

Pursuant to the article 26 of the ZSEM statute, the Dean of ZSEM has approved the following

RULES OF PROCEDURE FOR SUBMISSION OF STUDENT REQUESTS

I

This document prescribes the procedure of submission of student requests at ZSEM.

II

Every ZSEM student has the right to submit a request to the Undergraduate or Graduate Teaching Committee.

III

The Undergraduate or Graduate Teaching Committee shall inform the student about the decision regarding his or her request within 3 days after it has convened.

The Undergraduate or Graduate Teaching Committee shall inform the student about the decision regarding his or her request by e-mail provided in the request.

IV

Every student has the right to lodge an appeal within 7 days of the receipt of the decision.

The decision made by the Undergraduate or Graduate Teaching Committee upon the receipt of the appeal is final.

V

The above rules apply to all students of ZSEM.

In Zagreb, February 2015

ZSEM DEAN:

Đuro Njavro, PhD