also meet all additional conditions determined by a general act of the School, which may include additional criteria related to teaching experience, scientific productivity, professional skills, or international cooperation.

VI.5. Selection of Faculty and Associates for a Vacant Position

Article 92.

(1) Faculty and associates are employed in a vacant position through a process initiated by a public competition.

(2) The decision to announce a public competition as referred to in paragraph 1 of this article is made by the Faculty Council.

(3) The decision to announce a public competition referred to in paragraph 2 of this article also includes the decision on the appointment of a professional committee.

(4) The professional committee consists of three members employed at a higher or the same level position in relation to the position for which the selection is being conducted, in the same scientific area and field. Exceptionally, the professional committee may have more than three members. At least one member of the professional committee must be employed at another higher education institution.

(5) The public competition for the selection of faculty and associates for a vacant position is published in Croatian in the "Official Gazette" and on the School's website, and in English on the official European Research Area job portal.

(6) The deadline for applying to a public competition must not be less than 30 days from the day of its publication in the "Official Gazette".

(7) Applications for the competition and evidence of meeting the criteria are submitted electronically.

(8) The professional committee referred to in this article assesses whether candidates meet legal criteria, national university and scientific criteria, as well as additional criteria.

(9) The professional committee proposes the best candidate to the Faculty Council with a reasoned opinion containing an assessment of all applicants no later than 30 days after the deadline for competition applications has expired.

(10) The Faculty Council, within 30 days of receiving the opinion of the professional committee, makes a decision to accept or reject the opinion of the professional committee. The decision to reject the opinion of the professional committee must be detailed and reasoned.

(11) The decision accepting the opinion of the professional committee is sent by the School to the competent department committee and the University within eight days of accepting the opinion.

(12) By making a decision of the Faculty Council accepting the opinion on employment to an associate position, the procedure is completed.

(13) After receiving the decision of the competent department committee, a contract of employment is immediately concluded with the selected candidate, and the decision of the competent department committee is sent to the University for information.

(14) If the competent department committee does not make a decision within 60 days of receiving the decision of the Faculty Council, it is assumed that the candidate meets the national university and scientific criteria, and a contract of employment is immediately concluded with the selected candidate after the expiry of the said period.

(15) Contracts of employment for indefinite duration are concluded with individuals selected for faculty positions, with the obligation to undergo re-election or election to a higher position.

VI.6. Duration of Appointment to a Faculty Position

Article 93.

(1) A faculty member is appointed to a position for five years.

(2) After the expiration of five years, a faculty member is selected for a higher position or re-elected to the same position.

(3) By electing a faculty member to the highest position, the procedure for promotion or re-election is completed.

VI.7. Selection for a Higher Faculty Position

Article 94.

(1) A faculty member who believes they fulfill the criteria for selection to a higher faculty position prior to the expiration of the five-year term for which they were elected or re-elected may submit a request to the School for selection to a higher position at the earliest six months before the five-year term expires.

(2) The selection process for a higher faculty position is initiated by a resolution of the School Council after the expiration of the term for which the faculty member was elected or re-elected.

The resolution to appoint a professional committee is part of the decision to initiate the selection process.

(3) The professional committee shall consist of three members employed at a higher or the same level position relative to the position for which the selection is being conducted, within the same scientific area and field. Exceptionally, the professional committee may comprise more than three members. At least one member of the professional committee must be employed at another higher education institution.

(4) The faculty member is required to submit electronically their professional resume and evidence of fulfilling the criteria for selection to a higher position within 15 days of the School Council's resolution to initiate the selection process. In the selection process for a higher position, the faculty member provides proof of achievements attained after the last election or re-election to the position that meet the national university and scientific criteria as well as additional criteria.

(5) The professional committee evaluates whether the faculty member meets the statutory criteria, national university and scientific criteria, and additional criteria, and submits to the School Council a reasoned written opinion on fulfilling the criteria for selection to a higher position within 30 days of receiving the evidence of meeting the criteria.

(6) The School Council shall make a decision on accepting or rejecting the opinion of the professional committee within 30 days of receipt of the opinion. A decision to reject the opinion of the professional committee must be reasoned.

(7) The resolution by which the opinion of the professional committee is accepted is forwarded by the School to the competent department committee and the University of Zagreb within eight days of the acceptance of the opinion.

(8) The competent department committee, by resolution, determines whether the faculty member meets the national university and scientific criteria, within a maximum of 60 days from the delivery of the resolution.

(9) If the competent department committee fails to make a decision within the prescribed period, it is considered that the faculty member fulfills the national university and scientific criteria.

(10) Following the delivery of the decision referred to in paragraph 8, or the assumption referred to in paragraph 9 of this article, an addendum to the employment contract is immediately concluded with the faculty member, and the School promptly informs the University of the decision of the competent department committee.

(11) If in the selection process for a higher faculty position it is determined that the faculty member does not meet the criteria for selection to a higher position, a re-election process for the position must be initiated within 30 days of making the decision establishing this fact.

VI.8. Re-election to a Faculty Position

Article 95.

(1) The re-election process is initiated after five years from the last election or re-election and must be concluded within six months from the date of initiation of the process.

- (2) If the faculty member has not submitted a request for selection to a higher position before the expiration of the term for which they were elected or re-elected, the School initiates the re-election process.
- (3) The re-election of a faculty member is conducted using the procedure prescribed for the selection of faculty members to a higher position.
- (4) For re-election to the existing position, the faculty member must meet half of the National University and Scientific Criteria for selection to a higher position since their last election or re-election.
- (5) The re-election of a faculty member is for a term of five years.
- (6) The faculty member whose re-election is not confirmed shall have their employment terminated in accordance with the law governing employment relations.

VI.9. Associates

Article 96.

- (1) An assistant is employed based on a fixed-term employment contract for six years, funded by state budget resources, projects, or own revenue.
- (2) A senior assistant is employed on the basis of a fixed-term employment contract for a maximum of four years, funded by state budget resources, projects, or own revenue.
- (3) An associate has the right and obligation to:
 1. participate in the delivery of teaching and conduct scientific activities,
 2. participate in scientific gatherings and conferences,
 3. engage in project and other activities of the School,
 4. submit an annual report on their work to the mentor and notify the School Council,
 5. perform other duties as instructed by the mentor and the dean.
- (4) An assistant has the right and obligation to enroll in and attend a doctoral program at the expense of the School and has the right, upon their own request, to change mentors once in accordance with the staffing capabilities of the School.

VI.10. Evaluation of Associates' Work

Article 97.

- (1) The mentor of the associate is a faculty member of the School.
- (2) The School evaluates the work of the associate annually in accordance with the procedure established by the School's general act.
- (3) The evaluation of the associate is determined by a decision against which an appeal is not permitted, but administrative litigation can be initiated.
- (4) An associate who has been evaluated negatively for two consecutive years shall have their employment terminated in accordance with the law governing labor relations.

VI.11. Sabbatical Year

Article 98.

A teacher at a scientific-teaching position is entitled to a paid sabbatical year for scientific work.

VI.12. Rights of Faculty Members Appointed to Leadership Positions

Article 99.

(1) A faculty member who is elected or appointed to a leadership position at the University or within the higher education and scientific research system, and to a public office as defined by the legal acts governing the prevention of conflicts of interest concerning election or appointment, shall inform the School of the suspension of their employment relationship.

(2) The faculty member is guaranteed the right to return to their position after the expiration of their mandate in the case of election or appointment to a leadership position at the University or within the higher education and scientific research system, and to a public office as defined by legal acts governing the prevention of conflicts of interest, within 30 days from the cessation of said leadership or public duty.

(3) The faculty member shall notify the School upon the cessation of their leadership or public duty.

(4) During the term of the leadership or public office, the School may, based on a fixed-term employment contract, employ an employee to replace the employee referred to in paragraph 1 of this article.

VI.13. Suspension of Deadlines and Extension of Fixed-Term Employment Contracts

Article 100.

(1) The deadlines for the election and re-election to the position of teacher and associate do not run during pregnancy, maternity, and parental leave, during leave obtained on the basis of general acts governing maternity and parental support, temporary disability for work lasting longer than three months, performance of leadership duties at the University or the School or in the higher education and scientific research system, or public duties as defined by general acts governing the prevention of conflicts of interest, and in other justified cases prescribed by law, collective agreement, or general act of the School.

(2) The fixed-term employment contract is extended by the period of pregnancy, maternity, and parental leave, leave based on general acts governing maternity and parental support, temporary disability for work, the holding of leadership or public duties, or another justified case prescribed by law, collective agreement, or general act of the School.

(3) The teacher and associate shall submit a notification to the School based on which paragraphs 1 and 2 of this article will be applied.

VI.14. Employment of Staff Outside the School

Article 101.

- (1) Teachers and associates may perform activities that are the subject of or related to the School's field of activity, outside the School.
- (2) The procedure for issuing consent for the work of employees referred to in paragraph 1 of this article is regulated by the general act of the School.

VI.15. Replacement of Temporarily Absent Employees

Article 102.

- (1) In the event of temporary absence of a teacher or associate, the School may, in accordance with legal provisions and without conducting a public competition, conclude a fixed-term employment contract with a person who will replace them.
- (2) A professional committee consisting of three members employed at the same or higher level position shall determine whether the person meets the criteria for the position.
- (3) The School Council decides on the opinion of the professional committee referred to in paragraph 2 of this article.
- (4) An associate who replaces a temporarily absent employee is not required to enroll in and attend doctoral studies.

VI.16. Honorary Academic and Associate Staff

Article 103.

- (1) The School may, without a public competition process, engage honorary academic staff or associates to carry out teaching and other duties.
- (2) An honorary academic or associate is an individual who is not employed by the School but has been determined through selection to meet the criteria for appointment to a scientific-teaching, teaching, or associate position.
- (3) Honorary academic staff or associates are appointed in accordance with Articles 92 and 94 of this Statute without the need for a public competition.
- (4) An honorary academic precedes the abbreviation from Article 90 of this Statute with the word "honorary."

VI.17. Title of Professor Emeritus

Article 104.

- (1) The School may confer the honorary title of professor emeritus to a distinguished retired academic.

(2) The basic criteria for appointing a professor emeritus are regulated by the University Senate through a general act, while the status, appointment procedure, rights, obligations, and additional criteria for the appointment are regulated by the School Council through a general act.

VI.18. Ethical Responsibility of Academic and Associate Staff

Article 105.

(1) The School establishes an Ethics Committee to promote and protect ethical principles in teaching and scientific activities, professional work, interpersonal relations, and public appearances by academics, scientists, associates, and other employees.

(2) The Ethical Code is adopted by the School Council. The Ethical Code defines ethical acts and the procedure for preventing and sanctioning unethical conduct.

(3) The decision of the Ethics Committee on violations of the Ethical Code is submitted to the dean, who is obliged to act in accordance with the Disciplinary Responsibility Regulations.

VI.19. Awards and Recognitions

Article 106.

Awards and recognitions are granted to employees, students, and other deserving individuals for their successful work and contribution to the School's reputation.

VI.20. Disciplinary Responsibility

Article 107.

(1) Employees of the School are disciplinarily accountable for breaches of their work obligations and for tarnishing the reputation of the School.

(2) The School establishes a Disciplinary Committee.

(3) The School Council adopts a general act that determines the composition of the Disciplinary Committee, disciplinary offenses, disciplinary sanctions, and the disciplinary procedure.

(4) Disciplinary responsibility determined in the disciplinary procedure may result in the termination of the employment contract.

(5) An employee of the School may only be disciplinarily liable for an act that at the time of commission was prescribed as a disciplinary offense by the general act referred to in paragraph 3 of this article and for which a disciplinary sanction was prescribed.

VII. SCHOOL BODIES

VII.1. MANAGEMENT OF THE SCHOOL

Article 108.

- (1) The School is managed by the School Council and the Dean.
- (2) The Dean manages the School and undertakes all legal actions on behalf of and for the School, within the powers granted by the Law, the University Statute, this Statute, and the School's general acts.
- (3) The management powers of the School Council do not extend to the supplier selection process in public procurement procedures.

VII.1.1. The Dean

Article 109.

The Dean is the head of the School and has powers determined by the University Statute and this Statute.

Article 110.

The Dean's mandate lasts for three (3) years. The same person may only be re-elected once. The Dean is accountable to the Rector and the School Council for their work.

Article 111.

The Dean of the School has the following powers:

1. represents and acts on behalf of the School,
2. by position is a member of the Senate,
3. by position is a member of the relevant area council,
4. organizes the work and business operations of the School,
5. convenes and presides over the School Council meetings and prepares and proposes their agenda,
6. proposes to the School Council the adoption of general acts and issues general acts for which the School Council does not have the authority,
7. proposes measures to the School Council for the improvement of the School's operations,
8. implements decisions of the University Senate and the School Council,
9. in cooperation with the Rector, proposes the portion of the program contract relating to the School and actively participates with the Rector in negotiations of the School's program contract with the competent ministry,
10. proposes the financial plan of the School,
11. proposes the human resources management plan of the School,
12. manages the execution of the School's financial plan,

13. manages the property of the School,
14. performs other tasks determined by law, the University Statute, this Statute, and other general acts of the University and its components.

Article 112.

- (1) The Dean has the right to undertake all legal actions up to the amount of 200,000 euros.
- (2) The Dean requires the consent of the School Council to undertake legal actions exceeding this amount, up to the amount of 600,000 euros.
- (3) To undertake legal actions for amounts exceeding 600,000 euros, the consent of the School Council and the University Senate is required.

Article 113.

The Dean submits to the Rector and the School Council an annual report on the implementation of the School's strategy, an annual report on operations and implementation of the part of the program contract within his scope, and other reports determined by this Statute.

Article 114.

A member of the School holding the position of full professor in permanent appointment, full professor, or associate professor may be elected as Dean.

Article 115.

- (1) The Faculty Council initiates the dean selection process by publishing a call for the submission of candidates' applications for the dean's election and by appointing an election committee. The election committee is composed of a chairperson and four members from among the members of the Faculty Council. A member of the election committee may not be a candidate for dean. The election committee issues instructions for the dean selection procedure.
- (2) The Faculty Council initiates the process for the election of a dean no later than seven months before the expiration of the current dean's term.
- (3) A faculty teacher holding the position of full professor with tenure, full professor, or associate professor has the right, within the open deadline, to submit an application for the election of the dean.
- (4) The application referred to in paragraph 3 of this article must contain:
 1. curriculum vitae with a description of scientific, teaching, and other activities,
 2. work program.
- (5) Based on the received applications, the election committee determines which candidates for dean meet the conditions for election as prescribed by the Law, the University Statute, and this Statute. Candidates for dean who meet the conditions present their programs at a session of the Faculty Council.

(6) The Faculty Council votes on the candidates for dean by public voting. Proposals that gain the consent of the Faculty Council are submitted to the University Senate, which confirms or denies consent.

(7) Candidates who have obtained the consent of the University Senate become candidates for the dean.

(8) The Faculty Council elects the dean among the candidates by secret ballot. The voting takes place at a session of the Faculty Council. The vote can proceed if two-thirds of the voting members of the Faculty Council are present. The candidate who obtains a majority of the total number of voting members of the Faculty Council is elected as dean.

(9) The voting is conducted in a maximum of three electoral rounds.

(10) First electoral round:

1. If there is one candidate in the first electoral round, and they do not achieve the required number of votes for election, the election process is repeated. In this case, the Faculty Council will set appropriate deadlines for the new election process in accordance with the University Statute and this Statute.
2. If there are two candidates in the first electoral round, and neither achieves the required number of votes for election, the process proceeds to the second electoral round in which the candidate who received more votes in the first electoral round enters. Exceptionally, both candidates proceed to the second electoral round if they have received an equal number of votes in the first round.
3. If there are three or more candidates in the first electoral round, and none achieves the required number of votes for election, the process proceeds to the second electoral round, in which the two candidates who received the highest number of votes in the first round enter.
4. If due to an equal number of votes, more than two candidates remain for the second electoral round, an intermediate voting is conducted between candidates with an equal number of votes to select two candidates who enter the second electoral round. If the intermediate voting does not select two candidates for the second electoral round, only the candidate with the highest number of votes enters. If such a candidate does not exist, the election process is repeated. In this case, the Faculty Council will set appropriate deadlines for the new election process in accordance with the University Statute and this Statute.

(11) Second electoral round:

1. If there is one candidate in the second electoral round, and they do not achieve the required number of votes for election, the election process is repeated. In this case, the Faculty Council will set appropriate deadlines for the new election process in accordance with the University Statute and the Faculty Statute.
2. If there are two candidates in the second electoral round, and neither achieves the required number of votes for election, the process proceeds to the third electoral round in which the candidate who received more votes in the second electoral round enters. Exceptionally, both candidates proceed to the third electoral round if they have received an equal number of votes in the second round.

(12) Third electoral round:

1. In the third electoral round, the candidate who achieves the required number of votes for election is elected as dean.
2. If the dean is not elected in the third electoral round, the election process is repeated. In this case, the Faculty Council will set appropriate deadlines for the new election process in accordance with the University Statute and this Statute.

(13) The dean assumes office on the first day of the new academic year.

(14) The election process for the position of a dean whose term is expiring must be completed no later than four months before taking office.

(15) The dean assumes office on the first day of the new academic year.

(16) If a new dean is not elected by the deadline referred to in paragraph 14 of this article, the rector appoints a temporary dean from among the faculty teachers holding the position of full professor with tenure until the election of the dean in accordance with this Statute. The term of the temporary dean lasts a maximum of one year.

(17) The provisions of this article apply mutatis mutandis to the election of vice-deans.

Article 116.

(1) The tenure of the dean of the School ceases prior to the expiration of the elected term in the following cases:

1. if they request resignation,
2. upon termination of the employment contract,
3. if they take up another duty,
4. upon entering into an employment relationship with another legal entity or teaching base outside of the University.

(2) The dean of the School may be relieved of their duties prior to the expiration of the term for which they were elected if:

1. they request resignation,
2. by illegal, improper, or negligent actions cause significant harm to the School or University,
3. they do not adhere to the general acts of the School or University,
4. they neglect, misuse, or incompetently perform their duty,
5. their behavior violates the prestige and dignity of the office,
6. they lose the ability to perform the duties,
7. the conditions for their dismissal as prescribed by the University Statute are met.

(3) A proposal to initiate the process of relieving the dean can be submitted in writing by the rector of the University or by more than one-third of the members of the School Council with voting rights. The proposal must contain a factual description, legal basis for dismissal, and evidence of the existence of reasons for dismissal.

(4) Upon receipt of the substantiated proposal referred to in paragraph 3 of this article, the dean must propose to include the proposal on the agenda of the next session of the School Council.

(5) The School Council decides on the proposal to initiate the process of relieving the dean with a majority vote of the members of the School Council with voting rights.

(6) At the session of the School Council referred to in paragraph 4 of this article, the dean must be given the opportunity to address the reasons for their proposed dismissal before voting on the initiation of the dismissal procedure.

(7) The session of the School Council at which a decision is made about the dean's dismissal is convened within 30 days from the date of the session referred to in paragraph 4 of this article. The oldest member of the School Council with voting rights presides over this session by age. The School Council decides on the dean's dismissal with a majority vote of the members of the School Council with voting rights.

(8) In the event of the termination of the dean's duties or if the dean is relieved of duty before the expiration of the elected term, the School Council shall immediately appoint an acting dean. With the confirmation of the University Senate, the mandate of the appointed acting dean lasts until the election of a new dean, but no longer than one year.

VII.1.2. Vice-Deans

Article 117.

The vice-deans assist the dean in their work, in accordance with this Statute. The tenure of vice-deans is equal to the tenure of the dean upon whose proposal they were appointed. The tenure of the vice-deans depends on the tenure of the dean.

VII.1.3. Assistant Deans

Article 118.

(1) Assistant deans are appointed by the dean for a period of three (3) years.

(2) The number of assistant deans is determined by the dean by their decision.

(3) Assistant deans assist the dean in performing the duties within the area for which they are appointed.

VII.1.4. Dean's Council

Article 119.

(1) The Dean's Council is a professional body consisting of vice-deans, assistant deans, heads of divisions, the chief secretary of the School, the financial secretary, a representative of the Union, and the president of the Student Council of the School.

(2) The dean prepares, convenes, and leads the meetings of the Dean's Council at least once a week.

Article 120.

(1) The Dean's Council performs these functions:

- a) proposes plans, development policy, and the structure of the School to the dean,
- b) proposes general acts and studies to the dean,
- c) prepares the agenda for the sessions of the School Council,
- d) executes defense preparations during wartime or immediate threat of war,
- e) performs other duties determined by this Statute and the Rules of Procedure of the Dean's Council.

(2) The dean may, by written decision, delegate powers to a vice-dean to perform certain functions within their jurisdiction.

VII.1.5. School Council

Article 121.

(1) The School Council is a professional council composed of the dean, vice-deans, department heads, Course Council leaders - heads of Research Departments, leaders of the School's branches, elected representatives of employees in scientific-teaching, scientific, teaching, and associate positions, student representatives, and a representative of other employees. (2) The School Council performs duties as determined by the Law, the University Statute, this Statute, and other general acts of the School.

Article 122.

(1) Elections for the representatives of teachers, associates, and employees (hereinafter referred to as representatives) in the School Council are called by the dean of the School.

(2) Representatives have alternates who assume their duties in the event of:

- a) resignation by the representative,
- b) the termination of employment or student status at the School,
- c) inability of the representative to attend the session due to illness, absence, or any other justified reason.

(3) Alternate representatives are elected together with representatives in a manner determined by this Statute. The election of student representatives is conducted according to a special law.

Article 123.

Into the School Council are elected:

- a) full professors in permanent position three representatives,
- b) full professors three representatives,

- c) associate professors three representatives,
- d) assistant professors three representatives,
- e) assistants and senior assistants three representatives,
- f) other employees one representative,
- g) students at least 10% of the representatives of the total number of School Council members, of which a maximum of 20% are postgraduate students, in accordance with the Rules of Procedure of the School Council.

Article 124.

- (1) The School Council operates in sessions. A session of the School Council can be held if more than half of all members are present.
- (2) A representative of the representative trade union in the field of science and higher education at the School and the head of the Central Medical Library are invited to the sessions of the School Council and participate in its work without the right to vote.
- (3) The School Council makes decisions, conclusions, and opinions by a majority of votes of the members present, unless the Law, the University Statute, or this Statute specifies otherwise.
- (4) The School Council adopts the Statute by a majority of votes of all members.
- (5) In the case of a tied vote, the deciding vote is cast by the dean of the School.

Article 125.

- (1) The dean of the School convenes sessions of the School Council, usually once a month or as needed.
- (2) The dean of the School must convene a session of the School Council at the request of at least one-third of the members of the School Council.
- (3) If the dean of the School does not convene a session of the School Council within eight days from the date of submission of the request referred to in paragraph 2 of this article, the session may be convened by the requester.

Article 126.

The School Council:

- 1. makes decisions on teaching, scientific, and professional issues,
- 2. adopts the statute and other general acts,
- 3. adopts the mission and development strategy of the School,
- 4. adopts the proposal for the part of the program agreement that relates to the School,
- 5. adopts the School's financial plan,

6. conducts the election process for the dean and the appointment of vice-deans, and the process of their dismissal,
7. adopts additional criteria for the election to scientific-teaching, teaching, associate, and professional positions of the School's employees,
8. conducts re-elections and elections to scientific-teaching, teaching, associate, and professional positions of the School's employees,
9. determines the number of enrolment places in each study,
10. conducts re-elections and elections of titled teachers,
11. elects professors emeriti from among the School's employees,
12. adopts the annual report of the dean,
13. elects members to the corresponding area council,
14. accepts the final account,
15. gives consent to the dean to undertake legal actions in an amount greater than 200,000 euros and up to 600,000 euros,
16. confirms the dean's proposal to the University Senate for undertaking legal actions in an amount greater than 600,000 euros.
17. performs other tasks in accordance with this Statute and other general acts of the School.

Article 127.

The School Council may establish permanent and ad hoc working bodies. The decision on the establishment, composition, scope of work, and manner of operation of the School Council's working bodies is made by the School Council.

Article 128.

(1) The Dean of the School presides over the sessions of the School Council, and in his absence, one of the Vice-Deans substitutes him, as designated by the Dean.

(2) The Dean proposes the agenda for the School Council sessions, conducts the sessions, ensures the implementation of the School Council's decisions, and performs other duties established by the Rules of Procedure for the School Council.

Section VII.1.6. Year Council

Article 129.

(1) The Year Council is a professional body for planning, coordinating, implementing, and monitoring the teaching process.

(2) The Year Council consists of teachers who are course leaders for all courses of the year and one representative of the students of each academic year. The Year Council meets at least once per semester.

(3) The Year Council elects the head of the year from among the teachers who are course leaders, which is confirmed by the School Council.

Section VII.1.7. Committee for the Election of Teachers, Scientists, and Associates

Article 130.

The Committee for the Election of Teachers, Scientists, and Associates (hereinafter: the Committee) is a professional commission established by the School Council to standardize criteria and coordinate activities in the election process of teachers, scientists, and associates, and to conduct a unified staffing policy.

Article 131.

(1) The Committee consists of teachers elected to the scientific positions of associate professor, full professor, or full professor with tenure.

(2) In selecting the members of the Committee, consideration is given to the representation of teachers in the teaching of courses that are conducted at the School.

(3) The rights and obligations and the manner of operation of the Committee are regulated by a special general act.

Section VII.1.8. Doctoral Committee

Article 132.

(1) The Doctoral Committee is a professional commission established by the School Council for standardizing criteria and coordinating activities in the process of obtaining a Doctor of Science degree.

(2) The rights, obligations, and mode of operation of the Doctoral Committee are regulated by the Regulations on Doctoral Studies.

VIII. STUDENT PARTICIPATION IN THE SCHOOL

Article 133.

(1) Students participate in the work of the School by attending lectures, seminars, exercises, and other forms of teaching, participating in the teaching process, in scientific research and professional projects, and through representatives in the bodies and commissions of the School.

(2) Student representatives participate on an equal footing with other members of the School Council in the work of the School Council. Student representatives do not participate in the voting in the election process for the positions of teachers and associates.

(3) Student representatives have the right to a suspensive veto when deciding on matters of special interest to students.

(4) Issues of special interest to students include: regulation of students' rights and obligations, changes in study conditions, ensuring the quality of studies, modifications of the teaching programs and the implementation plan of studies, and student standards.

(5) A suspensive veto is imposed by an absolute majority of all student representatives in the School Council. After a suspensive veto, the School Council will discuss the issue again no sooner than 8 days after. In the renewed decision-making process, a decision is made by an absolute majority of all members of the School Council, and a suspensive veto cannot be applied.

IX. BUSINESS AND OFFICIAL SECRECY

Article 134.

(1) Business and official secrets are considered to be data, documents, general acts, and other writings declared secret based on the law and general acts of the University and the School.

(2) Provisions concerning business and official secrecy are further elaborated in a special general act.

X. PUBLICITY OF THE SCHOOL'S WORK

Article 135.

The School informs the public about the performance of its activities or parts thereof through:

- a) the School's website,
- b) the School's publications,
- c) annual reports to the founder which are published in appropriate press,
- d) social networks,
- e) periodic press conferences.

Article 136.

(1) Upon the request of any citizen, legal entity, or other user, the Secretariat reports on the conditions and methods of study at the School and on providing other services for which the School is established.

(2) All reports referred to in paragraph 1 of this article are also available to all users on the School's website.

(3) The Statute and general acts are published on the notice board of the Secretariat and on the School's website and may come into force no earlier than the eighth day from the date of posting on the notice board and the School's website.

XI. TRANSITIONAL AND FINAL PROVISIONS

XI.1. Previous Regulations

Article 137.

With the entry into force of this Statute, the Statute of the School adopted at the session of the School Council on June 14, 2005, number: 01–61/9-2005; and the Decision on Amendments and Supplements to the Statute, class: 003-08/10-02/9, number: 380-59/10-100/3767/1, dated October 27, 2010; Decision on Amendments and Supplements to the Statute, class: 003-08/13-02/2, number: 380-59-10101-13-31-1, dated February 26, 2013; Decision on Amendments and Supplements to the Statute, class: 003-08/16-02/1, number: 380-59-10101-16-3288/3, dated July 19, 2016, Decision on Amendments and Supplements to the Statute, class: 003-08/17-02/1, number: 380-59-17-1468/3 of November 29, 2016, and January 31, 2017, and the Decision on the Correction of the Decision on Amendments and Supplements to the Statute, class: 003-08/16-02/1, number: 380-59-10101-17-1468/20 of January 31, 2017, shall cease to apply.

XI.2. Harmonization of the School's General Acts

Article 138.

(1) General acts of the School shall be harmonized with the provisions of the Law, the University Statute, and this Statute no later than September 30, 2024.

(2) Until the harmonized general acts of the School referred to in paragraph 1 of this article are adopted, the existing general acts of the School shall apply, except for provisions that are in conflict with the Law, the University Statute, or this Statute.

XI.3. Election Procedures

Article 139.

All procedures for the election to positions, re-election procedures initiated before the entry into force of this Statute, shall be completed in accordance with the rules that were in force before the entry into force of this Statute, if they are not in conflict with the provisions of the Law and the University Statute.

XI.4. Incumbent Duties and Appointments and Started Terms

Article 140.

(1) Members of the School Council, who were elected to the School Council before the entry into force of this Statute, shall continue to perform their duty until the expiration of the term for which they were elected.

(2) Notwithstanding paragraph 1 of this article, student representative members of the School Council and their deputies, who were elected to the School Council before the entry into force of this Statute, shall continue to perform their duty until the appointment of new representatives and their deputies in accordance with the provisions of the Law, but no longer than September 30, 2023.

(3) Employees found in the duties of dean, vice-deans, dean's assistants, heads of Research Departments, chairs of Departments, and Course Councils and their deputies before the entry into force of this Statute shall perform their duty until the expiration of the term. Previous terms are counted as if they were achieved under this Statute.

(4) Committees and commissions and other permanent working bodies of the School shall continue to work in the composition and until the expiration of the term as originally appointed.

XI.5. Changes in the Organization of Course Councils

Article 141.

(1) The Course Council for "Introduction to Scientific Work" shall be annexed to the Department of Medical Statistics, Epidemiology, and Medical Informatics.

(2) The Course Councils for "Community Health" and "Medical Ethics" shall be annexed to the Department for Social Medicine and Health Care Organization.

(3) The Course Councils referred to in this article shall continue to operate until the end of the 2022/23 academic year, and the departments referred to in paragraphs 1 and 2 of this article shall assume the rights and obligations of the course councils at the beginning of the 2023/24 academic year.

XI.6. Addressing Specific Issues

Article 142.

(1) For all matters not regulated by this Statute, the provisions of the Law and the University Statute shall apply.

(2) The dean shall resolve all issues related to studies that are not regulated by the provisions of general acts, this Statute, the University Statute, or the Law by specific decisions.

XI.7. Entry into Force

Article 143.

This Statute shall enter into force on the eighth day from the date of its publication on the School's notice board and website, after obtaining the consent of the University Senate.

Class: 012-03/23-01/1

Reference number: 380-59-10101-23-3394

Dean:

Prof. Dr. Sc. Slavko Orešković, M.D.



This text of the Statute was published on the School's notice board and website on July 20, 2023.

The Senate of the University of Zagreb gave its consent to the Statute of the School at its session held on July 18, 2023.

The Statute of the School was published on the notice board and the School's website on July 20, 2023, and came into force on July 28, 2023.

Secretary-General:

Darko Bošnjak, LL.B.

