

**UNIVERSITY OF ZAGREB
SCHOOL OF DENTAL MEDICINE**

STUDY RULES



Zagreb, 27th May, 2011

Pursuant to article 63, paragraph 6, item 3 of the Act on Scientific Work and University Education (Official gazette number: 123/03,198/03,105/04,174/04, 46/07), article 72, paragraph 7 of University of Zagreb Bylaws, article 59 of Study rules on under graduate and graduate studies on the University of Zagreb, articles 11 and 28 of University of Zagreb School of dental medicine Bylaws (hereinafter: the Faculty), by Decision of the Faculty council from 20th November, 2008 and by Decision of the Faculty council on changes and amendments of the Study rules from 26th May, 2011, the dean of the Faculty adopted the following

STUDY RULES

GENERAL PROVISIONS

Article 1

In accordance with the Act on Scientific Work and University Education (hereinafter: the Act), Bylaws of the University of Zagreb, and Bylaws of the School of Dental Medicine of the University of Zagreb, the Study rules (hereinafter: the Rules) regulate course enrolling prerequisites, course programs, performance plans, organization of classes, obligations, rights, liabilities of lecturers and students, student status, and rules of study, as well as all other matters, significant for organisation and carrying out of the integrated undergraduate and graduate university study (hereinafter: the Study) of Dental medicine.

STUDY PROGRAM

Article 2

The Faculty shall carry out the integrated undergraduate and graduate study of Dental medicine for the purpose of acquiring the academic title of dental medicine doctor.

Integrated undergraduate and graduate university study of Dental medicine (hereinafter: the Dental medicine study) lasts for 12 semesters, and provides at least 360 ECTS.

The Study is organized as a full time study.

Article 3

The study program consists of the general part, the program and the prerequisites of carrying out.

The general part contains:

- the name of the holder of the study,
- the name of the study program,
- duration of the study,
- expert or academic title, and the degree acquired after completion of the study,
- harmonization of study programs,
- explanation of the needs to study.

The program contains:

- profile of the academic study, goals and results of learning, general and specific competences, and skills and knowledge,
- organization of the study,
- prerequisites for enrolling on the study,
- mandatory and elective courses,
- rules and mode of grading,

- proposed courses from other university studies,
- prerequisites for advancing through the study,
- provisions regarding the possibilities and prerequisites for continuance of the study by a student who interrupted his study,
- mode of completion of the study,
- quality and successfulness control method of the study program performance.

Prerequisites of carrying out contain:

- place of carrying out of the study program (physical and virtual),
- facilities and equipment,
- space on the e-learning system with all information about the study program and educational material,
- staff for carrying out of the study program (lecturers and associates) and analysis of work load of lecturers,
- study costs,
- optimal number of enrolled students with regard to facilities, equipment, and number of lecturers.

Article 4

The Faculty may alter the study program during the accreditation period with the Senate's permission. The procedure for changing and amending of study programs with accreditations is initiated by the Faculty. Changes and amendments of the study program must be adopted and made public before the enrolling competition is announced.

All decisions, as well as all changes and amendments of the study program shall be archived in written form in the University archives, and changes are entered in the corresponding computer system.

CLASSES' IMPLEMENTATION PLAN

Article 5

The study is carried out in accordance with the **classes' implementation plan**. It is adopted by the Faculty council before the beginning of the academic year. The classes' implementation plan establishes:

- lecturers and associates who shall carry out the classes pursuant to the study program,
- place of carrying out classes (physical, virtual),
- start and end, as well as semester hours of classes,
- forms of classes (lectures, seminars, practices, consultations, field work, tests, e-learning, etc.)
- exam forms, exam terms, and exam criteria,
- list of literature for the study and exams,
- possibility of carrying out classes in a foreign language,
- mode of carrying out classes (classic form, mixed form of e-learning, distance learning),
- other relevant facts for regular carrying out of classes.

List of literature for every particular course and every particular exam must be in accordance with the extent of the study program. Exam literature must be of such size as to become surmountable to an average student in the foreseen working time. It is mandatory for the classes' implementation plan to be published on the notice board and the website before the beginning of class in the corresponding

academic year. In exceptional cases, the classes' implementation plan can be changed during the academic year for justified reasons.

IMPLEMENTATION DOCUMENTS

Article 6

The Faculty is obliged to compile key ECTS documents for the purpose of recognisability and understanding of educational programs and studying systems, as well as for the purpose of organizing mobility of lecturers and students:

- informational package,
- transcript of grades,
- diploma supplement

Article 7

Informational package is the catalogue of courses. Its goal is to make easier the understanding and comparison of educational programs, and to provide complete information about educational profiles, courses, and studying system. Information package shall be compiled in Croatian, and in English in relevant parts, and shall be published on the website of the Faculty and in written form.

It is comprised of three parts:

- information on the institution and prerequisites of applying to studies,
- information on study programs,
- general information for students.

Transcript of grades (ECTS credits) is a document providing detailed information on the realized program (also expressed in ECTS credits for every course) and achieved results of a student.

Success of students is expressed by a domestic system of grades and ECTS system of grades.

The form is prescribed by the Senate. Upon request of the student, the transcript of grades shall also be issued in English.

Diploma supplement is a public document in Croatian and in English, attached to the diploma or other document certifying the completion of a certain degree of the study, for the purpose of providing detailed insight into the level, contents of the study, and into the system and rules of studying on a certain organizational unit. Contents of the diploma supplement are prescribed by the minister, and its form is prescribed by the Senate.

ORGANIZATION OF CLASSES

Article 8

Classes are carried out in accordance with the implementation plan within thirty weeks in the academic year per semesters: winter and summer. In case of make-up classes, the classes shall be organized and carried out outside the schedule established by the previous paragraph. Classes may also be carried out in a virtual environment for learning and teaching (e-learning).

By enrolling in a certain course of the study program, mandatory or elective, the student overtakes all obligations, as foreseen by the plan and program of that particular course. Attending classes is mandatory. A student may be absent from classes of a particular course within an allowed limit, however, he must fulfil all of his student obligations.

A lecturer may deny to attest the performance of class obligations to a student who was absent from lectures, seminars, or practices, or who did not fulfil other obligations prescribed by the study program.

Article 9

Pursuant to the university calendar, the Faculty council shall adopt the calendar of classes and exams, and shall publish it on the website and the notice board at least three months before the beginning of the academic year.

Article 10

Carried out classes are documented in an electronic or a written form.

Article 11

Classes are carried out in the organizational units of the Faculty – departments and chairs, in class bases, wherewith the Faculty has contracts, and in case of necessity also outside the Faculty. Departments and chairs shall organize classes, and care that they are carried out in cooperation with the course holder for every particular academic year. The holder of a course is the person responsible for regular carrying out of classes of a particular course, and his name shall be entered in the student document.

Article 12

In accordance with the study program, classes are carried out through lectures, practices (auditory, laboratory, pre-clinical, clinical, special clinical, and physical education), seminars, practical class, colloquia, consultations, mentoring, seminar and graduate theses. The classes are organized and carried out in a manner as to ensure the maximally active participation of students in their performance. Students have a right and obligation to participate in all forms of classes (lectures, seminars, and all types of practices). The student is obliged to wear protective gear in accordance with the nature and form of class (protective suit, eye protection, mask, gloves) pursuant to special regulations.

LECTURES

Article 13

Lectures are public. Lectures are mandatory, and regular attendance is recorded in the practice record book. It shall be deemed that the student has regularly attended lectures if he was not absent from more than 1/5 lessons. Students who were absent from more than 50% of lectures do not have a right to make-up the lectures, and cannot receive the signature from the course holder. Course holder determines the mode of making up the absence from lectures for a student who was justifiably absent from less than 50% of lectures.

PRACTICES

Article 14

Practices are a form of classes, where the students with help and advice from lecturers apply theoretical knowledge by performing practical assignments in the field of a particular course. Performance of practices is adapted to the nature of a course. Within the practices and with the help from lecturers, expert associates, and student assistants, students process theoretical and practical questions, debate particular solutions and medical procedures, and study sources, etc. The person

entrusted to lead the practice and the holder of the course are liable for the contents and the flow of practices.

Article 15

Practices are mandatory; hence regularity of attendance is recorded in the practice record book. It shall be deemed that the student has regularly attended practice if he was not absent from more than 1/5 practice hours. Students who were absent from more than 50% of practices do not have a right to make-up the practices, and cannot receive the signature from the course holder. Course holder determines the mode of making up the absence from practices for a student who was justifiably absent from less than 50% of practices.

Article 16

The holder of the course attests the regular performance of duties in accordance with the study program by signing the student document in a semester at its end.

Article 17

Access to particular practices may be conditioned by successfully passed colloquium.

In case of significant falling behind with acquiring knowledge, the holder of practices may course the regular fulfilment of obligations of a student or a group of students with an additional colloquium, which must not deviate from the material prescribed by the study program.

SEMINARS

Article 18

A seminar represents working with a small group of students by preparing themselves in advance and actively participating during the seminar or by preparing an arranged seminar paper. Seminars are performed in groups of students, which allow the inclusion of every student. Seminars are mandatory. It shall be deemed that the student has regularly attended seminars if he was not absent from more than 1/5 seminar hours. Students who were absent from more than 50% of seminars do not have the right to make-up the seminar, and cannot receive the signature from the course holder. Course holder determines the mode of making up the absence from seminars for a student who was justifiably absent from less than 50% of seminars.

SHIFT CLASSES

Article 19

Shifts are a form of classes, whereby the student, under direct supervision of a lecturer, acquires necessary knowledge. By rule, a shift lasts for five days in a week, six hours per day. A shift may last for more than 5 days, if it is required by the study program. During a shift, the students are working in groups with the holder of practices, or individually where non-disturbed work flow is necessary. A student shall complete the acquisition of prescribed knowledge and skills during the shift class.

OTHER PRACTICAL FORMS OF CLASSES

Article 20

Clinical conferences, expert practice, field work, and other forms of classes, which make possible the acquiring of the desired knowledge and skills outside usual forms of classes, are deemed as practical classes on the Faculty.

Article 21

Clinical conferences are form of class, whereby class units, based on a special method, demonstrate knowledge and skills to students. During a conference, a lecturer holds conversation with patients about their illnesses in front of students, thereby teaching students about possibilities of resolving a health issue.

CONSULTATIONS

Article 22

Consultations are held by lecturers and associates. Consultations are usually held for at least two hours a week. The schedule of consultations is published by every department/chair at the beginning of the semester. The schedule of consultations of a lecturer must be published on the website and the notice board of the department/chair.

STUDENTS

Article 23

A student of the School of Dental Medicine is a person who has acquired and used his right to enrol. Rights and obligations of students are determined by the Bylaws of the University. Right to health care, subsidized meals, accommodation in a student dormitory, and other rights acquired by a full-time student, in accordance with special regulations of a competent authority and the Senate.

Article 24

Costs of the study, partly or in its entirety, are settled by funds ensured by the competent ministry, and the amount of students' participation in costs of the study shall be determined depending on the success of a student in the enrolling procedure, or during the study, respectively. Criteria and prerequisites of students' share in the costs of the study shall be determined by the Faculty, and confirmed by the Senate of the University.

Article 25

Student status is proved by the student document. The form and content of the student document are prescribed by the Senate.

Student's academic year/semester is entered into the student document in accordance with the study program. Courses may be entered per semester in accordance with the study program. If a student loses or damages the student document, a duplicate shall be issued upon his request. Costs of issuing duplicates of student documents are borne by the student.

Article 26

Student status ceases by:

1. completion of the study,
2. leaving the study,
3. failing to enrol in the next academic year within the prescribed time,
4. not earning at least 35 ECTS credits within two consecutive academic years,
5. expulsion based on a disciplinary decision of the competent authority,
6. expiration of double the prescribed duration of the study, not including the period of interruption of student obligations,
7. failing to pass an exam in accordance with art. 71, para. 4 of University Bylaws,
8. other situations foreseen by these Rules.

To the student who leaves the study shall be issued a leaving document with an indication of the duration of studying, total acquired ECTS credits, and the list of passed exams with corresponding ECTS credits and grades. Leaving is noted in the student document. A person who leaves the student status may not enrol in the same study program, nor continue the study on the same study program. Exceptionally, the person who loses the student status in accordance with items 2 and 3 from this article may be allowed to enrol in the academic year pursuant to the currently valid curriculum and program. If the curriculum changes during the interruption of the study, the student must attend lessons and pass the differences in the curriculum. These students continue the study with an obligation to pay tuition.

Article 27

A person who interrupted the study for justifiable reasons may continue the study only upon approval by the dean. Vice dean for classes determines the prerequisites for continuing the study with the consent from the dean. A student may not continue the study if the interruption period lasts longer than five years.

Article 28

A leaving document shall be issued to a student who leaves the Faculty with an indication of attested semesters and passed exams. Leaving is noted in the student document.

Article 29

Right to temporary interruption of obligations exists:

- during the fulfilment of military obligations,
- during pregnancy,
- for student mother or father who are using the maternity / paternity leave until the child is one year old,
- during an illness, which prevents the student to successfully fulfil his student obligation,
- during the international student exchange with a duration of more than 30 days within the class period, if the student does not acquire ECTS credits through the exchange,
- in other justified cases.

A student acquires the right to temporary interruption of obligations by a decision upon a submitted written substantiated request, and accompanying documents. Temporary interruption of obligations may be approved with duration of one semester or academic year. Time of interruption is not included in the duration of the study. During the temporary interruption, a student may take exams if he fulfilled prerequisites therefor. If the curriculum changes during the temporary interruption of the study, the student must attend lessons and pass the differences in the curriculum.

ENROLMENT

Article 30

Enrolment into the study is performed by a public competition, announced by the Senate in accordance with the University Bylaws. Number of available student positions for the first year of the study is approved by the Senate upon the proposal of the Faculty council.

Article 31

Contents of the competition are prescribed by the University Bylaws. Faculty council shall adopt the prerequisites and criteria for the competition. The competition has to contain:

- number of applicants accepted into the first year of the study by categories;
- prerequisites for enrolment and criteria for choosing applicants;

- time, mode and procedure of carrying out the competition.

Article 32

A candidate acquires the right to enrol in accordance with the results on the state high school graduation exam and an assessment of psycho-motoric abilities. Based on these results, the Agency for science and university education determines the ranking order of applicants who acquired the right to enrol.

Article 33

Ranking list of applicants for enrolment into the study program of dental medicine shall be compiled according to the following point system:

- a) Based on the high school success – up to 400 points
- b) Based on passed exams on the state high school graduation exam:
 - Croatian language (level B) – up to 100 points,
 - Mathematics (level B) – up to 50 points,
 - Foreign (or classical) language (level B) – up to 50 points,
 - Biology or physics or chemistry* - up to 300 points.

* Prerequisite for enrolment is passing of at least one of these courses. If the applicant passed two or three courses, the course with the applicant's best result shall be calculated.
- c) Based on the Psycho-motoric test, performed by the School of Dental Medicine – up to 100 points,
- d) Based on other pupil's achievements – no points.

Article 34

The Psycho-motoric test is performed by the School of Dental Medicine. Objection to the evaluation shall be submitted to the vice dean for classes and students within 24 hours from the announcement. Final decision on the objections is adopted by the dean.

Article 35

Foreign citizens and stateless persons, without permanent residence in the Republic of Croatia shall enrol into the study under same prerequisites as Croatian citizens.

Article 36

Applicant who realizes the right to enrol is obliged to carry out the enrolment within a prescribed time limit. Applicant who fails to carry out the enrolment within the time limit shall lose the right to enrol into the study.

Article 37

Enrolling applicants, who did not study Latin during previous education for at least two years, must enrol and pass Latin (90 hours of classes) within the first year, and attach the certification of passed exam when enrolling into second year of the study.

Article 38

At the moment of enrolment, the student is allotted a JMBAG (unique identification number of an academic citizen), which shall represent the identification number of the student, as well as a password for access to ISVU application for students ("studomat"). The applicant who acquired the right to enrol and carries out the enrolment shall be issued a student document and ID – "iksica".

TRANSFER OF STUDENTS

Article 39

Students from affiliate studies of same level may transfer if there is a congruence of study programs for acquiring of the academic title of a doctor of dental medicine. It shall be deemed that congruence of study programs exists if transfer students are able to make-up differences in study programs, or to finish the underlying classes, and to pass exams necessary to continue the study. Students from universities outside of the Republic of Croatia shall acquire the right to transfer to a unit of the University in accordance with the procedure established by law, and in accordance with prerequisites from these Rules. Transfer is not possible in the first and in the final year of the study.

Article 40

A general prerequisite for transfer of students from affiliate faculties is that the student has passed exams and has fulfilled prerequisites for enrolment into a higher year of the study at the faculty, wherefrom he is transferring (number of acquired ECTS credits, grade average of passed courses of the study, knowledge of Croatian language, passed exams from certain courses, total studying time, etc.).

Article 41

Transfer of students is carried out based on the decision on recognition of realized ECTS credits. ECTS coordinator gives an opinion on recognition of ECTS credits.

Article 42

Number of students eligible for transfer is determined by the dean, depending on the filled capacities and justifications of reasons for transfer. Exceptionally, the transfer may be approved to students who do not meet the general prerequisites if the transfer is necessary for reasons of grave illness, relocation of family, training obligations of a top athlete, or some other justifiable reason.

Article 43

If more applicants fulfil the prerequisites than the number determined by the decision from article 40, the applicants who will have advantage are those with better general success on the faculty, wherefrom they are transferring.

Article 44

The request for transfer shall be submitted within September, before the regular enrolment deadline for the academic year ends.

The student is obliged to attach to the request the following documents:

- a. Student document
- b. Certificate of enrolment with the transcript of grades,
- c. Certificate from the faculty, wherefrom he is transferring, proving that the student has fulfilled the prerequisites for enrolment in the higher year of the study,
- d. Citizenship certificate, and for foreign citizens a copy of the passport with a copy of the decision on temporary residence,
- e. Student transferring from a foreign faculty must attach, next to original documents, a certified translation of those documents, as well as a certified translation of the study program of his principle faculty (*curriculum studiorum*),
- f. Other documents certifying justifiability of the request for transfer.

Article 45

Decision on transfer is adopted by the dean upon a proposal by the vice dean for classes and students, and the holder of a course. Exams passed at his principal faculty, recognized by the decision from article 41, shall be introduced in the transferee's record of *passed exams* with the original name of the passed course, original grades, and originally acquired ECTS credits. Vice dean for classes and students and the holder of a course shall establish the mode for inclusion of these grades and ECTS credits in the final sum of credits, needed to acquire the academic title. If any of the courses, passed at

his principal faculty, closely corresponds by contents and scope to a course from the study program, vice dean for classes and students may, in agreement with the course holder, recognize the exam in its entirety, or to determine the obligations of the transferee regarding the differences.

Article 46

Transferring student must enrol before the end of the enrolment deadline, or within eight days after receipt of the decision on transfer, respectively.

Article 47

The applicant, whose transfer was not approved, has a right to an appeal to the Faculty council within 8 days from the receipt of the decision.

MOBILITY OF STUDENTS

Article 48

Students may, in accordance with the study program, enrol in certain courses from other university studies (study programs) of the University, which are not carried out at his principal faculty. Enrolment of courses has to be approved by the vice dean for classes and students, and ECTS coordinator from his principal faculty, with consent of the ECTS coordinator from the faculty where the chosen course is carried out, and with the consent of the holder of the chosen course. A special certificate is issued as a mode of giving approval, which shall contain the name of the course, and shall determine the value of the course in credits (number of ECTS). Realized ECTS credits shall be recognized as if they were realized within the university study program of the student (study program), and value in credits shall correspond to the value of the course that is being carried out on the study, or program, respectively. The University shall prescribe the certificate form. Before the enrolment in the academic year, it shall announce the list of courses, available for enrolment by the students from other units, alongside the entry competences. Number of students able to enrol in a particular course is limited by the capacity, and is determined by the dean upon proposal of the course holder.

The course, which the student is attending on the other unit, shall be entered in the student document. Holder of the course attests the fulfilment of student obligations by entering ECTS credits and grades, and by his signature in the student document. ECTS credits, acquired on the other study program, are proven by submitting for review a certified transcript of grades (ECTS credits), or by another appropriate mode. Costs of studying, pertaining to the mobility within the University, shall be determined by the Senate by a special decision. Mobility of students between universities in the Republic of Croatia shall be determined in the same manner as the international mobility, in accordance with the general act of the University.

STUDENT LOAD

Article 49

ECTS credits represent the numerical value added to a certain course, which signifies the effort of students, necessary for fulfilment of all obligations within a course, including taking exams, or necessary for fulfilment of program goals, expressed in terms of expected results of learning and acquired competences. 1 ECTS credit corresponds to the work load of students of 25 to 30 work hours, including active classes, exams, and all activities necessary for passing of exams. Regular students shall enrol 25-35 ECTS credits in a single semester, in accordance with the study program. Students who regularly fulfil their obligations may be allowed to enrol more than 35 ECTS credits with a goal of a faster completion of the study, or acquiring a broader education. Exceptionally, regular students may enrol less than 25 per semester if they did not acquire the prerequisites for enrolment of a sufficient number of courses. ECTS credits are acquired exclusively after the successful fulfilment of

all foreseen obligations, and application of appropriate methods for assessment of acquisition of defined goals of learning or passed exam, respectively. Application of the ECTS system implies:

- A precise determination of expected goals of learning for every course (module),
- Determination of work load of students for all foreseen activities in every course (module),
- Determination of the method for assessment of achievements for every mentioned goal of learning,
- Determination of the mode of awarding points / grading every particular activity.

Article 50

The Faculty must ensure a transcript of all elements, necessary for transfer and recognition of ECTS credits and a Supplemental document in accordance with article 7 of the Rules.

ADVANCEMENT THROUGH THE STUDY

Article 51

By enrolling in an academic year, the student regulates his status. The student may enrol class obligations by semester or for the whole year. The student may enrol only in those courses, wherefor he acquired the prerequisites pursuant to the study program and the classes' implementation plan. A student, who did not carry out the foreseen obligations of enrolled courses, must enrol in these courses again next academic year, in accordance with article 52 of the Rules. Total number of ECTS credits of new and anew enrolled courses per semester must be in accordance with article 49 of these Rules.

Article 52

A student, who enrolls in the same class obligation (course, seminar, practices, etc.) must attend classes, and may participate in the continuing knowledge tests, writing seminar papers, etc.

EXAMS

Article 53

Knowledge and skills of students may be tested and evaluated during class (colloquia, practical assignments, seminar thesēs, etc.) and/or at the course exam. Acquisition of ECTS credits from particular forms of class and without grading or with descriptive grading may be established by the study program. A student who did not carry out the obligations determined by the study program and the classes' implementation plan for a particular course may not take the exam for that course. Exams may be theoretical or practical, and are taken only in written form, only in oral form, or both in written and oral form or by carrying out/presentation of practical work. Practical part of the exam may be carried out separately from the theoretical. Complete exam must be finished within five working days at most, except in justified cases. Written part of the exam may be in a form of elimination, unless the exam is carried out before a committee in accordance with article 71, paragraph 4 of the University Bylaws. Students have a right to receive the graded paper of the written part of the exam for review. Exams are not charged.

Article 54

Oral part of the exam is public.

In case of justified reasons, a student may request a limited presence of the public. If this is necessary for ethical reasons, presence of the public on the exam may be limited. A student and a person, who proves a legal interest, have a right to review the exam documents. Review is approved by the secretary of the faculty.

EXAM TERMS

Article 55

Exam terms may be regular or extraordinary. Regular exam terms are winter terms, summer terms, and autumn terms, and each shall last for at least three weeks. There are at least two exam terms for every course in every exam term. The period between taking the exam from same course within the regular exam term is at least eight days. When the class is organized in shifts, regular exam terms shall be held after the end of each shift, in duration of seven days. If knowledge from a particular course is tested continuously during the semester, exam terms for that course must not be held in accordance with the previous paragraph of this article. In justified cases, the dean or the Faculty council may also define extraordinary exam terms, and may regulate that active class is not held for a maximum of five working days at most during one extraordinary exam term per semester.

Article 56

Calendar of exams shall be published on the notice board and on the website, and shall be an integral part of the classes' implementation plan. The schedule of exam terms shall be determined in such a manner that the number of exam terms for every course in every exam term shall include all students, who have a right to take that course, and shall be published on the notice board and on the website.

Article 57

The schedule of taking exams by the applied students shall be published the notice board and on the website.

Article 58

In accordance with article 71, paragraph 4 of University Bylaws, the exam from the same course may be taken four times at most. On the fourth time, the exam is taken before a committee. The student, who does not pass the exam from a certain course on the fourth time, is obliged to enrol that course again next academic year.

Article 59

If the lecturer concerned is unable to hold exams, the dean shall temporarily delegate the holding of exams to a lecturer of the same or affiliate field, or to the lecturers' committee.

Article 60

Final grade on every course (module) may be determined based on activity during class and/or on the exam, if it is established by the study plan. During class, the following may be assessed:

- presence of students in class,
- activities of students in class, established by the study program, which lead to the acquisition of credits (participation in debates, written preparation for working in class, working on a project, searching the internet, practices in real conditions, field research, e-learning, compilation of programs, seminar paper, etc.),
- colloquia with a purpose of continuous monitoring of student achievements.

Classes' implementation plan of a course regulates the mode for grading activities of students during class, and includes the results in the final course grade.

Article 61

Success of students in a course shall be expressed by the national scale of grading (grades from 1 to 5), and if necessary by the ECTS grading scale (grades from A to F) in the ECTS system:

- grade excellent (5) corresponds to the grade A in the ECTS scale, and *vice versa*,
- grade very good (4) corresponds to the grade B in the ECTS scale, and *vice versa*,
- grade good (3) corresponds to the grade C in the ECTS scale, and *vice versa*,
- grade pass (2) corresponds to the grade D in the ECTS scale, and grades D and E from the ECTS scale shall be translated into the grade pass (2),
- grade insufficient (1) corresponds to the grade F in the ECTS scale, and grades F and FX from the ECTS scale shall be translated into the grade insufficient (1),

Passing grades are: excellent (5), very good (4), good (3), and pass (2). Passing national grade is entered into the student document.

Article 62

When calculating the average grade, all grades, with an exception of descriptive grades, are taken into account.

Average grade shall be expressed by rounding to the second decimal.

Article 63

The lecturer is obliged to inform the student about the results of the oral exam right after the exam has been carried out, and before entering the grade into the student document. He is obliged to publish the results of written exams within five days from the day of the exam by publishing the results on the official website, and on the notice board. The lecturer is obliged to grade the exam of the student with a grade of insufficient (1) in case that: the student does not take the written part of the exam or withdraws from it or withdraws after already having started the oral part of the exam, does not attend the oral part of the exam after having passed the written part of the exam, and if he is removed from the exam in case of inappropriate behaviour, bothering other students or using illicit tools.

Article 64

Students have a right to an appeal against the grade, except in case of an exam before a committee from article 71, paragraph 4 of University Bylaws.

Students, who are not satisfied with the grade, may submit a request for retrying the exam before a committee, within 24 hours from receipt of the information about the grade. The request shall be submitted to the dean. If he determines that the request is timely and substantiated, the dean shall appoint the president and two members of the committee, before which the exam shall be retried. Lecturer from the course may not be the president of the committee. If the exam is taken in both written and oral form, lecturer committee shall jointly grade the paper, and the student, without regard to the success on the written part, has a right to take the oral exam. Lecturer committee shall decide by majority. Decision of the lecturer committee is final.

Article 65

Applying for the exam shall be done exclusively through the ISVU system.

Article 66

If the student is unable to take the exam, for which he submitted the application, for whatever reason, he is obliged to withdraw the application within the corresponding deadline.

Article 67

A record of the exam shall be maintained. The record of the exam starts with establishing of the date of the exam. Pursuant to these Rules, deadlines for applications and withdrawals of applications for the exam shall be determined in accordance with this date. After expiry of the deadline for applications

for the exam, a list of students, who shall participate in the exam procedure, as well as the precise date and time for taking of the exam shall be compiled and published. In case of discrepancy between the grade in the student document and the grade in the application form, the grade entered into the application form by lecturer (committee) and attested by his signature shall prevail.

Article 68

After the exam has ended, the lecturer is obliged to deliver the filled and signed application form to the Office for studies and continuing education.

GRADUATION EXAM

Article 69

The study is completed by passing all exams, and by completing all other study obligations, by writing the graduation paper, and by a public graduation exam, in accordance with the study program. Graduation exam is the final exam for acquisition of the title of doctor of dentistry, or doctor of dental medicine, respectively. Academic title shall be added behind the first and last name in abbreviation "dr. med. dent."

Article 70

Graduation exam may be taken by a student who:

1. passed all prescribed exams,
2. fulfilled all prerequisites of mandatory and elective forms of classes,
3. settled all debts, to which he had a right as a student (library, etc.)

Defence may be held eight days from the successful passing of the last exam.

Article 71

All actions pertaining to the choice of thesis, compilation and defence of the graduation paper is carried out by the Committee for graduation papers.

Article 72

Theses for graduation papers shall be determined by a decision of the Committee for graduation papers upon the proposal of the lecturer, before the beginning of every academic year. Theses for graduation papers must pertain to the dentistry profession.

Article 73

Students have a right and obligation to choose their mentors and thesis for the graduation paper at the moment of enrolment in the final year of the study. Choice of thesis is made from the list of proposed courses, published on the notice board and the website of the faculty, upon consultations with the mentor who proposed the thesis. A mentor may simultaneously have three mentees at most.

Article 74

If the student compiled one or more papers during the study, which correspond by contents and scope to a graduation paper, the Committee may recognize this paper as a graduation paper. This paper shall be graded and orally defended in the same manner as other graduation papers. If more than one author participated in the compilation of the paper, the paper may be recognized with a written consent of the mentor only to one of the authors, whose share in the paper was the biggest, and it cannot be recognized as the graduation paper to other authors.

Article 75

Graduation paper shall be compiled independently by the student, under supervision of the mentor. Graduation paper must not contain less than 15 or more than 50 pages. Graduation paper must be compiled in accordance with the instruction for compilation and equipment of the graduation paper, adopted by the Committee for graduation papers.

Article 76

Students shall compile the graduation paper under the supervision of the mentor. During the compilation of the graduation paper, the mentor is obliged to monitor the advancement of students, and help them with instructions and advice.

By compiling the graduation paper, the student must demonstrate:

- the study sense for understanding and solving problems,
- the ability to apply acquired knowledge and experiences,
- the ability to use the expert literature,
- the ability to properly choose materials and documents for the paper.

Article 77

After the graduation paper has been compiled, with the mentor's consent, the student shall submit a request for defence of the thesis to the Committee for graduation papers. The graduation paper shall be attached to the request, and submitted without binding to the Committee for graduation papers. Deadlines for submittal of graduation papers shall be determined by the classes' implementation plan, which shall be published on the website of the Faculty. The Committee is obliged to examine the graduation paper within 15 days, and to give its opinion and remarks. Defence procedure is performed after the positive opinion of the Committee.

Article 78

Committee for graduation papers shall meet and evaluate submitted papers. Students are obliged to correct the remarks and defects of the paper, noted by the Committee, after consultations with the mentor, and to present the corrected paper to the Committee. If the Committee has no remarks, the student is obliged to make three hard-bound copies, and submit them together with a copy on a CD to the Office for studies and continuing education, whereafter he may undertake the defence of the graduation thesis. Committee for defence shall be appointed by the dean.

Article 79

Committee for defence consists of three members (president and two members). President of the Committee is generally the mentor, who shall coordinate the activities of the Committee. Other members of the Committee shall be proposed by the mentor of the graduation paper. The Committee shall determine the date of the defence. Defence of the thesis shall be carried out in the facilities of the School of Dental Medicine. Defence is public.

Article 80

The graduating candidate must not withdraw from the scheduled date of the oral defence, except in extraordinary, justifiable cases, which shall be decided by the Committee for defence, which shall then determine a new date for the defence.

If the graduating candidate does not attend the defence for unjustified reasons, if he withdraws during the defence, or if he does not succeed on the defence, he may attend the retried oral defence after one month. Should the graduating candidate not attend the defence three times or if he does not pass after three attempts, he is obliged to restart the whole procedure, *i.e.* to submit the request for choosing a new thesis to the Committee for graduation papers. Exceptionally, for objective reasons,

upon the assessment of the Committee for graduation papers, the student may change his thesis or his mentor, after a written and substantiated request of the mentor.

Article 81

During the defence of the graduation paper, minutes are maintained for every graduating candidate, which must contain:

- the name of the Faculty,
- date of the defence,
- first and last name of the graduating candidate,
- title of the thesis of the graduation paper,
- first and last names of members of the committee for defence, and their signatures,
- grade of the written paper of the graduating candidate (1 to 5)
- final grade of the complete defence of the graduate paper for the graduating candidate.

Final grade shall be awarded by majority votes of the committee for defence, and shall be communicated to the graduating candidate. Exam questions represent an integral part of the minutes. Minutes are signed by all members of the Committee.

Article 82

After the successfully finished defence of the thesis, the submitted copies of the paper shall be delivered: to the mentor of the graduate paper, to the institution or chair, whereon the paper has been made, and to Central dentistry library.

COMPLETION OF THE STUDY

Article 83

The student shall retain the status of a full-time student for the prescribed duration of the study, and at most twice as long. For the duration of the study from this article, time of interruption of student obligations shall not be included. If the student does not complete the study within the deadline from paragraph 1 of this article, the dean shall establish the prerequisites for the completion of the study.

Article 84

To a student who passed all prescribed exams and who fulfilled all obligations shall be issued a diploma on achieved professional qualifications and academic title. In addition to the diploma, the student shall be issued a diploma supplement. Contents of the diploma and the diploma supplement shall be prescribed by the minister. The form of the diplomas and additional documents related to study, as well as content and form of certificates and confirmations issued by the University represent public documents. Diploma and diploma supplement shall be signed by the dean. The students shall be promoted by the dean in a solemn act of promotion.

Article 85

The grade point average of the study depends on grades of all courses, including the grade of the final, or graduation exam, respectively, and/or exams and associated ECTS credits. The grade point average on the study shall be determined by adding particular course grades of all grades from paragraph 1 of this article, multiplied by the associated ECTS credits, and then dividing the result by the sum of ECTS credits of all courses from paragraph 1 of this article. The grade point average shall be expressed by rounding to the second decimal.

PARTICIPATION OF STUDENTS IN FUNCTIONING OF THE FACULTY

Article 86

Students participate in the work of the Faculty council through elected representatives of the Student council of the School of Dental Medicine, in accordance with the Act, University Bylaws and the Faculty Bylaws.

Article 87

Organization and functioning of the Council shall be regulated by the Act on student council and other student organizations.

DISCIPLINARY LIABILITY OF STUDENTS

Article 88

Students are obliged to adhere to the law, provisions of the University Bylaws, these Rules, and general acts of the University and the Faculty, and to maintain the reputation and dignity of students of the University and the Faculty. Disciplinary measures may be imposed to the student for violations of duties and for non-performance of duties.

Composition, functioning, and reasons for disciplinary measures are regulated by special rules on disciplinary liability of students.

APPOINTMENT AND DUTIES OF DEMONSTRATORS

Article 89

Demonstrators shall be appointed in accordance with the needs of the class of particular courses and the need for provision of assistance to the students during practical practices and learning. Demonstrators shall be appointed by the vice dean for classes and students, based on the proposal of the chair.

Article 90

Demonstrators are students who stand out in the study, and who regularly take exams. Demonstrators are generally appointed at the beginning of the academic year, and stay on duty for two semesters. If a demonstrator does not meet the expectations or if he falls behind with exams, he shall be relieved of duties before the expiry of time of appointment. Demonstrators are entitled to a monetary compensation.

Article 91

Demonstrators participate in the class of the course for which they were appointed by helping students, by successfully acquiring knowledge and skills with the holder of practices, as prescribed by the study program. Demonstrators may not independently lead groups of students, nor can they independently hold a part of the class.

Article 92

Demonstrators shall receive a certificate on performed demonstrators' internship upon expiry of their appointment, which shall be issued by the Office for studies and continuing education.

EXPERT AND SCIENTIFIC-RESEARCH WORK OF STUDENTS

Article 93

During the study, students may participate in the expert and scientific-research work. After consultations with particular lecturers, students determine the theme of the expert or scientific work.

Article 94

Expert and scientific work of students shall be performed under the leadership and supervision of a mentor. Mentors may be lecturers and associates, who have the academic degree of master or doctor of sciences.

Students carry out the expert and scientific work outside their class obligations, prescribed by the study program. Expert and scientific-research work of students, depending on the assessment of the mentor, may result with published work in a scientific journal, with presentation of a poster, with a scientist award, etc.

Article 95

For the purpose of stimulation of development of scientific and research work of students the University shall grant annual awards (Rector's award) for best works of students. Special funds may be founded for scholarships of students. Criteria and the procedure of awarding and scholarships shall be established by special rules, adopted by the dean upon a proposal of the Faculty council.

TRANSITIONAL AND FINAL PROVISIONS

Article 96

Students who enrolled in the under-graduate study have the right to finish the study in accordance with the program, wherein they enrolled, in accordance with the conclusions and proposals of the Senate of the University in Zagreb from 30th March, 2011.

Article 97

These Rules come into force on the day of adoption, and shall be published on the website and the notice board of the Faculty.

Number: 01-132/11

In Zagreb, 27th May, 2011

The Dean

- signature –

prof. Dragutin Komar, Ph. D.