

Pursuant to Articles 11, 12, 15, 30, 32, and Article 32 paragraph 3 of the Regulations on the structure and activities at the Centre for Croatian Studies of the University of Zagreb (October 2008) and to Article 46 of the Statute of the University of Zagreb, the Science and Education Council of the Centre for Croatian Studies, acting on formal proposal by the Head of the Centre for Croatian Studies of the University of Zagreb in the meeting session of 3 February 2009 adopted

DECISION

ON THE STRUCTURE AND ACTIVITIES OF DEPARTMENTS OF THE CENTRE FOR CROATIAN STUDIES OF UNIVERSITY OF ZAGREB

Article 1

Activities pertaining to scientific-teaching, scientific research and professional activities are carried out within the departments of the Croatian Studies, University of Zagreb, in the capacity of basic organisational units (hereinafter: the Croatian Studies).

Article 2

(1) Each department of the Croatian Studies is dedicated to carrying out a group of scientific-educational, scientific research and professional activities that are related to specific scientific fields or branches within the field of social sciences and humanities and interdisciplinary scientific fields.

(2) Departments of the Croatian Studies are the following:

- Department of Educational Sciences and Teacher Education
- Department of Philosophy

- Department of Philosophy and Religion Sciences (Faculty of Philosophy with the Society of Jesus)

- Department of Croatian Latinity

- Department of Communicology

- Department of Croatology

- Department of History

- Department of Psychology
- Department of Sociology

(3) Departments are formed, dissolved or merged via a decision by the Science and Education Council of the Croatian Studies.

Article 3

(1) Members of a department are full-time employees of the University with the Croatian Studies as their workplace (hereinafter referred to as employee(s) of the Croatian Studies) holding scientific-educational, educational and associate positions under condition that they spend at least half of their scientific research activities in that respective department.

(2) Members of the other departments may take part in the activities of a department, as well as external consultants who have been elected to hold non tenure-track scientific-educational titles with the Croatian Studies for the duration of the service contracts they have entered into with the Croatian Studies.

(3) If an employee of the Croatian Studies carries out scientific and teaching work equally across two or more departments, the Head of the Croatian Studies (hereinafter: the Head), subject to approval of the Science and Education Council, shall in a separate decision resolve the issue of the home department of the employee.

Department council

Article 4

(1) A department council is expert body of a department.

(2) The department council members are:

- 1) members appointed pursuant to Article 3, item 1 of the Decision,
- 2) up to two representatives of the departmental teachers who are appointed to the non-tenure track scientific-educational titles and are in a valid contractual relationship with the Croatian Studies,
- 3) one representative of students per each of the study levels.

(3) The member, resp. members of the department council from the teaching staff elected to non-tenure track scientific-educational positions with valid contractual relationships with the Croatian Studies are elected in the beginning of each academic year, respectively semester. Election is carried through in the meeting convened by the head of the department. Representatives of staff elected non-tenure track scientific-educational positions are elected for a term of one academic year, i.e. two semesters, and they are eligible to be re-elected.

(4) Representatives of all the study degrees are elected in accordance with a separate decision. The election for student representatives is called by the Head in the beginning of each

academic year, respectively semester. The students' representatives are elected for a term of up to two academic years, i.e. two semesters.

(5) An employee or external consultant of the Croatian Studies who carries out scientific-educational or educational activities in two or more departments may take part in work of only one department council.

Competences and work of a department council

Article 5

(1) Meetings of a department council are used to:

- 1) discuss issues related to scientific-educational, scientific research and professional activities of the department and issue appropriate decision proposals for the Science and Education Council;
- 2) submit to the Science and Education Council of the Croatian Studies proposals for candidates for the chairman and deputy chairman of the department;
- 3) submit to the Science and Education Council proposed curricula and operational plans related to their scope of activities along with their possible amendments;
- 4) ensure the quality of scientific-teaching and scientific-research activities of the departments and submit opinions and proposals to the Science and Education Council and to other bodies of the Croatian Studies;
- 5) monitor the work and progress made by the students, appoint supervisors, propose amendments to the regulation concerning rules of study;
- 6) perform other duties as stipulated by the Act and Statute of the University.

Chairman and deputy chairman

Article 6

(1) Work of a department council is managed by a chairman. The chairman is substituted by the deputy chairman.

(2) The chairman and the deputy chairman are appointed by the Science and Education Council from the employees of the Croatian Studies appointed to the scientific-educational titles and to appropriate workplaces, based on proposals by the department council and pre-approval by the Head.

(3) The chairman and the deputy chairman of the department are appointed for a term of two academic years. A candidate may be appointed chairman or deputy chairman for not more than two consecutive terms.

(4) In case that the requirements for the appointment of the chairman have not been met or the appointment procedure had not been completed before the previous chairman's term ended, the Head may appoint one of the departmental teachers as an acting chairman for a term not longer than one year.

(5) The chairman of a department reports to the Head.

(6) The chairman of a department may be dismissed by the Science and Education Council before the appointed term ends if the chairman requests a dismissal, fails to meet the responsibilities of the office, gravely and persistently violates provisions of the Constitution, the Act, of these Regulations or other regulations of the University and the Croatian Studies, becomes incapable of performing the duties or his actions compromise the reputation of the office.

Article 7

(1) Work of a department council is carried out through the meetings convened and chaired by the chairman or the deputy chairman.

(2) Decisions of the department council are valid if more than half of its members are present in the meeting.

(3) The decisions and conclusions are reached by vote of a simple majority of the members taking part in the meeting. The voting is public. Exceptionally, the department council may decide by a simple majority of the total number of members present in the meeting that the vote may be carried out in an alternative manner.

(4) In the case of an equal number of votes, the chairman's vote is the decisive one.

(5) Minutes of the council meeting shall be taken.

(6) Department council meetings are convened when necessary, i.e. at least twice per academic year.

Transitional and Final Provisions

Article 8

Officials of the Croatian Studies who had been appointed before this Decision took effect shall hold their positions until the end of their respective appointed terms.

Article 9

By entry into force of this Decision, the Decision on the Structure and Activities of Departments of the Croatian Studies of 12 September 2007 shall become ineffective.

Article 10

This Decision shall enter into force on the eighth (8) day after the date of its publication on the bulletin board of the Croatian Studies.

Zagreb, 3 February 2009

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Head of the Croatian Studies

University of Zagreb

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