

On October 15 2024, specialist services of the Faculty of Humanities and Social Sciences in Rijeka prepared a consolidated text of the Regulations on Studying at University Undergraduate and Graduate Studies at the Faculty of Humanities and Social Sciences in Rijeka, which includes the Regulations on Studying at University Undergraduate and Graduate Studies at the Faculty of Humanities and Social Sciences in Rijeka (Class: 007-01/23-01/25, Reg. No.: 2170-1-41-01-03-23-3) of September 26 2023, the Regulations on Amendments to the Regulations on Studying at University Undergraduate and Graduate Studies at the Faculty of Humanities and Social Sciences in Rijeka (Class: 007-01/23-01/25, Reg. No.: 2170-1-41-01-03-23-6) of September 26, 2024 and the Regulations on Amendments to the Regulations on Studying at University Undergraduate and Graduate Studies at the Faculty of Humanities and Social Sciences in Rijeka (Class: 007-01/23-01/25, Reg. No.: 2170-1-41-01-26-9) of September 24, 2026

REGULATIONS
ON STUDYING AT UNIVERSITY UNDERGRADUATE AND GRADUATE STUDIES AT THE
FACULTY OF HUMANITIES AND SOCIAL SCIENCES IN RIJEKA
(consolidated text)

I. GENERAL PROVISIONS

Article 1

The Regulations on Studying at University Undergraduate and Graduate Studies at the Faculty of Humanities and Social Sciences in Rijeka (hereinafter: the Regulations) regulate in more detail the rules of studying at university undergraduate and graduate studies organized and conducted by the Faculty of Humanities and Social Sciences in Rijeka (hereinafter: the Faculty).

Article 2

These Regulations shall apply accordingly to students included in international incoming and outgoing mobility programmes, insofar as their rights and obligations are not regulated by special acts regulating academic mobility.

Article 3

The terms used in these Regulations shall apply equally to all persons, regardless of sexual and gender identity.

Study structure

Article 4

The Faculty organizes and conducts undergraduate university single-degree and dual-degree studies in free combination, and graduate university single-degree and dual-degree studies in free combination.

Undergraduate studies

Article 5

(1) The undergraduate university study is a three-year programme that awards at least 180 ECTS credits upon successful completion.

(2) A university undergraduate study programme may be enrolled in by a person who has completed a corresponding four-year secondary school education and has passed the state Matura exam; a person who completed a corresponding secondary four-year secondary school education before 2010 without passing the state Matura exam; or a person who has completed a corresponding education lasting a total of 12 years abroad.

Graduate studies

Article 6

(1) The university graduate study programme that a student enrolls in after a three-year undergraduate programme lasts two years and awards at least 120 ECTS credits upon successful completion.

(2) A university graduate study may be enrolled in by a person who has completed a corresponding university undergraduate study, or an integrated university study programme. Exceptionally, a university graduate study may also be enrolled in by a person who has completed a corresponding professional undergraduate study programme in accordance with the conditions prescribed by the holder of the university graduate study programme.

Integrated studies

Article 7

(1) The Faculty may organize and conduct integrated studies.

(2) A university integrated study is a five-year programme that awards at least 300 ECTS credits upon successful completion, or a six-year programme that awards at least 360 ECTS credits upon successful completion.

(3) A university integrated study may be enrolled in by a person who has completed a corresponding four-year secondary school education and has passed the state Matura exam; a person who completed a corresponding secondary four-year secondary school education before 2010 without passing the state Matura exam; or a person who has completed a corresponding education lasting a total of 12 years abroad.

Joint studies

Article 8

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-03-23-6 of 26.09.2024,
entry into force: 4 October 2024)*

(1) The Faculty may organize and conduct joint studies.

(2) Joint studies may be carried out jointly by the Faculty and at least one domestic higher education institution and/or one foreign higher education institution.

(3) The organization, implementation, completion, place of implementation, holder and method of issuing the final certificate of the joint study, and the holder of the accreditation procedure for the joint study shall be determined by an agreement between the higher education institutions.

(4) In addition to the provisions on the conditions and procedure for enrollment, rights and obligations of students, progression through the study, evaluation of learning outcomes and grading established by these Regulations, the partner institutions in the implementation of the joint study shall also regulate common provisions in a separate general act.

(5) In addition to the provisions on conditions and procedures for enrollment, rights and obligations of students, progression through study, evaluation of learning outcomes and grading established by these Regulations, the partner institutions of a joint study shall also regulate the joint provisions in a separate general act.

(6) The joint study is accredited by the Agency for Science and Higher Education (ASHE; Croatian: AZVO) or another international accreditation agency in the European Union that is registered in the European Quality Assurance Register (EQAR). The accreditation procedure of the joint study programme shall be carried out in accordance with the regulations governing quality assurance in higher education and science.

Study programmes

Article 9

(1) Studies at the Faculty are organized and conducted in accordance with the study programme entered in the Registry of Study Programmes.

(2) The study programme is adopted by the Faculty Council upon the proposal of the department/independent division in accordance with the act governing higher education and scientific activity and the regulations governing quality assurance in higher education and science, and the regulations and general acts of the University based on them.

(3) The content of the study programme is prescribed by the act governing higher education and scientific activity and the regulations governing quality assurance in higher education and science, and the regulations and general acts of the University based on them.

(4) The study programme shall be publicly announced.

Article 10

The procedure for initial accreditation of study programmes conducted by the ASHE is preceded by an evaluation procedure determined by the University Senate in a general act on the evaluation of study programmes.

The European Credit Transfer and Accumulation System

Article 11

(1) The European Credit Transfer and Accumulation System (ECTS) includes:

- determination of learning outcomes for each course and for the entire study programme
- determination of the student workload for all activities in each course and for the entire study programme in ECTS credits, which reflect the average total work of the student needed to achieve the intended learning outcomes
- determination of the methods of evaluating achievements for each learning outcome of the course
- determination of the method of scoring/grading student activities and obligations.

(2) One (1) ECTS credit represents 30 hours of estimated average work of the student to achieve the learning outcomes.

(3) The criteria and conditions for the recognition and transfer of ECTS credits are regulated by the study programmes and other general acts of the University and the Faculty on the recognition of

prior learning and international student exchange, and other general acts of the University and the Faculty.

The academic year

Article 12

- (1) Teaching at the Faculty is organized in semesters, trimesters or study years.
- (2) The academic year begins on October 1 and ends on September 30 of the following year.
- (3) Exceptionally, teaching may begin before October 1, if so prescribed by the study plan, but not earlier than September 1.
- (4) Teaching and exams in the academic year are conducted for a duration of 38 to 42 weeks.

Implementation of study programmes

Article 13

- (1) A study programme shall be conducted according to the study plan.
- (2) The study plan defines the organization and methods of conducting a study programme in a full or adjusted teaching schedule.
- (3) The study plan shall be adopted by the Faculty Council before the beginning of the academic year.
- (4) The study plan determines the list of mandatory and elective courses with designated teachers and teaching assistants, as well as syllabi for each course, which shall contain:
 - forms and methods of teaching
 - teaching hours
 - language of teaching
 - time and venue of classes
 - learning outcomes of the course
 - constructive alignment of the teaching content and learning outcomes with teaching and evaluation methods
 - course evaluation and grading criteria
 - information about the final exam
 - exam dates
 - other important information about the course.

(5) The Dean shall appoint the Head of the study programme, the Study Council, the Study Secretary and other entities that take care of the implementation of the study programme.

(6) For the purpose of regular implementation of the practical part of teaching, the Faculty may establish cooperation with state administration entities, local or regional self-government units, other state entities or other legal entities in accordance with the Regulations on Scientific, Scientific-Teaching, Teaching and Professional Databases of the University of Rijeka.

Article 14

(1) The study plan shall be published on the Faculty's website before enrolment in the study programme or enrolment in the next semester, trimester or academic year.

(2) Exceptionally, the study plan may be changed and amended during the academic year for justified reasons.

(3) A justified reason for the purposes of this Regulation is considered to be taking a gap year, scientific and professional development, longer sick leave, maternity or parental leave, termination of a teacher's employment contract, appointment of a teacher to a specific public position and other reasons for which a teacher is justifiably absent from classes for at least one semester.

(4) The study plan may not be changed in the part relating to forms of monitoring and evaluation of student work.

Hybrid teaching

Article 15

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-26-9 od 24 September 2026,
entry into force: 2 October 2026)*

(1) Teaching at the Faculty may be conducted in a hybrid model, combining virtual teaching forms and direct, classroom teaching.

(2) Virtual teaching forms may be represented in the proportions of up to 50% of teaching hours in mandatory courses and up to 100% of teaching hours in elective courses, whereby virtual teaching forms may not exceed 30% of teaching hours cumulatively across the entire study programme.

(3) At the proposal of the department/independent division, the Faculty Council shall decide on the final proportions of teaching forms in a particular study programme.

(4) The representation of virtual and direct teaching forms shall be regulated in more detail by the study plan.

(5) The assessment of achieved learning outcomes may be carried out virtually in the formative assessment part, whereas summative assessment in preliminary exams and exams must take place in controlled examination conditions. Controlled exam conditions, in virtual form or on-site, in a physical environment, imply unambiguous authentication of the student's identity and the possibility of supervising the conduct of the exam.

(6) Summative assessment of achieved learning outcomes in mandatory courses may be conducted virtually in the proportion of up to 10% of learning outcomes (points) at the course level.

Article 16

The study may be conducted entirely through teaching using computer technologies and interactive teaching materials that ensure access to learning in special conditions when the teacher and student are physically distant (online study). Online study shall be conducted on the basis of approval by the Agency for Science and Higher Education, issued in accordance with the regulations governing quality assurance in higher education and science, if the learning outcomes of the study programme can be achieved through distance learning.

Conditions and procedures of enrolment

Article 17

(1) Enrolment in the study is carried out on the basis of a public call that ensures equal opportunity for all applicants.

(2) The public call shall contain the number of enrolment places, enrolment conditions, the deadline for applying for the public call, and information on the enrolment procedure and documents required for enrolment.

(3) The decision to announce a public call for enrolment in undergraduate, graduate and integrated studies is adopted by the Senate, in accordance with the capacities of each individual study programme, the teaching workload of teachers and teaching assistants defined by the collective agreement for higher education, scientific and artistic activities, and teaching workload, and at the proposal of the Expert Council for Learning and Teaching.

(4) The decision on enrolment quotas is made by the Faculty Council at the proposal of departments/independent divisions.

(5) The public call for enrolment in undergraduate, graduate and integrated studies shall be published on the websites of the University and the Faculty no later than 1 May for the following academic year.

(6) Candidates for enrollment who have the status of categorized athletes based on the decision on categorization issued by the Croatian Olympic Committee, the Croatian Paralympic Committee or the Croatian Deaf Sports Association are entitled to at least 5% additional points in the enrollment procedure. The public call referred to in paragraph 1 of this Article also includes other candidates who exercise their rights upon enrollment based on special regulations.

(7) The right to enroll in the first year of study is acquired by the applicant in accordance with the conditions and criteria set out in the public call for enrollment, and according to the points achieved in the enrollment procedure.

(8) Enrollment in the study shall be carried out by the Faculty based on the results of the competition.

(9) An applicant who has exercised the right to enroll but has not enrolled within the announced deadline shall lose the right to enroll and bear the costs in accordance with the provisions of the competition for enrollment.

Student status and termination of student status

Article 18

(1) A person acquires student status by enrolling in a university study programme.

(2) Student status is proven by a student document issued by the Faculty.

(3) Student status terminates:

- upon completion of studies
- upon withdrawal from studies
- upon exclusion from studies in the procedure and under the conditions established by these Regulations or for reasons established by other general acts of the University and its constituents
- if the student does not complete the studies within twice the duration of the studies stipulated in the study programme.

Study contract

Article 19

(1) A study contract shall be concluded with the student, signed by the student and the Dean.

(2) The study contract shall determine the student status, the amount of tuition fees, and the rights and obligations of the contracting parties.

(3) The study agreement concluded at a host higher education institution ensuring the recognition of acquired ECTS credits or periods of study at the host higher education institution shall be signed by the student, the home higher education institution and the host higher education institution.

Study in full-time and part-time status

Article 20

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-03-23-6 of 26.09.2024,
entry into force: 4 October 2024)*

- (1) A student enrolls in a study programme in full-time or part-time status.
- (2) A student in full-time status studies within a full-time schedule and shall enroll, as a rule, in 60 ECTS credits in an academic year in accordance with the study plan.
- (3) A student in part-time status studies within a full-time or adjusted schedule and shall enroll, as a rule, in 30 to 60 ECTS credits in an academic year in accordance with the study plan.
- (4) In a full-time teaching schedule, the total student workload, which includes participation in active teaching, scientific and professional work, and all other activities necessary to meet study requirements, shall be at least 40 and at most 48 hours per week, of which active teaching shall be at least 15 and at most 30 hours per week. Exceptionally, student requirements may exceed this, if increased practical teaching is involved, but not more than two weeks per semester.
- (5) The adjusted teaching schedule is adapted to the share of active teaching and must amount to at least 50% of the total pool of active teaching hours of the full teaching quota. The total lesson attendance requirements of students who study according to the adjusted teaching schedule shall be equal to those in the full-time teaching schedule.
- (6) A student studying in part-time status may, at their own request, change their status from part-time to full-time, as a rule, once during their studies, with the fulfillment of the conditions for enrollment in the higher year of study and other conditions for changing student status prescribed by the study programme or determined by the Faculty's general act.
- (7) A student studying in part-time status according to the study plan which defines the structure and method of the execution of the study programme by exclusively following an adapted teaching schedule cannot change from part-time status to full-time status, unless it is the same study programme which, according to the study plan, is simultaneously carried out in both full-time and adapted teaching schedules.

Enrollment in a higher year of study

Article 21

- (1) A student in full-time status shall enroll in a higher year of study if they achieve 31 or more ECTS credits and meet the enrollment requirements specified in the study programme.
- (2) A student in full-time status who has achieved 30 or less ECTS credits shall re-enroll in the same year of study.
- (3) A student in full-time status enrolling in a higher year of study, in accordance with the study programme, shall enroll in the remaining courses, as a rule, up to 60 ECTS credits.
- (4) Deviations from the specified number of ECTS credits for enrollment in a higher year of study referring to paragraphs 1 and 3 of this Article, are possible in a proportion of up to 10% of ECTS credits in the study programme or an exceptionally higher number of ECTS credits if the deviation

relates to two courses, one of which is a final or MA Thesis, all in accordance with the requirements of the study programme.

(5) A student in full-time status has the right to repeat each year of study no more than once.

(6) A student is obliged to complete the study programme no later than within a period that is twice the duration of the study.

Students in part-time status

Article 22

(1) A student may continue their studies in part-time status if they lost their full-time status due to exercising the right to repeat the study year or at their own request, subject to the limitation from Article 21, paragraph 6 of these Regulations.

(2) The student referred to in paragraph 1 of this article shall continue their studies as part of full-time or adjusted teaching schedule in accordance with the study plan.

(3) A student who enrolls in the first year of studies in part-time status shall study within a full-time or adjusted teaching schedule, in accordance with the study plan.

(4) A student in part-time status who studies in full-time teaching schedule shall pay the full amount of tuition, while a student in part-time status who studies in adjusted teaching schedule shall pay the tuition by the number of enrolled ECTS credits.

Special categories of students

Article 23

(1) The University determines the categories of students who may exercise special rights regarding study progression and support in studying.

(2) Special categories of students include:

- students categorized as athletes and student-athletes
- students who are exceptional artists
- students with disabilities
- student representatives of categories I and II
- students- parents and student- guardians.

(3) The Senate may also determine other special categories of students (asylum seekers, students from areas affected by war or other precarious positions, etc.).

(4) The categories of student who are categorized as athletes and student-athletes are determined in more detail by the Regulations on Students Categorized as Athletes and Student-Athletes Study of the University of Rijeka.

(5) The category of student of exceptional artist shall be confirmed by a certificate of membership in the Croatian Freelance Artists Association or a professional association of artists or by a positive opinion on the achievement of criteria for the acquisition of artist status which can be issued by the Academy of Applied Arts Rijeka

(6) The category of students with disabilities includes students whose health conditions, difficulties or impairments in interacting with environmental factors may prevent them from fully and effectively participating in the academic environment on an equal basis. Health conditions, difficulties or impairments are determined by a decision on the percentage of physical impairment issued by a

competent authority or by a report and assessment on the gravity and type of health conditions, difficulties or impairments of functional abilities, or by other relevant documentation.

(7) The category of student representative of category I includes students who are elected members of the student council presidency of the constituent or the University and students who are elected or appointed members of collegiate governing bodies and expert bodies of the University and the student ombudsman of the University of Rijeka. The category of student representative of category II is determined for students elected in student elections to the position of student representative, or elected/appointed members of collegiate governing bodies and professional bodies of the constituent and the Student Ombudsperson at university constituents.

(8) The category of student-parents or student-guardians includes students who are parents or guardians of children or other persons. The categories of these students are proven by appropriate documentation.

Subsidization of tuition fees

Article 24

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-03-23-6 of 26.09.2024,
entry into force: 4 October 2024)*

(1) A student studying in full-time status shall be entitled to full tuition subsidy from the state budget, in accordance with paragraph 5 of this Article.

(2) A student studying in full-time status shall be entitled to change the chosen study programme once, while retaining the right to full tuition subsidy.

(3) The minister responsible for science and education may approve the enrolment of an exceptionally successful student in another study programme at a public higher education institution in full-time status, with full tuition subsidy from the state budget. The criteria for selecting an exceptionally successful student are: regular enrolment in the academic year (without repeating the academic year), 55 or more ECTS credits achieved in the previous academic year, an average grade of 4.0 or higher achieved during the course of studies, and inclusion among the 10% of the best students of the study generation. An exceptionally successful student may also be one who is enrolling in the first year of studies for the first time and is among the 10% of the best candidates based on the results of the state Matura exam.

(4) A student who studies in part-time status, or who does not exercise the right for subsidized tuition costs from the state budget, shall bear the costs of the studies.

(5) The decision on the amount of tuition fees, the right of students to subsidized tuition costs, and the conditions and criteria for students' participation in tuition costs for undergraduate, graduate and integrated studies, in accordance with the provisions stipulated in the Act on Scientific Activity and Higher Education and the agreement on programme financing of higher education institutions in the Republic of Croatia, is made for each academic year by the Senate, upon the proposal of the Expert Council for Learning and Teaching, and in agreement with the Faculty.

Rights and obligations of students

Article 25

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-26-9 of 24 September 2026,
entry into force: 2 October 2026)*

(1) A student has the right to:

- conduct studies in accordance with the study plan

- participate in scientific, artistic and professional work
- freedom to express opinions and views during classes and other activities in accordance with the code of ethics
- complete studies in a shorter period than prescribed in accordance with the criteria established by the general act of the study programme holder
- free use of materials and scientific and professional sources of the University Library and the libraries of its constituents
- enroll in courses from the offer of joint elective courses of the University of Rijeka, courses from other studies of the University or its constituents, as well as programmes from the YUFE educational offer, and in accordance with the conditions of the study programme
- express opinion on the quality of teaching and teaching staff at least once a year as part of the implementation of the internal quality assurance system
- complain about violations of rights prescribed by applicable regulations.

(2) A student has the obligation to fulfill lesson attendance and other requirements during the study in a timely manner and to respect other acts of the higher education institution.

(3) A student categorized as an athlete or a student-athlete with a full-time status may study under adjusted study attendance conditions in accordance with the provisions of the Regulations on Students Categorized as Athletes and Student-Athletes Study of the University of Rijeka and the general acts of the study programme holder.

(4) A student categorized as exceptional artist with a full-time status may study under adjusted study attendance conditions, with appropriate application of the conditions that apply to students categorized as athletes.

(5) A student with a disability may study under adjusted study attendance conditions, meaning ensuring reasonable adjustment and appropriate support, where the forms of adjustment shall depend on the individual difficulties and needs of the student and shall be aligned with the achievement of the intended learning outcomes. The forms of adjustment shall be determined by the Academic Accommodation Counseling at the University Counselling Centre of the University of Rijeka.

(6) A student representative of category I has the right to be absent from classes for the purpose of performing student representative duties, and a student representative of category II category has the right to be absent from classes for the purpose of participating in sessions of constituent bodies and the University, with the written consent of the person or body responsible for the implementation of the study (Head of Study Programme/Study Programme Council/Teaching Committee/Vice Dean for Teaching and Students). For a student representative of category I, the activities of the student representative body are recognized through the procedure for recognizing prior learning in the amount of up to 6 ECTS points in one academic year. For a student representative of both categories, the activities of the student representative body are entered in the diploma supplement, listing all functions held by the student.

(7) Student-parents or student-guardians have the right to study under adjusted study conditions in accordance with the individual needs of the student and the possibilities for adjustment determined by the study programme holder with the prior opinion of the authorized body of the University of Rijeka.

Student standard rights

Article 26

(1) A student who studies in full-time status and who is not employed or self-employed in a trade or other freelance profession, shall have the right to health insurance, the right to subsidized housing and meals, the right to perform student duties in accordance with the law governing the performance of student duties, and the right to state scholarships and other financial support.

(2) A student who studies in part-time status and who is not employed or self-employed in a trade or other freelance profession, shall have the right to perform student duties in accordance with the law governing the performance of student duties.

(3) A student with at least 60% of established physical impairment or III. degree of functional impairment, who studies in full-time status, shall have the right to compensation for the cost of transportation for students with disabilities from the competent ministry.

Suspension of student rights and obligations

Article 27

(1) Suspension of student rights and obligations shall be granted in the following justified cases:

- during pregnancy
- during the exercise of the right to maternity or parental leave for a student mother or student father in accordance with special regulations
- during incapacity for work for more than 3 months that prevents the student from fulfilling their study obligations
- in other justified cases.

(2) A student acquires suspension of rights and obligations by a decision based on a submitted written request with accompanying documentation.

(3) The student is obliged to submit a request for suspension with accompanying documentation immediately, and at the latest within thirty (30) days from the date of the occurrence of the reason for suspension. The completed Request form with credible documentation is submitted to Student Services. In the case of a prolonged illness that prevents the student from fulfilling their study obligations, it is necessary to submit the opinion of the competent physician based on medical documentation.

(4) The Student Services Office is obliged to forward the received written request for approval of the suspension of student obligations, together with the attached documentation, to the Vice Dean for Teaching and Students. The Vice Dean is obliged to resolve the request within fifteen (15) days from the date of receipt of a proper request. In exceptional cases, the student may be asked to supplement the documentation within a period not exceeding eight (8) days.

(5) If the request is justified, the student shall be issued a decision on suspension of rights and obligations, which shall have effect for the period for which it was issued. The decision on suspension of rights and obligations shall be issued for the requested period, and at the earliest from the date of the occurrence of the reason for suspension of obligations.

(6) The decision shall be issued in two (2) identical copies, one (1) copy shall be delivered to the student, and one (1) copy shall be delivered to the competent Student Services Office, in order to timely record changes in the student status in the student records information system and to avoid retroactive approval of suspension of rights and obligations. An administrative court procedure may be initiated against this decision.

(7) A student who has been granted a suspension of rights and obligations shall have the deadline for completing their studies extended for the same period as the suspension of rights and obligations.

(8) If the study programme has changed during the suspension of rights and obligations, the student must enroll in and pass the courses that have been introduced in the meantime.

(9) During the suspension of rights and obligations, the student rights that the student exercises under special regulations shall be suspended.

(10) After the suspension period ends, the last year in which the student actively attended studies shall be taken into account, i.e. the enrolled year of suspension shall not be counted when determining the aforementioned rights.

Disciplinary responsibility of students

Article 28

The Rulebook on the Disciplinary Responsibility of the University of Rijeka Students determines the disciplinary responsibility of students, the type of violations of obligations and failure to fulfill obligations, disciplinary measures, the composition, method of appointment and powers of the disciplinary procedure body and the disciplinary appeal procedure, and other issues related to disciplinary responsibility.

Exam calendar and schedule, exam terms and exam dates

Article 29

(1) The exam calendar shall be published on the official website of the study programme holder before the start of the academic year and is aligned with the published syllabi.

(2) Exam terms shall be, as a rule, winter, summer and autumn exam term.

(3) The study programme holder is obliged to organize at least two exam dates in each exam term for each course.

(4) For third-year undergraduate students, exam dates in the autumn term must be organized in a way that does not affect students' rights related to the defense of the final thesis, completion of studies, or enrollment in graduate studies.

(5) A student has the right to take an exam in the same course three times in one academic year and may retake the exam with a time interval of at least 14 days.

(6) When classes in a course or module are organized as a rotation-based teaching/concentrated course, the study programme holder is obliged to organize two exam periods immediately after the end of classes within 30 days. The third exam period may also be organized in another period, in accordance with the study plan.

Exam registration and deregistration

Article 30

(1) A student shall register for an exam via the student records information system, no later than two days before the exam date, and exceptionally in a shorter period.

(2) A student may deregister from the exam via the student records information system, no later than 24 hours before the exam date, and exceptionally in a shorter period. A student who has

not deregistered from the exam and has not taken the exam shall be registered as NPI (did not attend).

Assessment of learning outcomes and grading

Article 31

(1) The student's achievement of learning outcomes shall be assessed and graded during the course (continuous monitoring and assessment) and during the exam and shall be entered into the student records information system.

(2) When assessing the achievement of learning outcomes, teachers are required to respect the principles and instructions from the document Guidelines for the Assessment of Learning Outcomes in Higher Education Teaching of the University of Rijeka.

(3) The assessment of the achieved learning outcomes in a course is expressed in percentage grade points on a scale of 0 - 100%, with a passing grade of at least 50% of the grade points.

(4) Through continuous assessment of the achieved learning outcomes in a particular course (during classes), a student can achieve from at least 50% to a maximum of 70% of the grade points, and the remaining part of at most 50% to at least 30% of the grade points can be achieved in the final exam.

(5) As an exception to paragraph 4 of this Article, a student may, in courses related to professional practice, the preparation of a BA or an MA Thesis and other courses that do not have a final exam, achieve up to 100% of the grade points in continuous assessment, which represent the basis for the final grade in the course.

(6) A student who achieves:

- from 0% to 49% of the grade points that can be obtained through continuous assessment, is not entitled to take the exam and must re-enroll in the same course.
- 50% or more of the grade points that can be obtained through continuous evaluation, while meeting additional conditions prescribed by the course syllabus, may take the exam.

(7) In the final exam, a student must achieve at least 50% of the grade points that can be obtained in the final exam in order to achieve the defined ECTS points for the course in question.

(8) The final grade in the course shall be the sum of the grade points achieved in continuous monitoring and assessment, and the grade points achieved in the final exam.

(9) The assessment of the achievement of learning outcomes in a course shall be as follows:

- for 90 to 100% of the achieved grade points, the grade is excellent (5), letter grade A,
- for 75 to 89% of the achieved grade points, the grade is very good (4), letter grade B,
- for 60 to 74% of the achieved grade points, the grade is good (3), letter grade C,
- for 50 to 59% of the achieved grade points, the grade is sufficient (2), letter grade D,
- for up to 49% of the achieved grade points, the grade is insufficient (1), letter grade F.

All threshold percentage values mentioned in this paragraph shall be inclusive for the corresponding grade.

(10) Passing grades are: excellent (5), letter grade A; very good (4), letter grade B; good (3), letter grade C and sufficient (2), letter grade D, and with these grades the student shall earn the defined ECTS course credits.

(11) The study programme may stipulate that a particular course is graded descriptively. Courses that are graded descriptively shall not be included in the calculation of the average grade for the study programme.

(12) For courses that are graded descriptively according to the study programme, a student who achieves at least 50% of the grade points shall be given the grade "pass" and shall have the awarded the achieved ECTS points.

(13) The numerical grade, letter grade and total percentage grade points for passing grades shall be entered into the student records information system.

Assessment of learning outcomes in continuous monitoring (during classes)

Article 32

(1) In courses in which 70% of the grade points can be achieved through continuous assessment and through which all learning outcomes in the course are assessed and graded, a student meeting the requirements for a passing grade may be exempted from the final exam, and the grade corresponding to the total grade points achieved shall be entered as the grade for the achievement of the learning outcomes in the course. The possibility of exempting a student from assessment in the exam should be highlighted in the course syllabus.

(2) In cases where mandatory continuous assessment has a passing threshold (partial exams), access to such assessments must be organized in two terms.

(3) The teacher is obliged to provide the student with insight into the assessment of the written test immediately after the results are announced and provide feedback on the method of assessment.

(4) The student has the right to object to the evaluation and assessment in continuous monitoring, which they shall submit in writing to the Vice Dean for Teaching and Students within 2 working days of the announcement of the results.

(5) If the student's objection is considered well-founded, the person or body responsible for the implementation of the study programme shall appoint another independent evaluator from among the teachers or a Committee with a larger number of members from among the teachers, one of which may be an external expert, to evaluate and assess the learning outcomes achieved through continuous monitoring and assessment in the course. In such a case, the teacher to whom the objection relates may not be a member of the Committee. The second evaluator or Committee shall make a final decision on the evaluation and assessment in continuous monitoring of the student within 3 working days of the appointment.

Final exams

Article 33

(1) A student has the right to take the final exam in the same course a maximum of 3 times during the academic year.

(2) Final exams are held in public.

(3) The final exam consists of a written and/or oral assessment of the acquired learning outcomes.

(4) In addition to the examiner and the student taking the examination, at least two other persons from among the students, teachers or other persons authorized to monitor the teaching process must be present at the oral part of the examination.

(5) The results of the oral assessment of the acquired learning outcomes must be communicated to the student immediately after the examination.

(6) The results of the written assessment of the acquired learning outcomes must be known to the student no later than 5 working days after they are held, and necessarily at least 1 working day before the oral assessment.

(7) The teacher is obliged to provide the student with insight into the evaluation of the written assessment immediately after the results are announced and to provide feedback on the method of assessment.

(8) Written assessments of the acquired learning outcomes are kept until the end of the academic year.

(9) The teacher is obliged to grade the student insufficient (1), letter grade F, in cases:

- when the student unjustifiably leaves the room where the written exam is being held or leaves the already started oral exam
- when the student does not take the oral exam after the written test, which was graded positively
- when a student behaves inappropriately during the exam, disturbs other students or uses illegal aids, for which they shall be removed from the exam.

(10) The teacher is obliged to submit the records of the held exams, that is, the signed exam lists, to the appropriate service within eight (8) days of the held exam.

Grade complaints

Article 34

(1) A student who is not satisfied with the result achieved in the final exam has the right to file a written complaint to the Dean within one working day after the grade is announced. The complaint must be justified.

(2) If the complaint is considered well-founded, the Dean shall, within one working day of receiving the complaint, appoint a Committee consisting of three members from among the teachers, among whom may be other independent assessors from among the teachers. The teacher with whose grade the student was not satisfied cannot be a member of the Committee.

(3) If the exam in the course consists of a written and an oral part, the written part shall not be repeated, rather, the Committee shall re-evaluate and re-assesses the written test. If the written part was assessed with 50% or more of the grade points that can be obtained in the written part of the exam, the oral part of the exam shall be scheduled before the Committee no later than three working days from the receipt of the complaint.

(4) The Committee shall decide on the final grade by majority vote.

Completion of studies

Article 35

(1) University undergraduate studies are completed by passing all exams, fulfilling other study obligations, and writing and defending a BA Thesis or taking a final BA Examination, in accordance with the study programme. The study programme holder is obliged to publish the BA Thesis on the repository of the study programme holder within 30 days of the defense.

(2) University graduate studies are completed by passing all exams, fulfilling other study obligations, and writing and defending an MA Thesis or taking an MA Examination, in accordance with the study programme. The study programme holder is obliged to publish the MA Thesis on the repository of the study programme holder within 30 days of the defense.

(3) University integrated studies are completed by passing all exams, fulfilling other study obligations, and writing and defending an MA Thesis or taking an MA Examination, in accordance with the study programme. The study programme holder is obliged to publish the MA Thesis on the repository of the study programme holder within 30 days of the defense.

(4) Questions related to application and the manner of conducting BA and MA Examinations, application, preparation and formatting of BA and MA Theses, graduation ceremonies, as well as the initiation and implementation of the procedure for revoking an academic or professional title shall be regulated by the Faculty's general acts.

Commendations

Article 36

(1) Students with the best average percentage of grade points earned during their studies shall be awarded a commendation from the Latin classification of commendations:

- Bachelor with highest distinction (SUMMA CUM LAUDE Baccalaureus), or Master with highest distinction (SUMMA CUM LAUDE Master of Arts)
- Bachelor with great distinction (MAGNA CUM LAUDE Baccalaureus), or Master with great distinction (MAGNA CUM LAUDE Master of Arts)
- Bachelor with distinction (CUM LAUDE Baccalaureus), or Master with distinction (CUM LAUDE Master of Arts).

(2) The criteria for commending students shall be determined by the study programme holder.

(3) Based on the average achieved percentage of grade points during the entire duration of studies, the overall success of the student can be stated in the Diploma Supplement through a comprehensive classification of honors, as follows:

- First-Class Honours: 90-100% grade point average during studies
- Upper Second-Class Honours: 80 - 89% grade point average during studies
- Lower Second-Class Honours: 70 - 79% grade point average during studies
- Third Class (Third-Class Honours): 60 - 69% grade point average during studies
- Passed (Pass): 50 - 59% grade point average during studies

Issuance of diplomas and diploma supplements

Article 37

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-03-23-6 of 26.09.2024,
entry into force: 4 October 2024)*

(1) Upon completion of studies, a student shall acquire the appropriate professional or academic title or academic degree and other rights in accordance with special regulations.

(2) Upon completion of undergraduate, graduate and integrated studies, a student shall be issued a diploma and a diploma supplement.

(3) Diplomas and diploma supplements are public documents issued by the Faculty on the basis of public authority, which confirm that a student has completed a specific study programme and acquired the right to an academic or professional title or academic degree.

(4) The Faculty shall issue diplomas and diploma supplements free of charge, in Croatian and English, in a signed and certified printout and in digital form.

(5) The form and content of diplomas and diploma supplements shall be determined in accordance with the act governing science and higher education.

(6) After the completion of a joint study programme, a student shall be issued a diploma and a diploma supplement, which is jointly awarded by the partner institutions in the field of higher education and/or science that carry out the joint study programme. The form and content of this diploma and diploma supplement shall be determined by a contract or other general act jointly adopted by partner institutions in the performance of a joint study programme, in accordance with current regulations.

IV. QUALITY MONITORING AND IMPROVEMENT

Article 38

Monitoring and improving the quality of studies shall be regulated by the Regulations on the Quality Assurance and Improvement System of the University of Rijeka and the Manual for the Quality of Studying at the University of Rijeka. Monitoring and implementation of the study programme is part of the internal quality assurance system.

V. STUDY AND STUDENT RECORDS

Article 39

(1) The Faculty uses the Higher Education Information System (HEIS, Croatian: ISVU) and its appropriate upgrades as a study and student record system.

(2) The student records contain data on students and student documents, data on studying, mobility, student progress through studies and acquired qualifications, data on grants and student standard rights (subsidized housing, student jobs, state scholarships, transportation support for students with disabilities and subsidized meals) and other rights at the expense of public funds, in accordance with applicable regulations.

(3) The University shall regulate, by a special act, a unique method of recording special categories of students.

(4) Data on students, data on studying, mobility, student progress through studies, acquired qualifications, data on subsidized housing and student jobs, and data on other rights at the expense of public funds shall be maintained by the Student Service and legal entities that provide student standard services.

States of emergency

Article 40

(1) In the event of a natural disaster, a state of war or other direct threat to the population, the Senate of the University of Rijeka may regulate the adoption and changes of the study plan, teaching calendar and examination deadlines, forms and methods of monitoring and evaluating

achieved learning outcomes, methods of taking exams, progress through studies and completion of studies differently from the manner prescribed by these Regulations.

(2) The Senate shall decide on the issues referred to in paragraph 1 of this Article, upon the proposal of the Expert Council for Learning and Teaching.

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 41

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-03-23-6 of 26 September 2024,
entry into force: 4 October 2024)*

(1) The provisions of Article 21, except for paragraph 4 of these Regulations, shall apply to students enrolling in studies for the first time in the academic year 2023/2024.

(2) The provision of Article 25, paragraph 7 of these Regulations shall apply from the academic year 2024/2025.

(3) The provisions of Article 37 of these Regulations relating to the form and manner of issuing diplomas, certificates, and diploma supplements in digital form shall apply from 1 January 2024.

(4) During the suspension of rights and obligations, a student who enrolled in studies before the entry into force of the Act on Scientific Activity and Higher Education may take exams if they fulfilled the conditions for this before the suspension of rights and obligations.

(5) Upon entry into force of these Regulations, the Regulations on Studying at Undergraduate and Graduate Studies at the Faculty of Faculty of Humanities and Social Sciences in Rijeka, Class: 003-01/20-01/40, Reg. No.: 2170-24-01-03-20-1 of 29 May 2020, shall cease to be valid.

Article 42

These Regulations shall enter into force on the eighth day from the date of their publication on the Faculty's noticeboard.

Article 8

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-03-23-6 of 26 September 2024,
entry into force: 4 October 2024)*

These amendments to the Regulations shall enter into force on the eighth day after their publication on the Faculty notice board.

Article 3

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-26-9 of 24. September 2026,
entry into force: 2 October 2026)*

The provisions of Article 1 of these Regulations shall apply from the 2026/2027 academic year.

Article 6

*(Class: 007-01/23-01/25, Reg. No: 2170-1-41-01-26-9 of 24. September 2026,
entry into force: 2 October 2026)*

These Amendments to the Regulations on Studying at Undergraduate and Graduate University Studies of the Faculty of Humanities and Social Sciences in Rijeka shall enter into force on the eighth day following their publication on the notice board of the Faculty of Humanities and Social Sciences in Rijeka.

Class: 007-01/23-01/25

Reg. No.: 2170-1-41-01-03-26-10

In Rijeka, 7 October 2026



Dean

prof. Barbara Kalebić Maglica, PhD