

Pursuant to the provisions of Article 1, Paragraph 3 of the Regulations on Study Programmes and Studying of the Faculty of Kinesiology and Article 44 of the Statute of the Faculty of Kinesiology in Split, the Faculty Council of the Faculty of Kinesiology in Split adopted at its session of 22 December 2011 the following

## **REGULATIONS ON PROFESIONAL STUDY PROGRAMMES AND STUDYING AT THE FACULTY OF KINESIOLOGY IN SPLIT**

### **I. GENERAL PROVISIONS**

#### Article 1

These Regulations regulate issues related to undergraduate professional and specialist graduate professional study programmes: types of study programmes, duration of study programmes, admission procedure in study programmes, organisation and mode of implementation of study programmes, quality assurance of study programmes and other related issues significant for studying at this Faculty.

### **II. ABOUT STUDIES**

#### Article 2

- (1) The undergraduate professional study programmes and specialist graduate professional study programmes are implemented at the Faculty of Kinesiology in Split.
- (2) Study programmes are implemented on either a full-time or part-time basis.
- (3) The undergraduate professional study programmes are carried out throughout a period of three years and 180 ECTS credits are acquired upon the completion.
- (4) The specialist graduate professional study programmes are carried out throughout a period of two years and 60 ECTS credits are acquired upon the completion.
- (5) After having completed the undergraduate professional study programme with 180 ECTS acquired, the student is awarded an academic title of Professional Bachelor (*baccalaureus/baccalaurea*) in sports coaching for a selected sport, physical conditioning of athletes, fitness and recreation or kinesitherapy.
- (6) After having completed the specialist graduate professional study programme with 60 ECTS credits acquired, the student is awarded an academic title of Specialist of sports coaching for a selected sport, physical conditioning of athletes, fitness and recreation or kinesitherapy (*spec.*).

### III. TYPES OF STUDIES

#### Article 3

- (1) The following undergraduate professional study programmes are implemented at the Faculty of Kinesiology in Split:
  - Undergraduate professional study programme in sports coaching (athletics, aesthetic movement, wrestling, sailing, judo, kayak-canoe, basketball, football, volleyball, swimming, rugby, handball, table tennis, taekwondo, tennis, water polo and rowing), and in other sports as well.
  - Undergraduate professional study programme in coaching kinesiological recreation and fitness
  - Undergraduate professional study programme in physical conditioning of athletes
  - Undergraduate professional study programme in kinesitherapy
- (2) The following specialist graduate professional study programmes are implemented at the Faculty of Kinesiology in Split:
  - Specialist graduate professional study programme in sports coaching (athletics, aesthetic movement, wrestling, sailing, judo, kayak-canoe, basketball, football, volleyball, swimming, rugby, handball, table tennis, taekwondo, tennis, water polo and rowing), and in other sports as well.
  - Specialist graduate professional study programme in coaching kinesiological recreation and fitness
  - Specialist graduate professional study programme in physical conditioning of athletes
  - Specialist graduate professional study programme in kinesitherapy

### IV. ADMISSION PROCEDURE

#### Eligibility of enrolment

- (1) Applicants who have completed secondary education of four year's duration and passed the state exam in accordance with the legal requirements have right to enrol in the undergraduate professional study programme.
- (2) Applicants who have completed an adequate undergraduate professional study programme or undergraduate university study programme and acquired at least 180 ECTS credits have right to enrol the specialist graduate professional study programme.
- (3) Applicants who have completed professional studies of two year's duration (a college) with a prerequisite of acquiring 30 ECTS credits according to the Syllabus for the professional studies for academic year have the right to enrol the study programmes.
- (4) Foreign citizens can enrol in the study programmes under the same conditions as Croatian citizens.
- (5) Applicants who have completed their studies outside the Republic of Croatia are required to undertake the process of recognition of foreign education qualifications in front of authorised bodies. Applicants who are enrolling in the professional specialist graduate programme and who have completed the previous level of study outside the

Republic of Croatia, must be submitted to the process of recognition of foreign education qualifications.

- (6) Transfer persons from foreign universities/colleges are required to ask for recognition of period spent studying abroad.

## Public call

### Article 5

- (1) Admission procedure to study programmes is implemented after a public call and implementation of entrance examination.
- (2) The call is issued by the Faculty Council upon a suggestion of the Professional Studies Management Board.
- (3) The call for admission to study programmes includes:
  - admission conditions
  - available places per study programme (enrolment quota)
  - data on documents submitted with the admission application
  - application deadlines for both the public call and enrolment
- (4) The public call is published in public press and on the web pages of the Faculty at least a month before the beginning of classes.

## Entrance examination

### Article 6

- (1) The entrance examination is implemented for all applicants who filled in the admission application, submitted all required documents and paid for the costs of examination procedure from the call within deadlines regulated by the call.
- (2) The entrance examination includes evaluation of applicant's documents required by the call, and if determined by the call, it can include additional examination of candidates.
- (3) Compulsory documents from the call are following:
  - certificate on secondary school leaving exam (secondary school leaving certificate/diploma)
  - certificate on the state exam (in accordance to the legal requirements)
  - certificates for all primary school forms
  - certificate of citizenship, birth certificate and a copy of identity card
- (4) Additional documents from the call are following:
  - Sports curriculum vitae
  - Certificate on sporting activities of four year's duration (for sports coaching)
  - Other documents resulting from agreements with national sport federations, Croatian Olympic Academy and/or other legal persons interested in education of professional staff.
- (5) Transfer applicants from other universities/Colleges besides documents from Paragraphs 3 and 4 are required to submit the following documents:
  - Application for transfer and recognition of ECTS credits

- Students Transcript Book from the previous study
  - Transcript of records from the previous study
  - Certified syllabus for the previous study programme (unless it is available on the official web pages)
  - Decision on recognition of the studying period from abroad (for students transferring from foreign institutions)
- (6) All documents must be submitted as original or certified by a public notary, unless specified differently in the call.

#### Enrolment in study programmes

##### Article 7

- (1) Enrolment is implemented immediately after the results are published, within deadlines specified by the enrolment call.
- (2) Enrolment is implemented per each semester, unless decided otherwise in the decision of the Faculty Council.

#### V. BODIES AT PROFESSIONAL STUDIES

##### **Division of Professional Studies**

##### Article 8

- (1) The Division of Professional Studies is an organisational unit of the Faculty which organises and coordinates classes and professional activity of the professional study.
- (2) Tasks of the Division of Professional Studies are following:
- consider all issues related to both teaching and professional activities in its field of activity
  - take the necessary initiative for solving problems in front of the authorised Faculty bodies
  - develop and implement professional projects
  - encourage and follow professional training of teachers and associates working at the Division
  - encourage development of professional literature
  - develop planning for participation of teachers in professional training
  - plan equipment and consumables procurement for the Division
  - act on other activities assigned by the dean and/or the Faculty Council

##### **Professional Studies Management Board**

##### Article 9

- (1) The professional studies are managed by a Professional Studies Management Board.
- (2) The Professional Studies Management Board has five members including the Head of professional studies and four coordinators of lines of study as follows:
- education of sports coaches
  - education of physical conditioning coaches

- education of fitness and recreation coaches
- education of kinesiotherapists.

#### Article 10

- (1) The Head of professional studies and coordinators of lines of studies have their deputies
- (2) The Management Board is directed by the Head of Division of professional studies, and in his absence, his deputy.
- (3) If the Head of professional studies is also a coordinator of one of the lines of studies, his deputy acts in all activities of the Management board.
- (4) In absence of a coordinator of a line of study, his deputy must participate in all activities of the Professional Studies Management Board.

#### Article 11

- (1) Regular sessions of the Professional Studies Management Board are held once a month and more often if necessary.
- (2) Sessions can be held electronically as well.
- (3) All decisions are taken by a majority vote of the present members and decisions are valid if at least a half of Professional Studies Management Board members are present.

#### Article 12

- (1) The Professional Studies Management Board:
  - Proposes professional study programmes to the Faculty Council
  - Proposes a schedule of lectures and a syllabus for the professional studies to the Faculty Council
  - Proposes issuing a public call for enrolment of students in the professional study programme and an enrolment quota to the Faculty Council, for academic year approved by the Faculty Council
  - Proposes issuing a call for employing teachers on positions at the professional studies to the Faculty Council
  - Proposes all members of the committee for election of teachers at the professional studies to the Faculty Council
  - Brings decisions for student applications (applications for putting suspending the study, application for a transfer to another study, application for a transfer within the study and other)
  - Considers all other activities related to both the organisation and realisation of the professional studies

### **Head of Division of professional studies**

#### Article 13

- (1) The Division of Professional Studies is directed by the Head of professional studies.
- (2) Head of the Division of Professional Studies is appointed by the Faculty Council upon a suggestion from the Dean.
- (3) Head of the Division of Professional Studies can be appointed a teacher holding a research and teaching position, a full-time employer of the Faculty.

- (4) Head of the Division of Professional studies is appointed for a period of two years and can be re-elected only once.
- (5) Head of Division of Professional Studies is a member of the Dean's Management Board.
- (6) Head of Division of Professional Studies proposes to the Faculty Council appointment and dismissal of coordinators of lines of studies.
- (7) Head of Division of Professional Studies appoints four deputies upon a suggestion from coordinators.
- (8) Head of Division of Professional Studies appoints a Head deputy, one of the coordinators of lines of studies.
- (9) Head of the Division of Professional Studies appoints and dismisses committees and executors of working activities within the Department of professional studies.
- (10) Head of the Division of Professional Studies implements other activities, appointed by the Dean and/or the Faculty Council.

### **Committee for enrolment in professional study programmes**

#### Article 14

- (1) The Committee for enrolment in professional study programmes (hereinafter referred to as the Committee) implements an entrance examination for enrolment in professional study programmes.
- (2) The Committee includes at least three members.
- (3) Members of the Committee, selected from the lines of teachers and associates, are appointed by the Dean at least one month before the public call for enrolment of students is issued. Chair of the Committee is also the Head of the Division of Professional Studies.
- (4) Based on the results from the entrance examination the Committee establishes a ranking list of all applicants, based on which it is determined which applicants have the right of enrolling the study.

## VI. CLASSES

#### Article 15

- (1) Classes at professional studies are implemented in the form of overall lectures, seminars and exercises as well as in the form of a mentoring system.
- (2) Both combined method and distance learning method (e-learning) are used for implementation of the professional study programmes.
- (3) When enrolling the study, the student chooses a method of study (for implementation of classes and examination) as follows:
  - a) Combined method (according to Paragraphs 1 and 2 of this Article in the ratio: lectures 20%, e-learning lectures 30%, seminars 30%, exercises 20% or lectures 20%, e-learning lectures 40%, seminars 40%)
  - b) Distance learning method (e-learning 100%)
- (4) Selected method of study shall be defined by an agreement signed by both the student and the Faculty during the enrolment.

- (5) Changes in method of study is possible and the conditions of changes are established by the Professional Studies Management Board.
- (6) Teaching overload and total number of hours as well as relations between lectures, seminars, exercises and e-learning can derogate from the ratio in Paragraph 3 of this Article and they are regulated by the Syllabus for the professional studies.
- (7) All other issues on modes and forms of classes are regulated by the Regulations on Study Programmes and Studying of the Faculty of Kinesiology in Split.

#### Transfer from other studies

##### Article 16

- (1) Transfer to the undergraduate professional and the specialist graduate professional study of kinesiology is possible from an equivalent higher institution in the Republic of Croatia.
- (2) Transfer students from foreign institutions for higher education can transfer with the previous implementation of a procedure of recognition of the study period spent at a foreign institution for higher education, in order to continue their higher education.
- (3) The student, whose transfer is recognised, is entitled to recognition of those exams for courses which have syllabi at least 70% similar in content to syllabi of relevant courses from this study.
- (4) Transfer students are required to deliver an application prior to commencement of the semester, within the regular admission procedure period and the application is decided upon by the Management Board of the professional studies.
- (5) Terms and conditions for transfer to the professional undergraduate and professional specialist graduate study are established by a special decision.

#### Inter-study transfers

##### Article 17

- (1) Students have right to change their line of study within the study itself but are required to take any potential examination if any differences in programmes occur.
- (2) Decisions on transfers within the study are regulated by the Management Board upon a written application of the student.
- (3) Terms and conditions for transfer from one line of study to another are established by a special decision.

#### Professional practical work

##### Article 18

- (1) Students are required to complete their professional practical work not later than taking the final exam.
- (2) Professional practical work lasts 120 hours and 10 ECTS credits are acquired upon its completion.
- (3) The students with previous practical experience in activities matching the study profile are entitled to submit an application on complete or partial recognition of practical work to the Management Board. Student applications are decided upon by the Management Board not later than eight days since the submission of the application

## Examination

### Article 19

- (1) Exams and other modes of examination at the professional studies are implemented in coordination with the Regulations on Study Programmes and Studying.
- (2) For students who chose distance learning method the examination can be organised in the form of an “online” method.
- (3) Contents, conditions and modes of implementation of examination for distance learning method shall be determined by a special decision of the Professional Studies Management Board.
- (4) Students apply their exams through Studomat<sup>1</sup>, except for students taking differential exams.
- (5) Calendar of examination period is determined and published at the beginning of each semester.

## VII. TEACHERS AND FEES

### Article 20

- (1) Classes at the professional studies are implemented by employees and/or external associates of the Faculty, holding an adequate associate, teaching or teaching and research position, and holding a rank for the course in question.
- (2) Holding classes at the professional studies can be included in the total norm of an employee, as decided by the Dean.
- (3) Employees working at the professional studies can sign an annex to their Employment Contract if necessary.
- (4) External associates teaching at the professional studies sign a Cooperation Agreement.
- (5) Each academic year, upon a decision from the Professional Studies Management Board, the Dean makes a Decision on evaluation of norm hours for all forms of lessons and on evaluation of hours for all other work forms at the professional studies.

## VIII. STUDENTS

### Status, rights and obligations

### Article 21

- (1) An applicant becomes formally a student after the admission process, paying admission fee and tuition fee, and signing an agreement on studying at the professional studies.
- (2) The enrolled student is issued with a Student Transcript Book, proving the student status.

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<sup>1</sup> Studomat ( <https://www.isvu.hr/studomat/>) is a module for record on study progress, passed examinations and student statuses' within the ISVU (Croatian abbreviation for Higher Education Institutions Information System)



- (3) Payment of tuition fee or a part of tuition fee while enrolling the study is considered to be non-refundable, unless the student decides not to enrol the study not later than fifteen days after the enrolment.
- (4) Enrolment fee is non-refundable.

#### Article 22

- (1) One student representative of professional studies represents all students of professional studies at the Faculty Council.

#### Top athlete students

#### Article 23

- (1) Top athlete students (category I, II, III) can ask for special conditions of studying
- (2) Decision on special conditions for studying for top athlete students is made by the Professional Studies Management Board and upon a student application.

#### Dropping out, suspending studies and loss of status

#### Article 24

- (1) In legally regulated cases a student can ask for a suspension of the study with an inactive status.
- (2) Students are entitled to suspend their studies:
  - due to pregnancy
  - for student-father or student-mother until the child turns one year of age
  - due to a period of illness longer than three months
  - due to other reasonable reasons, based on a decision of the Professional Studies Management Board.
- (3) During the suspending period, the student is not allowed to attend classes and exercises, but (exceptionally) he can be allowed to take exams if decided so by the Professional Studies Management Board.
- (4) Suspension of student rights and obligations can be allowed for a period of no longer than two consecutive academic years.

#### Article 25

- (1) If the student drops out of the study in the middle of changes in the study programme, he is required to enrol in the new study programme. The same refers to enrolment of courses for which the student failed to pass examination.
- (2) Cases from the previous Paragraph on continuing the study and recognition of examination must be approved by the Professional Studies Management Board.

#### Grade complaint

#### Article 26

- (1) The student is entitled to make a grade complaint under conditions set by the Regulations on Study Programmes and Studying.
- (2) Grade complaint is submitted to the Dean of the Faculty through the protocol office.

## IX. COMPLETION OF STUDIES

### Final paper

#### Article 27

- (1) After passing all exams, writing the final paper and taking the final exam, the study is completed.
- (2) The student chooses a mentor and selection of the mentor must be confirmed by the Professional Studies Management Board.
- (3) The mentor for a procedure of writing the final paper can be a Faculty teacher or an associate holding a rank of a lecturer or higher.
- (4) Mentors are appointed by the Professional Studies Management Board.
- (5) One teacher can mentor at the most ten students in one academic year.
- (6) The Committee for Evaluation and Defence of final Paper includes three members and the student's mentor is the head of the Committee.
- (7) Both the final paper in written form and in oral presentation must be evaluated positively by a majority of the Committee members. In case the written final paper or the defence of the paper is graded negatively, the student is required to write a new paper and apply again for a defence of the respective paper.

#### Article 28

- (1) Students studying by a distance learning method (e-learning) are required to defend their paper via video link, in accordance to general provisions from the previous Article and, at the same time, under particular conditions as decided by the Professional Studies Management Board.

### Documents on completion of study programmes

#### Article 30

- (1) Upon completion of studies the student is issued a diploma which certifies acquired occupation.
- (2) Besides the diploma, the student is also issued with a diploma supplement on the study which includes a list of all grades and content of each course.
- (3) Both the diploma and the diploma supplement are public documents, determined in the content and form by the Minister.
- (4) The diploma on completed study is presented by the Dean of the Faculty during an awarding ceremony.

### Duration of study programmes

- (1) The student has right to complete the enrolled study within the time period twice longer than duration of the study.
- (2) Exceptionally, the student can have an approved deadline longer than the one from Paragraph 1 of this Article but not longer than eight years, with an obligation of taking differential exams in case of changes in the syllabus and of paying additional expenses for this study.

X. FINAL PROVISIONS

Article 32

- (1) The terms used in these Regulations which may connote gender, regardless of whether masculine or feminine, shall be taken to include both genders equally.

Article 33

- (1) These Regulations shall enter into force on the day of being issued.  
(2) All other issues related to studying at the professional studies not regulated by these Regulations are regulated by provisions of the Statute and the Regulations on Study Programmes and Studying of the Faculty of Kinesiology in Split.  
(3) Any changes and amendments to these Regulations must be implemented according to the procedure of their adoption.

These Regulations shall enter into force on 30 December 2011.

Split, 23 December 2011

Class: 602-04/11-05/0004

Registration number: 2181-205-04-01-11-001

DEAN

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