



# **THE STATUTE of the Faculty of Law in Rijeka**

Rijeka, 2023

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The Faculty of Law in Rijeka (hereinafter: the Faculty) is registered in the Court Register of the Commercial Court in Rijeka and the Register of Higher Education Institutions, which is managed by the Ministry responsible for higher education and scientific activity (hereinafter: the Ministry).

## **THE STATUTE of the Faculty of Law in Rijeka**

### **I. GENERAL PROVISIONS**

#### **Standardization**

##### **Article 1**

(1) This Statute regulates general provisions, management of the Faculty, structure of the Faculty, status of teachers, associates, and other employees, provisions on studies, rights and obligations of students, scientific and professional work, financing of the Faculty, and other matters of importance for the Faculty.

(2) The terms used in this Statute with a gender meaning refer equally to the male and female genders.

#### **Name, headquarters, and the Faculty status**

##### **Article 2**

(1) The name of the Faculty is University of Rijeka, Faculty of Law.

(2) The name of the Faculty in English is University of Rijeka, Faculty of Law.

(3) The abbreviated name of the Faculty is the Faculty of Law in Rijeka.

(4) The headquarters of the Faculty is in Rijeka, Hahlić 6.

(5) The Faculty is a constituent of the University of Rijeka (hereinafter: the University) with legal personality, which carries out higher education, scientific, and professional activities.

#### **The Faculty activity**

##### **Article 3**

(1) The Faculty activities include:

1. higher education in the scientific field of social sciences, the scientific field of law, and other related scientific fields and fields, particularly:

1.1. organization and implementation of undergraduate university study, graduate university study, integrated undergraduate and graduate university study, postgraduate specialist university study, and doctoral study, and

1.2. organization and implementation of professional short study, professional undergraduate study and professional graduate study.

2. scientific and professional activities in the scientific field of social sciences, the scientific field of law, and other related scientific areas and fields, particularly:

2.1. implementation of scientific and professional projects,

2.2. organization of domestic and international scientific and professional symposiums,

2.3. organization and implementation of lifelong learning and professional development programs,

2.4. creation of scientific and professional papers, studies, analyses, expert reports, consultations, expertise, and provision of consultation services, and

2.5. implementation of arbitration and conciliation procedures.

(2) In addition to the activities referred to in paragraph 1 of this Article, the Faculty also performs other activities that serve to improve the activities of higher education, scientific and professional activities, particularly:

1. library activity,

2. IT activity,

3. publishing activity and the activity of the scriptorium,
4. adult education,
5. catering services for students' needs, and
6. other services prescribed by law, the University of Rijeka statute (hereinafter: the University Statute) and this Statute.

### **Academic self-governance**

#### **Article 4**

The Faculty's academic self-governance includes:

1. determining the study rules and enrolling students,
2. proposing or choosing heads and selecting teachers, and
3. management of financial and other resources, in accordance with the principle of public responsibility, the act governing higher education and scientific activities (hereinafter: the Act), and other regulations.

### **The Faculty's features**

#### **Article 5**

- (1) The faculty, in addition to its name, may use the "PravRi" logo.
- (2) The Faculty's logo is determined by the visual graphic identity.
- (3) The Faculty Day is 26 September.
- (4) In addition to its features, the Faculty has the right and obligation to use the University's name, coat of arms, and flag and to fully or partially include them as part of its features.

### **The Faculty's stamp and seal**

#### **Article 6**

- (1) The Faculty has a dry stamp and seal.
- (2) The dry stamp is round in shape, 38 mm in diameter, with the coat of arms of the Republic of Croatia in the middle and "THE REPUBLIC OF CROATIA" inscription in the upper part, and "University of Rijeka, Faculty of Law" in the lower part of the edge.
- (3) The seal with the coat of arms of the Republic of Croatia is round, 25 mm in diameter, with the coat of arms of the Republic of Croatia in the middle and "THE REPUBLIC OF CROATIA" inscription and the the seal number in the upper part, and "University of Rijeka, Faculty of Law" in the lower part edge.
- (4) The seal without the coat of arms of the Republic of Croatia is round, 25 mm in diameter, or rectangular, 40x20 mm in diameter, with the "FACULTY OF LAW IN RIJEKA, Hahlić 6, 51000 Rijeka" inscription.
- (5) Diplomas are certified with the dry stamp.
- (6) The seal with the coat of arms of the Republic of Croatia certifies acts that the Faculty adopts on the basis of public authority.
- (7) Other documents are certified with seals without the coat of arms of the Republic of Croatia.
- (8) The Dean determines the number of stamps and seals by decision, the manner of their usage in accordance with this Statute, and the persons responsible for their preservation and use.

### **The Faculty's assets**

#### **Article 7**

- (1) The Faculty's assets consist of real estate and movable property owned by the Faculty, the founder's funds, and other funds intended for the performance of higher education, scientific and professional activities, assigned revenue and own revenue generated by performing activities on the market and under the market conditions.
- (2) The Faculty is responsible for obligations with all assets.

- (3) The faculty may not acquire, encumber, or alienate real estate or other assets without the consent of the founder, nor may it contract other legal work if the value of the individual contract is more than EUR 1,000,000.00.

## **II. MANAGEMENT OF THE FACULTY**

### **The Faculty bodies**

#### **Article 8**

- (1) The Faculty is governed by the Faculty Council and the Dean.
- (2) The Faculty also has other bodies established by this Statute and the act regulating the internal organization and systematization of workplaces.
- (3) When appointing members to the Faculty bodies, it is necessary to take into account equal gender representation of members.

### **A. The Faculty Council**

#### **The composition of the Faculty Council**

##### **Article 9**

- (1) The faculty Council consists of:
  1. all teachers elected to a scientific-teaching position,
  2. two representatives among associates,
  3. one representative from professional services, and
  4. student representatives.
- (2) Representatives of associates are elected by all associates. A representative of professional services is elected by all professional services employees. The representatives of associates and professional services' mandate is two years.
- (3) The call for the election of representatives of associates and professional services is announced by the Dean, no later than 30 days after the expiration of the mandate of the valid members. The procedure for selecting representatives of associates and professional services is organized and carried out by the Secretary of the Faculty. The two candidates with the most votes are elected as associate representatives. The candidate with the most votes is elected as the representative of the professional services. The procedure for electing representatives of associates and professional services is valid if more than half of the members of associates or professional services voted.
- (4) Student representatives make up 10% of the Faculty Council's members, of which a maximum of 20% are postgraduate students. The calculation for 10% of student representatives in the Faculty Council is rounded up to the first higher whole number. Student representatives are elected in accordance with the law regulating student organizations. The student representatives' mandate is two years.

#### **The Faculty Council's scope of work**

##### **Article 10**

The Faculty Council 's powers:

1. makes decisions on educational, scientific, and professional issues,
2. adopts the Statute of the Faculty and other general acts on teaching, scientific, and professional issues,
3. adopts the mission and development strategy of the Faculty,
4. approves proposal of the part of the program contract related to the Faculty,
5. adopts the financial plan of the Faculty,
6. approves the Dean's annual report,

7. carries out the procedure for electing a Dean and appointing of Vice Deans, as well as the procedure for dismissing a Dean and Vice Deans,
8. appoints the heads of organizational units that perform higher education, scientific, or professional activities,
9. establishes commissions and working groups from its scope and appoints members of these commissions and working groups,
10. gives consent for the act regulating the internal organization and systematization of workplaces,
11. introduces additional criteria for selection to scientific-teaching, teaching, associate, and professional positions,
12. appoints mentors to associates,
13. conducts re-elections and elections to scientific-teaching, teaching, associate and professional positions,
14. carries out re-elections and elections of temporary teacher positions (without a permanent contract),
15. elects professors emeritus among retired employees of the Faculty and proposes to the University Senate the awarding of the honorary title of the University professor emeritus from among retired employees of the Faculty,
16. approves the proposal of the study program,
17. appoints heads of the study and programs' mentors,
18. adopts the implementation plan of the study program,
19. determines the need for teachers for the program,
20. determines the enrollment quotas for each study program,
21. approves the enrollment, personal plan of the doctoral program, and a mentor for each student,
22. upon proposal of the Student Council of the Faculty of Law in Rijeka (hereinafter: Student Council), adopts the Statute of the Student Council and the work program and the financial plan of the Student Council for the next year,
23. decides on students' special issues of interest, and
24. performs other duties in accordance with this Statute and the general acts of the Faculty.

### **Mode of operation and decision making**

#### **Article 11**

- (1) The Faculty Council makes decisions at meetings. The Faculty Council meeting may exceptionally be held electronically.
- (2) The Dean convenes and presides over the Faculty Council meeting. The Dean may authorize a Vice Dean to preside over the Faculty Council meeting in their absence.
- (3) The Faculty Council proceeds with decisions if more than half of the Faculty Council's members are present at the meeting. The Faculty Council decides by a majority of the members present, if it is not otherwise prescribed by law, this Statute, or the Rules of Procedure of the Faculty Council. The mode of operation and decision-making of the Faculty Council is regulated by the Rules of Procedure of the Faculty Council.
- (4) The Faculty Council's student representatives have the right of a suspensive veto in deciding on issues related to changing study conditions, amending curricula and detailed syllabus of the study program, student standards, and other issues important to students that are regulated by this Statute. Student representatives may use a suspensive veto if requested by a majority of student representatives on the Faculty Council. The Faculty Council shall discuss again the issue on which student representatives have used the suspensive veto and decide no earlier than within eight days. In the repeated decision-making on the issue on which the student veto has been lodged, the decision is made by a simple majority of all members of the Faculty Council, and student representatives cannot use a suspensive veto for this decision.
- (5) The Faculty Council's student representatives do not participate in the voting process in the selection of teachers and associates for job positions.

(6) A representative of the representative unions in the field of science and higher education is invited to the Faculty Council meetings, who participates in the Faculty Council's work without the right to vote.

## **B. Dean**

### **Dean**

#### **Article 12**

(1) A Dean is the head of the Faculty. The Dean represents and acts on behalf of the Faculty and is responsible for the legality of the Faculty's operations. The Dean has the powers and duties of an institution's director.

(2) The Dean is accountable to the Faculty Council for their work.

(3) The Dean is a member of the University Senate by virtue of their position.

(4) The symbol of the Dean's honor is the Dean's chain.

### **Dean's powers**

#### **Article 13**

(1) The Dean has the following powers:

1. organizes the work and business operations of the Faculty,
2. convenes and presides over the Faculty Council meetings,
3. implements decisions of the Faculty Council and University bodies at the Faculty,
4. proposes the adoption of general acts to the Faculty Council and adopts general acts that are not within the Faculty Council's competence,
5. with the Faculty Council's consent, adopts an act regulating the internal organization and systematization of work positions,
6. designs a proposal for the part of the program contract relating to the Faculty,
7. proposes the financial plan of the Faculty,
8. manages the execution of the Faculty's financial plan in accordance with the law, this Statute, and the provisions of the program contract,
9. decides on investment maintenance of the Faculty,
10. manages the Faculty's assets, with the prior consent of the Faculty Council,
11. proposes the appointment of vice-Deans to the Faculty Council,
12. approves the work of teachers outside the Faculty,
13. establishes committees and working groups within their scope of work and appoints members of these committees and working groups, and

14. performs other tasks determined by law, this Statute, and general acts of the Faculty.

(2) The Dean has the right to independently undertake legal actions on behalf of and for the account of the Faculty in value up to 60,000.00 euros. For legal actions above 60,000.00 euros, the Dean requires a prior approval of the Faculty Council and the Senate.

(3) The Dean or a person authorized by the Dean is authorized to inform the public about the Faculty's work.

(4) The Dean is obliged to submit to the Faculty Council an annual report on the implementation of the Faculty's strategy and a report on the business operations and implementation of a part of the program contract. Upon the request of two-thirds of the Faculty Council's member, the Dean is obliged to submit an extraordinary report to the Faculty Council within 30 days.

### **Assumptions for the election and mandate of a Dean**

#### **Article 14**

- (1) A faculty member holding the scientific-teaching position of an associate professor, full professor, or a tenured full professor may be appointed as a Dean.

- (2) The Dean must be employed full-time.
- (3) The term of office for the Dean is three years and the same person may be reelected once.

### **Election of the Dean**

#### **Article 15**

- (1) The procedure for electing a Dean is initiated by the Faculty Council at least six months prior to the expiration of the Dean's mandate. An integral part of the decision for initiation of the procedure for electing a Dean includes the appointment of the Dean Selection Committee and a call for nomination of candidates. The Dean Selection Committee consists of three members of the Faculty Council. A member of the Dean Selection Committee cannot be a Dean or a Dean candidate. The call for nomination of candidates must be open for at least 30 days and published on the Faculty's website.
- (2) The candidate personally submits an application for the election of the Dean. The application must include the candidate's CV and a program for the mandate period, which must be in line with the Faculty's development strategy.
- (3) After the official nomination period has expired, the Dean Selection Committee submits a report to the Faculty Council with valid candidates, no later than eight days after the deadline. The report with the candidates' CVs and programs is published on the Faculty's website.
- (4) Within 15 days from the publication of the report from the previous paragraph, the Dean of the Faculty convenes a meeting of the Faculty Council at which candidates will present their programs for the mandate period and the election of the Dean will take place.
- (5) The Faculty Council adopts the report of the Dean Selection Committee. The Dean Selection Committee organizes the procedure for electing the Dean.
- (6) The Dean is elected by the Faculty Council by secret ballot with a simple majority of all Faculty Council's members.
- (7) If in the first round of voting for the Dean, no candidate receives a simple majority of all Faculty Council's members, a second round of voting is conducted, in which the two candidates with the highest number of votes from the first round of voting are included.
- (8) If after the first round of voting, one of the candidates receives a greater number of votes, but not a simple majority of all Faculty Council's members, and there are two or more candidates with the same number of votes in second place, an additional voting is conducted among these candidates. After the additional voting in the second round, the candidate with the higher number of votes is included alongside the candidate who received the most votes in the first round. If in the second round of voting, no candidate receives a simple majority of all the Faculty Council's members, the election of the Dean is repeated, within 15 days at the latest.
- (9) The Dean Selection Committee reports the voting results to the Faculty Council.

### **Termination of a Dean's mandate**

#### **Article 16**

- (1) The Dean's mandate terminates before the expiration of the term for which they were elected:
  1. by exercising the right to retirement,
  2. by termination of the employment contract,
  3. by assuming another duty or
  4. by entering into an employment relationship with another legal entity or educational institution outside the University.
- (2) The Dean may be dismissed before the expiration of the term for which they were elected:
  1. if they request dismissal,
  2. if reasons arise which, according to the law, this Statute, or regulations on employment, lead to the termination of the employment relationship,
  3. if they do not act in accordance with the law, this Statute, or the general acts of the Faculty, or
  4. if their dishonest or improper work causes greater damage to the Faculty, or if they neglect or irresponsibly perform their duty.



- (3) The procedure for the dismissal of the Dean is initiated upon the proposal of one-third of the members of the Faculty Council. In cases prescribed by law, the procedure for the dismissal of the Dean may be proposed to the Faculty Council by the University Rector. The dismissal of the Dean is decided by the Faculty Council by a secret ballot and majority vote of all members. The oldest member of the Faculty Council presides over the meeting of the Faculty Council at which the dismissal of the Dean is decided.
- (4) If the Dean is not elected in the election procedure, or if the Dean's mandate expires, or if they are dismissed before the expiration of their term, the Faculty Council shall appoint an acting Dean for a period of up to one year. The acting Dean must meet the prerequisites prescribed by Article 14, paragraph 1 of this Statute.

### **Dean's inability to perform duties**

#### **Article 17**

- (1) In case of a temporary inability of the Dean to perform their duties, the Faculty Council authorizes one of the vice-Deans to perform the duties of the Dean during the temporary inability period.
- (2) The initiation of the procedure for determining the temporary inability of the Dean is proposed by the Dean or at least one-third of the Faculty Council's members.
- (3) The authorized vice-Dean performs the duties of the Dean during their temporary inability for a maximum of six months from the day when the inability was determined. The authorized vice-Dean has all the powers and performs the duties of the Dean in accordance with the law and this Statute, and signs public documents and other acts with the indication "p. t."
- 4) If the reasons for the temporary inability of the Dean do not cease within six months from the day when the inability was determined, the Faculty Council makes a decision on the dismissal of the Dean and initiates the procedure for the election of a new Dean.

### **C. Vice-Deans**

#### **Article 18**

- (1) The Dean is assisted in his work by five vice-Deans. The mandate for the vice-Deans lasts until the end of the Dean's mandate.
- (2) A full-time faculty member holding a scientific-teaching position may be appointed as a vice-Dean.
- (3) The vice-Dean of the undergraduate study:
  1. ensures the proper implementation of teaching activities in the undergraduate study,
  2. coordinates the work of department heads in matters related to teaching at the undergraduate study,
  3. prepares the implementation plan proposal in the undergraduate studies,
  4. proposes the engagement of external associates in teaching at the undergraduate studies,
  5. resolves student requests at the undergraduate study,
  6. is the chairman of the committee for conducting the classification procedure for admission to the undergraduate study, and
  7. performs other duties assigned by the Dean.
- (4) The Vice Dean for the professional study:
  1. ensures the orderly teaching at the professional study,
  2. coordinates the work of department heads in matters related to teaching at the professional study,
  3. prepares the implementation plan proposal for the professional study,
  4. proposes engagement of external associates in teaching at the professional study,
  5. resolves student requests at the professional study, and
  6. performs other duties assigned by the Dean.
- (5) Vice-Dean for Science:
  1. oversees the organization and improvement of the scientific activities of the Faculty,

2. oversees the application and implementation of scientific and professional projects,
3. oversees the organization and implementation of scientific and professional conferences,
4. oversees the publishing activities of the Faculty,
5. establishes collaboration with universities, scientific institutions, and other legal entities in order to obtain the joint performance of scientific activities, and
6. performs other duties assigned by the Dean.

(6) Vice-Dean for International Cooperation:

1. ensures the improvement of international cooperation of the Faculty,
2. establishes cooperation with universities, scientific institutes, and other organizations abroad in order to carry out higher education and scientific activities,
3. manages the mobility of teachers, associates, employees of professional services, and students,
4. ensures the application to and implementation of international scientific and professional projects,
5. coordinates the international cooperation of teachers, associates, employees of professional services, and students, and
6. performs other tasks assigned by the Dean.

(7) Vice-Dean for business relations:

1. ensures improvement of business relations of the Faculty,
2. proposes measures for more efficient work of the Faculty,
3. proposes and, upon the Dean's authorization, concludes agreements on cooperation and business contracts, and
4. performs other tasks assigned by the Dean.

- (8) The Dean may authorize the Vice-Dean to act on their behalf in representation of the Faculty and delegate them certain tasks from their area of responsibility.

#### **Termination of the mandate of a Vice-Dean**

##### **Article 19**

- (1) The Vice Dean may be dismissed before the expiration of their mandate:

1. if they request to be dismissed,
2. if reasons arise that, according to the law, this Statute, or labor regulations, lead to the termination of the employment relationship,
3. if they do not comply with the law, this Statute, or general acts of the Faculty, or
4. if they cause greater damage to the Faculty by dishonest or improper work or if they neglect or perform their duties recklessly.

- (2) The procedure for dismissing the Vice Dean is initiated upon the proposal of the Dean or one-third of the Faculty Council members. The dismissal of the Vice Dean is decided by the Faculty Council by majority vote of all members.

- (3) In the event of the dismissal of the Vice Dean, the Faculty Council appoints a new Vice Dean upon the proposal of the Dean in accordance with the procedure prescribed by this Statute.

#### **D. The General Secretary of the Faculty**

##### **Article 20**

- (1) The General Secretary of the Faculty is the head of legal, financial-accounting, and general affairs of the Faculty.
- (2) The General Secretary assists the Dean in their work.
- (3) The General Secretary of the Faculty is a member of the College of the University Secretaries by function.

#### **E. The Board of Deans**

##### **Article 21**

- (1) The Board of Deans is an advisory body that assists the Dean in their work.

- (2) The Board of Deans consists of the Dean, vice-Deans, and the general secretary.
- (3) The Dean convenes and leads the work of the Board of Deans.
- (4) Upon the Dean's invitation, the heads of organizational units of the Faculty and the president of the Student Council may participate in the work of the Board of Deans.

#### **F. The Quality Assurance and Improvement Committee**

##### **Article 22**

- (1) The Quality Assurance and Improvement Committee is a working and advisory body of the Faculty that evaluates and coordinates measures and activities aimed at ensuring and improving the quality of work at the Faculty, teaching, scientific, and professional work of teachers and associates, professional work of employees of professional services, as well as monitoring the study programs and the quality of studying at the Faculty.
- (2) The areas of evaluation of the Quality Assurance and Improvement Committee are: development strategy and quality assurance procedures, approval, monitoring, and a periodic review of the study and other educational programs and qualifications, student assessment, quality assurance of teaching staff, learning sources and student support, information system, scientific activities, international cooperation, collaboration with the community, and other activities related to the Faculty's activities.
- (3) The Committee has nine members consisting of four teachers, one Vice Dean, one representative of associates, one representative of professional services, one representative of students, and one representative of external stakeholders.
- (4) The manner of selecting members of the Quality Assurance and Improvement Committee, their mandate, as well as the scope and powers of this Committee, are prescribed by the Regulation on the system of quality assurance and improvement.

#### **G. Expert and Advisory Committees**

##### **Article 23**

- (1) The Faculty Council or the Dean may establish, by decision, an expert or advisory committee to assist them in carrying out their duties within their own scope of work.
- (2) The composition, manner of establishment, scope of work, and powers of the committees referred to in paragraph 1 of this Article, as well as the selection or appointment of their members, shall be regulated by a decision on the establishment of the committee.

### **III. ORGANIZATIONAL STRUCTURE OF THE FACULTY**

#### **Organizational units of the Faculty**

##### **Article 24**

- (1) The organizational units of the Faculty are:
  1. departments,
  2. institutes,
  3. centers,
  4. legal clinics, and
  5. professional services.
- (2) A department is established with the aim of organizing teaching of courses within one or more branches of law, a part of one branch of law, or an area of social or humanistic sciences. The department is composed of teachers and associates who participate in the teaching of these courses.
- (3) An institute is established with the aim of conducting scientific and professional activities within several branches of law or in the field of social or humanistic sciences. In addition to the Faculty's teachers and associates, teachers, scientists, and associates who are not employees of the Faculty can also participate in the work of the institute.
- (4) A center is established with the aim of internalization of the Faculty and connecting it with foreign organizations engaged in higher education, scientific, or professional activities. In addition to the

Faculty's teachers and associates, teachers, scientists, and associates who are not employees of the Faculty can also participate in the work of the center.

(5) A legal clinic is established with the aim of providing primary free legal aid, carrying out professional practice, and practical lectures for students. In addition to the Faculty's teachers, associates, and students, experts from the field of practice also participate in the work of the legal clinic.

(6) Professional services are established for the purpose of carrying out legal, financial-accounting, and general activities of the Faculty.

(7) The name, scope of work, method of selection of leaders, and other important issues regarding the work of an organizational unit of the Faculty are determined by the act regulating the internal organizational structure and systematization of jobs.

#### **IV. POSITIONS OF TEACHERS AND ASSOCIATES**

##### **Teachers and associates**

###### **Article 25**

- i. The activities of higher education, scientific, and professional work are carried out by teachers and associates.
- ii. A teacher and an associate should have the psychophysical characteristics necessary for teaching, scientific and professional work.
- iii. Teachers and associates are obliged, in addition to the tasks determined by the Law and other regulations, to participate in the work of the Faculty Council, other bodies, and committees of the Faculty and the University, and to perform other tasks in accordance with this Statute and general acts of the Faculty.

##### **Positions of teachers and associates**

###### **Article 26**

- (1) Faculty teachers are employed in scientific-teaching positions.
- (2) Faculty teachers are employed in teaching positions only for the purpose of teaching professional study courses that do not require a scientific approach and for teaching foreign languages.
- (3) Faculty associates are employed in associate positions.
- (4) Persons are employed in professional positions at the Faculty for the implementation of scientific and professional projects.
- (5) The organizational structure of teaching, associate, and other staff positions is regulated by an act governing the internal organizational structure and systematization of jobs.

##### **Criteria for selection for the position of a teacher and an associate**

###### **Article 27**

- (1) For selection to the position of a teacher, a person must meet the criteria determined by the Law, National criteria for selection to a scientific-teaching, artistic-teaching, scientific and teaching position at the university and scientific institute, as well as additional criteria of the Faculty.
- (2) Exceptionally successful students may be selected for an associate position of assistant.
- (3) A person who has obtained a doctoral degree in the scientific field and area is employed for a senior assistant position.

##### **Selection of teachers and associates for a vacant position**

###### **Article 28**

- (1) A teacher or associate is hired for a job vacancy through a public tender procedure.
- (2) The selection process for teachers and associates for a job vacancy is carried out in accordance with the provisions of the Law.

(3) A person selected for a teaching position is hired on an indefinite-term employment contract, with an obligation to undergo re-election or selection into a higher position.

(4) A person selected for an assistant position is hired on a fixed-term employment contract for a duration of six years. A person selected for a senior assistant position is hired on a fixed-term employment contract for a maximum duration of four years.

### **The duration of the selection for a teaching position**

#### **Article 29**

(1) The selection of a teacher for a position is carried out for a period of five years.

(2) After the expiration of the term specified in paragraph 1 of this article, the teacher is selected for a higher position or re-elected into the existing position, in accordance with the provisions of the Law.

(3) With the selection of a teacher for a position of a regular professor in a permanent appointment, the process of promotion or re-election is concluded.

### **The selection of a teacher into a higher calling**

#### **Article 30**

(1) A teacher who believes that they meet the criteria for promotion to a higher calling is required to submit a request for promotion to a higher calling before the expiration of the term for which they were selected or re-elected.

(2) The procedure for promoting a teacher to a higher calling is carried out in accordance with the provisions of the Law.

(3) If during the process of promotion to a higher calling, it is determined that the teacher does not meet the criteria for promotion to a higher calling, a procedure for re-election to the position is initiated no later than 30 days.

### **Re-election of a teacher to a position**

#### **Article 31**

(1) The procedure for re-election of a teacher is initiated five years after the last election or re-election and must be completed no later than six months from the date of initiation. The procedure for re-election of a teacher is initiated if the teacher has not submitted a request for election to a higher calling before the expiry of the term for which they were elected or re-elected.

(2) The re-election of a teacher is carried out in accordance with the provisions for the election of a teacher to a higher calling.

(3) A teacher is re-elected to their existing position if, since the last election or re-election, they have fulfilled half of the National criteria for election to a scientific-teaching, artistic-teaching, scientific and teaching position at a university or scientific institute, as well as additional criteria of the Faculty for election to a higher position.

(4) The re-election of a teacher to the position is for a period of five years.

(5) A teacher who is not re-elected to their existing position will have their employment terminated in accordance with the law governing employment relationships.

### **Associates**

#### **Article 32**

(1) An associate has the right and obligation to:

1. participate in teaching and scientific activities,
2. participate in scientific meetings and conferences,
3. participate in projects and other activities of the Faculty,
4. submit an annual report on their work to their institutional mentor, and
5. perform other tasks as instructed by their mentor or Dean.

- (2) An assistant has the right and obligation to enroll and attend a doctoral program at the Faculty's expense. The assistant may request to change their mentor once, subject to the Faculty's staffing capacity.
- (3) The procedure for appointing a mentor to the associate and evaluation of the associate's work is determined by the Faculty's general regulations.

#### **The title position of a teacher and associate**

##### **Article 33**

- (1) For the purpose of teaching a course, the Faculty may engage a teacher with a title position. For the purpose of teaching part of a course, the Faculty may engage a teacher with the title position or an associate with the title position. The title position teacher or an associate is a person who is not retired or is an employee of the Faculty, but meets the criteria for selection to a scientific-teaching, teaching or associate position.
- (2) The procedure for selecting a title position teacher or an associate shall be carried out in accordance with the provisions on the selection of teachers or associates for a vacant position or the selection of teachers to a higher position, as prescribed by the Law, without issuing a public tender.
- (3) A word "title position" should be added before the abbreviation of the job title for a title position teacher or an associate.

#### **A year-long paid leave of absence (*sabbatical*)**

##### **Article 34**

- (1) The Faculty Council may, by decision, approve a year-long paid leave of absence (*sabbatical*) for a person appointed to a scientific-teaching position for the purpose of conducting scientific research.
- (2) A teacher appointed to a scientific-teaching position may use a year-long paid leave of absence once every seven years, and after six years of effective work at the Faculty. Effective work refers to the regular fulfillment of obligations under the employee's employment contract, and periods during which the employee did not fulfill their obligations under the employment contract for more than three months shall not be included in the effective work period.
- (3) During the period of a year-long paid leave of absence (*sabbatical*), the Faculty is obliged to organize the regular teaching and other obligations of the teacher who has been granted a paid leave.
- (4) The decision on a year-long paid leave of absence (*sabbatical*) determines the scientific contribution that the teacher must achieve through the use of a year-long leave of absence (*sabbatical*).

#### **Employee's work outside of the Faculty**

##### **Article 35**

- (1) A teacher or an associate may perform tasks related to the activities or subject matter of the Faculty outside of the Faculty, only with the approval of the Dean.
- (2) The teacher or the associate from paragraph 1 of this article is required to submit a written request to the Dean that includes the other employer or client, the period of performance of the tasks, and a description of the tasks they intend to perform for that employer or client.
- (3) The Dean may approve the request from paragraph 2 of this article only if the teacher's or associate's work outside of the Faculty does not conflict with their work obligations and the general interests of the Faculty.
- (4) The work of the teacher or the associate outside the Faculty must not interfere with the fulfillment of their obligations at the Faculty.

#### ***Professor emeritus***

##### **Article 36**

- (1) For internationally recognized teaching and scientific excellence, the Faculty may award the honorary title of a *professor emeritus* to a retired full-time tenured professor.

- (2) A *professor emeritus* may, in accordance with the Faculty's needs, be a head or an associate in the Faculty's scientific activities or development projects, participate in teaching on the doctoral study and in the procedures for obtaining a doctoral degree, and be a mentor on the doctoral study.
- (3) The proposal for awarding the honorary title of *professor emeritus* is suggested by the Dean or at least one-third of the Faculty Council members. The proposal for awarding the honorary title of *professor emeritus* should contain the candidate's consent, curriculum vitae, a list of published works, and a description of special merits in teaching and scientific work.
- (4) The Faculty Council appoints an expert committee for the award of the honorary title of *professor emeritus*, consisting of at least three full-time tenured professors, the majority of whom should be in the same scientific field of the candidate, and at least one member should be an employee of a foreign university or scientific institute. One Faculty member at most may be a member of the expert committee. The expert committee submits a reasoned opinion and proposal for awarding the honorary title of *professor emeritus* to the Faculty Council.
- (5) The decision on the award of the honorary title of *professor emeritus* is made by the Faculty Council.
- (6) The Faculty Council may propose the award of the honorary title of *professor emeritus* of the University to the University Senate for the *professor emeritus* referred to in paragraph 1 of this Article.

### **Ethical and disciplinary responsibility of University employees**

#### **Article 37**

The employees of the Faculty are obliged to respect ethical principles in teaching, scientific activities, professional work, interpersonal relationships, and public appearances, and are disciplinary responsible for violations of their work obligations and damage to the reputation of the Faculty.

## **V. THE STUDY PROGRAMS**

### **Types of studies**

#### **Article 38**

- (1) University and professional study programs are organized and conducted at the Faculty.
- (2) University studies are organized and conducted as university undergraduate studies, university graduate studies, integrated undergraduate and graduate university studies, university specialist study, and doctoral studies. Professional studies are organized and conducted as professional short studies, professional undergraduate studies, and professional graduate studies.
- (3) For the purpose of lifelong learning, for the fulfillment of students' differential obligations such as transferring or enrolling in a study program, for completing a previously started study, for approving competencies acquired outside of the study program that are a requirement for enrollment, or for implementing micro-qualification programs, professional development programs are organized and conducted at the Faculty. Professional development for the purpose of lifelong learning is not considered a study program.

### **The study program**

#### **Article 39**

- (1) The studies are organized and conducted in accordance with the study program.
- (2) The study program determines:
  1. the professional or academic title or academic degree obtained upon completion of the studies,
  2. the alignment of the study program with the corresponding qualification in the Croatian Qualifications Framework Register, if it is listed in the Croatian Qualifications Framework Register,

3. the conditions for enrollment in the study program, conditions for enrollment in the next semester or academic year, and conditions for enrollment in other study obligations,
4. the list of mandatory and elective courses with an indication of ECTS credits, the form of teaching, course content, planned learning outcomes, and course instructors,
5. the defined learning outcomes obtained upon completion of the studies,
6. the number of enrollment quota for the study program,
7. the organization and form of teaching,
8. the method for verification of the acquired learning outcomes for each course or other study obligation, and
9. the way of the study completion.

#### **ECTS credits**

##### **Article 40**

- (1) Each course or other study obligation is evaluated in ECTS credits that reflect the average total workload that a student must invest to achieve the defined learning outcomes of the course.
- (2) One ECTS credit represents 30 hours of estimated average student workload in achieving the learning outcomes.
- (3) The criteria and conditions for recognition and transfer of ECTS credits between different studies are determined by the general act of the Faculty.

#### **Full-time and part-time student status**

##### **Article 41**

- (1) A student can enroll in a program with a full-time or part-time status.
- (2) A student enrolled as a full-time student typically enrolls in 60 ECTS credits per academic year in accordance with the curriculum and the detailed syllabus and studies according to a full-time class schedule.
- (3) A student enrolled as a part-time student typically enrolls in 30 to 60 ECTS credits per academic year in accordance with the curriculum and the detailed syllabus and studies according to a full-time or adjusted class schedule.

#### **Admission to the study program**

##### **Article 42**

- (1) Admission to the study program is carried out based on a public tender which guarantees equal opportunities for all applicants.
- (2) The decision on call the public tender is made by the Faculty Council, in accordance with the capacities of each individual study program, the workload of teachers and associates, and the norms for teaching.
- (3) The public tender is announced on the Faculty's website no later than 1st May of the current year and contains the quota, admission requirements, the deadline for submitting an application, as well as information on the admission procedure and documents required for enrollment.

#### **The academic year**

##### **Article 43**

- (1) Classes are organized into semesters.
- (2) The academic year starts on 1st October and ends on 30th September of the following year. Exceptionally, classes can start before 1st October if it is prescribed by the curriculum, but no earlier than 1st September.
- (3) Classes and exams in the academic year take place between 38 to 42 weeks.
- (4) The total study workload, which includes active participation in learning and all other activities necessary for the fulfillment of obligations in the study program, in a full study load amounts to at least 40, and at most 48 hours per week, of which lectures amount to at least 15 and at most 30 hours per week. Exceptionally, student obligations may be higher if it involves increased practical teaching, but not exceeding two weeks per semester.



- (5) The total study workload for the fulfillment of obligations in the study program in an adapted study schedule must not be lower than the workload in a full study load, and the total study workload in an adapted load (for lectures) must not be less than half the number of hours prescribed in the full study load.

### **The performance of the study**

#### **Article 44**

- (1) The study program is performed according to the curriculum of the study.
- (2) The curriculum of the study defines the organization and manner of conducting the study in full-time or part-time study mode.
- (3) The curriculum of the study is adopted before the beginning of the academic year.
- (4) The curriculum of the study determines:
1. the list of mandatory and elective courses with indicated lecturers and associates,
  2. teaching modes,
  3. language of instruction,
  4. locations for classes,
  5. start and end times and schedule of classes,
  6. method of examination and fulfillment of study obligations,
  7. examination periods,
  8. list of examination literature, and
  9. other important information regarding the teaching.
- (5) The curriculum of the study, schedule, examination schedule, and other necessary information for attending classes and taking exams are announced on the Faculty's website before student enrollment in the study program or at the beginning of the next semester or academic year.

### **Assigning of teaching**

#### **Article 45**

- (1) The Faculty Council may assign the teaching of a course to a teacher appointed to a scientific-teaching or teaching position of another higher education institution.
- (2) The Faculty Council may assign the teaching of a course to a distinguished foreign teacher (visiting professor).
- (3) The Faculty Council may assign the teaching of a course of up to one-third of lectures, exercises or seminars to an expert in practice, without concluding an employment contract or appointing them to a calling of a title teacher or an associate. The remaining teaching for that course must be conducted by teachers or associates.
- (4) A doctoral student, as part of their study obligations, may participate in teaching at the undergraduate, graduate, integrated undergraduate and graduate, or specialist study program, in accordance with the doctoral study program.

### **Evaluation of the acquired learning outcomes, exams, and grades**

#### **Article 47**

- (1) The achieved students' learning outcomes are checked and graded during the class time and on the exam, and are recorded in the appropriate document and student record.
- (2) Oral exams are public. Written exams are kept until the end of the academic year.
- (3) The achieved learning outcomes with a total score from 90% to 100% are considered exceptional and are graded with the grade "excellent" (5), which corresponds to the letter grade A. The achieved learning outcomes with a total score from 75% to 89% are considered above-average and are graded with the grade "very good" (4), which corresponds to the letter grade B. The achieved learning outcomes with a total score from 60% to 74% are considered average and are graded with the grade "good" (3), which corresponds to the letter grade C. The achieved learning outcomes with a total score from 50% to 59% are considered satisfactory and are graded with the grade "sufficient" (2), which corresponds to the letter grade D. The achieved learning outcomes with a total score of up to 49% are

considered unsatisfactory and are graded with the grade "insufficient" (1), which corresponds to the letter grade F. All boundary values of the percentages mentioned in this article are considered inclusive for the corresponding grade.

(4) The study program may determine that some courses are evaluated descriptively. A course that is evaluated descriptively is not included in the calculation of the grade average of the study.

### **Diploma**

#### **Article 47**

- (1) After the completion of undergraduate, graduate, integrated undergraduate and graduate, specialist, and doctoral studies, a student is issued a diploma and a diploma supplement of the study. After completing a short professional study, a student is issued a report card and a supplementary document of the study.
- (2) The diploma, report card, and supplementary document of the study confirm that the student has completed a specific study program and acquired the right to an academic or professional title or academic degree, and other rights in accordance with special regulations.
- (3) The Faculty issues the report card, diploma, and supplementary document of the study free of charge in the Croatian and English languages, signed and certified and in a digital format.

### **Graduation of students**

#### **Article 48**

- (1) The diploma and supplementary documents are awarded to a student at the graduation ceremony.
- (2) Students who have completed their undergraduate studies, graduate studies, integrated undergraduate and graduate studies, or specialist studies are promoted by the Dean.
- (3) Students who have completed their doctoral studies are promoted by the rector.

### **Revocation of academic or professional title or academic degree**

#### **Article 49**

The academic or professional title or academic degree will be revoked from a(n) (under)graduate or a doctor of science if it is determined that it was acquired contrary to the prescribed conditions for its acquisition, by violation of the study rules, or by submitting a plagiarized or forged final, graduate, specialist or doctoral thesis.

### **Monitoring and improvement of the study programs' quality**

#### **Article 50**

- (1) The Faculty monitors and improves the quality of its study programs.
- (2) The content, procedures, and bodies for monitoring and improvement of the study programs' quality are established by the general acts of the Faculty.

## **VI. STUDENTS**

### **The status of a student**

#### **Article 51**

- (1) A student is a person enrolled in a university or professional study program.
- (2) A full-time student studies with the full course load, while a part-time student studies with a full or adjusted course load.
- (3) The status of a student is acquired through enrollment in a study program and is proved by a student identity card.
- (4) The status of a student ceases:
  1. upon completion of the studies,

2. upon withdrawal from the studies,
3. upon missing the deadline for enrollment in the following academic year,
4. upon expulsion from the studies in accordance with the procedures and prerequisites determined by the Faculty's general act, or
5. if a student fails to complete the studies within the time limit prescribed by the law.

### **Student's right and obligations**

#### **Article 52**

- (1) A student has the right to:
  1. pursue studies in accordance with the study curriculum,
  2. participate in scientific and professional work,
  3. express opinions and viewpoints freely during classes and other activities in accordance with ethical standards,
  4. complete their studies in a shorter period than prescribed in accordance with the criteria determined by the general act of the Faculty,
  5. free use of the library materials and scientific and professional sources at the Faculty,
  6. attend courses from other study programs in accordance with the studies,
  7. give feedback on the quality of lectures and instructors at least once a year as part of the internal quality assurance system,
  8. file a complaint for violations of rights prescribed by law and the general act of the Faculty, and
  9. exercise other rights prescribed by the law, this Statute, and the general act of the Faculty.
- (2) A student is obliged to fulfill their educational and other obligations in a timely manner at the Faculty and to respect the general acts of the Faculty.
- (3) A full-time student may study under modified conditions if the student is a person with a disability, a categorized athlete, or a top artist.
- (4) A full-time student has the right to repeat each academic year once at most.
- (5) A student is obliged to complete their studies within a period that is twice the duration of the study program.
- (6) Students' disciplinary responsibility is determined by the Ordinance on Disciplinary Responsibility of Students.

### **Placing students' rights and responsibilities on hold**

#### **Article 53**

- (1) Student rights and responsibilities are placed on hold during pregnancy, for up to one year after the birth of a child, in the case of incapacity to work for more than three months, and in other justified cases.
- (2) The request for a student's rights and responsibilities to be placed on hold is brought by a decision. An administrative dispute can be initiated against this decision.
- (3) In the event that a student's rights and responsibilities to be placed on hold are granted, the student's completion of the studies deadline is extended by the same amount of time of the duration of the rights and obligations on hold.

### **The Student Council and student organizations**

#### **Article 54**

- (1) The Student Council and other student organizations are established at the Faculty in accordance with the law.
- (2) Each student has the right to participate in the work of the Student Council and student organizations in accordance with the law and the general acts of the Faculty and the student organization.
- (3) The Student Council has its own budget. The Student Council submits a work and financial plan for the next year to the Faculty Council for approval no later than 15th December.

- (4) The Dean of the Faculty ensures the legality of the work of the Student Council and other student organizations at the Faculty.
- (5) The Dean of the Faculty ensures the legal and timely conduct of student elections and enables students to participate equally in the elections.

#### **Awards and recognitions for students**

##### **Article 55**

For successful work and contributions to the Faculty's reputation, a student may be awarded the Dean's award or another Faculty award, in accordance with the general act of the Faculty.

### **VII. SCIENTIFIC AND PROFESSIONAL ACTIVITIES**

#### **Engaging in scientific and professional activities**

##### **Article 56**

- (1) Teachers and associates perform scientific and professional activities as part of their work obligations.
- (2) Students can engage in scientific and professional activities under the mentorship of teachers and associates.
- (3) While engaging in scientific and professional activities, teachers and associates must not act against the interests of the Faculty and should not use the name or logo of the Faculty for commercial purposes.

### **VIII. FINANCING HIGHER EDUCATION AND SCIENTIFIC ACTIVITIES**

#### **Sources of funding for the faculty**

##### **Article 57**

- (1) The activities of the Faculty are financed by the funds of the founder, earmarked revenues, and own revenues in accordance with the law.
- (2) The founder's funds consist of funds from the state budget of the Republic of Croatia for financing the activities of the Faculty, which are paid through the program contracts.
- (3) Earmarked revenues of the Faculty consist of revenues arising from the performance of the basic activities and related activities as follows:
  1. students' tuition fees and other fees of participants in educational programs,
  2. funds from the Croatian Science Foundation, university, and other foundations,
  3. funds from European Structural and Investment Funds and other funds and programs of the European Union,
  4. revenues generated from scientific and professional projects, and
  5. revenues from funds, donations, and other appropriate sources of financing of educational and scientific activities.
- (4) The Faculty uses earmarked funds to improve higher education and scientific activities and to achieve the following objectives:
  1. modernization of study programs,
  2. development of services to support students and improvement of student standards,
  3. internationalization of scientific projects and program results,
  4. development of programs that strengthen the Faculty's social engagement in the community, with a special focus on enhancing diversity, equity, and social inclusion in higher education and science,

5. encouraging international mobility and international inter-institutional cooperation with special support for involvement in networks of universities as part of the European university initiative,
  6. construction of new and consolidation of the existing teaching and scientific infrastructure,
  7. development of programs with a significant impact on the economy and social development,
  8. implementation of projects of interest to the Republic of Croatia,
  9. organizational and functional integration of the University,
  10. management of intellectual property and commercialization of research results, scientific projects, and programs, and
  11. achieving other objectives in accordance with the national strategic guidelines and development strategy.
- (5) The Faculty's own revenues consist of revenues generated by performing activities in the market and under market conditions. Performing activities in the market and under market conditions that generate own revenues must not hinder the achievement of the core mission or compromise the reputation, independence, and dignity of the Faculty.
  - (6) The Faculty independently manages its own revenues in accordance with the financial plan and criteria and the manner of using its own revenues.

#### **Financial plan**

##### **Article 58**

The financial plan of the Faculty includes a budget plan for the fiscal year and projections for the following two fiscal years and is prepared and adopted for each calendar year in accordance with the law regulating the budget system and with sub-legal regulations adopted on the basis of the law, this Statute, and the program contract.

#### **Program contract**

##### **Article 59**

- (1) The program contract establishes the multi-year financing of the University and Faculty with funds from the state budget of the Republic of Croatia.
- (2) The program contract consists of the basic budget component, the development budget component, and the performance budget component, which are determined in the negotiation process of the program contract.
- (3) The program contract determines the achievement of the goals of the University and Faculty, which are aligned with the national strategic planning acts.

### **IX. TRANSITIONAL AND FINAL PROVISIONS**

#### **Structural changes within the Faculty**

##### **Article 60**

- (1) The Faculty Council shall be established within 30 days from the entry into force of this Statute.
- (2) The Dean, Vice-Deans of the Faculty, and heads of organizational units that were elected prior to the entry into force of this Statute shall remain in their respective positions until the expiration of their terms of office.
- (3) The Student Council shall appoint representatives to the Faculty Council within 30 days from the entry into force of this Statute.
- (4) Members of committees and work groups appointed prior to the entry into force of this Statute shall continue with their work until the expiration of their mandates for which they were elected.

### **The procedure for the election of the Dean**

#### **Article 61**

The procedure for the election of the Dean initiated before the entry into force of this Statute shall be conducted in accordance with the Statute that was in force at the time of initiating the procedure.

### **Alignment of the general acts of the faculty**

#### **Article 62**

General acts of the Faculty that are not aligned with this Statute shall be aligned no later than six months from the date of entry into force of this Statute.

### **Termination of the previously valid Statute**

#### **Article 63**

With the entry into force of this Statute, the Statute of the Faculty from 5th May, 2004 (CLASS: 003-01/04-01/3, REG. NO.: 2170-57-01-04-3), the Decision on Amendments and Supplements to the Statute of the Faculty of Law in Rijeka of 16th March, 2005 (CLASS: 003-01/05-01/3, REG. NO.: 2170-57-01-05-1), the Decision on Amendments and Supplements to the Statute of the Faculty of Law in Rijeka of 17th September, 2008 (CLASS: 003-01/08-01/8, REG. NO.: 2170-57-01-08-1), the Decision on Amendments and Supplements to the Statute of the Faculty of Law in Rijeka of 25th November, 2010 (CLASS: 003-01/10-01/8, REG. NO.: 2170-57-01-10-1), the Decision on Amendments and Supplements to the Statute of the Faculty of Law in Rijeka of 30th March, 2011 (CLASS: 003-01/11-01/04, REG. NO.: 2170-57-01-11-1), the Decision on the Amendment to the Decision on Amendments and Supplements to the Statute of the Faculty of Law of the University of Rijeka (CLASS: 003-01/11-01/4, REG. NO.: 2170-57-01-11-2) from 28th September, 2011, the Decision on Amendments and Supplements to the Statute of the Faculty of Law in Rijeka of 3rd February, 2014 (CLASS: 003-01/14-01/1, REG. NO.: 2170-57-01-14-2), the Decision on Amendments and Supplements to the Statute of the Faculty of Law in Rijeka of 15th March, 2018 (CLASS: 003-01/18-01/6, REG. NO.: 2170-57-01-18-1), and the Decision on Amendments and Supplements to the Statute of the Faculty of Law in Rijeka of 3rd February, 2021 (CLASS: 003-01/21-01/2, REG. NO.: 2170-57-01-21-2) shall cease to be valid.

### **Effective date**

#### **Article 64**

This Statute shall enter into force on the eighth day following its announcement on the bulletin board of the Faculty.

D E A N

Full Prof. Vesna Crnić-Grotić, PhD