

**University of Zagreb  
School of Dental Medicine**

**BYLAWS  
OF THE SCHOOL OF DENTAL MEDICINE**

(Revised version)



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Pursuant to article 63 paragraph 4 of the Act on Scientific Work and University Education (the Official Gazette "Narodne novine" No. 123/03, 198/03, 105/04, 119/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15), article 43 paragraph 3 of the Bylaws of the University in Zagreb, the Faculty council on its 12<sup>th</sup> session held on 22<sup>nd</sup> September, 2016 and on its 21<sup>st</sup> session held on 25<sup>th</sup> May, 2017, as well as in accordance with the Decision of the Senate of the University of Zagreb from 11<sup>th</sup> July, 2017, passed the following

**BYLAWS  
OF THE SCHOOL OF DENTAL MEDICINE OF THE UNIVERSITY OF ZAGREB  
(Revised text)**

***I. GENERAL PROVISIONS***

**Article 1**

These Bylaws shall govern the name, the seat and the symbols of the School of Dental Medicine of the University of Zagreb (hereinafter referred to as: the Faculty), then the structure, the activities and the management of the School, composition and powers of the Faculty boards, decision making, structure and performance of studies, status of lecturers, associates, scientists and other employees, status of students, as well as other issues important for the School.

**Article 2**

The **Faculty** is a public college within the University of Zagreb, which organizes and conducts university studies, scientific and high-professional work, primarily in the field of dental medicine, and in other fields of scientific and educational-scientific areas of biomedicine and health care.

**Article 3**

(1) The **Faculty is a legal entity with the status of a public institution** which is enrolled in the court register of institutions and in the Register of higher education institutions led by the Ministry in charge of Science and Higher Education (hereinafter referred to as: the Ministry).

(2) University of Zagreb has founding rights over the Faculty.

(3) The Act on Scientific Work and University Education and the Bylaws of the University of Zagreb prescribe the powers of the Faculty in legal transactions and management.

**Article 4**

(1) The **name of the Faculty** is: University of Zagreb, School of Dental Medicine.

(2) The abbreviated name of the Faculty is School of Dental Medicine.

(3) The seat of the Faculty is in Zagreb, Gundulićeva 5.

**Article 5**

(1) After having obtained the opinion of the competent state administration body, the Senate of the University (hereinafter referred to as: the Senate) may, at the proposal of the

dean, the Faculty council and the Rector, make decision about changing the name, the seat and the scope of activities of the Faculty.

(2) With the Senate's consent the Faculty may establish corporations, institutions and other legal entities, as well as acquire stocks or business shares in established companies.

## **Article 6**

(1) **The Faculty disposes with its own seal, embossed stamp, emblem, flag and symbol (logotype).**

(2) The seal of the Faculty is of a circular shape of 38 and 25 mm in diameter, with a drawing of the building of the School of Dental Medicine, under which stands "1948" as the year of establishment. On the upper side of the curve, the "University of Zagreb" is entered semi-circularly, and on the underside is written "School of Dental Medicine".

(3) Diplomas, other certificates and documents issued by the Faculty on the basis of public authority, are verified with an embossed stamp of 38 mm in diameter or a seal, 38 and 25 mm in diameter, with the coat of arms of the Republic of Croatia in the centre and with the inscription "Republic of Croatia" above, and "University of Zagreb", "School of Dental Medicine" with the lower part of the rim.

(4) Seals and stamps are marked with an ordinal number from 1 to the next. More detailed provisions on trademarks, stamp and sign of the School, their use, as well as graphic solutions are set out in the Rules on the Use of Trademarks, Seals and Signs of the Faculty.

(5) The symbol (logotype) of the Faculty has a drawing of the building of the School of Dental Medicine in its centre, under which stands "1948" as the year of establishment. On the upper side of the curve, the "University of Zagreb" is entered semi-circularly, and on the underside is written "School of Dental Medicine".

(6) The flag of the Faculty is white. The ratio of length and width of the flag is 2:1. In the centre of the horizontally laid flag is the coat of arms of the Faculty. The diameter of the emblem on the flag is  $\frac{1}{2}$  the width of the flag. Within its core activities, the Faculty has the right and obligation to use the name, emblem and flag of the University, and to fully enter them into its own characteristics.

(7) The Faculty's units have the right and duty to use the name of the Faculty and to enter it in their name. The name of the Faculty shall be placed before the name of the organizational units.

(8) The dean approves the use of the emblem and flag of the School.

## **Article 7**

(1) Activities of the **Faculty** are:

- a) performance of integrated undergraduate and graduate university studies (hereinafter referred to as: **graduate studies**) as well as postgraduate studies of dental medicine in the scientific areas of biomedicine and health care,
- b) realization of scientific and professional work the scientific areas of biomedicine and health care,

- c) organization and performance of different forms of professional and scientific education of health care staff in order to follow new health achievements and participation in health care programmes,
  - d) organization and performance of national and international courses in order to enlarge the proficiency of students, health care staff and other interested persons for sustained education purposes,
  - e) publishing, library and information activities for teaching as well as scientific and professional needs,
  - f) sale of educational books and other printed material necessary for performing the Faculty's activities,
  - g) performing of judicial expertise in the scientific and professional areas of biomedicine and health care,
  - h) international cooperation in the scientific and professional areas.
- (2) Faculty can perform other activities as well, if they serve the core activity and contribute to the utilization of personal and spatial facilities.

#### **Article 8**

- (1) **Classes** at the Faculty shall be performed in Croatian language.
- (2) The Faculty may perform studies or parts of them in English provided that the enrolled students are able to follow lessons and to take examinations in English, and the lecturers and assistants that perform classes possess adequate English language skills.

## **II. ADMINISTRATIVE BODIES OF THE FACULTY'S MANAGEMENT BOARD**

#### **Article 9**

**Administrative bodies of the Faculty** are the dean and the Faculty council.

#### **Dean**

#### **Article 10**

- (1) The dean is the leader and head of the Faculty.
- (2) The dean leads and represents the Faculty and he is responsible for the legality of the Faculty's work and activity in accordance with the Act, the University Bylaws and these Bylaws.
- (3) Sign of the dean's honour is the dean's chain.

#### **Article 11**

- (1) Within his powers and obligations the dean:
- represents and acts for the Faculty,
  - is member of the Council in the areas of biomedicine and health care due to his status and function,
  - makes business decisions in accordance with the rules,

- presides the Faculty council and proposes the agenda for the meetings of the Faculty council,
- proposes to the Faculty council measures for promotion of the Faculty's work,
- executes the decision of the Faculty council, the Senate and the councils in the fields referring to the Faculty,
- makes decisions regarding the enforcement of rights and obligations from employments or in conjunction with employment contracts, decisions of second instance from employments and second instance decisions in administrative proceedings where on the basis of public powers he decides on the citizens' rights and obligations,
- provides written instructions to the staff regarding their employment-based obligations and refers to possible dismissal in case of further violations of these obligations,
- makes decisions on terminations of employment contracts,
- issues orders to individual employees or groups of employees for performing particular tasks,
- decides on complaints of applicants regarding the results of qualifying examinations,
- decides on complaints of students regarding decisions of first instance,
- performs other tasks in accordance with the Act, the Bylaws of the University and these Bylaws.

(2) The dean has the right to make business decisions on behalf of and for the account of the Faculty in the amount of HRK 1,000,000.00. For legal actions worth up to HRK 3,000,000.00, the dean must obtain the approval of the Faculty council, and for values exceeding this amount the approval of the Senate.

(3) The dean may partially delegate his powers to vice deans and the secretary of the Faculty.

### **Article 12**

(1) In the performance of his scope of responsibilities, the dean acts independently, his is liable for his work to the Faculty council and the rector of the University.

(2) The dean can appoint permanent and temporary commissions to perform tasks within his scope of competence.

(3) The dean submits, at least once a year, a report on the work and business of the Faculty, including a report on the budget proposal of the Faculty and its execution, to the Faculty council and the rector of the University

### **Article 13**

(1) As the dean may be elected the lecturer of the Faculty who has the academic title of a doctor of dental medicine, appointment of the scientific teaching grade as full professor in permanent profession, full professor or associate professor who is employed by the Faculty.

(2) Dean's mandate and powers last for three years and can be repeated once.

(3) The dean is liable for his work to the Faculty council and the rector of the University in accordance with the University Bylaws and these Bylaws.

#### Article 14

- (1) The dean's election procedure begins with the invitation of the Faculty council for proposals. The nominees submit professional resumes and a work program that they shall verbally present to the Faculty council.
- (2) Proposals to obtain the approval of the Faculty council are referred to the Senate, who, at the rector's proposal, has to decide within one month on its consent to the properly filed request.
- (3) The Faculty council, by secret voting, chooses the dean among the nominees for which the Senate has given its consent, in accordance with the procedure laid down in these Bylaws.
- (4) For dean shall be elected the nominee who in the final vote receives the nominal majority of the total number of members of the Faculty council.
- (5) The dean's election procedure is carried out in accordance with the terms set by the Senate, and shall be completed not later than four months before the dean's appointment to office, or the first day of the next academic year.
- (6) If the new dean is not elected until the expiration of the mandate of the former dean, the Faculty council shall propose to the Senate within 30 days the lecturer who meets the prescribed conditions as a dean of office until the dean will be elected. The Senate appoints a dean of office within 30 days after receiving the consent of the rector.
- (7) In case the Faculty council does not submit a proposal within the prescribed deadline, the office holder of the dean's position shall be appointed by the Senate upon the proposal of the Rector.
- (8) The terms and procedures of the dean's election are determined by special rules.

#### Article 15

- (1) **The dean can be relieved of his duties** before the expiration of the period for which he was elected if he:
  - requests to be relieved by himself,
  - does not fulfil the dean's duty,
  - seriously and permanently violates the provisions of the Bylaws, the general acts of the University or other regulations,
  - missuses dean's position,
  - violates the reputation of the duty he carries out by his behaviour,
  - becomes incapable of performing a dean's duties.
- (2) The dean's dismissal procedure begins with the decision to initiate the revocation procedure brought by the Faculty council by a majority of the total number of members.
- (3) The Faculty council leads the procedure and decides on the dismissal of the dean by a majority of the total number of members within two months from the beginning of the procedure.
- (4) If the Rector suspends the dean for non-compliance with the laws, other provisions, these Bylaws or university decisions based thereon, the decision on suspension shall be confirmed by the Senate by a two-thirds majority of the total number of members within 30

days of the suspension. If the Senate confirms the suspension, it shall be considered that the dean has been relieved of duty upon the date of the decision on the suspension.

(5) After the dean has been relieved, the Senate appoints an office holder for the dean's position until the election of a new dean. The procedure for the election of a new dean is carried out in accordance with the University Bylaws and these Bylaws. In this procedure the relieved dean cannot be nominee.

### ***Vice dean and assistants to the dean***

#### **Article 16**

The dean is assisted by vice deans and assistants of the dean, as well as by the dean's management board in accordance with the provisions of the Bylaws.

#### **Article 17**

(1) The **vice deans** are proposed by the dean among the lecturers of the Faculty already appointed in a scientific teaching grade.

(2) The number of the vice deans is determined by the dean with regard to their specific professional area for which the vice deans shall be in charge.

(3) The proposed vice deans are elected by the Faculty council with a majority of the present council members, by public vote.

(4) One of the vice deans replaces the dean in absentia, according to the dean's decision.

(5) The term of office lasts for three years and can be repeated.

#### **Article 18**

The dean's and the Vice deans' teaching obligations shall be reduced in accordance with the regulations governing this issue.

#### **Article 19**

(1) **Vice deans may be relieved of their duties** before the expiration of the term for which they were elected.

(2) The dismissal procedure with respect to the vice deans shall be based on the corresponding provisions of these Bylaws.

#### **Article 20**

(1) **The assistants of the dean** are appointed by the dean for a period of three years.

(2) The number of the assistants of the dean is determined by his decision.

(3) The assistants of the dean help the dean to perform tasks in the area of activity for which they are appointed.

(4) The assistants of the dean can be dismissed at the proposal of the dean.



### ***Dean's management board***

#### **Article 21**

- (1) The dean's management board is a professional body that, along with the dean, is made up of vice deans, assistants of the dean and the secretary of the Faculty.
- (2) The dean prepares, convenes and chairs the sessions of the dean's management board.
- (3) The management board meets generally at least once a week during term-time, and if necessary.

#### **Article 22**

- (1) The dean's management board carries out the following tasks:
  - proposes plans, development and financial policies and the organization of the Faculty,
  - proposes general acts to the dean,
  - performs other tasks determined by these Bylaws and the decisions of the dean.
- (2) In order to carry out certain tasks within his scope of responsibility, the dean may delegate powers to the dean's management board by written decision.

### ***Faculty council***

#### **Article 23**

The Faculty council is a professional council composed of representatives of the employees with appointment in scientific teaching, scientific, teaching and assisting grades, student representatives and a representative of the employees.

#### **Article 24**

- (1) The **elections** of representatives of lecturers, associates and employees (hereinafter referred to as: **Representatives**) at the Faculty council are announced by the dean of the Faculty.
- (2) Representatives have deputies who take over their duty in the case:
  - if the representative resigns,
  - of employment termination of the representative, or if the student's status at the Faculty ends,
  - if the representative is unable to attend the session due to illness, absence or other justified reason.
- (3) The deputy representatives shall be elected at the same time as the representatives in the manner specified in these Bylaws.
- (4) Student representatives' election is conducted in accordance with the procedure as prescribed by law.

#### **Article 25**

- (1) The Faculty council is elected in the ratio of the total number of employees as follows:

- full professors in the ratio 1:2,
- associate professors in the ratio 1:3,
- lecturers in the ratio 1:4,
- assistants and postgraduate students in the ratio 1:8,
- students – at least 15% of the total number of the members of the Faculty council.

Number and structure of the students' representatives for each academic year is determined by the Faculty council on the proposal of the dean.

- employees - one (1) representative.

(2) Dean, vice deans, department heads and heads of chairs are members of the Faculty council ex officio.

### **Article 26**

(1) The body for the election of the representatives of lecturers, associates and employees in the Faculty council is the Election Commission of the Faculty, and if necessary the voting committees.

(2) The Election Commission is appointed by the Faculty council.

(3) A person who may be elected as a representative at the Faculty council may be member of the Election Commission of the Faculty and the voting committee as well as a deputy member of these bodies.

(4) The Election Commission of the Faculty:

- takes care of the preparation and performance of the elections for the representatives,
- publishes on the basis of legally valid proposals a list of candidates for representatives and their deputies,
- announces the election results for the representatives and their deputies.

### **Article 27**

The manner of proposing and the procedure for the representatives and deputies election shall be governed by the Rules of Procedure of the Faculty council.

### **Article 28**

(1) The Faculty council, in addition to the powers established by law, also carries out the following tasks:

- adopts the Bylaws of the Faculty by a majority of the total number of members,
- elects the dean and the vice deans,
- performs elections for the members of the Biomedical Council of the area,
- accepts the dean's annual report,
- adopts the budget and the annual financial statement of the Faculty,
- cares and makes decisions to ensure the quality of study and scientific work,
- initiates the process of adopting and caring about the implementation of curricula, study, scientific projects, and gives opinions on proposals for university plans and curricula in whole or in parts of the field of the Faculty's activities,

- establishes new and develops existing research capacities at the level of particular scientific disciplines,
- initiates and carries out the procedures of appointment in scientific teaching titles and other professions grades in accordance with the Act and these Bylaws,
- performs procedures from the scope of postgraduate studies,
- encourages initiatives of individuals and groups of researchers, lecturers and students in scientific, teaching and professional activities,
- regulates issues of combating discrimination and conflicts of interest and other academic misconduct,
- gives an opinion on the procurement, installation and use of large equipment at the Faculty,
- gives consent to the dean for taking legal actions on behalf of and for the account of the Faculty in the amount of over HRK 1,000,000 to HRK 3,000,000,
- performs other tasks specified by the Act, the University Bylaws and these Bylaws.

#### **Article 29**

(1) The Faculty council may authorize the Committee for postgraduate studies to deal with issues regarding the postgraduate studies at the Faculty.

(2) The Faculty council confirms proposals and decisions of the Committee for postgraduate studies.

(3) Decisions of the Committee for postgraduate studies come into effect on the date of the confirmation by the Faculty council.

#### **Article 30**

(1) The Faculty council works in sessions.

(2) A session of the Faculty council can be held in case of presence of the majority of all members.

(3) The Faculty council shall make decisions, conclusions and opinions by majority of the votes of the present representatives if no other qualified majority has been established by the Act, these Bylaws or another general act of the Faculty.

(4) In the event of a tied vote in decision making by the Faculty council, the dean shall have the deciding vote.

#### **Article 31**

(1) The mandates of lecturers, associates, students and representatives of staff in the Faculty council last three years. Representatives may be re-elected to the Faculty council.

(2) Representatives of students are elected in accordance with the Act on Students' Union.

#### **Article 32**

The dean prepares, convenes and chairs the sessions of the Faculty council, and in case of his absence the Vice dean who has been authorized by him.

### **Article 33**

- (1) According to his assessment, the dean invites all lecturers and associates of the Faculty to the session of the Faculty council to discuss fundamental issues (class regime, curricula and study programs, criteria for the appointment in scientific and scientific teaching grades, determination of directions in the development of science).
- (2) The invited lecturers and associates participate equally in discussion with members of the Faculty council, but they have no right to vote.
- (3) The conclusions of the sessions referred to in paragraph 1 of this Article are binding.

### ***Other working bodies of the Faculty council***

### **Article 34**

The Faculty council may establish **permanent and temporary committees and commissions** for studying and preparing of certain issues and for the performance of other activities in its area of activity.

### **Article 35**

By decision on the organization of the working bodies of the Faculty council, there are established:

- Committee for lecturer selection,
- Committee for classes and students,
- Science committee,
- Committees for postgraduate studies:
  - Doctoral study committee
  - Committee for specialist studies.

### **Article 36**

- (1) The committees referred to in Article 35 of these Bylaws have an odd number of members and consist generally of lecturers with conferment of scientific teaching titles.
- (2) The rights and obligations and the manner of functioning of the committees are regulated by special rules.

### **Article 37**

The **Committee for lecturer selection** is a professional commission established by the Faculty council for the purpose of equalizing the benchmarks and harmonizing the actions in the selection process of lecturers, scientists and associates as well as for implementation of a uniform staff policy.

### **Article 38**

The **Committee for education and students** is a professional commission established by the Faculty council. The tasks of this Committee are to consider and determine suggestions regarding the curricula and educational programs and professional work within the classes of the graduate studies of dental medicine, to monitor the performance of classes and the realization of the curricula and study programs, to monitor the success of the students during every single year of education, to consider individual

demands of students regarding the enforcement of their rights, to propose the best students for granting awards, to make suggestions regarding the conduct of entrance examination and to carry out other study-related activities.

#### **Article 39**

The **Science committee** is a professional commission established by the Faculty council. The tasks of this Committee are to prepare and propose plans and programs for scientific work according to the regulations, to follow up the plans and programs of scientific activities, to submit proposals to the Faculty council in certain procedures for conferment of scientific titles, to promote scientific activity and to carry out other activities related to scientific work at the Faculty and scientific cooperation with other faculties within the University of Zagreb and other universities in the Republic of Croatia.

#### **Article 40**

(1) The **Committee for postgraduate studies** is a professional commission established by the Faculty council for the purpose of equalizing the benchmarks and harmonizing the actions within the postgraduate studies.

(2) The tasks of the **Doctoral study committee** are the development of a postgraduate doctoral study plan and program, the organization of studies, the monitoring of the implementation of studies, the inclusion of new courses and their holders in the postgraduate doctoral studies, the follow-up of the postgraduate dissertations of all applicants from their application to their defence, execution of other activities related to the organization and implementation of postgraduate doctoral studies of dental medicine.

(3) The tasks of the **Committee for specialist studies** are the development of a postgraduate specialist studies plan and program, the organization of studies, the monitoring of the study implementation, the inclusion of new courses and their holders in postgraduate specialist studies, the follow-up of postgraduate specialist theses of all applicants from application to defence, execution of other activities related to the organization and implementation of postgraduate specialist studies of dental medicine.

(3) Rights, obligations and methods of the Committee for postgraduate studies are regulated by the Rules on Postgraduate Studies.

### **III. ORGANIZATION OF THE FACULTY**

#### **Article 41**

(1) The Faculty is organized as a distinct public institution.

(2) The Faculty establishes organizational units as required, taking into account the diversity of its activities, and aiming to provide their efficient performance.

(3) Organizational units are:

- **internal organizational units:** departments and chairs,
- **external organizational units:** clinics, clinical departments, class bases,
- **professional-administrative organizational units:** secretary and the dean's office
- **central dental library**

## ***Departments and chairs***

### **Article 42**

Internal organizational units: departments and chairs organize and perform theoretical, teaching and scientific research, as well as practical teaching at the Faculty.

### **Article 43**

(1) The Faculty has the following **departments**:

- Department of Dental Anthropology, in which operates also:
  - Chair of Forensic Dentistry
- Department of Endodontics and Restorative Dentistry
- Department of Oral Surgery, in which operates also:
  - Chair of Anaesthesiology and Reanimatology
  - Chair of Maxillofacial Surgery
- Department of Oral Medicine
- Department of Orthodontics
- Department of Periodontology
- Department of Paediatric and Preventive Dentistry
- Department of Fixed Prosthodontics, in which operates also:
  - Chair of Fixed Prosthodontics,
- Department of Removable Prosthodontics, in which operates also:
  - Chair of Removable Prosthodontics

(2) The Faculty has the following **chairs**:

- Chair of Dermatovenerology
- Chair of Pharmacology
- Chair of Physiology
- Chair of Gynaecology and Obstetrics
- Chair of Social Medicine and Epidemiology
- Chair of Immunology
- Chair of Infectology
- Chair of Internal Medicine
- Chair of Neurology
- Chair of Ophthalmology
- Chair of Oncology and Nuclear Medicine
- Chair of General and Social Subjects
- Chair of General and War Surgery
- Chair of Otorhynolaringology

- Chair of Pathology
- Chair of Paediatrics
- Chair of Psychiatry and Medical Psychology
- Chair of General and Dental Radiology
- Chair of Microbiology

(3) Chairs of medical courses who perform classes at the Faculty on the basis of external cooperation are:

- Chair of Anatomy
- Chair of Biophysics
- Chair of Biochemistry
- Chair of Histology and Embryology
- Chair of Biology
- Chair of Chemistry
- Chair of Pathophysiology
- Chair of Statistics and Informatics.

#### **Article 44**

(1) **Departments** are scientific and teaching organizational units of the Faculty that coordinate teaching and scientific activities in the scientific area of biomedicine and health care, field of dental medicine.

(2) Departments, apart from teaching and science, unite health and professional work with patients in the field of dental medicine.

(3) Multiple courses can be organized within the Department, so it is organized by **one or more chairs**.

(4) The **Department head** manages the work of the department, and he is at the same time **head of chair**.

(5) The Department head is elected in the same procedure as the head of chair. If there are more chairs in a Department, the head of the department will appoint the heads of the chairs.

(7) The Department head is responsible for the work and the success of the department.

(8) The mandate of the Department head lasts for three years and can be repeated.

(9) The powers of the Department head are laid down in these Bylaws and other general acts.

(10) The Department head is responsible for his work to the dean and the Faculty council.

#### **Article 45**

(1) The Department head and the head of chair are elected among the lecturers with scientific teaching titles and teaching titles who are employed by the Faculty.

(2) Chairs of medical courses whose scientific teaching staff and associates give lessons on the basis of external cooperation do not elect heads, and the heads of the chairs appointed by their principal department shall be part of the Faculty council with the dean's prior approval.

(3) The procedure of the election of the department head and the head of chair is prescribed by the dean of the Faculty by decision on the announcement of the department head and the head of chair election.

(4) The elections are conducted at the same time, by secret voting of all lecturers of the departments/chairs for the respective department/chair.

(5) In case of no proposal of chairs with one or two lecturers with appointment in a scientific teaching grade, the department head and head of a chair shall be appointed by the Faculty council at the proposal of the dean as well as in case when two or more candidates receive an equal number of votes in the election procedure.

(6) The election of Department head and the head of a chair has to be confirmed by the Faculty council.

#### **Article 46**

(1) **Chairs** are the basic organizational form for the performance and improvement of teaching and carrying out scientific research work.

(2) It is the obligation of the chairs to implement and coordinate graduate and postgraduate studies, to take care of the improvement for all forms of teaching, of the choice and promotion of teaching staff and all other matters important for teaching.

(3) The chairs are structured according to the courses of the study program and the implementation plan.

(4) In line with the chair, related courses can be included in the main course as regulated by the Rules on Graduate Study, the study program and curriculum.

(5) The chair has generally at least three lecturers with conferment of scientific teaching titles who are employed by the Faculty.

#### **Article 47**

(1) The chair consists of lecturers with appointment in scientific teaching, teaching and associate grades who conduct teaching in the course of which they are head.

(2) The members of the chairs are lecturers and associates who are teaching.

(3) If the chair does not have a lecturer, the vice dean for student affairs shall be the head of such chair.

(4) The presence of at least one lecturer from each class base is necessary for the validity of the chair's decisions made by lecturers from several class bases.

(5) Members of the chair, lecturers who are not employed by the Faculty cannot participate in the election for the head of chair.

#### **Article 48**

(1) The chair's meeting is held as needed, but at least twice a semester.

(2) All the members are obliged to attend and participate in the work of the chair's meeting.

(3) Minutes shall be kept of the chair's meeting.

(4) The chair decides by the majority of the present members, except as otherwise provided for certain issues by these Bylaws.



#### **Article 49**

- (1) The **head** leads the chair.
- (2) The head of is supervises the teaching and professional work of the chair, while he is responsible to the dean and the Faculty council for his work.
- (4) Head of chair is elected among the lecturers with appointment in scientific teaching and teaching grades who have signed employment contract with the Faculty.
- (5) The head's mandate is three years. The head of chair shall be elected by secret voting by the members of the chair with appointment of scientific teaching and teaching grades.
- (6) The chair is required to obtain the preliminary opinion of the dean on the applicants' programs for the election of the head of chair.
- (7) The elected head of chair shall be confirmed by the Faculty council.
- (8) In the event that a new head shall not be elected until the expiration of the term of office of the former head, or in case the dean gives a negative opinion regarding the applicants' programs for the election of the head of chair, the dean shall appoint for the current academic year an office holder who fulfils the prescribed conditions.

#### **Article 50**

- (1) The chair coordinates the teaching of all class bases within curricula and programs of graduate and postgraduate teaching.
- (2) The chair, in co-operation with the student's representative, takes charges of details regarding the teaching implementation and decides on measures for attending lectures and exercises, as well as for harmonizing access to knowledge assessment.

#### ***Clinics, Clinical Institutes, Class bases***

#### **Article 51**

- (1) Clinics and clinical institutes are the basic organizational form of work, determined on the basis of the criteria of logical connection and the kinship of the scientific and active process that is performed therein, as well as the correlation of the working conditions of its employees.
- (2) Clinics and clinical institutes are health institutions or parts of healthcare institutions where clinical teaching is conducted; a similar chair of the faculty or more chairs are acting in the range of them.
- (3) The names of the clinics, clinical institutes and clinical hospital centres shall be appointed by the Minister of Health at the proposal of the Faculty in accordance with the conditions and procedure determined by special regulations.

#### **Article 52**

- (1) Teaching of a part or all the teaching courses can be entrusted and performed in healthcare institutions that have personnel, spatial and technical facilities - class bases.
- (2) Lecturers and associates of courses which major part can be only carried out in class bases as an integral part of the unique process of teaching, scientific and professional work are obliged to conclude simultaneously a contract with the Faculty and the class base.
- (3) With the termination of the employment contract of lecturers or associates in a class base, simultaneously the employment contract with the Faculty ends.

(4) Mutual rights and obligations in performing teaching in health institutions referred to in paragraph 1 of this Article shall be regulated by a contract between the Faculty and the health institution.

(5) The Study Rules set out the terms and conditions of teaching, as well as the mutual rights and obligations of the Faculty and its class base.

## **Secretariat**

### **Article 53**

(1) The Secretariat of the Faculty is a professional organizational administrative unit.

(2) The dean's Office is also part of the Secretariat.

(3) The Secretariat performs:

- professional-administrative tasks in the performance of graduate and postgraduate studies,
- professional-administrative tasks as part of carrying out scientific research work,
- legal, personnel and general affairs,
- financial-bookkeeping and material business,
- construction and maintenance work,
- other tasks required for a successful work of the Faculty determined by these Bylaws and other general acts of the Faculty.

(4) The Secretariat also carries out other tasks that are not part of the regular activities of other organizational units of the Faculty established by these Bylaws Statute and other general acts.

(5) The professional services of the Secretariat are:

- Legal, Staff and General Affairs Department,
- Financial and Accounting Service,
- Study and Permanent Education Department,
- Information and Multimedia Service,
- Department of Technical Affairs, Protection at Work and Fire Protection.

### **Article 54**

(1) The Secretariat is managed by the **Secretary General** (hereinafter referred to as: Secretary).

(2) The Secretary is the executive body of the dean, the Faculty council, the dean's Management Board and other expert services of the Faculty.

(3) The secretary must have a master's degree in law, he must have passed a bar examination and be able to present a suitable work experience.

(4) The secretary is responsible for the success of the Faculty's administrative services.

(5) The dean elects the secretary on the basis of a public tender.

(6) The secretary is responsible to the dean for his work.

## ***Central Dental Library***

### **Article 55**

- (1) Central Dental Library is organized as a separate organizational unit of the Faculty.
- (2) Central Dental Library is organized and operates in accordance with the Decision on the organization of the working bodies of the Faculty and the Act on Libraries.

### **Article 56**

- (1) The Central Dental Library is managed by the head librarian.
- (2) The **head librarian** is a member of the Libraries Committee that cares about library holdings.
- (3) The head of the Central Dental Library carries out the following tasks:
  - he proposes a work plan and program to the dean,
  - he provides incentives for a more professional and efficient work of the Library,
  - he takes care of the common library fund based on standards of work of higher education libraries.
- (4) The head librarian is responsible to the dean for his work.

### **Article 57**

- (1) The head librarian shall meet all the requirements for the appointment of a Librarian Adviser or a Senior Librarian prescribed by a special law.
- (2) The head librarian is elected by the dean on the basis of a public tender.
- (3) If required, the work of the head librarian shall be observed by the dean of the Faculty, considering the opinion of the dean's Management Board and Secretary of the Faculty.

## ***IV. STUDENTS***

### **Article 58**

- (1) A student is a person enrolled in a university degree program.
- (2) The status of a student is verified by a document, whose form the Senate prescribes.
- (3) Regular students are those studying in a full-time study program.
- (4) The costs of full-time studies are partly or fully subsidized depending on the success of the entrance examination or study program and available funds from the state budget in accordance with the general act of the University.

### **Article 59**

- (1) The **status of a full-time student** has a student during the prescribed duration of the studies, not exceeding twice the time of the prescribed duration of the study.

(2) A full-time student can study at once only at a single study or a one double-course study at the University. The University can permit to a particularly gifted student to study simultaneously another study.

(3) A full-time student is entitled to benefits of health insurance, subsidized nutrition, accommodation in a hall of residence and other rights in accordance with special regulations.

(4) The duration of the study from the previous paragraph does not include the student's study interruption.

#### **Article 60**

(1) A **guest student** is a student of another university who enrolls parts of the study program at the Faculty or University in accordance with a special agreement with the other University on the recognition of ECTS credits.

(2) The status of the guest student lasts at most one academic year. The rights and obligations of the guest student, the payment of the costs for his studies, the possibilities of continuing the studies and other issues regarding the status of the guest student are regulated by a contract with the other universities. Attendance and passed exams of the guest student from the preceding paragraph shall be recorded in a form prescribed by the Senate.

#### **Article 61**

(1) Students have the right to enrol in graduate studies within the enrolment quotas approved by the Senate at the proposal of the Faculty council of the Faculty of Dental Medicine.

(2) Entrance to the study is carried out on the basis of a public call announced by the Senate.

(3) Students who are citizens of the European Union have the same rights as students of the Republic of Croatia.

(4) Foreign nationals enrol in study under the same conditions as Croatian nationals with the payment obligation for studies in accordance with the law and the general act of the University or its components.

#### **Article 62**

(1) All applicants within the enrolment quotas for full-time students, who have completed an appropriate secondary school in duration of four years, have the **right to enrol in a graduate degree** for obtaining the academic title of a dental practitioner, under the same conditions determined by the Act.

(2) The Regulation on Graduate Studies determines which secondary school is appropriate for enrolment in the study as well as the enrolment requirements for applicants who do not have completed an appropriate secondary school.

(3) Admission to the study is performed on the basis of a public tender and the conducted entrance examination.

#### **Article 63**

**Enrolment in a graduate study program** shall be performed on the basis of a public tender and after attendance and achievement of an appropriate success in the entrance examination.

#### **Article 64**

- (1) The **entrance examination** is conducted by the Commission for the Entrance Examination (hereinafter: the Commission) appointed by the Faculty council for a period of three years.
- (2) Based on the results of the entrance examination, the Commission creates a ranking list determining which candidates have become entitled to enrol on the basis of the results achieved in the entrance examination and who have psychophysical abilities for the title of a doctor of dental medicine.
- (3) The published rank list replaces the decision on the result of the enrolment to which the applicants have the right to appeal within fifteen (15) days from the date of publication of the list rank on the Faculty's notice board.

#### **Article 65**

dean decides on the **appeals** of the applicants regarding the entrance examination and makes a final decision on enrolment not later than 30 September of the current year or in the extended deadline by the decisions of the competent bodies.

#### **Article 66**

Applicants enrolled at the Faculty who did not learn Latin language at least two years during their preceding education shall pass an exam in Latin language prior to enrolment of the third semester at an appropriate institution.

#### **Article 67**

- (1) **The students' rights and obligations** are:
  - to attend classes properly, fulfil the obligations stipulated by the study program and the curricula and the general and individual acts of the University and the Faculty,
  - participate in evaluating the quality of teaching and lecturers in the manner envisaged by the general act of the University,
  - to enrol in a higher semester or a year of study after having fulfilled all the obligations stipulated by the study program and the curricula,
  - to take exams in the manner and within the deadlines as specified in the general acts of the Faculty,
  - to complete the study program according to the envisaged general act of the Faculty.
- (2) **Students have the right to:**
  - a quality study and educational process according to the study program of dental medicine,
  - high quality teaching staff,
  - participate in scientific and professional projects in accordance with the possibilities and needs of the University and the Faculty,
  - to acquire additional knowledge, to enrol and pass courses on other study programs within the University according to their own choice and in accordance with the relevant general act,
  - consultations,

- select a tutor during graduate studies, and a mentor in postgraduate studies,
- use the library and other resources and facilities available to the University and the Faculty,
- take exams in an alternative way if required so because of his psycho-physical condition,
- participate in decision-making at the University and Faculty, in accordance with the Bylaws of the University and the Bylaws of the Faculty and other general acts,
- freedom of opinion and expression of attitudes,
- psychological, spiritual and other forms of counselling support in accordance with the general act of the University,
- file complaints with the heads of the Faculty or the University in case of violating rights,
- organized sports activities aimed at harmonious psycho-physical development,
- participate in the work of student organizations of the University and the Faculty, in accordance with their rules.

**(3) Students have the obligation to:**

- respect the general acts of the University and the Faculty,
- preserve the reputation and dignity of the Faculty and University, students, lecturers and other members of the academic community,
- act in accordance with the academic Code of Ethics.

**Article 68**

**(1) Students have a right to temporarily interrupt their study obligations:**

- during military service,
- during pregnancy,
- a student father or a student mother – until the age of one year of the child,
- for longer periods of illness, and
- in other justified cases.

(2) Pausing of the students' obligations from the precedent paragraph shall be approved by the vice dean for student affairs based on the student's written request and credible documentation, in accordance with the provisions of the Study Rules.

**Article 69**

(1) After completed classes and work obligations during the semester, the course bearer shall sign the student's record of studies to attest the duly executed obligations.

(2) The attestation of duly executed obligations shall be denied to a student who did not regularly attend classes as prescribed by the study program and the implementation plan of teaching.

**Article 70**

**Attestation of the study year** shall be carried out at the end of the semester at the time determined by the dean, and officially announced by the Secretariat.

#### Article 71

- (1) Student is **entitled to enrol the next year of study**, if by the end of the enrolment period he has fulfilled the prescribed obligations expressed in the ECTS credits he had obtained by enrolling in the previous year of study.
- (2) The student can only enrol courses for which he has fulfilled the requirements according to the program and the curricula.
- (3) The right to enrol in the following year of studies is obtained by the student if he passed all the prescribed exams and achieved 55 or more ECTS credits.

#### Article 72

A student who **has not completed the right to enrol** in the next year of study repeats the same year of study and has the right to enrol courses from higher years of study in accordance with the decision of the vice dean for student affairs.

#### Article 73

- (1) The transferring conditions for students from another university and changing from one study to another study within the University are regulated by a general act of the University and the Faculty. The status of students with a difference of obligations and the manner of transitioning students is regulated by the Study Rules.
- (2) **Students from other higher education institutions** are entitled to enrolment according to the conditions stipulated by the Act and these Bylaws, provided that the study program and classes' implementation plan are in accordance with the study program and curricula of the School of Dental Medicine.
- (3) A transition to the School of Dental Medicine is usually not permitted in the first, fifth and sixth year of studies, unless explicitly required by decision of the relevant body of the University.

#### Article 74

- (1) **The status of a full-time student** has a student during the prescribed duration of the study, not exceeding twice the time of the prescribed duration of the study. The student retains the status of a full-time student until the end of the academic year in which he loses the status of a full-time student.
- (2) In addition to the statutory requirements, the obligations of full-time students can be temporarily interrupted as well in other justified cases as set out in the Study Rules.

#### Article 75

- (1) Students from other higher education institutions can enrol certain courses for the purpose of knowledge enlargement, and they can pass exams in these courses.
- (2) Persons who have completed studies at the University of Zagreb are also entitled to use the same right.
- (3) The right referred to in paragraph 1 of this Article may be realized, if the courses extend the professional knowledge of the student acquired in his main study.
- (4) It is possible to enrol courses that are not offered in the main study as well as courses with a fund of teaching hours at the principal school less than 50% of the teaching hours fund at the Faculty.

- (5) The vice dean for student affairs decides on the enrolment of individual courses on the basis of the applicant's reasoned application.
- (6) The course is enrolled in a study document of the home faculty.
- (7) The student bears the study expenses according to the dean's decision.

#### **Article 76**

- (1) A **diploma** on the obtained academic title of a doctor of dental student medicine is issued to a student who passed all the prescribed exams and fulfilled all obligations.
- (2) The diploma shall be signed by the dean.
- (3) The diploma shall be verified with a dry seal.
- (4) Promotion of students is done by the dean or, in absence of the dean, by the Vice dean who is authorized, and two vice deans by the solemn promotion act.

#### **Article 77**

Students are obliged to respect laws, provisions of the University Bylaws, these Bylaws and the general acts of the Faculty as well as to preserve the reputation of students and Faculty.

#### **Article 78**

- (1) By failure to fulfil their obligations students can cause more or less severe violations whose description is determined by the Rules on Disciplinary Responsibility of Students.
- (2) Due to violation of duty and non-fulfilment of obligations, the student may be course to **disciplinary measures**: reprimand, public monition, monition before exclusion and permanent exclusion from the Faculty.

#### **Article 79**

##### **Student status ceases by:**

- completion of the study,
- leaving the study,
- failing to enrol in the next academic year (or semester),
- not earning at least 35 ECTS credits within two consecutive academic years,
- expulsion based on a disciplinary decision of the competent authority,
- in other cases envisaged by the general act of the University or Faculty.

#### **Article 80**

A leaving certificate with a specification of attested semesters and passed exams shall be issued to a student who has left the Faculty. A note about the leaving shall be entered in the study document.



## V. STUDY

### Article 81

(1) The Faculty establishes and performs integrated undergraduate and graduate university studies as well as postgraduate studies:

- **an integrated undergraduate and graduate university study program** for acquiring the academic title of a doctor of dental medicine for six (6) years which is constituted solely as a full-time study by which completion the student earns 360 ECTS credits,
- **postgraduate university studies are:**
  1. **a doctoral study** in a minimum duration of three years by which completion the student earns 180 ECTS credits.
  2. **a specialist study** in a duration from one to two years. By completing the prescribed conditions for each year of the postgraduate specialist study program, the students earns from 60 to 120 ECTS.

(2) Postgraduate university doctoral studies and postgraduate specialist studies can be conducted in the way that at most 30% of the postgraduate doctoral courses can be at the same time courses of one or more postgraduate specialist.

(3) Study programs of integrated undergraduate and graduate university studies and postgraduate studies are adopted by the Senate at the proposal of the Faculty council.

(4) For the purpose of lifelong education, the Faculty – in addition to the studies referred to in paragraph 1 of this Article – also organizes various programs of continuing education which are regulated by special rules.

### *Integrated study*

### Article 82

(1) Integrated undergraduate and graduate university studies (integrated study) of dental medicine are carried out thoroughly without the delineation of undergraduate degree programs from graduate programs.

(2) The studies are carried out on the basis of the study programs and the curricula.

### Article 83

(1) The **study program** contains:

- information on the duration of the study and the deadline for completing the study,
- the professional or academic title and degree acquired at the end of the studies,
- terms of enrolment for the study,
- academic conditions of enrolment at the beginning of the study, terms of entry into the next semester or trimester, i.e. the next year of study, as well as the requirements for enrolment of study obligations,
- provides the study goals that are achieved by completing individual study obligations, study modules and the total study program, as well as the number of hours for each study obligation that ensures the acquisition of intended study goals,

- the appropriate number of ECTS credits allocated to each study obligation based on the average total work spent that the student has to invest in order to acquire the intended goals of study as part of this obligation,
- the form of teaching and method of verifying acquired study goals for each study obligation,
- a list of other study programs from which ECTS credits can be earned,
- the way of completing the study,
- provisions on the issue whether and under what conditions students who have interrupted the study may continue their studies,
- the content of obligatory and elective courses and the number of hours required for their performance,
- the credit value of each course determined in accordance with the ECTS system,
- teaching forms and the way of examining each particular course,
- a proposal of the courses recommended to the student from other university studies,
- the way of completing the study.

(2) In the study program, 80% of ECTS credits are compulsory courses, and 20% of ECTS credits are elective courses.

#### **Article 84**

(1) Except the study program, the Faculty also delivers a curriculum in accordance with the Act and the Rules of the University.

(2) The curriculum determines:

- lecturers and associates who will be teaching in the study program,
- the teaching places,
- the beginning and the end of the lessons,
- forms of lessons (lectures, seminars, exercises, consultations, field work, knowledge checking and other),
- examination method, examination dates and test criteria,
- a list of literature for the study of individual courses,
- possibility of teaching in a foreign language,
- possibility of distance learning,
- other important facts for orderly teaching.

(3) The recommended literature for each course and for each exam must be in line with the scope of the study program.

(4) The curriculum is published before the beginning of teaching in the respective academic year and it is available to the public.

(5) The curriculum has to be published on the Faculty website, including summaries of lectures and other forms of teaching as well as the text of lectures and other forms of teaching in exceptional cases of unavailability of the relevant literature.

(6) If during the academic year, for justified reasons, the curriculum changes, these changes have to be published on the Faculty website.

## Article 85

The creation of the classes' implementation plan is based on a calculated load of work of 40 hours per week, comprising teaching hours, practical exercises and time for student preparation.

## Teaching

### Article 86

- (1) Teaching is executed through lectures, exercises (laboratory, pre-clinical, clinical, special clinical and other), seminars, practical lessons, colloquia, consultations, tutoring, exams, preparation and defence of the diploma thesis as well as other forms in accordance with the study program.
- (2) Teaching is executed at the Faculty's organizational units and class bases with which the Faculty has contractual relations.
- (3) Students are entitled and obliged to participate in all forms of teaching in the manner prescribed by the Study Rules.
- (4) As **practical classes** at the Faculty are laboratory, auditory, pre-clinical, clinical and special clinical exercises, as well as professional practice and other forms of teaching that enable the acquisition of prescribed knowledge and skills.
- (5) The number of students in the group for certain types of classes is determined by the Study Rules.

### Article 87

- (1) The **students' obligations** are generally allocated to 44 working weeks.
- (2) Regular tuition takes place over 30 teaching weeks.
- (3) In the remaining 14 weeks of study, students have time for consultations, preparations and taking exams.
- (4) Students enrol 25-35 ECTS credits in one semester.

Particularly successful students shall be given the possibility to enrol 36-40 ECTS points in one semester, with the purpose of completing the study within five years.

- (5) Teaching and extracurricular activities of Physical and Health Education conducted besides the teaching obligation in a total amount of 20 semester hours are mandatory for the students in the first and second year of study, but they are not compulsory for the other years of study.

### Article 88

- (1) The **students' knowledge** is checked during classes through colloquia, evaluation of practical work and in other ways.
- (2) The lecturer or associate who holds the course has the right to check and evaluate the student's knowledge by any form of teaching.
- (3) The final grade of the student's knowledge is determined by an exam.
- (4) The student's success on the exam and other knowledge tests is expressed in following grades:

5 - excellent

4 - very good

3 - good

2 - pass

1 - insufficient

(5) The **grades** excellent, very good, good and pass are passing grades. The grade insufficient is not passing.

(6) According to the **ECTS system**, the following rating marks are used:

A = excellent

B = very good

C = good

D, E = pass

FX, F = insufficient

(7) The authorized service of the Faculty keeps a permanent record of the completed examinations in which all grades are submitted. Only passing grades shall be entered in the study document.

#### **Article 89**

(1) The examination period in the winter, summer and autumn term lasts at least three weeks. When justified, the dean or the Faculty council may also determine extraordinary examination dates. Each exam period has two test terms for each course with a minimum time interval of 8 days. The exam calendar is published at the beginning of each academic year and it is an integral part of the curriculum.

(2) The examination dates can be organized during the academic year for those students who have completed teaching obligations from a particular course or teaching year.

(3) Each student who has fulfilled all the obligations prescribed by the curriculum may present himself for an exam. Exams are public.

#### **Article 90**

(1) The exams can be theoretical or practical, and can be executed in writing only, verbally only, or in writing and verbally. The full examination must be completed within 5 working days, except in particularly justified cases.

(2) Practical part of the exam can be done separately from the theoretical part. Examination is determined by the curriculum, the method of executing and evaluating the exam, the duration of the individual parts of the exam and the duration of the entire exam are determined by the Study Rules.

(3) Exam results are available to the public, and a student, or a person demonstrating a legal interest, have the right to take insight into the examination documentation. Insight is approved by the Vice-dean of teaching and students or the secretary general.

#### **Article 91**

(1) The Study Rules regulate the way of organization the examination dates as well as their number and schedule.

(2) The exam schedule is announced at the beginning of each academic year and is an integral part of the curriculum.

(3) The schedule of submissions of applicants must be announced latest one day before the start of the exam.

#### **Article 92**

(1) A student who considers that his exam is not fairly evaluated may request, within 24 hours from the announcement of the assessment, in writing a re-examination in front of the examination committee.

(2) The **re-examination request** must be reasoned.

(3) The dean, and in his absence, the vice dean for student affairs appoints the members of the Examination Committee within 24 hours of the receipt of the request.

(4) The examination procedure in front of the examination committee is regulated by the Study Rules.

(5) No appeal is allowed against the evaluation of the examination committee.

#### **Article 93**

(1) The **exam** in the same course can be taken up to four times.

(2) The fourth time the student takes the exam in front of the examination committee.

(3) The **examination commission** is appointed by the dean, and is made up by the course lecturer and two other lecturers, of which only one can be from the same course. The examiner of the exam in question cannot be the chair of the examination committee.

(4) Students who pass the exam for the fourth time in front of the examination committee in courses for which the exam is prescribed in written only, have the right to take the exam also in oral form.

(5) The examination committee evaluates the written exam, conducts an oral examination and concludes the exam completion and decides upon the grade.

(6) It is not possible to appeal against the grade of the examination committee.

(7) The student who did not pass the exam in the same course by the fourth time is obliged to re-enrol the same course in the next academic year.

(8) If even after the repeated enrolment of the course and exams executed in the manner specified in paragraph 1 of this Article, the student does not pass the exam, he loses the right to study at the respective study program.

#### **Article 94**

(1) **An exam in a course passed at another faculty** can be acknowledged in whole or in part, depending on the correspondence of the respective plan and program, i.e. course matter.

(2) The vice dean for student affairs, with the previously obtained opinion of the chair, or the course lecturer, makes a decision on the recognition of the exam.

(3) The decision shall be made based on the request and the required attachments.

(4) An appeal may be lodged by the student or the chair, if they are dissatisfied with the decision rendered by the Vice dean of teaching.

(5) The appeal shall be submitted to the dean whose decision is final.

## ***Completion of the study***

### **Article 95**

- (1) Graduate study ends by passing all exams and completing all study obligations and by preparing a graduate thesis and public defence of the same in accordance with the study program.
- (2) Upon completion of the study, the student is issued a **diploma** confirming the completion of the study and obtaining the academic title in accordance with the Act.
- (3) After completing the integrated undergraduate and graduate university study of Dental Medicine the student acquires a doctoral degree in dental medicine. The abbreviated form "dr.med.dent." is placed after the name and surname.
- (4) In addition to the diploma, a supplementary document (diploma supplement) is issued to the student, confirming which exams he has passed, the obtained grades and how many the ECTS credits he had earned.

### **Article 96**

- (1) Graduate thesis can be defended by a student who:
  - has regularly studied at least two last semesters,
  - complied with all conditions of compulsory and elective forms of teaching,
  - passed all prescribed exams and earned at least 360 ECTS credits.
- (2) The diploma thesis has to be announced on the occasion of enrolment in the 11<sup>th</sup> semester of study, and in justified cases stipulated by the Study Rules, it is possible to announce it the earliest during the 9<sup>th</sup> semester of the study.

### **Article 97**

- (1) The vice dean for student affairs appoints the commission for evaluating and defending the diploma thesis.
- (2) The commission has three members appointed in the manner prescribed by the Study Rules.
- (3) The way of performance and assessment and the defence of the diploma thesis shall be regulated by the said Rules.

## ***University postgraduate studies***

### **Article 98**

- (1) The faculty organizes and performs university postgraduate doctoral studies and postgraduate specialist studies.
- (2) The postgraduate doctoral program is structured generally with compulsory and elective courses according to the score system, as study for obtaining a doctoral, as determined by the study program in accordance with the University Bylaws.

### **Article 99**

- (1) University postgraduate doctoral study can be enrolled by a person who has completed a graduate university degree.

(2) University postgraduate specialist studies can be enrolled by a person who has completed the corresponding graduate study and who meets the requirements of the general act governing the study.

(3) Depending on the type of the previous study, different enrolment conditions may be established, which may include, inter alia, the obligation to take distinctive exams.

(4) In accordance with the Bylaws of the University the curriculum determines the completion of graduate studies enabling enrolment in postgraduate doctoral and specialist studies of the Faculty.

#### **Article 100**

(1) The university postgraduate doctoral study lasts at least three years.

(2) The university postgraduate specialist study generally lasts one or two years.

(3) Exceptionally, persons who have realized scientific achievements and whose significance meet the conditions for appointment of scientific grades, can obtain a doctorate in science through enrolment of a postgraduate doctoral study and writing a doctoral dissertation in accordance with the Rules on University Postgraduate Studies.

#### **Article 101**

(1) A scientist with appointment in scientific grade of a profession in accordance with the Rules on Postgraduate Studies may be course holder within the scope of university postgraduate studies.

(2) The student in mastering the postgraduate education program is assisted by a mentor appointed by the Faculty council, and whose rights, obligations and manner of work are determined by the Rules.

#### **Article 102**

(1) On the university postgraduate studies, the committees are established to evaluate the adequacy of the topic of final thesis and for evaluation and defence of the final thesis.

(2) The Committee referred to in paragraph 1 of this Article shall be appointed by the Academic Faculty council among the lecturers with appointment in scientific teaching grades and scientists participating in the implementation of postgraduate studies.

#### **Article 103**

(1) The **committee** consists of not less than three members.

(2) The student's mentor cannot be the president of the committee from the previous article.

(3) The appointment of the members, the acting manner of the committee and the completion procedure of postgraduate studies are regulated by Rules on Postgraduate Studies.

#### **Article 104**

(1) The university postgraduate doctoral study ends by passing all the exams, writing and public defence of doctoral thesis (dissertation) and by earning ECTS credits in accordance with the study program.

(2) The university postgraduate specialist study ends by passing all the exams, writing the final thesis and/or passing the corresponding final exam as well as by earning ECTS credits in accordance with the study program.

(3) The topic of a final thesis that has not been defended during a period twice as long as the prescribed study is course to re-acceptance.

#### **Article 105**

After a postgraduate specialist study, a diploma is issued to the student which confirms the completion of the study and the acquisition of the university master's degree in dental medicine (univ.mag.med.dent.) in accordance with the Act.

#### **Article 106**

After the university postgraduate (doctoral) study, the student is issued a diploma confirming the completion of the study and the academic degree of a doctor of science (Ph.D.).

#### **Article 107**

(1) As day of completed postgraduate specialist studies is considered the day of defence of the postgraduate specialist thesis.

(2) As the day of granting a doctorate is considered the day of defence of the doctoral thesis (dissertation).

#### **Article 108**

More detailed provisions on the organization of university postgraduate studies are set out in the Rules on postgraduate studies.

### ***Professional and scientific training***

#### **Article 109**

(1) The Faculty organizes various professional training and continuing education programs based on the principles of lifelong learning in accordance with the decisions of the Faculty council and the Rules governing the continuing education.

(2) Mutual relations between the Faculty and interested legal entities are regulated by contract.

(3) After the completion of a professional training program, the Faculty issues a certificate containing a description of the student's obligations, and if the program load is measured by ECTS credits, it also contains ECTS credits.

### ***Professional and scientific research work of students***

#### **Article 110**

(1) During their study students can be included in professional and scientific research.

(2) At the beginning of the academic year the chairs publish topics of professional and scientific research in which students can be included.

(3) By agreement with individual lecturers, students can also be included in professional and scientific research work in other fields and topics.



### **Article 111**

Students' scientific research work is also performed in the special form of elective courses in a manner that is regulated by the Study Rules.

### **Article 112**

- (1) Professional and scientific research work is carried out by the students under the guidance and supervision of the research director. Directors can be lecturers and associates of the Faculty.
- (2) Professional and scientific research work is carried out by students outside their regular teaching obligations.
- (3) The professional and scientific research work of the students, depending on the assessment of the research director, may result in a congressional announcement or publication.

### **Article 113**

- (1) In order to stimulate the development of the scientific research work of the students, the Faculty awards annual prizes for the best students' scientific or professional papers.
- (2) The standards and procedure of awarding prizes and scholarships are set out in special rules adopted by the Faculty council at the proposal of the dean.

## ***Demonstrators***

### **Article 114**

- (1) Demonstrators are appointed according to the needs of the teaching courses to help students during practical exercises and learning.
- (2) Demonstrators are appointed by the vice dean for student affairs based on the proposal of the chair.

### **Article 115**

- (1) Demonstrators are outstanding students who regularly pass their exams.
- (2) Demonstrators are usually appointed at the beginning of the academic year and remain on duty for two semesters.
- (3) If the demonstrator's work is not satisfying or if he delays regarding his exams, or is undergoing the examination, he shall be relieved of his before the expiration of the period for which he has been appointed.
- (4) Demonstrators are entitled to compensation for their work.
- (5) The election, rights and duties of the demonstrators, as well as other issues, are regulated by the Study Rules.

## ***Titles, degrees and certificates of completed studies***

### **Article 116**

- (1) Upon completing the studies the student acquires an appropriate academic title and other rights in accordance with the Act and special regulations.
- (2) Upon completing the integrated undergraduate and graduate university study, to the student is issued a diploma confirming the completion of the study and acquiring an academic title in accordance with the Act.
- (3) Upon completing the postgraduate doctoral program, to the student is issued a diploma confirming the completion of the study and acquiring the academic degree of a doctorate of science (Ph.D.).
- (4) Postgraduate doctoral student who obtains more than 120 ECTS credits by fulfilling the prescribed conditions can obtain a certificate on the number of earned credit points.
- (5) After a postgraduate specialist study, a diploma is issued to the student which confirms the completion of the study and the acquisition of a profession in the area of a university master's degree (univ. mag. med. dent.).
- (6) A certificate/attestation shall be issued to the trainee of a professional training course lasting up to one year after fulfilment of the prescribed conditions.
- (7) In addition to the certificate, diploma or attestation, a diploma supplement on the study shall be issued to the student confirming which exams he had passed, with which grades and how many ECTS credits he has earned. Upon his personal request a preliminary supplementary document can be also issued to the student even before the end of his study.
- (9) Diplomas, certificates and attestations issued by the University and the Faculty are public documents.

## **VI. EMPLOYEES**

### **Article 117**

- (1) Teaching, scientific and professional activities of the Faculty are performed by **lecturers, scientists, associates and persons with professional qualifications**, whose qualifications are determined by appointment of scientific teaching, teaching, scientific, collaborative and professional grades.
- (2) Teaching, scientific and professional activities of the Faculty can be performed also by **persons with appointment in the mentioned grades**.
- (3) In accordance with the law and these Bylaws, other persons whose scientific and professional achievements can contribute to the quality of the educational process or work in teaching, may participate in the teaching procedure.
- (4) These persons may be entrusted with up to one third of a course, provided that the core part of the course is performed by employees with appointment in scientific teaching grades.
- (5) Students of postgraduate studies with grades appointment in profession can take part in teaching according to the study program they are studying and on the basis of a contractual relationship with the Faculty.

(6) Students may assist in teaching and scientific work in accordance with the general act of the University or Faculty.

### ***Code of Ethics***

#### **Article 118**

(1) Lecturers and associates of the Faculty in their work, activities and behaviour should adhere to moral principles and to principles of professional ethics and base their work on the freedom of scientific creativity.

(2) Moral and ethical principles of behaviour and work of lecturers and associates are contained in the Code of Ethics adopted by the Senate and the Faculty.

(3) Lecturers and associates are disciplinary responsible for violations of their work obligations and of the Code of Ethics according to the Bylaws of the University and the Bylaws of the Faculty.

### ***Visiting lecturers, scientists and experts***

#### **Article 119**

(1) For the purpose of improving teaching and scientific work, the University and higher education institutions of the University may invite and appoint as a guest lecturer, scientist or expert a prominent foreign lecturer, scientist or expert from abroad. The guest can take part in teaching and in scientific projects.

(2) A person referred to in paragraph 1 of this Article may be entrusted, without appointment in scientific teaching grade by decision of the Faculty council, with the teaching of a particular course for two consecutive academic years at the most.

(3) These persons may be entrusted with the performance of up to one third of the teaching classes provided that the core part of the course is performed by persons with appointment in a scientific teaching grade.

### ***Appointment in grades and corresponding positions***

#### **Article 120**

(1) The general terms for the appointment in scientific, scientific teaching, teaching associate and professional grades are determined by the Act and the conditions are prescribed by the National Council for Science, Higher Education and Technological Development, the Rectors' Conference and by the general acts of the University and its constituents. The University and the Faculty shall, by means of a general act, prescribe special conditions (scientific, teaching, professional, psycho-physical and other) for appointment in certain grades.

(2) The appointment in professions referred to in paragraph 1 may also be carried out without the conclusion of an employment contract. A person may be appointed in a grade, in the case that the person participates or will participate in performing partly or in its entirety teaching in a particular course. The terms and procedures for the appointment in the respective grades are the same as those referred to in paragraph 1 of this Article.

### Article 121

- (1) **Scientific teaching titles** are: assistant professor, associate professor, full professor and full professor in permanent status.
- (2) **Teaching titles** are: lecturer and senior lecturer.
- (3) **Associate titles** are: assistant and postdoctoral researcher.
- (4) **Scientific titles** are: research associate, senior research associate, scientific advisor and scientific advisor in permanent status.
- (5) **Professional titles** are: expert associate, senior expert associate and expert advisor.

### Article 122

- (1) A person may be appointed in scientific grade and on appropriate position if:
  1. meeting the conditions for selection in the field specified by public tender,
  2. meeting the psychophysical and additional conditions prescribed by the general act of the University or its component.
- (2) A person may be appointed in scientific grade teaching title and an appropriate position in case of:
  1. being selected or fulfilling the conditions for appointment in an appropriate scientific grade in the field specified by public tender as follows:
    - I. **assistant professor:** research associate, senior research associate, scientific advisor or scientific advisor in permanent status
    - II. **associate professor:** senior research associate, scientific advisor and scientific advisor in permanent status
    - III. **full professor:** scientific advisor and scientific advisor in permanent status
    - IV. **full professor in permanent status:** scientific advisor in permanent status
  2. fulfilling the conditions of the Rectors' Conference with regard to educational, teaching and professional work for the selection of a scientific-teaching position,
  3. meeting the psychophysical and additional conditions prescribed by the general act of the University or its component.
- (3) A person with appointment of a teaching and professional grade and an appropriate position in case of:
  1. meeting the conditions for selection according to the Act,
  2. performing a course within a university study that does not require a scientific approach,
  3. meeting the psychophysical and additional conditions prescribed by the general act of the University or its component.
- (4) A person can be selected for an associate title and an appropriate position in case of:
  1. meeting the conditions for selection according to the Act,
  2. meeting the psychophysical and additional conditions prescribed by the general act of the University or its component.

### Article 123

The title of an **assistant professor** may be conferred to a person who, besides the conditions mentioned in Article 122 Paragraph 2 of these Bylaws, can present the following:

- papers prescribed by special rules,
- participation in the realization of scientific projects,
- necessary teaching and professional experience,
- appropriate specialization in the area of dental medicine or clinical medicine.

#### **Article 124**

The title of an **associate professor** may be conferred to a person who, besides the conditions mentioned in Article 122 Paragraph 2 of these Bylaws, can present the following:

- papers prescribed by special rules,
- participation in the realization of scientific projects,
- quotation by which are proven his internationally recognized scientific contributions,
- mentoring for Master and PhD students who have acquired a Master and/or Doctor degree,
- several years of teaching and professional experience as an assistant professor,
- appropriate specialization in the area of dental medicine or clinical medicine.

#### **Article 125**

The title of a **full professor** may be conferred to a person who, besides the conditions mentioned in Article 122 Paragraph 2 of these Bylaws, can present the following:

- a recognizable contribution to international science that is proved by an appropriate number of published works prescribed by special rules,
- participation in the realization of scientific projects,
- quotations followed over a longer time period, including self-quotations according to the Science Citation Index (SCI) or the Social Science Citation Index (SSCI),
- several years of teaching and professional experience as an associate professor,
- an appropriate number of mentorships for Master and PhD students who have acquired a Master and/or Doctor degree.

#### **Article 126**

The title of a **full professor on permanent status** may be conferred to a person who, besides the conditions mentioned in Article 122 Paragraph 2 of these Bylaws, can present the following:

- a recognizable contribution to international science that is proved by an appropriate number of published works prescribed by special rules,
- participation in the realization of scientific projects,
- quotations followed over a longer time period, including self-quotations according to the Science Citation Index (SCI) or the Social Science Citation Index (SSCI),
- several years of teaching and professional experience as an associate professor,
- an appropriate number of mentorships for Master and PhD students who have acquired a Master and/or Doctor degree.

## ***Starting the procedure of appointment of a title and a position***

### **Article 127**

- (1) By the decision to announce the call the procedure of selection starts. The call shall be published in the Official Gazette "Narodne novine", the daily press and on the **Faculty's** website as well as on the official web portal for job positions in the European Research Area.
- (2) The Faculty announces a call for appointment of grades for the profession and positions stipulated by the corresponding general act. For positions that are not intended by a general act, it shall be necessary to provide the financial means.
- (3) The provision of this Article shall also apply mutatis mutandis to the selection in a profession.

## ***Procedure of appointment of grades for professions and positions***

### **Article 128**

Appointment of grades in the scientific teaching, teaching, co-operative and professional titles and appropriate positions as well as selection in the appointment grades the Faculty initiates by making a decision on a public tender.

The public tender is published in the Official Gazette „Narodne novine“, the daily press and on the Faculty's website as well as on the official web portal for job positions in the European Research Area. The tender must be open at least 30 days.

- (2) If the procedure is initiated by the Faculty for selection for which it is authorized, the procedure shall be conducted by the Faculty council with the confirmation of the corresponding Department Council or the Senate.
- (3) If the Faculty is not authorized to perform the selection, the procedure is conducted by the Faculty council of the authorized institution.

### **Article 129**

- (1) Appointment of scientific grades is initiated by the Faculty or a person who estimates that he/she meets the requirements for appointment in the corresponding scientific grade.
- (2) The Faculty carries out the part of appointment procedure in the scientific grade for which is authorized.
- (3) For the scientific grade appointment for which the Faculty is not authorized to undertake a part of the procedure, this part of the procedure has to be performed by a certified body.

### **Article 130**

- (1) For the scientific teaching position of an **assistant professor** could be chosen a candidate who is already appointed in the scientific teaching grade as an assistant professor.
- (2) For the scientific teaching position of an **associate professor** could be chosen a candidate who is already appointed in the scientific teaching grade as an associate professor and who holds for at least five years the scientific teaching position of an assistant professor or the scientific position of a research associate.
- (3) For the scientific teaching position of a **full professor** could be chosen a candidate who is already appointed in the scientific teaching grade as a full professor and who holds at

least for five years the scientific teaching position as an assistant professor or the scientific position as a senior research associate.

(4) For the scientific teaching position of a **full professor in permanent status** may be chosen a candidate who is already appointed in the scientific teaching grade as a full professor in permanent status and who holds at least five years the scientific teaching position of full professor or the scientific position of a scientific advisor.

(5) If it is clearly established that an employee fulfils the criteria for the appointment in the higher scientific teaching grade and for the corresponding position in relation to the one onto which he is selected presently, the Faculty council can initiate the tender for the selection from paragraphs 2 and 3 of this article of Bylaws based on the special decision and the consent of the employee, even earlier than the deadlines determined by these paragraphs, but not before expiration of a period of three years from the date of his previous appointment in scientific teaching grade or scientific grade and selection on the corresponding position with lower grade,

### Article 131

(1) The Faculty council shall appoint an expert committee with an odd number of members not later than 30 days after the deadline for the application. There are at most two thirds of the Faculty's employees in this committee. The members of the committee must have the same or a higher **scientific teaching grade** in relation to the one for which the selection for appointment shall be carried out.

(2) If the procedure for appointment in scientific teaching grade should previously be carried out for the candidate, the Faculty council shall within 30 days, based on the reports and proposals of the committee, submit a proposal and opinion for the appointment of a scientific teaching title to the Biomedical and Health Head Committee.

(3) Head committee shall confirm or not the opinion and the proposal of the committee. Missing this term cannot result in the acquisition of a title.

(4) After receiving the decision of the head committee, the expert committee shall submit to the Faculty council a report stating which candidate or applicant is proposed for appointment in the scientific teaching grade and on an appropriate position.

(5) If it is not necessary to perform the procedure of appointment in a scientific grade for the candidate, the expert committee shall submit a report to the Faculty council, which shall decide on the appointment.

(6) The appointment in the scientific teaching grade as an assistant professor and as an associate professor is confirmed by the competent council of the corresponding department, and the Senate of the University confirms the appointment in the grade as a full professor and full professor in a permanent status, whereby the appointment becomes valid.

(7) All applicants in the appointment procedure in the scientific teaching grade shall be informed about the results within 15 days from the finalization date of the appointment procedure.

(8) If the Senate or the Biomedical Council of Area shall not confirm the appointment, the procedure shall be annulled.

(9) The persons selected in the scientific teaching positions are bound by an employment contract for an indefinite period of time with the obligation of executing a re-election or an election to a higher position.

## ***Re-election procedure for scientific teaching positions***

### **Article 132**

- (1) Unless no procedure for the appointment in the higher scientific grade and an appropriate scientific teaching position has been initiated previously for employees elected for scientific teaching positions, except for full professor with permanent status, the re-election procedure shall be performed in compliance with the Act, the Bylaws of the University of Zagreb and these Bylaws.
- (2) Faculty council performs the re-election procedure every five years.
- (3) Faculty council appoints an expert committee of three members with the same or a higher title holding an appropriate position with regard to that for which the re-election is demanded.
- (4) Expert committee submits every five years a report on the employees' work to the Faculty council. The report form and the reported minimum work duties are prescribed by the National Council for Science, Higher Education and Technological Development. The Faculty stipulates the procedure of the report acceptance by general act, but it may also prescribe additional conditions regarding the report.
- (5) If the Faculty council does not accept the work report or accepts a negative work report, the re-election procedure shall be repeated two years after the date of the adoption of the said decision.
- (6) If the Faculty council does not accept a report on work submitted after the expiration of two years from the previous negative assessment, or accepts a negative work report, the procedure for a regular termination of the employment contract shall be initiated (termination due to the employee's misconduct).

## **Procedure for renewal of an employee's employment contract for a scientific teaching position**

### **Article 133**

- (1) The employment contract of an employee with appointment in the scientific teaching grade or an expert title on an appropriate position shall terminate after expiration of the academic year in which he has reached the age of 65 for retirement.
- (2) Exempt from the provision of paragraph 1 of this Article, if there is a need for continuing the work of the employee in a scientific teaching position at the Faculty, the Faculty may conclude a two-year term contract with an employee who meets the criteria of excellence, with the possibility of extension in two-year terms.
- (3) The excellence criteria for the selection of employees for the conclusion of employment contracts after the age of 65 are provided by the National Council for Science, Higher Education and Technological Development. The University may prescribe additional excellence criteria by general act.
- (4) If the Faculty council is authorized to carry out a part of the procedure of appointment in the scientific grade, it shall appoint, in accordance with the Act, an expert committee of three members with appointment on the same or a higher scientific grade than the applicant. At least one member of the committee shall not be an employee of the Faculty/scientific organization in which the applicant is employed. Faculty council has to submit - on the basis of the report and proposal of the committee - within one month an opinion on the fulfilment of the criteria of scientific excellence to the competent principal committee.



(5) The Faculty council appoints an expert committee which submits a report on fulfilment of the criteria for teaching excellence. The accepted report shall be submitted by the Faculty council to the competent department council of the scientific field.

(6) Based on the certificate referred to in paragraph 5 of this Article, the employee concludes a fixed-term contract.

(7) The Faculty may extend the employment contract of an employee also beyond the limits set forth in this Article of the Bylaws of the Faculty, if the required financial means are provided, and in accordance with the Act.

### ***Collaborative titles and appropriate positions***

#### **Article 134**

(1) Appointment of the grade to an assistant and postgraduate associate and appropriate position is carried out on the basis of a public tender.

The procedure of election, appointment of mentors and monitoring of the work of assistant and postgraduate students are under the competence of the Faculty council.

(2) The evaluation of the work of the assistant, postgraduate student and mentor is carried out in accordance with the Act and the general act of the University or Faculty.

### ***Employment contracts and other appropriate contracts***

#### **Article 135**

(1) A person with appointment in the scientific teaching, teaching and professional position is concluding an employment contract for an indefinite period of time with the obligation of executing re-election or an election to a higher position.

(2) An employment contract with a lecturer may be terminated only with the consent of the Faculty council, except in case of termination of the employment contract by force of law or due to disciplinary responsibility.

(3) A person with appointment in the collaborative position concludes a fixed-term contract.

#### **Article 136**

If an employee is employed in a scientific position at the Faculty, in terms of the conditions to be met for election for this position, election and re-election procedure, as well as all other rights and obligations in an appropriate manner, depending on the scientific title sought for a particular position, apply the provisions of the Bylaws of the University of Zagreb relating to persons working in scientific-teaching or art-teaching positions.

### ***Administrative and professional technical tasks***

#### **Article 137**

(1) Administrative and professional technical tasks at the Faculty are performed by employees who fulfil the conditions set out in the general act.

(2) The number of employees performing these tasks and the conditions that employees in particular positions have to meet are determined by the general act of the University.

### ***Professor emeritus***

#### **Article 138**

(1) To full professors in permanent status with special merits for the development and progress of the University and with recognized domestic and international scientific and professional contributions can be awarded the honorary title *professor emeritus*.

(2) The manner of nomination and selection, the selection criteria, rights and obligations of a *professor emeritus* are prescribed by a general act of the Senate.

(3) Professor emeritus participates in scientific work and performs a part of the postgraduate doctoral studies and postgraduate specialist studies.

(4) The lecturer elected as a professor emeritus can be exceptionally appointed as mentor of the doctoral dissertation or final work in the postgraduate specialist study, if Faculty council adopts such a decision.

### ***Rights and obligations of employees***

#### **Article 139**

Based on the employment contract, employees with appointment in the scientific teaching grade have the right and obligation to:

- work in teaching, science and to properly carry out the obligations arising from it, develop professional and collegial relations with other lecturers and students, and
- perform teaching in graduate and postgraduate studies within the scientific area in which they have been conferred to, by programs held by the University or Faculty and in accordance with the relevant general acts.

#### **Article 140**

The lecturer can use the paid sabbatical year for the purpose of scientific or professional development or performance of a scientific work in accordance with the general act of the University.

### ***Monitoring the success of teaching work***

#### **Article 141**

(1) Employees with appointment in the scientific teaching or teaching grade or in scientific positions are course to monitoring of their work, in accordance with the general act of the University.

(2) Regular examination of the employee's teaching work is carried out in the periods determined by the Senate's decision. The monitoring also involved the results of the student survey.

(3) The Senate determines the manner of verification, taking into account the particularities of the study programs and the head of the study.

## ***Awards and honours***

### **Article 142**

Awards and honours are granted to employees, students and other deserving individuals for their successful work and contribution to the reputation of the University and the Faculty in a form and manner established by the general acts of the Senate of the University and the Faculty council.

## ***Disciplinary procedure***

### **Article 143**

- (1) Failure to fulfil obligations, violation of the rules of conduct determined by the Bylaws of the University and these Bylaws or the general acts based thereon, and disruption of the reputation of the University and the Faculty and its employees shall entail disciplinary liability.
- (2) Lecturers and associates who commit acts referred to in paragraph 1 of this Article may be subject to a warning, a public warning and termination of the employment contract.
- (3) The description of disciplinary offenses and disciplinary proceedings shall be determined by special rules.

## ***Work outside the Faculty***

### **Article 144**

- (1) The scientific, curricular or professional activities of employees outside the Faculty, as well as remunerations and other interests arising from such activities may not be in conflict with the interests of the University and the Faculty.
- (2) The dean may prohibit, limit or condition by contract the activity of an employee referred to in paragraph 1 with legal entities and/or institutions outside the Faculty if such work has an adverse effect on the work of the University and the Faculty.
- (3) The lecturer and associate can cooperate with professional associations, organizations and bodies and transfer their knowledge.
- (4) Any form of such cooperation shall be previously approved by the dean of the Faculty.

## ***VII. PUBLICITY AND BUSINESS SECRET***

### **Article 145**

The Faculty informs the public about the performance of its activities:

- the Journal of the Faculty,
- notes,
- appropriate annual reports,

- annual reports to the University, which are published in the press,
- occasional press conferences,
- via internet.

#### **Article 146**

(1) At the request of any interested citizen, legal entity and other user, the Secretariat shall report on the conditions and manner of studying at the Faculty and the provision of other services from the activities for which the Faculty was established.

(2) All reports from paragraph 1 of this Article are also available on the official web site of the Faculty.

(3) Bylaws and general acts shall be published on the notice board and on the website of the Faculty and shall enter into force on the eighth day from the date of publication on the notice board and on the website of the Faculty.

#### **Article 147**

Data, documents, general acts and other documents, which are declared secret under the Act and general acts of the University and Faculty, are considered business and official secrets.

### ***VIII. TRANSITIONAL AND FINAL PROVISIONS***

#### **Article 148**

Upon the entry into force of these Bylaws, the Bylaws of the School of Dental Medicine shall cease to be valid from January 27, 2011.

#### **Article 149**

These Bylaws shall enter into force upon obtaining the consent of the Senate of the University of Zagreb and the eighth day after its publication on the notice board and on the website of the Faculty.

**Dean**

**prof. Hrvoje Brkić, Ph.D., signed**

Pursuant to Article 21, paragraph 14 and Article 38, paragraph 3 of the Bylaws of the University of Zagreb, the Senate of the University of Zagreb, on the 8<sup>th</sup> regular session in the 348<sup>th</sup> academic year (2016/2017), held on 14<sup>th</sup> February, 2017, made the decision on giving consent to the Bylaws of the School of Dental Medicine.

These Bylaws of the School of Dental Medicine are published on the notice board and on the website of the School of Dental Medicine on 3<sup>rd</sup> March, 2017 and come into force on 11<sup>th</sup> March, 2017.

Pursuant to Article 21, paragraph 14 and Article 38, paragraph 3 of the Bylaws of the University of Zagreb, the Senate of the University of Zagreb, on its 13<sup>th</sup> regular session in the 348<sup>th</sup> academic year (2016/2017), held on 11<sup>th</sup> July, 2017, giving consent to the Decision on Amendments to the Bylaws of the School of Dental Medicine.

These Bylaws of the School of Dental Medicine (consolidated text) are published on the notice board and on the website of the School of Dental Medicine on 12<sup>th</sup> July, 2017 and comes into force on the day of publication of the Bylaws.

**General Secretary**  
**Ines Muljat Skansi, LL.M., signed**