

# **ORDINANCE**

**ON STUDYING AT THE INTEGRATED UNDERGRADUATE AND  
GRADUATE UNIVERSITY STUDY PROGRAMME**

**(consolidated version)**

Pursuant to Article 63 (6) and Article 82 of the Act on Scientific Activity and Higher Education (Official Gazette no. 123/03, 198/03, 105/04, 174/04, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14 and 60/15) and Article 56 of the Statute of the Faculty of Kinesiology, University of Zagreb, Faculty Council of the Faculty of Kinesiology, at the proposal of the Committee for Normative Activity and the Education and Students Committee, determined at the 6th regular session held on 27th March 2018, the consolidated text of the Ordinance on Studying at the Integrated Undergraduate and Graduate University Study Programme.

The consolidated text of the Ordinance on Studying at the Integrated Undergraduate and Graduate University Study Programme includes the Ordinance on Studying at the Integrated Undergraduate and Graduate University Study Programme (hereinafter: OSIUGUSP) class: 602-04 / 11-0101/00002, reg.no.: 251-75- 01-11-00008 of 20th July 2011, adopted by the Faculty Council of the Faculty of Kinesiology at its 9th regular session held on 30th June 2011; Ordinance on amendments to the OSIUGUSP class: 602-04-13-0101 / 00001, reg. no: 251-75-01-13-00076 of

11. 11th July 2013, adopted by the Faculty Council of the Faculty of Kinesiology at its 9th regular session held on 4th July 2013; Ordinance on amendments to the OSIUGUSP class: 602-04-13-0101 / 00001, reg. no: 251-75-01-13-00106 of 16th October 2013, adopted by the Faculty Council of the Faculty of Kinesiology at its 10th regular session held on 19th September 2013; Ordinance on amendments to the OSIUGUSP, class: 602-04-13-0101 / 00001, reg. no. of 29th October 2013; Ordinance on amendments to the OSIUGUSP class: 602-04-14-0101 / 00001, reg. no: 251-75-01-14-00036 of

2. 2nd April 2014, adopted by the Faculty Council of the Faculty of Kinesiology at its 6th Regular Session held on 27th March 2014; Ordinance on amendments to the OSIUGUSP class: NP-602-04-16-01 / 1, reg. no. 251-75-02-1-16-24 of 17th November 2016, adopted by the Faculty Council of the Faculty of Kinesiology at its 1st regular session held on 27 October 2016 and the Ordinance on amendments to the OSIUGUSP Class: NP-003-05 / 17-02 / 1, reg. no. 251-75- 02-1-17-5 of 6th September 2017, adopted by the Faculty Council of the Faculty of Kinesiology at its 8th regular session held on 13th July 2017.

## **ORDINANCE**

### **ON STUDYING AT THE INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY PROGRAMME (consolidated text)**

#### **I. GENERAL PROVISIONS**

##### **Article 1**

- (1) This Ordinance regulates in detail the rules of studying at the integrated undergraduate and graduate university study programme of kinesiology (sometimes hereinafter referred to as the university study programme of kinesiology), and in particular the issues related to:
1. requirements for admission into the study programme,
  2. the organization and manner of teaching,
  3. the obligation to attend classes,
  4. the manner in which students are tested,
  5. evaluating the success of the examination,
  6. examination periods and the manner of application and cancellation of examinations,
  7. the right to appeal against the grade,
  8. partial and complete exemption from the obligation to take the practical part of the examination,
  9. conditions for enrolment of students into the higher semester or higher year of study,

10. pausing study obligations,
  11. termination of student status
  12. graduation from the study programme,
  13. verifying the success of the course work and evaluating the implementation of the curriculum.
- (2) All other questions, and furthermore all questions related to the content of the study programme and syllabus, participation of students in the work of the Faculty, student mobility, preparation and defense of a students' graduate thesis, as well as other issues related to the status of students shall be regulated by the Statute and other general acts of the Faculty.

#### **Article 2**

The provisions of this Ordinance shall apply to all full-time students of the university study programme of kinesiology, regardless of when they were first admitted to the university study programme of kinesiology and under which study programme, unless, for certain generations of students, some status issues are explicitly regulated by specific general acts of the Faculty.

#### **Article 3**

The terms used in this Ordinance, which in their meaning carry gender significance, whether used in the masculine or feminine gender, shall cover the male and female genders equally.

## **II. REQUIREMENTS FOR ADMISSION INTO THE STUDY PROGRAMME**

#### **Article 4**

- (1) All applicants who have completed the relevant four-year secondary school and have successfully passed the state graduation exams, who also have the necessary psychophysical abilities and possess appropriate knowledge in the field of sports necessary for a successful completion of the study programme have the right to be admitted in the integrated undergraduate and graduate university study programme within the approved enrollment quota, under legally determined requirements.
- (2) The right to be admitted to the university study programme of kinesiology is available under equal conditions to citizens of the Republic of Croatia and members of the Croatian people residing outside the Republic of Croatia, as well as foreign nationals and stateless persons permanently residing in the Republic of Croatia.
- (3) Foreign nationals and stateless persons who do not permanently reside in the Republic of Croatia have the right to be admitted to the study programme under conditions determined by the competent authorities, i.e. on the basis of international agreements and treaties.

#### **Article 5**

- (1) Admission into the study programme shall be performed on the basis of a public competition and a conducted classification enrollment procedure.
- (2) More detailed provisions on the conditions for admission to the study and on the content and manner of conducting the classification enrollment procedure shall be determined each year by special decisions of the Faculty Council and the competition for admission to the first year of university study programme of kinesiology itself.
- (3) Under the special conditions laid down by the general acts of the Faculty, current top athletes of Croatia in the I. and II. category shall be entitled to direct admission to the study programme.
- (4) All applicants for admission to the study programme shall send their applications, within the prescribed deadlines, by e-mail to the National Information System for Applications to Higher

Education Institution (NISpVU) operating at the Central Applications Office at the Agency for Science and Higher Education.

- (5) In addition to applying to the NISpVU, all applicants interested in admission to the university study of kinesiology, within the prescribed deadlines, submit directly to the Faculty a special application for additional examination of specific motor abilities and specific motor skills (classification enrollment procedure).

#### **Article 6**

- (1) The classification procedure for admission of students to the study programme shall be carried out by a committee for conducting the classification enrollment procedure, whose members are directly appointed by the Faculty Council from among the faculty educators and student representatives.
- (2) Any complaints about the published results of the classification enrollment procedure shall be directly addressed by the Dean of the Faculty.
- (3) The final results of the classification enrollment procedure shall be submitted by the Faculty directly to NISpVU electronically.

#### **Article 7**

- (1) On the basis of the success achieved in secondary school and at the state graduation exam, as well as the results achieved in the classification enrollment procedure and special sports achievements of the applicants, and the confirmed intention to enroll in the study programme via the NISpVU system, a unique ranking list of priorities for admission shall be determined.
- (2) An applicant who considers that their rights have been violated in any way in the course of the proceedings shall have the right to appeal against the determined and published results during the time specified for an appeal.
- (3) Student status shall be acquired by admission in the study programme.

### **III. ORGANIZATION AND METHOD OF TEACHING**

#### **Article 8**

- (1) The university study programme of kinesiology shall be organized and implemented as a single integrated undergraduate and graduate university study programme for a total of five academic years (10 semesters), upon the completion of which the student gains 300 ECTS credits and the academic title of master of kinesiology, with the elective module which the students chose, took and enrolled in being stated in the students' certificate of completion of a study programme, as well as their diploma.
- (2) The university study of kinesiology shall be organized and performed exclusively as a full-time study programme in the scope and at the level which gives the graduates competences for high-level work, i.e. for independent monitoring of the results of kinesiology science and application of acquired knowledge in the fields of applied kinesiology.

#### **Article 9**

- (1) The University Study of Kinesiology shall be organized and performed according to the study programme adopted by the University Senate upon the proposal of the Faculty Council.
- (2) The study programme shall be carried out according to the curriculum adopted by the Faculty Council.
- (3) The obligatory content of the study programme and the curriculum shall be determined by the Law and the Statute of the University of Zagreb.

#### **Article 10**

- (1) At the university study of kinesiology, classes shall be taught by semesters in accordance with the curriculum.
- (2) The academic year begins on 1st October of the current year and ends on 30th September of the following calendar year.
- (3) Exceptionally, classes in a particular academic year may start earlier, but not before 1st September of the current year, provided that such a decision of the Faculty is reported to the Ministry of Science, Education and Sports, the University of Zagreb and the University Student Center.
- (4) The Faculty Council, for each academic year separately and at the end of the current academic year, shall determine, in accordance with the university calendar, the exact duration of classes, examination periods and student holidays.

#### **Article 11**

- (1) As a rule, the academic year shall have 44 work weeks, of which 30 are teaching weeks and 14 are weeks within which only the time required for consultations, examination preparation and examinations is provided, with no obligation of any other forms of teaching.
- (2) The curriculum for full-time students is based on the student workload of up to 40 hours per week, which, in addition to teaching, fieldwork, practical exercises and other forms of teaching, also includes the time required for students to prepare.
- (3) The total weekly commitments of students in the university study of kinesiology should not, on average, exceed 24 hours per week.
- (4) By way of derogation from paragraph (3) of this Article, students' obligations may be greater when an increased number of practical and fieldwork hours is required according to the study programme and the curriculum.

#### **Article 12**

- (1) As a rule, classes of a particular course shall be carried out within one semester and may not last longer than two semesters.
- (2) A full-time student shall take on between 25 and 35 ECTS credits in one semester, according to the study programme.
- (3) A student who fulfills their obligations regularly may be allowed to take on more than 35 ECTS credits, with the aim of completing their studies faster and obtaining a broader education.
- (4) As an exception, a full-time student may take on less than 25 ECTS credits per semester if they have not met the prerequisites for enrollment in a sufficient number of courses.
- (5) The load of 25 to 35 ECTS credits in one semester shall include all those courses that the student did not pass in the previous academic year.

#### **Article 13**

- (1) The decision of the Committee on Teaching and Student Affairs may enable an exceptionally successful student to complete their studies faster and more successfully and/or acquire a broader education by granting them taking on of additional courses with a load of a total of more than 35 ECTS credits but no more than 60 ECTS credits per semester.
- (2) An exceptionally successful student shall be a student who fulfills their obligations on a regular basis, who in time completes all courses prescribed by the curriculum, whose cumulative grade point average of all passed courses is equal to or greater than 4.50, or for athletes from the 1st and 2nd category, whose cumulative grade point average of all passed courses is equal to or greater than 4.00.
- (3) Within two weeks of taking on additional courses, a student may apply to delete them from the enrollment list if, due to a collision in the schedule, they are not be able to listen to some of the enrolled

courses.

#### **Article 14**

All subjects of the university study programme of kinesiology (compulsory courses, compulsory and elective modules courses and elective courses) shall be divided, according to their content, manner and method of teaching, as well as the way of conducting student knowledge assessments, into two basic groups: theoretical and theoretical-practical courses of the study programme.

#### **Article 15**

- (1) Theoretical courses shall be those courses of the study programme that essentially provide students with theoretical knowledge based on scientific knowledge in the scientific field to which the courses concerned relate.
- (2) Theoretical-practical courses of the study programme shall be those courses that provide the students with theoretical and practical knowledge based on scientific knowledge in the scientific field to which the concerned courses relate, in connection with motor skills making up the content of a particular sport discipline.

#### **Article 16**

- (1) Classes at the university study programme of kinesiology shall be taught in the form of lectures, seminars, exercises, professional practice, study tours, consultations and other forms of teaching.
- (2) Classes shall be organized and delivered to ensure the most active participation of students in the teaching process.
- (3) Electronic and/or written records on classes held must be kept.

#### **Article 17**

- (1) Lectures shall be a form of teaching in which students acquire basic theoretical and practical knowledge and receive necessary instructions for successfully mastering the material and preparing exams in a particular course.
- (2) Lectures, as a rule, shall provide students with a synthetic overview of a part of the course material with an emphasis on key insights and principles, as well as supplementing and additionally interpreting those thematic units not fully covered in existing compulsory textbooks and which are particularly difficult for the student.
- (3) For all courses of the study programme (compulsory and elective courses and elective and compulsory module courses), the structure of teaching hours (lectures, seminars and exercises) shall be determined by the study programme.

#### **Article 18**

- (1) Theoretical-practical lectures, as a form of teaching, must contain, in addition to the above-mentioned general characteristics of lectures referred to in Article 17, paragraphs (1) and (2) of this Ordinance, a practical demonstration of the teaching material or practical demonstration of different methodological knowledge relevant to a particular kinesiological discipline.
- (2) Theoretical-practical lectures shall be conducted in a group of up to 30 students who actively work with the educator on the specified teaching materials. The theoretical-practical lectures shall provide students with the opportunity to directly study and critically consider specific problems related to particular kinesiological contents through practical demonstration of the teaching materials and active participation in the classes.

#### **Article 19**

- (1) The lectures shall be given exclusively by educator and appointed external associates of the Faculty who have been elected to appropriate scientific and research or teaching titles.
- (2) Only exceptionally, if necessary, by a decision of the Faculty Council, associates and junior researchers with a master's degree in science or a doctorate can be temporarily entrusted with delivering lectures of a particular course.

#### **Article 20**

- (1) Seminars, as a form of classes, shall enable students to deepen their acquired theoretical and practical knowledge and enable them to work independently, while also providing them with a gradual introduction into scientific and professional work.
- (2) Through their active participation in the seminars, students shall be given the opportunity to study and critically examine specific problems related to particular kinesiological contents, as well as the opportunity to become acquainted with the manner of collecting and analyzing data and drawing scientifically based conclusions in a specific field of science.

#### **Article 21**

- (1) If the decision on the organization of classes also prescribes the obligation to produce seminar paper in individual courses, students are required to produce the required number of seminar paper during the academic year.
- (2) A seminar paper within the meaning of this Ordinance shall mean an independently prepared paper of a student from a part of the course material which is orally presented by the student in the framework of the seminar classes of a particular course.
- (3) A seminar paper shall be the basis for students' active participation in the course work.

#### **Article 22**

- (4) Seminar classes shall be conducted in groups of up to 30 students.
- (5) Seminar classes shall be conducted by the teaching staff and appointed external associates of the Faculty in the respective scientific and research and teaching titles, as well as associates and junior researchers of the Faculty in respective associate titles.

#### **Article 23**

- (1) Exercises shall be a form of teaching where the teaching material, which is presented to students in lectures, is elaborated, and in which students solve practical tasks from the subject material with the help and advice of the exercise head.
- (2) The exercise head shall be obligated to actively assist the students and work with them throughout the duration of the exercises.
- (3) Exercises are led by the teaching staff and external associates of the Faculty elected to the appropriate scientific and research and teaching titles, as well as associates and junior researchers selected to the corresponding associate titles.
- (4) Exercises in the subject of sports kinesiology and applied kinesiology, as well as laboratory exercises, shall be carried out in groups of up to 15 students.

#### **Article 24**

- (1) Consultations are one of the ways in which the teaching staff, associates and junior researchers directly provide necessary assistance to students and provide them with additional information and explanations about the more complex parts of the course material, as well as the necessary instructions for more successful mastering of the course material and better preparation of exams in a particular

course.

- (2) Consultations may be conducted as group consultations and as individual consultations.
- (3) Each course educator, associate and research assistant in a particular subject shall be obliged to hold consultations for his course throughout the academic year, except during summer and winter holidays.
- (4) In theoretical-practical courses of the study programme, associates and junior researchers shall hold their consultations, as a rule, in sports halls, at the pool and in other fields where practical training in a particular subject is also held.
- (5) The schedule of consultations shall be determined in advance for the whole semester and published at the beginning of each semester on the website of each course.

#### **IV. OBLIGATION TO ATTEND CLASSES**

##### **Article 25**

- (1) Attendance at lectures, seminars, exercises, professional practical work and other forms of classes shall be obligatory for all students of the university study programme of kinesiology.
- (2) Each student shall be obliged to contact the course educator personally during the first two weeks of classes, or to excuse themselves to the educator within the stated time limit if they are reasonably prevented from attending class.
- (3) The Decision on the manner of keeping records on the attendance of students in classes shall adopted by the Faculty Council.

##### **Article 26**

- (1) During one semester, a student may be absent from classes of a particular course, without the obligation to justify the reason for absenteeism, for up to 20% of the total amount of classes of each particular form of classes envisaged in the study programme (lectures, seminars and exercises), or up to 20% of the total classes taught in each of the envisaged form of classes in a particular course.
- (2) The absences referred to in paragraph (1) of this Article shall not relate to the professional practical work which the student must complete in full.

##### **Article 27**

Due to illness, injury, sports obligations, professional practical work, participation in the work of the Faculty Council and other faculty bodies, due to active participation or collection of data in a scientific project in which the Faculty educator is participating, due to marriage, birth of a child, death of a close family member, voluntary blood donation, as well as for other justifiable reasons, a student may be absent from classes in a particular subject more than the permitted absence provided for in Article 26 of this Ordinance, with the obligation to justify any such absence.

##### **Article 28**

- (1) Due to marriage, birth of a child or death of a close family member, a student may be absent from classes for up to five working days on a single basis, or on all the above grounds, for up to ten working days during one semester.
- (2) A student who responded to a voluntary blood donation action, including one who was unable to give blood for health reasons, may reasonably be absent from classes on the day of the blood donation.
- (3) A blood donor may, on the basis of any such donation, justify their absence from class, if necessary, for two additional working days during the same semester.
- (4) Due to illness, injury, sports obligations, professional practical work, active participation or collection of data in a scientific project involving a faculty member, due to care for a severely ill family member,



and in other justified cases, the student may be absent for as long as such circumstances objectively prevent the student from regular attendance of classes, but such absences, as well as absences of students on all other grounds referred to in Article 27 of this Ordinance may not amount to more than 50% of the total amount of hours of each particular form of classes (lectures, seminars and exercises) in a particular course.

#### **Article 29**

- (1) Exceptionally, students who are top Croatian athletes of the 3rd and 4th category according to the COC criteria may be absent from classes during the semester without specifically justifying the reasons for not attending up to 50% of the total number of hours of each particular form of classes for a particular subject, and the current top Croatian athletes of the 1st and 2nd category can be absent for up to 70% of the total number of hours of each form of class taught in a particular course.
- (2) A student who intends to exercise the rights referred to in paragraph 1 of this Article shall, at the beginning of each academic year, prove their status as the current top or excellent athlete of Croatia.

#### **Article 30**

For theoretical-practical courses of the study programme, every student who has missed classes during the semester due to illness or injury shall, at the same time, in addition to the minimum number of class hours, which they shall be obliged to attend in order to receive a signature on the proper class attendance, actively take part in practical classes (theoretical-practical lectures and exercises) in the amount of at least 50% of the total hours of practical classes, with them also being able to justify the remaining hours of classes with passive attendance of the practical classes.

#### **Article 31**

- (1) Excusing absences from classes shall be the exclusive responsibility of each course educator.
- (2) The request for justification for missing classes shall be submitted directly to the course educator on the prescribed form, which is an integral part of this Ordinance (Annex I), and along with the request, the student shall be obliged to enclose valid documentation on the reasons for missing classes.

#### **Article 32**

- (1) The student shall be obliged to submit a request for justification of missing classes due to sports obligations and professional practice, as a rule, immediately before leaving for sports preparation or competition or before leaving for professional practical work.
- (2) If the student could not, in accordance with paragraph (1) of this Article, submit an application for justification of missing classes due to sports obligations or professional practical work in due time for objective reasons, they shall be obliged to do so, as in all other cases of missing classes, no later than seven days after returning to class.

#### **Article 33**

- (1) On the basis of their own records, each educator, course leader, at the end of the semester or at the end of the academic year (if the course is held in the summer semester, or the winter and summer semesters) shall certify attendance of the class to students who are entitled to it with a signature in the Student Transcript Book. For those students who have not fulfilled their obligation regarding the proper class attendance and who will therefore not be able to take the examinations in the course, they shall enter the relevant information in the higher education information system (hereinafter: ISVU system).
- (2) The student may claim and exercise the right to obtain a signature on the proper class attendance at the latest by the end of the academic year to which this right applies.

#### **Article 34**

- (1) A student who does not receive a signature on the proper class attendance from the course educator upon completion of all classes in a particular course shall not take the examination.
- (2) However, if the course educator fails to enter the relevant information into the ISVU system for a student who has not obtained the right to take the examination, the same student will be able to apply for the examination in the course in question, even though they did not receive a signature on proper class attendance from the course educator.

#### **Article 35**

- (1) A student who has not fulfilled their obligations regarding proper class attendance in a particular course shall have to re-enroll in the same course in order to gain the right to take the examination in the same course when enrolling in the next academic year.
- (2) A student who has not passed the examination in a course in the fourth attempt before the examining committee shall have to re-enroll in the same course.
- (3) The student who re-enrolls in a particular course has, in principle, the right to attend again the entirety of the classes in the course (theoretical and theoretical-practical part of the classes).

#### **Figure 36**

- (1) At the explicit request of the student, the course educator may exceptionally relieve the student of the obligation of repeated attendance:
  - a part of the practical classes and the related theoretical part of the classes or practical classes as a whole if the same student has previously passed that part of the material or the practical part of the examination in its entirety;
  - a part of the theoretical classes in a theoretical course if the student has previously passed that part of the course material.
- (2) The course educator from the courses in which the practical part of the course is taught as fieldwork (Skiing, Water Sports, etc.) shall, upon an explicit written request, exempt from repeated attendance of the practical classes a student who did not pass all the elements from the practical part of the examination, with the provision that the student must make sure to retake all the remaining elements of the practical part of the examination.
- (3) The request for partial exemption from the obligation to attend classes shall be submitted on the prescribed form (Annex II to this Ordinance).
- (4) A copy of the approved request for partial exemption from the obligation to attend classes referred to in the paragraph  
(3) of this article shall be submitted to the Vice-dean for Education and Students.

#### **Article 37**

- (1) In practical classes in the course of applied kinesiology, all students must be uniformly wearing appropriate sports equipment.
- (2) A student who, because of an injury or illness, has a temporary exemption from attending practical classes, shall be obliged, even when passively attending those classes, to attend classes in appropriate sports equipment.

#### **Article 38**

- (1) There shall be an on-call student for each class group in the locker room, who must report before the start of the class to the course educator.
- (2) The student on duty in the locker room shall safeguard the clothes, shoes and other belongings of the students of their class group during practical classes and shall directly be responsible for the possible

disappearance or theft of things left in the locker room.

- (3) The student on duty in the locker room shall be determined by the course educator, as a rule, for a period of a week.

## **V. STUDENTS ACHIEVEMENTS, SKILLS AND KNOWLEDGE**

### **1. Manner of testing students' achievements, skills and knowledge**

#### **Article 39**

- (1) Assessment and evaluation of acquired theoretical knowledge in theoretical courses of the study programme, i.e. verification and evaluation of motor achievements and motor skills, as well as acquired methodological and theoretical knowledge in theoretical and practical courses of the study programme, shall be carried out:
  1. continuously during class, and / or
  2. upon completion of the classes in a particular course.
- (2) The manner of assessment and evaluation of motor achievements and skills, as well as the acquired methodological and theoretical knowledge of students in all courses of the study programme, shall be determined in accordance with this Ordinance, the curriculum and syllabus of each subject.

#### **Article 40**

- (1) Assessment and evaluation of students' acquired theoretical knowledge in theoretical courses of the study programme, i.e. assessment and evaluation of motor achievements and motor skills, as well as acquired methodological and theoretical knowledge in theoretical and practical courses of the study programme, shall be carried out:
  1. continuous assessment of students' acquired knowledge during classes;
  2. preliminary examinations; and
  3. comprehensive examinations.
- (2) Continuous assessment shall be a manner of evaluating student activities during classes through tests, quizzes, seminars, essays, workshops, practical activities and other forms of continuous assessment of students with the ultimate goal of acknowledging completed courses, being exempt from the obligation to pass part of the examination, or acknowledging the passed examination as a whole.
- (3) Preliminary examinations are one way of testing students' knowledge, which enables students to take examinations in sections of the course material, which are programmatically and logically connected and rounded units, right after the completion of classes in each part of the course.
- (4) At each taking of the preliminary examinations and the comprehensive examination, the student must have with them their Student Transcript Book, in order to establish their identity.

#### **Article 41**

- (1) Continuous assessment of students' acquired knowledge (Article 40, paragraph 2 of this Ordinance) from theoretical and theoretical-practical courses of the study programme shall be carried out during classes or outside regular classes.
- (2) Assessment and evaluation of the students' acquired knowledge in theoretical and theoretical-practical subjects of the study programme through examinations and comprehensive examinations shall be conducted outside of regular classes.
- (3) By way of derogation from paragraph (2) of this Article, theoretical-practical courses of the study

programme, for which objectively there are no necessary material conditions (swimming, etc.), may be conducted during regular classes, but also outside regular classes.

#### **Article 42**

- (1) Students' success in continuous assessment shall be assessed, or expressed in credits, or only descriptively in words with "passed" or "not passed", and shall, if the assessment of the student's knowledge of the course in question is conducted through preliminary and/or comprehensive examinations, be included into the final grade of the student in the examination from the same course.
- (2) The student's success in continuous assessment may be provided by the course syllabus and as well as a pre-requisite for the student to take a preliminary and/or comprehensive examination in a particular course.

#### **Article 43**

- (1) Tests of acquired theoretical knowledge in theoretical subjects, i.e. assessments and evaluation of motor achievements and skills, as well as acquired methodological and theoretical knowledge in theoretical-practical subjects of the study programme, which are carried out continuously during the course, can be taken only by those students who have duly attended classes in the course.
- (2) At the same time, for the student to take the preliminary exams and the comprehensive exams in each course there may be any of the following conditions:
  - regular class attendance,
  - duly completed professional practical work,
  - appropriate number of term papers,
  - certain examinations passed or certain credits scored,
  - compulsory student surveys completed, and other
  - specific conditions for taking preliminary examinations and comprehensive examinations in a specific course.
- (3) A student who meets the prescribed obligations shall, in principle, in accordance with the established requirements, have the right to take each preliminary examination in of course in question, or the right to take the examination during every examination period.
- (4) When, in view of the content of a particular course, it is objectively justified by the syllabus of the same course, the examination passed in another course of the study programme may be set, in accordance with a special decision of the Faculty Council, as a pre-condition for the student to take an examination in such a course.

#### **Article 44**

- (1) Each course educator or leader shall, before the beginning of the academic year, define for their course the components and terms of passing the preliminary examination and the comprehensive examinations in the respective academic year, and submit them to the Vice-dean for Education and Students.
- (2) Students shall take examinations, quizzes and all other forms of continuous assessment of students as well as preliminary examination without an examination application form, and the course educators must keep internal records of the held examinations and the obtained success of students in these examinations.
- (3) The student shall not be made to take two or more comprehensive examinations in the same day.

## **2. Knowledge assessment in theoretical courses**

#### **Article 45**

- (1) In all theoretical compulsory courses of the study programme, as well as in all theoretical courses of compulsory and elective modules, which are taught in a fund of 45 hours of classes and more, the assessment and evaluation of the acquired theoretical knowledge of students shall be obligatory, if the students' knowledge assessment in the course is not carried out continuously during the classes in one of the foreseen ways of continuous assessment of students' knowledge referred to in Article 40, paragraph (2) of this Ordinance, through preliminary examinations.
- (2) At the same time, for elective theoretical courses of the study programme, as well as theoretical courses of compulsory and elective modules that are held in a fund of less than 45 hours of classes, the assessment and evaluation of the acquired theoretical knowledge of students may also be carried out during classes through preliminary examinations, if this is explicitly foreseen by the class syllabus.

#### **Article 46**

For all theoretical courses of the study programme, in which the assessment of students' knowledge is carried out through examinations, the course educators shall be obliged to divide the entire course material into at least two programmatically and logically related and rounded units, thus enabling students to take the examination in sections of the course material and just after the end of the class covering a certain section of the material.

#### **Article 47**

- (1) For all theoretical courses in which the assessment of the students' knowledge is carried out through preliminary examinations, the student may, at each taking of the preliminary examination, take the preliminary examination only from that (one) section of the course material for which the preliminary examination is held during that examination period.
- (2) Exceptionally, if this is explicitly provided for in a particular syllabus, the student may take a preliminary examination of up to two content-related and logically related sections of the course material at each examination, except the first taking of the examination.
- (3) A student may not, in the case referred to in paragraph (2) of this Article, take a preliminary examination from the second or any subsequent part of the course material, if they did not pass the preliminary examination from the first or the previous part of the course material, unless such a possibility is explicitly provided by the curriculum for the individual course of the study programme.

#### **Article 48**

Preliminary examinations in the theoretical courses of the study programme can be taken either in writing and orally, orally, or just in writing.

#### **Article 49**

- (1) If a preliminary examination in a specific theoretical course is conducted in writing and orally, in that case the written part of the preliminary examination shall be taken before the oral part.
- (2) A student who does not pass the written part of the preliminary examination may not take the oral part of the preliminary examination.
- (3) The student has the right to see their graded written work.

#### **Article 50**

- (1) A student who passes a preliminary examination in a theoretical course which is assessed in writing and orally, after passing the written part of the preliminary examination, but does not pass the oral part of the preliminary examination in the same examination period, or does not take it, will be graded by the educator with the grade unsatisfactory (1), and a positive grade obtained on the written part of the preliminary examination will be credited to the student at each further taking of the preliminary

examination from that part of the material, unless otherwise explicitly specified for the course in the syllabus.

- (2) The passed written part of the preliminary examination will be credited to the student as the passed part of the preliminary examination, if this is explicitly foreseen by the syllabus of the course in question, when the student takes the comprehensive examination in the same course.

#### **Article 51**

At the oral preliminary examination or the preliminary examination in theoretical courses of the study programme, and in order to ensure full regularity and maximum objectivity at the preliminary examination, the student themselves shall draw questions to answer (random selection method).

#### **Article 52**

- (1) Pursuant to Article 51 of this Ordinance, each course leader shall be obliged to create for their course, if the preliminary examination in the respective course is taken in writing and orally or only orally, for the oral preliminary examination or oral part of the preliminary examination, a list of all examination questions which must fully cover the course material for which a preliminary examination is conducted and make it available to students.
- (2) Examination questions must be fully aligned with the content and scope of the study programme, i.e., with the prescribed literature for the course and the teaching material presented to the students in class and published on the website of the same course.
- (3) If, in a particular course, there are examination questions that the teacher in question considers to be elementary (fundamental) questions without which the examination cannot be passed, such questions on the examination card or other appropriate medium must be clearly marked and separated from other examination questions (in bold etc).

#### **Article 53**

- (1) An oral preliminary examination or oral part of the preliminary examination shall be public and cannot be conducted individually (with only one student), unless only one student has applied for a particular examination period or when it is a preliminary examination before a committee.
- (2) In the case that the examiner and the student are related by blood in a straight line regardless of the degree of kinship or the collateral line up to the fourth degree of kinship, i.e., if the examiner is married to a student or they are related by marriage to the second degree of kinship, whether or not the marriage is terminated, the preliminary examination must be held before a committee.
- (3) If there exist valid reasons for this, the student may request a restriction on public attendance. The public's attendance at the preliminary examination may be limited when necessary for ethical reasons.
- (4) The student and another person who proves that they have a legal interest in this have the right of access to the examination documents.

#### **Article 54**

Oral preliminary examinations or oral parts of the preliminary examination for an individual student in compulsory theoretical courses of the study programme, as well as in theoretical courses of the compulsory and elective modules can, as a rule, last up to 30 minutes, and the oral preliminary examination in elective theoretical courses can last up to 20 minutes.

#### **Article 55**

- (1) The once-passed preliminary examination in the part of the course material for all theoretical courses of the study programme shall be credited to the student as a passed preliminary examination in the course for each subsequent taking of the preliminary examination in the same course by the student.
- (2) Exceptionally, a preliminary examination passed in the manner provided in paragraph (1) of this Article shall be credited to the student as a passed preliminary examination if it is explicitly provided for in the course syllabus, until the completion of studies at the Faculty.

#### **Article 56**

- (1) If the passed examinations are not acknowledged for the student upon taking the comprehensive examination in the subject course, the course educators in such courses shall be obliged to allow all students who have passed the examination from all parts of the course material, except one through preliminary examinations, to take the final preliminary examination in a special supplementary examination period, which must take place no later than seven days after the completion of classes in the same course.
- (2) Students continue to take the final preliminary examination without an examination application form.

#### **Article 57**

- (1) If a student passes all preliminary examinations during classes through preliminary examinations or through the stated forms of continuous assessment of students' knowledge or passes the tests in all parts of a course in a certain theoretical course, shall have the examination for that course as a whole acknowledged as passed without student being obliged to take the comprehensive examination. For that student, the course educator shall, as soon as they pass the last part of the examination, as a rule, at the first examination period for comprehensive examinations, enter the final grade on the passed examination in the examination application form, Student Transcript Book, and the ISVU system.
- (2) A student who does not fully pass an examination in a specific theoretical course through preliminary examinations or within the additional period referred to in paragraph (1) of Article 56 of this Ordinance, shall be obliged to register further examinations in the same course through the ISVU system and take the same examination, if the syllabus of the subject course, in accordance with Article 55, paragraph (2) of this Ordinance, does not expressly provide otherwise, from the syllabus as a whole.

#### **Article 58**

- (1) Comprehensive examinations in the theoretical courses of the study programme can be taken either in writing and orally, orally, or just in writing.
- (2) If the comprehensive examination in a theoretical course is taken in writing and orally, the written part of the examination must be taken before the oral examination, and the student who does not pass the written part of the examination cannot take the oral part of the examination, except in the case taking the examination for the fourth time when the examination is held before an examination committee.
- (3) A student who, at the comprehensive examination in a theoretical course of the study programme, which is taken in writing and orally, after passing the written part of the examination, does not pass the oral part of the examination, or even take it in the same examination period, shall be graded by the educator with a grade unsatisfactory (1), but the positive grade on the written part of the examination shall be credited to the same student by the end of the current examination cycle (3 +1).

#### **Article 59**

- (1) In the oral comprehensive examination, as well as at the oral preliminary examination or oral part of the preliminary examinations, the student must draw the examination questions they will answer.
- (2) Pursuant to paragraph (1) of this Article, each course leader who conducts examinations in writing and orally or only orally shall be obliged to compile for their oral examination or the oral part of the examination a list of all possible examination questions with which they must fully cover the course material and make it available to students by posting it on the course website.
- (3) The oral examination or oral part of an individual student's examination in the compulsory theoretical courses of the study programme, as well as in the theoretical courses of the compulsory and elective modules can, as a rule, last up to 45 minutes, and the comprehensive examination in elective theoretical courses can last up to 30 minutes.

#### Article 60

- (1) If the examination in a particular theoretical course is conducted in writing and orally, the final grade in the same course shall depend, among other elements, on the student's demonstrated level of knowledge in the written and oral part of the examination, but the student cannot in any case obtain a final passing grade on the examination in the course if their written work was graded negatively, except in the case of taking the comprehensive examination for the fourth time when the examination is held before the examining committee (Art. 58 of this Ordinance).
- (2) If the examinations or the comprehensive examinations in a specific theoretical course of the study programme are conducted only in writing, associates and junior researchers in such a course may not independently assess the written examinations or written examinations of students.

#### Article 61

With respect to all other questions regarding the manner of taking the comprehensive examinations in certain theoretical courses of the study programme, which are not explicitly regulated by this Ordinance, the same rules and principles that apply to taking the preliminary examinations in the same course of the study programme shall apply (48 - 55 of this Ordinance).

### **3. Assessment of motor achievements and skills, as well as acquired methodological and theoretical knowledge of students in theoretical-practical courses**

#### Article 62

Considering the manner of conducting the examinations, all theoretical-practical courses of the study programme grouped by similarity within individual departments should basically have the same or very similar way of assessing and evaluating motor achievements and skills, as well as the acquired methodical and theoretical knowledge of students.

#### Article 63

- (1) In theoretical-practical courses of the study programme, the examinations must consist of a practical and theoretical part of the examination.
- (2) The practical part of the examination in all theoretical and practical courses of the study programme shall consist of assessment and evaluation:
  - of motor achievements<sup>1</sup>
  - of motor skills (demonstration of technical and/or technical-tactical elements, play, combat or exercise),
  - of methodical knowledge.
- (3) The theoretical part of the examination in all theoretical-practical courses of the study programme can be taken in writing and orally, only orally or only in writing.
- (4) The theoretical part of the examination of a theoretical-practical course of the study programme can be taken only in writing in cases where the student has previously passed the practical part of the examination, as well as the assessment of acquired methodological knowledge (Article 66 of this Ordinance).
- (5) In the examination of a theoretical-practical courses of the study programme, a student cannot take the theoretical part of the examination unless they have previously passed the practical part of the examination.

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*1 The syllabus of each course needs to make clear in which way those achievements are assessed and evaluated in individual sports, with the results achieved in tests or competitive disciplines may not being an elimination category i.e. a prerequisite for passing the examination.*



#### **Article 64**

- (1) Motor achievements are the result of students' motor skills and knowledge and are achieved in the form of meeting standards in specific motor tests or achievements in competitive conditions (grading games, fights, or exercises in sports and rhythmic gymnastics).
- (2) Motor skills represent the structural and biomechanically correct execution of motion structures (technical elements) and situation structures (tactical elements).
- (3) Methodical knowledge is reflected primarily in the student's ability to teach others in performing technical and/or technical-tactical elements (the skill of sharing knowledge with others).

#### **Article 65**

The acquired motor skills are tested on the practical part of the examination by determining the correctness of the technical and technical-tactical elements.

#### **Article 66**

The acquired methodological knowledge of students shall be tested directly on the practical part of the examination, in such a way that the student, besides demonstrating or performing the given elements and exercises, must also describe the methodical procedures verbally, or verbally on the theoretical part of the examination, in order to determine the students' ability to teach others in accordance with the goals of specific fields of application (education, recreation and sports).

#### **Article 67**

The theoretical part of the examinations in theoretical and practical courses of the study programme shall be subject to the same rules and principles that apply to written and oral, oral, or only written examinations in theoretical courses of the study programme (Article 45 -61 of the Ordinance).

#### **Article 68**

- (1) In all theoretical-practical courses of the study programme, which are held in a fund of 45 hours of classes and more, the assessment and evaluation of motor achievements and skills and the acquired methodological knowledge of students shall be compulsory, unless during the teaching of a certain course, some of the aforementioned methods of continuous assessment of students' knowledge referred to in Article 40 (2) of this Ordinance are carried out through preliminary examinations.
- (2) Exceptionally, in the theoretical and practical courses of the study programme in which practical classes are carried out entirely as field training outside the location of the Faculty (Skiing and Water Sports), the practical part of the examinations of the entire class material shall be taken by all students in the field immediately after the completion of the practical classes, and after completing this part of the examination in its entirety, the students can take the theoretical part of the examination as a whole.
- (3) At the same time, for all theoretical-practical courses of the study programme, which are held in a fund of less than 45 hours of classes, the assessment and evaluation of motor achievements and skills and the acquired methodological knowledge of students may also be carried out during the course through preliminary examinations, if this is explicitly prescribed by the curriculum.

#### **Article 69**

- (1) For all theoretical-practical courses of the study programme, in which the assessment of motor achievements and skills and the acquired methodological knowledge of students is carried out during classes through preliminary examinations, the course educators shall be obliged to divide the entire teaching material (practical part of the material) into several programmatically and logically connected and rounded units, and thus enable students to successively take preliminary examinations in sections of the course material, as soon as they finish their classes in each part of the course.
- (2) As a rule, the preliminary examinations from theoretical-practical courses of the study programme

shall assess and evaluate motor achievements and skills, as well as the acquired methodological knowledge of students from the part of the course material from which the preliminary examination is conducted.

- (3) If this is possible due to the nature of each theoretical-practical course and the manner of conducting the preliminary examinations, students at the preliminary examinations in these courses will be allowed to successively take preliminary examinations in parts of the course material, i.e. to take the practical and theoretical part of the preliminary examination simultaneously.

#### **Article 70**

- (1) For theoretical-practical courses in which the assessment of motor achievements and skills and the acquired methodical knowledge of students is carried out successively during the classes through preliminary examinations, the student may at each preliminary examination take only the preliminary examination from that (one) part of the course material from which the preliminary examination is taken within that examination period.
- (2) However, if this is explicitly provided for in a particular syllabus, the student may take a preliminary examination of up to two content-related and logically related sections of the course material at each examination, except at first taking of the examination.

### **Article 71**

- (1) Once passed, a preliminary examination of the course material part of a theoretical-practical course of the study programme shall, when such a preliminary examination is carried out in the manner provided for in Article 69, paragraph (3) of this Ordinance (practical and theoretical part of the preliminary examination), be acknowledged as the student's passed preliminary examination in the subject course until the end of the study programme at the Faculty.
- (2) However, if a student passes only the practical part and not the theoretical part of a preliminary examination in a certain theoretical-practical course, as well as in the case when a preliminary examination in a specific theoretical-practical course is conducted in the manner provided for in Article 69, paragraph (2) of this Ordinance, the practical part of the preliminary examination from the part of the course material thus passed shall be credited to the student as the passed part of the preliminary examination in the subject course, also until the completion of studies at this Faculty.
- (3) In the case of theoretical-practical courses of the study programme, special parts of the practical part of the course material shall be considered to be, depending on the content of a particular course, certain sports disciplines (athletics), certain techniques (swimming), certain exercises (sports gymnastics) or certain technical and tactical elements (sports games).

### **Article 72**

For a student who has successfully passed all the preliminary examinations during the classes, or through the stated forms of continuous assessment of motor achievements and skills and acquired methodological and theoretical knowledge, or passed the knowledge assessment in all parts of the course material of a theoretical-practical course, the examination in the subject course as a whole shall be acknowledged as a passed examination without the obligation to take the comprehensive examination; and to such a student, the course educator shall, immediately after passing the last part of the examination, enter the final grade on the passed examination in the examination application form, Student Transcript Book, and ISVU system at the first comprehensive examination period.

### **Article 73**

A student who has, in accordance with Article 69 of this Ordinance, passed through preliminary examinations, or in accordance with Article 40, paragraph (2) of this Ordinance, passed through a continuous assessment of motor achievements and skills and acquired methodical and theoretical knowledge, only the practical part of the examination in a theoretical-practical course, shall only take the theoretical part of the examination when taking the comprehensive examination. The student who has in such a manner passed only a part of the practical part of the examination shall, when taking the comprehensive examination in the same course, first take the remaining part of the practical part of the examination, and after successfully passing that part of the examination, be able to also take the theoretical part of said examination.

### **Article 74**

- (1) By way of derogation from the provisions of Article 63 (4) of this Ordinance, a student who has not fully passed the practical part of the examination, in the event of taking the examination for the fourth time before the examining committee, shall be allowed to take the final part of the examination, in which case they must pass the examination as a whole before the examining committee (elements of the practical part of the examination which they have not yet passed and the theoretical or the remaining theoretical part of the examination), with the provision that they may not take the theoretical part of the examination unless they have previously passed the practical part of the examination in its entirety.
- (2) At the same time, in case of taking the examination for the fourth time in front of the Examining Committee, if the theoretical part of the examination consists of a written and oral part, the student will be allowed to answer orally even in the case they did not pass the written part of the examination.

#### **Article 75**

- (1) The student who does not pass the theoretical part of a comprehensive examination from a theoretical-practical course, after passing the practical part of the examination, in the same examination term, will be graded with the grade unsatisfactory (1) by the educator, and if the student does not take the examination, the educator will enter zero (0) in the ISVU system, but the aforementioned positive grade obtained by the student from the practical part of the examination will be guaranteed until the completion of their studies at the Faculty.
- (2) A student who does not pass the oral part of the comprehensive examination, consisting of an oral and written part, from a theoretical-practical course, after passing the practical part of the examination and the theoretical written part of the examination, will be graded by the educator with a grade unsatisfactory(1), and if they do not take the examination, the educator will enter a zero (0) in the ISVU system, but the aforementioned positive grade from the written part obtained by the student will be guaranteed until the completion of the subject examination cycle (3+ 1).
- (3) The final grade of an examination from any theoretical-practical course depends, among other elements, on the student's demonstrated level of knowledge in the practical and theoretical part of the examination, but in no case can a student obtain a final passing grade from a course examination if they have been graded with a negative grade in any of the two parts of the mentioned examination, except in cases the examination is being taken for the fourth time, and theoretical part of such an examination consists of a written and oral part, and the student is negatively graded from the written part of the examination. "

#### **Article 76**

If the theoretical part of the preliminary examination i.e. the theoretical part of the examination of a theoretical-practical course in the study programme is conducted only in writing, the chosen expert associates and junior researchers involved in the subject course cannot independently assess the written parts of the preliminary examination or the written parts of the examination.

### **VI. EVALUATING THE SUCCESS ACHIEVED AT THE EXAMINATION**

#### **Article 77**

- (1) The final evaluation of the success achieved by the student at an examination of a particular course shall be based on the evaluation and assessment of student activities and achievements in class during the year and the success achieved by the student at the examination of the same course and the percentage thereof.
- (2) During class, the following student activities and achievements can be evaluated and assessed:
  1. regular attendance;
  2. student activities in class defined by the study programme resulting in the achievement of credits (participation in discussions, written preparations for class work, tests, essays, workshops, quizzes, term papers and other forms of continuous assessment of students' acquired knowledge);
  3. preliminary examinations which monitor student achievements progressively.
- (3) Upon completion of class of a particular course, the evaluation and assessment of the students' achievement at the examination shall be carried out in:
  1. theoretical courses of the study programme through written and oral, or only oral or only written examinations;
  2. theoretical-practical courses of the study programme through:
    - o testing and evaluation of acquired motor achievements, motor skills and motor knowledge (practical part of the examination)
    - o written and oral, or only oral and only written examinations (theoretical part of the examination).

### **Article 78**

The course syllabus prescribes how student's activities during the class and the success achieved in the examination are evaluated and then calculated in the final grade at the examination of a particular course.

### **Article 79**

With partial as well as comprehensive examinations in theoretical and theoretical-practical courses, as common criteria for determining the pass rate of an examination, regardless of how individual examinations are conducted (written and oral or practical and written and/or oral examination), the criteria:following are taken

- |                                |                  |
|--------------------------------|------------------|
| ■ 60-70% of correct answers    | satisfactory (2) |
| ■ up to 80% of correct answers | good (3)         |
| ■ up to 90% of correct answers | very good (4)    |
| ■ above 90% of correct answers | excellent (5)    |

### **Article 80**

- (1) The final success of a student at the examination of each course of the study programme shall be expressed by the national grading scale (grades 1 to 5) and, if necessary, the ECTS grading scale (grades A to F) in the ECTS system in which:
  - grade excellent (5) corresponds to the grade A of the ECTS scale and vice versa,
  - grade very good (4) corresponds to the grade B of the ECTS scale and vice versa,
  - grade good (3) corresponds to the grade C of the ECTS scale and vice versa,
  - grade satisfactory (2) corresponds to the grade D of the ECTS scale, and grades D and E of the ECTS scale are translated into the grade satisfactory (2),
  - grade fail (1) corresponds to the grade F of the ECTS scale, and grades F and FX of the ECTS scale are translated into the grade fail (1).
- (2) The passing grades shall be: excellent (5), very good (4), good (3) and satisfactory (2) and are entered in the examination application form, ISVU, student document (Student Transcript Book).
- (3) Grade unsatisfactory (1) is not a passing grade and it shall be entered in the examination application form and ISVU.
- (4) If the student success data on the examination entered into the ISVU system do not match the information in the Student Transcript Book or the examination application form, until proven otherwise, the grade entered by the examiner in the examination application form and verified by their signature shall be relevant.

## **VII. EXAMINATION PERIODS AND THE MANNER OF APPLICATION AND CANCELLATION OF EXAMINATIONS**

### **Article 81**

- (1) Examination periods shall be regular and extraordinary
- (2) There shall be three regular examination periods for comprehensive examinations at the Faculty: winter, summer and autumn.
- (3) The winter and summer regular examination periods shall last four weeks and the regular autumn examination periods shall last two to three weeks.
- (4) For the comprehensive examinations, the extraordinary examination periods shall be: the autumn examination period, which generally lasts from the beginning of October to the end of November, and the spring examination period, which generally lasts from the beginning of March to the end of April.
- (5) In all courses in which the students' knowledge assessment is carried out continuously during class through partial examinations, except for regular and extraordinary examination periods meant for

comprehensive examinations, there shall be special terms wherein the partial examination is carried out.

#### **Article 82**

- (1) During the winter and summer regular examination periods, each course educator shall be obliged to provide two examination terms for their course with a gap of at least 12 days between them.
- (2) Exceptionally, course leaders shall be obliged to give two examination terms in March, for those courses which are taken only during the 5th (winter) semester, to 3rd year students who have attended the field classes within the Skiing course in the current academic year.
- (3) Exceptionally, every educator shall be obliged to give one examination term per week during the regular summer examination period, for those courses which are taken only during the 6th (summer) i.e. 5th and 6th (winter and summer) semester, to 3rd year students who are mandatory to attend field classes in the course Water Sports in the current academic year.
- (4) In the course of the regular autumn examination period, each course educator shall be obliged to give one examination term for their course.
- (5) Exceptionally, during the regular fall examination period, each course educator, from the courses within which students have taken classes during the current academic year during the winter and summer semester, or only during the summer semester, shall be obliged to give two examination terms with a gap of at least 8 days between them, if the autumn examination period lasts two weeks, i.e. at least 12 days between them, if the said examination period lasts three weeks.
- (6) During the extraordinary examination period, each course educator shall be obliged to give students at least one examination term for their course.

#### **Article 83**

The calendar of examination periods shall be determined and published at the beginning of each academic year on the website of the Faculty and must contain all established examination terms for final and partial examinations in one academic year for all courses of the study programme.

#### **Article 84**

- (1) Pursuant to Article 44, paragraph (1) of this Ordinance, each course educator or leader shall, before the beginning of the academic year, define for their course the components and terms of passing the preliminary examination and the comprehensive examinations in the respective academic year, and submit them to the Vice-dean for Education and Students.
- (2) After analyzing, and if necessary, in agreement with the course educators i.e. leaders of individual courses, making any necessary corrections to the proposed terms of the preliminary examinations and comprehensive examinations, the Vice-Dean for Education and Students shall publish said terms on the website of the Faculty within the syllabus of the subject academic year.
- (3) Each course educator i.e. leader shall be obliged to publish the determined syllabus for their course on the web pages dedicated to said course.<sup>11</sup>

### **Article 85**

- (1) If during the year for justified reasons (business trip, illness of the course educator, etc.) there is a need for subsequent modification of the established and published examination terms, the educator shall be obliged to apply, in written form, delivered to the Vice-dean for Education and Students through the official registry book no later than 7 days prior to the scheduled examination term, a request for approval of such change.
- (2) Upon approval of the request referred to in paragraph (1) of this Article, the Vice-dean for Education and Students shall submit the request directly to the ISVU Coordinator for the timely entry of the change to the ISVU system.
- (3) In the case referred to in paragraph (1) of this Article, the course educator shall be obliged to admit all students who have applied for original examination term during the week following the week in which the examination in the subject course was to be held.

### **Article 86**

- (1) The student shall apply for the examination through the Information System for Higher Education Institutions (hereinafter: ISVU) i.e. via the Studomat or any personal computer no later than 3 (three) calendar days before the examination term for which they are applying.
- (2) If the student for any reason cannot take the examination, they shall be able to cancel the said examination in the same manner in which they applied for it, but no later than 2 (two) calendar days before the examination term for which they have applied.
- (3) A student who does not cancel the examination within the period provided for in paragraph (2) of this Article may exceptionally request the examination to be cancelled directly to the educator in question via a written request submitted on the prescribed form (Annex III to this Ordinance) no later than the beginning of the scheduled examination term. The request approved by the course educator must immediately be submitted by the student to the Vice-dean for Education and Students for verification and immediately afterwards to the ISVU Coordinator.
- (4) For every such subsequently authorized cancellation of an examination, the student shall be obliged to pay to the Faculty the appropriate financial compensation determined by a special decision of the competent bodies of the Faculty.
- (5) By way of derogation from paragraph (3) of this Article, a student may, in the event of force majeure (illness, injury, death in the family, etc.) even after the expiry of the deadline for cancellation of the examination, until the closing of the examination term in the ISVU system, request the course educator and the Vice-dean for Education and Students to cancel the said examination, via a written request submitted on the prescribed form (Annex III to this Ordinance) with the mandatory enclosed relevant documentation. If the student's request is accepted as justified, the same request shall be verified by the signature of the course educator and the Vice-dean for Education and Students, and forwarded to the ISVU Coordinator without delay.
- (6) A student who has not passed the examination of a particular course may take the examination from said course again only after the passage of at least 8 (eight) calendar days from the previous examination. "

### **Article 87**

- (1) The schedule of examination taking for the students who have applied for them shall be announced by the educator through the ISVU system of the Faculty on the first following working day after the expiry of the prescribed deadline for the cancellation of the examination, i.e. no later than 24 hours before the beginning of the examination.
- (2) If due to the large number of applicants for the examination, the examination within the same examination term must be conducted during two or more days, the examination schedule for each course shall be determined in a way that the examination in each examination term can be taken by

the students who have applied and have the regular right to take the examination from the said course during the particular examination term.

#### **Article 88**

- (1) A student who does not cancel the examination in a timely manner shall lose the right to take that examination until the next examination term, and the examiner shall enter a zero in the ISVU system. Such loss of the right to take the examination is counted in the maximum number of attempts to pass the examination from a particular course.
- (2) The examiner shall enter the grade "unsatisfactory (1)" in the ISVU system for a student who drops out of an examination that has already started.

#### **Article 89**

All students who have applied for the examination within a certain examination term, except for those students who have cancelled the examination in the prescribed manner and before the stipulated deadline, must be registered in the ISVU system by the examiner, upon completion of the examination term, in one of the following ways:

- passed the examination with a grade of 2-5 (satisfactory - excellent)
- failed the examination, grade 1 (unsatisfactory)
- did not take the examination (0).

#### **Article 90**

- (1) The practical part of the examination, together with the theoretical (written and oral) part of the examination, form one whole and are graded with a single grade.
- (2) The practical part of the examination can be done separately from the theoretical part, having in mind that the whole examination must be completed within five days, which means that all students who have applied for a certain examination term must receive a grade in their Student Transcript Book from the authorized examiner in the specified period (if they have passed the examination), and the examiner shall be obliged to enter the same grade in the ISVU system at the same time, and to, upon completion of the examination in that examination term, print out the examination application forms for all students, verify them with their signature and conclude the examination term.
- (3) The examiner cannot open a new examination term in the ISVU system before concluding the previous examination term.

#### **Article 91**

- (1) The examination of the same course may be taken no more than four times.
- (2) The fourth time taking the examination is carried out before the Permanent Examining Committee (3 members and 1 alternate member), who are nominated by the Faculty Council, as a rule, for one academic year, at the proposal of the course leader.
- (3) Only an educator or an external associate of the Faculty elected to the appropriate teaching and research or teaching title may be appointed as a member of the Examining Committee.
- (4) Typically, the course educator or one of the course educators regularly selected for the course is appointed as chairperson of the Committee.

#### **Article 92**

- (1) The date of the examination before the Examining Committee shall be determined by the chairperson of the Examining Committee, having in mind that the student cannot take the examination before the Examining Committee before at least 12 days from the previous taking of the examination pass.
- (2) If the student referred to in paragraph 1 of this Article has not previously passed the full practical part



#### **Article 96**

of the examination, the appointed Committee shall evaluate the motor achievements and skills and methodical knowledge of the student from the remaining elements of the practical part of the examination, and then the student's knowledge on the theoretical part of the examination.

### **VIII. CONSENT TO THE OBTAINED GRADE AND THE RIGHT TO APPEAL THE OBTAINED GRADE**

#### **Article 93**

- (1) Immediately after the completion of the final partial i.e. comprehensive examination from a specific theoretical or theoretical-practical course, the educator shall be obliged to inform the student orally about their final grade from the passed examination.
- (2) The course educator shall enter the grade unsatisfactory in the examination application form and the ISVU system for the student who is not satisfied with the passing grade and does not consent to said grade.
- (3) When retaking the examination referred to in paragraph (2) of this Article, as regards the acknowledgement of a previously passed written or practical part of the examination, the same rules as for any other retaking of an examination shall apply.
- (4) Exceptionally, at the explicit request of the student himself, the course educator may also allow the same student to take the written or practical part of the examination again.

#### **Article 94**

- (1) A student who is not satisfied with the final negative grade obtained on the examination, may, within 24 hours after the assessment has been communicated, submit a written appeal to the grade with the relevant explanation of the appeal.
- (2) An appeal against the grade obtained at the examination shall be submitted to the Dean of the Faculty written on the prescribed form (Annex IV to this Ordinance) exclusively through the official registry book.
- (3) Appeals against the grades obtained at the examination before the Examination Committee regarding the objectivity of the examiner(s), the examination criteria, the uneven criteria of the examiner(s) and the like shall not be allowed.
- (4) Exceptionally, as regards the examinations held before the Examining Committee, only the appeal regarding the possible irregularity of the conducted commission examination shall be allowed.

#### **Article 95**

- (1) If the appeal is admissible, timely and addressed by an authorized person, and contains the relevant explanation, the Dean of the Faculty shall, within 24 hours from the receipt of the complaint, appoint an Examining Committee consisting of a chairperson and two members of the committee, with one member of the committee having to be from a different course, and the examiner with whose grade the student was not satisfied not being able to preside as chairperson. If necessary, a person who is involved in the same or related course at another higher education institution in an appropriate teaching and research title may be named a member of the Committee.
- (2) The Dean shall determine the time the examination is to be held at, but the examination before the Committee must be held no later than three days after the appointment of the Committee members.
- (3) The written examination or the written part of the examination will not be repeated before the Committee, but it will be re-evaluated by the Committee before the student.
- (4) If the student has not yet passed the practical part of the examination or just some of the elements of that part of the examination, the remaining part of the practical part of the examination will be taken before the Examining Committee and if they do not pass the examination, they will not be able to take the theoretical part of the examination.

- (5) The Committee shall make its decision by a majority vote.
- (6) The decision of the Committee shall be final.

#### **Article 96**

- (1) An appeal against a grade can only be submitted to the grade obtained in the comprehensive examination.
- (2) It shall not be possible to appeal against the grade obtained on the partial examination, given the nature of that examination and the fact that students pass these examinations without an examination application form and that they are also allowed to repeat such an examination without appealing and without application.

### **IX. PARTIAL AND COMPLETE RELEASE FROM THE OBLIGATION TO TAKE THE PRACTICAL PART OF THE EXAMINATION**

#### **Article 97**

- (1) A student may be released from the obligation to pass certain exercises and elements of the practical part of the examination due to injury or illness that are directly contraindicated with the nature of their illness or injury.
- (2) An exemption from the obligation to take part in the practical examination a particular course is possible only for a student:
  - in the final years of the study (III, IV or V year of study);
  - whose disease or injury left permanent consequences after treatment lasting one year or more.
- (3) By scope, a student may be exempt from taking part of the examinations of a maximum of up to 50% of the programme concerning the practical part of the examination of a particular course, but they may in no case be exempt from passing those exercises and elements that are required as a compulsory element of the curriculum and course syllabus of physical and health education in primary and secondary school.

#### **Article 98**

The reduced scope of taking the practical part of the examination cannot be acknowledged for the student who, upon enrollment, explicitly stated that they did not suffer from any disease or that there were no physical injuries that could hinder them in the study, but for whom subsequently it was determined that such illness or injury nonetheless existed prior to enrollment.

#### **Article 99**

- (1) Exceptionally, a complete exemption from the obligation to take the practical part of the examination in a particular course may be granted, in justified cases (due to injury or serious illness with permanent consequences), only to the student:
  - of the final fifth year, i.e., a graduate student
  - from at most one theoretical-practical course of the study programme,
- (2) Full exemption from the obligation to take the practical part of the examination, in accordance with paragraph (1) of this Article, may be granted to the student only after they have passed all other courses of the study programme.

#### **Article 100**

- (1) The decision on partial or complete exemption of the obligation to take part of the practical part of the examination of a particular course on the basis of a written and reasoned request of the student shall be made by an expert committee directly appointed, for each particular case, by the Vice-dean for Education and Students.
- (2) The Expert Committee shall consist of three members, with the course leader of the subject course or one of the course educators as the chairperson of the Committee, and with one of the Faculty educators who is a medical doctor by profession obligatorily appointed to the Committee.
- (3) The request (appeal) for partial or complete exemption from the obligation to take the practical part of the examination in a particular course shall be submitted on the prescribed form (Annex V to this Ordinance).
- (4) In addition to his request, the student shall be obliged to submit all medical and other documentation proving the validity of their request.

#### **Article 101**

- (1) The decision of the Expert Committee from Article 100 of this Ordinance made on the student's request for partial or complete exemption from the practical part of the examination shall be considered as a first instance decision. A student who, for any reason, is not satisfied with the decision of the Expert Committee may, within 8 days after the receipt of the decision in question, file a complaint with the Education and Students Committee.
- (2) The decision of the Education and Students Committee issued on the student's appeal shall be final and enforceable.

### **X. CONDITIONS FOR ADMISSION OF STUDENTS INTO THE HIGHER SEMESTER OR HIGHER YEAR OF STUDY**

#### **Article 102**

The student may be admitted to a university study of kinesiology if they fulfill all the study requirements expressed in ECTS credits by the end of the regular admission deadline.

#### **Article 103**

The student shall acquire the right to be conditionally admitted to the higher year of study programme if, by the end of the regular admission deadline, they fulfill their study obligations expressed in at least 50 ECTS credits during the current year of study.

#### **Article 104**

The right of conditional enrollment in the higher year of study shall be acknowledged to the students who are currently:

- 1) top athletes in Croatia in the 1st and 2nd category which, by the expiry of the regular admission deadline, fulfill the study obligations expressed in at least 40 ECTS credits;
- 2) top athletes in Croatia in the 3rd category and children of killed, deceased, imprisoned or missing Croatian veterans, as well as children of Croatian Disabled Homeland War Veterans of the 1st group who, by the end of the regular admission deadline, have fulfilled their study obligations expressed in at least 45 ECTS credits;

from the courses of the current year of study.

#### **Article 105**

- (1) In duly justified cases, the Faculty Council may, at the express request of the student organization and upon the proposal of the Education and Students Committee, determine exceptionally for admission in a particular academic year more liberal admission conditions than those provided for in Articles 102 and 103 of this Ordinance.
- (2) The criteria for granting more liberal conditions for admission in the higher year of study shall be determined by a special decision of the Faculty Council, which must be adopted no later than three months after the adoption of this Ordinance.

#### **Article 106**

The envisaged right of conditional admission in the higher year of study (Articles 103, 104 and 105 of the Ordinance) cannot be acknowledged to the student who has not passed one or more examinations of courses from the previous academic year.

#### **Article 107**

- (1) A student cannot be admitted to a higher year of study regardless of the number of examinations and ECTS credits obtained, unless they have received a signature for all enrolled courses on proper class attendance and fulfillment of other study obligations.
- (2) The Education and Students Committee can, exceptionally and in justified cases, approve admission to the higher year of study based on the student's written request, for a student who, due to the number of ECTS credits, has acquired the conditions for admission in the higher year of study, but who does not have a signature on proper class attendance from certain course(s) of the study programme.

#### **Article 108**

A student who does not meet the requirements for admission in the higher year of study in accordance with Articles 105 through 110 of this Ordinance, shall be readmitted into the same year of study and study obligations which they did not fulfill in the previous year as well as new study obligations from the higher year of study, but in such a way that his study obligations are limited within the allowed 70 ECTS credits per academic year. "

#### **Article 109**

The decision of the Education and Students Committee allows a student who regularly fulfills their obligations and who passes all the courses prescribed by the syllabus regularly to be admitted into an additional elective course. "

### **XI. DURATION OF FULL-TIME STUDENT STATUS AND PAUSING STUDY OBLIGATIONS**

#### **Article 110**

- (1) The full-time student status at an integrated undergraduate and graduate university study of Kinesiology shall belong to a student during the prescribed duration of study, i.e. at most during a period that is two study years longer than the prescribed duration of study specified in Article 8 of

this Ordinance (seven years from the original admission).

- (2) Exceptionally, at the integrated undergraduate and graduate studies of kinesiology, the full-time student status shall belong to a student who currently:
- has been a top athlete in Croatia in the 1st and 2nd category for 10 (ten) years;
  - has been a top athlete in Croatia in the 3rd category and quality (excellent) athlete in the 4th category for 9 (nine) years;
  - has been a gifted athlete in the 5th and 6th category for 8 (eight) years;
- counting from the original admission of an individual student to the study programme
- (3) The established right referred to in paragraph 2 of this Article shall also be acknowledged to all students who have attained the status of a current top, excellent or gifted athlete in Croatia for at least two years during their studies at this Faculty.
- (4) A student who fails to complete their studies within the prescribed regular deadline for completion of studies referred to in paragraph (1) or paragraph (2) of this Article, may continue the commenced studies in the status of an after-graduate student, without the student rights belonging to a full-time student, with the obligation of attending classes from the possibly not attended courses, as well as the obligation to take any qualification examinations if the study programme is changed in the meantime.
- (5) The right to health insurance, family pension, subsidized meals, accommodation in a student dormitory and other rights shall be acquired by full-time students in accordance with special regulations.

#### **Article 111**

A student shall have the right to pause student obligations:

- during the performance of mandatory military conscription;
- a female student during pregnancy or student who is a mother or student who is a father using maternity or parental leave for up to one year of the child's life;
- during an illness or injury that has prevented the student from attending classes and/or preparing the examinations for at least three consecutive months or four months with interruptions during one academic year;
- for the care of a seriously ill member of the immediate family of the same duration;
- during the international student exchange of a duration longer than 30 days during the performance of classes, in the case the student does not obtain ECTS credits during such exchange;
- in other justified cases.

#### **Article 112**

- (4) Students who are currently categorized as top, excellent and gifted athletes in Croatia up to I. the 6th category can at their request pause a single academic year due to: sports preparations and appearances in the Croatian national team at the Olympic Games, World and European Championships, Mediterranean Games and other international sports competitions; participation in domestic and international club competitions; temporary sports engagement abroad and the like.
- (5) Pursuant to paragraph (1) of this Article, students - top, excellent and gifted athletes in Croatia may pause their obligations for a maximum of two academic years during their studies.
- (6) If the student-athletes referred to in paragraph (1) of this Article exercise their right to pause their obligations for the second time in the same academic year (third admission of the same academic year), such admission shall require the student to pay the corresponding participation fee for the costs of their study according to the same general criteria that apply to all other full-time students of the Faculty (the number of ECTS credits obtained and the grade point average from all examinations

passed).

#### **Article 113**

- (1) In addition to students who are top, excellent and gifted athletes in Croatia, the academic year can be paused due to temporary sports engagement abroad by all other students - active non-categorized athletes.
- (2) The students referred to in paragraph (1) of this Article may pause their obligations for a maximum of one academic year during their entire study due to temporary sports engagement abroad.

#### **Article 114**

- (1) The request for approval of a pause of obligations, i.e. the request for placing the academic year on pause shall be submitted on the prescribed form, which is an integral part of this Ordinance (Annex VI), directly to the Student Office of the Faculty, as a rule, at the end of the academic year to which it applies, and at the latest 7 (seven) days before the deadline for admission into the new academic year.
- (2) All requests submitted after the deadline shall be rejected by the Committee as untimely.
- (3) In addition to the reasoned request, the student shall be obliged to submit all relevant documentation proving the validity of their request.

#### **Article 115**

- (1) The request of the student to put the current academic year on pause shall be directly decided upon by the Education and Students Committee
- (2) The Committee shall decide on the request for putting the academic year on pause due to injury or illness, after obtaining the opinion of the Medical Committee.
- (3) A student who has put in a request for pausing the academic year shall not be, as a rule, admitted into the new academic year before the Committee resolves their request.

#### **Article 116**

- (1) The approved pause time does not count as part of the duration of the study.
- (2) During the period on pause, a student may take the examinations if they have fulfilled the requirements for taking these examinations.
- (3) If the curriculum is changed during the said pause, the student must take and pass the courses that were added or changed in the curriculum in the meantime.

## **XII. TERMINATION OF STUDENT STATUS**

#### **Article 117**

Student status of a student of the University Study Programme of Kinesiology shall cease upon:

1. graduation from the study programme,
2. dropping out from the study programme,
3. failing to enroll in the next academic year within the prescribed time limit,
4. failing to obtain at least 35 ECTS credits from the passed examinations of the study programme in two consecutive academic years,

5. permanent expulsion from the Faculty due to a disciplinary wrongdoing,
6. the repeated enrollment of a course, in accordance with Article 43, paragraph (2) of this Ordinance, and failing to pass the examination from the said course in the eighth attempt,
7. the expiry of a period twice as long as the prescribed duration of studies, with the duration of a pause of study obligations not being taken into account,
8. in other cases, stipulated by the Law, the Statute or other general acts of the Faculty

#### **Article 118**

The student who has dropped out from the study programme, as well as the student whose student status has been terminated on a different basis, with the exception of regular completion of studies, shall be issued a certificate of withdrawal indicating the time of study, the total number of ECTS credits obtained and a list of passed examinations with the corresponding ECTS credits and obtained grades. A note of withdrawal shall be entered into the student document.

#### **Article 119**

- (1) A person who loses their status as a student of a university study programme of kinesiology may not be readmitted in the same study programme nor continue their studies in the same study programme.
- (2) Exceptionally, a person whose status as a student of a university study of kinesiology has been terminated in accordance with Article 117, items 2 and 3 of this Ordinance may, in justified cases, be readmitted into the same study.
- (3) If the curriculum had been changed during the interruption of the study, the student must take and pass the courses that were added or changed in the curriculum in the meantime.
- (4) The student referred to in paragraph (2) of this Article, who has been granted re-admission, shall continue the commenced studies with payment of the maximum tuition fee.

### **XIII. COMPLETION OF THE STUDY AND FORMAL GRADUATION CEREMONY**

#### **Article 120**

- (1) The integrated undergraduate and graduate university study of kinesiology shall end with the completion of all examinations and completion of all other study obligations, as well as the preparation and public defense of the student diploma thesis in accordance with the study programme.
- (2) A special decision of the Faculty Council shall regulate in detail all issues related to the manner and procedure of preparation and public defense of the student diploma thesis, and especially questions regarding the registration of the thesis topic, drafting and structuring the diploma thesis, grading of the diploma thesis and the procedure of public diploma thesis defense.

#### **Article 121**

- (1) Upon completion of the integrated undergraduate and graduate university study of kinesiology, the student shall be issued a diploma confirming the completion of studies and the acquisition of an appropriate academic title in accordance with the Law.

- (2) The diploma, as a public document on completed studies and acquired academic title, shall be issued in the Croatian language.
- (3) At the request of the student and at their expense, the diploma can be issued in Latin and in one of the world languages.

#### **Article 122**

- (1) Upon completion of the studies, the Faculty shall be obliged to issue to the student a supplementary certificate of study in Croatian and English language without charge and for the purpose of providing detailed insight into the level, content, and the system and rules of the study.
- (2) The supplementary study certificate is a public document in Croatian and English language which is attached to the diploma in order to provide a detailed insight into the level, content, and the system and rules of study at the university study of kinesiology.
- (3) The contents of the supplementary document shall be prescribed by the Minister and its form shall be prescribed by the Senate.
- (4) Diplomas, supplementary documents of studies and certificates issued by the Faculty are public documents.

#### **Article 123**

- (1) The cumulative grade point average of success in the study shall depend on the grades obtained on the examinations from all courses of the study programme, including the grade obtained from the diploma thesis and the corresponding ECTS credits.
- (2) The cumulative grade point average of achievement in the study shall be determined by summing the individual examination grades of all the courses referred to in paragraph (1) of this Article, multiplied by their respective ECTS credits, and the result shall be divided by the sum of ECTS credits from all courses referred to in paragraph (1) of this Article.
- (3) The cumulative grade point average of study success in documents shall be expressed by rounding it to the second decimal place.
- (4) Courses that are only graded with a pass shall not be taken into account when calculating the overall grade of study success.

#### **Article 124**

- (1) Students with the highest overall grades at the end of their undergraduate degree shall be given Latin honors:
  - Master of Kinesiology with highest honors (SUMMA CUM LAUDE Master of Kinesiology),
  - Master of Kinesiology with high honors (MAGNA CUM LAUDE Master of Kinesiology),
  - Master of Kinesiology with honors (CUM LAUDE Master of Kinesiology).
- (2) Detailed conditions for receiving named honors shall be determined by a special decision of the Faculty Council, taking into account the grade point average, the total duration of studies and other relevant criteria.

#### **Article 125**

- (1) The graduates of the university study of kinesiology shall be awarded diplomas at the formal graduation ceremony.
- (2) At the formal graduation ceremony, graduates shall be handed the diploma by the Dean of the Faculty and two promoters.



#### **XIV. VERIFYING THE SUCCESS OF THE COURSE WORK AND EVALUATING THE IMPLEMENTATION OF THE CURRICULUM**

##### **Article 126**

The Faculty shall be obliged, as the provider of the study programme, to continuously monitor and improve the quality of course work of each individual course or module and the study programme as a whole, as well as organizational and administrative support to the study programme in accordance with the act on quality management.

##### **Article 127**

- (1) Faculty employees in teaching and research, teaching and associate titles shall be subject to a review of their work in accordance with the Statute of the University, the Statute of the Faculty, this Ordinance and other general acts of the Faculty.
- (2) The method of review shall be determined by the University Senate, taking into account the specificities of the particular study programme and the provider of the study.

##### **Article 128**

- (1) Regular assessment of the success of course work regarding a particular course shall be performed at least once a year by students and the department to which the particular course belongs.
- (2) Students shall evaluate the success of course work for individual courses at least once a year via a student survey, and the department via evaluation forms.
- (3) Student surveys (questionnaires) shall assess the content and organization of course work, the appropriateness of the examination, and the overall performance of individual educators.
- (4) Student surveys shall be mandatory for students and shall be one of the conditions for obtaining the right to take the examination from a particular course. Only those students who have obtained the right to take the examination on the basis of proper class attendance may take part in student surveys.
- (5) The evaluation forms of the department shall evaluate the course work of individual educators and the passing rate of examinations.

##### **Article 129**

- (1) The Quality Assurance Committee shall be responsible for the analysis of the student survey. The aforementioned Committee shall submit the results of the survey analysis to the department heads.
- (2) Heads of departments shall be obliged to:
  - a) inform the members of the department of all results of the student survey concerning the evaluation of course work;
  - b) discuss with each educator individually the results of the student evaluation of their work;
  - c) once a year, and at the latest in September for the previous academic year, publish on the notice board and the web page of the department, as a feedback for students, a report on the total result of the evaluation of course work in that academic year (without indicating individual grades of educators), as well as planned measures to improve the quality of course work;
  - d) ensure that the results of the survey have a positive impact on the quality of the course work and report to the Committee on the measures taken to improve the quality of course work based on the surveys, no later than three months after receiving the final analysis of the survey.
- (3) The Quality Assurance Committee shall assist, supervise, and coordinate the implementation of

student surveys in the departments and ensure that the results of the evaluation have a positive impact on the quality of the study programme as a whole.

- (4) The Quality Assurance Committee, with the assistance of the Vice-dean for Education and Students, shall coordinate the evaluation of course work quality with other constituents of the University, and regularly report to the Education and Students Committee on its work.

#### **Article 130**

- (1) The content of the student survey (questionnaire) shall be determined by the Senate of the University of Zagreb and the Faculty Council at the proposal of the Education and Students Committee. The responsibility for conducting the survey shall be in the domain of the Quality Assurance Committee, under the supervision of the Vice-dean for Education and Students.
- (2) The student survey shall be anonymous.
- (3) The results of the review of the success of course work shall directly affect the amount of the salary that is provided to teaching and research staff from the Faculty's own resources and to the selection of educators into teaching and research and teaching titles, in the manner stipulated by special acts of the Faculty on the conditions and procedure for the selection of titles.

### **XV. TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 131**

Students of an integrated undergraduate and graduate kinesiology study programme who have mastered the study programme without repeating years shall be entitled to finish their studies under the programme and the conditions that were in force when they were originally admitted, unless otherwise provided for by the provisions of this Ordinance, more favourable to them.

#### **Article 132**

- (1) All the provisions of this Ordinance pertaining to the Student Transcript Book shall apply exclusively to students admitted in the academic year 2016/17 and earlier, and in accordance with the Decision on the Abolition of the Student Transcript Book as an Official Student Document at the Faculty of Kinesiology, University of Zagreb from 13th July 2017, Class: NP-023-01/17-06/1, Reg. No: 251-75-01-1-17-1.
- (2) All the provisions of this Ordinance concerning the entry of the grade in the examination application form and the treatment of the examination application forms shall be applied in the manner determined by the Decision on the Abolition of Filling in of the Examination Application Forms at the Faculty of Kinesiology, University of Zagreb from 13th July 2017, class: NP-602- 11/17-16/1, Reg. No: 251-75-01-1-17-1.

#### **Article 133**

On the day this Ordinance enters into force, the Ordinance on Attendance, Conditions for Admission into the Semesters, Taking of Examinations and Diploma Thesis from 27th June 1984 shall cease to be valid, and all other general acts of the Faculty adopted pursuant to that Ordinance.

**Article 134**

After its adoption this Ordinance shall be published on the notice board and on the website of the Faculty, and shall enter into force on the eighth day after its publication, and shall be applicable from 1st October 2011 i.e. the beginning of the academic year 2010/11.

Dean

*(signature)*

*(illegible) Tomislav Krističević*

*(seal: FACULTY OF*

*KINESIOLOGY*

*UNIVERSITY OF ZAGREB)*

Class: 012-02/18-01/002

Reg.Number: 281-75-03-18-07

28<sup>th</sup> March 2018

*This Ordinance was published on the notice board and on the website of the Faculty on \_\_\_\_\_ 2018.*

**REQUEST FOR EXCUSING THE ABSENCE FROM CLASSES**

(Annex I - Article 31 of the Ordinance).

(first and last name of the student)  
full-time student \_\_\_\_\_ year of study  
in the academic \_\_\_\_\_ year  
(Tel.no.: \_\_\_\_\_  
or mobile number \_\_\_\_\_)

UNIVERSITY OF ZAGREB

**FACULTY OF KINESIOLOGY**

Attn: \_\_\_\_\_, PhD \_\_\_\_\_

here

Subject matter: Request for Excusing the Absence from Classes

**I.**

**REQUEST**

(brief explanation of the request)

In Zagreb, \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(signature of the student)

*Annexes:*

- 1.
- 2.

1. The student shall submit a request for excusing the absence from classes directly to the course educator(s), and shall be obliged to enclose valid documentation on the reasons for absenteeism.
2. The student shall be obliged to submit a request for excusing the absence from classes due to sports obligations and professional practice, as a rule, immediately before leaving for sports preparation or competition or before leaving for professional practical work.

If the student, for objective reasons, was not able to submit the request for excusing the absence from classes in a timely manner before leaving for sports preparation or competition, or before leaving for professional traineeship, as well as in all other cases of absenteeism, they must do so within 7 days upon returning to class.

**II.**

**DECISION OF THE COURSE EDUCATOR:**

Subject request of named student

**IT IS ACCEPTED - REJECTED AS UNFOUNDED**

(cross-out unsuitable text)

In Zagreb, \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(signature of course educator)

3. The student can claim and exercise the right to obtain a signature on proper class attendance at the latest by the end of the academic year to which this right applies.

**REQUEST FOR PARTIAL EXEMPTION FROM THE  
OBLIGATION OF THE REPEATED ATTENDANCE OF  
CLASSES FROM A CERTAIN COURSE**

(Annex II. - Article 36 of the Ordinance).

\_\_\_\_\_  
(first and last name of the student)  
full-time student year of study  
in the academic \_\_\_\_\_ year  
(Tel.no.: \_\_\_\_\_  
or mobile number \_\_\_\_\_ )

UNIVERSITY OF ZAGREB

**FACULTY OF KINESIOLOGY**

Attn: PhD \_\_\_\_\_

here

**Subject matter:** *Request for Partial Exemption from the Obligation  
of Repeated Attendance of Classes from a Certain Course  
in academic \_\_\_\_\_ year*

**I.**

**REQUEST**

(brief explanation of the request)

In Zagreb, \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(signature of the student)

1. *At the explicit request of the student, the course educator may exceptionally relieve the student of the obligation of repeated attendance:*
  - *of a part of the practical classes and the related theoretical part of the classes or practical classes as a whole if the same student has previously passed that part of the material or the practical part of the examination in its entirety;*
  - *a part of the theoretical classes in a theoretical course if the student has previously passed that part of the course material.*
2. *The course educator from the courses in which the practical part of the course is taught as fieldwork (Skiing, Water Sports, etc.) shall, upon an explicit written request, exempt from repeated attendance of the practical classes a student who did not pass all the elements from the practical part of the examination, with the provision that the student must make sure to retake all the remaining elements of the practical part of the examination.*
3. *The request of the student and the decision of the educator to accept or reject the request remains, after the request has been resolved, in the documentation of the course educator.*

**II.**

**DECISION OF THE COURSE EDUCATOR:**

Subject request of named student

**IT IS ACCEPTED - REFUSED AS UNFOUNDED**

(cross unsuitable text)

Accordingly, the named student is exempt from their obligation of repeated attendance from

*(specify practical, or practical and theoretical, or only theoretical part of the material)*

Course \_\_\_\_\_ during the winter - summer  
semester academic \_\_\_\_\_ year

In Zagreb, \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(signature of course educator)

4. The student can claim and exercise the right to obtain a signature on proper class attendance at the latest by the end of the academic year to which this right applies.

**REQUEST FOR EXAMINATION CANCELLATION AFTER  
THE EXPIRATION OF THE REGULAR DEADLINE FOR  
CANCELLATION** (Annex III. - Article 86 of the  
Ordinance)

\_\_\_\_\_ )  
(first and last name of the student)

full-time student \_\_\_\_\_ year of study

in the academic \_\_\_\_\_ year

(Tel. no.: \_\_\_\_\_ )

or mobile number \_\_\_\_\_ )

UNIVERSITY OF ZAGREB

**FACULTY OF KINESIOLOGY**

Attn: PhD \_\_\_\_\_

here

Subject matter: *Request for Examination Cancellation After the Expiration of the  
Regular Deadline for Cancellation, due to force majeure (illness, death, etc.)*

**I.**

**REQUEST**

(brief explanation of the request)

In Zagreb, \_\_\_\_\_ 20

\_\_\_\_\_  
(signature of the student)

Attn:

1. Vice-dean for Education and Students

Annexes:

- 1.
- 2.
- 3.

1. *The student can submit a Request for Examination Cancellation After the Expiration of the Regular Deadline for Cancellation due to force majeure (illness, death etc.), to the attention of the course educator and the Vice-dean for Education and Students, until the closing of the examination term in the ISVU system. The request must be accompanied by the mandatory enclosed relevant documentation giving grounds to the request.*



**II.**

**DECISION OF THE COURSE EDUCATOR AND VICE-DEAN FOR EDUCATION AND STUDENTS**

Subject request of named student

**IT IS ACCEPTED - REFUSED AS UNFOUNDED**

(cross-out unsuitable text)

\_\_\_\_\_  
*(signature of the Vice-dean for Education and Students)*

*(signature of course educator)*

In Zagreb, \_\_\_\_\_ 20 \_\_\_\_\_

1. *If the student's request is accepted as justified, the same request shall be verified by the signature of the course educator and the Vice-dean for Education and Students, and forwarded to the ISVU Coordinator for further procedure without delay.*

**APPEAL AGAINST A GRADE OBTAINED AT AN EXAMINATION**

(Annex IV. - Article 94 of the Ordinance).

\_\_\_\_\_  
(first and last name of the student)  
full-time student \_\_\_\_\_ year of study  
in the academic \_\_\_\_\_ year  
(Tel. no.: \_\_\_\_\_  
or mobile number \_\_\_\_\_ )

UNIVERSITY OF ZAGREB

**FACULTY OF KINESIOLOGY**

Attn: Dean

Prof. \_\_\_\_\_, PhD \_\_\_\_\_

here

Subject matter: *appeal against a grade obtained on  
on the examination from the course \_\_\_\_\_  
and a request to retake the examination before the Examining Committee*

**I.**

**APPEAL**

(brief explanation of the appeal)

In Zagreb, \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(signature of the student)



# University of Zagreb Faculty of Kinesiology



Horvačanski zavoj 15, 10 000 Zagreb, Croatia; URL: www.kif.hr;  
E-mail: dekanat@kif.hr; Tel: 01 3658 666; Fax: 01 3634 146

Pursuant to Article 94 of the Statute of Faculty of Kinesiology, University of Zagreb, Article 94 of the Ordinance on Studying at the Integrated Undergraduate and Graduate University Study Programme and the submitted appeal of the named student, I hereby make the following

## DECISION

1. **ON THE EXAMINING COMMITTEE**, appointing the following:

1. \_\_\_\_\_, chairperson
2. \_\_\_\_\_, member
3. \_\_\_\_\_, member
4. \_\_\_\_\_, alternate member

2. When conducting the Examination before a Committee, the Examining Committee must act in its full composition (all three members of the Commission), as otherwise the conducted examination cannot be considered regular.

3. The committee shall adopt decisions by a majority vote.

4. The examination before the Examining Committee shall be held on \_\_\_\_\_, at \_\_\_\_\_ in \_\_\_\_\_ of the Faculty of Kinesiology.

In Zagreb, \_\_\_\_\_

## DEAN

*Associate Prof. Tomislav Krističević, PhD*

### Note:

1. A student who is not satisfied with the grade achieved may submit an appeal on a negative grade obtained on the examination, only through the official Faculty registry book no later than 24 hours after the grade has been communicated.
2. The appeal must be reasoned.
3. If the student's appeal is based on arguments, the Dean of the Faculty shall appoint the Examining Committee within 24 hours upon receipt of the complaint, but one member of the Committee must be from another course, and the examiner with whose grade the student is dissatisfied cannot preside.
4. If necessary, a person who is not employed by the Faculty may be appointed as a member of the Examining Committee.
5. This decision shall be communicated to all appointed members of the Examining Committee and the Student Office.
6. The examination before a before the Examining Committee must be held within three days of the student's filing of the appeal.
7. Considering that the examination before a committee must be held as a matter of urgency, the student must ascertain the term of the examination before a committee in person at the Student Office.
8. All three members of the Examining Committee shall be obliged to certify the grade entered in the examination application form with their signature.
9. The written examination or the written part of the examination that is negatively graded by the course educator will not be repeated before the Examining Committee, but it will grade it again before the student and if the Committee evaluates the same work as negative, the examination before the Examining Committee will be considered completed.
10. If the student has not yet passed the practical part of the examination or just some of the elements of that part of the examination with the course educator, the remaining part of the practical part of the examination will be taken before the Examining Committee and if they do not pass the examination, they will not be able to take the theoretical part of the examination.

**REQUEST FOR PARTIAL OR COMPLETE  
EXEMPTION FROM THE OBLIGATION OF  
TAKING THE PRACTICAL PART OF THE  
EXAMINATION FROM A CERTAIN  
COURSE**

(Annex V - Article 100 of the Ordinance).

\_\_\_\_\_  
(first and last name of the student)  
JMBAG (Unique Master Academic Citizen  
Number) \_\_\_\_\_  
full-time student \_\_\_\_\_ year of study  
in the academic \_\_\_\_\_ year  
(Tel.no.: \_\_\_\_\_  
or mobile number \_\_\_\_\_ )

UNIVERSITY OF ZAGREB

**FACULTY OF KINESIOLOGY**

attn. Vice-Dean for Education and Students Prof. \_\_\_\_\_, PhD.

here

Subject: *request for partial - complete exemption of the obligation to take the practical part of the examination in the course*

**I. REQUEST**

(brief explanation of the request)

In Zagreb, \_\_\_\_\_ 20

\_\_\_\_\_  
(signature of the student)

Annexes:

- 1.
- 2.

1. *The request for partial - complete exemption of the obligation to take the practical part of the examination in a particular course shall be submitted to the Dean for Education and Students solely through the official registry book.*

*The request must be accompanied by the mandatory enclosed relevant documentation giving grounds to the request.*



Pursuant to Article 100 of the Ordinance on Studying at the Integrated Undergraduate and Graduate University Study Programme and the submitted appeal of the named student, I make the following

### DECISION

1. to the expert committee to evaluate the merits of a student's request for partial - complete exemption of the obligation to take the practical part of the examination in a course:

\_\_\_\_\_ the following are appointed:

1. \_\_\_\_\_, chairperson
2. \_\_\_\_\_, member
3. \_\_\_\_\_, member

The Committee must act in its full composition (all three members of the Commission) when deciding on the request of the named student. The Committee shall make its decision by a majority vote.

In Zagreb, \_\_\_\_\_ 20\_\_

VICE-DEAN FOR EDUCATION AND STUDENTS

\_\_\_\_\_  
(Signature)

Expert opinion of the course educator:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(signature)

Doctor's expert opinion:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(signature)

Expert opinion of the third member of the committee:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(signature)

1. The leader of the subject course or one of the course educators shall be appointed as the Chairperson of the Expert Committee, and one of the Faculty's educators who is a doctor by profession shall be appointed to the Committee.
2. Upon final settlement of the request, the student's Request and the Decisions of the Expert Committee shall be deposited in the student's file.
3. The student can claim and exercise the right to obtain a signature on proper class attendance at the latest by the end of the academic year to which this right applies.

**REQUEST FOR PAUSING  
STUDY OBLIGATIONS**

(Annex VI. - Article 114 of the Ordinance).

\_\_\_\_\_  
(first and last name of the student)  
full-time student \_\_\_\_\_ year of study  
in the academic \_\_\_\_\_ year  
(Tel.no.: \_\_\_\_\_  
or mobile number \_\_\_\_\_ )

UNIVERSITY OF ZAGREB

**FACULTY OF KINESIOLOGY**

Education and Students Committee

here

Subject matter: *Request for Pausing Study Obligations*

*in the academic \_\_\_\_\_ year*

**REQUEST**

(brief explanation of the request)

In Zagreb, \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(signature of the student)

Annexes:

- 1.
- 2.

*1. The request for approval of a pause of obligations shall be submitted, as a rule, at the end of the academic year to which it applies, and at the latest 7 days before the deadline for admission into the new academic year to the Education and Students Committee exclusively through the Registry Book.*

*The request must be accompanied by the mandatory enclosed relevant documentation giving grounds to the request. After the request has been resolved, the Request and Decision of the Education and Students Committee shall be deposited in the student file.*

**II.**

**DECISION OF THE EDUCATION AND STUDENTS COMMITTEE**

Subject request of named student

**IT IS ACCEPTED - REFUSED AS UNFOUNDED**

(cross unsuitable text)

Chairperson of the Education  
and Students Committee

---

*(signature)*

In Zagreb, \_\_\_\_\_ 20 \_\_\_\_