Pursuant to Article 43, Article 77 and Article 87 of the Statute of the Faculty of Economics, Business and Tourism in Split, the Faculty Council in its session held on 21 June 2022 passed the

ORDINANCE

on the organisation and implementation of the the joint postgraduate specialist study Management of Healthcare Organizations jointly provided by the Faculty of Economics, Business and Tourism in Split and the University of Split, School of Medicine

1. GENERAL PROVISIONS

Issues determined by this Ordinance

Article 1

(1) The Ordinance regulates issues pertaining to the collaborative postgraduate specialist study Management of Healthcare Organizations, jointly provided by the Faculty of Economics, Business and Tourism in Split and the University of Split, School of Medicine (hereafter "Study"), structure and execution of the study, opportunities it provides to students, monitoring and improving the quality of the study, rules of study, and procedures concerning different aspects of the study.

(2) For issues not regulated by this Ordinance, the provisions of the following apply: Scientific Activity and Higher Education Act, The Croatian Qualifications Framework Act, The Statute of the Faculty of Economics, Business and Tourism in Split and the University of Split, and other Acts of the Faculty of Economics, Business and Tourism in Split.

(3)) Other activities and procedures related to the implementation of the Study are determined by curricula, special decisions and documents of the quality management system.

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Glossary of terms used hereafter

Article 2

The following terms will be applied in the Ordinance:

Act	Scientific Activity and Higher Education Act
University	University of Split
Faculties	Faculty of Economics, Business and Tourism and School of Medicine
Council	Faculty council of the Faculty of Economics, Business and Tourism

Study	The entire study programme of a certain level and profile consisting of courses and other study obligations
Course	Individual part of the program that provides overall knowledge in a particular area and consists of teaching activities provided by the study program and the curriculum
ECTS	European Credit Transfer Sistem
Applicant	Individual applying for enrolment into the study programme
Student	Individual enrolled in the sudy programme

Terms with the gender meaning are used neutrally and refer equally to men and women.

2. STUDY

Article 3

(1) Provider of the Study is the Faculty of Economics, Business and Tourism, University of Split and the co-provider is the University of Split, School of Medicine.
(2) The Study is conducted at the Faculty of Economics, Business and Tourism in Split.
(3) Decisions on the organization and implementation of the Study are made by the Council of the Faculty of Economics in Split.

Aims of the Study

Article 4

The Study is organized with the aim of educating experts in the field of economics.

Organization of the Study

Article 5

(1) The Study is organized according to the study programme adopted by the Senate of the University of Split, at the proposal of the Faculty.
(2) The Study lasts one (1) year (two (2) semesters) and on its completion 60 ECTS credits are acquired.

Article 6

(1) Within the Study, student:
- acquires detailed knowledge in the field of economics, in accordance with the study program,
- participates in the work of teams and independently prepares, with the help of a mentor, a number of seminar papers, projects and final thesis,
- acquires knowledge from other scientific fields necessary for mastering the study content in the field of economics in which a student is specializing.

(2) Specialist training within the Study is conducted in such a way that the student acquires the competencies necessary for successful and independent solving of complex problems in practice.

Article 7

The organization of teaching activities at the Study is determined by the study programme and the curricula.

The Study

Article 8

(1) The Study is conducted according the study programme and the curricula.
(2) The study program is shaped according to the provisions of the Act and other general acts of the University and the Faculty, and is adopted, at the proposal of the Council, by the Senate of the University of Split.
(3) Curricula based on the adopted study programmes, are passed by the Council.

Academic title

Article 9

On completion of the Study, the academic title of a university specialist in healtcare (univ.spec.oec.) is acquired.

Deadlines for completion of the Study

Article 10

(1) The deadline for completion of the Study is three (3) years from enrollment. The term completion of studies refers to prepared, evaluated and defended final thesis.
(2) As an exception to the previous item, and at the written request of the student, for justified reasons the suspension of studies may be granted for a maximum of 12 months once during the Studies, on which the decision is made, following the proposal by the Head of Studies, by the Vice Dean in the first degree, and the Council in the second degree.
(3) The standstill of the Study implies the extension of the deadline for the completion of the Study by an equal length. During the approved period of standstill of the Study, the student may not perform the study obligations.
(4) In exceptional cases, based on a special decision by the Dean, the student's term of study may be extended for a maximum of 12 months, but only with new financial conditions, in accordance with applicable acts.
(5) A student who fails to complete the Study within the deadlines determined by provisions of this Article, the Study programme and other acts of the Council, loses student status, is deleted from the Study records, and is not entitled to a refund of tuition fees.

Students

Article 11

(1) The Study is organized as a part-time study, and accordingly, its participants have the status of a part-time student.

(2) Upon enrolment, the student enters into a Study Agreement which determines his status, amount and deadlines for payment of tuition fees and the rights and obligations of the contracting parties.
(3) Tuition is paid by the student, alone or with the support of a legal or natural person who refers him to the Study.

Conducting the Study

Article 12

(1) The Study is managed by the Head appointed by the Dean of the Faculty of Economics, Business and Tourism in Split, and confirmed by the Council.
(2) The Head of Studies is appointed for each generation of students and may be appointed for multiple generations.
(3) The Head of Studies:
- proposes and prepares the establishment and beginning of the Study, and leads the operational organization of the Study,
- proposes and organizes promotional activities related to the Study,
- takes care of motivating candidates for enrolment in the Study,
- takes care of the improvement and modernization of the study program and makes proposals for it,
- conducts preparatory activities and interviews related to the engagement of teachers in the Study,
- proposes course tutors and other participants in the teaching process,
- prepares a Study calculation proposal,
- determines the schedule of activities at the Study,
- takes care of all preparatory activities related to the beginning of classes,
- advises students in choosing elective courses,
- assists students in choosing a (potential) mentor,
- monitors the implementation of the Study in all its segments, and participates directly in solving operational problems,
- takes care of even distribution of workload for teacher mentors,
- if necessary, attends the Counil sessions,
- submits to the Council an annual Work Report, which has to contain an overview of the implementation of the planned calculation of the Study,
- cooperates with the Vice Dean for Teaching on the issues of organization and execution of the Study.

(4) The Study has a Co-head of the Study, who assists the Head of the Study in his work, especially in promoting the Study, selecting candidates for enrolment in the Study, monitoring student progress, advising on the choice of elective courses, and improving the study programme.
(5) The co-head of the Study is appointed by the School of Medicine in Split.
(6) The Management of the Faculties, the Head and the Co-Head of the Study meet at least twice during the academic year, on the topic of conducting and organizing the Study.
(7) The Center for Postgraduate Studies at the Faculty of Economics, Business and Tourism in Split performs all administrative tasks related to the preparation, implementation and monitoring of the Studies.

3. ENROLMENT

Conditions for enrolment

Article 13

(1) A candidate is eligible for enrolmet into the Study if he / she:

- has completed a university graduate study (with at least 300 ECTS credits acquired), i.e. university undergraduate studies,
- has acquired working kowledge of at least one foreign language to the extent necessary for the successful use of professional and scientific literature.

Appropriate professional experience in the healthcare sector is an added advantage.

(2) A candidate who has completed one of the university graduate studies or university undergraduate studies outside the field of economics will be directed to a program of preparation through differential courses as a prerequisite for enrolment in the Study.

(3) A candidate shall pass all differential exams before enrolling in the second semester.

(4) The enrolment criteria, at the proposal of the Enrolment Committee, are adopted by the Council.

Article 14

The right to enrol in the Study is also granted to individuals who have completed a university study abroad and who have undergone academic recognition of a foreign diploma or a period of study abroad.

Public Call for Applications

Article 15

(1) Enrolment in the Study is carried out on the basis of a public Call for applications passed by the Council.
(2) When announcing the Call for applications, the Council defines the enrolment quotas, and the decision on quotas is made by the University Senate.
(3) The public Call for applications is published on the Faculty's website, and, if necessary, in other media.

Application procedure

Article 16

(1) The applicant is obliged to submit an application for enrolment in the Study within the deadline determined by the Call for applications.
(2) Along with the application, the applicant shall enclose all the documentation specified in the Call for applications.

(3) The enrolment criteria and the selection procedure must be published on the Faculty's website, along with the Call for applications.

Enrolment Committee

Article 17

(1) The Enrolment Committee consists of the Vice Dean for teaching at the Faculty of Economics, the Head and Co-head of Study.
(2) The Enrolment Committee conducts the selection procedure on the basis of the submitted documentation, in accordance with the conditions of the Call for applications.
(3) If the number of applicants who meet the conditions for enrolment exceeds the enrolment quota, the Enrolment Committee shall rank the applicants by applying the criteria determined by the Council.

Enrolment

Article 18

(1) The Enrolment Committee determines the proposal of selected applicants for enrolment in the Study and proposes them to the Council, which determines the final list for enrolment and makes a decision on enrolment of students and the implementation of the Study.
(2) Enrolment in the Study is carried out by the Centre for Postgraduate Studies of the Faculty of Economics in Split (hereafter: the Centre).

Complaints procedure

Article 19

(1) All applicants will be acquainted with the results of the selection process following their publication on the Faculty's website.
(2) The applicant has the right to file a complaint in connection with the enrolment within 48 hours from the publication of the results of the selection process from the previous paragraph.
(3) The complaint is submitted to the Centre, and the decision on the applicant's complaint is made by the Council.

4. TRANSFERS FROM OTHER POSTGRADUATE STUDIES

Article 20

(1) Acquisition of student status or continuation of student status in the Study is possible by transferring from one postgraduate study to another postgraduate study, within the scientific field of economics.
(2) The application for transfer is submitted to the Centre, and the application is considered by the Enrolment Committee.
(3) The final decision on enrolment, at the proposal of the Enrolment Committee, is made by the Council.

5. CONDUCTING THE STUDY PROGRAMME

Forms of implementation of the Study

Article 21

Teaching activities at the Study consist of lectures, various independent projects, individual consultations, mentoring, participation in solving practical problems, and other forms of acquiring theoretical and practical knowledge determined by the study program and the course syllabi.

Article 22

All classes are conducted in English.

Article 23

(1) The student is obliged to properly and regularly perform the obligations of the Study, within the deadlines and in the manner determined by the study programme.
(2) The student is obliged to take part and actively participate in all forms of teaching in accordance with the study programme.

Organization of the teaching process

Article 24

(1) Classes are performed by semesters. They begin after the enrolment process has been completed,
(2) Classes are usually organized in the afternoon from Monday to Saturday.
(3) Teachers with scientific-teaching or scientific titles at both Faculties, universities or other scientific and scientific-educational institutions in the country and abroad, as well as other prominent scientists and experts from practice, may participate in the teaching process in accordance with the study programme and in accordance with applicable legal acts.

Exams

Article 25

(1) Upon completion of each course, students take an exam.
(2) The exam is taken in accordance with individual course syllabus.
(3) The exam can be taken by a student who has met all the obligations set out in the course syllabus.
(4) The exams are public and are taken in front of the subject teacher.

Article 26

(1) Grades that can be achieved in a particular subject and seminar paper are determined by applicable acts.

(2) The grade is entered in the application form, and the positive grade is entered in the official records of passed exams.
(3) A student can take the exam in the same subject no more than three times. The third time around, the exam is taken before a committee of three members appointed by the Head of the Study. As a rule, in addition to the subject teacher, the Head of the Study also participates in the work of the Committee.
(4) If the student does not achieve a positive grade after the third exam, he / she enrols in the course again.
(5) A student who does not achieve a positive grade even after re-enrolling in the same subject in three attempts, loses the right to continue studying at the Study.

6. MENTOR

Article 27

(1) A mentor is appointed to each student for the preparation of the final thesis. A mentor guides and advises the student and monitors the results of the final thesis.
(2) The mentor is appointed from the ranks of teachers in the scientific-teaching or scientific title.
(3) As a rule, the mentor is appointed from the ranks of teachers who participate in teaching at the Study, but also other teachers from and outside the Faculty under the conditions referred to in item 2 of this Article.
(4) Professor emeritus may also be appointed as a mentor.
(5) Mentor is appointed by the Council upon acceptance of the topic of the student's final thesis.
(6) The appointment of a mentor will be conucted taking into account that the mentor:

- with his / her scientific and professional activity guarantees efficient preparation of the final thesis,
- express his /her consent to the appointment.

(7) Potential mentor assists the student in proposing and submitting an application for the topic of the final thesis.

Article 28

(1) During the study period, a potential mentor / mentor may change. A proposal to change potential mentor / mentor can be submitted by the student, potential mentor / mentor and the Head of the Study.
(2) A request to change a potential mentor / mentor should include an explanation of the reasons for such a request.
(3) The Council makes a decision on the change, at the proposal of the Head of the Study, who examined all the circumstances on the basis of which he can assess the merits, i.e. the justification of the proposal.

7. FINAL THESIS

Article 29

(1) The final thesis is a student's independent work in which a student researches a current topic from the field in which a student is studying, and the results of which have a broader applicability.

(2) By completing the final thesis, a student should prove:

- ability to apply relevant theoretical and practical knowledge in independent analysis of a current topic,
- ability to apply adequate research methodology,
- ability to structure and apply relevant knowledge, attitudes and facts published in current literature, with adequate citation,
- ability to formulate one's own knowledge, conclusions and recommendations that he / she came to by applying the appropriate methodology.

Submission of the topic proposal

Article 30

(1) The student is obliged to submit the topic of the final thesis in agreement with the potential mentor.
(2) The text of the topic proposal is approved by the potential mentor with his / her signature.
(3) Along with submitting the topic proposal, the student encloses:
a) explanation of the topic which contains:

- research problem and subject,
- research goals,
- research methods,
- research content.

b) elaboration of the topic
c) core literature
d) short CV
(4) The procedure for accepting the topic of the final thesis can be initiated when the student has two exams left at the Study.
(5) The topic proposal for the final thesis is submitted in four (4) copies to the Centre, and the electronic version is sent via e-mail.

Article 31

(1) The Head of the Study proposes three (3) members of an evaluation committee to evaluate the topic proposal. The committee members shall be selected primarily from the ranks of teachers elected to the scientific-teaching or scientific title. The final decision is made by the Council.
(2) Potential mentor is the chairman of the committee referred to in the previous item of this Article.

(3) The committee is obliged to evaluate the proposition of the topic no later than two (2) months from the receipt, and to submit a written report to the Council.
(4) The topic of the final thesis is approved by the Council on the basis of the report and proposal of the committee for the evaluation of the topic proposal.
(5) The Council appoints a mentor for the approved topic.
(6) If the committee for the evaluation of the topic proposal assesses that the proposal has shortcomings that can be remedied, it will ask the student to rectify the shortcomings. In that case, a student will be given a deadline for submitting a corrected proposal of the topic of the final thesis, which cannot be longer than two (2) months.
(7) If the committee negatively evaluates the proposal of the topic of the final thesis, a student is advised to prepare a new proposal for the topic with a deadline of completion no later than six (6) months from the day when the negative evaluation was communicated in writing.
(8) Each member of the evaluation committee for the topic proposal has the right to draw up a separate opinion.

Preparation of the final thesis

Article 32

(1) In the final thesis, a student, with the help of a mentor, researches an approved topic in the field in which he / she is specializing.
(2) A student is obliged to process the researched problem with an appropriate methodology, and to systematically present the results of his work.

Article 33

The text of the final thesis is formatted in accordance with the instructions for writing student papers at the Faculty of Economics, Business and Tourism in Split.

Article 34

The final thesis shall be written in English.

Article 35

(1) A student may submit the final thesis for evaluation after fulfilling all study obligations in accordance with this Ordinance.
(2) A student, following the approval by the mentor, submits the final thesis to the Centre in four (4) copies (paperback), as well as the electronic version by e-mail, no later than four (4) months before the expiration of the defined deadline for completion of the Study.
(3) A student is obliged to enclose a document with identified matches, generated in the TURNITIN programme, in accordance with applicable legal acts.

Evaluation of the final thesis

Article 36

(1) The final thesis is evaluated by a committee of at least three (3) members appointed by the Council, at the proposal of the Head of the Study.
(2) The mentor cannot be the chairman of the committee for the evaluation and defence of the final thesis.
(3) The committee referred to in the previous item of this Article is obliged to evaluate the thesis no later than two (2) months from the receipt of the thesis, and to submit a written report to the Council.
(4) The committee for the thesis evaluation may propose in its report:

- to accept the thesis and grant the student access to the thesis defence
- to return the thesis with the possibility of revising it and subjecting it to re-evaluation,
- to reject the thesis

(5) If the evaluation committee assesses that the paper has remediable shortcomings it will ask the student to rectify the shortcomings. In that case, the student will be given a deadline for submitting the corrected final thesis, which cannot be longer than two (2) months.
(6) If the committee negatively evaluates the final thesis, the student is directed to write a new thesis on the same topic with a deadline for completion no later than six (6) months from the date when the negative grade was communicated to him in writing.

Article 37

(1) If the committee evaluates the final work positively, and the Council accepts that evaluation, the Council appoints a committee for the defence of the final thesis.
(2) As a rule, the members of the evaluation committee are also the members of the defence committee.
(3) The Council also appoints one deputy member of the defence committee and determines the date, time and place of the defence. The thesis defence may not be scheduled before eight (8) days expire from the day of the session of the Council at which the defence committee was appointed.
(4) The decision on the schedule for the thesis defence is announced on the website of the Faculty of Economics, Business and Tourism in Split.

Thesis defence

Article 38

(1) The defence of the final thesis is public and is conducted before the defence committee.
(2) The defence of the final thesis consists of introducing the committee and the audience with the student and his work, presenting the results obtained by the student, evaluation of the final thesis by the evaluation committee, questions of committee members and student's answers to these questions, as well as student's answers to questions by those present at the thesis defence.
(3) The defence committee, after deliberations, announces the results of the defence, which may be:

a) defended by a unanimous decision of the committee,

b) b) defended by a majority of the votes of the committee, or
c) did not defend

(4) The final thesis is defended only once.
(5) If the final thesis is not successfully defended, the student will be instructed to select and apply for a new topic.

Article 39

Minutes shall be kept during the defence of the final thesis, which shall be signed by all members of the committee. The minutes must be accompanied by questions asked at the defence by the members of the committee, as well as by other persons present at the thesis defence.

Article 40

The final thesis is an original work and can be published only after the defence.

Article 41

(1) After the successful defence, the student is obliged to submit two (2) copies of the final thesis (hardcover) together with the electronic version and the Statement on the storage of the paper to the repository within one month from the day of the defence.
(2) A copy of the final thesis and the electronic version are submitted to the libraries of the Faculty of Economics, Business and Tourism in Split and the School of Medicine in Split. The library of the Faculty of Economics, Business and Tourism in Split archives the electronic version of the final paper and publishes it in the institutional repository, in accordance with the type of authorization.

8. DIPLOMA AND GRADUATION CEREMONY

Certificate of completion of studies

Article 42

Student who has defended his / her thesis is issued a certificate of completion as a valid public document.

Certificate of completed part of the study program

Article 43

At a student's request, the Faculty of Economics, Business and Tourism in Split issues a certificate confirming the list of courses that a sudent has taken and passed, the subjects at the Study, the forms of teaching applied, exam grades, as well as graded written work.

Diploma

Article 44

(1) Upon completion of the Study, a diploma is issued.
(2) The diploma is issued in Croatian, and can also be issued in English.
(3) In addition to the diploma, the student is issued a diploma supplement upon request.
(4) The form and content of the diploma and the diploma supplement are defined in accordance with the regulations of the University.

COMMENCEMENT CEREMONY

Article 45

(1) The diploma of a university specialist is awarded by the Faculty of Economics, Business and Tourism in Split.
(2) The diploma of completed studies is conferred at a commencement ceremony.
(3) The commencement is hosted by the Dean of the Faculty, the promoter ,with the participation of co-promoters from the ranks of teachers in the scienific-teaching position from the Faculty of Economics, Business and Tourism in Split and from the University of Split School of Medicine

9. TRANSITIONAL AND FINAL PROVISIONS

Article 46

The Council is responsible for the interpretation of this Ordinance.

Article 47

Amendments to this Ordinance shall be made in the same manner and according to the procedure provided for its adoption.

DEAN:

Vinko Muštra, Ph.D.

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