

Pursuant to Article 10 of the Statute of the Faculty of Law in Rijeka, the Faculty Council, at its 241st session held on 24 April 2024, adopted the following:

Regulations on study programs

Subject matter of the regulations

Article 1

- (1) These Regulations govern the organization and conduct of studies in university-integrated and specialist programs, as well as in professional undergraduate and graduate programs, for which the Faculty of Law in Rijeka (hereinafter: the Faculty) is the holder or implementing institution.
- (2) Matters not regulated by these Regulations or other general acts of the Faculty shall be governed by the provisions of the general acts of the University of Rijeka (hereinafter: the University) that regulate study programs and the study process.
- (3) Terms used in these Regulations that have gendered meanings shall be equally applicable to both masculine and feminine genders.

Academic year, semesters, and examination periods

Article 2

- (1) The academic year commences on 1 October and concludes on 30 September of the following calendar year.
- (2) Lectures are delivered in the winter and summer semesters. Each semester lasts fifteen weeks.
- (3) Examinations are held during the regular examination periods: winter, summer, and autumn. The Dean may also designate extraordinary examination periods.
- (4) The regular examination period lasts four to five weeks. During the winter examination period, students take examinations in courses conducted in the winter semester, and during the summer examination period, examinations are held for courses conducted in the summer semester. During the autumn examination period, students may take examinations in all courses conducted in that academic year.
- (5) The regular examination period comprises two examination sessions for each course to be taken during that period.
- (6) The commencement and conclusion of semesters and examination periods are detailed in the academic calendar, which shall be adopted by the Faculty Council no later than three months prior to the commencement of the academic year.
- (7) For university specialist and professional graduate programs, the schedule for instruction and examinations may deviate from the academic calendar as stipulated in the study program syllabus. In such cases, at least four examination sessions per course must be scheduled annually.

Study program Article 3

- (1) The study is conducted in accordance with the study program registered in the Register of Study Programs.
- (2) In drafting a proposed study program, particular consideration shall be given to the quality standards for the initial accreditation of the program. In drafting proposals for amendments and supplements to the study program, particular consideration shall be given to the quality standards applied in the evaluation process for the re-accreditation of higher education institutions.
- (3) The learning outcomes of individual courses shall be designed in accordance with the learning outcomes of the study program, the descriptors corresponding to the relevant level of the Croatian Qualifications Framework, and the requirements of the labour market or further education. They shall, as a rule, also encompass the development of generic and discipline-specific competences, the acquisition of practical skills, and the strengthening of students' professional and ethical responsibility.

Study program syllabus Article 4

- (1) The study program syllabus shall be adopted by the Faculty Council prior to the commencement of enrollment for the academic year. Exceptionally, for university specialist and professional graduate programs referred to in Article 2, paragraph 7 of these Regulations, the study program syllabus shall be adopted prior to the commencement of enrollment for the semester. Immediately upon adoption, the study program syllabus shall be published on the Faculty's website.
- (2) The study program syllabus consists of a general part and implementation plans for each individual course.
- (3) The general part of the study program syllabus contains a list of compulsory and elective courses with the designated course coordinators and other teaching staff and collaborators, the schedule of classes, examination periods, and other relevant information regarding the delivery of the study program.
- (4) The course syllabus contains the learning outcomes, their constructive alignment with content, teaching activities, methods and assessment criteria, modes of instruction, language and place of instruction, the method of examination and fulfilment of other study obligations, a list of examination literature, consultation hours, and other relevant information regarding course delivery. For each activity assessed in the course, the syllabus specifies the number of grading points a student may obtain. If an examination or other assessment of achieved learning outcomes (hereinafter: assessment) consists of written and oral components, the plan shall also specify the number of grading points attainable in each component. If passing the written component is a prerequisite for participation in the oral component, the syllabus shall indicate the minimum number of grading points the student must achieve in the written component to gain access to the oral component.

- (5) The study program syllabus may prescribe conditions for enrollment in elective courses, including the maximum number of students who may enroll in a course and the minimum number of students required for the course to be offered in a given academic year.
- (6) In the syllabus of the integrated university study, a seminar shall be designated for each compulsory course as a separate course, the purpose of which is to provide an expanded engagement with the content of the compulsory course and to promote interactive and independent learning.

Delivery of instruction Article 5

- (1) Lectures shall be delivered in person, with the physical presence of instructors and students, as contact teaching.
- (2) Exceptionally, an elective course may be delivered wholly or partially by distance learning if so provided in the study program syllabus. Distance learning shall be conducted via the Merlin system or another e-learning system whose use is permitted and free of charge for students. The schedule of distance instruction must be specified in the course syllabus and announced in the schedule.
- (3) The Merlin system shall be used for informing students and providing teaching materials in electronic form. In the implementation of teaching activities for which appropriate software solutions have been developed, the Provis system shall be used.
- (4) Lectures may not be audio- or video-recorded. Exceptionally, a part of the instruction may be recorded with the consent of the recorded persons, provided that copyright is not infringed.
- (5) In the delivery of instruction and in the conduct of examinations and other assessments, the course coordinator shall ensure that the actual student workload corresponds to the prescribed workload, taking into account that one ECTS credit represents 30 hours of estimated average student work required to achieve the learning outcomes. The course coordinator shall ensure the appropriateness, availability, and currency of examination literature and other learning resources.
- (6) The instructor is required to conduct classes in accordance with the published schedule. In the event of illness or other justified reasons, a make-up session shall be scheduled at a time when no other classes are held for the same year of study. Students must be timely informed of any postponement and the time and venue of the make-up session via the Merlin system.
- (7) Unless otherwise prescribed by the study program syllabus, an instructor may deliver a reduced number of teaching hours in a given session when fewer than five students are present.
- (8) The instructor is required to hold consultation hours for two hours per week during the winter and summer semesters and during examination periods. Any deviation from the regular consultation schedule must be announced to students in advance. Consultations may also be conducted remotely upon agreement with the student.
- (9) Associates are obliged to participate in the delivery of instruction and to perform other duties related to delivery of instruction. The provisions of these Regulations prescribing the obligations of instructors shall apply mutatis mutandis to associates.

Student assistants Article 6

- (1) For the purpose of assisting students and instructors in the delivery of instruction within the integrated university study and the professional undergraduate study, student assistants may be appointed within departments.
- (2) Student assistants shall be appointed for each academic year by the Vice-Dean for university studies upon the proposal of the head of department. A maximum of two student assistants per department may be appointed and remunerated. The decision on appointment shall specify whether the student assistant is appointed for one or both semesters.
- (3) A full-time student who has passed at least one compulsory course delivered within the respective department with a grade of very good (4) or excellent (5) may be appointed as a student assistant in that department.
- (4) Upon the request of the head of department, the competent Vice-Dean shall relieve a student assistant of their duties prior to the expiry of the term for which they were appointed.
- (5) The remuneration of a student assistant shall be paid for one or both semesters, depending on the period of appointment. Payment shall be made on the basis of a report submitted by the head of department, in accordance with the Dean's decision determining the amount of remuneration.

Student mentors Article 7

- (1) For the purpose of providing assistance and support to first-year students enrolled in integrated university and professional undergraduate programs, in particular by offering information on the rules governing the respective program and by sharing study-related experience, student mentors may be appointed.
- (2) Student mentors shall be appointed for each academic year by the competent Vice-Dean upon the proposal of the Faculty Student Council or on their own initiative. A full-time student in the second or a higher year of study who has achieved a cumulative grade point average of at least 3.5 and has passed all first-year courses may be appointed as a student mentor.
- (3) The competent Vice-Dean may relieve a student mentor of their duties prior to the expiry of the term for which they were appointed if the mentor fails to perform their duties regularly.
- (4) Remuneration for student mentors shall be paid on the basis of a report submitted by the competent Vice-Dean, in accordance with the Dean's decision determining the amount of remuneration.

Recording delivered instruction

Article 8

- (1) The instructor is required to maintain records of delivered lectures, seminars, and exercises, consisting of a list of attending students and an electronic record in the Provis system.
- (2) The Provis system shall record the lectures, seminars, and exercises actually delivered. If an instructor fails to deliver a scheduled lecture, seminar, or exercise, delivers it for a shorter duration, or delivers it at a time different from that specified in the schedule, the reasons for such deviation shall be stated.

Examination and other assessment dates

Article 9

- (1) Examination dates shall be determined and published in accordance with the rules set out in Article 4 of these Regulations. The dates of other assessments shall be determined by the instructor within the course schedule and published in due time in the Merlin system, unless the course syllabus provides that the assessment is to be conducted without prior announcement.
- (2) Examinations and other assessments conducted in oral or written–oral form may last no longer than five working days.
- (3) Examinations and other assessments conducted in compulsory courses of the same year of study may not be held on the same day.
- (4) The interval between examination dates for the same course may not be shorter than fourteen days, except during the autumn examination period. If an examination is conducted for more than one day, the first day of the examination shall be taken into account when calculating this interval.

Registration for examinations and other assessments

Article 10

- (1) A student is required to register for an examination no later than three days prior to the scheduled date thereof. Failure to register within the prescribed time limit shall result in the loss of the right to sit the examination.
- (2) A student may cancel an examination registration no later than 24 hours prior to the scheduled date thereof. If the registration is cancelled within the prescribed time limit, it shall be deemed as though the examination had not been registered.
- (3) Examinations shall be registered and cancelled via the Studomat system.
- (4) If a student fails to attend a duly registered examination, a note indicating non-attendance shall be entered into the information system.
- (5) The instructor may make the right to participate in assessments conducted during the lectures conditional upon prior registration via the Merlin system or by another appropriate means.

Mode of conducting examinations and other assessments

Article 11

- (1) Achieved learning outcomes shall be assessed and graded during the lectures and examination, in written, oral, or written–oral form.
- (2) Examinations and other assessments shall be conducted under controlled conditions. The instructor conducting the assessment is required to verify the identity of the student taking the assessment on the basis of the student's identification card and to prevent communication with other persons and the use of aids other than those expressly permitted by the study program syllabus. Throughout the duration of the assessment, the instructor shall remain present in the room in which it is conducted; where the assessment is conducted using computer systems, the instructor shall also supervise their use.
- (3) In addition to the examiner and students being examined, at least one other person must be present in the room where the assessment is conducted.
- (4) In case a student behaves in an inappropriate manner during the assessment, in particular by using unauthorised aids or communicating with other persons, the instructor shall remove the student from the assessment without awarding any grading points.
- (5) In conditions that are not controlled, learning outcomes may be assessed only:
 - in courses graded on a pass/fail or descriptive basis;
 - in elective courses in which learning outcomes are acquired wholly or predominantly through practical training in the judiciary, public administration, with an employer, or through other forms of work-based learning;
 - in other elective courses with respect to assessments conducted during the lectures, where this is appropriate, given the manner in which the learning outcomes are achieved;
 - in university specialist and professional graduate programs with respect to assessments conducted during the lectures, for which no more than 20 grading points in total are awarded;
 - in the evaluation of theses and bachelor's theses.
- (6) The study program syllabus may prescribe limitations on the number of ECTS credits that may be obtained in a given academic year or semester by enrolling in courses referred to in paragraph 5 of this Article.
- (7) Where so provided in the course syllabus, a student's right to participate in assessments conducted during the lectures may be made conditional upon attendance, non-disruption of classes, and similar requirements whose fulfilment is not evaluated by grading points. Such conditions shall be clearly prescribed, with an indication of the period during which their fulfilment is monitored.
- (8) Where so provided in the syllabus of an elective course, a student's right to sit the examination may be made conditional upon the attainment of a specified number of grading points during the lectures,

Assessment of achieved learning outcomes

Article 12

(1) Assessment of achieved learning outcomes in a course is expressed in grading points on a scale from 0 to 100, as follows

-a performance level of 90 to 100 points is graded as excellent (5), corresponding to the letter grade A;

-a performance level of 75 to 89 points is graded as very good (4), corresponding to the letter grade B;

-a performance level of 60 to 74 points is graded as good (3), corresponding to the letter grade C;

-a performance level of 50 to 59 points is graded as sufficient (2), corresponding to the letter grade D;

-a performance level of 0 to 49 points is graded as insufficient (1), corresponding to the letter grade F.

(2) A student can earn up to 50 grading points during the course lectures. If the student earns at least 25 grading points during the lectures, they are eligible to take the examination, on which they can earn up to 50 grading points.

(3) Exceptionally from paragraph 2 of this Article, the study program syllabus may prescribe a different distribution of grading points:

-in elective courses in which learning outcomes are acquired wholly or predominantly through practical training in the judiciary, public administration, with an employer, or through a similar form of work-based learning;

-in university specialist and professional graduate programs.

(4) A student passes the examination by earning at least half of the grading points available on it. For a student referred to in paragraph 2 of this Article who passes the examination, the final grade is determined by adding the grading points earned during the lectures and on the examination. For a student who does not meet the conditions in paragraph 2 during the lectures, the final grade is determined solely based on the grading points earned on the examination.

(5) Where a study program stipulates that a course is assessed descriptively, learning outcomes achieved with satisfactory success are graded as *satisfactory*, while learning outcomes not achieved with satisfactory success are graded as *unsatisfactory*.

Announcing and recording of exam and other assessment results

Article 13

(1) Results of exams and other assessments conducted in written form must be announced no later than five working days after they are held. Results of assessments conducted orally must be communicated immediately after they are held.

(2) A student has the right to review a written exam or other written assessment, during which the instructor is obliged to provide feedback. The time and place for the review shall be determined by the instructor when announcing the results. The review must take place no later than three working days from the announcement of the results.

(3) The achieved grade must be entered by the instructor into the information system for recording grades within three days from the review of the written exam or upon completion of the oral or combined oral-written assessment. If, according to the study program's syllabus, an exam is not conducted for a given course, the instructor is obliged to enter the grade within fifteen days after the end of the semester.

Right to an appeal Article 14

(1) A student who believes they have been unfairly assessed on an exam or other evaluation has the right to file an appeal within 24 hours of reviewing the written exam or receiving the grade from an oral exam. The appeal must be submitted in writing and include a justification. Appeals concerning an exam are decided by the Dean, while appeals concerning other evaluations are decided by the competent Vice Dean or the head of studies.

(2) If it is determined that the appeal is justified, the competent person from paragraph 1 of this Article shall, within two days of receiving the appeal, appoint a committee composed of three instructors from at least two different departments. The instructor who originally assessed the evaluation cannot be a member of this committee.

(3) The committee from paragraph 2 of this Article shall reassess evaluations conducted in written form, and for evaluations conducted orally, it shall re-administer and reassess them within two days of the committee's appointment.

(4) The committee from paragraph 2 of this Article makes decisions by majority vote.

Recognition of prior learning and learning within the Erasmus+ Program Article 15

(1) The conditions and procedure for recognizing prior formal and non-formal education as well as informal learning, are governed by the provisions of the University regulation on recognition of prior learning. A decision on the recognition of prior learning is issued by the Dean upon the proposal of the commissioner for prior learning, based on a written and justified request submitted by the student to the Student Affairs and Enrollment Office at the time of enrollment in the academic year or semester.

(2) Prior learning will be recognized if it is clearly evident from the submitted request and accompanying documents that the student has acquired learning outcomes which, in profile, scope, and level, correspond to the learning outcomes of the study program, and that the verification of learning outcomes was conducted in accordance with the provisions of this Ordinance.

(3) Exceptionally, in cases of transfer from equivalent study programs conducted by other higher education institutions in the Republic of Croatia, prior learning may be recognized even if the student's request does not include all the documents required to prove the circumstances from paragraph 2 of this Article, provided that the appropriate evidence is already available to the competent bodies of the Faculty.

(4) A transfer from an equivalent study program conducted by another higher education institution in the Republic of Croatia will not be approved for a student who, considering their past study duration, would not be able to complete the study within the legally prescribed period.

(5) Prior learning may also be recognized in special cases prescribed by the University regulation governing studies and studying.

(6) The recognition and assessment of learning outcomes acquired during mobility within the Erasmus+ program are decided by the Erasmus coordinator, based on the provisions of the University regulation governing international exchange within the Erasmus+ program.

(7) By recognizing prior learning and learning during mobility within the Erasmus+ program, a student may acquire up to one-quarter of the total number of ECTS credits for a given study program. Exceptionally, in the case of transfer from a similar study program offered by another higher education institution in the Republic of Croatia, recognition of prior learning may allow a student to acquire up to three-quarters of the ECTS credits for the given study program.

Progression through the study program

Article 16

(1) Unless otherwise prescribed by these Regulations, a full-time student shall enroll in 60 ECTS credits in each academic year, while a part-time student shall enroll in 30 to 60 ECTS credits.

(2) A student who has not passed an enrolled course must re-enroll in that course in the following academic year. Exceptionally, in the case of an elective course, the student may enroll in another elective course offered in the same semester of the study program.

(3) A student who has not earned all ECTS credits of a given year of study in the previous academic year shall enroll in the remaining courses of that year and, if all such courses are enrolled, may also enroll in courses of the subsequent year of study.

(4) The total number of ECTS credits enrolled by a student referred to in paragraph 3 of this Article:
-for a full-time student, it may not be fewer than 50 nor exceed 70 ECTS credits in an academic year, of which no more than 40 ECTS credits may be enrolled in a single semester, unless an impediment referred to in paragraph 5 of this Article prevents enrollment in a higher number of ECTS credits;
-for a part-time student, it may not be fewer than 30 nor exceed 70 ECTS credits in an academic year, of which no more than 40 ECTS credits may be enrolled in a single semester, unless an impediment referred to in paragraph 5 of this Article prevents enrollment in a higher number of ECTS credits.

(5) A student may not enroll in courses of:

-the third year of study, unless they have earned at least 50 ECTS credits from the first year of study;
-the fourth year of study unless they have earned all ECTS credits from the first year of study and at least 50 ECTS credits from the second year of study;
-the fifth year of study, unless they have earned all ECTS credits from the first two years of study and at least 50 ECTS credits from the third year of study.

(6) Upon a written and reasoned request submitted by the student to the Student Affairs and Enrollment Office, a second-year or higher student whose cumulative grade point average is 4.5 or higher and who has not repeated the enrollment of any course during their studies may be granted approval by the competent Vice-Dean or head of studies to enroll in up to 90 ECTS credits.

(7) Upon a written and reasoned request submitted by the student referred to in paragraph 3 of this Article to the Student Affairs and Enrollment Office, the competent Vice-Dean or head of studies may approve enrollment in a lower number of ECTS credits than prescribed in paragraph 4 of this Article where the amount of tuition fees depends on the number of ECTS credits enrolled.

- (8) A student who, pursuant to law, may no longer continue their studies in full-time status may continue in part-time status until the expiry of the maximum duration of study prescribed by law.
- (9) Decisions on the suspension of a student's rights and obligations shall be made by the competent Vice-Dean or head of studies upon a written and reasoned request submitted by the student to the Student Affairs and Enrollment Office, in accordance with the provisions of the University regulation governing this matter.
- (10) A student who has failed to enroll in the academic year or semester within the prescribed time limit may continue their studies only with the approval of the competent Vice-Dean or head of studies. Continuation of studies may be approved provided that the study program is still being delivered and that the maximum duration of study prescribed by law has not expired.
- (11) In the cases referred to in paragraphs 9 and 10 of this Article, the student shall continue their studies in accordance with the study program and the study program syllabus in force at the time of continuation.
- (12) The study program of a university specialist or professional graduate program may prescribe different rules regarding progression through the program.
- (13) Payment of tuition fees and fulfilment of other obligations towards the Faculty constitute a prerequisite for enrollment in an academic year, completion of studies, and withdrawal from the Faculty.

Registration and preparation of the thesis or bachelor's thesis Article 17

- (1) A student is required to register the topic and supervisor of the thesis or bachelor's thesis via the Provis system in the first week of the final semester of the study program. No earlier than one month prior to the commencement of the final semester, the student may consult, during regular consultation hours, one or more instructors regarding potential supervision, the thesis topic, and the manner of its preparation.
- (2) The topic of the thesis or bachelor's thesis shall be selected within a compulsory or elective course previously passed by the student. The topic of the registered thesis may not be identical to a thesis topic defended within the same study program during the preceding five years.
- (3) The supervisor of a thesis or bachelor's thesis in university study programs may only be an instructor appointed to a scientific-teaching position, while in professional study programs, the supervisor may also be an instructor appointed to a teaching position.
- (4) An instructor or a senior assistant may serve as co-supervisor of a thesis or bachelor's thesis. Two instructors may serve as co-supervisors only where the thesis topic is interdisciplinary in nature or where the thesis is prepared in a foreign language with the assistance and supervision of a language instructor.
- (5) An instructor may act as supervisor or co-supervisor for no more than ten students in a single academic year across all study programs referred to in Article 1, paragraph 1 of these Regulations.
- (6) The instructor shall decide on the acceptance of supervision requests submitted within the time limit referred to in paragraph 1 of this Article in the second week of the final semester. If the instructor does not reject the supervision by the expiry of that period, it shall be deemed accepted.
- (7) A student whose supervision request has been rejected by the expiry of the time limit referred to in paragraph 6 of this Article is required to register, via the Provis system in the third week of the final

semester, a new thesis topic, and a supervisor.

(8) The instructor shall decide on the acceptance of supervision requests submitted within the time limit referred to in paragraph 7 of this Article in the fourth week of the final semester. If the instructor does not reject the supervision by the expiry of that period, it shall be deemed accepted.

(9) A student whose supervision has been rejected by two instructors shall, no later than 45 days from the commencement of the final semester, submit a request to the Student Affairs and Enrollment Office for the competent Vice-Dean or head of studies to appoint a supervisor for the thesis or bachelor's thesis. The student may indicate a preferred supervisor and topic in the request. The competent Vice-Dean or head of studies is required to appoint a supervisor and a topic for all students who have submitted their requests in due time, within eight days from the expiry of the deadline for submission of requests.

(10) The student shall prepare the thesis or bachelor's thesis independently, in accordance with the supervisor's instructions and the guidelines for the preparation of student-written assignments published on the Faculty's website. The student has the right to consult the instructor regarding the preparation of the thesis during regular consultation hours.

(11) The thesis or bachelor's thesis shall be prepared in electronic form in the Croatian language. With the prior consent of the supervisor, the thesis may also be prepared in another official language of the European Union. The recommended length of the thesis is two author's sheets, excluding appendices. The thesis must include an abstract with three to five keywords in both Croatian and English.

(12) The provisions of this Article shall apply *mutatis mutandis* to the registration and preparation of a master's thesis in university specialist programs, unless otherwise provided by the study program, the study program syllabus, or a decision of the head of studies.

Submission, defence, and assessment of the thesis or bachelor's thesis Article 18

(1) A student may submit the final or bachelor's thesis via the Provis system only after having passed all examinations and fulfilled all other study obligations prescribed by the study program.

(2) The supervisor shall decide on the acceptance of the thesis or bachelor's thesis within fifteen days of its submission. In deciding on acceptance, the supervisor shall in particular take into account the substantive quality of the thesis, the student's scientific or professional competences, the manner of presentation and formatting of the thesis, the level of study and the intended learning outcomes of the study program, the prescribed workload for the preparation of the thesis expressed in ECTS credits, and the results of the software-based verification of the thesis's authenticity.

(3) The supervisor may return the submitted thesis to the student for revision, accompanied by comments and instructions for improvement, and shall determine a revision deadline which may not be shorter than eight days nor longer than two months. If the supervisor establishes that the submitted thesis constitutes plagiarism in a substantial part, it shall not be returned for revision.

(4) The supervisor shall assign a failing grade to the thesis or bachelor's thesis:

- if, even after revision, the thesis does not meet the criteria for a passing grade;
- if the revised thesis is not submitted within the prescribed deadline and the originally submitted thesis does not meet the criteria for a passing grade;
- if the submitted thesis constitutes plagiarism in a substantial part.

(5) A student whose thesis or bachelor's thesis has been assigned a failing grade by the supervisor, or who fails to submit the thesis or bachelor's thesis within the prescribed deadlines, is required to re-enroll in the course Thesis or Bachelor's Thesis, and in study programs where the course Legal Research precedes the preparation of the thesis, the student is required to re-enroll in that course as well. The provisions of Article 17 of these Regulations shall apply to the registration of the topic and supervisor, whereby the student may register a different supervisor and a different topic, or the same supervisor with a different or the same topic.

(6) If the submitted thesis, in its original version or following revision, meets the criteria for a passing grade, the supervisor shall mark the thesis as accepted in the Provis system. Within eight days of acceptance of the thesis, the Student Affairs and Enrollment Office shall verify whether the student has fulfilled all other requirements for completion of the study program and, if so, shall notify the student of the time and place of the thesis defence.

(7) The dates for the defence of theses or bachelor's theses shall be determined by the competent Vice-Dean or head of studies, ensuring that the defences of theses accepted by 30 June are held by the end of the summer examination period and that the defences of theses accepted by 15 September are held by the end of the academic year.

(8) The committee for the defence of the thesis or bachelor's thesis shall consist of at least three members from at least two departments. One of the members shall be the supervisor, who may not act as chair of the committee. Only instructors eligible to serve as supervisors in the respective study program may be appointed as members of the committee. The committee shall be appointed by the Student Affairs and Enrollment Office, taking into account the balanced workload of the Faculty's instructors.

(9) The defence of the thesis and bachelor's thesis shall be public and shall take place on the Faculty's premises.

(10) The chair of the committee shall open the defence of the thesis or bachelor's thesis and conduct its proceedings.

(11) The student's presentation shall last no longer than fifteen minutes and shall address the core issues of the thesis, the methods applied, and the principal conclusions. Following the presentation, each member of the committee may pose no more than three questions relating to the thesis.

(12) Upon completion of the presentation and discussion, the chair of the committee shall request the student to leave the room for deliberation and voting on the grade. The committee shall determine the grade by majority vote, taking into account the criteria referred to in paragraph 2 of this Article, the content of the presentation, and the answers to the questions posed.

(13) After deliberation and voting, the grade shall be communicated to the student and recorded in the minutes via the Provis system. The minutes shall be signed by all members of the committee.

(14) A student who receives a failing grade (1) at the defence of the thesis or bachelor's thesis shall be informed of the reasons for such a grade and of the right to retake the defence. The time and place of the repeated defence shall be determined by the Student Affairs and Enrollment Office. If the student again receives a failing grade (1) at the repeated defence, the student is required to re-enroll in the course Thesis or Bachelor's Thesis.

(15) The provisions of this Article shall apply *mutatis mutandis* to the submission, defence and assessment of a master's thesis in university specialist study programs, unless otherwise provided by the study program, the study program syllabus, or a decision of the head of studies.

Recording of extracurricular activities Article 19

(1) The conditions and procedure for the recognition of extracurricular activities through which relevant competences are acquired, as well as the entry of data on such activities into the Diploma Supplement, shall be governed by the provisions of the University regulation governing the content of the Diploma Supplement.

(2) For the purposes of paragraph 1 of this Article, extracurricular activities shall, in particular, include:

- performing the duties of a student assistant or student mentor;
- participation in the organisation of, or presentation at, a scientific or professional conference in the field of law, and exceptionally in another field where the conference is related to the achievement of the learning outcomes of the study program;
- participation in the implementation of an institutionally verified scientific or professional project in the field of law, and exceptionally in another field where the project is related to the achievement of the learning outcomes of the study program;
- leading an institutionally verified student project at the Faculty or the University;
- membership in the Assembly of the Faculty or University Student Council, or in the bodies of the Faculty or the University, or on the executive board of a branch of the European Law Students' Association, or on the executive board of the Student Sports Association "Pravnik";
- attendance at extracurricular activities is significantly related to the achievement of the learning outcomes of the study program, including summer schools and workshops;
- participation in activities forming part of the study program to an extent that substantially exceeds the workload prescribed by the study program.

(3) The recognition of activities referred to in paragraph 1 of this Article shall be decided by the competent Vice-Dean or head of studies on the basis of a written and reasoned request submitted by the student to the Student Affairs and Enrollment Office, accompanied by the relevant supporting documentation.

Safekeeping of documentation and maintenance of records Article 20

(1) The instructor shall retain written examinations, mid-term tests, seminar papers, and all other written student assignments subject to assessment, irrespective of whether they are in printed or electronic form, until requested by the competent Vice-Dean or head of studies to submit them to the competent administrative office, and, in the absence of such a request, for a minimum period of two years from the date of assessment. The competent administrative office shall handle the submitted documentation in accordance with applicable laws and subordinate legislation.

(2) The Student Affairs and Enrollment Office shall be responsible for upkeeping with the data entry on the completion of studies into the information system, ensuring the issuance of diplomas in the prescribed form, content, and within the prescribed time limits, and maintaining other study- and student-related records in accordance with applicable laws, subordinate legislation, and the acts of the Faculty and the University.

Transitional and final provisions
Article 21

(1) Upon the entry into force of these Regulations, the following shall cease to have effect: [the Regulations on Study Programs](#), CLASS: 003-01/18-01/11, REG. NO.: 2170-57-01-18-1 of 28 June 2018; the [Decision on Amendments to the Regulations on Study Programs of the Faculty of Law in Rijeka](#), CLASS: 003-01/22-01/5, REG. NO.: 2170-57-01-22-1 of 14 July 2022; [the Regulation on Student Assistants](#), CLASS: 003-01/09-01/12, REG. NO.: 2170-57-01-09-1 of 29 September 2009; [the Regulation on Legal Research, the Thesis and the Bachelor's Thesis](#), CLASS: 003-01/18-01, REG. NO.: 2170-57-01-18-3 of 24 October 2018; and [the Decision on Amendments to the Regulation on Legal Research, the Thesis and the Bachelor's Thesis](#), CLASS: 003-01/21-01/4, REG. NO.: 2170-57-01-21-1 of 3 February 2021.

By way of exception, the provisions of the aforementioned regulations shall continue to apply to the delivery of teaching and examinations in the academic year 2023/2024 in accordance with the applicable study program syllabus.

(2) These Regulations shall enter into force eight days following the date of their publication on the Faculty's website.

DEAN

prof. Dario Đerđa, PhD