

ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT
Zagreb, Jordanovac 110

REGULATION
on procedures of improvement and revision of study
programs at Zagreb School of Economics and
Management

Zagreb, December 2018

Pursuant to Article 26, paragraph 8 of the Statute of Zagreb School of Economics and Management, the Dean of Zagreb School of Economics and Management has approved of the

Regulation on procedures of improvement and revision of study programs at Zagreb School of Economics and Management

Article 1

This Regulation prescribes procedures of evaluation, periodical revision and improvement of study programs of Zagreb School of Economics and Management (hereinafter ZSEM).

Article 2

The initiative for proposal of amendments to a study program can come from the dean, vice-dean, course head, Quality Committee and Undergraduate and Graduate Teaching Committees.

The initiative for proposal of amendments to a study program is sent to the Faculty Board, which will assess its justification every time when, during the process of evaluation or received suggestions, the need for changes to a study program is determined.

All decisions on amendments to a study program are filed in a printed format into the archives of ZSEM, and changes based on these decisions are registered in the information system of ZSEM (ZSEM IS) and the MOZVAG information system.

Article 3

Minor changes to a study program, by which not more than 20% of the program content or final competences of students and their qualifications in relation to the initially accredited study program, are approved by the Faculty Board on the basis of received suggestions.

The percentage of the study program changes is defined by calculating the number of changed learning outcomes in relation to all learning outcomes within a course. The same model is applied at the level of a study program.

Decisions of the Faculty Board of ZSEM on minor changes to a study program from the previous paragraph refer mainly to:

- decisions on the order of enrolling and passing of courses,
- merging two smaller (one semester) courses into one or vice-versa without changes to the content, the number of hours, teaching methods and student workload as expressed by ECTS credits,
- introduction of new elective courses or replacement of existing courses and single change to the content within 20% of the mandatory and elective courses of the study program, expressed in the quantity of 20% of the content areas or number of hours per course.

- redistribution within the planned number of hours for individual courses and different teaching methods (lectures, exercises, seminars)
- redistribution of ECTS credits and student workload by different types of obligations within the planned number for the course,
- activation and deactivation of elective courses planned in the program with regards to expressed interest of students and financial and organizational efficiency,
- changes in titles of courses to a maximum of 20% of courses without changes to their contents, and
- changes to the criteria for enrollment into undergraduate and graduate programs need to be approved by the end of May for the current academic year, i.e. at the latest 3 months before the start of classes for the course being changed.

Article 4

The content of the changed study program from the article 3 of this Regulation is published on the ZSEM website within 8 days from the day of its adoption and all enrolled students will be informed about the changes via the LMS information system.

Article 5

Regular upgrading of courses, which refers to introduction of recent literature, teaching methods and monitoring student progress, as well as minimum alignment of courses with modern insights up to 10% of the initially accredited course content is conducted by the course head upon approval by the head of department head or associate dean for undergraduate or graduate program.

The head of the course shall announce the changes to the course from the previous paragraph of this article via the LMS information system in the area regarding the syllabus.

The head of the department shall make sure that the course head from paragraph two of this article has published the changes via the LMS information system.

Upgrading of the course is done without the procedure before the Faculty Board of ZSEM.

Article 6

The following changes to a study program are considered to be major ones:

- the title of the program and/or titles of more than 20% of courses,
- 20% of the content in more than 20% of courses,
- acquired competences and/or qualifications or
- ratio of ECTS credits between mandatory and elective courses as compared to the initially accredited study program.

In cases from paragraph 1 of this article, it is necessary, in accordance with the Regulation on the Content of Licence and the Conditions for Issuing the Licence to

Perform Higher Education Activities, Implement Study Programs and Re-accredit Higher Education Institutions (Official Journal, 24/10), to start a new procedure of initial accreditation of the study program.

The procedure of re-accreditation of the study program is initiated by the Faculty Board upon the suggestion of the dean.

Article 7

After the acquired accreditation for the changed study program, the program is published on the ZSEM website and the LMS information system, at least 7 days prior to publication of announcement for competition for enrolment into the first year of the study program.

Article 8

Situations which have not been covered or precisely defined by this Regulation are appropriately covered by the provisions of the Regulation on the Content of Licence and the Conditions for Issuing the Licence to Perform Higher Education Activities, Implement Study Programs and Re-accredit Higher Education Institutions (Official journal, 24/10), the Statute of ZSEM, Study Program Rules and Regulations as well as the Quality Assurance Regulation.

Article 9

This Regulation shall enter into force on the day of its adoption and will be published on the notice board and ZSEM website.

Dean:

Đuro Njavro, PhD

The Regulation was published on the notice board and the ZSEM webpage on

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ZSEM Secretary:

Ida Čavar Bilobrk, mag. iur., MBA