

CLASS: 003-01/20-03/02

NO: 2170-57-01-20-16

Rijeka, 21st January 2020

On the basis of Article 63 and Article 100, paragraph 1, indent 12 of the Statute of the University of Rijeka (CLASS: 011-01/19-01/10; NO: 2170-57-01-19-4, the revised text from 2nd October 2019) according to the position of the Ministry of Science and Education regarding the registration of the suspension of student obligations (CLASS: 602-01/19-11/00052; NO: 533-04-19-0001, from 7th October 2019), on the basis of the Conclusion of the Expert Council of the Centre for Studies from 16th January 2020 (CLASS: 003-01/20-01/06, NO: 2170-57-03-20-1), the Senate of the University of Rijeka at its 37th session on 21st January 2020 adopts:

DECISION

ON THE CONDITIONS AND PROCEDURE FOR EXERCISING THE RIGHT TO SUSPENSION OF STUDENT OBLIGATIONS IN JUSTIFIED CASES

I.

The student has the right to suspend obligations in the following justified cases:

- during pregnancy
- while exercising the right to maternity or paternity leave of a student mother or father, in accordance with special regulations,
- during a prolonged illness which prevents him/her from fulfilling study obligations,
- in other justified cases in accordance with the decision of the department/faculty.

II.

- (1) The student acquires the right to suspend obligations by means of a decision of the constituents on the basis of a submitted written request with associated documentation.
- (2) The student is obliged to submit the request for suspension (form) with the associated documentation immediately, no later than thirty (30) days from the date of the reason for suspension.
- (3) The completed request form with authentic documentation is submitted to the Student Service of the department/faculty.
- (4) The decision on approval of suspension of obligations is issued for the requested period, and at the earliest, from the date of origin of the reason for suspension of obligations.

III.

- (1) A student has the right to suspend obligations during a long-term illness that prevents him/her from fulfilling study obligations.
- (2) In this case it is necessary to deliver
 - the opinion of the resident student doctor based on the submitted medical documentation.

IV.

The student has the right to suspend obligations in other justified cases that are not provided for in paragraphs 1 to 3 of point 1 of this Decision based on a special decision of the constituent.

V.

- (1) The Student Service of the department/faculty is obliged to receive the written request for approval of suspension of student obligations and send it together with the attached documentation for resolution to the vice dean, deputy head or teaching committee of the department/faculty.
- (2) The vice dean, deputy head or teaching committee of the department/faculty is obliged to resolve the request within fifteen (15) days from the day of receipt of the formal request.
- (3) If the request is justified, the student is issued a Decision on suspension, which approves the suspension effective for the period for which it is issued.
- (4) In exceptional cases, the vice dean, deputy head or teaching committee of the department/faculty may ask the student to supplement the documentation within a period of no longer than eight (8) days.

VI.

The Decision is issued in two (2) identical copies, one (1) copy is delivered to the student, and one (1) copy to the Student Service of the department/faculty in order to timely record changes in the student's status in the Information System of Higher Education Institutions (ISVU), and in order to avoid retroactive approval of suspension of obligations.

VII.

- (1) The student has the right to complain against the decision within eight (8) days from the day of receiving it. The objection is submitted to the head of the department/faculty in written form.
- (2) The decision of the head of the department/faculty as a second instance body is final.

VIII.

An integral part of this Decision consists of:

- The request for suspension of obligations.

IX.

- (1) During the period of suspension, the student can take the exams for which he/she has fulfilled the conditions.
- (2) If the study program is changed during the period of suspension, the student must enrol in and pass the differences that have arisen in the meantime.
- (3) The duration of studies does not include the time during which students' obligations are suspended.
- (4) After the termination of the period of suspension, the last year in which the student actively attended studies is taken into account when determining the fulfilment of the conditions for exercising the rights of the student, i.e. the year of suspension is not taken into account when determining the aforementioned rights.
- (5) During the period of suspension, the rights of students, which they exercise according to special regulations, are suspended.

X.

The constituent bodies of the University and the student unions of the constituent parts of the University are obliged to inform all their students of this Decision and of the rights and obligations arising from the approval of the study suspension period.

XI.

- (1) This Decision enters into force on the day of its adoption.
- (2) The constituent parts of the University undertake to harmonise their general acts within 60 days from the date of entry into force of this Decision.

RECTOR

Prof Snježana Prijić-Samaržija, PhD

Delivered to:

- University constituents
- The Centre for Studies
- Archive, here