



STATUTE

of the Faculty of Pharmacy
and Biochemistry
of the University of Zagreb

CONSOLIDATED TEXT

February 2010

CONTENTS

1. GENERAL PROVISIONS

SUBJECT OF REGULATION

Title, seat, status and responsibility.....	4
Seal, coat of arms, flag, Faculty Day.....	4
Inviolability of premises.....	6
REPRESENTATION AND PRESENTATION.....	6
FACULTY ACTIVITIES.....	6
FACULTY ORGANISATION.....	7
INSTITUTES AND CENTRES.....	7
Registrar's Office.....	8

II. SPECIAL PROVISIONS

FACULTY ADMINISTRATION.....	9
Dean of the Faculty.....	10
Election of the Dean.....	11
Function of the Dean.....	12
Acting Dean.....	12
Relief of duty of the Dean.....	12
Suspension of the Dean.....	13
Council of the Faculty – constitution.....	14
Sphere of competence of the Council of the Faculty.....	14
Decision-making by the Council of the Faculty.....	14
Right to veto.....	15
Commissions of the Council of the Faculty.....	15
Vice-Deans.....	15
Relief of duty of Vice-Deans.....	16
Assistant Deans.....	16
Dean's Collegium.....	16
STUDY COURSES.....	16
Undergraduate courses.....	17
Academic year.....	17
Graduate courses.....	17
Specialist postgraduate courses.....	18
Mentors.....	18
Professional training.....	18
Study programmes.....	19

Syllabus.....	19
STUDENTS.....	20
Student rights and obligations.....	20
Dormant student obligations.....	21
Disciplinary liability.....	21
Enrolment of students at the Faculty and in further study years.....	21
Academic advisors and mentors.....	22
Termination of student status.....	23
Examinations.....	23
Revocation of doctoral degrees.....	23
Documents issued upon completion of studies.....	23
SCIENTISTS, TEACHING STAFF AND ASSOCIATES	
Scientists and scientific titles.....	24
Scientific-teaching, teaching, associate and professional titles.....	24
Election to titles and corresponding posts.....	24
Teaching titles.....	27
Employees with associate titles.....	27
Election to professional titles and corresponding posts.....	27
Professor Emeritus.....	28
Employment contracts for scientific-teaching, teaching, associated and expert positions	
Rights and obligations of employees with scientific-teaching and teaching titles.....	29
Work outside the Faculty.....	29
Occasional and temporary employment.....	30
Disciplinary liability and disciplinary procedure.....	30
Scientific and expert work.....	30
Quality assurance.....	31
Property and financing.....	31
Self-financing of the Faculty.....	31
Faculty Budget.....	31
Public work and classified information.....	32
Classified information.....	32
Transitional and concluding provisions.....	32
Postgraduate students in scientific studies.....	33
GENERAL ACTS.....	33

University studies in Pharmacy were established by the Decree of the Emperor and King Franz Joseph I, dated 4 October 1882, that “at the university bearing the highest title in Zagreb there be organised a teaching course in Pharmacy”. The restructured Pharmacy Department of the Faculty of Philosophy was founded in 1928, the Pharmacy Faculty at the Croatian University in Zagreb in 1942, and the Faculty of Pharmacy and Biochemistry of the University of Zagreb in 1963.

Pursuant to the Decision of the University of Zagreb, class: 012-03/09-02/8, reg. no 380-07/1-09-4 of 30 November 2009, the Faculty of Pharmacy and Biochemistry adopted the consolidated text of the Statute of the Faculty of Pharmacy and Biochemistry of the University of Zagreb, founded in 1963.

The consolidated text of the Statute of the Faculty of Pharmacy and Biochemistry of the University of Zagreb comprises the Statute of the Faculty of Pharmacy and Biochemistry of the University of Zagreb of 29 June 2005, no. 62-01-251/4-2005, Amendments to the Statute, class: 602-04/09-012-03, reg. no. 251-62-01-400/1-2009 adopted on 27 May 2009 and Amendments to the Statute, class: 602-04/09-012-03, reg. no. 251-62-01-400/4-2009 adopted on 1 July 2009, including the time of its entering into force.

STATUTE

of the Faculty of Pharmacy and Biochemistry
of the University of Zagreb

1. GENERAL PROVISIONS

SUBJECT OF REGULATION

Article 1

- (1) This Statute, in accordance with the Science and Higher Education Act, the Statute of the University of Zagreb and other provisions regulates: the organisation, activities and commercial business of the Faculty of Pharmacy and Biochemistry of the University of Zagreb (hereinafter: the Faculty), the powers and means of decision-making of the Faculty's bodies, the organisation and conducting of study courses, the status of students, teaching staff, scientists, associates and other employees, and other issues of significance to the Faculty.
- (2) Pursuant to this Statute and in accordance with it, internal relations within the Faculty may be regulated in detail by other general acts of the Faculty,

Article 2

- (1) The Faculty is a scientific and teaching constituent part of the University of Zagreb, which organises and conducts university studies, expert studies, scientific and expert work in several scientific areas and fields.
- (2) The Faculty advocates maximum student and teacher mobility and the development of interdisciplinary studies, promotes international cooperation in higher education, and ensures the rational use of human and material resources, along with continuing growth in the quality of teaching and scientific work.

Article 3

- (1) The activities of Faculty are based on freedom and autonomy of creativity, public work, the ethical awareness of scientists and teaching staff, international measures of quality, connections with the education system, protection of intellectual property, academic freedoms, academic self-government and autonomy, openness to the public and citizens, the inseparability of scientific work and scientific research, respect for and affirmation of human rights and freedoms, European humanist and democratic traditions, and alignment with the European higher education system, the concept of lifelong learning, etc.
- (2) Teaching staff, scientists, associates and students are obliged, in their work, performance and conduct at the Faculty, to act in accordance with moral and ethical principles and the principles of scientific truth and criticism, and by their conduct not to harm the reputation of the Faculty.

Title, seat, status and responsibility

Article 4

- (1) The title of the Faculty shall be the University of Zagreb Faculty of Pharmacy and Biochemistry.
- (2) The Founder of the Faculty is the University of Zagreb.
- (3) The seat of the Faculty is Književnika Ante Kovačića 1, Zagreb,
- (4) The Faculty is a legal person and is entered in the court register, the Register of Higher Education Institutions and the Register of Scientific Organisations and Scientists, which is kept by the competent Ministry of the Republic of Croatia.
- (5) The Faculty pledges its entire property in guarantee of its responsibilities.
- (6) The Founder of the Faculty is as a matter of solidarity unrestrictedly responsible for the Faculty's obligations.

Seal, coat of arms, flag, Faculty Day

Article 5

Seal

- (1) The Faculty shall have its own seal, embossed seal, coat of arms and flag.
- (2) Along with its own insignia, the Faculty shall have the right and obligation to use the title, coat of arms and flag of the University, and to incorporate them wholly or partially in its insignia.
- (3) The Faculty shall use seals showing the coat of arms of the Republic of Croatia, 38 mm and 25 mm in diameter, and an embossed seal showing the coat of arms of the Republic of Croatia, 38 mm in diameter.
The seals and embossed seal showing the coat of arms of the Republic of Croatia shall include the title and coat of arms of the Republic of Croatia, and the title and seat of the Faculty.
The Faculty shall use the seal which is 25 mm in diameter showing the coat of arms of the Republic of Croatia when the use of the 38 mm diameter seal is inappropriate.
The title Republic of Croatia and the seat of the Faculty are inscribed on the seals and embossed seal showing the coat of arms of the Republic of Croatia in Croatian and Latin.
- (4) The seals of the Faculty which are circular, 38 mm or 25 mm in diameter, bearing a depiction of the Rector's Building of the University of Zagreb and the inscription

around the perimeter: *Sveučilište u Zagrebu, Farmaceutsko-biokemijski fakultet – Zagreb*, may also be used in other Faculty business.

- (5) The seal of the Faculty which is circular and 25 mm in diameter, bearing a depiction of the Rector's Building of the University of Zagreb and the inscription on the outer perimeter *Sveučilište u Zagrebu, Farmaceutsko-biokemijski fakultet – Zagreb*, and on the inner perimeter *Dekanat (Office of the Dean)* may be also be used in other Faculty business.

Article 6

Coat of arms

- (1) The coat of arms of the Faculty is circular.
- (2) The field is white and shows a stylised drawing in the centre of Sts. Cosmas and Damian, the patron saints of the Faculty of Pharmacy and Biochemistry.
- (3) On the right side of the coat of arms, St. Damian is depicted in green, the international colour of pharmacy, symbolising pharmaceutical studies.
- (4) On the left side of the coat of arms, St. Cosmas is depicted in red, the international colour of medicine, symbolising medical biochemistry studies.
- (5) The upper edge of the coat of arms bears the inscription in black *Sveučilište u Zagrebu* and the lower edge *Farmaceutsko-biokemijski fakultet*. At the base, between the figures of Sts. Cosmas and Damian, the year 1882 is inscribed in black, referring to the year in which university pharmacy studies were inaugurated at the University of Zagreb.
- (6) To the left of the figure of St. Cosmas, his name is inscribed in black in three rows: *SV/KUZ/MA* and next to the figure of St. Damian, his name is inscribed in black in three rows: *SV/DAM/JAN*.

Article 7

Flag

- (1) The flag of the faculty is composed of two colours: blue, representing the University of Zagreb, and green, the colour of pharmacy. The ratio of the flag's length to width is 2:1.
- (2) In the centre of the flag there is a semi-oval shaped green field edged with gold.
- (3) Within the green field, depicted in gold, are the figure of St. Cosmas to the left and St. Damian to the right, with their names written in red.
- (4) Above the figures of the saints, on a blue field, the words *Sveučilište u Zagrebu* appear, and on a gold field *Farmaceutsko-biokemijski fakultet*, while beneath the words *Farmaceutsko-biokemijski fakultet*, the date 1882 is shown, referring to the year in which university pharmacy studies were inaugurated at the University of Zagreb.
- (5) There is a green field running the length of the top edge of the flag, showing a Croatian wattle in gold.
- (6) There is a blue field at the bottom of the flag, also showing a Croatian wattle in gold.

Faculty Day

- (1) Faculty Day is 4 October.

Inviolability of premises

Article 8

- (1) The premises of the Faculty are inviolable.
- (2) The competent state bodies may only intervene in the premises of the Faculty with the consent of the Dean, according to a decision by the competent court, or if there is an immediate danger to property, human life or health.
- (3) A search of the Faculty premises may be ordered, in exceptional cases, by the competent court, if conditions prescribed by law are fulfilled.
- (4) A search of the Faculty premises may be undertaken in the absence of the Dean, or a person authorised by the Dean, only if these persons fail to respond to a timely summons without a justified reason.

REPRESENTATION AND PRESENTATION

Article 9

- (1) The Faculty is represented and presented by the Dean, who is the head of the Faculty, with all the powers established by the Act, the Statute of the University and the Statute of the Faculty.
- (2) The Faculty may be represented by other employees authorised by the Dean, by the issue of special powers of attorney. The contents and range of the power of attorney are determined by the Dean.

Article 10

- (1) All teaching staff, scientists and associates are required to state whether they represent themselves only or the Faculty when acting publicly.

FACULTY ACTIVITIES

Article 11

- (1) The Faculty bases its activities on the Science and Higher Education Act (hereinafter: the Act), the Institutions Act, the Statute of the University, the Statute of the Faculty of Pharmacy and Biochemistry, and other regulations for activities for which it was founded.
- (2) The activities of the Faculty are:
 - organising and conducting university undergraduate studies in the fields of biomedicine and health, and the natural sciences, particularly pharmacy and medical biochemistry
 - organising and conducting university postgraduate scientific and specialist studies
 - scientific research work in the scientific fields of pharmacy, medical biochemistry and chemistry, and related scientific fields and disciplines
 - conducting the procedure for obtaining the degree of Doctor of Science
 - conducting programmes for permanent training
 - organising and holding Croatian and international scientific meetings and symposia, expert consultations and other forms of scientific performance
 - research and development services
 - development and analytics in pharmacy
 - medical-biochemical diagnostics
 - preclinical pharmacological-toxicological research
 - pharmacy activities for the Faculty's teaching needs

- expert evaluation and expertise
 - teaching and expert services
 - publishing activities
 - cultivating medicinal plants
 - cultivating laboratory animals and microbiological cultures
 - sales of textbooks and other printed materials required for the performance of activities
 - providing services for the needs of the Faculty
- (3) The Faculty also carries out other activities entrusted to it by the competent state bodies, in accordance with the Act and its own authority.
- (4) The Faculty may carry out other activities, to a limited extent, without registration in the court register of institutions, or the Register of Higher Education Institutions kept by the Ministry of Science, Education and Sport, in as far as such activities serve its fundamental activities and contribute to the fuller use of facilities and staff capacities.

FACULTY ORGANISATION

Article 12

INSTITUTES AND CENTRES

- (1) The Faculty is organised with the following Institutes and Centres as constituent units:
- Institute for Biophysics
 - Institute for General and Anorganic Chemistry
 - Institute for Analytical Chemistry
 - Institute for Physical Chemistry
 - Institute for Organic Chemistry
 - Institute for Analysis and Control of Medications
 - Institute for Pharmaceutical Botany
 - Institute for Pharmacognosy
 - Institute for Pharmaceutical Chemistry
 - Institute for Pharmaceutical Technology
 - Institute for Pharmacology
 - Institute for Medical Biochemistry and Haematology
 - Institute for the Chemistry of Nutrition
 - Institute for Microbiology
 - Centre for Applied Pharmacy
 - Centre for Applied Medical Biochemistry

Article 13

- (1) The Institutes are the fundamental organisational units of the Faculty.
- (2) The Institutes organise and conduct teaching, scientific and highly expert work in their scientific fields and disciplines.
- (3) Undergraduate and postgraduate teaching is conducted and aligned in each Institute, along with other matters important to the efficient delivery of courses.
- (4) The Centre for Applied Pharmacy comprises one representative from each pharmaceutical institute.
- (5) The Centres for Applied Pharmacy and Applied Medical Biochemistry are engaged in the education of future graduate experts and link them with pharmaceutical and medical biochemical practice.

- (6) The tasks of the Centres are: international cooperation, permanent education, activities relating to expert postgraduate and specialist studies, organising lectures by foreign lecturers, links with international and national expert associations, links with pharmacies, hospital and clinics, organising practice for students, and managing the Faculty's public pharmacy.
- (7) The Faculty provides the following independent courses:
- Analytical Toxicology
 - Sociology and Health
 - Physical and Health Education
- Classes in Physical and Health Education are held according to the curriculum in accordance with the Statutes of the University.

Article 14

- (1) The Faculty includes:
- the Central Library of the Faculty of Pharmacy and Biochemistry
 - the IT Support Room
 - "Fran Kušan" Pharmaceutical Botanical Garden
 - the Pharmacy
 - the Pharmacognosy Collection
 - the breeding unit for test animals
 - the History of Teaching Pharmacy study room
 - the University Pharmacopoeiac Laboratory
 - archives on the development of the medical-biochemical profession in the Republic of Croatia
 - the Mycological and Microbiological Collection.

Article 15

- (1) The permanent teaching bases of the Faculty are: Clinical Hospital "Dubrava", Clinical Hospital "Sestre milosrdnice", Clinical Hospital Centre "Zagreb" (Rebro) and other institutions which may be included according to the needs of the Faculty of Pharmacy and Biochemistry.
- (2) The Faculty uses Velebitski Vrt in Zavižan and the Sts. Cosmas and Damian Croatian Botanical Garden of Adriatic Plants on the island of Lastova as occasional teaching bases.

Registrar's Office

Article 16

- (1) The Registrar's Office functions within the Faculty as an organised service with the following organisational units:
- Student bureau
 - Human resources and general affairs
 - Accounting
 - Building maintenance and security.

Article 17

- (1) Each Institute is represented and its work led by a Director.
- (2) Each Centre is represented and its work led by a Head.
- (3) The Registrar's Office is represented and its work led by the Secretary.

- (4) The Central Library of the Faculty of Pharmacy and Biochemistry is represented and its work led by the Head.
- (5) The “Fran Kušan” Pharmaceutical Botanical Garden is represented and its work led by the Manager.
- (6) The IT Support Room is represented and its work led by the Vice-Dean for Science.
- (7) The Directors of Institutes and Heads of Centres must be employed full time by the Faculty.
- (8) The Directors of Institutes and Heads of Centres are nominated by the Dean and affirmed by the Council of the Faculty.
- (9) The term of office of the Directors of Institutes and Heads of Centres is two years.
- (10) The office holders may serve for more than one term of office.
- (11) The conditions which must be fulfilled by the Secretary of the Faculty and the Heads in this Article shall be prescribed by a general act on the organisation of posts.

Article 18

- (1) The Directors of Institutes and Heads of Centres are responsible for their work to the Dean and the Council of the Faculty.

Article 19

- (1) The internal organisation, scope of work, organisational units, rights and obligations of the leaders of organisational units, and other matters essential to the organisation of the Faculty in addition to the provisions of this Statute, are prescribed by a special general act on the organisation of the Faculty, adopted by the Dean, with the approval of the Council of the Faculty and the Senate.

Article 20

- (1) In accordance with the Science and Higher Education Act, the Institutions Act, the Statute of the University and this Statute, and with the approval of the Senate of the University, the Faculty may set up other legal persons or organisational units of the Faculty, in order to conduct scientific, teaching and expert work, or to conduct activities linking practice, science and higher education.

II. SPECIAL PROVISIONS

FACULTY ADMINISTRATION

Article 21

- (1) The administrative bodies of the Faculty are the Dean and the Council of the Faculty.

Dean of the Faculty

Article 22

- (1) The Dean administers the Faculty, represents the Faculty, and is its head and leader. The term of office of the Dean is two years and may be repeated once. The insignia of the Dean’s position of honour is the Dean’s Chain of Office.
- (2) The Dean is independent in performing his activities within his scope of work, and is responsible for his work to the Council of the Faculty and the Rector.

Article 23

- (1) Within the range of his powers, the Dean shall

- represent and present the Faculty and organise the work and business of the Faculty
- adopt business decisions in accordance with regulations
- prepare, convene, propose agendas, preside over and lead the sessions of the Council of the Faculty
- by virtue of his office be a member of a biomedical field council
- propose the Statute of the Faculty to the Council of the Faculty
- propose measures to improve the work of the Faculty to the Council of the Faculty
- appoint permanent and ad hoc commissions to carry out tasks within his scope of work
- propose candidates for the positions of Vice-Dean to the Council of the Faculty
- sign diplomas and other public documents issued by the Faculty
- sign contracts concluded by the Faculty
- adopt decisions regarding the exercise of employment rights and obligations or in relation to them (e.g. issue cautions or dismissals).
- implement the decisions of the Council of the Faculty, the Senate and Council in matters relating to the Faculty
- carry out other tasks in accordance with the Act, the Statute of the University and this Statute.

Article 24

- (1) The Dean shall undertake all legal transactions in the name of and at the expense of the Faculty, in accordance with the Act, the Statute of the University and this Statute, up to the amount of HRK 1,000,000.
- (2) For legal transactions up to the amount of HRK 3,000,000 the approval of the Council of the Faculty is required, while the approval of the Senate is required for amounts above that figure.
- (3) The Dean may appoint an assistant to help him carry out particular tasks within the limits of his authority.
- (4) The Dean may appoint permanent or ad hoc commissions to carry out tasks within his scope of work.
- (5) The Dean is responsible for his work to the Council of the Faculty and the Rector, to whom he shall submit annually a report on the work and business of the Faculty, and a report on his own work, including a report on the proposed budget of the Faculty and its execution.

Election of the Dean

Article 25

- (1) The Dean shall be elected from the ranks of the teaching staff of the Faculty with the scientific-teaching title of full or associate professor, employed full-time by the Faculty. The same person may be elected Dean for a maximum of two consecutive terms.
- (2) The procedure to elect the Dean is initiated by the Council of the Faculty, at least eight months prior to the start of the Dean's term of office. The procedure is initiated by the adoption of a Decision to Initiate the Procedure for Electing the Dean and the appointment of a Commission for the Election of the Dean.
The Decision to initiate the procedure for electing the dean sets the deadline for accepting candidatures.

- (3) Any teacher of the Faculty with the scientific-teaching title of full or associate professor, who is on an open-ended contract, has the right, within the open period of 15 days from the appointment of the Commission for the Election of the Dean, to submit to the Commission his candidature for the position of Dean, attaching a programme of work for the period of the Dean's term of office and his *curriculum vitae*.
- (4) After the expiration of the deadline in the previous paragraph, the Commission for the Election of the Dean shall promptly confirm the applications received and the list of candidates.
- (5) At the session of the Council of the Faculty, the Commission for the Election of the Dean shall report to the Council of the Faculty on the candidates, and the candidates shall give an oral account of their programmes of work to the Council of the Faculty.
- (6) Candidates proposed for Dean of the Faculty are confirmed by the Council of the Faculty by a public vote, for which a simple majority of the members present is required.
- (7) Before the election of the Dean, the Council of the Faculty is obliged to obtain the approval of the Rector and Senate of the University regarding the programmes submitted by the candidates for Dean, in accordance with the Statutes of the University.
- (8) A decision by the Rector and Senate withholding approval must be elaborated.
- (9) The Council of the Faculty elects the Dean from among the proposed candidates approved by the Senate by secret ballot. The electoral procedure and announcement of the result is carried out by the Commission for the Election of the Dean. The successful candidate is elected by a majority vote of all members of the Council of the Faculty.
- (10) If a large number of candidates are proposed for Dean of the Faculty, the Council shall vote in a series of rounds.
- (11) If, in the first round, none of the candidates obtains more than half the votes of all the members of the Council of the Faculty, the Council shall vote in the second round for the candidate who received most votes in the first round. If the candidate does not obtain a majority vote of all the members of the Council of the Faculty in the second round, the election procedure shall be repeated according to the method set out in this Statute.
- (12) The procedure to re-elect a Dean whose term of office is drawing to an end must be concluded at least four months before he reassumes his duties.
- (13) The Dean assumes his duties on the first day of the following academic year.

Acting Dean

Article 26

- (1) If no new Dean is elected by the expiration date of the previous term of office, the Council of the Faculty shall, within a period of 30 days, propose to the Senate a person who fulfils the prescribed conditions to assume the duties of the Dean until such time as a Dean be elected.
- (2) The Council of the Faculty shall conduct a secret ballot concerning the proposed Acting Dean, for which a simple majority of all members of the Faculty Council who are present is required.
- (3) Within a period of 30 days, the Senate shall appoint an Acting Dean to carry out the Dean's duties, having obtained the approval of the Rector.

- (4) If the Council of the Faculty fails to submit a proposal for an Acting Dean to carry out the Dean's duties within the prescribed period, an Acting Dean shall be appointed by the Senate, proposed by the Rector, until such time as a Dean is elected in the manner established by this Statute.
- (5) Until such time as an Acting Dean to carry out the Dean's duties is appointed in the manner set out in the preceding paragraphs of this Article, the Council of the Faculty shall extend the term of office of the incumbent Dean.

Deputising for the Dean

Article 27

- (1) If the Dean is temporarily hindered from carrying out his duties, the Vice-Dean for Teaching Activities shall deputise for him, and if the Vice-Dean for Teaching Activities is hindered, the Vice-Dean for Science shall deputise for him, pursuant to written authorisation from the Dean.
- (2) If the Dean is hindered for a longer period of time, or permanently, an Acting Dean shall represent the Faculty.

Relief of duty of the Dean

Article 28

- (1) The Dean may be relieved of duty before the end of his elected term of office if he:
 - requests it himself
 - fails to fulfil his duties as Dean
 - violates gravely and permanently the Statute, general acts of the University and Faculty and other regulations
 - abuses his position as Dean
 - violates the reputation of his position by his conduct
 - if he becomes incapable of performing his duties
 - or if grounds arise which according to special regulations regulating employment lead to the termination of employment.
- (2) The procedure to relieve the Dean of duty is initiated by a Decision to initiate the procedure, adopted by the Council of the Faculty by secret ballot, passed a majority of all members.
- (3) The Council of the Faculty shall appoint a Commission to establish the Dean's culpability in violating his duties in cases arising from the previous paragraphs, and shall consist of five members from the ranks of the Faculty's teaching staff with the title of full professor.
- (4) The Commission is obliged to confirm all facts relevant to the relief of the Dean of duty, and shall submit a written report thereon to the Council of the Faculty, within 30 days of the appointment of the Commission.
- (5) Pursuant to the report of the Commission on the relief of the Dean of duty, the Council of the Faculty shall adopt a decision, by means of a secret ballot, for which a majority of all members is required, within two months of the initiation of the procedure to relieve the Dean of duty.
- (6) Before the decision to relieve the Dean of duty is taken, an explanation of the reasons must be given to the Dean before the Council of the Faculty.
- (7) If the Dean is relieved of duty, the Senate of the University shall appoint an Acting Dean to carry out his duties until the election of a new Dean takes place.

Suspension of the Dean

Article 29

- (1) If the Rector suspends the Dean for failing to observe the Act, other regulations, the Statute of the University and decisions based on it, the Senate shall confirm the decision on suspension by a two-thirds majority of all members, within a period of 30 days from the Rector's act of suspension.
- (2) If the Senate confirms the suspension, the Dean shall be assumed to be relieved of his duties from the date of the adoption of the decision to confirm his suspension.
- (3) If the Dean is suspended, the Senate shall appoint an Acting Dean to carry out the Dean's duties for the current academic year.
- (4) The procedure to elect a new Dean shall be implemented in accordance with the Statute of the University and the Statute of the Faculty.
- (5) In this procedure, the suspended Dean may not be proposed as a candidate.

Council of the Faculty – constitution

Article 30

- (1) The Council of the Faculty is the expert Council of the Faculty.
- (2) The Council of the Faculty consists of:
 - All employees elected to scientific-teaching posts who are employed for at least 80% of full time by the Faculty
 - Two elected representatives of the teaching staff of the Faculty who are employed for less than 80% of full time
 - All senior assistants (with Doctor of Science degrees)
 - Two elected representatives from the assistant teaching staff
 - Student representatives.
- (3) The student representatives shall form 15% of the total number of members of the Council of the Faculty.
- (4) Undergraduate students shall form 10% of the total number of members of the Council of the Faculty, while postgraduate students shall form 5% of the total number of members of the Faculty, and shall be elected according to special regulations.
- (5) Student representatives participate on an equal footing with other members in the work of the Council of the Faculty, except in procedures to award Master's and Doctor of Science degrees.
- (6) Representatives of employees in scientific teaching posts, employed by the Faculty for less than 80% of full time, are elected according to the principle that all such employees form a single electorate.
- (7) The Dean convenes an assembly of all employees who are employed for less than 80% of full time, who propose candidates from their ranks for membership of the Council of the Faculty.
- (8) The proposed candidates are elected by secret ballot, and those who receive the greatest number of votes from the electors who cast their votes shall be representatives on the Council of the Faculty.
- (9) The term of office on the Council of the Faculty for representatives of employees employed for less than 80% of full time is two years. The same persons may stand for re-election.
- (10) Representatives of the assistant teaching body are elected according to the principle that all assistants at the Faculty form one electorate.

- (11) The Dean convenes an assembly of all assistants, who propose candidates from their ranks for membership of the Council of the Faculty.
- (12) The proposed candidates are elected by secret ballot, and those who receive the greatest number of votes from the electors who cast their votes shall be representatives on the Council of the Faculty.
- (13) The term of office on the Council of the Faculty for representatives of assistant teaching staff is two years. The same persons may stand for re-election.

Sphere of competence of the Council of the Faculty

Article 31

- (1) The Council of the Faculty
- adopts the Statute of the Faculty by a two-thirds majority of all members
 - elects and relieves the Dean of duty
 - elects and relieves the Vice-Deans of duty
 - holds elections for members of field councils
 - receives the annual Dean's report
 - adopts the budgets and final statement of accounts of the Faculty, as proposed by the Dean
 - adopts decisions with the aim of assuring the quality of study courses, teaching, scientific and expert work
 - elects a member to the Senate from the ranks of its scientific teaching staff by secret ballot and by a majority vote of the members present of the Council of the Faculty
 - appoints mentors for junior researchers and research assistants
 - adopts detailed syllabi
 - adopts and monitors the implementation of study courses
 - initiates and implements procedures to elect scientific teaching staff and other staff, in accordance with the Act, Statute of the University and this Statute
 - adopts opinions on the acquisition, deployment and use of major equipment at the University, within its area of activity
 - gives its approval to the Dean in legal transactions between HRK 1,000,000 and HRK 3,000,000 in value
 - adopts decisions on the establishment of legal persons or organisational units founded with the aim of linking science, higher education and practice
 - adopts decisions on the election of teaching, scientific and associate staff
 - undertakes other tasks established by the Act, Statute of the University and Statute of the Faculty, and other general acts of the Faculty, which do not fall within the scope of competence of other bodies.

Decision-making by the Council of the Faculty

Article 32

- (1) The Council of the Faculty performs the tasks within its scope of activity at its sessions.
- (2) The Council's sessions are prepared, convened and presided over by the Dean, or one of the Vice-Deans, in the exceptional case of the Dean's absence.
- (3) The Council of the Faculty may adopt a valid decision if more than half of the total number of its members are present at the session.

- (4) The Council of the Faculty adopts decisions by means of a public vote, with a majority vote by the members present, unless the Act, Statute of the University, Statute of the Faculty or another general act determines otherwise.
- (5) The Council of the Faculty may take decisions by means of a secret ballot, if it adopts a decision to do so in advance.
- (6) In the case of an equal number of votes by the Council of the Faculty to adopt a decision, the Dean shall have the casting vote.
- (7) The Council of the Faculty may authorise other expert bodies of the Faculty to carry out particular tasks within its scope of activity.

Right to veto

Article 33

- (1) During the Council of the Faculty's decision-making, student representatives have the right to a suspensive veto in issues of particular interest to students: changes to study courses, assuring the quality of studies, proposals for study programmes, confirming syllabi, curricula and student living standards.
- (2) Student representatives may exercise the institution of the suspensive veto if a majority of all the student representatives on the Council of the Faculty so request.
- (3) Following a suspensive veto, the Council of the Faculty shall debate the issue again within a period of 8 days. On the second occasion, the decision shall be adopted by a majority of all members of the Council of the Faculty, without the right to exercise the institution of the suspensive veto.

Commissions of the Council of the Faculty

Article 34

- (1) The Council of the Faculty may establish permanent or ad hoc commissions to study and prepare individual issues, and to carry out other tasks within its scope of activities.
- (2) Commissions are appointed by the Council of the Faculty at the proposal of the Dean.
- (3) The Faculty commissions are the following:
 1. Scientific commission
 2. Teaching commission
 3. Commission for student papers and prizes
 4. Website editorial commission
 5. Commission for textbooks and manuscripts
 6. Commission for student practice
 7. Commission for graduation theses
 8. Commission for the recognition of diplomas
- (4) The Council of the Faculty may establish other commissions as necessary.

Vice-Deans

Article 35

- (1) The Dean is assisted in his work by the Vice-Dean for Teaching Activities and the Vice-Dean for Science.
- (2) The term of office of the Vice-Deans is the same as the term of office of the Dean, at whose proposal the Vice-Deans are elected.

- (3) At the expiration of their term of office, the Vice-Deans may stand for re-election.
- (4) The Vice-Deans are elected by the Council of the Faculty at the proposal of the Dean by secret ballot, for which a majority of the members of the Council of the Faculty present is required.
- (5) The Vice-Deans may be elected from the ranks of the scientific teaching staff with the title of assistant professor (docent), full or associate professor, employed full-time by the Faculty on an open-ended contract.
- (6) If the candidates proposed for Vice-Deans do not receive the required number of votes, the Dean shall propose new candidates at the next session of the Council of the Faculty.

Relief of the Vice-Deans of duty

Article 36

- (1) A Vice-Dean may be relieved of duty if he:
 - requests it himself
 - acts in infringement of the Act, Statute of the University, Statute of the Faculty, or other regulations
 - fails to fulfil his duties as Vice-Dean
 - violates the duties of his position by his conduct
 - becomes incapable of performing his duties
 - or if grounds arise which according to special regulations regulating employment lead to the cessation of employment.
- (2) The decision to relieve a Vice-Dean of duty is adopted by the Council of the Faculty, at the proposal of the Dean or at least 15 Council members.
- (3) A Vice-Dean shall be relieved of duty if the proposal to relieve him of duty is passed by secret ballot by the majority of the members of the Council of the Faculty present.

Assistant Deans

Article 37

- (1) The Dean may appoint assistants for particular tasks, as needs arise.
- (2) Assistants are appointed for specific tasks, for the duration of such tasks.

Dean's Collegium

Article 38

- (1) The Dean's Collegium is an advisory, expert body comprising the Vice-Deans, Secretary and other members appointed by the Dean.
- (2) The Dean prepares, convenes and presides over the Dean's Collegium, which is as a rule held once a week.

STUDY COURSES

Article 39

- (1) The Faculty implements the education of students through university study courses.
- (2) University study courses equip students to carry out tasks in science and higher education in the fields of biomedicine and health, and to develop and apply scientific and expert achievement.

- (3) University study courses are aligned with similar study courses abroad, particularly in the European educational region, taking into consideration the positive experiences of other higher education institutions.

Article 40

- (1) University undergraduate, postgraduate and specialist study courses may be conducted in cooperation with scientific institutions and other scientific organisations, pursuant to agreements on mutual cooperation.
- (2) University study courses comprise the following two levels:
- undergraduate courses
 - postgraduate (doctoral) courses
- (3) Each level of university study courses leads to the acquisition of a certain title.
- (4) Each level of university study courses in paragraph 1 of this Article must be aligned with the European Credit Transfer System (hereinafter: ECTS), according to which, as a rule, 60 ECTS credits are awarded for each year of study.

Undergraduate study courses

Article 41

- (1) The undergraduate study course in Pharmacy and Medical Biochemistry is conducted as a single study course, lasts five years, i.e. ten semesters, and is a full-time course.
- (2) The minimum number of credits awarded for undergraduate study courses is 300 ECTS credits.
- (3) Upon completing this study course, students acquire the academic title of Master of Pharmacy and Master of Medical Biochemistry.

Academic year

Article 42

- (1) The academic year begins on 1 October of the current calendar year and ends on 30 September of the following calendar year.
- (2) Teaching is organised in semesters.

Postgraduate studies

Article 43

- (1) Students may enrol in postgraduate study courses upon completing the appropriate undergraduate university study course, as prescribed by the study programme, or according to a decision by the Council of the Faculty.
- (2) The Faculty may prescribe other conditions for enrolment in postgraduate study courses.
- (3) Postgraduate study courses as a rule last for a minimum of three years and upon completion, students acquire the academic qualification of Doctor of Science (D.Sc).
- (4) The abbreviated form of the academic title is placed before the name and surname of the bearer.
- (5) For each year of postgraduate study for which the prescribed conditions are fulfilled, students are awarded 60 ECTS credits.

Postgraduate specialist study courses

Article 44

- (1) The Faculty may organise postgraduate specialist study courses which as a rule last one or two years, and for which the title of specialist in a particular field is awarded (Spec.)
- (2) The title of specialist, or its abbreviated form, is appended to the academic title.
- (3) A student may enrol in a postgraduate specialist study course if he/she has completed a postgraduate course in Pharmacy or Medical Biochemistry, or if he/she has completed an appropriate study course according to provisions which were valid before the adoption of the Act.
- (4) The conditions for enrolment in postgraduate specialist study courses are set out in the study programme.

Article 45

- (1) Postgraduate doctoral study courses and postgraduate specialist study courses may be conducted as joint study courses, so that as a rule, 30% of the topics of postgraduate doctoral study courses may be the topics of one or more specialist postgraduate study courses.
- (2) All other issues relating to postgraduate and specialist study courses shall be resolved by a general act of the Faculty.

Mentors

Article 46

- (1) A mentor shall be compulsorily appointed to a postgraduate student.
- (2) The mentor shall be a teacher with a scientific teaching title and an expert in the area in which the student submits a topic for a doctoral thesis.
- (3) The mentor shall guide the student through his studies, monitor his work and the completion of his obligations, direct him and assess his progress, and must submit an annual report on the student's progress to the Director of Postgraduate Studies.

Professional training

Article 47

- (1) In addition to undergraduate and postgraduate study courses, the Faculty may organise various professional training programmes, which are not considered study courses in the sense of the Act and this Statute.
- (2) Professional training courses may last up to one year, with the aim of providing ongoing education and training for graduate experts in the fields of pharmacy and medical biochemistry and other related fields.
- (3) The Faculty issues special certificates to participants who complete professional training courses.

Article 48

- (1) Teaching at the Faculty is conducted in Croatian.
- (2) The Faculty may conduct study courses or parts of study courses in English, on condition that there are sufficient students interested in attending courses in English, and that teaching staff and their associates who conduct classes have excellent knowledge of the English language.

Article 49

- (1) Some university classes may be held in the teaching bases of the Faculty, in accordance with mutually concluded agreements.

Article 50

- (1) Transfer of ECTS credits may be implemented between various related university study courses.
- (2) The criteria and conditions for the transfer of ECTS credits are prescribed by the Ordinance on Study Courses when credits are transferred with the University.
- (3) The transfer of ECTS credit outside the University is carried out pursuant to an agreement concluded between the University and another higher education institution.

Study programme

Article 51

- (1) Study courses are organised according the study programme proposed by the Faculty.
- (2) Study programmes are adopted by the Senate.
- (3) The conducting of study programmes and their quality are supervised by the Senate through the Office for Quality Management.
- (4) In order for a study programme to be endorsed, special attention must be invested to ensure that:
 - it is on a level with the most recent scientific discoveries and the skills based on them
 - it is aligned with national priorities and the needs of the profession
 - it is comparable to programmes in EU countries.
- (5) A proposal for a study programme must include the elements prescribed by the Act, the Statute and a general act of the University.
- (6) As a rule, optional subjects may account for at least 20% of ECTS credits for graduate programmes, and 50% of ECTS credits for postgraduate programmes.

Syllabus

Article 52

- (1) Study courses are conducted according to the detailed syllabus, adopted by the Faculty in accordance with the Act and Ordinance of the University.
- (2) The detailed syllabus establishes:
 1. Teaching staff and associates who conduct teaching activities according to the study programme
 2. Locations in which teaching activities are conducted
 3. Commencement, completion and schedules for conducting teaching activities
 4. Types of teaching activities (lectures, seminars, exercises, tutorials, field work, tests of knowledge, etc.)
 5. Means of taking examinations, examination schedules and examination measures
 6. Reading lists for study courses and taking examinations
 7. Opportunities for conducting teaching activities in a foreign language
 8. Opportunities for conducting distance learning activities
 9. Other factors important to orderly teaching activities
- (3) The Faculty conducts student evaluations of study courses by means of surveys or other appropriate methods established in the Ordinance on Study Courses.
- (4) The results of such evaluations are used in planning curricula.

STUDENTS

Article 53

- (1) Student status is acquired upon enrolment at the University of Zagreb Faculty of Pharmacy and Biochemistry, and is proved by possession of a student matriculation booklet or other appropriate student identification document, the contents of which are prescribed by the Minister, and the form by the Senate.
- (2) Due to its nature, the study course in Pharmacy and Biochemistry is conducted as a full-time study course. Full-time students study according to the programme, which is based on a full-time schedule (full working load).
- (3) The costs of full-time studies (study programme) are subsidised partially or wholly from the State Budget, in accordance with the Act and Statute of the University.

Student rights and obligations

Article 54

- (1) Student rights and obligations are:
 1. To attend teaching activities in an orderly manner, fulfil the obligations envisaged in the study programme, syllabus, and the general and individual acts of the University and Faculty.
 2. To participate in evaluating the quality of teaching activities and teaching staff in the manner provided for by a general act of the University.
 3. To enrol in the next semester or year of study if all obligations established in the study programme and syllabus are fulfilled
 4. To take examinations in the manner and according to the schedule determined by general and individual acts of the University and Faculty
 5. To complete their studies according to the programme in which they have enrolled within the periods provided for by a general act of the University.
- (2) Students also have the right to:
 1. High quality study courses and an educational process according to an appropriate study programme
 2. High quality teaching staff
 3. Freedom of thought and expression of opinions
 4. Participate in scientific and expert projects, according to their own circumstances and the needs of the University and Faculty
 5. Enrol and be examined in subjects which are part of other study programmes within the University, according to their personal choice and in order to gain additional knowledge, in accordance with the appropriate general act
 6. Select a teacher according to personal choice, if there are several teaching a particular subject
 7. Tutorials
 8. Choose a advisor for undergraduate work and a mentor for postgraduate studies
 9. Use the library and other resources at the disposal of the University and Faculty
 10. Participate in decision-making at the University and its constituent parts, in accordance with this Statute and other general acts.
 11. Take examinations in an alternative form, if demanded by their physical or mental condition
 12. Psychological, spiritual and other forms of advisory support, in accordance with a general act of the University and Faculty

13. Organised sports activities with the aim of integrating individual physical and mental development
 14. Participate in the work of student organisations at the University, in accordance with their rules
 15. Lodge complaints with the Dean of the Faculty or the Rector of the Senate if any of their rights are violated.
- (3) Student obligations are:
1. To observe the general acts of the University and Faculty
 2. To preserve the reputation and dignity of the University, Faculty, students, teaching staff and other members of the academic community
 3. To conduct themselves according to the ethical code of members of the academic community
- (4) Students are obliged to observe the study regime and fulfil their educational and other obligations in an orderly manner.

Dormant student obligations

Article 55

- (1) A student has the right to suspend his obligations in the following cases
- military service
 - pregnancy
 - the first year of a child's life, in which case the student father may use the right to suspend student obligations instead of the student mother
 - long illness
 - other justifiable cases in accordance with the general act on study courses.
- (2) The right to suspend studies in the cases in the previous paragraph is approved by the Vice-Dean for Teaching Activities, pursuant to a written request from the student and authentic documentation.

Disciplinary liability

- (1) Students' disciplinary liability – a description of disciplinable acts – disciplinary procedure and sanctions are prescribed by a general act.
- (2) Students have the right to health insurance, the right to subsidised meals and accommodation, and other rights in accordance with the Act and other regulations which determine the level of these rights and the level of student contributions.

Enrolment of students at the Faculty and in further study years

Article 56

- (1) A student is a person enrolled in a study course at the Faculty.
- (2) Everyone has the right to enrol under equal conditions as established by the Act, Statute of the Faculty and Ordinance on Study Courses, within the capacity of the Faculty.
- (3) Students gain the right to enrol in graduate courses according to a quota approved by the Senate, proposed by the Faculty and Rector's Collegium.
- (4) Enrolment is conducted by means of a public invitation issued by the Senate, published at least one month before the commencement of teaching activities for graduate and postgraduate studies.

Article 57

- (1) The invitation for enrolment in the first year of study includes information on the number of places available (capacity), enrolment conditions, the means of conducting the classification procedure, the costs of the study courses and the documents which must be submitted, along with the deadlines for applications and enrolment schedules.
- (2) The invitation includes in particular:
 1. Enrolment conditions provided for by general acts of the University and its constituent parts
 2. The number of places available for each study course
 3. The number of places subsidised fully or partially from the State Budget
 4. Information on the classification procedure and submission of applications
 5. Selection criteria (type of secondary education completed, grades achieved in previous education, results of classification examinations, special knowledge, skills and abilities, etc.)
 6. Enrolment schedules
 7. Other information
- (3) The classification procedure is conducted by the Commission for the Classification Procedure, appointed by the Council of the Faculty.
- (4) The Commission for the Classification Procedure confirms a list of rankings and determines which candidates have gained the right to enrol at the Faculty, in accordance with the invitation.

Article 58

- (1) A student gains the right to enrol in the next year of study if he has fulfilled all his obligations established in the study programme, in accordance with the Ordinance on Study Courses and other general acts of the Faculty and University.
- (2) A student may re-enrol in the same study year according to the conditions laid down in the Ordinance on Study Courses.

Academic advisors and mentors

Article 59

- (1) Advisors or mentors may be appointed to students or groups of students for undergraduate studies, depending on their type and nature, who will advise them on mastering their studies, and monitor their work and achievements.
- (2) Postgraduate students must as a matter of course be assigned a mentor
- (3) More detailed provisions regarding advisors and mentors shall be established by the general acts of the Faculty.

Article 60

- (1) A student may maintain the status of full-time student for the duration of the prescribed length of studies, or for a maximum period amounting to twice the prescribed length of studies, as established in the curriculum: however, periods of dormant student obligations shall not be included.

Article 61

- (1) Full-time students may take only one single course of studies, or one joint (two subject) course of studies at the University.

Termination of student status

Article 62

- (1) Student status shall be terminated:
1. Upon completion of studies
 2. Upon withdrawal from the Faculty
 3. As a result of expulsion from a study course, according to the procedures and conditions established by the Statute or another general act
 4. As a result of failure to complete studies within the period determined by the Statute or another general act
 5. As a result of other reasons established by the Statute or another general act.

Examinations

Article 63

- (1) Examinations, grades, appeals regarding examinations, examination retakes and the means by which examination records are kept are established by the Ordinance on Study Courses.

Article 64

- (1) Undergraduate studies end when all examinations have been passed, the graduation thesis has been submitted, and the graduation examination passed in accordance with the study programme.
- (2) Postgraduate studies end when all examinations have been passed, and the scientific doctoral thesis (dissertation) submitted and defended.
- (3) Postgraduate specialist studies end with the production of a specialist paper and when the specialist exam has been passed.

Revocation of doctoral degrees

Article 65

- (1) The title of Doctor of Science may be revoked if it is established that the doctoral thesis was plagiarised or counterfeited.
- (2) The revocation of a scientific doctoral degree is conducted by the Senate of the University, at the request of the Council of the Faculty.
- (3) The revocation of a scientific doctoral degree means the loss of the title for the acquisition of which one or more conditions is the possession of a scientific doctoral degree.

Documents issued upon completion of studies

Article 66

- (1) Upon completion of university undergraduate or postgraduate studies, students shall be issued with diplomas.
- (2) The diploma is proof that the student has completed a particular course of study and gained the right to the appropriate academic title or degree.
- (3) Upon completion of professional training courses, the Faculty issues participants with a certificate.
- (4) Alongside diplomas or certificates, students may also be issued with supplementary documents in connection with their studies, which confirm the examinations they

have taken and the grades obtained, and include information on student loads and course contents.

- (5) Students may submit personal requests for supplementary documents in connection with their studies, which may be issued before the completion of their studies.
- (6) The diplomas and certificates issued by the Faculty are public documents.

SCIENTISTS, TEACHING STAFF AND ASSOCIATES

Article 67

- (1) The teaching, scientific and expert activities of the Faculty are conducted by teaching staff, scientists, associates and other persons elected to professional titles, whose qualifications have been confirmed by their election to scientific, scientific-teaching, teaching, associate and professional titles.
- (2) The scientists, teaching staff and associates of the Faculty, alongside the tasks established in the Act and other regulations, participate in the work of the Council of the Faculty and other working bodies, and carry out other duties in accordance with this Statute, the Statute of the University and other general acts.

Scientists and scientific titles

Article 68

- (1) Scientists are persons who, in accordance with the Act, have been elected to the appropriate scientific titles and are registered in the Register of Scientists.
- (2) Scientific titles are the following: scientific associate, senior scientific associate and scientific advisor.
- (3) The acquisition of a scientific title does not depend on the post occupied.
- (4) Scientific titles are obtained according to the procedure and conditions provided for in the Act and regulations based on it.
- (5) Scientific titles are permanent, and only cease upon promotion to a higher title, or upon revocation in accordance with the Act.
- (6) The procedure for acquiring a scientific title may be initiated by a person who considers they have fulfilled the conditions for election to a particular scientific title.

Scientific-teaching, teaching, associate and professional titles

Article 69

- (1) Scientific-teaching titles are: assistant professor (docent), associate professor and full professor.
- (2) Teaching titles are: lecturer and senior lecturer.
- (3) Associate titles are: assistant and senior assistant.
- (4) Professional titles are: expert associate, senior expert associate and expert advisor.

Election to titles and corresponding posts

Article 70

- (1) Participants in the conducting of teaching activities at the Faculty are elected to scientific-teaching, associate and professional titles in accordance with the Act.
- (2) Employment contracts are concluded with persons elected to scientific-teaching and associate titles and professional titles.

- (3) A person may be elected to a scientific-teaching title and corresponding post if:
1. He/she is elected or fulfils the conditions for election to the appropriate scientific title in the field specified in a public invitation
 - assistant professor (docent): scientific associate, senior scientific associate, scientific advisor
 - associate professor: senior scientific associate or scientific advisor
 - full professor: scientific advisor.
 2. He/she fulfils the conditions of the Rector's Conference in terms of educational, teaching and expert work for selection to a scientific-teaching post
 3. He/she fulfils physical, mental and other conditions prescribed by a general act.

Article 71

- (1) A person who fulfils the conditions for election to a particular title may be elected to the appropriate scientific-teaching, teaching or associate title (without concluding an employment contract) if he/she participates or will participate in conducting all or part of the teaching activities for a particular subject (so-called nominal title) at the Faculty.

Article 72

- (1) The Council of the Faculty may entrust up to one third of the teaching of a particular subject to teaching staff, scientists or experts with whom it has not concluded a contract, in accordance with the provisions of the Statute, and without electing them to a scientific-teaching title (so-called guest professors or teaching staff), on condition that the remainder of the teaching of the subject is conducted by persons elected to a scientific-teaching or teaching title.

Article 73

- (1) In order to improve its teaching and scientific work, the Faculty may invite and appoint as a guest teacher, scientist or expert a prominent foreign teacher, scientist or expert from abroad. The guest may participate in teaching activities and scientific projects.
- (2) Persons in paragraph one of this article may be entrusted with the teaching activities for a particular subject for a maximum of two consecutive academic years, without being elected to a scientific-teaching title by a decision of the Senate or Council.

Article 74

- (1) The general conditions for election to individual titles are established in the Act, conditions prescribed by the National Council for Science and the Rector's Conference.
- (2) Further conditions for election to particular titles are established by a special general act of the Faculty.
- (3) Election to scientific-teaching, teaching, associate and professional titles and corresponding posts, for which each case is treated individually, is initiated by the Faculty.
- (4) A public invitation for election to the same or promotion to a higher scientific-teaching title and post, due to the expiration of the period for which the employee was elected following the previous public invitation, must be published at least three months before the expiration of the period for which the employee was elected.
- (5) By a special decision of the Council of the Faculty and with the consent of the employee, the invitation may be published more than one year before the expiration of

the period for which the employee was elected, but not before three years have passed since the previous election.

Article 75

- (1) Elections to scientific-teaching and associate titles and corresponding posts, and to teaching titles, are initiated by the Faculty in accordance with the Act, Statute of the University, this Statute and general acts, pursuant to a public invitation published in the Official Gazette, daily press and the official internet page of the Faculty, on condition that the post advertised has been established by a general act on the organisation of posts.
- (2) The Faculty must assure material resources for posts which have not been established by a general act on organisation.
- (3) If the Faculty is not authorised to conduct part of the procedure to elect a person to a scientific title, the election procedure to a scientific title is conducted by an authorised faculty, while the election to a scientific post and scientific-teaching title is conducted by the Council of the Faculty.
- (4) The decision to issue a invitation for election to the same or promotion to a higher title (scientific-teaching, associate or expert, and to an corresponding post) is adopted by the Council of the Faculty at the proposal of the Director of an Institute or the Dean.
- (5) The Council of the Faculty shall appoint an expert commission with an odd number of members, who must have the same or higher title than that advertised in the invitation, no later than one month after the expiration of the deadline for applications.
- (6) At least one third of the members of the expert commission must be teaching staff or scientists from outside the Faculty.
- (7) If it is necessary to conduct an election procedure for the candidate to a scientific-teaching title, the Council of the Faculty shall, within a period of one month, pursuant to a report and proposal by the commission, send an opinion and proposal for election to a scientific title to the Registrar's Council.
- (8) After receiving the decision of the Registrar's Council, the expert commission shall submit a report to the Council of the Faculty confirming the name of the candidate(s) proposed for election to scientific-teaching titles. The decision to elect the proposed candidate(s) is adopted by the Council of the Faculty.

Article 76

- (1) If it is not necessary to conduct an election procedure to a scientific title, the commission in Article 75 shall submit a report to the Council of the Faculty.
- (2) The competent Council in the field shall confirm the election to a scientific-teaching or scientific title, unless the candidate is elected as a full professor and scientific advisor, in which case the Senate confirms the election, and this confirmation of election to a title shall be valid.
- (3) All candidates in election procedures to titles and corresponding posts shall be notified of the results of elections within 15 days of completion.
- (4) If the Senate and Council in the field do not confirm an election conducted by the Council of the Faculty, the election procedure shall be annulled.

Teaching titles

Article 77

- (1) Election to a teaching title is conducted for subject which do not require a scientific approach. The election procedure to a teaching title and corresponding post are conducted in accordance with the provisions of the Act, the Statute of the University and other general acts of the University and Faculty.
- (2) In the procedure to elect a teacher to a teaching title and corresponding post, the provisions of the Act, conditions of the Rector's Conference and other general acts of the University and Faculty shall be applied.

Employees with associate titles

Article 78

- (1) The procedure to elect associates to associate titles and corresponding posts is conducted in accordance with the Statute and general acts of the University and Faculty.
- (2) Assistants and senior assistants assist in the delivery of the part of the teaching process, tests of knowledge and the scientific and expert activities of the Faculty, in accordance with this Statute and other general acts.
- (3) Assistants at the Faculty are selected by the Council of the Faculty, pursuant to reports submitted by a commission appointed by the Council of the Faculty, and pursuant to a previously conducted invitation.
- (4) Each assistant has a mentor (one or more) appointed by the Council of the Faculty. A mentor may be a person with a scientific-teaching or scientific title who assures the effective training of the assistant through his scientific activities.
- (5) Every year, the Council of the Faculty assesses the work of assistants. Assessments are based on written reports from mentors, in which they evaluate the candidates' success in scientific and teaching work, and their success in postgraduate studies.
- (6) Assistants have the right to see and comment on a negative report by a mentor.
- (7) The evaluation procedure is regulated in detail by a general act.
- (8) If an assistant receives a negative evaluation, the procedure to terminate his employment by regular means is initiated.
- (9) Under the same conditions, in accordance with agreements between the University or Faculty and other scientific organisations, assistants who have been elected to such scientific organisations may participate in teaching activities.

Election to professional titles and corresponding posts

Article 79

- (1) Professional titles are: expert associate, senior expert associate and expert advisor. Persons elected to professional titles take up corresponding posts with the same title.
- (2) Persons with professional titles take up corresponding posts for expert tasks linked to scientific research and expert work.

The conditions for election to professional titles and the election procedure to corresponding posts is prescribed by a separate ordinance.

Professor Emeritus

Article 80

- (1) The Faculty may propose to the University that its full professors, who have taken well-deserved retirement, be awarded the honorary title of Professor Emeritus.
- (2) When awarding the honorary title in paragraph 1 of this Article, the provisions of the Statute of the University and other general acts of the University shall be applied.

Employment contracts for scientific-teaching, teaching, associate, scientific and expert posts

Article 81

- (1) Open-ended employment contracts are concluded with persons elected to scientific-teaching, teaching and expert posts, with the obligation to repeat the election process or offer promotion every five years, in accordance with the provisions of the Act.
- (2) If, during the invitation procedure for a particular post, another person is elected, the incumbent shall be offered another suitable post, or, if none is available, his employment contract must be terminated, unless the employee in question fails to reapply for the position, or is not selected due to his failure to fulfil the conditions for reselection, in which case a procedure for regular termination of the employment contract on capability grounds shall be initiated, without the obligation to offer him another post.
- (3) If, during the reselection procedure, the employee is not selected, due to his failure to fulfil the required conditions, Article 85 paragraph 5, or Article 101 paragraph 5 of the Act shall be applied. The obligation to conduct re-election is terminated when the employee is re-elected to the scientific-teaching post of full professor (permanent title). An employee may be elected to the post of assistant professor (docent), associate professor, lecturer or senior lecturer twice at the most.
- (4) In exceptional circumstances, if an employee is not elected following a second election to a higher teaching title, and the Council of the Faculty confirms the need for his further employment, during further re-elections the Faculty may conclude a fixed-term employment contract with him for a maximum period of five years.
- (5) Employees with scientific-teaching and teaching titles have the right to suspend periods for election to titles and posts, in accordance with Article 45 of the Act.

Article 82

- (1) A fixed-term employment contract may be concluded with a graduate, for a maximum of six years, for the associate post of assistant.
- (2) Assistants are obliged to enrol in postgraduate studies. Persons in associate posts are obliged to participate in conducting study programmes at the Faculty.
- (3) If the salary and/or expenses of a postgraduate assistant are assured from State Budget funds, the approval of the Minister is required in order to conclude an employment contract.
- (4) A fixed-term employment contract for the associate post and title of senior assistant may be concluded with an assistant who completes his postgraduate studies and is awarded a doctorate within a period of six years or less.
- (5) The duration of such an employment contract may be at the most ten years from the date of its conclusion as in paragraph 1 of this Article.
- (6) If the salary of a senior assistant is assured from State Budget funds for concluding employment contracts, the approval of the Minister is required.

- (7) Fixed-term employment contracts may be concluded with persons elected to scientific or associate posts for work on fixed-term projects, for the duration of the project or part of the project.

Rights and obligations of employees with scientific-teaching and teaching titles

Article 83

- (1) An employee elected to a scientific-teaching title, has the following rights and obligations arising from his employment contract:
1. To work in teaching and science and regularly fulfil the obligations which arise from such work, developing professional and collegial relationships with other teaching staff, employees and students
 2. To conduct teaching activities for undergraduate and postgraduate studies within the field for which he was elected, according to the programmes for which the Faculty is the bearer.
- (2) An employee elected to a scientific-teaching title, either as a full or associate professor, has the right to a paid sabbatical (study year), pursuant to his contract, for every six years' work at the University or Faculty, for the purpose of scientific or expert training or preparing a scientific paper, bearing in mind the conditions envisaged by a general act and on the basis of a decision adopted by the Council of the Faculty, which also establishes the means by which the Faculty shall ensure the continuation of the teaching activities and other responsibilities of the absent employee.
- (3) An employee elected to a scientific-teaching title may, as envisaged by a general act, and with the approval of the Council of the Faculty, take paid or unpaid leave for the purpose of scientific or expert training or curriculum development, or scientific or expert training at another scientific or educational institution.
- (4) When approving such leave, the Faculty must ensure continuation of the teaching activities and fulfilment of the other obligations of the absent employee.
- (5) An employee elected to a scientific-teaching or teaching title has the right to suspend periods for election to a title or post, in accordance with the Act, and periods during which he assumes the duties of Rector, Vice-Rector or Dean, or other public duties.
- (6) An employee in paragraph 3 who is appointed or elected to public duty, for which an appropriate employment contract is concluded, may continue to be engaged in scientific work and continue to teach at the Faculty, so that, in accordance with the Act, an employment contract or other appropriate contract shall be concluded with him.
- (7) Such an employee has the right, in accordance with the above-mentioned contract, to return to the post he held before assuming public duty, or to another corresponding post.

Work outside the Faculty

Article 84

- (1) Scientific, teaching or expert work outside the Faculty undertaken by employees, and monetary and other interests arising from such activities, must not conflict with or damage the interests of the Faculty.
- (2) The Decision on consent for conducting teaching activities is adopted by the Council of the Faculty and submitted to the University (Senate) for ratification.

- (3) The Dean may prohibit, limit or impose conditions on an employment contract between an employee in paragraph 1 and legal persons outside the University, if such a contract would have a detrimental effect on the work of the University and Faculty, or if the organisation concerned has a conflict of interests with the University or Faculty in terms of its scope of activity.

Occasional and temporary employment

Article 85

- (1) Occasional and temporary employment and additional work at the Faculty are approved by the Dean as required by the nature of the approved activities, when material resources have been assured.
- (2) The above forms of employment may refer to full or part time work and last for the duration of the contract.

Article 86

- (1) For successful work and contributions to the reputation of the University and Faculty, employees, students and other deserving individuals may be awarded prizes and acknowledgements by the Faculty, in the form and manner established by a general act of the Faculty.

Disciplinary liability and disciplinary procedure

Article 87

- (1) Teaching staff and students shall be liable for infringements of their working and other obligations arising from their work, and for serious defamation of the reputation of the University and Faculty, infringements of the Statute and other general acts.
- (2) Cautions, public cautions or dismissals shall be issued for infringements in the preceding paragraph.
- (3) A person may only be held liable for a deed which, at the time of its perpetration, was identified as a disciplinable deed, for which certain disciplinary measures were provided. Disciplinary procedure, disciplinary measures and a description of disciplinable deeds are established by a special general act.

Scientific and expert work

Article 88

- (1) Scientists elected to scientific-teaching titles and occupying the corresponding posts, persons elected to associate posts, and other scientists who fulfil the conditions for carrying out scientific activities, are engaged in scientific work at the Faculty.
- (2) Teaching staff, associates and scientists as individuals are the bearers of scientific research, expert or development projects and other types of activity. The University or Faculty, or the contractual principal assures the organisational, financial or other forms of support (premises, equipment, infrastructure, etc.), according to the type of activity, and as envisaged by the Contract.
- (3) The amount of the compensation payable to the University or Faculty, as the bearer of the activity, is defined in the Contract. Compensation may relate to the use of premises, infrastructure and other benefits and is established in accordance with a special Ordinance.

Quality assurance

Article 89

- (1) The Faculty incorporates a culture of quality control of all aspects of its activities, and through all standard acts, in its efforts to achieve the highest quality standards in its work. The Faculty organises the Committee for Quality Management and Assurance.
- (2) The Committee is established by a decision of the Council of the Faculty and has five members. The Head of the Committee may be a teacher elected to a scientific-teaching title. Teaching staff, associates and students are involved in the work of the Committee.
- (3) The Committee for Quality Management and Assurance in particular
 - develops evaluation and self-evaluation procedures to research different aspects of the quality of education
 - investigates the causes of low quality, inefficient, prolonged studies
 - sets up a system for internal judgments
 - assures an assessment of the quality of the Faculty's work by its students
 - *encourages* and organises professional training for teaching staff, associates, managers and administrative staff, etc.
- (4) The organisation and manner of work of the Committee for Quality Management and Assurance are regulated in detail by a special act.

Property and financing

Article 90

- (1) The property of the Faculty comprises immovable and movable assets owned by the Faculty, including property rights, and financial resources procured by the Founder or acquired through the provision of services or acquisitions from other sources.

Self-financing of the Faculty

Article 91

- (1) Sources of financing:
The Faculty is financed by sources established by the Act, the Statute of the University and this Statute. The Faculty is financed solely by sources which bring no influence to bear on its independence and dignity, and which are characteristic for the activities of the Faculty.
- (2) The Faculty may only receive revenues through activities which do not harm the achievement of the fundamental tasks of the Faculty.

Faculty Budget

Article 92

- (1) The Faculty Budget comprises funds which are designated in the State Budget for regular activities, resources for scientific and development projects, and funds raised on the market by carrying out fundamental and other activities, along with other resources acquired in accordance with positive regulations and general acts.
- (2) Positive regulations, the Statute of the University and another general act of the University and Faculty shall be applied to the Faculty Budget.
- (3) The Faculty may dispose independently of funds raised on the market by carrying out fundamental and other activities, in accordance with special regulations, the Statute of the University and general act of the Faculty.

Public operations and classified information

Article 93

- (1) The work of the Faculty is public.
- (2) The Faculty is obliged to notify the public in a truthful and timely manner about the performance of its activities.
- (3) The Faculty shall notify the public by means of public communications media, publishing special publications, issuing individual oral announcements, occasional press conferences, and advertising, whether on its internet pages, the Faculty's notice boards or elsewhere.
- (4) Only the Dean and persons authorised by him may notify the public of the work, business and development of the Faculty through public communications media.

Classified information

Article 94

- (1) Classified information includes information, documents, general acts and other documents declared classified pursuant to the Act and other acts of the University and Faculty, the announcement or disclosure of which to unauthorised persons would be detrimental to the operations of the Faculty, or damage its reputation.
- (2) The Faculty is obliged to guard information which is considered a business or official secret, and this is the Dean's direct responsibility.
- (3) Violations of classified information are serious violations of work obligations.

Transitional and concluding provisions

Article 95

- (1) Students enrolled in undergraduate, magisterial or doctoral studies on the day on which the Act entered into effect have the right to complete their course of studies according to the curriculum and conditions valid at the time of their enrolment in the first year of study, and to acquire the appropriate academic level of qualification according to regulations which applied before the Act entered into effect.
- (2) Following the organisation of study courses according to the Act, students who do not complete their studies according to the previous programme may continue according to the programme organised pursuant to the Act, in accordance with a general act of the University and Faculty.

Previously acquired academic titles and qualifications

Article 96

- (1) Science doctorates awarded according to regulations in force before the entry into force of the Act are equivalent to science doctorates awarded according to the Act.
- (2) Persons who were awarded the academic qualification Master of Science according to regulations in force before the entry into force of the Act may, according to a general act of the University, acquire a science doctorate by defending a doctoral thesis according to regulations in force on the day of entry into force of the Act, within a maximum period of eight years from the day of entry into force of the Act.

Postgraduate students in scientific studies (Master's level)

Article 97

- (1) Persons who according to regulations in force before the entry into force of the Act, who enrolled in postgraduate scientific studies (Master's level) may be allowed, at their own request (and if certain other conditions and obligations are fulfilled), to complete their postgraduate studies by producing a doctoral thesis.

GENERAL ACTS

Article 98

- (1) The Statute is the fundamental act of the Faculty.
- (2) The Statute of the Faculty is adopted by the Council of the Faculty, at the proposal of the Dean, by a majority of all members.
- (3) Amendments to the Statute are adopted in the same manner as that by which the Statute is adopted.
- (4) The Statute and Ordinance on the Organisation of Posts are adopted by the Council of the Faculty, with the approval of the Senate of the University, and may not enter into force until such approval is obtained.
- (5) Other general acts are adopted by the Council of the Faculty.
- (6) General acts are published on the Faculty's notice board and may be published in other appropriate ways.
- (7) Until the adoption of general acts according to the provisions of this Statute, the existing general acts of the Faculty and University shall be implemented, apart from provisions which are contrary to the Act, Statute of the University and this Statute.

Article 99

- (1) With the entry into force of this Statute, the Statute of the Faculty of Pharmacy and Biochemistry of the University of Zagreb no. 62-01-180/5-2001 of 19 April 2001 ceases to be valid.

Article 100

- (1) This Statute enters into force upon receiving the approval of the Senate of the University of Zagreb, and on the eighth day following its publication on the Faculty's notice board.

Class: 012-03/10-01/1
Reg. no. 251-62-01-10-2
Zagreb, 25 February 2010

D e a n :

Prof. Dr. Sc. Nikola Kujundžić

Amendments to the Statute were published on the Faculty's notice board on 10 February 2010, therefore it entered into force on 18 February 2010.