

Pursuant to Article 82, Paragraph 1 of the Act on Scientific Activity and Higher Education ("Official Gazette" no. 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17) and Article 29 of the Statute of the Juraj Dobrila University of Pula, the University Senate, at its electronic session held on July 23, 2021, adopted the following:

ORDINANCE ON DISTANCE LEARNING (ONLINE LEARNING)

I. GENERAL PROVISIONS

Article 1

The Ordinance on Distance Learning (Online Learning) (hereinafter referred to as the "Ordinance") regulates the rules of distance learning at the Juraj Dobrila University of Pula (hereinafter referred to as the "University"), the organization of distance learning classes, the system of monitoring and evaluating students, the rights and obligations of students related to online studies, as well as other matters concerning online learning at the University.

Article 2

The terms used in this Ordinance that have gender-specific meanings apply equally to all genders.

Article 3

- (1) Online classes at the University are conducted according to the model of online learning defined and adopted by the individual distance learning study program.
- (2) Online classes at the University are conducted in Croatian and English.
- (3) The implementation plan of the study program is published before the beginning of the academic year and is publicly available on the University's website.

Article 4

- (1) The University is obliged to ensure that teaching and research staff have the necessary conditions for conducting online classes by providing appropriate software and hardware support.
- (2) The University is required to continuously work on the professional development of teaching and research staff for the delivery of online classes.
- (3) Training is conducted through workshops organized by the University at predetermined regular intervals.
- (4) Members of the teaching and research staff who successfully complete the training referred to in Paragraph 3 of this Article are awarded a special Certificate confirming their qualification to conduct online classes.

- (5) Throughout the entire course of study, students have access to an online mentor (mentor-teacher), the Online Studies Committee of the University Student Council, the student ombudsperson, as well as administrative and technical support for online studies.
- (6) The mentor-teacher is appointed from among successful teachers holding a scientific-teaching, teaching, or associate title.
- (7) A maximum of ten mentorships per teacher is allowed.
- (8) The mentor-teacher is appointed by the Rector through a Decision based on a reasoned proposal from the respective University constituent.
- (9) The Online Studies Committee of the University Student Council and the student ombudsperson participate in resolving issues related to academic relations as well as academic rights and freedoms of students.
- (10) The Online Studies Committee of the University Student Council and the student ombudsperson are available to students at all times via electronic means.
- (11) The Online Studies Committee of the University Student Council participates in monitoring student satisfaction with online classes, reviews student proposals for improving online teaching in specific areas or as a whole, and informs the University bodies of these proposals.
- (12) The student ombudsperson operates in accordance with the Act on the Student Council and other student organizations.
- (13) Administrative and technical support for online studies is available to students at all times via electronic means.
- (14) Materials necessary for the successful delivery of online classes include video lectures, digitized teaching materials, and others, in accordance with the Implementation Plan of the study program.

II. STUDENTS

Article 5

- (1) Student status in an online study program is acquired upon enrolment in the online program.
- (2) The enrolment procedure for online studies is subject to the appropriate application of the Ordinance on Studying.
- (3) Students are required to meet the minimum technical requirements (technological equipment and internet speed) necessary for successful attendance and participation in classes.
- (4) The list of minimum technical requirements (technological equipment and internet speed) referred to in Paragraph 3 of this Article is available on the University's website and included in the Student Guide for Distance Learning.

Article 6

Students enrolled in online study programs hold the status of part-time students only, due to the specific mode of program delivery.

Article 7

Students are obliged to actively participate in the online teaching process, register for exams in a timely manner, take exams within the designated periods, adhere to the rules of academic integrity, and fulfil their academic obligations in accordance with the Implementation Plan and class schedule.

Article 8

Materials required for successfully following and participating in classes and for passing exams shall always be available to students in digital format.

III. STUDENT WORKLOAD AND EXAMINATION PROCEDURE

Article 9

- (1) Student workload during the academic year is based on ECTS credits.
- (2) The distribution of workload is carried out through continuous activities that form a comprehensive system aligned with the predefined learning outcomes of each course.

Article 10

The right to take an exam is granted to a student who has successfully fulfilled their obligations in accordance with the course's Implementation Plan and schedule.

Article 11

- (1) Exams are taken orally and/or in writing online, and may also be conducted in controlled conditions at partner institutions based on partnership agreements.
- (2) Exams are conducted on a computer under controlled conditions for each online course using the LMS (Learning Management System), or in another format (hybrid) under controlled conditions defined by the online learning study program.
- (3) Certain forms of teaching without grading or with descriptive assessment may be permitted only if provided for by the study program and the Implementation Plan.
- (4) To facilitate more effective and comprehensive mastery of course content, a system of continuous knowledge assessment is enabled, conducted for each online course in accordance with the Implementation Plan.
- (5) Other methods of knowledge assessment include project assignments, seminar papers, essays, exercises, online group work, and other methods.

Article 12

Detailed instructions for taking online exams are published on the University's website.

Article 13

Student performance in each course is determined in accordance with the respective Implementation Plan.

Article 14

- (1) The result of an oral exam is communicated to the student immediately upon its completion, while the result of a written exam is communicated within five working days.
- (2) The grade is entered into the appropriate electronic record system as well as into the official University records.

Article 15

Misuse of electronic identity, user credentials, cheating on exams, inappropriate behaviour, and similar actions are considered serious disciplinary offences and are subject to disciplinary responsibility in accordance with the University's Ordinance on Student Disciplinary Responsibility.

IV. COMPLETION AND SUSPENSION OF STUDIES

Article 16

- (1) The completion of online studies is subject to the appropriate application of the provisions of the Ordinance on Graduate Theses and Graduate Recitals for University Graduate Studies, Integrated Undergraduate and Graduate Studies, and Distance Learning Programs, as well as the Ordinance on Final Theses and Final Recitals for Undergraduate University and Professional Studies and Distance Learning Programs.
- (2) The defence of final and graduate theses is carried out online or by other means defined and adopted by the distance learning study program.
- (3) The suspension of online studies is governed by the appropriate provisions of the University's Ordinance on Studying.

V. QUALITY ASSURANCE SYSTEM

Article 17

(1) The University has established a Quality Assurance and Enhancement System with the following organizational units:

1. Main Quality Committee,
2. Office for Strategic Planning and Quality Assurance,
3. Quality Committees at the level of individual University units.

(2) The specific procedures for ensuring and improving quality are defined in the University's Quality Manual and apply to all study programs.

(3) The procedures referred to in Paragraph 2 of this Article include:

1. SWOT analysis procedure,
2. Internal audit of the quality assurance system,
3. Self-analysis procedure,
4. Development and launch of new study programs,
5. Periodic review and monitoring of programs and qualifications:
 - 5.1. Quality review of teaching implementation plans and detailed syllabi,
 - 5.2. Course profile analysis,
 - 5.3. Analysis of teaching reports,
 - 5.4. Student evaluation of teaching and seminars/exercises,
 - 5.5. Teacher self-assessment of teaching and seminars/exercises,
 - 5.6. Analysis of program attractiveness and candidate profiles for admission and enrolment in the first year,
 - 5.7. Analysis of quantitative standards for course delivery,
 - 5.8. Analysis of study success rates,
 - 5.9. Analysis of reasons for study failure,
 - 5.10. Analysis of the number of graduates and unemployed graduates.

VI. PERSONAL DATA PROTECTION

Article 18

The University may collect, use, and further process personal data for the purpose of regulating

students' rights and obligations, in accordance with applicable personal data protection regulations.

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 19

All relations, rights, and obligations not defined by this Ordinance are subject to the appropriate application of the University's general acts.

Article 20

This Ordinance shall be published on the University's website and shall enter into force on the day of its adoption.

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