

Pursuant to Article 54, Paragraph 1 of the Act on Institutions (Official Gazette No. 76/93, 29/97, 47/99, 35/08, 127/19 and 151/22) and Article 25, Paragraph 4 of the Act on Higher Education and Scientific Activity (Official Gazette No. 119/22), the Governing Council of the Accredited University of Applied Sciences “Baltazar Zaprrešić” from Zaprrešić at its 170th session held on 5 April 2023, adopts the

S T A T U T E

of the Accredited University of Applied Sciences BALTAZAR ZAPREŠIĆ

I. GENERAL PROVISIONS

Article 1

(1) This Statute regulates the status, name, seat, activities, and seal of the Accredited University of Applied Sciences Baltazar Zaprrešić (hereinafter: the University), its legal status, representation and advocacy, internal organization, issues concerning the status of teachers, associates, and other employees, matters regarding studies and the delivery of teaching at the University, transparency of operations, general acts, data confidentiality protection, and other matters significant for the activities and operations of the University.

(2) All terms used in this Statute that have a gendered meaning, regardless of whether they are used in the masculine or feminine form, equally include both genders.

II. STATUS, NAME, SEAT, ACTIVITIES, SEAL AND COAT OF ARMS OF THE UNIVERSITY

Article 2

(1) The University is a higher education institution organized as a non-profit higher education establishment with public rights.

(2) The University is a higher education institution that organizes and conducts short-term professional studies, professional undergraduate studies, and professional graduate studies in accordance with the provisions of the Act on Higher Education and Scientific Activity (hereinafter: the Act).

(3) The University is a legal entity and is registered in the court register and the Register of Higher Education Institutions.

(4) The University has its own gyro account.

Article 3

(1) The University was founded on 10 May 2001.

(2) The founding date of the University, as referred to in the previous Paragraph, is celebrated as the University Day.

Article 4

- (1) The University carries out its activities, conducts business, and participates in legal transactions under the name Accredited University of Applied Sciences Baltazar Zaprešić.
- (2) The name of the University in English is: *Accredited University of Applied Sciences Baltazar Zaprešić*.
- (3) The abbreviated name of the University is: University Baltazar Zaprešić.
- (4) The name of the University is protected in the same manner as a company name of a commercial enterprise, in accordance with the provisions of the law.
- (5) The seat and the business address of the University is in Zaprešić, Vladimira Novaka 23, 10 290 Zaprešić.
- (6) The founder decides on the change of the University's name and headquarters. The change of the University's name and headquarters is registered in the court register of the competent court.

Article 5

- (1) The University carries out higher education, scientific, and professional activities in accordance with the Act and the Statute.
- (2) The activities of the University include:
 - organizing and conducting short-term professional studies, professional undergraduate studies, and professional graduate studies in accordance with the Act and this Statute
 - organizing and conducting educational programs that are not considered a study in terms of the Act and this Statute
 - organizing and conducting various educational programs that are not considered a study and are based on the principles of lifelong learning and education
 - organizing and conducting formal and informal adult education programs
 - organizing workshops, seminars, courses, conferences, forums, round tables, lectures, and other similar activities related to promoting scientific and professional work
 - conducting highly specialized developmental and research work as well as scientific work
 - publishing, publishing house, and library activities related to the core activities
 - other activities that serve the core activities of the University.
- (3) In the area of other business activities, the University conducts market research, public opinion surveys, expertise, business consulting, and other management-related activities, as well as other activities that serve the activities referred to in Paragraph 1 of this Article, if they are conducted on a smaller scale or typically accompany the described activities.
- (4) The University may establish a legal entity whose primary activity achieves the mission of the University and meets the needs of students and the University.
- (5) The University may change its activities.
- (6) A decision on changing the activities is made by the University's Governing Council with the prior consent of the founder.

Article 6

In carrying out its activities, the University encourages cooperation and participates in joint research programs with scientific organizations, as well as other organizations and companies in

the local community, in the Republic of Croatia, and abroad. The University develops cooperation with other higher education institutions and relevant institutions in the local community, the country, and abroad.

Article 7

- (1) The University has a round seal with a diameter of 38 mm, featuring the University logo in the center and the text "Accredited University" inscribed around the perimeter.
- (2) The University also has a smaller seal with the University logo in the center and the text "University" inscribed around the perimeter.
- (3) The University has a round seal with a diameter of 38 mm, featuring the Coat of Arms of the Republic of Croatia in the center, with the text "Republic of Croatia, Accredited University" inscribed around the perimeter, which is used for public documents.
- (4) The University seals with the Coat of Arms of the Republic of Croatia are numbered sequentially starting from 1.
- (5) The University has a dry stamp with a diameter of 38 mm, featuring the Coat of Arms of the Republic of Croatia and the text "Republic of Croatia, Accredited University" inscribed around the perimeter, which is used as a dry stamp for certificates and diplomas.
- (6) The decision regarding the use, storage, and individuals responsible for the safekeeping of the seals and stamps is made by the Dean.

Article 8

The University has an emblem, logo, and flag, which are regulated by the Book of Graphic Standards.

III. REPRESENTATION AND ADVOCACY, LEGAL TRANSACTIONS, AND LIABILITY

Article 9

- (1) The University is represented and advocated by the Dean.
- (2) In the case of the Dean's absence, the Vice-Dean authorized by the Dean will act as the substitute.
- (3) The University may also be represented and advocated by other persons authorized by the Dean.
- (4) Persons authorized to sign financial and other documentation are appointed by the Dean.

Article 10

- (1) The University enters into legal transactions with third parties independently.
- (2) The Dean may independently conclude legal transactions when the value of the transaction does not exceed 40,000.00 euros (forty thousand euros), except for transactions involving the acquisition, encumbrance, or disposal of the University's real estate.

(3) The University cannot acquire, encumber, or dispose of real estate or other assets, nor enter into any other transaction if the value of the individual contract exceeds 1,300,000.00 euros (one million three hundred thousand euros) without the consent of the founder.

Article 11

(1) The University is liable for its obligations and losses arising from its operations with its entire assets.

(2) The founder of the University is jointly and unlimitedly liable for the obligations of the University.

Article 12

(1) The symbol of the Dean's office is the Dean's chain – the Dean's insignia.

(2) The Dean wears the Dean's insignia on the occasion of graduations and other ceremonies when it is in accordance with academic tradition.

(3) The Vice-Dean's chain is the Vice-Dean's insignia, worn by Vice-Deans on the same occasions as the Dean and by promoters during official graduations.

(4) On special occasions and during official graduation ceremonies, the Dean and promoters wear academic robes (gowns).

IV. INTERNAL ORGANIZATION OF THE UNIVERSITY

Article 13

(1) The University is organized as a unified business, teaching, professional, and scientific research entity focused on achieving the University's primary goals.

(2) The University carries out its activities within organizational units.

(3) The organizational units of the University are:

- Center for Studies
- Center for Lifelong Learning and Adult Education
- Center for Scientific Research
- Center for Careers and International Cooperation
- Center for Quality Management
- Secretariat.

(4) In accordance with the law and this Statute, the University may establish other organizational units.

(5) The University may, with the consent of the Governing Council, establish branches.

(6) The internal organization of the University is further regulated by the Internal Organization Regulation.

Article 14

(1) Studies that conduct professional undergraduate and professional graduate study programs are organized within the Center for Studies.

(2) Each study program has a head who manages the organization of teaching for that particular program, proposes and participates in the collaboration of the program with related programs both domestically and abroad, proposes the development strategy for the program, suggests enrolment

quotas, collaborates with the heads of other programs, and performs other tasks as instructed by the Dean and/or Vice-Deans.

(3) The head of the program is accountable to the Dean, Vice-Deans, and the University Council for their own work and the work of the program they lead.

(4) The head of the program is appointed from among the teaching staff at the University.

(5) The procedure and conditions for appointing and/or dismissing the head of the program, their work obligations and rights, as well as other positions related to teaching and the development of teaching capacities, including the rights and obligations of employees in those positions, are regulated by the Internal Organization Regulation.

Article 15

(1) Various forms of adult education are organized within the Center for Lifelong Learning and Education, aimed at acquiring and developing key competencies within lifelong learning, as well as acquiring the knowledge and skills necessary to achieve sets of learning outcomes or qualifications.

(2) The Head of Adult Education is responsible for the professional work of the Center for Lifelong Learning and Adult Education.

(3) The role of the Head of Adult Education can be performed by an employee of the University who meets the conditions prescribed by a special law. The procedure and conditions for the appointment and/or dismissal of the Head of Adult Education, their work obligations and rights, as well as other positions related to lifelong learning and adult education, with the rights and obligations of employees in these other positions, are regulated by the Internal Organization Regulation.

Article 16

(1) The Center for Scientific and Research Work organizes scientific and professional research, within which it organizes scientific or professional conferences, round tables, consultations, lectures, and performs other activities important for the development of science and the application of scientific results, as well as various professional or scientific lectures.

(2) The Center for Scientific and Research Work is led by the Head of Scientific and Professional Activities, who is appointed from among the faculty members of the University.

(3) The procedure and conditions for the appointment and/or dismissal of the Head of Scientific and Professional Activities, as well as their work obligations and rights, are regulated by the Internal Organization Regulation.

(4) A library is organized within the Center for Scientific and Research Work as a structural unit that performs library activities in accordance with the provisions of regulations governing this activity.

(5) The duties of the Head of the Library can be performed by a University employee who meets the conditions set by specific laws, and their work obligations and rights, as well as other positions related to library activities with the rights and obligations of employees in those positions, are regulated by the Internal Organization Regulation.

Article 17

(1) The following offices are established within the Career and International Cooperation Center:

- Office for Student Placements
- Office for International Cooperation.

(2) The Office for Student Placements organizes activities aimed at supporting students, assisting them in their learning, advising them on further academic development, providing psychological support when needed, organizing supplementary and additional lessons, as well as mentoring workshops, planning and participating in the implementation of student internships, and connecting them with employers. The Office for Student Placements informs potential employers and the professional public about the educational programs of the University by emphasizing their importance, and strives to establish cooperation between employers and the University.

(3) The Office for International Cooperation encourages and organizes student, academic, and non-academic staff mobility by establishing international partnerships and signing cooperation agreements with higher education institutions or other international organizations.

(4) The procedure for appointing the heads of offices within the Career and International Cooperation Center, the conditions for their appointment and dismissal, their term, duties and rights, as well as other positions related to student professional practice and international cooperation of the University, with the rights and obligations of employees in these other positions, will be regulated by the Internal Organization Regulation.

Article 18

(1) The Center for Quality Management is an organizational unit responsible for organizing, coordinating, and carrying out various evaluation procedures. It develops internal mechanisms for ensuring and improving the quality assurance system in accordance with higher education standards and provides support to all stakeholders in conducting business and teaching processes.

(2) The Center for Quality Management is led by a head appointed from among the employees of the University.

(3) The procedure and conditions for the appointment and/or dismissal of the head, as well as their responsibilities and rights, are regulated by the Internal Organization Regulation.

Article 19

(1) The University Secretariat, as a shared organizational unit, integrates departments and staff responsible for legal, professional, financial and accounting, IT, administrative and technical, general, and other matters of common interest.

(2) The University Secretariat is directly managed by the Chief Secretary of the University.

(3) The Chief Secretary is accountable to the Dean for their work and the operations of the Secretariat.

Article 20

(1) The University's branch campus study programs are established outside its main seat to promote and deliver educational programs and other University activities.

(2) The delivery of educational programs at branch campus locations is carried out in accordance with previously obtained permits and decisions from the relevant authority and upon meeting the conditions prescribed by specific regulations.

(3) The heads of branch campus study programs are appointed from among the University's employees.

(4) The procedures and requirements for the appointment and/or dismissal of the heads of branch campus study programs, their duties and rights, as well as other positions related to branch campus study programs, including the rights and responsibilities of employees in those positions, are regulated by the Internal Organization Regulation.

V. UNIVERSITY BODIES

Article 21

(1) The University is managed by the Governing Council, the Dean, and the University Council.

(2) The University may also have other supervisory, professional, and advisory bodies. The composition, manner of establishment, scope of work, and powers of these bodies are regulated by the University's general act in accordance with the Act.

1. Governing Council

Article 22

(1) The Governing Council consists of five members, including a president and two members appointed by the founder, one member appointed by the University Council from among the teaching staff according to the procedure defined by the University Council's Rules of Procedure, and one member appointed by the Workers' Council from among the employees according to the procedure defined by the Labor Act.

(2) If the Workers' Council, as described in Paragraph 1, is not established, one member of the Governing Council is elected by the employees through direct and secret voting in a manner prescribed by the Labor Act for the election of the Workers' Council, which has only one member.

(3) Members of the Governing Council must have appropriate education and experience necessary for assessing the legality and purposefulness of the activities of the University.

(4) The term of office for a member of the Governing Council lasts four years.

(5) The term of office for members of the Governing Council appointed by the University Council and the Workers' Council, or elected by the employees of the University, will cease prior to the expiration of their term in the following cases:

- Upon reaching retirement age
- Termination of the employment contract
- Transfer to another position
- Establishment of an employment relationship with another legal entity outside the University.

(6) If the Governing Council member's term ends before the expiration of their mandate, a new member will be appointed until the end of the mandate, in accordance with the procedure prescribed by the Act and this Statute.

(7) The position of a member of the Governing Council is incompatible with the roles of Dean and Vice-Dean.

Article 23

(1) The founder, the University Council, the Workers' Council, or the employees of the University may dismiss members they have appointed or elected to the Governing Council before the expiration of their term.

(2) The procedure for the dismissal of a member of the Governing Council elected by the University Council is initiated by a written request from at least one-third of the members of the University Council. The decision on the dismissal is made by the University Council with a majority vote of all members of the University Council.

(3) A member of the Governing Council appointed by the Workers' Council is dismissed by the Workers' Council.

(4) The procedure for the dismissal of a member of the Governing Council elected by the employees of the University is initiated by a written request from at least twenty-five percent of all employees of the University. The decision on the dismissal is made by the employees of the University through secret voting with a majority vote of all employees of the University.

(5) A member of the Governing Council may request their own dismissal.

Article 24

The Governing Council of the University is responsible for ensuring the legality of the University's operations, the rational use of material and human resources, and has the following powers:

- Adopts the Statute and other general acts established by the Statute
- Adopts the mission and development strategy of the University
- Adopts the University's Financial Plan
- Conducts the procedure for the election of the Dean and the appointment of Vice-Deans, as well as the procedure for the dismissal of the Dean and Vice-Deans
- Approves the Dean's annual report
- Oversees the implementation of decisions made by the University Council and the Dean
- Supervises the execution of the Financial Plan and the management of financial resources in accordance with the law and this Statute
- Decides on the establishment of legal entities whose primary activities fulfill the mission of the University and satisfy the needs of students and the University
- Confirms decisions made by the Dean and the University Council as specified in this Statute
- Performs other duties in accordance with this Statute and other general acts of the University.

Article 25

(1) The Governing Council of the University makes decisions during its meetings.

(2) The meetings of the Governing Council are convened and chaired by the President of the Governing Council.

- (3) The Dean participates in the meetings of the Governing Council, and in case of their absence, a Vice-Dean authorized by the Dean.
- (4) The Dean participates in the work of the Governing Council without the right to vote.
- (5) The Governing Council validly decides if more than half of its total members are present at the meeting.
- (6) The Governing Council makes decisions by a majority vote of all its members, unless otherwise stipulated by law or this Statute.
- (7) In the case of a tie vote during decision-making, the vote of the President of the Governing Council is decisive.
- (8) A record is kept of the meetings of the Governing Council.
- (9) The working procedures and decision-making process of the Governing Council are further regulated by the Rules of Procedure of the Governing Council.

Article 26

- (1) The President of the Governing Council and the Dean ensure compliance with laws, regulations, and general acts.
- (2) The Dean ensures the professional and technical conditions for the work and implementation of the decisions of the Governing Council.

Article 27

- (1) The Governing Council may establish permanent or temporary committees and other expert bodies to perform specific tasks, study particular issues within its jurisdiction, or prepare specific acts.
- (2) The expert bodies referred to in Paragraph 1 of this Article are established by a decision of the Governing Council, which determines the composition of the body, its tasks, manners of operation, and other matters relevant to their work.
- (3) Members of temporary expert bodies are appointed for the period necessary to carry out the specific task.
- (4) Members of permanent and temporary expert bodies are appointed from among the staff of the University.
- (5) Individuals from outside the University may be appointed as members of the respective bodies when necessary due to the nature of the work.

Article 28

- (1) The President and members of the Governing Council are entitled to a monthly allowance for their work.
- (2) The amount of the allowance referred to in Paragraph 1 of this Article is determined by the Governing Council in accordance with the funds allocated in the financial plan for the work of representative and executive bodies within the regular activities of the University.
- (3) The Governing Council may decide to also provide an allowance for work to the University's Secretary and professional staff who contribute to its work by participating in the meetings of the Governing Council.

2. Dean

Article 29

(1) The Dean is the head of the University.

(2) The Dean represents the University, is responsible for the legality of the University's operations, and has the rights and responsibilities of the institution's director.

(3) The Dean:

- Organizes the work and operations of the University
- Independently takes legal actions in the name and on behalf of the University
- Prepares, convenes, proposes the agenda, and presides over the meetings of the University Council
- Adopts general acts whose adoption does not fall within the jurisdiction of the Governing Council nor the University Council
- Proposes the Financial Plan to the Governing Council and adopts the Procurement Plan of the University
- Manages the implementation of the University's Financial Plan in accordance with the Act and Statute
- Manages the University's assets with the consent of the Governing Council
- Implements the decisions of the Governing Council and the University Council
- Signs diplomas, diploma supplements, and other official documents issued by the University
- Signs contracts concluded by the University
- Decides on working hours and redistribution of working hours
- Decides on overtime work
- Organizes the monitoring of the University employees' fulfillment of work obligations
- Makes decisions on rewards for work quality and sets norms for tasks outside the scope of regular duties
- Establishes the schedule for the use of annual leave
- Approves paid and unpaid leave
- Approves the external work of faculty members
- Ensures the implementation of the University's human resources policy
- Makes decisions regarding the establishment of employment relationships at the University
- Makes decisions regarding the termination of employment relationships at the University
- Proposes candidates for Vice-Deans to the Governing Council
- Designates persons authorized to sign financial and other documentation
- Appoints permanent and temporary committees for the performance of certain tasks within the scope of their jurisdiction
- Appoints permanent or temporary advisors for specific issues within their jurisdiction
- Makes decisions on cooperation with other higher education institutions both domestically and abroad
- Participates and decides in the work of the Assembly of Universities of Applied Sciences of the Republic of Croatia
- Decides on student requests unless otherwise specified by law or other regulations
- Performs other tasks specified by law, the Statute, and other general acts of the University.

(4) The Dean may, within the limits of their authority, authorize another person in writing to represent the University.

(5) The Dean submits an annual report to the Governing Council on the implementation of the University's development strategy and a report on operations.

2. 1. Selection of the Dean

Article 30

(1) The Dean is selected based on a public call for application.

(2) The Dean is elected by the Governing Council from among the faculty members who hold the position of senior lecturer, professor of professional studies, professor of professional studies with tenure, or faculty members appointed to a scientific-teaching position.

(3) In addition to the general requirements mentioned in the previous Paragraph, as a special condition for selection, a candidate for the position of Dean must stand out in regards to their previous scientific or professional work and successful management of projects in the economy, public sector, or local and/or regional community.

(4) The term of the Dean lasts for three years, and the same person may be re-elected for another term.

(5) The elected Dean establishes an employment relationship with the University for the position of Dean for a fixed term and full-time.

(6) If the person elected as Dean already has an employment relationship with the University, they will be transferred to the new position during their mandate. After the mandate ends, they have the right to return to the position they held before assuming the Dean's duties.

Article 31

(1) The decision to publicly announce the call for application for the selection of the Dean is made by the Governing Council three months before the expiration of the Dean's mandate, unless the mandate has unexpectedly ended, in which case the Governing Council immediately appoints an acting Dean for a period of up to one year and simultaneously announces a call for application for the election of a new Dean.

(2) The call for application for the selection of the Dean includes the conditions that the candidate must meet, the duration of the term for which the Dean is elected, the deadline for submitting applications, and the period within the applicants will be informed about the selection.

(3) The deadline for receiving applications from candidates cannot be shorter than 30 days from the publication of the competition in the Official Gazette, and the deadline for informing candidates about the selection cannot exceed 60 days from the deadline for submitting applications.

(4) The call for applications will be published in the Official Gazette, on the website of the University, and on the official European Research Area platform.

Article 32

(1) Candidates applying for the call for application must submit the following documentation along with their application:

- CV
- Decision on appointment to the appropriate teaching or scientific-teaching position
- Work program for the three-year mandate period
- Evidence of meeting the special conditions prescribed by this Statute.

(2) After the application deadline, all applications for the position of Dean will be delivered to a three-member commission appointed by the Governing Council, which will verify the validity of applications and forward them to the University Council for further processing, along with a written report on the validity of all applications.

(3) The University Council, by decision, rejects invalid applications and informs the candidates who submitted them. It then reviews the applications of the remaining candidates and invites them to publicly present their work program at the next University Council meeting.

(4) After the public presentation of the work program by the candidates for Dean, the University Council, by majority vote in a secret ballot, determines its proposed candidate for Dean and forwards the proposal to the Governing Council for decision and selection of the new Dean.

(5) In the decision-making process regarding this Article, the Dean, as a member of the University Council, abstains from voting.

Article 33

(1) The Governing Council of the University elects the Dean of the University by secret ballot from among the candidates proposed by the University Council.

(2) The candidate who receives the majority of votes from the total number of members of the Governing Council is elected as the Dean of the University.

(3) The result of the secret ballot is recorded in the minutes.

(4) If none of the proposed candidates receives a majority vote for election, the election procedure is repeated. If the Governing Council determines that the new procedure will not be completed before the expiration of the current Dean's mandate, it will immediately appoint an acting Dean with a mandate until a new Dean is elected, but no longer than one year.

Article 34

(1) Upon making the decision on the selection of the Dean, the Governing Council will appoint the members of the committee for the handover of the Dean's duties, consisting of one member of the Governing Council, one member of the University Council, and the university's chief secretary.

(2) The handover of the Dean's duties will be recorded in the minutes.

Article 35

The elected Dean assumes office immediately after the completion of the handover, and no later than 1 October in the year of their election.

2. 2. End of the Dean's term

Article 35

The Dean's term ends before the expiry of the term for which they were elected in the following cases:

- Upon attaining retirement rights
- Termination of the employment contract
- Transfer to another position
- Establishing an employment relationship with another legal entity outside the University

2. 3. Dismissal of the Dean

Article 36

(1) The Dean of the University may be dismissed before the expiration of the term for which they were elected under the following circumstances:

- If they request their dismissal
- If reasons arise that, according to the law, this Statute, or employment regulations, lead to the termination of the employment relationship
- If they do not act in accordance with the law, this Statute, and other general acts of the University
- If, through negligent or improper conduct, they cause significant damage to the University or if they neglect or carelessly perform their duties
- If their behavior undermines the reputation of the office they hold
- If they permanently lose the ability to perform their duties

(2) The procedure for dismissing the Dean is initiated upon the proposal of the Governing Council or one-third of the members of the University Council.

(3) The proposal to initiate the dismissal procedure must contain a factual description, legal basis, and evidence that is being attributed to the Dean, and it must be delivered in writing to the Dean, who has the right to respond in writing.

(4) The decision on the dismissal of the Dean is made by the Governing Council through secret voting by a majority of all members of the Governing Council.

2. 4. Acting Dean

Article 37

(1) If the Dean is not elected during the election process by the expiration of the current Dean's term, or if the Dean's term ends prematurely or is dismissed before the appointed term, the Governing Council shall, by a majority vote of all its members, appoint an Acting Dean from among the teaching staff of the University who meet the conditions for election as prescribed by this Statute.

(2) The Acting Dean is appointed for a period no longer than one year.

(3) The Governing Council is required to announce a public call for application for the election of a new Dean no later than 30 days from the appointment of the Acting Dean.

2. 5. Vice-Dean

Article 38

- (1) The Dean is assisted in their duties by one or more Vice-Deans.
- (2) The Vice-Deans are accountable to the Dean for their work.

Article 39

- (1) A Vice-Dean may be appointed from among the teaching staff employed at the University in the position of senior lecturer, professor of professional studies, or professor of professional studies with tenure, working full-time.
- (2) The Vice-Dean is appointed by the Governing Council upon the Dean's proposal, with the majority vote of all Governing Council members.
- (3) The proposal for the appointment of a Vice-Dean should include the title of the Vice-Dean's position, their area of responsibility, and a curriculum vitae.
- (4) If the proposed candidate for Vice-Dean does not receive the majority of votes from all the members of the Governing Council, the election procedure is repeated.
- (5) The Vice-Dean's term lasts as long as the term of the Dean who proposed their appointment, except in the case of the Dean's dismissal before the end of their term, in which case the Vice-Deans continue to perform their duties until new Vice-Deans are appointed.
- (6) A Vice-Dean's term ends before the expiration of their appointed term under the following circumstances:
 - upon reaching retirement age,
 - upon termination of the employment contract,
 - upon transfer to another position,
 - upon establishing an employment relationship with another legal entity outside the University.
- (7) A Vice-Dean can be dismissed before the end of their term by the Governing Council upon the Dean's proposal, with the majority vote of all the Governing Council members.

3. University Council

Article 40

The University Council is the expert body of the University responsible for making decisions on professional, scientific, teaching and educational matters.

Article 41

- (1) The University Council consists of: the Dean, Vice-Deans, heads of study programs as representatives of the teaching staff, the head of teaching capacity development, the head of the Office for Student Placements, the head of the Office for International Cooperation, the head of scientific and professional activities, heads of branch campuses study programs, the head of quality management, the head of adult education, a representative of the associates appointed by the Vice-Dean for teaching and students, a representative of non-teaching staff, and student representatives.
- (2) The representative of the non-teaching staff is elected by all employees from the non-teaching staff for a term of three years, with the possibility of re-election according to the procedure prescribed by the Rules of Procedure of the University Council.

(3) The student representatives are elected for a term of two years by the students in accordance with the law governing student organizations and the Statute of the Student Council. Student representatives make up 10% of the members of the University Council.

(4) The representatives of the non-teaching staff and student representatives in the University Council can be dismissed before the expiration of their term. The dismissal procedure is carried out in the same manner as the election procedure.

Article 42

(1) The University Council has the following authorities:

- decides on educational, scientific, and professional matters
- decides on the establishment and implementation of new professional study programs
- adopts study programs and syllabi
- sets additional criteria for teaching, associate, and professional positions
- conducts re-elections and elections for teaching, associate, and professional positions
- conducts re-elections and elections of honorary lecturers
- provides opinions and proposals to the Governing Council and the Dean regarding work organization and conditions for the development of the University's activities
- determines the number of student admissions for each study program
- proposes candidates for the position of Dean to the Governing Council
- proposes the University's development strategy to the Governing Council
- elects and appoints committees and boards
- performs other duties in accordance with the Statute and other general acts of the University

(2) The University Council adopts general acts regulating matters from the previous Paragraph within its scope of competence.

Article 43

(1) The University Council makes decisions at its sessions.

(2) The Dean convenes and presides over the sessions of the University Council.

(3) The University Council can validly decide if more than half of its total members are present at the session.

(4) The University Council makes decisions by a majority vote of the members present unless otherwise prescribed by law or this Statute.

(5) In the event of a tie vote, the Dean's vote is decisive.

(6) Minutes are taken at the sessions of the University Council.

(7) The Rules of Procedure of the University Council further regulate its work and decision-making process.

(8) A representative of the trade unions in the field of higher education at the University is invited to the sessions of the University Council and participates in its work without voting rights.

Article 44

(1) Student representatives in the University Council have the right to a suspensive veto when deciding on the following matters:

- Changes to study conditions
- Modifications to curricula and syllabi
- Assurance of study quality
- Matters related to student standards.

(2) The suspensive veto from the previous Paragraph may be exercised by student representatives who together form a majority of the total number of student representatives in the University Council, with a minimum of two representatives. The veto can be declared before a decision is made on the matters listed in the previous Paragraph, as well as after a decision has been made, but no later than the conclusion of the University Council session.

(3) In the event of a suspensive veto, the University Council is obliged to hold a discussion on the matter within eight days. When voting on the same issue again, the suspensive veto does not apply, and a majority vote of all University Council members is required.

(4) Student representatives in the University Council do not participate in voting in the selection process for teaching and associate positions.

Article 45

(1) The University Council may establish permanent and temporary committees and other working bodies to address matters within its jurisdiction. The composition, term, and scope of work of these committees and other bodies are to be determined by the decision on their establishment.

(2) Members of committees and other working bodies shall be appointed from among the employees of the University. Exceptionally, individuals from outside the University may also be appointed as members of these bodies when necessary due to the nature of the work.

VI. STUDIES

Article 46

(1) The University organizes and delivers professional study programs.

(2) Professional study programs include short-term professional studies, undergraduate professional studies, and graduate professional studies.

1. Short-term professional studies

Article 47

(1) A short-term professional study program prepares students for employment in specific specialized professional roles.

(2) A short-term professional study program lasts two years and awards a minimum of 120 ECTS credits upon completion.

(3) A short-term professional study program is completed by passing exams and fulfilling other study requirements in accordance with the study program.

2. Undergraduate professional studies

Article 48

- (1) An undergraduate professional study program prepares students for employment in specific professional roles and equips them for further studies at the graduate level.
- (2) An undergraduate professional study program lasts three years and awards a minimum of 180 ECTS credits upon completion.
- (3) An undergraduate professional study program is completed by passing exams, fulfilling other study requirements, and either writing and defending a final thesis or passing a final exam.

3. Graduate professional studies

Article 49

- (1) A graduate professional study program prepares students for employment in roles that require specialized knowledge, skills, and competencies.
- (2) A one-year graduate professional study program, awarding a minimum of 60 ECTS credits upon completion, is available to students who have completed a four-year university or undergraduate professional study program. A two-year graduate professional study program, awarding a minimum of 120 ECTS credits upon completion, is available to students who have completed a three-year university or undergraduate professional study program.
- (3) A graduate professional study program is completed by passing exams, fulfilling other study obligations, and either writing and defending a diploma thesis or passing a diploma exam.

4. Joint studies

Article 50

- (1) A joint study is one that is jointly conducted by the University and at least one domestic or one foreign higher education institution.
- (2) The structure, implementation, completion, location, responsible party, and the procedure for issuing the final certificate of the joint study, as well as the accreditation process, are defined in an agreement between the University and the higher education institution.
- (3) The joint study is accredited by the Agency for Science and Higher Education (hereinafter: the Agency) or another international accreditation agency in the European Union that is listed in the European Quality Assurance Register (EQAR). The accreditation process for the joint study is carried out in accordance with regulations governing quality assurance in higher education and science.

5. Registration of study programs in the Register of study programs

Article 51

- (1) A study program may be commenced after its registration in the Register of Study Programs.
- (2) The registration of a study program in the Register of Study Programs is carried out by the Ministry based on the issued permit for conducting the study program, which is granted in the process of initial accreditation conducted by the Agency. Exceptionally, a joint study program

accredited by another international accreditation agency within the European Union is registered in the Register of Study Programs based on the accreditation approval issued by that agency.

(3) The Register of Study Programs is maintained by the Ministry. The Minister regulates the structure and manner of maintaining the Register of Study Programs, as well as the procedure for registration and removal from the Register, by decree.

6. Study program

Article 52

(1) Study programs at the University are organized and implemented in accordance with the study program.

(2) The study program determines:

- the professional or academic title or academic degree awarded upon completion of the study
- the alignment of the study program with the corresponding qualification in the Register of the Croatian Qualifications Framework, if it is listed in the Register of the Croatian Qualifications Framework
- admission requirements for the study program, conditions for enrolling in the next semester, trimester, or academic year, and conditions for enrolling in other academic obligations
- a list of compulsory and elective courses, indicating the ECTS workload, teaching formats, course content, planned learning outcomes, and course instructors
- the expected learning outcomes acquired upon completion of the study
- the number of available enrollment places in the study program
- the structure and mode of teaching delivery
- the method of assessing acquired learning outcomes for each course or other academic obligation
- the method of completing the study program.

(3) The study program is adopted by the University Council in accordance with the law and regulations governing quality assurance in higher education and science.

7. ECTS credits

Article 53

(1) Each course or other academic obligation is assigned ECTS credits, which reflect the average total workload a student must invest to achieve the intended learning outcomes of the course.

(2) One ECTS credit represents 30 hours of estimated average student workload required to achieve the learning outcomes.

(3) The criteria and conditions for the recognition and transfer of ECTS credits between different study programs are determined by the University's general act.

8. Full-time and part-time study

Article 54

- (1) A student enrolls in the study program with full-time or part-time status.
- (2) A student enrolled with full-time status typically registers for 60 ECTS credits per academic year in accordance with the course syllabus and attends a full teaching schedule.
- (3) A student enrolled with part-time status typically registers for 30 to 60 ECTS credits per academic year in accordance with the course syllabus and attends either a full or an adjusted teaching schedule.

9. Enrollment in the study program

Article 55

- (1) The University Council determines the enrollment procedure in a way that ensures equality for all applicants.
- (2) Enrollment in the study program is conducted by the University based on a public call published on the University's website no later than 1 May of the current year.
- (3) The public call includes the number of available places, admission requirements, the application deadline, as well as details on the enrollment procedure and the required documents for enrollment.

10. Academic year

Article 56

- (1) The academic year begins on 1 October and ends on 30 September of the following year.
- (2) Exceptionally, as determined by the syllabus, classes may begin before the start of the academic year, but no earlier than 1 September.

11. Delivery of the study

Article 57

- (1) The study is delivered according to the study syllabus.
- (2) The study syllabus defines the structure and manner of study delivery within a full or adjusted teaching schedule.
- (3) The study syllabus is adopted by the University Council before the start of the academic year.
- (4) The study syllabus specifies:
 - A list of mandatory and elective courses with designated lecturers and assistants
 - Forms of instruction
 - Language of instruction
 - Locations where instruction is delivered
 - Start and end dates, as well as the schedule of instruction
 - Examination methods and completion of study obligations
 - Examination periods
 - A list of required literature for examinations

- Other important information regarding instruction delivery.
- (5) The study syllabus, class schedule, examination periods, and other essential information necessary for attending classes and taking exams are made available to students before enrollment in the study program or before progressing to the next semester, trimester, or academic year.
- (6) The University Council, by means of a general act, further specifies the rules regarding exams, objections to grades, the procedure for retaking exams, the content, form, and manner of handling exam records, ensuring public access to exams, and the right to review exam results.
- (7) The study can be entirely conducted through teaching that utilizes computer technologies and interactive teaching materials, ensuring access to learning under special conditions where the instructor and student are physically distant (hereinafter: online study). Online study is carried out based on approval from the Agency for Science and Higher Education, issued in accordance with the regulations governing the quality assurance in higher education and science, provided that the learning outcomes of the study program can be achieved through distance learning.
- (8) The University can establish a teaching base within bodies of state administration, units of local or regional self-government, other state bodies, or other legal entities for the regular delivery of practical parts of the instruction. The teaching base is established through a cooperation agreement that includes:
- The name and description of the study program subject to the cooperation
 - Teaching load and form of instruction
 - A list of employees involved in delivering the instruction, with their respective contribution to teaching
 - The method of financing the delivery of instruction
 - Other matters important for the delivery of instruction.
- (9) By decision of the University Council, a distinguished foreign professor (visiting professor) may be entrusted with delivering instruction for a specific course.

12. Academic and professional titles and academic degree

Article 58

- (1) Upon completion of the study program, the student earns the corresponding professional title and other rights in accordance with specific regulations.
- (2) Upon completion of the undergraduate professional study, the student earns the professional title of Bachelor (Baccalaureus) with a specification of the field (Bacc. with field specification).
- (3) Upon completion of the graduate professional study, the student earns the professional title of Master with a specification of the field (Mag. with field specification).
- (4) Upon completion of the short professional study, the student earns the professional title of Graduate with a specification of the field.

VII. STUDENTS

1. Student's status

Article 59

- (1) A student's status is acquired by enrolling in a study program at the University and is confirmed by the student identification document issued by the University.
- (2) A student with full-time status studies within the full teaching workload.
- (3) A student with part-time status studies within the full or adjusted teaching workload.
- (4) A student's status ceases:
 - Upon completion of the study program
 - Upon withdrawal from the study program
 - Upon expulsion from the study program in accordance with the procedures and conditions set out in the Study Regulations and the Code of Conduct for Students
 - If the student fails to complete the study program within a period that is twice the duration of the program.

2. Rights and obligations of the student

Article 60

- (1) The student has the right to:
 - pursue their studies delivered in accordance with the study program's syllabus
 - participate in scientific or professional work
 - freedom of expressing opinions and viewpoints during classes and other activities in accordance with the Ethical Code
 - complete their studies within a period shorter than the prescribed one, in accordance with criteria set by the University's general acts
 - free access to library resources and scientific and professional sources at the University
 - attend courses from other study programs in accordance with the study program
 - provide feedback on the quality of teaching and instructors at least once a year within the framework of the internal quality assurance system
 - file complaints regarding violations of rights prescribed by law and the University's general acts
 - other rights prescribed by law, this Statute, and other general acts of the University.
- (2) The student has the obligation to timely fulfill educational and other obligations at the University and adhere to the University's general acts.
- (3) A student who is a categorized athlete, in accordance with the University's general act, may study under adjusted conditions.
- (4) A student with a disability, in accordance with the University's general act, may study under adjusted conditions.
- (5) A student with full-time status has the right to repeat each academic year no more than once.
- (6) The student is obligated to complete their studies no later than the time period that is twice the duration of the study program.
- (7) The rights and obligations of students are further regulated by the Study Regulations.
- (8) Disciplinary responsibility of students is determined by the Student Disciplinary Regulations.

3. Rights under student welfare

Article 61

(1) A student enrolled with full-time status in a professional undergraduate, graduate or a short-term study program at the University, who is not employed and does not engage in self-employment or another independent profession, is entitled to health insurance, subsidized housing and meals, the right to perform student jobs in accordance with the law regulating student employment, and the right to state scholarships and other financial support.

(2) A student enrolled with part-time status in a professional undergraduate or graduate study program, who is not employed and does not engage in self-employment or another independent profession, is entitled to perform student jobs in accordance with the law regulating student employment.

(3) A student with a recognized degree of disability is entitled to special student welfare rights in accordance with the University's general act.

4. Suspension of student rights and obligations

Article 62

(1) The rights and obligations of a student are suspended during pregnancy, until the child reaches one year of age, incapacity for work lasting longer than three months, or in other justified cases prescribed by law or the University's general act.

(2) The Dean decides on the request for the suspension of the student's rights and obligations by a decision. An administrative dispute may be initiated against this decision.

(3) In the case referred to in Paragraph 1 of this Article, the student's deadline for completing the studies is extended by the amount of time the suspension of rights and obligations lasted.

5. Student Council and other student organizations

Article 63

(1) The Student Council is an elected student representative body that protects the interests of students, participates in decision-making in the University's bodies, and represents students in the higher education system.

(2) The fundamental act of the Student Council is its Statute, which is adopted by the University Council upon the proposal of the Student Council.

(3) The Student Council of the University consists of students elected in elections, holding mandates in accordance with the Act on Student Councils and Other Student Organizations and the Statute of the Student Council.

Article 64

The University has a student ombudsman who is appointed by the Student Council for a term of one year, in accordance with the Statute of the Student Council.

Article 65

(1) The University is obliged to provide the Student Council and the student ombudsman with space for their work.

(2) The Dean of the University is obliged to ensure the legality of the activities of the Student Council and other student organizations operating at the University.

Article 66

Student associations established in accordance with the Act on Associations, as well as other student organizations formed by students within the University, may operate at the University.

Article 67

The operations of the Student Council, student associations, and other student organizations will be financed in accordance with the Act on the Student Council and Other Student Organizations, the statutes of student organizations, and the special general act of the University.

Article 68

- (1) The work of student organizations is public.
- (2) The University supervises the activities of student organizations in accordance with its general act.
- (3) The University supervises the proper use of funds allocated to student organizations in accordance with its general act.

VIII. TEACHERS AND ASSOCIATES

Article 69

- (1) Teachers at the University are employed in teaching positions. Instruction at the University can also be delivered by teachers appointed to scientific-teaching positions.
- (2) Associates at the University are employed in associate positions.
- (3) Individuals are employed in professional positions to carry out scientific and professional projects and teach courses that do not require a scientific approach.
- (4) The organization of teaching, associate, and other staff positions is regulated by the Internal Organization Regulation.

Article 70

- (1) Teaching positions at the University, from the lowest to the highest, are: lecturer (lect.), senior lecturer (senior lect.), professor of professional studies, and professor of professional studies with tenure (prof. professional studies).
- (2) The associate position at the University is assistant.

1. Criteria for appointment to a position

Article 71

An individual can be appointed to a teaching position at the University who has the appropriate level of education in the relevant scientific field, meets the National criteria for appointment to

teaching positions at universities (hereinafter: the National university criteria), and fulfills additional criteria established by the University's general act.

Article 72

For appointment to a teaching position of a lecturer or senior lecturer, or to an associate position at the University, an individual must have completed a university or professional master's degree in the relevant scientific field. For appointment to the position of professor of professional studies or professor of professional studies with tenure, an individual must hold a doctoral degree in the relevant scientific field.

Article 73

An individual is selected for the associate position of assistant from among the particularly successful students. The criteria for selection to the associate position of assistant are regulated by a special act of the University.

2. Selection of teachers and associates for vacant positions

Article 74

The selection of teachers and associates for vacant positions at the University is carried out in accordance with the provisions of the Act and in alignment with the University's development policy.

3. Duration of the selection process for teaching positions

Article 75

- (1) The selection of a teacher for a position is carried out for a period of five years.
- (2) After the expiration of the term mentioned in Paragraph 1 of this Article, the teacher is reselected for the existing position or selected for a higher position in accordance with Articles 76 and 77 of this Statute.
- (3) The selection of a teacher for the position of professor of professional studies with tenure concludes the process of promotion or reappointment.

4. Reappointment to teaching positions

Article 76

- (1) The reappointment process is initiated after five years from the last selection or reappointment and must be completed no later than six months after the initiation of the process. The reappointment process is initiated if the teacher has not applied for a higher position before the expiration of the term for which they were selected or reappointed.
- (2) The reappointment of a teacher is carried out according to the procedure prescribed in Article 77 of this Statute for the selection of a teacher to a higher position.

- (3) A teacher is reappointed to the existing position if, since the last selection or reappointment, they have fulfilled half of the National university criteria and additional criteria for selection to a higher position.
- (4) The reappointment of a teacher to the position is carried out for five years.
- (5) If the teacher is not reappointed to the existing position, their employment is terminated in accordance with the law governing employment relationships.

5. Selection to a higher academic position

Article 77

- (1) A teacher who believes they meet the criteria for selection to a higher academic position is required to submit an application for selection to a higher position before the expiration of the term for which they were selected or reselected.
- (2) The selection process for a higher academic position is initiated by a decision of the University Council after the expiration of the term for which the teacher was selected or reselected. The decision to initiate the selection process includes the appointment of an expert committee.
- (3) The expert committee mentioned in Paragraph 2 consists of at least three members employed in a position of higher or equivalent hierarchical level in relation to the position for which the selection is being made, within the same scientific field and discipline. At least one member of the expert committee must be employed at another higher education institution.
- (4) The teacher is obligated to submit evidence of meeting the criteria for selection to a higher academic position in electronic form, no later than 15 days from the initiation of the selection process. In the selection process for a higher academic position, the teacher provides evidence of achievements made after their last appointment or reappointment to the position, which fulfill the National university criteria and additional criteria.
- (5) The expert committee mentioned in Paragraph 2 evaluates whether the teacher meets the legal criteria, the National university criteria, and the additional criteria, and submits a reasoned opinion to the University Council in writing, regarding the fulfillment of the criteria for selection to a higher academic position, within 30 days from the receipt of evidence of fulfillment of the criteria.
- (6) The University Council makes a decision to accept or reject the expert committee's opinion within 30 days from the receipt of the opinion. The decision to reject the expert committee's opinion must be substantiated.
- (7) The decision confirming that the teacher meets the criteria for selection to a higher academic position is submitted by the University to the relevant scientific field committee within eight days from the adoption of the opinion.
- (8) The relevant scientific field committee determines by decision whether the teacher meets the National university criteria, no later than 60 days from the delivery of the decision.
- (9) If the relevant scientific field committee does not make the decision mentioned in Paragraph 8 within the prescribed period, the candidate is considered to meet the National university criteria.
- (10) After the delivery of the decision mentioned in Paragraph 8 or upon the assumption mentioned in Paragraph 9, the University enters into an annex to the employment contract with the selected candidate.
- (11) If it is determined during the selection process for a higher academic position that the teacher does not meet the criteria for appointment to a higher academic position, the reappointment procedure for the current position must be initiated within 30 days.

6. Associates

Article 78

- (1) An assistant is employed under a fixed-term employment contract for a period of six years.
- (2) The assistant has the right and the obligation to:
 - participate in teaching and scientific activities
 - participate in scientific conferences and symposia
 - engage in projects and other activities of the University
 - submit a work report to the institutional mentor at least once a year
 - perform other tasks as directed by the mentor and the Dean
- (3) The Dean of the University appoints a mentor for the assistant from among the teaching staff.
- (4) The mentor submits an annual report to the Dean on the assistant's work over the past period and a work plan for the following year.
- (5) The Dean decides on the evaluation of the assistant by a resolution. No appeal is allowed against this resolution, but an administrative dispute can be initiated.
- (6) If the assistant is negatively evaluated for two consecutive years, their employment relationship will be terminated in accordance with the Labor Act.

7. Rights of teachers appointed to managerial positions

Article 79

- (1) A teacher is guaranteed the right to return to their original position after the expiration of their term in the case of election or appointment to a managerial position in the system of higher education and scientific activity, or a public office in accordance with regulations governing the prevention of conflicts of interest, within 30 days from the cessation of their managerial or public duties.
- (2) During the time of holding a managerial or public office, the University may employ a replacement employee on a fixed-term contract to substitute for the employee referred to in paragraph 1 of this article.

8. Suspension of deadlines and extension of employment contracts

Article 80

The suspension of deadlines and extension of employment contracts is carried out based on the provisions of the Act.

9. Work of employees outside the University

Article 81

- (1) Teachers and associates may enter into agreements with other legal entities for performing tasks related to the teaching or other activities of the University only with prior approval from the

Dean. Work carried out without such consent will be considered a serious violation of employment duties.

(2) A teacher or associate must submit a written request to the Dean for approval to perform activities mentioned in the previous Paragraph, specifying the institution where the activities will be carried out and detailing the type of activity.

(3) The approval is granted for one academic year.

10. Honorary teacher and honorary associate

Article 82

(1) The University may engage an honorary teacher or honorary associate.

(2) An honorary teacher or honorary associate is an individual who is not employed by the University but meets the criteria for selection to a scientific-teaching, teaching, or associate position.

(3) An honorary teacher or honorary associate is selected in accordance with the provisions of the Act, and a public call for application is not announced for the selection of an honorary teacher or honorary associate.

11. Ethical and disciplinary responsibility of employees

Article 83

(1) Teachers and associates at the University, as well as other employees, must adhere to the moral and ethical principles of the academic community in their work, conduct, behavior, interpersonal relationships, and public statements, and must protect the reputation of the University.

(2) University employees are disciplinarily responsible for violations of their work obligations and for actions that harm the reputation of the University.

(3) The University Council establishes an Ethics Committee to promote and protect ethical principles and adopts an Ethical Code that defines ethical actions and the procedure for preventing and sanctioning unethical conduct.

(4) The University Council establishes a Disciplinary Committee and adopts the Rules on disciplinary responsibility of employees, which defines the composition of the Disciplinary Committee, disciplinary offenses, disciplinary sanctions, and the disciplinary procedure.

IX. FUNDING

Article 84

The University engages only in those teaching, professional, research, and scientific activities for which it has planned and secured financial resources.

Article 85

(1) Financial resources for the regular activities of the University are secured through the collection of tuition fees and other services, market services within the registered activities, donations, sponsorships, or other legally permitted sources.

(2) Financial resources for the development of the University may, in exceptional circumstances, be partially allocated from the budget of the City of Zaprešić, the Zagreb County, or from the State budget of the Republic of Croatia, in accordance with the law and/or agreements made.

Article 86

The university can be funded only from sources that do not affect its independence and dignity and that do not harm the fulfillment of the university's fundamental tasks.

Article 87

(1) As a non-profit institution not established for the purpose of generating profit, any surplus revenue over expenses at the University is invested solely in the development and improvement of working conditions, University activities, professional development of teachers and assistants, and the improvement of student welfare.

(2) If the University incurs a deficit in revenue over expenses, the method for covering the deficit will be determined by the Governing Council, based on the Dean's proposal in accordance with the law.

Article 88

(1) The financial plan of the University includes the budget for the fiscal year and projections for the following fiscal year, and is adopted for each calendar year in accordance with the Act, regulations adopted under it, and the Statute.

(2) The financial plan of the University is adopted by the Governing Council upon the Dean's proposal.

X. General acts of the University

Article 89

(1) The general acts of the University are adopted by the Governing Council, the University Council, and the Dean within their competences established by law and the Statute.

(2) The Governing Council adopts:

- The Statute of the University
- The Mission and Development Strategy of the University, on the proposal of the University Council
- The Financial Plan, on the proposal of the Dean
- The Internal Organization Regulation, on the proposal of the Dean
- The Work Regulation
- The Salary and Compensation Regulation
- The Rules of Procedure of the Governing Council
- The Regulation on Simple Procurement.

(3) The University Council adopts:

- The Study Regulation
- The Final Thesis Regulation
- The Regulation on the Recognition and Evaluation of Prior Learning
- The Regulation on the Content and Format of Certificates, Diplomas, and Confirmations, as well as the Diploma Supplements, and information packages for the transfer of ECTS Credits
- The Regulation on the Revocation of Academic or Professional Titles or Degrees
- The Statute of the Student Council, on the proposal of the Student Council
- The Quality Assurance System Regulation
- The Internal Evaluation Regulation
- The Regulation on Conditions for the Appointment to Teaching, Associate, and Professional Positions
- The Ethical Code
- The Regulation on the Disciplinary Responsibility of Employees
- The Regulation on the Disciplinary Responsibility of Students
- The Publishing Activity Regulation
- The Regulation on Awards and Recognitions
- The Regulation on Awarding Excellence to Teachers and Associates
- The Rules of Procedure of the University Council.

(4) The Dean adopts:

- The Employment Plan and Program
- The Teacher Advancement Plan and Program
- The Office Operations Regulation
- The Library Operations Regulation
- The Document Management Regulation
- The Occupational Health and Safety Regulation
- The Fire Safety Regulation

(5) In addition to the general acts listed in the previous paragraphs of this article, the Governing Council, the University Council, and the Dean may, in accordance with the law and this Statute, adopt other general acts necessary for the work and functioning of the University.

Article 90

(1) General acts come into force on the eighth day after their publication on the University's website, and in exceptional and specifically justified cases, on the day of publication on the University's website.

(2) The body that adopted the act provides the authentic interpretation of general acts.

(3) Amendments and additions to general acts are adopted in the same manner prescribed for their adoption.

XI. PUBLICITY OF WORK AND BUSINESS SECRET

Article 91

(1) The work of the University is public.

(2) The University informs the public about its activities through public media, publishing special publications, posting notices on the University notice board and website, and other appropriate methods.

(3) Information or announcements regarding the work and operations of the University are provided by the Dean or a person authorized by the Dean.

Article 92

All information held, managed, or monitored by the University is available to authorized individuals with the right to access information in accordance with the Access to Information Act.

Article 93

(1) Business secrets include data and documents whose disclosure or viewing by unauthorized persons would be contrary to the interests of the University, damaging its reputation and interest.

(2) The following are considered business secrets:

- data and documents declared as business secrets by the Dean,
- data containing bids for a tender until the results of the tender are published,
- data and documents declared confidential by competent state bodies, as well as other data and documents designated as business secrets by law or other regulations.

(3) The University will withhold information about data and documents that are considered business secrets. The University may disclose or allow access to such data and documents only to persons who prove legal interest, with the Dean's approval.

(4) The University is obligated to safeguard data and documents that are considered business secrets, which is directly managed by the Dean or a person authorized by him.

Article 94

(1) Data and documents considered business secrets must be kept confidential by all employees of the University, regardless of how they came to know the information.

(2) Unauthorized disclosure of business secrets constitutes a serious violation of work duties.

(3) The obligation to maintain business secrecy extends to employees even after the termination of employment at the University.

Article 95

Disclosure of data and documents considered business secrets is not considered a breach of confidentiality if the information is disclosed or made available to persons or bodies to whom it can or must be disclosed based on regulations or authority arising from the role they perform.

XII. TRANSITIONAL AND FINAL PROVISIONS

Article 96

(1) The University will align the general acts under Article 89 of this Statute with the provisions of this Statute within 6 months from the date of its enactment.

(2) Until the general acts are aligned with the provisions of this Statute, the existing general acts of the University will apply, except for provisions that are in conflict with the Act and this Statute.

Article 97

(1) The University will align its internal organization and bodies within one year from the date of the enactment of the Act on Higher Education and Scientific Activity.

(2) The Dean and Vice-Deans elected under the previously applicable regulations will continue to serve until the end of their term of office.

(3) Procedures initiated according to the previous provisions of the Statute and other general acts of the University will be completed according to the provisions that were in effect at the time the procedure was initiated.

Article 98

Upon the entry into force of this Statute, the Statute of the University of Applied Sciences Baltazar Zaprešić, dated 28 January 2014, REGISTRATION NUMBER: 0009-05/2-1-2014, ceases to be valid.

Article 99

This Statute shall enter into force on the eighth day after its publication on the notice board and the University's website.

REGISTRATION NUMBER.: 116-05/6-2023

In Zaprešić, 5 April 2023

President of the Governing Council

Drago Bago, M. Sc.

The Statute of the University of Applied Sciences Baltazar Zaprešić was published on the notice board and the University's website on 6 April 2023.

Chief secretary

Nina Nemčić, mag. iur.