

Pursuant to the Decision of the Faculty Council of the University of Zagreb Faculty of Pharmacy and Biochemistry from 23 May 2012, Class: 011-01/12-01/1, Reg. No.: 251-62-01-12-6, the University of Zagreb Faculty of Pharmacy and Biochemistry brings the consolidated text of the Ordinance on Academic Promotion and Advancement Requirements and Proceedings from 31 January 2007. The consolidated text of the Ordinance on Academic Promotion and Advancement Requirements and Proceedings contains the Ordinance on Academic Promotion and Advancement Requirements and Proceedings from 31 January 2007, Reg. No.: 62-01-149/1-2007, amendments to the Ordinance from 23 February 2011, Class: 011-01/11-01/1, Reg. No.: 251-62-01-11-2, and amendments to the Ordinance from 23 May 2012, Class: 011-01/12-01/1, Reg. No.: 251-62-01-12-6, which contain the date of its entry into force.

ORDINANCE ON ACADEMIC PROMOTION AND ADVANCEMENT REQUIREMENTS AND PROCEEDINGS

I. GENERAL PROVISIONS

Article 1

This Ordinance lays down the requirements and proceedings for elections to scientific, academic, teaching, associate and professional titles, and for appointments to corresponding positions at the University of Zagreb Faculty of Pharmacy and Biochemistry (hereinafter referred to as the Faculty), as well as the rights, responsibilities and modes of operation of assessment panels, in accordance with the following documents in force:

- Act on Scientific Activity and Higher Education (hereinafter referred to as the Act),
- Ordinance on Scientific Promotion and Advancement Requirements,
- Ordinance on the Structure and Modes of Operation of Field Councils and Scientific Field Committees,
- Statute of the University of Zagreb,
- Decision of the Croatian Rectors' Conference on the Requirements Necessary for the Evaluation of Teaching and Profession-Related Work in Academic Advancement Proceedings,
- Decision of the Croatian Rectors' Conference on the Form and Manner of Delivery of Inaugural Lectures in Elections to Academic, Artistic and Teaching Titles,
- Statute of the University of Zagreb Faculty of Pharmacy and Biochemistry.

II. REQUIREMENTS FOR ELECTIONS TO TITLES

Article 2

The general requirements for elections to titles are prescribed by the Act and subordinate legislation. The additional requirements for elections to titles are prescribed by this Ordinance.

Article 3

The University of Zagreb Faculty of Pharmacy and Biochemistry is authorised to provide opinions and conduct part of the proceedings for elections to scientific titles in:

1. the field of Biomedicine and Healthcare, the subfield of Pharmacy, the branch of Pharmacy and the branch of Medical Biochemistry,
2. the field of the Natural Sciences, the subfield of Chemistry.

Article 4

The University of Zagreb Faculty of Pharmacy and Biochemistry is authorised to provide opinions and conduct elections to academic titles in:

1. the field of Biomedicine and Healthcare, the subfield of Pharmacy, the branch of Pharmacy and the branch of Medical Biochemistry,
2. the field of the Natural Sciences, the subfield of Chemistry.

Article 5

In addition to satisfying the requirements stipulated by the Act, the Statute of the University of Zagreb, the Statute of the University of Zagreb Faculty of Pharmacy and Biochemistry, the Croatian Rectors' Conference and the National Science Council, the total scientific research, teaching and profession-related activity of applicants for election to a title shall, in addition to a descriptive assessment, also be expressed in points according to the following table.

	Activity	Points
A	SCIENTIFIC RESEARCH ACTIVITY	
1.	SCIENTIFIC RESEARCH PAPERS	
1.1.	Scientific research paper published in journals indexed in the Current Contents (CC) database	1.0
1.2.	Scientific research paper published in the journals <i>Acta Pharmaceutica</i> and <i>Periodicum Biologorum</i>	1.0
1.3.	Science book	4.0
1.4.	Chapter in a science book	1.0
1.5.	Peer-reviewed scientific research paper published in a categorised international journal	0.5
1.6.	Peer-reviewed scientific research paper (<i>in extenso</i>) published in the proceedings of an international scientific conference if referenced in international secondary journals or databases	0.5
1.7.	Peer-reviewed scientific research paper (<i>in extenso</i>) published in the proceedings of a national scientific conference if referenced in international secondary journals or databases	0.4
1.8.	Peer-reviewed scientific research paper published in a categorised national journal	0.4
1.9.	Scientific research paper published in the journal <i>Biochemia Medica</i>	1.0
1.10.	Peer-reviewed scientific research paper published in other uncategorised journals	0.2
1.11.	Popular science article	0.1
2.	PROJECTS	
2.1.	International scientific research project leadership	1.0
2.2.	National scientific research project leadership	0.8
3.	LECTURES	
3.1.	Invited plenary lecture at an international scientific conference	0.5
3.2.	Invited plenary lecture at a national scientific conference	0.3
3.3.	Other public lectures	0.1
4.	SCIENTIFIC CONFERENCES	
4.1.	Invited lecture at a scientific conference	0.4

4.2.	Conference presentation (speech and poster) at a scientific conference	0.1
4.3.	Membership of a scientific or organising committee of a scientific conference	0.1
5.	EDITORSHIP	
5.1.	Editorship of a scientific journal	0.5
5.2.	Editorship of conference proceedings	0.3
5.3.	Guest editorship of a scientific journal	0.2
5.4.	Membership of an editorial board of a scientific journal	0.1
B	TEACHING ACTIVITY	
1.	TEXTBOOKS AND COMPENDIA	
1.1.	University textbook	4.0
1.2.	Chapter in a university textbook	0.8
1.3.	Textbook (peer-reviewed; ISBN)	3.0
1.4.	Chapter in a textbook (peer-reviewed; ISBN)	0.5
1.5.	University compendium	1.0
1.6.	Compendium (peer-reviewed; ISBN)	0.5
2.	EDITORSHIP AND TRANSLATION	
2.1.	Editorship of a university textbook	0.6
2.2.	Editorship of a textbook (peer-reviewed; ISBN)	0.5
2.3.	Translation of a textbook	2.0
2.4.	Translation of a textbook chapter	0.3
3.	MENTORSHIP	
3.1.	Mentorship of a diploma (master) thesis or a doctoral thesis	0.3
4.	PROJECTS	
4.1.	International training-related project leadership	0.5
C	PROFESSION-RELATED ACTIVITY	
1.	PROFESSION-RELATED PAPERS	
1.1.	Profession-related book (peer-reviewed; ISBN)	2.0
1.2.	Chapter in a profession-related book (peer-reviewed; ISBN)	0.5
1.3.	Profession-related paper published in an international journal	0.3
1.4.	Profession-related paper published in a national journal	0.2
1.5.	Profession-related paper (<i>in extenso</i>) published in conference proceedings	0.1
1.6.	Popular profession-related article	0.1
2.	EDITORSHIP	
2.1.	Editorship of a profession-related book (peer-reviewed; ISBN)	0.5
2.2.	Editorship of profession-related conference proceedings	0.3
3.	PROFESSIONAL TRAINING	
3.1.	Passing a licencing exam	0.5
3.2.	Passing a specialist exam within the healthcare system	1.0
4.	ACHIEVEMENT IN RESEARCH AND DEVELOPMENT	
4.1.	Registered patents, discoveries	1.0
5.	PROJECTS	
5.1.	Profession-related project leadership	0.5
5.2.	Producing studies, expert analyses	0.1

III. REQUIREMENTS FOR ELECTIONS TO SCIENTIFIC TITLES

The scientific titles are **assistant research scientist**, **associate research scientist** and **senior research scientist**.

Article 6

Pursuant to the Ordinance on Scientific Promotion and Advancement Requirements issued by the National Science Council, for election to scientific titles in the **field of the Biomedical Sciences** applicants shall have a doctoral degree and shall have published scientific research papers in international peer-reviewed journals as follows:

assistant research scientist:

- three (3) papers published in journals indexed in the Current Contents (hereinafter referred to as CC) or the Science Citation Index Expanded (hereinafter referred to as SCIE) databases, of which two thirds shall be referenced in CC.

associate research scientist:

- six (6) papers published in journals indexed in CC or SCIE, of which two thirds shall be referenced in CC.

senior research scientist:

- twelve (12) papers published in journals indexed in CC or SCIE, of which two thirds shall be referenced in CC.

Article 7

Scientific titles are permanent and are either superseded by election to a higher-ranking title or revoked in cases stipulated by Article 37 of the Act.

Conference presentation abstracts published in journals indexed in CC and SCIE shall not be recognised in the proceedings of elections to scientific titles.

Article 8

Pursuant to the Ordinance on Scientific Promotion and Advancement Requirements issued by the National Science Council, for election to scientific titles in the **field of the Natural Sciences, the subfield of Chemistry**, applicants shall have a doctoral degree and shall have published scientific research papers in international peer-reviewed journals as follows:

assistant research scientist:

- nine (9) papers,
- at least two thirds of which shall be referenced in CC.

associate research scientist:

- eighteen (18) papers;
- only scientific research papers published in journals indexed in CC shall be taken into account;
- applicants shall be the main authors of at least one third of the total number of papers required for election, all of which shall be indexed in CC.

senior research scientist:

- thirty (30) papers;
- only scientific research papers published in journals indexed in CC shall be taken into account;
- applicants shall be the main authors of at least one third of the total number of papers required for election, all of which shall be indexed in CC.
- applicants shall publish at least one third of the total number of papers required for election, all of which shall be indexed in CC, in journals with an above-average impact factor for the corresponding scientific branch in accordance with the Journal Citation Reports – ISI Thomson classification.

Article 9

Main authors are defined as principal investigators on a specific scientific problem or authors who have contributed most to the solving of a given scientific problem. Interdisciplinary papers may be authored by a few main authors, but only one for each respective discipline. Main authors are decided by an assessment panel on the basis of a submission by applicants, and are confirmed by the Scientific Field Committee.

IV. REQUIREMENTS FOR ELECTIONS TO ACADEMIC TITLES AND FOR APPOINTMENTS TO CORRESPONDING POSITIONS

The academic titles and corresponding positions are **assistant professor, associate professor** and **full professor**.

Article 10

Academic titles and corresponding positions may be granted to persons who are registered with the Register of Researchers in accordance with Article 23 of the Act and who either hold a scientific title gained in a relevant field or have satisfied both the requirements for obtaining a given scientific title and the requirements in terms of their scientific research, teaching and profession-related work prescribed by the Croatian Rectors' Conference, and if they have the required mental and physical ability and meet the requirements prescribed by the Statute of the University of Zagreb.

Article 11

ASSISTANT PROFESSOR

The academic title and corresponding position of assistant professor may be granted, for a period of five (5) years, to persons who meet the requirements for obtaining the scientific title of assistant research scientist (at the minimum).

According to the criteria of the Faculty:

Applicants shall have collected ten (10) points, of which at least six (6) points shall have been collected in scientific research papers published in journals indexed in CC (A 1.1.), including the journals *Acta Pharmaceutica* and *Periodicum Biologorum* (A 1.2.).

Applicants shall have satisfied two (2) out of the following four (4) requirements prescribed by the Croatian Rectors' Conference:

1. Applicants holding an associate or teaching title, including the status of research fellow, shall have been involved in teaching at a higher education institution for ninety (90) standard hours at the minimum within a period of five (5) years prior to the date of initiating proceedings for election to the title of assistant professor.
2. Applicants shall have assisted undergraduate/graduate students with producing their final/diploma thesis and shall have, at the same time, published one (1) paper at the minimum in co-authorship with the student assisted by the applicant.
3. Applicants shall have been involved in continuing professional development in their respective scientific field, profession or teaching at internationally recognised institutions in the Republic of Croatia or abroad within a period of three months at the minimum.
4. Applicants shall have presented as authors or co-authors three (3) papers at the minimum at scientific conferences, one (1) of which shall be international in character.

Applicants elected to an academic title for the first time shall have their inaugural lecture delivered to lecturers and students assessed positively in accordance with the Decision of the Croatian Rectors' Conference on the Form and Manner of Delivery of Inaugural Lectures in Elections to Academic, Artistic and Teaching Titles.

Article 12

ASSOCIATE PROFESSOR

The academic title and corresponding position of associate professor may be granted, for a period of five (5) years, to persons who meet the requirements for obtaining the scientific title of associate research scientist (at the minimum).

According to the criteria of the Faculty:

Applicants shall have collected twenty two (22) points, of which at least fourteen (14) points shall have been collected in scientific research papers published in journals indexed in CC (A 1.1.), including the journals *Acta Pharmaceutica* and *Periodicum Biologorum* (A 1.2.).

Applicants shall have satisfied the following requirements prescribed by the Croatian Rectors' Conference:

Applicants shall have been involved, in the capacity of lecturer (employed or visiting), in teaching at a higher education institution for three hundred (300) standard hours at the minimum.

In addition, applicants shall have satisfied three (3) out of the following six (6) requirements:

1. Applicants shall have authored or co-authored one (1) published university textbook, science book or compendium, or shall have posted on the website of the higher education institution their lectures as teaching material, which has been assessed positively by the assessment panel.
2. Applicants shall have proposed or introduced new or innovative course content, or introduced new experimental or practical teaching methods to undergraduate, graduate or postgraduate study programmes with the prior approval of the competent expert body of the higher education institution.
3. Applicants shall have supervised as mentors the production of seven (7) final or diploma theses at the minimum and shall have, as a result, published in co-authorship with the student/s supervised two (2) papers at the minimum.
4. Applicants shall have been involved, upon obtaining a doctoral degree, in continuing professional development in their respective scientific field, profession or teaching at renowned foreign institutions within a period of one year at the minimum.

5. Applicants shall have presented as authors or co-authors five (5) papers at the minimum at scientific conferences, two (2) of which shall be international in character.
6. Applicants shall have proved themselves to be capable mentors/co-mentors at postgraduate (doctoral) level, evidenced by the publication of one (1) scientific research paper at the minimum in a scientific journal in co-authorship with the student/s who has completed a postgraduate (doctoral) study programme.

Article 13

FULL PROFESSOR

The academic title and corresponding position of full professor may be granted, for a period of five (5) years, to persons who meet the requirements for obtaining the scientific title of senior research scientist.

According to the criteria of the Faculty:

Applicants shall have collected thirty (30) points, of which at least twenty two (22) points shall have been collected in scientific research papers published in journals indexed in CC (A 1.1.), including the journals *Acta Pharmaceutica* and *Periodicum Biologorum* (A 1.2.).

Applicants shall have satisfied the following requirements prescribed by the Croatian Rectors' Conference:

Applicants shall have been involved, in the capacity of lecturer (employed or visiting), in teaching at a higher education institution for six hundred (600) standard hours at the minimum.

In addition, applicants shall have satisfied four (4) out of the following eight (8) requirements:

1. Applicants shall have authored or co-authored two (2) published university textbooks, two (2) science books or two (2) compendia, or shall have posted on the website of the higher education institution their lectures from two (2) courses as teaching material, which has been assessed positively by the assessment panel.
2. Applicants shall have supervised as mentors the production and successful defence of ten (10) final or diploma theses at the minimum and shall have, as a result, published in co-authorship with the student/s supervised four (4) papers at the minimum.
3. Applicants shall have proved themselves to be capable mentors/co-mentors at postgraduate (doctoral) level, evidenced by the publication of two (2) scientific research papers at the minimum in a scientific journal in co-authorship with the student/s who has completed a postgraduate (doctoral) study programme.
4. Applicants shall have delivered seven (7) presentations at the minimum at scientific conferences, at least four (4) of which shall have been presentations at international scientific conferences, or at least one (1) invited lecture at an international scientific conference.
5. Applicants shall have been members of an editorial board of a scientific journal within a period of four (4) years at the minimum, or shall have edited at least two (2) conference proceedings or at least two (2) science books contributed to by a number of authors.
6. Applicants shall have reviewed ten (10) papers at the minimum published in scientific journals or conference proceedings.
7. Applicants shall have been leaders of at least one (1) scientific research project or shall have participated in at least one (1) international scientific research project.
8. Applicants shall have been visiting professors or research residents within a period of two (2) years at the minimum at renowned foreign universities or institutes, and shall have delivered invited lectures.

Article 14

FULL PROFESSOR WITH TENURE

Applicants for re-election to the academic title and for re-appointment to the corresponding position of full professor with tenure shall have published, upon their last election, three (3) scientific research papers at the minimum in journals indexed in CC (A 1.1.), including the journals *Acta Pharmaceutica* and *Periodicum Biologorum* (A 1.2.), and shall have satisfied six (6) out of the twelve (12) requirements prescribed by the Croatian Rectors' Conference, of which eight are listed under the requirements for full professor (Article 13) and extended by the following:

1. Applicants shall have delivered two (2) invited lectures at the minimum at international scientific conferences.
2. Applicants shall have been reviewers (rapporteurs) of two (2) study programmes, or two (2) university textbooks or science books at the minimum.
3. Applicants shall have been heads of a professional association in their scientific field, or heads of a higher education institution or the wider academic community.
4. Applicants shall have received a prestigious national or international award for their scientific research or teaching.

Article 15

RE-ELECTIONS

Pursuant to Article 102, paragraph 3, of the Act, applicants for re-election to the academic titles of assistant professor or associate professor shall have satisfied the following requirements:

1. For re-election to the academic title of assistant professor, applicants shall have satisfied three (3) requirements of their choice from amongst the requirements for election to the academic title of assistant professor, but also from amongst the requirements for election to the academic title of associate professor.
2. For re-election to the academic title of associate professor, applicants shall have satisfied five (5) requirements of their choice from amongst the requirements for election to the academic title of associate professor, but also from amongst the requirements for election to the academic title of full professor.

Article 16

Applicants applying for re-election or election to a higher-ranking title shall submit positively assessed results of an institutional survey of the quality of their teaching work or positively assessed results of student surveys conducted by the Faculty.

Article 17

In assessing applicants, the assessment panel shall consider all aspects of the work (scientific research, teaching and profession-related) of applicants and shall, in addition to a table, produce a structured report on applicants' fulfilment of scientific research, teaching and profession-related requirements for election or re-election.

V. REQUIREMENTS FOR ELECTIONS TO ASSOCIATE TITLES AND FOR APPOINTMENTS TO CORRESPONDING POSITIONS

The associate titles and corresponding positions are **assistant** and **senior assistant**.

Article 18

The associate title and corresponding position of assistant (and assistant-research fellow) may be granted to persons from amongst the ranks of the most successful students for the purposes of assisting in the teaching process and the implementation of scientific research and profession-related activities.

Article 19

The associate title and corresponding position of senior assistant (and senior assistant-research fellow) may be granted to holders of a doctoral degree.

Article 20

The associate title of assistant may be granted to persons who completed a university-level graduate study programme with a grade point average of 4.0 at the minimum.

If applicants do not satisfy the grade point average requirement referred to in paragraph 1 of this Article, two (2) positive references written by two lecturers from the applicants' home faculty shall be considered.

Assistants shall enrol in a postgraduate study programme. The assistants' work shall be assessed each year by the Faculty and the assessment shall be based on a written report by mentors evaluating the assistants' performance and success in their scientific research and teaching activities, as well as their postgraduate studies.

VI. REQUIREMENTS FOR ELECTIONS TO PROFESSIONAL TITLES AND FOR APPOINTMENTS TO CORRESPONDING POSITIONS

The professional titles and corresponding positions are **expert associate**, **senior expert associate** and **expert advisor**.

Article 21

The professional title of expert associate may be granted to persons who completed a university-level graduate study programme.

Article 22

The professional title of senior expert associate may be granted to persons who completed a university-level graduate study programme with five (5) years of work experience at the minimum in the field in which applicants are elected.

Article 23

The professional title of expert advisor may be granted to persons who completed a university-level graduate study programme with twenty (20) years of work experience at the minimum in the field in which applicants are elected, or who completed a university-level postgraduate study programme with ten (10) years of work experience at the minimum in the field in which

applicants are elected, or who hold a doctoral degree with six (6) years of work experience at the minimum in the field in which applicants are elected.

VII. PROCEEDINGS FOR ELECTIONS TO TITLES

Article 24

Proceedings for elections to scientific, academic, associate and professional titles, and for appointments to corresponding positions are initiated by the Faculty Council passing a decision to announce a call for applications.

VII.1. ELECTIONS TO ACADEMIC TITLES

Article 25

Once the period for which an employee has been elected in the previous election is about to expire, the Faculty shall announce a call for applications to be submitted for elections to the same or higher-ranking academic title no later than three months prior to the expiration date in question.

Article 26

By a special decision passed by the Faculty Council and at the request of an employee, a call for applications may be announced earlier than one year prior to the expiration date of the period for which the employee has been elected. The earliest that a call for applications may be announced is the expiration of the period of three (3) years since the last election. The conditions of and the manner in which proceedings for elections to titular academic titles are conducted at the University of Zagreb Faculty of Pharmacy and Biochemistry are identical to the conditions of and the manner in which proceedings for elections to academic titles and appointments to corresponding positions are conducted.

Article 27

The Faculty Council passes the decision to initiate proceedings, announce a call for applications and elect three (3) or five (5) members of the assessment panel. Members of the panel shall be holders of the same or higher-ranking scientific title in respect of the one that the proceedings have been initiated for, and shall also be active researchers involved in research in the same field in respect of the field announced in the call. At least one (1) of the members of the panel shall be an employee of an institution other than the University of Zagreb Faculty of Pharmacy and Biochemistry.

If the Faculty is not authorised to conduct a part of the proceedings for election to scientific titles, the Faculty Council shall nominate one member to the panel to be appointed by the constituent of the University of Zagreb authorised to conduct the proceedings.

Article 28

Once the call for applications is announced and the opening advertised in *Narodne Novine* (the official gazette of the Republic of Croatia), daily newspapers and on the website of the University of Zagreb Faculty of Pharmacy and Biochemistry, and the call closed, the formal validity of the

applications submitted is ascertained by the Dean or the administrative and support services of the Dean's Office of the University of Zagreb Faculty of Pharmacy and Biochemistry.

Ascertaining the formal validity of the applications submitted pertains to ascertaining whether all the applicants have been elected to the required scientific title in the field and the branch specified in the announcement of the call for applications.

Applicants shall submit an application to which a curriculum vitae is attached containing the following:

- personal information,
- information on educational background and titles of qualification awarded,
- information on work experience,
- information on scientific research training (institution/s and duration),
- information on field of activity in science and teaching,
- information on the number of published papers in categories,
- information on membership of and functions in professional associations, organisations and institutions,
- information on awards and recognitions awarded,
- other information relevant to the call.

In addition to an application and a curriculum vitae, applicants shall also submit the following:

- undergraduate/postgraduate and doctoral degree certificates certified by a notary public,
- publications/papers,
- confirmation of the number of citations and indexation.

Article 29

If in ascertaining the formal validity of the applications submitted it is ascertained that one or more applicants have not already been elected to appropriate scientific titles, proceedings for election to appropriate scientific titles shall first be conducted for such applicants. The assessment panel shall write a separate report on election to a scientific title for each such applicant and submit the same to the Faculty Council within thirty (30) days from the closing of the call. On the basis of such reports, the Faculty Council shall deliver an opinion and a proposal on election to a scientific title, and shall refer the same to the relevant Scientific Field Committee. When the Faculty is not authorised to conduct a part of the proceedings for election to scientific titles, a request for conducting the part of election proceedings shall be referred to the constituent of the University of Zagreb authorised to conduct such election proceedings together with a proposal of one member of the assessment panel from the home faculty (the Faculty).

Article 30

Once the relevant Scientific Field Committee grant their approval to election to a scientific title, the assessment panel shall write a report on their selection of the applicant to be proposed for election to an academic title and appointment to a corresponding position from amongst the applicants elected to the appropriate scientific title. In doing so, the panel shall ensure that the selected applicant fully satisfies:

- a) the requirements stipulated by the Ordinance on Scientific Promotion and Advancement Requirements,
- b) the requirements stipulated by the Decision of the Croatian Rectors' Conference on the Requirements Necessary for the Evaluation of Teaching and Profession-Related Work in Academic Advancement Proceedings,

c) the requirements of the Faculty for academic election proceedings stipulated by this Ordinance.

In addition, all applicants who satisfy the above requirements and are elected to an academic title for the first time shall deliver an inaugural lecture in the manner prescribed by the Croatian Rectors' Conference. The report on the inaugural lecture and its delivery is part of the report that the assessment panel submits to the Faculty Council.

Article 31

The Faculty Council shall pass a decision on election to an academic title based on the opinion and recommendation of the appointed assessment panel and the decision of the relevant Scientific Field Committee on election to a scientific title.

Article 32

The decision on election to the academic titles of assistant professor and associate professor is referred to the relevant field council of the University of Zagreb for confirmation, and the decision on election to the academic title of full professor to the Senate of the University of Zagreb. The decision on election to the academic titles becomes legally valid when confirmed by the relevant field council and the Senate respectively.

Article 33

Assessment panel reports shall contain the general provisions of the announcement of the call for applications, the curricula vitae of applicants, a list of publications by applicants, a table with points allocated, an assessment of the scientific research, teaching and profession-related work of applicants, the panel's opinion on applicants satisfying minimum and additional requirements for election to titles, the panel's explanation of applicant eligibility, a conclusion and recommendation in which the assessment panel shall ascertain whether the applicant satisfies the requirements for election to the title in question.

Article 34

Assessment panel reports shall be considered to be positive if an applicant is given a favourable opinion by the majority of members of the assessment panel.

The opinion and recommendation of individual members of the assessment panel in disagreement with the opinion and recommendation of the majority of panel members shall be appended to the report of the assessment panel.

Article 35

All applicants for election to titles and appointment to corresponding positions shall be informed of the results of election proceedings within 15 days of their completion.

Article 36

If the Senate or relevant field council do not confirm the election proceedings conducted by the Faculty Council, the proceedings are cancelled.

Article 37

The decision on election to titles or the opinion on applicants satisfying the requirements for election to titles shall be passed by the Faculty Council by a majority vote of members present.

VII.2. ELECTIONS TO SCIENTIFIC TITLES

The Faculty shall conduct proceedings for election to scientific titles in the following cases:

1. in conducting proceedings for election to academic titles initiated by the Faculty;
2. in proceedings for election to scientific titles conducted by the Faculty as an authorised scientific research institution;
3. at the request of persons who hold that they satisfy the requirements for election to a certain scientific title without an announcement of a call for applications.

Article 38

Proceedings for election to scientific titles conducted in proceedings for election to academic titles initiated by the Faculty are described under proceedings for election to academic titles (point VII.1.).

Article 39

Proceedings for election to scientific titles conducted by the Faculty as an authorised scientific research institution for the needs of other scientific research institutions:

1. At the request of another scientific research institution which is not itself authorised to conduct a part of proceedings for election, the Faculty Council shall pass a decision on appointment of an assessment panel for the purpose of conducting proceedings for election to scientific titles.
2. The assessment panel shall write a report on election to a scientific title and submit the same to the Faculty Council within 30 days from their appointment. On the basis of this report, the Faculty Council shall deliver an opinion and a recommendation on election to a scientific title, and shall refer the same to the relevant Scientific Field Committee. Only applicants satisfying all the requirements stipulated by the Ordinance on Scientific Promotion and Advancement Requirements shall be given a positive opinion by the Faculty Council.
3. The Faculty Council shall refer the decision on election to a scientific title confirmed by the relevant Scientific Field Committee to the expert council of the home institution which has requested the initiation of election proceedings.

Article 40

Proceedings for election to a scientific title conducted at the request of persons who hold that they satisfy the requirements for election to a certain scientific title without an announcement of a call for applications.

1. The Faculty Council shall pass a decision on appointment of an assessment panel for the purpose of conducting proceedings for election to a scientific title to be conducted at the request of persons who hold that they satisfy the requirements for election to a certain scientific title.
2. The assessment panel shall write a report on election to a scientific title and submit the same to the Faculty Council within 30 days from their appointment. On the basis of this

report, the Faculty Council shall deliver an opinion and a recommendation on election to a scientific title, and shall refer the same to the relevant Scientific Field Committee. Only applicants satisfying all the requirements stipulated by the Ordinance on Scientific Promotion and Advancement Requirements shall be given a positive opinion by the Faculty Council.

3. The Faculty Council shall refer the decision on election to a scientific title confirmed by the relevant Scientific Field Committee to the persons who requested the initiation of election proceedings.

VII.3. ELECTIONS TO ASSOCIATE AND PROFESSIONAL TITLES

Article 41

Proceedings for election to associate and professional titles are initiated by announcing a call for applications advertised in *Narodne Novine*, daily newspapers and on the website of the University of Zagreb Faculty of Pharmacy and Biochemistry. The decision on announcing a call for applications and the appointment of an assessment panel for election proceedings is passed by the Faculty Council. The requirements for election to associate and professional titles at the Faculty of Pharmacy and Biochemistry are prescribed by this Ordinance.

Associate titles

Article 42

The associate titles are assistant and senior assistant.

Persons who have completed a university-level graduate study programme may be elected to the associate title and corresponding position of assistant by the Faculty, and may sign a fixed-term employment contract for a period of six (6) years at the most.

The Faculty may offer assistants who have completed a postgraduate study programme and have been awarded a doctoral degree within the period of six (6) years or less an extension of the fixed-term employment contract in the associate position of senior assistant that shall not exceed the period of ten (10) years at the most from the date of conclusion of the initial employment contract.

Professional titles

Article 43

The professional titles are expert associate, senior expert associate and expert advisor. Persons may be elected to professional titles and corresponding positions for the purposes of conducting scientific research and profession-related projects, and other profession-related activities within the Faculty's scope of work.

VIII. SIGNING EMPLOYMENT CONTRACTS

Article 44

Based on the Faculty Council's decision on election to a title, an applicant and the Dean shall sign an employment contract.

Article 45

The entry into force of this Ordinance shall repeal the Ordinance on Requirements for Election to Academic Titles at the University of Zagreb Faculty of Pharmacy and Biochemistry from 3 March 2011, Class: 011-01/11-01/1, Reg. No.: 251-62-01-11-3.

Article 46

This Ordinance shall enter into force on the eighth (8th) day from the date the same has been posted on the message board of the Faculty.

Class: 011-01/12-01/1
Reg. No.: 251-62-01-12-13

Zagreb, 4 June 2012

Dean:

Professor Karmela Barišić