

**POLICE COLLEGE**

**REGULATIONS**

**ON INTERNATIONAL MOBILITY OF STUDENTS, TEACHING AND  
NON-TEACHING STAFF OF THE POLICE COLLEGE**

Zagreb, 29 of January 2014

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Pursuant to Article 26 of the Police College Statute, the Teachers' Council of the Police College, at its meeting held on January 29, 2014, adopted the following:

## **REGULATIONS**

### **ON INTERNATIONAL MOBILITY OF STUDENTS, TEACHING AND NON-TEACHING STAFF OF THE POLICE COLLEGE**

#### **I GENERAL PROVISIONS**

##### **1.1. Subject of the Regulations**

###### **Article 1**

Regulations on International Mobility of Students, Teaching and Non-Teaching Staff of the Police College (hereinafter: the Regulations) regulate basic principles of student mobility, the duration of mobility, application procedure, documents, rights and obligations of students, teaching and non-teaching staff, the role of Erasmus coordinators and Mobility Commission, as well as other matters related to the implementation of the mobility and international cooperation within the scope of the Police College.

###### **Article 2**

(1) Students, teaching and non-teaching staff that are participating in mobility programmes are obliged to abide by general and other regulations of the Police College, as well as of international institutions regarding the mobility procedure.

(2) Also, all employees and students of the Police College, who are in any form participating in the mobility programme, are obliged to abide by the rules of the Erasmus University Charter published by the European Commission.

## 1.2. Definitions of Terms

### Article 3

Terms used in these Regulations have the following meanings:

1. **Erasmus programme** is a mobility programme within LLP (Lifelong Learning Programme), which encompasses mobility at higher education level.
2. **Higher education institution** refers to universities, faculties, polytechnics, academies or scientific institutes.
3. **Home institution** is a higher education institution at which teaching and non-teaching staff is employed, or in which the student is enrolled.
4. **Host institution** is a higher education institution at which mobility is accomplished.
5. **Partner institution** is a higher education institution with which the Police College has signed a inter-institutional agreement on international cooperation within the Erasmus programme.
6. **Inter-institutional Agreement** is an international cooperation agreement within the Erasmus programme which is concluded between the Police College and the partner international higher education institution. The area of cooperation, as well as the number of students, teaching and non-teaching staff in mobility are defined by the Inter-institutional agreement.
7. **Outgoing student** is a Police college student in the mobility programme, who will accomplish a part of the obligations or the training at the international host institution.
8. **Incoming or guest student** is a student in the mobility programme at the Police College as the host institution.
9. **Outgoing staff** are persons employed at the Police College according to the decision on assignment and chosen to participate in the mobility programme at the host institution. The term includes teaching and non-teaching staff.
10. **Incoming staff** are persons employed at the international institution who are chosen to participate at the Police College as the host institution.
11. **Learning Agreement** is an agreement by means of which study programme is drawn up for a given student. Learning agreement encompasses the term „Agreement on recognition of the period of mobility“, as used by the Agency for Mobility and EU Programmes. Learning agreement can be concluded on the basis of an inter-institutional agreement.
12. **Changes to the Original Learning Agreement** is a document which determines the changes to the Learning agreement determined after the beginning of the period of mobility.
13. **Training Agreement** is an agreement by means of which training programme for a given student is drawn up at the host institution. Training agreement can be concluded on the basis of an inter-institutional agreement.

14. **Changes to the Original Training Agreement** is a document which determines changes to Training Agreement determined after the beginning of mobility programme.
15. **Transcript of Records** is a document by means of which a higher education institution provides detailed information on previous study programme and results achieved by the student, expressed by means of ECTS credits for each course, and grades. Transcript of records shall be issued as an official document in English as well.
16. **Transcript of Work** is a document by means of which the employer provides detailed information on the previous training and results achieved by the student.
17. **Confirmation of Arrival/Departure** is a document by which the host institution confirms the mobility period of each participant in the mobility programme.

## **II BODIES FOR THE IMPLEMENTATION OF THE MOBILITY PROGRAMME**

### **2.1. Professional, Administrative and Technical Support to Mobility**

#### **Article 4**

The mobility programme within the Police college is administered by the Mobility Commission which consists of Vice-Dean for research, development and university studies and the Erasmus coordinator (hereinafter: Erasmus coordinator) and heads of departments or other persons appointed as commissioners.

#### **Article 5**

(1) The Commissioners for mobility are appointed by the Teachers' Council of the Police College on the basis of the Dean's proposal for the period of four years. Each department appoints one commissioner for mobility.

(2) All activities of the commissioners are coordinated by the Erasmus coordinator who is also the head of the Mobility Commission.

(3) The Teachers' Council appoints and dismisses the Erasmus coordinator from the administrative staff on the basis of the proposal of the Mobility Commission.

#### **Article 6**

The process of selection of students, teaching and non-teaching staff for participating in the mobility programme is carried out by the Mobility Commission on the basis of the public tender.

### **Article 7**

The Erasmus coordinator monitors and coordinates all activities related to mobility within the Erasmus programme at the Police College and he/she is responsible for administrative, technical and other tasks concerning this issue.

### **Article 8**

Mobility Commission shall issue relevant recommendations on improving international cooperation at the Police College and implementation of the Erasmus programme and shall provide recommendations to the Teacher's Council on various matters related to international cooperation.

## **III STUDENT MOBILITY**

### **3.1. Student Mobility**

#### **Article 9**

(1) Student mobility refers to studying for a certain period of time at the host institution, after which the student shall return the resident institution to complete the enrolled studies.

(2) Student mobility includes a study stay and/or training within the professional undergraduate or specialist graduate studies at the host institution.

(3) Student mobility is accomplished within the inter- institutional agreement.

(4) The Dean can, at a student's request, approve mobility even outside the institutional agreement by applying the relevant provisions of the Regulations regarding mobility based on an inter-institutional agreement.

### **3.2. Public Tender**

#### **Article 10**

(1) Selection procedure of students is carried out through a public tender which shall be issued on the Police College websites.

(2) The Tender shall define requirements for achieving rights to financial support, the application procedure, selection procedure, compulsory content and the publication of tender results.

#### **Article 11**

Selection of mobility candidates shall be carried out by the Mobility Commission.

### **3.3. Right to Apply for Mobility**

#### **Article 12**

(1) Right to apply for mobility has a student of professional studies if he/she meets the following requirement: at the moment of departure, the student has enrolled the second year of studying and achieved a minimum of 60 ECTS credits.

(2) Right to apply for mobility also have students of specialist graduate professional studies.

(3) Students of the first year of professional studies can apply for mobility only for the purpose of performing training.

#### **Article 13**

Students selected for the mobility programme based on the public tender are obliged to enrol the next academic year or semester at the Police College in Zagreb.

### **3.4. Student Mobility Documents**

#### **Article 14**

Basic documents by means of which mobility programme is defined and by which the completed programme is recognized are following:

- Learning agreement, i.e. Training Agreement;
- Transcript of Records;
- Certificate of Completion of Training.

### **3.5. Learning Agreement and Training Agreement**

#### **Article 15**

(1) After the student has been selected for a mobility programme, a Learning Agreement shall be concluded between the student, the home institution and the host institution, unless otherwise specified by the inter-institutional agreement.

(2) The learning agreement shall identify titles of course units which the student applied for, with the corresponding number of ECTS credits at the host institution, that is, writing the final thesis along with the corresponding number of ECTS credits and other obligations which the student has to carry out during the stay.

#### **Article 16**

(1) After the student has been selected a training mobility programme, a training agreement shall be concluded between the student, the home institution and the host institution.

(2) The training agreement shall identify titles of the state organizations or public institutions in which the training is performed, the period of training, plan of activities, learning outcomes based on the knowledge, skills and competences which the student has to acquire, mentoring, correlations between the training and learning and results that will be recognized upon the student's return.

(3) The „Quality commitment“ document represents another integral part of the Training agreement, regulating rights and obligations of all contractual parties regarding the implementation of training.

#### **Article 17**

By signing The Learning/Training agreement, the home institution allows the student to depart for the mobility programme and the selected learning/training programme, while the host institution admits the student and approves the selected learning/ training programme.

### **3.6. Transcript of Records and Certificate of Completed Training**

#### **Article 18**

After the accomplished mobility, the host institution is obliged to issue a Transcript of Records or a Certificate of Completion of Training to the student.

### **3.7. Duration of Mobility**

#### **Article 19**

(1) Duration of a single period of mobility for outgoing and incoming students shall be defined by regulations of the programme on the basis of which the said mobility is implemented.

(2) Within the framework of the Erasmus mobility programme for outgoing/incoming students, the period of mobility lasts between 3 and 12 months.

(3) In the course of their studies, students can participate only once in the Erasmus mobility programme.

### **3.8. Health Insurance**

#### **Article 20**

Mobility students are obliged to have a travel health insurance policy and a personal accident insurance policy during the period of mobility, unless specified otherwise.

### **3.9. Obtaining a Visa**

#### **Article 21**

Students participating in the mobility programme are obliged to obtain a visa before the departure abroad, if one is required.

## **IV OUTGOING STUDENTS**

### **4.1. Application and Requirements for Admission to Mobility**

#### **Article 22**

Application Requirements and criteria for selection of the mobility candidates shall be defined by the inter-institutional agreement and mobility tender which the Police College shall invite in accordance with provisions of the inter-institutional agreement.

### **Article 23**

Unless regulated otherwise in the tender, a student can apply for mobility if he/she meets the following requirements:

- at the moment of departure, the student has the student status of a full-time student or part-time student of an undergraduate professional study programme and a minimum of 60 ECTS credits, or he/she has the status of a full-time or part-time student of the specialist graduate professional studies
- the student is a Croatian citizen
- the student meets all other requirements specified in the inter-institutional agreement on the basis of which mobility is accomplished.

## **4.2. Conclusion of the Learning Agreement and Training Agreement**

### **Article 24**

(1) Upon conclusion of the Learning or Training agreement for outgoing students, comparison and assessment of study programmes compatibility at the home and host institution shall be carried out by the Mobility Commission.

(2) Learning agreement is signed by the student, the Erasmus coordinator and the Head of the constituent at the host institution.

(3) Training Agreement is signed by the student, the Erasmus coordinator and the Head of the constituent at the host institution.

(4) The Erasmus coordinator is obliged to consult the Dean before the conclusion of the agreement.

## **4.3. Changes to the Agreement**

### **Article 25**

The Learning Agreement and the Training Agreement can be changed only by mutual consent of all contractual parties. The amendments have to be in the written form and signed within a month since the beginning of the mobility.

#### **4.4. Recognition Procedure for Mobility**

##### **Article 26**

If the student has fulfilled all obligations specified in the Learning/ Training agreement, the home institution is obliged to recognize all courses the student has completed within the study programme in accordance with the agreement, without any additional recognition procedure.

##### **Article 27**

In the event that the mobility student enrolls a course that is not compatible or recognized by the Mobility Commission, he/ she is obliged to pass all the enrolled courses that he/she did not enrol at the home institution in consultation with the holder of the course or the professor teaching this course about the material and other requirements for passing the course.

##### **Article 28**

- (1) If the student has not fulfilled all obligations specified in the agreement and fails to acquire the number of ECTS credits for the continuation of the course, the period of the study in the mobility programme and the passed courses specified in the Transcript shall be recognized. Other requirements for the continuation of the study at the home institution shall be defined by the Mobility Commission in agreement with the Dean.
- (2) Independently of the achieved results during the study abroad or the outcomes of the training, the Police College is obliged to include the period of the mobility programme in additional study certificate on the basis of the Confirmation of Arrival/ Departure document.

##### **Article 29**

In case of possible misunderstandings concerning the rights and obligations or a case of a fake student, that is, in dealing with cases not specified in the Regulations, the professor holding the chair will consult the Dean and the Mobility Commission.

##### **Article 30**

- (1) In the event that the selected courses are not a part of the study programme at the home institution, the home institution shall register the information on ECTS credits instead of the selected courses at the home institution, in accordance with the Learning agreement. If this is not possible the courses will be registered into the additional study certificate.

(2) In the event that training is not a part of the study programme at the home institution, the home institution shall register the information on completed training into the additional study certificate.

#### **4.5. Comparison and Assessment of Compatibility of Study Programmes**

##### **Article 31**

(1) Comparison and assessment of compatibility of study programmes, courses, obtained grades, ECTS credits and completed training shall be carried out by the Mobility Commission.

(2) The members of the Mobility Commission have the right to consult the holder of the course or the Dean.

##### **Article 32**

(1) Comparison and assessment referred to in the previous article shall be carried out in accordance with the maximum flexibility principle and in conformity with the following rules:

(2) Recognition of ECTS credits and course units:

1. For completed and passed course units at the host institution, acquired ECTS credits shall be recognised by the host institution as specified in the Transcript of Records. If there is no ECTS credit system at the host institution, the acquired credits shall be converted into the corresponding ECTS credits.

2. Course units in which overlapping of study programmes (with regard to learning outcomes) amounts to about 70% shall be recognized if the student had passed the exam. The course unit, number of acquired ECTS credits, grades and learning outcomes shall be recognized. In the event that the student had not passed the exam for the enrolled course unit, the home institution can allow the student to enter for examination upon his/her return without having to enrol the course unit anew.

3. If overlapping of study programmes amounts to less than 70 % the acquired ECTS credits and the grade shall be recognized as an elective course.

4. The recognized elective course units do not have to correspond with the elective courses at the home institution.

(3) Grade Recognition

1. Grades which the student obtained at the host institution shall be recognized. If the grading systems at the home and the host institution are not identical, the grades shall be converted into the grades of the home institution to whatever extent possible.

2. All grades obtained at the host institution, which can be converted into the national grading system, shall contribute to the grade average at the home institution. Grades which cannot be converted into the national / university grading system (e.g. pass – fail) shall be recorded in their original form and shall not contribute to the grade average of studies at the home institution

(4) Registering of recognized course units, ECTS credits, grades and completed training:

1. Course unit titles, obtained grades and ECTS credits, and completed training shall be registered in the student's transcript (the "Index") and supplementary document on studies.

2. Course unit titles shall be written in Croatian language and in cases where this is not possible, in the original language, along with a description of the course unit which they replace or as separate elective / facultative course units.

3. For courses that are not a part of the study programme, the grades are registered in the original form in the supplementary document on studies

4. The completed training shall be registered in the form specified by the employer in the Transcript of Work.

5. Supplementary document on studies should contain a note on where and when a course unit and/ or training have been completed.

6. The Police College is obliged to register the data referred to in Paragraph into the student's transcript (the „Index“) within an appropriate time, and not later than 10 days before the beginning of the semester in which the student will continue the study programme at the home institution. If it is not possible to do this within the defined timeframe, the home institution is obliged to allow the student to continue his/her studies even without the registration of the said data.

#### **4.6. Rights of the Outgoing Student**

##### **Article 33**

(1) An outgoing student shall maintain the student status at the Police College during the period of mobility and does not have to pay tuition fee at the host institution during mobility.

(2) Students that share the costs of the study are obliged to pay them to the home institution during their study abroad.

(3) The student card shall not be active during the period of mobility and the incoming students shall be entitled to one.

(4) The financial support for outgoing students is regulated by the inter-institutional agreement and the Financial Support Contract. The Financial Support Contract regulates rights and obligations of the Police College and students during the period of mobility and defines requirements for granting financial support.

## **4.7. Obligations of the Outgoing Student**

### **Article 34**

(1) Within the selected programme, the student needs to register minimum 20 ECTS credits in one semester at the host institution and proportionally less for a shorter study period.

(2) An exception to the Paragraph 1 of this Article refers to the writing the final thesis and training stay.

(3) In case that the student fails to acquire the number of ECTS credits from Paragraph 1 of this Article at the host institution, the difference in ECTS credits shall be acquired upon the return in accordance with the Regulations and the Study Regulations.

(4) The outgoing student can acquire 40 ECTS credits in one semester - prior, during and after the academic year of mobility.

(5) After the completion of the period of mobility, and not later than 15 days, the student is obliged to submit the transcript of records from the host institution or the certificate of completed training from the employer, as well as other documents specified in the application and inter-institutional agreement to the appointed Erasmus coordinator.

## **V INCOMING STUDENTS**

### **5.1. Incoming Students within the Inter-institutional Agreement on Student Mobility**

#### **Article 35**

The selection of incoming students is carried out at the home institution.

#### **Article 36**

(1) The selected students are obliged to submit a formal application letter to the Mobility Commission by June 10 for the winter semester or the entire academic year, or by November 10 for the summer semester.

(2) The Erasmus coordinator is obliged to submit the completed ERASMUS Student Application Form and the Learning/Training agreement to the Mobility Commission, within 3 days of receiving the documents.

### **Article 37**

(1) The Mobility Commission is obliged to analyse the compatibility of planned activities and to submit the signed agreement to the Erasmus coordinator or to reject the admission of the incoming student within 14 days.

(2) Upon the conclusion of the agreement, the Erasmus coordinator shall forward an Acceptance letter to the home institution.

### **Article 38**

In reference to the signing of the Learning/Training Agreement, provisions from Article 24 of this Regulations are applied in the adequate form.

### **Article 39**

(1) Incoming students shall be matriculated at the Student Administration Office of the Police College and a student document shall be issued to them.

(2) Incoming students have the rights and obligations of a full-time student of the Police College if not otherwise specified by the inter-institutional agreement.

(3) According to the Erasmus programme regulations, incoming students do not have to pay tuition fees to the Police College during their period of mobility.

## **5.2. Admission of the Incoming Student**

### **Article 40**

The Mobility Commission of the Police College is obliged to coordinate the admission, arrival and accommodation of students that come to the Police College within the mobility programme and inform them of their rights and obligations.

## **5.3. Courses for the Incoming Student**

### **Article 41**

Courses for incoming students that do not attend courses held in Croatian language shall be held, if possible, in English language or through consultations.

## **5.4. Transcript of Records**

### **Article 42**

(1) Upon completion of the mobility programme, the Police College as the host institution shall issue the Transcript of Records and/or the Transcript of Work and the Confirmation of Arrival/ Departure.

(2) This documents shall be issued in English language.

## **5.5. Information Package**

### **Article 43**

(1) For the purpose of providing information to incoming students on possibilities and study requirements at the Police College, the holders of the course are obliged to submit an information package to the Erasmus coordinator by March 15 of the current academic year.

(2) The Erasmus coordinator is obliged to compile all information packages and to prepare them for the Police College website within 7 days upon the receipt. They serve as the International Student Guide for the next academic year held in English language.

## **VI STAFF MOBILITY**

### **6.1. Staff in the Mobility Programme**

#### **Article 44**

The staff mobility refers to the stay of staff members of the home institution (hereinafter: the Staff) at the host institution after which the staff member shall return to the home institution.

#### **Article 45**

(1) The following staff is eligible for mobility:

- persons with an employment contract at the Police College, appointed to the following positions: scientific-teaching, teaching and associate positions
- Non-teaching staff (technical and administrative staff) at the Police College.

(2) External associates who do not have an employment contract with the Police College cannot participate in the mobility programme as the Police College candidates.

## **6.2. Mobility Application and Selection of Outgoing Candidates**

### **Article 46**

Application, manner and criteria for selection of candidates are defined by means of the inter-institutional agreement, i.e. by means of tender provisions within which mobility is accomplished.

### **Article 47**

(1) The Mobility Commission of the Police College will select candidates under following criteria:

- quality of proposed work programme/work plan
- strategic goals for the development of the Police College
- supporting the diversity of fields of expertise of foreign students
- consent of the heads of departments for attending the mobility programme
- number of mobility programmes completed so far.

(2) Unless specified otherwise by the inter-institutional agreement, the number of periods of mobility which a person can obtain within one academic year is not limited to one, but advantage will generally be given to persons who have not accomplished mobility in the current or previous year.

## **6.3 Outgoing Staff Health Insurance Policy**

### **Article 48**

Staff members who participate in mobility are obliged to have a travel health insurance policy and a visa where required unless specified otherwise.

## **6.4 Funding of Mobility within the Erasmus Programme**

### **Article 49**

(1) Erasmus mobility programme is funded according to the regulations of the Erasmus programme and the Agency for Mobility and EU Programmes.

(2) Regulations on granting financial support are published in the university tender and are obligatory for all users of the financial support.

(3) Erasmus coordinator and heads of departments are obliged to conclude the agreement on granting financial support and of regular payments of support according to regulations of the Erasmus programme and the Agency for Mobility and EU Programmes within the defined timeframe.

(4) Primary criteria for granting the financial support for staff mobility programmes within the Erasmus inter-institutional agreement is prescribed by the Mobility Commission of the Police College, in accordance with the rules of the Erasmus programme and the Agency for Mobility and EU Programmes.

(5) For that purpose the resources for participating in conferences, scientific or professional meetings are not granted.

## **6.5 Obligations upon Return from Mobility**

### **Article 50**

(1) Upon return to the home institution the outgoing staff is obliged to submit documents specified in previously given instructions, to the Erasmus coordinator, whereupon the rest of the financial support shall be paid.

(2) Upon return to the home institution, the outgoing member of the staff is obliged to submit the report on completed mobility in accordance with the requirements the inter-institutional agreement, i.e. the rules of the Erasmus Mobility Programme.

## **6.6. Incoming Teaching and Non-teaching Staff**

### **Article 51**

(1) Teaching and non-teaching staff, who are participating in the mobility programme and those who are attending the Police College as the host institution, shall be selected and registered by their home institution, which has concluded the inter-institutional agreement with the Police College.

(2) The admission of incoming teaching and non-teaching staff within the mobility programme is carried out by particular departments of the Police College in agreement with the Erasmus coordinator.

(3) The purpose of stay of incoming teaching and non-teaching staff at the particular department of the Police College can be teaching or professional specialization.

(4) The Head of the Department, who is in charge of the admission of incoming teaching and non-teaching staff within the mobility programme, is obliged to inform the Erasmus

coordinator of the Police College as soon as possible of the achieved agreement and to coordinate further activities in consultation with the coordinator.

(5) The Erasmus coordinator is obliged to issue a Confirmation of Arrival/Departure within the mobility programme to incoming teaching and non-teaching staff.

(6) The Confirmation of Arrival/Departure shall be issued in English language.

(7) The student administration office is obliged to submit a copy of the Confirmation of Arrival/Departure to the Dean within 7 days.

## **VII TRANSITIONAL AND FINAL PROVISIONS**

### **Article 52**

Amendments to this Regulations shall be made by the same procedure as the Regulations itself.

### **Article 53**

The Regulations shall enter into force on the day of its adoption.

Number: 511-01-121-14-422

Zagreb, 29 of January 2014

**DEAN**

**doc. dr. sc. Joško Vukosav**