

Pursuant to Article 63 of the Scientific Activity and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 2/07 – Decision of the Constitutional Court of the Republic of Croatia 46/07, 45/09, 45/09, 63/11, 94/13, 139/13, 101/14 and Decision of the Constitutional Court 60/15) and the Article 43 of the Statute of the University of Zagreb, Faculty Council of the Faculty of Civil Engineering adopted the Statute of the Faculty of Civil Engineering at its 188<sup>th</sup> meeting held on September 21, 2016. The University Senate gave its consent on October 11, 2016.

Since the Statute had been amended, Administrative and Technical Services of the Faculty made a consolidated text of the Statute of the University of Zagreb, which encompasses the following:

Decision on amendments to the Statute of the University of Zagreb Faculty of Civil Engineering, made at the 193<sup>rd</sup> meeting of the Faculty Council, held on March 22, 2017, where its entry into force is also specified, and approved by the University Senate on April 11, 2017.

**THE STATUTE**  
**OF THE UNIVERSITY OF ZAGREB FACULTY OF CIVIL ENGINEERING**  
**I GENERAL PROVISIONS**

**Article 1**

This Statute regulates: status, name, seat, activities, seal of the University of Zagreb Faculty of Civil Engineering (hereinafter: the Faculty), legal status, representation and promotion of the Faculty, the structure of the Faculty, the bodies of the Faculty and its organisational units, the status of teachers, associates and other employees, studies, work transparency, general acts, data protection and other issues relevant to the activities and business activities of the Faculty.

## **II STATUS, NAME, SEAT, ACTIVITIES AND SEAL OF THE FACULTY**

### **Article 2**

- (1) The Faculty is a scientific and educational unit of the University of Zagreb (hereinafter: the University) with the status of a public institution.
- (2) The Faculty organizes and conducts university study programs, scientific and professional activities in the field of civil engineering and related fields.
- (3) The Faculty is a scientific organization, pursuant to the Scientific Activity and Higher Education Act (hereinafter: the Act).
- (4) University of Zagreb is the founder of the Faculty.

### **Article 3**

- (1) The Faculty performs its activities, conducts business and participates in legal matters under the name "University of Zagreb Faculty of Civil Engineering".
- (2) The name of the Faculty is written on the name plate on the building of the Faculty.

### **Article 4**

According to law, the name of the Faculty is protected in the same manner as a company name.

### **Article 5**

The seat of the Faculty shall be in Zagreb, fra Andrije Kačića Miošića Street 26.

### **Article 6**

- (1) The founder of the Faculty makes decisions on changes of the name and the seat of the Faculty.

- (2) The change of the name and the seat of the Faculty is entered into the court registrar.

## **Article 7**

- (1) The scope of activities of the Faculty is as follows:

1. organisation and implementation of undergraduate university studies in civil engineering, graduate university studies in civil engineering and postgraduate university studies in civil engineering and basic engineering sciences
2. organisation and implementation of programs of permanent professional education and training
3. scientific research and development
4. scientific work in the field of civil engineering and related fields
5. professional work in the field of civil engineering and related fields (research and development, design, supervision and consulting related to construction, revision, project control, the development of studies and expertises, computer programs, court expertise, physical and chemical water analysis, testing of hydrotechnical physical models, hydrological and hydraulic measurements, testing of materials and structures, nostrification of foreign project documentation, water and air quality analysis, laboratory and model-based testing, construction measurements, analysis of soil and rock properties, experimental drilling of the ground with the use of sounding method, budget calculations and noise measurements)
6. architectural activities and engineering; technical research and analysis
7. energy performance certificate and energy audits of buildings
8. expert work in environment protection
9. expert work on spatial planning
10. other expert, scientific and technical activities
11. publishing
12. organisation of symposia, consultations, conferences, congresses and fairs
13. management of construction projects

- (2) The Faculty may perform other activities within the scope of the activities referred to in paragraph 1 of this Article, if they are usually or in a lesser extent performed along the above mentioned activities.

(3) The Faculty may change its scope of activities.

(4) A decision on the change of the scope of activities is made by the Faculty Council (hereinafter: the Council) upon the approval of the founder.

### **Article 8**

(1) The Faculty has a seal with the coat of arms and the name of The Republic of Croatia, the name and seat of the Faculty, 38 mm in diameter, and the seal with the coat of arms and the name of The Republic of Croatia, the name and seat of the Faculty, 38 and 25 mm in diameter, which are used for public documents.

(2) For everyday business activities, the Faculty shall use the seal without the coat of arms of the Republic of Croatia, with the name and seat of the Faculty and 25 mm in diameter.

(3) If there is more than one seal of the Faculty, each has to be marked with its ordinal number.

(4) The seals are ordered, used and replaced according to law, bylaws and general acts of the Faculty.

## **III LEGAL POSITION AND REPRESENTATION OF THE FACULTY**

### **Article 9**

The Faculty is entered into the Court Registrar and into the Register of Scientific Organizations and the Register of Higher Education Institutions by the relevant ministry.

### **Article 10**

The Faculty operates individually and performs its activities according to the Act, subordinate legislation, the Statute of the University, this Statute and other general acts of the University and the Faculty.

### **Article 11**

The Faculty may, with the approval of the University Senate (hereinafter: the Senate), establish an institution or a company, i.e., purchase shares or parts of existing companies.

### **Article 12**

(1) For its obligations, the Faculty is liable with its entire property.

(2) The founder of the Faculty is held liable for the Faculty.

### **Article 13**

The Faculty has a transaction account for financial transactions.

### **Article 14**

(2) The Faculty is represented by the Dean.

(1) In case of Dean's absence, he or she is substituted by a Vice-Dean of his or her choice.

### **Article 15**

The Dean is authorised to represent the Faculty in legal matters within the scope of activities entered in the court registrars, unless restricted by the Statute of the University, this Statute or by the Act.

### **Article 16**

The Dean can authorise other persons to represent the Faculty at courts and government bodies.

### **Article 17**

- (1) The Dean makes decisions in administrative proceedings which are subject to the jurisdiction of the Faculty.
- (2) The Dean can authorize other qualified persons to take all necessary steps in order to make decisions or to deal with matters concerning administrative proceedings of the Faculty.
- (3) In the second instance, the decision is made by the Dean.

## **IV INTERNAL ORGANIZATION OF THE FACULTY**

### **Article 18**

- (1) The Faculty is divided into organisational units which do not have the status of subsidiaries as stated in the Act on Institutions.
- (2) Departments are basic organisational units of the Faculty, with the addition of independent chairs and Department of Shared Services.

### **Article 19**

A department is an organisational unit of the Faculty which usually concentrates on one branch of civil engineering or basic engineering sciences, with the exception of other fields contributing to scientific and educational activities of the Faculty.

### **Article 20**

Scope of activities of a department includes the following:

1. organisation and implementation of educational, scientific and professional activities
2. participation in making of the budget of the Faculty
3. participation in making of the investment plan of the Faculty

4. taking care of professional development of employees, in particular associates
5. proposal of scientific and professional development in the state and abroad
6. discussing and giving opinions and suggestions on matters laid out by the Faculty bodies.

## **Article 21**

- (1) Chairs and laboratories are established within departments.
- (2) Expert, scientific and educational activities are performed within a chair.
- (3) A chair can be formed if it organises and conducts courses at undergraduate, graduate and postgraduate study programs.
- (4) Research related to the activities of the Faculty is usually carried out in laboratories.

## **Article 22**

Departments of the Faculty with their Chairs and Laboratories are as follows:

1. Geotechnical Engineering Department
  - 1.1. Chair for Soil and Rock Mechanics
  - 1.2. Chair for Geotechnical Engineering
  - 1.3. Geotechnical Laboratory
2. Water Research Department
  - 2.1. Chair for Basic Hydraulic Engineering
  - 2.2. Chair for Water Management
  - 2.3. Chair for Sanitary and Environmental Engineering
  - 2.4. Hydraulics Laboratory
3. Structures Department
  - 3.1. Chair for Concrete and Masonry Structures

- 3.2. Chair for Timber Structures
- 3.3. Chair for Metal Structures
- 3.4. Chair for Bridges
- 4. Mathematics Department
  - 4.1. Chair for Geometry and Physics
  - 4.2. Chair for Mathematics
- 5. Materials Department
  - 5.1. Chair for Materials Research
  - 5.2. Chair for Materials Technology
  - 5.3. Materials Laboratory
- 6. Construction Management and Economics Department
  - 6.1. Chair for Management
  - 6.2. Chair for Construction Organisation
  - 6.3. Chair for Construction Technology
- 7. Transportation Engineering Department
  - 7.1. Chair for Roads
  - 7.2. Chair for Railways
  - 7.3. Transportation Engineering Laboratory
- 8. Engineering Mechanics Department
  - 8.1. Chair for Mechanics of Materials and Stability of Structures
  - 8.2. Chair for Statics, Dynamics and Stability of Structures
  - 8.3. Structures Research Laboratory

### **Article 23**

An independent chair can be formed if a course is organized and implemented at undergraduate and graduate level of study programs, given that this kind of course is not organized and performed within chairs which are constituents of departments.



#### **Article 24**

Scope of activities of an independent chair includes:

1. organisation and implementation of educational, scientific and professional activities
2. participation in making of the budget of the Faculty
3. participation in making of the investment plan of the Faculty
4. taking care of professional development of employees, in particular associates
5. discussing and giving opinions and suggestions on the matters laid out by the Faculty bodies.

#### **Article 25**

Chair for Buildings is an independent chair.

#### **Article 26**

(1) Department of Shared Services is an organisational unit of the Faculty performing legal, administrative, financial, accounting, library, information technology, technical and other general affairs.

(2) Department of Shared Services is divided into: secretariat with student administration office, accounting office, library, computer lab and technical support office.

#### **Article 27**

The internal organisation of the Faculty is regulated by the General act adopted by the Faculty Council, confirmed by the Senate.

### **V MANAGEMENT AND ADMINISTRATION OF ORGANISATIONAL UNITS OF THE FACULTY**

#### **Article 28**

(1) The dean organizes and manages the business of the Faculty.

(2) Vice-Deans and the Secretary of the Faculty assist the Dean in his or her work.

(3) Departments are managed by their relevant heads. The chairs and the independent chair are also managed by their relevant heads, so as the laboratories.

## **DEAN**

### **Article 29**

(1) Dean shall be elected from the academic ranks of associate, full and full professor tenure.

(2) The insignia of the dean's authority shall be the dean's chain.

(3) The Dean:

1. is authorised to represent the Faculty
2. makes business decisions in accordance with the regulations
3. chairs the Council meetings and proposes the agenda
4. is the member of the Field Studies Council and the University Senate
5. proposes measures for the development of the Faculty to the Council
6. executes decisions of the Council, the Senate and the Field Studies Council related to the Faculty
7. performs other duties pursuant to the Act, this Statute and the Statute of the University.

(4) For his or her work, the Dean is responsible to the Council and the Rector and is obliged to submit an annual report on the activities and business of the Faculty, and the report on his or her own work, including the report on the proposed budget of the Faculty and its implementation.

### **Article 30**

(1) The Rector supervises the legality of the Faculty's activities and controls whether they are in accordance with the University and the Faculty Statute.

(2) The Rector is obliged to inform the Dean and the Council about the activities and decisions contrary to the Act or the Statute of the University in writing.

(3) The Rector is authorised to suspend the execution of all decisions made by the Dean or other Faculty bodies, if they are contrary to the Act or the Statute of the University.

(4) If the Act or the Statute of the University, or other laws, bylaws and regulations are gravely and persistently offended, the Rector may suspend the Dean of the Faculty and appoint an acting dean. The Senate is obliged to make a decision concerning suspension with the two-thirds of the entire membership votes within 30 days. If the suspension is confirmed, the Dean is relieved of his or her duty pursuant to the Statute of the University and the election of the new dean will be carried out within 3 months. The suspended Dean cannot be the candidate for the new election process.

### **Article 31**

(1) The election procedure shall start with the Council's invitation for proposal submission at the beginning of the calendar year in which the term of office of the incumbent Dean expires. At the meeting convened by the Dean, teachers with ranks of associate, full and full professor tenure can propose one or more candidates for the position. Candidates submit their CVs and work plan and present them orally to the Council. Proposals approved by the Council are forwarded to the Senate. On Rector's proposal, the Senate then makes a decision about the submitted request within 30 days. The Rector and the Senate must justify their decision if they have denied the approval. The Council shall elect the dean by a secret ballot among the candidates approved by the Senate. The candidate preferred by a simple majority of all Council members shall be elected dean.

(2) If there are two candidates and none of them gets a majority on the first ballot, there is a runoff at the same meeting and it shall be voted for the candidate with a majority from the first ballot.

If the candidate does not win the sufficient number of votes in the second round, the election procedure will be repeated.

If both candidates win the equivalent number of votes in the first round, they both proceed to a second round. If they win the same number of votes in the second round, the election procedure will be repeated.

If both candidates win the equivalent number of votes in the first round, they both proceed to a second round. If one of the candidates wins a higher number of votes, but not sufficient for winning, the third round will be run only for the candidate with the higher number of votes from the second round. If the candidate does not win the sufficient number of votes in the third round, the election procedure will be repeated.

(3) If there are more than two candidates and none of them wins the sufficient number of votes in the first ballot, there is a second round at the same meeting, repeated for the two candidates with the highest number of votes in the first round. If three or more candidates win an equivalent number of votes, two among them are elected for the second round. If two or more candidates in the first round win the second highest number of votes, one of the candidates is elected for

the second round. If the dean is not elected in the second round, the candidate with the highest number of votes from the second round runs for the third round. If two or more candidates have the equivalent number of votes in the second round, one of the candidates is elected for the third round. If the candidate does not win the sufficient number of votes in the third round, the election procedure will be repeated. The election procedure must be finalised four months prior the beginning of the term of office of the elected dean.

(4) The Electoral Commission appointed by the Council is in charge of the implementation of the election procedure. The Committee shall consist of three members, one of them a student.

(5) If the new dean is not elected before the term of office of the incumbent Dean expires, the Council will propose a candidate fulfilling necessary requirements for a position of an acting dean to the Senate within 30 days. The Senate will appoint an acting dean upon the Rector's approval within 30 days.

(6) If the Council does not submit the nomination within the prescribed deadline, an acting dean will be appointed by the Senate upon the Rector's proposal.

## **Article 32**

(1) The Dean may be relieved of duty before the expiration of the term of office if he or she:

1. submits a resignation
2. does not fulfill his or her duties
3. gravely and persistently offends the provisions of this Statute, the Statute of the University or other laws, bylaws and regulations
4. abuses his or her function
5. violates the reputation of his or her duty
6. loses the ability to perform the duty.

(2) Procedure of dismissal is initiated by the decision of the Council made by a simple majority of the Council members.

(3) The Council implements the procedure and decides on dismissal by a majority of the Council members within two months from the initiation of the procedure

(4) Before the decision is made, the Dean must be given the opportunity to explain the reasons which led to the proposal for his or her dismissal, except in the case of losing his or her ability to perform duty.

(5) If the Rector suspends the Dean for offending the provisions of the Statute, the Statute of the University or other laws, bylaws and regulations, the decision on the suspension is confirmed by a two thirds majority of the Senate members within 30 days of the Rector's suspension. If the Senate confirms the suspension, it is considered that the Dean is relieved of his or her duty on the day the decision on the suspension was made.

(6) If the Dean is suspended, the Senate shall appoint an acting dean until a new dean is elected. The electoral procedure is implemented according to the Statute of the University and this Statute. The suspended Dean cannot be proposed as a candidate in the new election procedure.

(7) The suspended Dean has the right of action in order to protect his or her rights if he or she considers the procedure has been violated and that the violation might have a considerable impact on the decision or that there has been no cause for suspension as referred to in the paragraph 5 of this Article.

### **Article 33**

(1) The Dean shall be elected for a two-year term of office. The Dean assumes his or her duties on the first day of the new academic year.

(2) If the electoral procedure is implemented as referred to in the Article 31 paragraph 5, i.e., Article 32 paragraph 6 of this Statute, the elected Dean assumes his or her duties on the first day after the completion of the electoral procedure and his or her term of office lasts until the expiration of the stipulated term of office.

(3) The same candidate can be elected two consecutive times.

### **Article 34**

The Dean may appoint persons, i.e., committees to deal with particular issues in his or her scope of activities by a decision specifying the term of appointment, the scope of work and other questions relevant to the work of the appointed bodies.

### **Vice-Deans**

### **Article 35**

(1) The Faculty has a Vice-Dean for Science, Vice-Dean for Financial Management, Vice-Dean for Education and Vice-Dean for International and Inter-institutional Cooperation.

(2) The candidates are nominated by the Dean and elected by the Council, usually before the academic year in which their term of office shall begin.

(3) A Vice-Dean is elected by a majority of the Council members.

### **Article 36**

(1) For a position of a Vice-Dean shall be elected a teacher with the academic rank of associate, full or full professor tenure.

(2) The term of office of a Vice-Dean is equivalent to the term of office of the Dean who appointed him or her.

### **Article 37**

(1) A Vice-Dean may be relieved of duty before the expiration of his or her term of office for the same reasons as the Dean.

(2) The Dean submits the proposal for the relief of duty of a Vice-Dean.

(3) The Council elects a new Vice-Dean and makes the decision on the relief of a Vice-Dean at the same time.

### **Article 38**

The Vice-Dean for science:

1. convenes and chairs meetings of the Science Committee
2. coordinates scientific activities of the Faculty
3. supervises the use of scientific infrastructure and equipment
4. is responsible for the organisation and implementation of postgraduate studies
5. is responsible for the work and development of associates

6. gives proposals and opinions on contractual obligations in the scientific activities of the Faculty

7. performs other activities assigned by the Dean and the Council.

### **Article 39**

The Vice-Dean for Education:

1. convenes and chairs meetings of the Education Committee
2. is responsible for the organisation and implementation of undergraduate and graduate studies
3. participates in the work of Council bodies responsible for activities related to undergraduate and graduate studies
4. submits reports, proposals and initiatives in his or her scope of activities to the Dean and the Council
5. performs other activities assigned by the Dean and the Council.

### **Article 40**

The Vice-Dean for International and Inter-institutional Cooperation:

1. is responsible for contacts with higher education institutions abroad
2. is responsible for contacts with international organisations
3. is responsible for monitoring and application of international projects
4. is responsible for monitoring the international mobility of teachers, associates and students
5. performs other activities assigned by the Dean and the Council.

### **Article 41**

The Vice-Dean for Financial Management:

1. is responsible for business and finances of the Faculty
2. makes the proposal of the budget of the Faculty
3. coordinates professional activities of the Faculty
4. performs other activities assigned by the Dean and the Council.

### **Secretary of the Faculty**

#### **Article 42**

Pursuant to general acts on labour, to be appointed as the Faculty Secretary, a candidate must have a degree in law, passed bar examination and at least five years of experience in the professional activities in the field.

### **Department Heads**

#### **Article 43**

- (1) The head of a department is responsible for the professional activities of the department and coordinates the scientific and educational activities of the department.
- (2) The head of a department is appointed by the Dean upon the proposal of the head of the chair of the department.
- (3) For the position of the head of a department shall be elected a teacher with the academic rank of associate, full or full professor tenure.
- (4) The head of a department shall be elected for a two-year term of office and may be re-appointed.

#### **Article 44**

The head of a department:

1. represents the department and signs documentation of the department within the Faculty
2. executes decisions made by the Dean and the Council



3. is responsible for human resources of the department, so as the professional development of employees and proposes vacancies
4. is responsible for other activities assigned by the Dean and the Council.

### **Heads of Chairs**

#### **Article 45**

- (1) The head of a chair is responsible for educational and scientific activities of the chair.
- (2) For the position of the head of a chair shall be elected a teacher with the academic rank of associate, full or full professor tenure, appointed by the Dean and proposed by the head of the department.

### **Head of an Independent Chair**

#### **Article 46**

- (1) The head of an independent chair is responsible for scientific and educational activities of the chair and coordinates professional activities of the chair.

Head of an independent chair shall be appointed by the Dean upon a proposal of the teachers of an independent chair.

- (2) For the position of the head of an independent chair shall be elected a teacher with the academic rank of assistant, associate, full or full professor tenure.

#### **Article 47**

The head of an independent chair:

1. represents the independent chair and signs documentation of the independent chair within the Faculty
2. executes decisions made by the Dean and the Council

3. is responsible for human resources of the independent chair and professional development of employees and proposes vacancies

4. is responsible for other activities assigned by the Dean and the Council

### **Laboratory Heads**

#### **Article 48**

(1) The head of a laboratory is responsible for the activities of the laboratory.

(2) The head of a laboratory is appointed by the Dean and proposed by the head of a relevant department.

(3) The head of a laboratory shall be elected a teacher with the academic rank of assistant, associate, full or full professor tenure.

(4) The head of a laboratory shall be appointed for two-year term of office and may be re-appointed.

### **Responsibility of Heads of the Organisational Units**

#### **Article 49**

(1) Heads of chairs and heads of laboratories are responsible for the activities of chairs and laboratories.

(2) For their activities, they are responsible to the heads of relevant departments and the Dean.

(3) The secretary of the Faculty coordinates activities of the Department of Shared Services, manages the Secretariat and Student Administration Office and is responsible to the Dean and the Council. Activities of other departments are coordinated by the heads of relevant departments, responsible to the relevant Vice-Dean and the Dean.

(4) The head of an independent chair is responsible to the Dean.

(5) Responsibilities of the Dean, Vice-Deans and heads of relevant organisational units of the Faculty and the Secretary of the Faculty shall be regulated in more detail with a special act.

### **Collegium**

#### **Article 50**

- (1) The Collegium is the advisory body of the Dean.
- (2) The Collegium consists of Dean, Vice-Deans and the Secretary of the Faculty, and the Enlarged Collegium includes heads of the departments.
- (3) Dean may invite other persons to the Collegium meetings.
- (4) Collegium meetings are held once a week, and meetings of the Enlarged Collegium four times a year.
- (5) Minutes of the Collegium meetings shall be kept.

## **VI FACULTY BODIES**

### **The Council**

#### **Article 51**

The Council is the expert body of the Faculty.

#### **Article 52**

- (1) The Council consists of permanent and elected members.
- (2) Permanent members of the Council are all employees with an academic rank.
- (3) Elected members consist of representatives of other teachers with a fixed-term contract at the Faculty, representatives of associates, other employees and student representatives.
- (4) Representatives of other teachers and associates are elected at the meetings convened by the Dean. For every ten teachers of the relevant rank, one representative shall be elected.
- (5) A representative of other employees shall be elected according to the Labour Act.
- (6) Student representatives shall be elected according to law and general acts of the University and the Faculty.

#### **Article 53**

(1) Representatives of teachers, associates and other employees in the Council are elected for a term of office in duration of two years.

(2) The same person can be elected two consecutive times.

(3) A representative in the Council may be relieved of duty before his or her term of office expires. The procedure for a relief of duty of a representative is identical to the corresponding election procedure.

#### **Article 54**

Student representatives constitute at least 15% of the Council members. The number of student representatives in other bodies of the Faculty is defined according to general acts of the Faculty.

#### **Article 55**

(1) Student representatives in the Council have the right of suspensive veto when it comes to matters of special interest to students.

(2) Matters of special interest to students are as follows: regulation of student rights and obligations, changes in the study system, quality assurance of study programs, adoption of study programs, determining curricula and student standard.

(3) Suspensive veto can be put by a majority of all student representatives in the Council. The Council then discusses the relevant issue once again, but no earlier than 8 days after the veto has been put. In a repeated discussion, the decision is brought by a majority of the entire membership of the Council and there is no right of suspensive veto on the decision.

#### **Article 56**

The Council:

1. adopts the Statute of the Faculty by a simple majority of the entire membership
2. adopts general acts of the Faculty
3. elects the Dean and Vice-Deans
4. holds elections for members of the Field Studies Council

5. approves the Dean's annual report
6. makes the budget and final account of the Faculty
7. takes care of and makes decisions aiming at the assurance of quality of studies and scientific work
8. makes decisions on implementation of study programs and ensures the process, expresses opinions on proposed university study programs or their parts in the field of its activities
9. establishes new research units and develops the existing ones on the level of the relevant scientific field
10. starts and implements election procedures into academic ranks
11. ensures conditions for freedom of initiative of individuals or a group of researchers, teachers and students in scientific, educational and professional activities
12. expresses opinions on purchase, installation and application of large equipment at the Faculty in its field of activities
13. approves Dean's legal activities on behalf of the Faculty in amounts higher than 1,000,000.00 HRK
14. performs other duties according to the Act, the Statute of the University and this Statute.

#### **Article 57**

- (1) The Council performs duties it is authorised for at the meetings.
- (2) The Council has the legal authority to discuss and make decisions in case a majority of the entire membership is present.
- (3) The Council makes decisions by a majority of the members present, unless otherwise regulated by the Act, the Statute of the University and this Statute.

#### **Article 58**

- (1) The Council establishes permanent and temporary working bodies to solve particular matters from its own authority.

(2) Number of members, duration of term of office and their scope of activities are determined by the decision on establishing.

(3) Permanent working bodies of the Council are as follows:

1. Education Committee
2. Science Committee
3. Degree and final examination Committee
4. Textbooks, scripts and publications Committee
5. Professional development in Civil Engineering Committee
6. Quality Assurance Committee
7. Student Disciplinary Tribunal

#### **Article 59**

The Council adopts rules of procedure for its own work, regulating matters which are not regulated by the Act, the Statute of the University and this Statute.

### **VII FACULTY EMPLOYEES**

#### **Article 60**

(1) Employment contracts can be concluded with persons appointed into academic ranks, teaching ranks, associate ranks, professional ranks and other persons working for the Faculty in the scope of its activities.

(2) Employment status shall be regulated by general acts on work and collective agreements, unless the Act, the Statute of the University and this Statute define it differently.

#### **Article 61**

(1) The academic ranks are: assistant professor, associate professor, full professor and full professor tenure.

(2) Lecturer and senior lecturer can teach courses outside the field of civil engineering, basic technical sciences and interdisciplinary technical sciences.

(3) The associate ranks are: assistant and postdoctoral researcher.

(4) The professional titles are: expert associate in science and higher education system (completed graduate university study), senior expert associate in science and higher education system (completed graduate university study and at least five years of professional experience) and expert advisor in science and higher education system (completed graduate university study and at least ten years of professional experience).

(5) Faculty can have other expert ranks if employees in the relevant ranks and work places shall be paid for from the Faculty's own funds.

## **Article 62**

Requirements for the appointment, duration of term of office and scope of activities conducted by teachers (academic and teaching ranks) and associates are regulated by the Act, bylaws, Statute of the University and the Faculty and other general acts of the University and the Faculty.

## **Selection Procedure for Ranks and Working Positions**

### **Article 63**

(1) Selection process for academic, teaching, professional and associate ranks and titles and relevant work positions is carried out on a basis of a vacancy published in the Official Gazette, daily newspapers, web pages of the Faculty and official web page of the European Research Area. A vacancy must be opened for at least 30 days.

(2) A vacancy must include:

1. the name of the faculty
2. area, field and branch for which the vacancy is opened
3. rank and workplace for which the vacancy is opened
4. requirements which applicants have to meet

5. deadline for submitting applications
6. list of necessary attachments to the application
7. deadline for notice on the outcome of the vacancy.

(3) Only vacancies for workplaces regulated by the Act on the internal organisation of the Faculty and approved by the Senate can be announced. The Faculty must procure relevant approvals for vacancy announcements. Vacancies are in this case financed by the University.

(4) The Faculty may announce vacancies which are not regulated with the paragraph 3 of this Article, if the necessary funds are already assured.

(5) Regulations of this Article will be applied to employment on workplaces of other employees.

#### **Article 64**

(1) Selection process for academic, teaching, associate and professional ranks and titles and working positions and selection process for titular ranks is initiated by the Council. The process of acquisition of an scientific rank can also be initiated by the person who believes he or she meets the requirements for the relevant rank.

(2) If the Faculty is authorised for implementation of the selection process, the procedure is conducted by the Council.

(3) If the Faculty does not have the authorisation for implementation of a part of the selection process for scientific ranks, according to the Act, selection process for scientific ranks is conducted by an authorised council, and the selection for academic ranks and work positions is conducted by the Council.

(4) The authorised council must appoint an expert committee within 30 days after the vacancy announcement, consisting of three members, at most two of them members of the authorised council. Council members must be the same or higher rank than the one in the process of selection.

(5) If for some candidates in the selection process for relevant academic ranks and workplaces, the selection process for the relevant scientific rank also needs to be implemented, the authorised council, based on the report and the proposal of the committee, forwards the proposal and the opinion on the selection process for the relevant scientific rank to the relevant Committee.

(6) Upon decision of the relevant Committee, the authorised Committee submits the report to the Council, stating which applicant or applicants have been proposed for the appointment into academic ranks and the relevant working positions.



(7) The Committee submits the report with proposed applicants for the appointment into relevant ranks and workplaces to the Council in case none of the applicants for the appointment require implementation of the selection process for relevant scientific ranks.

(8) On a workplace of an assistant professor shall be elected a candidate with an academic rank assistant professor. On a workplace of an associate professor shall be elected a candidate with an academic rank associate professor and at least five years of professional experience in a workplace of an assistant professor or a scientific workplace of a research associate. On a workplace of a full professor shall be appointed a candidate with an academic rank of a full professor and five years of professional experience in a workplace of an associate professor or at least a scientific workplace of a senior scientific associate and on a workplace of a full professor tenure a candidate with an academic rank of a full professor tenure and at least five years of professional experience in a workplace of a full professor or scientific workplace of a scientific adviser.

(9) If a candidate fulfills all requirements necessary for the appointment into a higher academic workplace, in relation to the one he is being appointed to, vacancies for the appointment into the ranks of associate and full professor can be announced before prescribed time period, but not before three years of previous appointment to a workplace of a lower rank expire, approved by a special decision of the Council and with the approval of the employee.

(10) Aside the selection process for ranks of full and full professor tenure, which shall be approved by the Senate, the Field Studies Council approves the selection process for the appointment into academic ranks, making the selection process legally valid.

(11) All candidates applied for the selection process and relevant working positions shall be informed about the results of the selection procedure 15 days upon its completion.

(12) If the Senate or the Field Studies Council does not approve the selection, the selection process will be annulled.

## **Selection Procedure for Teaching and Professional Ranks and Titles and Relevant Working Positions**

### **Article 65**

Article 64 of this Statute regulates the selection process for teaching and professional ranks and relevant working positions.

## **Associate Ranks and Relevant Working Positions**

### **Article 66**

- (1) Associate ranks and relevant working positions are assistant and postdoctoral researcher. Assistants and postdoctoral researchers are selected from the group of the most successful students.
- (2) Assistants and postdoctoral researchers help in the implementation of a part of the educational process, examinations, scientific and professional activities of the Faculty.
- (3) A person with a completed master's degree can be appointed to the rank of an assistant by the Faculty and the Faculty shall conclude a fixed-term contract of employment in duration of six years for an associate workplace of an assistant. An assistant is obliged to enroll in the postgraduate university study (doctoral studies).
- (4) Work of associates is assessed annually by the Council, based on the written report made by the mentor, assessing associate's scientific and educational work and his or her success in the postgraduate studies.
- (5) A person with a completed postgraduate university study can, based on a vacancy, be appointed into a rank and a workplace of a postdoctoral researcher and he or she can conclude a fixed-term contract of employment in duration of at most four years with the Faculty.
- (6) At least once in the period of two years, postdoctoral researchers submit a report on their work to the Council, which evaluates their performance in scientific and educational work.
- (7) Content, criteria and process of adopting the report from paragraphs 4 and 6 of this Article are regulated by the General act of the Faculty.
- (8) If the Council gives a negative evaluation of the report for the second time, the Faculty may terminate a labour contract of an associate or a postdoctoral researcher (ordinary termination, dismissal on the ground of misconduct).
- (9) At least once in a period of two years, the Council evaluates the mentor based on the report on work and report and grade of the assistant on his or her mentoring.
- (10) A mentor with two negative evaluations cannot be appointed as a mentor again.
- (11) Criteria of evaluation and appointment of mentors are regulated by general acts of the Faculty.

## **Employment Contract and Other Relevant Contracts**

### **Article 67**

- (1) The Faculty shall conclude permanent employment contracts with persons appointed to academic, teaching and professional workplaces, with the obligation of implementing re-election or election process for appointment to higher ranks and workplaces.
- (2) Re-election process for academic, teaching and professional workplaces, apart from the position of full professor tenure, is conducted by submitting a report of a Committee to the Council every five years. The Committee consists of three members with the same or higher rank and relevant workplace than the candidate. At least one of the members of the Committee shall not be an employee of the Faculty.
- (3) The form of the report and minimal conditions of work responsibilities on which the report referred to in paragraph 2 of this Article is submitted are prescribed by the National Council for Science, Higher Education and Technological Development. The process of deciding on the report is prescribed by the General act of the Faculty. Additional requirements can also be prescribed, on which the report as referred to in paragraph 2 of this Article shall be submitted.
- (4) If the Council does not accept the report on work, i.e., accepts negative evaluation of the report, according to paragraph 3 of this Article, two years from the relevant decision, the re-election procedure shall be repeated according to paragraphs 2 and 3 of this Article.
- (5) If the Council does not accept the report from paragraph 4 of this Article, the Dean initiates the process of cancelling a labour contract (ordinary termination, dismissal on the ground of misconduct), according to general regulations on labour and general acts of the University and the Faculty.
- (6) Obligation of submitting a report from this Article shall be void in case of an appointment to the academic work position of a full professor tenure.
- (7) Employment contracts of employees in academic, teaching and professional positions shall be terminated upon the expiry of the academic year in which he or she reaches the retirement age of 65.
- (8) With the exception of paragraph 7 of this Article, if there is a need for continuation of the work of an employee on an academic work position, the Faculty can, with the employee meeting the requirements of excellence, conclude a fixed-term labour contract in the period up to two years with the possibility of extension, but only until the expiry of the academic year he or she reaches 70. Excellence criteria for the selection procedure are prescribed by the National Council for Science, Higher Education and Technological Development. Additional criteria can be prescribed by general acts of the University.
- (9) The decision on fulfilling the criteria of scientific excellence referred to in paragraph 8 of this Article is based on the report of the Committee of the authorized Council, which consists of at least three members with the same or higher academic rank than the candidate and at least one of the members shall not be an employee of the Faculty. The decision is made by the relevant Committee. For a candidate for an academic work position, the Committee submits the report on fulfilling the criteria of educational excellence, approved by the relevant Committee

appointed by the National Council for Science, Higher Education and Technological Development.

(10) In case the funds for salaries of employees referred to in paragraph 7 of this Article are assured from assigned revenue of scientific or expert projects or from the funds of the Faculty, the Faculty can extend the employment outside restrictions from paragraph 8 of this Article. Scientific contribution, success in the educational process and education of young scientists and teachers shall be particularly appreciated.

## **Article 68**

Department of Shared Services is obliged to inform the employees due for re-election process or election process to higher ranks at least three months prior the expiry of their terms of office.

## **Professor Emeritus**

### **Article 69**

(1) Honorary rank of *professor emeritus* is awarded to retired full professor tenure.

(2) Candidates for the rank of *professor emeritus* will be those who have greatly contributed to the development and advancement of the University and enjoy national and international recognition of their scientific, professional and educational contribution.

(3) *Professor emeritus* shall have an advisory role at the Faculty.

(4) *Professor emeritus* may participate in research or implementation of courses in the university postgraduate studies, may be a member of committees for appointment to academic ranks and work positions and take part in procedures of obtaining doctor's degrees in science, and, exceptionally, by the special decision of the Council or the Field Studies Council, may be a mentor of a doctoral dissertation or a specialist thesis in the postgraduate specialist study.

(5) Methods of proposal and selection procedure, selection criteria and rights and obligations of a *professor emeritus* shall be regulated by the Senate and the Council. These regulations shall determine the possible number of candidates for the honorary rank of *professor emeritus* at a certain period of time.

## **Distinguished Professor**

### **Article 70**

(1) Honorary rank of a distinguished professor is awarded to retired full professor tenure. A *distinguished professor* may not participate in education implementation and in the work of committees for appointment to the ranks or committees for obtaining a doctor's degree in science.

(2) Methods of proposal and selection procedure, selection criteria and rights and obligations of a *distinguished professor* are regulated by a general act of the Council.

## **Management, Administrative, Technical and Expert Assignments**

### **Article 71**

Management, administrative, technical and expert assignments are conducted by employees, whose number and responsibilities are prescribed by the Act on organization of work positions at the Faculty.

## **Rights and Obligations of Employees in Academic and Teaching Ranks**

### **Article 72**

(1) An employee appointed to the academic rank of associate professor or a higher rank is entitled to use sabbatical every six years of service at the Faculty for preparation, i.e., the advancement of scientific, educational (textbook or monograph writing) and professional work.

(2) The Faculty is obliged to organise the implementation of educational, scientific and professional activities during the employee's use of sabbatical.

(3) The teacher is entitled to receive salary during his or her sabbatical.

(4) Sabbaticals are approved by the Council on the basis of a special plan.

(5) An employee appointed to an academic work position is entitled to a paid or an unpaid leave due to scientific and professional development or advancement of education at other scientific or educational institution with the obligation to organise the implementation of classes and fulfillment of other duties when absent.

(6) An employee appointed to an academic or teaching rank is entitled to a standstill of deadlines for selection to the ranks or work positions pursuant to the Act, so as during the time of performing duties of a rector, vice-rector, dean or any other public duty determined by law.

(7) An employee appointed to or selected for a public duty with a concluded employment contract may continue with scientific work and education at the Faculty, concluding a relevant contract with the Faculty, pursuant to law. This employee has the right, pursuant to the relevant contract, to return to his or her previous work position or other corresponding work position.

## **Employment Outside of the Faculty**

### **Article 73**

(1) Scientific, educational or professional activities of an employee outside of the Faculty and financial and other interests resulting from such activities shall not be in conflict with the interests of the University and the Faculty.

(2) Rector, Dean or other authorised person may prohibit, restrict or condition the contracts of employees with legal persons outside the University, referred to in paragraph 1, if such a contract would negatively affect the work of the University and the Faculty, or if the contract is concluded with an organization whose activities are in competition with the activities of the University.

(3) An external educational activity of the University employees at another institution of higher education shall be regulated by an agreement of the University and the institution of higher education, in accordance with the General act of the University. Such activity shall not exceed 30% of the employee's regular educational activity at the University.

(4) If the Faculty employees conduct more than 30% of the study program at another institution of higher education, the Senate may give approval for such activities only in cases of a joint program of the University and the institution of higher education.

## **Educational Quality Assessment**

### **Article 74**

(1) The performance of employees appointed to academic or teaching ranks is assessed according to the General act of the University.

(2) Regular assessment of educational quality of employees is conducted at least once in two years at the University and the Faculty. The assessment also takes into account the results of a student questionnaire. Methods of assessment are determined by the Senate, taking into account specific characteristics of study programs and study holder.

## **Awards and Acknowledgements**

### **Article 75**

For successful work and contribution to the recognition of the University, the University and the Faculty shall allocate awards and acknowledgements to employees, students and other deserving individuals in the form of and in the manner prescribed by the General act of the Faculty.

## **Disciplinary Procedure**

### **Article 76**

(1) Non-fulfilment of obligations, violation of rules of conduct prescribed by the Statute of the University or the Statute of the Faculty or general acts based on the Statutes and damage caused to the reputation of the University, the Faculty and its employees, shall be subject to disciplinary liability.

(2) Teachers and associates who have committed acts listed in paragraph 1 of this Article may be sanctioned by a formal notice, public notice and cancelation of employment contract.

(3) Description of disciplinary offences and disciplinary proceedings shall be determined by special general acts of the University and the Faculty.

## **VIII SCIENTIFIC AND PROFESSIONAL WORK**

### **Research and Creativity**

#### **Article 77**

(1) Freedom of scientific and professional research and creativity as well as mutual cooperation and association represent the academic freedom which, according to the Constitution of the Republic of Croatia and the Act, belong to all members of the academic community.

(2) Scientific and professional research activity is a fundamental right and the obligation of employees of the University and the Faculty appointed to academic, teaching and associate ranks, prescribed by the Statute of the University and employment contracts.

(3) Research activity of employees referred to in paragraph 2 shall be achieved by:

1. assuming contractual obligations and working on research programs, projects, analyses, expertise and
2. individual research and creativity.

## **Rights and Obligations Based on Research Activities**

### **Article 78**

(1) The Faculty supports permanent and expert (research and professional) activities of its employees and students in the public interest so as the public presentation and publishing of the relevant results.

(2) Activities of employees referred to in paragraph 1 of this Article shall not be contrary to the realization of the fundamental duties of the University and the Faculty and the employees may not use the name and the sign of the University for commercial purposes.

(3) Members of the academic community at the University and the Faculty enjoy intellectual property rights according to the highest standards and all the rights resulting from their work in their scientific and research activities according to the Act. The University, the Faculty and all employees are obliged to respect intellectual property rights of third parties.

## **Proposals of Programs, Projects, Analyses and Expertise**

### **Article 79**

(1) An employee or a group of employees proposes and concludes contracts on scientific programs and projects, as well as analyses and expertise (hereinafter: projects) upon the written approval of the Dean.

(2) Projects referred to in paragraph 1 of this Article must meet criteria for research and/or expert work of the Faculty.

## **Conclusion of Contracts and Implementation of Programs, Projects, Analyses and Expertise**

### **Article 80**

(1) A contract on project implementation shall be signed by the contracting authority and the Dean and, if necessary, by other persons included in the relevant project.



(2) Organizational, administrative, technical and other forms of support to the project contractor shall be ensured, depending on the kind of activity, by the Faculty, i.e., the contracting authority according to the provisions of the contract.

## **Foundations, Donations and Sponsorships**

### **Article 81**

(1) Foundations, donations, sponsorships and other forms of endowment may be accepted as a support to the activities of the Faculty prescribed by the Act and this Statute.

(2) Resources of foundations, donations, sponsorships or other forms of endowment may be accepted upon the requested approval of the Dean.

## **IX STUDY**

### **Article 82**

Higher education shall be implemented at the Faculty through university studies.

## **Types of Studies**

### **Article 83**

(1) University studies shall be organized and implemented as:

1. a three year undergraduate study, upon its completion 180 ECTS credits shall be earned
2. a two-year graduate study, upon its completion 120 ECTS credits shall be earned
3. a postgraduate study, which is organized as a doctoral study program in duration of three years, i.e., a specialist study in duration of one year.

(2) The postgraduate doctoral study and postgraduate specialist study may partially be implemented as a joint study. In this case, as a general rule, 30% of courses of a postgraduate doctoral study may be courses of a specialist postgraduate study.

(3) Besides the studies referred to in paragraph 1 of this Article, the Faculty may also organize various professional development programs lasting up to one year, following the concept of

lifelong education and development, for which a special certificate of attendance shall be issued.

## **Study Program**

### **Article 84**

(1) University studies are organised according to study programs proposed by the Council and adopted by the Senate.

(2) In the process of creation of the studies special attention needs to be paid to:

1. level of the newest scientific knowledge and relevant skills
2. studies must be compatible with the strategic document of the network of the higher education institutions
3. studies must be compatible with the national priorities and the demands of the professional sector
4. studies must be comparable to programs in countries in the European Union

(3) A study program shall contain:

1. information on duration of the study and term for completion of the study
2. academic title or degree awarded upon completion of the study
3. academic requirements for enrolling at the beginning of the study, academic requirements for enrolling in the next semester, i.e., next year of the study and preconditions of enrolling in student responsibilities
4. anticipated outcomes of learning, which are achieved by fulfillment of relevant student responsibilities, a module of the study, the entire study program and anticipated number of hours for every responsibility, ensuring acquirement of anticipated learning outcomes
5. ECTS credit value allocated for each course, based on average time spent on acquiring anticipated learning outcomes
6. methods of education implementation and knowledge assessment for every course
7. list of other university study programs offered to students in which ECTS credits may be earned
8. requirements for completion of the study

9. provisions on whether and under which conditions may students, which interrupted or lost the right to study, continue with the study

(4) ECTS credits shall not be listed on a postgraduate university study, if their acquiring is not anticipated.

## **Curriculum**

### **Article 85**

(1) Studies shall be implemented according to the curriculum introduced by the Council. The curriculum shall be published before the beginning of the academic year and made publicly available. The curriculum must be made available on a web page of the Faculty, including summaries of lectures, and other forms of teaching, so as texts of lectures and other forms of teaching in exceptional cases when corresponding literature is not available.

(2) The curriculum specifies the following:

1. teachers and associates conducting classes according to the study program
2. location where classes are being held
3. class start and end dates, as well as the timetable
4. methods of teaching (lectures, seminars, exercises, consultations, knowledge assessment etc.)
5. methods of examination
6. examination schedule
7. reading list for classes and examinations
8. possibility of conducting classes in a foreign language and
9. other important information important for proper implementation of classes.

(3) The curriculum is a requirement for beginning of education implementation in the relevant academic year.

(4) Studies can be organized using the distance learning system, approved by the National Council for Science, Higher Education and Technological Development.

## **X STUDENTS**

### **Student Status**

#### **Article 86**

- (1) Persons enrolled at the Faculty shall acquire a status of a student which they prove with a student identity card. Content, access to and editing of the content, making of, issuing, usage and cancellation of a student identity card is prescribed by the relevant Minister and the shape of the card by the University.
- (2) A student shall receive a student transcript during his or her enrollment at the Faculty, according to the Regulations on the usage of the Student Transcript at the Faculty of Civil Engineering, University of Zagreb.
- (3) Every person fulfilling requirements of the vacancy has the right to enroll at the Faculty, within limits of the Faculty. If the number of persons entitled to enroll exceeds the limits, right to enroll shall have candidates with better results in the classification procedure.
- (4) Full-time students are enrolled in undergraduate and graduate study programs.
- (5) Full-time students shall study according to the program based on a full-time curriculum schedule. Study costs (costs of the study program) for full-time students may be partly or entirely financed from the State budget, according to the General act of the University.
- (6) With the relevant ministry responsible for education, the University can conclude contracts on subsidies for participation in the study costs of full-time students for the period of one or more years. The objectives of subsidies, activities and results connected to the achievement of relevant objectives, indicators for monitoring the implementation and the dynamics of the delivery of the report on the implementation of the Contract shall be specified.

## **Student Rights and Obligations**

### **Article 87**

(1) Students are entitled to the following:

1. quality of the study program and educational process as prescribed by the relevant study program
2. participation in professional and scientific work
3. consultations and mentoring
4. freedom of thought and expressing opinions in classes and other activities
5. completion of the study program in a shorter period of time
6. free usage of libraries and other information resources

7. enrolling in courses of other study programs according to the University Statute and relevant regulations of the University and the Faculty
8. participation in quality assessment of classes and teachers
9. participation in decision making
10. submit a complaint to the University if some of his or her rights prescribed by the Act or general acts of the University and the Faculty are violated
11. participation in activities of student organizations
12. interruption of student obligations and responsibilities in case of military service, pregnancy and until one year of age of a baby, longer disease and other justified grounds
13. appropriate psychological and medical care in student hospitals or other relevant medical institutions and
14. other rights prescribed with other general acts.

(2) Students shall respect the regime of the study and other general acts of the Faculty and the University and fulfill their educational and other responsibilities at the Faculty. Disciplinary liability of students is prescribed by the General act of the Faculty.

(3) Full-time students enjoy benefits of health insurance according to special acts.

(4) Criteria and methods of exercising the following rights of full-time students from the area of student standard shall be prescribed by the regulations made by the relevant minister: subsidized housing, subsidized meals, transport of students with disabilities, government scholarships, loans and other financial support and employment using services of student centres.

(5) The Faculty conducts student evaluation of the studies using a questionnaire or some other appropriate method. The results of the evaluation serve to plan the educational and scientific program of the Faculty.

## **Termination of Student Status**

### **Article 88**

The student status shall terminate:

1. upon completion of the study
2. upon withdrawal from the study

3. upon exclusion from the Faculty following the procedure and other requirements prescribed by other general acts of the Faculty
4. if a student shall not finish the studies in the period prescribed by the General act of the Faculty and
5. other reasons prescribed by other general act.

## **Article 89**

Questions related to study programs, curricula, structure and implementation of education process, student rights and obligations shall be prescribed by a special general acts.

## **XI PROPERTY AND BUSINESS OF THE FACULTY**

### **Property of the Faculty**

#### **Article 90**

The property of the Faculty shall consist of the immovable and movable property owned by the Faculty, including property rights and financial resources procured by the founder of the Faculty, acquired by offering services, selling products or from other sources (donations, inheritance and similar).

### **Financial Resources and the Budget**

#### **Article 91**

- (1) The Faculty shall acquire its financial resources from the sources prescribed by the Act and other relevant regulations.
- (2) The Faculty shall adopt the budget.
- (3) The University shall make and announce its consolidated budget consisting of the budget of the University and the budget of its constituent units.
- (4) The resources within the budget of the University, ensured in the state budget of the Republic of Croatia and allocated to the Faculty for implementation of its principal activities shall represent a constituent part of the budget of the Faculty as a part of the University budget.

(5) The resources which are not allocated to the Faculty from the state budget of the Republic of Croatia, but have been secured through educational, scientific and professional activities shall represent a constituent part of the budget of the Faculty, i.e., of the University budget.

## **Property Management**

### **Article 92**

The Faculty shall manage its property only for the purpose of implementation and development of activities of the Faculty, including income from its own activities according to this Statute, Statute of the University and special general act of the Faculty.

## **Principal Activity**

### **Article 93**

The principal activity of the Faculty consists of studies conducted for students whose costs of study shall be covered partially or fully by the Republic of Croatia in accordance with the Act.

## **Financial Resources of Principal Activities**

### **Article 94**

(1) Resources intended for the implementation of the program of principal activities shall be allocated according to following expenditures:

1. gross salaries (including taxes, contributions, benefits and other)
2. gross material expenses (heating, stationary and laboratory equipment, magazines and journals and similar)
3. capital investments, investment maintenance and/or depreciation (buildings, equipment, books, etc.)
4. financial costs (interest rates, insurance, etc.).

5. interest organization of students (Student Union and non-political student associations for improvement of studies and position of students)

6. development, i.e., extension of the scope and increasement of the level of principal activities of the University.

(2) The required number of teachers and associates, as well as the expenses of education implementation, shall be determined on the basis of the accepted standard of education implementation (size of the study groups, class category, workload of teachers, etc.).

(3) In distribution of resources intended for covering the expenses referred to in paragraph 2 of this Article, the capacity of the higher education institution, number of employees and other costs of studies will be taken into account, based on the current situation and the development plan of the University.

### **Other Financial Resources**

#### **Article 95**

Income generated by the Faculty based on property rights resulting from shares in institutions, institutes or companies, as well as other income gained by the Faculty by selling products and services, donations, sponsorships or on any other legitimate way, shall be the income of the Faculty. This income shall be presented in the Faculty budget and in the consolidated budget of the University.

### **Capital Investments**

#### **Article 96**

(1) The resources for capital investments are allocated from the state budget, income of the University and the Faculty and other relevant resources and shall be planned in the budget of the University and the Faculty.

(2) Previous authorization of the Senate is necessary for investment activities not anticipated by the budget and exceeding the amount of 1,000,000.00 HRK (construction, bigger repairs, upgrades, equipment purchase, etc.), with the exception of emergency repairs where postponement could cause additional expenses.

### **Obligation of Spending Funds for Designated Purposes**



## **Article 97**

(1) The Faculty will spend the allocated resources from the University budget on the implementation of the program and shall independently, according to realistic needs, rationally distribute the costs within the amount approved.

(2) The Faculty shall submit the latest number and structure of employees as well as the expenses of program implementation to the University Budget Committee once a year.

## **XII PUBLICITY OF WORK AND CLASSIFIED INFORMATION**

### **Publicity of Work of the Faculty**

#### **Article 98**

(1) Activities of the Faculty shall be public.

(2) The Faculty is obliged to inform the public about its activities timely and truthfully.

(3) The Faculty shall inform the public through media, individual oral announcements, publishing regular and special publications as well as announcements on notice boards and Internet web pages.

### **Classified Information**

#### **Article 99**

(1) The Faculty shall withhold the information on data which are classified.

(2) The following data shall be classified:

1. those proclaimed by the Dean as classified
2. those which refer to the measures and manner of conduct in emergencies
3. those which refer to defense and
4. those proclaimed by the relevant government bodies as confidential.

(3) The Dean shall be in charge of the application of paragraphs 1 and 2, and responsible for their implementation.

### **XIII GENERAL ACTS**

#### **Article 100**

(1) General acts of the Faculty are the Statute, regulations, rules of procedure, conclusions and decisions which regulate particular issues concerning activities of the Faculty.

(2) Amendments to the general acts are adopted in the same way as the general acts.

(3) General acts enter into force eight days after their publication on the notice board of the Faculty, in exceptional cases on the first day of the announcement on the notice board of the Faculty.

### **XIV. TRANSITIONAL AND CONCLUDING PROVISIONS**

#### **Article 101**

For students of undergraduate university studies, who have attended all relevant study courses, exams shall be held until 30 September 2018 at the latest.

#### **Article 102**

(1) University studies stipulated by the regulations which were abolished on the day the Act entered into force are equal to the university graduate studies as referred to in the Act, and persons holding a degree in these studies have the equal rights as persons who graduate from relevant university studies pursuant to the Act, including the right to the academic rank Master of Civil Engineering (Latin abbreviation mag.ing.aedif).

(2) Persons referred to in paragraph 1 of this Article may use the new academic title without an issued certificate, upon their request the Faculty shall issue a certificate.

#### **Article 103**

The Faculty shall align the existing, i.e., adopt new general acts pursuant to the provisions of this Statute within three months from its entry into force. In the meantime, provisions of the existing general acts shall be applied, in case they are not contrary to the provisions of this Statute.

#### **Article 104**

The use of masculine nouns in the Statute is gender-neutral and refers to both genders.

#### **Article 105**

With the entry into force of this Statute, the following shall be void:

1. Statute of the University of Zagreb Faculty of Civil Engineering from June 15, 2005, approved by the Senate of the University on October 14, 2005
2. Decision on amendments to the Statute of the University of Zagreb Faculty of Civil Engineering from February 28, 2006, approved by the Senate of the University on June 13, 2006
3. Decision on amendments to the Statute of the University of Zagreb Faculty of Civil Engineering from May 17, 2006, approved by the Senate of the University on June 13, 2006
4. Decision on amendments to the Statute of the University of Zagreb Faculty of Civil Engineering made on the 142<sup>nd</sup> regular meeting of the Faculty Council held April 7, 2010, approved by the Senate of the University on September 20, 2010.

#### **Article 106**

This consolidated text of the Statute shall be published on the notice board of the Faculty and web pages of the Faculty.

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Zagreb, May 5, 2017

**DEAN**

**Prof. Neven Kuspilić, PhD**

The Croatian version of this document is the basis for all proceedings and shall prevail at all times; the translation into English is supplied for convenience only.