

EVANĎEOSKO TEOLOŠKO VELEUČILIŠTE
EVANGELICAL THEOLOGICAL SEMINARY

STATUTE

EVANGELICAL THEOLOGICAL SEMINARY

OSIJEK, MARCH 2023.

EVANGELICAL THEOLOGICAL SEMINARY

Statute by Evangelical Theological Seminary

Osijek, Cvjetkova 32.

Based on the Decision on Amendments to the Statute of the Evangelical Theological Seminary adopted at the session of the Governing board on January 6, 2023, the Governing board determines the full text of the Statute of the Evangelical Theological Seminary.

STATUTE

EVANGELICAL THEOLOGICAL SEMINARY

I. GENERAL PROVISIONS

Article 1.

This Statute determines the status, nature, title, location, sign, seal, activity, legal position, representation and presentation, organization, way of working and decision-making of individual bodies of the Evangelical Theological Seminary (hereinafter the ETS), property, mutual rights and obligations of the founders, status of lecturers, associates and other employees, students, general acts, as well as other issues important for the ETS.

II. STATUS, TITLE, LOCATION, SIGN, SEAL AND ACTIVITY

Article 2.

(1) ETS is a private institution established by the Agreement on the Establishment of the Evangelical Theological Seminary, which was signed by the founders (hereinafter founders) on September 25, 2003.

(2) ETS is registered in the court register of the Commercial Court in Osijek on January 7, 2005 under number 030081690.

(3) ETS was founded as an international religious institution, for the purpose of scientific activity and higher education, as well as professional training of future and current religious and church workers of various religious communities and organizations, in the scientific field of theology, as well as sciences related to theology.

(4) ETS may perform professional and scientific activities in accordance with the Law on Higher Education and Scientific Activities and this Statute.

Article 3.

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- (1) ETS is a private institution that performs its activities as a public service.
- (2) ETS is a legal entity and is registered in the court register of institutions and in the Register of Higher Education Institutions maintained by the Ministry of Science and Education.
- (3) ETS conducts its activities based on the Permit for Activities from the Ministry of Science and Technology, Class: UP/I-602-04/03-20/5, Registration Number: 533-08/828-03-1 dated July 31 2003, and based on the Permits for study programs of the Ministry of Science and Education, Class: UP-I-602-04/18-13/00009, Registration number: 533-04-18-0002 dated May 15, 2018, and Class: UP/I-602-04/18-13/00009. Registration number: 553-04-18-0003 from May 15, 2018.
- (4) The internal organization of the ETS is governed by this Statute and a special regulation adopted by the Governing board.
- (5) ETS may establish a legal entity whose basic activity is to fulfill the mission and meet the needs of students and the ETS.
- (6) ETS has one or more business accounts, through which it transfers funds.

Article 4.

- (1) The title of the institution is: EVANĐEOSKO TEOLOŠKO VELEUČILIŠTE
- (2) The title of the institution in English is: EVANGELICAL THEOLOGICAL SEMINARY
- (3) The title of the institution in German is: EVANGELISCHE – THEOLOGISCHE FAKULTÄT
- (4) The location of the institution is in Osijek, Cvjetkova 32.

Article 5.

- (1) The founders decide on changing the name and location of the institution.
The change of the name, as well as the location of the institution, is entered in the court register.

Article 6.

- (1) The Seminary has its own trademark (logo).
The trademark and its use are regulated by a special regulation.

Article 7.

- (1) The Seminary has round seals measuring 38 and 30 mm, which contain the name and headquarters of the Seminary and the trademark.
- (2) Each seal and stamp has its own serial number.

(3) The Seminary uses a seal and stamp with a diameter of 38 mm with the coat of arms of the Republic of Croatia.

The seal and stamp with the coat of arms of the Republic of Croatia are used for the certification of public documents issued by the Seminary on the basis of the law.

(4) The Seminary has a dry stamp with a diameter of 38 mm with the coat of arms of the Republic of Croatia, which is used only for diplomas.

(5) For daily operations, the Seminary uses a round seal with a diameter of 30 mm.

Article 8.

(1) Pursuant to the Law on Institutions, the Law on Higher Education and Scientific Activity, the Statute, the Regulations and valid decisions made by administrative bodies within the framework of their powers, the Seminary performs the following activities:

(a) performance of higher education activities through the organization and implementation of undergraduate studies and professional graduate studies in theology;

(b) performance of specialized development research work, i.e. scientific work under the conditions of special regulations;

(c) organization and implementation of continuous improvement and lifelong learning and education programs;

(d) organizing creative workshops, seminars, courses, congresses, auditions and promotional activities;

(e) activities of publishers;

(f) publishing activity;

(g) library activity;

(h) other activities that serve to perform the aforementioned activities if they are performed on a smaller scale or are usually performed in addition to the described activities.

(2) The decision on expansion, change of activities, organization of new professional studies is made by the Governing board of the Seminary with the prior written consent of the founder.

III. FUNDS FOR WORK, ASSETS AND RESPONSIBILITY FOR OBLIGATIONS

Article 9.

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- (1) Funds for the work of the Seminary, necessary for carrying out activities and operations in accordance with the law, the Founding Agreement and other general acts of the institution, are provided by the founders.
- (2) The Seminary is independent in carrying out its activities and business operations within the laws and regulations, this Statute, the Founding Agreement and the general acts of the Seminary.
- (3) The Seminary may not acquire, encumber or alienate real estate or other property without the consent of its founders.

Article 10.

- (1) The Seminary is responsible for all its assets in bearing any losses incurred in business operations, as well as for its obligations undertaken in legal transactions.
- (2) The founders are jointly and severally liable for the obligations of the Seminary.

Article 11.

- (1) Assets during the establishment of the Seminary consist of funds provided by the founders in the amount of HRK 50,000.00 (fifty thousand HRK), which on the day of signing the Foundation Agreement represented the equivalent of EUR 6,750.00 (six thousand seven hundred and fifty EUR), calculated according to the middle exchange rate of the Euro in the Croatian National Bank.

IV. INTERNAL ORGANIZATION

Article 12.

- (1) The internal organization connects the forms of work according to the type and relatedness of the content.
- (2) The internal organization ensures timely and quality implementation of teaching, scientific, business, professional, administrative and technical tasks.
- (3) The Seminary is organized with the appropriate number of organizational units, in accordance with the Law on Scientific Activities and Higher Education.
- (4) If during the operation of the Seminary there is a need to establish more organizational units, the Governing board of the Seminary may establish them in accordance with the provisions of the Founding Agreement, the provisions of this Statute and the existing positive regulations of the Republic of Croatia.

V. ADMINISTRATION AND REPRESENTATION

Article 13.

(1) The Seminary is managed by:

- (a) Governing board
- (b) Board of the Seminary
- (c) Dean.

(2) The head and manager of the Seminary is the Dean. The Dean represents and administers the Seminary and is responsible for the legality of the work. The Dean has the powers and duties of the director of the institution.

(3) The Dean is assisted and replaced in his/her work by vice-deans or other persons, and s/he can, by means of authorization, transfer to them his/her authority to represent the Seminary before the courts, administrative and other state bodies, and issues related to the employee's labor-legal status.

(A) GOVERNING BOARD

Article 14.

(1) The Governing board manages the Seminary.

(2) The Governing board has five members. The President and two members are appointed by the founder, one member is appointed by the Board of the Seminary, and one member is appointed from among the employees of the Seminary.

(3) The mandate of the members of the Governing board lasts 4 (four) years, with the possibility of re-election.

(4) The founders can dismiss the member of the Governing board whom they appointed before the end of the mandate to which they were appointed, and appoint another member.

(5) The Board of the Seminary may dismiss the member of the Governing board appointed by it even before the end of the mandate to which he was appointed and appoint another member.

(6) A member of the Governing board may be dismissed from office even before the end of the term for which he was appointed, if:

- (a) he requests the dismissal himself;
- (b) he does not fulfill his duties in accordance with the law and the provisions of this Statute;
- (c) due to illness, loses the ability to perform duties, and this is determined by authorized persons or institutions;

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(d) according to the opinion of the founder and/or other members of the Governing board, by his actions and behavior he violates the duty he performs or performs it insufficiently;

(e) and in other cases provided by law and general acts of the Seminary.

(7) The founders have the right to dissolve the Governing board if they judge that it does not work in accordance with the law and the general acts of the Seminary, or works contrary to the legitimate interests of the Seminary and/or the founders.

(8) The Dean of the Seminary participates in the work of the Governing board without the right to vote.

Article 15.

(1) The procedure for determining the existence of conditions for the dismissal of any member of the Governing board, in addition to the founder, can be initiated by any member of the Governing board, by submitting a reasoned and argued request for the same.

(2) A request for the dismissal of a member of the Governing board elected by the Board of the Seminary may be initiated by the Board of the Seminary.

(3) After receiving a request to determine the existence of conditions that lead to the dismissal of an individual member of the Governing board, and after a detailed procedure, the Governing board will decide whether to propose to the founders the dismissal of the requested member of the board or not.

(4) In all cases mentioned in the previous paragraphs of this article, the Governing board's decision must be explained in writing.

Article 16.

(1) The Governing board has the following powers:

(a) adopts the Statute with the consent of the founders and other general acts determined by the statute;

(b) adopts the mission, development strategy and work program of the Seminary and supervises their execution;

(c) takes care of activities in accordance with the Law on Scientific Activities and Higher Education, the Founding Agreement and the Statute of the Seminary;

(d) takes care of the rational use of material, financial and human resources;

(e) adopts the annual financial statement;

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- (f) decides on the signing of contracts, the necessary investments and the acquisition of equipment for the needs of the Seminary;
 - (g) conducts the procedure and makes a decision on the election of the dean, the appointment of vice deans and their dismissal;
 - (h) appoints an acting dean in accordance with the provisions of this Statute;
 - (i) represents the Seminary towards the Dean;
 - (j) approves the Dean's annual report;
 - (j) supervises the implementation of the decisions of the Board of the Seminary and the Dean;
 - (k) confirms the decisions of the Dean and the Board of the Seminary determined by this Statute;
 - (l) gives consent to the dean for concluding legal transactions over the amount of 5,000 Euros;
 - (m) adopts the codex of the Seminary;
 - (n) makes a decision on announcing a public tender for student enrollment in accordance with legal regulations and determines the amount of tuition fees;
 - (o) proposes to the founder a change or expansion of activities;
 - (p) performs other duties established by law.
- (2) The Governing board manages the Seminary, protecting the legitimate interests of students, lecturers, employees and founders of the Seminary.

Article 17.

- (1) The Governing board makes decisions at sessions. The sessions of the Governing board are prepared, convened and led by the President of the Governing board.
- (2) The Governing board discusses and makes valid decisions when at least four members are present at the board session, including the mandatory presence of the president or his deputy.
- (3) The Governing board makes decisions by a majority of votes from the total number of members.
- (4) In case of a split number of votes, the President has the casting vote.
- (5) The founders have the right of veto on those decisions of the Governing board that directly threaten the viability, that is, the existence of the Seminary, as well as those that threaten the financial operations of the Seminary.

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- (6) The President of the Governing board manages the work of the Governing board, and together with the Dean, participates in the preparations of the Governing board sessions.
- (7) In the event that the President of the Governing board is prevented from doing so, he is replaced by a deputy.
- (8) In justified cases, the meeting of the Governing board can also be convened by the deputy president.
- (9) The session of the Governing board can be held by telephone or electronically.
- (10) The Dean and the Secretary ensure professional and technical conditions for the work of the Governing board.

Article 18.

- (1) The work of the Governing board at sessions and the method of decision-making are prescribed in more detail by the special rules of procedure adopted in accordance with this Statute.

(B) THE BOARD OF THE SEMINARY

Article 19.

- (1) The Board of the Seminary is a professional body whose members are the dean, vice-deans, secretary, heads of teaching departments, three temporary members proposed by the vice-dean for academic affairs, and appointed by the dean, depending on the agenda of the Board of the Seminary session, and one student representative.
- (2) Student representatives in the Board of the Seminary are elected by members of the Seminary's Student Union in accordance with the provisions of the Seminary's Student Union Statute for a term of two years.
- (3) The Governing board may revoke a member of the Board of the Seminary before the end of the mandate if there is a justified reason for this in writing.
- (4) The revoked member shall receive a written decision on revocation with an explanation of the reasons for revocation.
- (5) The Governing board, upon the dean's proposal, will appoint another person to the place of the dismissed member of the Board of Seminary until the term of office of the dismissed member expires.

Article 20.

- (1) The Board of Seminary has the following powers, duties and responsibilities:

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- (a) makes decisions on educational, scientific and professional issues;
- (b) introduces additional criteria for selection to teaching, associate and professional positions;
- (c) carries out re-elections and elections to teaching, associate and professional positions;
- (d) carries out re-elections and elections of title lecturers;
- (e) determines the number of enrollment places in a particular study;
- (f) proposes candidates for dean to the Governing board;
- (g) proposes to the Governing board the Seminary's development strategy;
- (h) proposes to the Governing board the organization of new professional studies;
- (i) elects and dismisses one member of the Governing board;
- (j) adopts study programs, implementation study plan and academic calendar;
- (k) makes decisions on changes to curricula in accordance with the defined policy of the Seminary, the criteria of excellence and the requirements of the labor and knowledge market;
- (l) evaluates the results of teaching, scientific and professional work;
- (m) takes care of the development of teaching and professional staff;
- (n) at the Dean's request, gives an opinion on professional issues within its jurisdiction;
- (o) decides on special issues of interest to students;
- (p) adopts the Statute of the Student Union on the proposal of the Student Union;
- (q) establishes permanent and occasional commissions, committees and other working bodies, if necessary, in order to solve issues within its jurisdiction;
- (r) adopts the Regulation on studying and other regulations regulating professional academic and teaching matters;
- (s) under the direction of the dean, takes care of the regular functioning of the Seminary and order and discipline;
- (t) gives an opinion on the recognition of exams taken at other institutions of higher education;
- (u) performs other duties specified by law and the Statute of the Seminary.

Article 21.

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- (1) The Board of the Seminary performs tasks within its scope at meetings prepared, convened and presided over by the dean.
- (2) The Board discusses and decides if more than half of all members of the board are present at the session, and the decisions are adopted by the majority of the members present, unless otherwise provided by the provisions of this Statute.
- (3) The session of the Board of the Seminary can be held by telephone or electronically.
- (4) In the event of a split number of votes when making decisions of the Board of Seminary, the vote of the dean, as chairman of the Board of the Seminary, is decisive.
- (5) If the Dean is unable to attend, the session of the Board may be convened by the Vice Dean, who will also chair the session, with the consent of the President of the Governing board.
- (6) Student representatives in the Board of the Seminary have the right of suspensive veto when deciding on issues of changing study conditions, changes in teaching programs and study plan, issues of student standards and other issues important for students.
- (7) Student representatives in the Board of the Seminary do not participate in voting in the process of selecting lecturers and associates for positions.
- (8) After student representatives cast a suspensive veto on a specific decision of the Board of the Seminary, the same issue is automatically included on the agenda of the next session, where the final decision is made in a repeated decision by a simple majority of all members of the Board of the Seminary, and a suspensive veto cannot be applied to it.

Article 22.

- (1) The work of the Board of the Seminary at sessions and the method of decision-making are prescribed in more detail by the special regulation of procedure adopted in accordance with this Statute.

(C) DEAN

Article 23.

- (1) A lecturer of the Seminary, elected in the teaching title of lecturer, senior lecturer, professor of professional studies, professor of professional studies in permanent ranking or a lecturer elected to a scientific-teaching or artistic-teaching position may be appointed dean.
- (2) A person is elected as dean from among the lecturers of the Seminary who meet the legal requirements. If a dean cannot be chosen from among the lecturers, then a public tender is announced. After the public tender, the decision on the selection is made by the Governing board.

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- (3) In addition to the conditions from paragraph 1 of this article, the Governing board may, in the procedure for the regular election of the dean, prescribe additional criteria that the candidate for the dean must meet.
- (4) As an exception to the provision of paragraph 1 of this article, the Governing board may appoint an interim in the cases prescribed by this Statute, who does not meet the stated conditions.
- (5) The procedure for dismissing the dean is initiated at the proposal of the Governing board or one third of the members of the Board of the Seminary in accordance with the Statute. The Governing board decides on the dismissal of the dean by a majority vote of all members.
- (6) The Dean is elected for a period of four years and the same person may be re-elected.
- (7) Applicants for the position of dean submit their own Work Program for their dean's mandate to the Board of the Seminary and the Governing board.

Article 24.

- (1) The Dean has the following powers, duties and responsibilities:
 - (a) represents and advocates the Seminary, is responsible for the legality of work, in accordance with the law and general acts of the Seminary;
 - (b) organizes the work and operations of the Seminary;
 - (c) participates in the work of the Governing board without the right to vote;
 - (d) reports to the founders and the Governing board on the activities and needs of the Seminary;
 - (e) passes an act on the organization of workplaces with the approval of the Governing board;
 - (f) proposes general acts of the Seminary in accordance with the law, the Founding Agreement and the Statute of the Seminary;
 - (g) convenes the sessions of the Board of the Seminary and presides over them;
 - (h) ensures the implementation of the decisions and conclusions of the bodies of the Seminary;
 - (i) promotes and coordinates all activities of the Seminary in accordance with the provisions of this Statute and other general acts of the Seminary;
 - (j) decides on the establishment and termination of the employment relationship of employees of the Seminary, as well as the engagement of external associates and guest lecturers, with the approval of the Governing board;

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- (k) admits or dismisses students in accordance with the general acts of the Seminary, and in more serious cases after requesting the opinion of the ethics committee or the Board of the Seminary;
 - (l) signs authentic documents of academic titles, diplomas and other public documents;
 - (m) based on the opinion of the teaching departments or the Board of the Seminary, makes a decision on the recognition of exams taken at other institutions of higher education;
 - (n) when he deems it necessary, convenes all lecturers, associates, students and other staff of the Seminary, in order to discuss or provide information on important issues;
 - (o) proposes a financial plan, manages the execution of the financial plan;
 - (p) proposes to the Board of the Seminary and the Governing board measures to improve the work of the Seminary;
 - (q) gives a written authorization to another person, within the limits of his authority, to represent the Seminary in legal transactions with the approval of the Governing board;
 - (r) implements the decisions of the Governing board and the Board of the Seminary and submits annual reports to them;
 - (s) appoints permanent and temporary commissions to carry out tasks within its scope;
 - (t) decides on rewarding employees and students of the Seminary;
 - (u) performs other tasks determined by the Law, Statute and other general acts of the Seminary.
- (2) The Dean is independent in the performance of the tasks assigned to him by this Statute, and he is responsible to the Board of the Seminary and the Governing board and to the founders of the Seminary.
- (3) Once a year, the Dean is obliged to submit a comprehensive written report on his work to the Governing board and the founders of the Seminary.

Article 25.

- (1) The Dean manages the Seminary within the framework set by this Statute, he is its head and leader.
- (2) The Dean has powers, duties and responsibilities in accordance with the Law on Institutions and the Law on Scientific Activities and Higher Education.
- (3) The Dean has the right to undertake all legal actions in the name and on behalf of the Seminary up to a gross amount of EUR 5,000.00 (five thousand euros), and above that amount the Dean needs the consent of the founders.

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(4) The Dean is responsible for academic matters to the Board of the Seminary, and for legality of work, financial operations and rational use of material and personnel resources to the Governing board.

(5) The sign of Dean's honor is the Dean's academic chain.

Article 26.

(1) The decision to start the procedure for the selection of a Dean (hereinafter: Decision) is made by the Governing board, as a rule, no later than three months before the end of the term of office of the elected Dean.

(2) If a new Dean is not elected by the end of the current dean's mandate, the Governing board will appoint a person who fulfills the prescribed conditions until the election of the Dean as acting Dean within one month.

(3) In the event that the Governing board does not elect a Dean within the prescribed period, the Board of the Seminary will suggest a candidate.

(4) In the procedure for the selection of a Dean, the Governing board may announce a public tender, which is published in the Official Gazette, on the website of the Seminary and on the official internet portal for jobs of the European Research Area.

(5) In the event of a tender from paragraph 4 of this article, the tender must contain: conditions that must be met by the candidate, the time for which he/she is selected, documents that must be submitted, the deadline by which candidate applications are received and the deadline by which the registered candidates will be informed of the choice.

(6) The Governing board checks the validity of the applications and makes a decision on the validity of the applications received within fifteen days.

(7) Within 30 days from the start of the Dean election procedure or determination of the list of valid applications in the public tender, the Governing board shall make a decision on the election of the dean.

(8) If the Governing board does not select a Dean from among the proposed candidates, the election procedure is repeated.

(9) The elected Dean takes office on the first day of the new academic year.

(10) As an exception to the provisions of paragraph 9 of this article, if the Dean is elected after the election of the acting Dean, s/he assumes office on the day specified in the Decision on the election or appointment of the dean.

Article 27.

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(1) The term of office of the Dean of the Seminary expires before the end of the term for which s/he was elected: by exercising the right to a pension, termination of the employment contract, transfer to another position or establishment of a working relationship with another legal entity outside the Seminary.

(2) The Dean may be dismissed from office even before the end of the term for which s/he was appointed if:

(a) s/he requests the dismissal himself/herself;

(b) s/he does not fulfill his/her duties in accordance with the laws and provisions of this Statute;

(c) s/he loses the capacity to hold office;

(d) according to the opinion of the founders or the Governing board, his/her actions and behavior damage the reputation of the position s/he holds, or s/he performs it with insufficient quality;

(e) and for other justified reasons and in other cases provided for by law and general acts of the Seminary.

(3) The procedure for establishing the conditions for the dismissal of the dean may be initiated by the founders, the Board of the Seminary or at least two members of the Governing board, based on a reasoned and well-argued request for dismissal.

(4) The proposal on the dismissal of the Dean is made by the Board of the Seminary with a two-thirds majority, and the final decision is made by the Governing board.

(5) The decision on the Dean's dismissal must be made in writing, explained and with instruction on the legal remedy.

Article 28.

(1) The Dean is directly assisted in his work by the vice deans and the secretary.

(2) A person who cumulatively meets the following minimum requirements may be appointed as vice dean:

a) teaching or scientific-teaching title/ranking,

b) at least five years of work experience.

(3) The Dean proposes to the Board of the Seminary candidates for the election of vice-deans, with the approval of the Governing board. The Board of the Seminary appoints and dismisses vice deans at the proposal of the Dean.

(4) Vice-deans perform all tasks entrusted to them by the dean within their (dean's) powers in accordance with the law, this Statute and other general acts of the Seminary.

Article 29.

- (1) The Governing board appoints the secretary.
- (2) The secretary performs all tasks entrusted to him by the dean within his (the Dean's) powers in accordance with the law, this Statute and other general acts of the Seminary.

Article 30.

- (1) The description of the work of the Dean, vice-dean and secretary in the management of the Seminary is also regulated by a special regulation on the organization and description of the Seminary's jobs.

VI. LETURERS AND ASSOCIATES

Article 31.

- (1) Teachers at the Seminary are employed as lecturers, senior lecturers, professors of professional studies and professors of professional studies with a permanent ranking. Teaching can also be performed by lecturers elected to the scientific-teaching positions of assistant professor, associate professor, full-time professor and permanent full-time professor.
- (2) Associates at the Seminary are employed as assistants and senior assistants.
- (3) Persons are hired for the professional positions of expert associate, senior expert associate and expert advisor at the Seminary for the purpose of conducting scientific and professional projects and holding classes that do not require a scientific approach.
- (4) The structure of the positions of lecturers, associates and other employees shall be regulated by a separate regulation.

Article 32.

- (1) The selection of lecturers and associates at the Seminary is carried out on the basis of the procedure established by the provisions of the Law and the protocol of recruitment to positions and selection of external associates, and in accordance with the Code of Ethics and the development policy of the Seminary.

Article 33.

- (1) A person who has an appropriate level of education in a scientific or artistic area and field, who meets the National criteria for selection to a teaching position at an institution of higher education (hereinafter: National criteria) and additional criteria of the Seminary, can be employed for a teaching position at the Seminary.

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(2) A person who has completed a university or professional graduate study in a scientific area or field can be employed in the teaching position of lecturer or senior lecturer, as well as in associate position and professional position at the Seminary. A person who has obtained the academic degree of Doctor of Science in a scientific or artistic area and field can be employed in the teaching position of professor of professional studies or professor of professional studies in permanent ranking.

(3) A person from among particularly successful students is selected for the collaborative position of assistant. The criteria for selection to the associate position of assistant are regulated by the Seminary in a special decision.

(4) A person who has obtained the academic degree of Doctor of Science or Doctor of Arts in a scientific or artistic area and field may be employed as a senior assistant.

Article 34.

(1) The Seminary may hire a title lecturer and title associate.

(2) Title lecturer or title associate is a person who is not employed at the Seminary, but meets the criteria for selection to a teaching and associate position.

(3) The titular lecturer or titular associate is selected in accordance with the provisions of the Law.

Article 35.

(1) A lecturer at the Seminary organizes and conducts classes and other forms of teaching, conducts exams in the subject for which he was chosen, is a mentor to students and performs other duties determined by this Statute, special regulations and the Curriculum, all in accordance with the Law on Scientific activities and higher education.

Article 36.

(1) Lecturers should be distinguished by expertise, professionalism, honesty, conscientiousness and diligence in their work.

(2) All lecturers are obliged to participate equally in the common activities of the Seminary: lectures, exams, seminars, board and department meetings and the like.

VII. SIGNING AND TERMINATING OF EMPLOYMENT CONTRACTS, RIGHTS AND OBLIGATIONS

Article 37.

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(1) Lecturers, assistants, collaborators, scientists and other employees of the Seminary enter into employment contracts with the Seminary for an indefinite or fixed period of time.

(2) In the event that a work contract is not concluded with lecturers, assistants, associates and scientists, work contracts, copyright contracts, or other legal transactions may be concluded in accordance with the Law and the provisions of this Statute.

Article 38.

(1) In accordance with the needs of the protection and promotion of business and other interests of the Seminary, the dean may authorize lecturers, assistants or scientists who have entered into an employment contract with the Seminary to teach in certain courses or some other engagement, at another university in the country or abroad.

(2) Lecturers, assistants and scientists are obliged to report in writing to the dean before possible employment at another university.

VIII. KEEPING BUSINESS SECRETS

Article 39.

(1) All employees of the Seminary and persons who have entered into a work contract or copyright contract with the Seminary are obliged to keep the business secrets of the Seminary.

(2) Business secrets are:

- Data and documents declared by the dean to be business secrets;
- Information and documents that the competent body of the state authority communicates to the Seminary as confidential;
- Measures and procedure in the event of extraordinary circumstances;
- Plan of physical and technical security of the Seminary facility and property;
- Other data and documents designated as such by the founders and/or the Governing board of the Seminary.

(3) Information and documents that represent a business secret may be disclosed to other persons only by the dean of the Seminary with the prior consent of the Governing board.

(4) Violation of the duty to keep a business secret is a serious violation of the work obligation.

(5) If employees and persons who have entered into a work contract or copyright contract with the Seminary violate a business secret and thereby cause damage to the Seminary, they are obliged to compensate.

IX. STUDENTS

Article 40.

(1) Student status is acquired by enrolling in a program, paying a non-refundable tuition fee and signing a contract with the Seminary, and it is proven by the Seminary's student document.

Article 41.

(1) Citizens of the Republic of Croatia and foreign citizens who have been approved by the competent state authority to stay on the territory of the Republic of Croatia for the purpose of studying have the right to enroll in studies at the Seminary under equal conditions.

Article 42.

(1) Enrollment for the first year of study is done on the basis of a public tender and the completed classification procedure, in accordance with the Law on Scientific Activity and Higher Education and the Regulation on Professional Studies of the Seminary.

(2) The classification procedure is carried out by the expert commission for student enrollment, which is appointed by the dean at the proposal of the vice dean.

(3) The work of the committee for student enrollment, as well as the conditions and classification conditions for student enrollment, are regulated by the Regulation on Professional Studies of the Seminary.

Article 43.

(1) Students can be regular or extension students. The status, rights, obligations and responsibilities of students are regulated by the Regulation on Professional Studies of the Seminary, that is, in accordance with the Law on Scientific Activity and Higher Education.

Article 44.

(1) After successfully completing the grading process, students are enrolled at the Seminary by signing a contract and submitting the necessary documents: application for enrollment, birth certificate, proof of citizenship, authentic certificate of completion of high school or another college or university.

(2) Without correct registration at the beginning of the academic year, the student cannot start or continue his studies.

(3) Regular and extension students, after enrolling for the first time, receive a student document and an index based on which they exercise their student rights in accordance with

the Law on Scientific Activities and Higher Education and the Regulation on Professional Studies.

Article 45.

(1) The student acquires the right to enroll in the next year of study if he has fulfilled all the obligations from the Agreement with the Seminary and by the end of the enrollment period he has fulfilled all the obligations arising from this Statute, the Regulation on Professional Studies of the Seminary and passed the required number of exams from the previous year of study.

(2) A student can take exams from individual courses within the given exam deadlines if he has previously paid the due tuition and other obligations from the contract with the Seminary.

Article 46.

(1) A student who has not acquired the right to enroll in a higher year of study, may enroll in the same year of study and has the option of taking unpassed exams during the course.

Article 47.

(1) A regular student retains his status until he defends his final thesis, and a maximum of two years from the end of the last semester.

(2) The student retains the status of a regular student until the end of the academic year in which he loses it in accordance with the previous paragraph of this article.

(3) During the verification of the last semester, the term until which the status of regular student - graduate student lasts is indicated in the index.

Article 48.

(1) To resolve all issues of student status at the Seminary, students have the right to submit a written request to the Board of the Seminary.

(2) The Board of the Seminary is obliged to resolve the application within two months.

Article 49.

(1) Study at the Seminary ends with the preparation and defense of the final thesis. The student has the right and obligation to choose the topic of the final thesis during the final year of study, and no later than the beginning of the last semester of study.

- (2) The scope of the final work should be such that the student can complete it in no longer than three months.
- (3) The defense of the final thesis can follow after the student has passed all the prescribed exams, paid the entire tuition fee and other obligations from the contract with the Seminary, and fulfilled all other student obligations defined in the Curriculum and Program and the Regulation on Professional Studies.
- (4) The final exam is taken before the examination committee.

Article 50.

- (1) If a student produces a written (seminar) paper during his studies that corresponds to the final thesis in terms of its quality, content and scope, the Board of the Seminary, upon the proposal of the subject teacher or mentor, may recognize that paper as a final thesis.
- (2) The oral defense of the recognized seminar paper is conducted according to the procedure provided for the defense of the final thesis.

Article 51.

- (1) The thesis is written and defended in Croatian or English.
- (2) In exceptional cases, the Governing board of the Seminary may, based on his written request and a well-founded explanation, approve the student to write and defend the final thesis in one of the world's recognized languages.

Article 52.

- (1) A student who successfully completes his education at the Seminary acquires a professional title according to the law on scientific activity and higher education and the Regulation on professional studies and other positive regulations of the Republic of Croatia.

Article 53.

- (1) After completing the studies, the student is issued a diploma and a supplementary study document.
- (2) The successful completion of studies and the professional title are confirmed in the diploma.
- (3) The diploma and the supplementary study document are signed by the dean and certified with the seal of the Seminary.

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(4) The diploma is issued on the prescribed form in the Croatian language. The diploma can, based on the written request of the student, be issued in English.

(5) Along with the diploma, at the student's request, a certificate with the grades of the passed exams and the title and grade of the final thesis can be issued.

Article 54.

(1) As a rule, the diploma is awarded at the graduation ceremony. Graduation is the ceremonial handing over of a certificate of completed studies.

(2) Graduation is carried out by the dean and vice-dean as promoters and at least one other lecturer of the Seminary.

(3) A special book of graduates is kept about graduated students at the Seminary.

Article 55.

(1) A student who has lost the status of a regular student has the right to submit a request to the Board of the Seminary regarding the completion of studies.

(2) The dean appoints an expert committee that considers the application and gives an expert opinion on its solution. Based on the expert committee's opinion, the dean makes a decision on the student's application, which should be in accordance with the Law on Scientific Activity and Higher Education.

(3) A student who drops from the Seminary is issued a transcript with a list of certified semesters and passed exams. A note about dropping is entered in the index.

(4) Dropping does not release the student from financial obligations towards the Seminary, which are regulated by the Agreement that the student signed with the Seminary upon enrollment.

X. ADMINISTRATION AND SUPPORT STAFF

Article 56.

(1) The officers of the Seminary are: secretary, assistants to vice deans, head of the student department, director of the library, director of the student dormitory and head of bookkeeping.

(2) Support staff consists of persons in charge of maintenance.

(3) The aforementioned officers and support staff are employees of the Seminary.

Article 57.

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- (1) The Secretariat of the Seminary performs legal, personnel, professional and administrative tasks that enable the successful operation of the Seminary.
- (2) The secretariat coordinates and supervises the work of the student department.
- (3) The Secretariat is headed by the secretary of the Seminary, who is responsible for his work to the dean and is obliged to implement the decisions of the dean, the decisions and conclusions of the Governing board and the founders.
- (4) The secretariat is managed by a secretary appointed by the Governing board.
- (5) A person with a degree in law or economics or with at least five years of work experience in administrative affairs may be appointed secretary.
- (6) In administrative proceedings, the secretary resolves cases within his scope as a first-instance body.

Article 58.

- (1) The Seminary has a library.
- (2) The library performs all librarianship of the Seminary as well as scientific and professional documentation.
- (3) The director of the library is responsible for his work to the dean.

Article 59.

- (1) The director of the student dormitory is responsible for the maintenance of the equipment and is obliged to take care of the correctness and normal functioning and protection of all the equipment and property of the Seminary, and especially the operation and correctness of vehicles, devices and other equipment in accordance with the provisions of the law and regulations of the Seminary.
- (2) The director of the dormitory is responsible for his work to the dean.

Article 60.

- (1) Bookkeeping, accounting and payment operations are performed by the head of accounting. The head of accounting is responsible for his work to the dean.

Article 61.

- (1) In order to ensure the necessary teaching literature, the Seminary organizes the publishing activity as an internal organizational unit.

(2) The organization and operation of the publishing activity is defined by a special Regulation on the publishing activity.

XI. FUNDS FOR OPERATIONS

Article 62.

(2) Funds for the regular activity of the Seminary are provided from the following sources:

- (a) Income from founders;
- (b) Student tuition fees;
- (c) Income from the Seminary's own activities and property;
- (d) Donations from individual and legal persons from the country and abroad;
- (e) Sponsorships of individual and legal persons from the country and abroad;
- (f) Subsidies and donations of local self-government units and administration;
- (g) Gifts of individual and legal persons from the country and abroad in kind and rights;
- (h) Volunteer work of professors, teachers, instructors, students and other persons;
- (i) Part of the funds can be secured from the state budget of the Republic of Croatia, if an agreement is reached with the ministry in question.
- (j) Other sources (foundations, chairs and the like) that are in accordance with the relevant laws and the activities of the Seminary.

XII. PUBLICITY OF OPERATIONS

Article 63.

(1) The activity of higher education performed by the Seminary is performed as a public service.

(2) The Seminary informs the public in a timely and truthful manner about the performance of part of the activities of public interest.

(3) The Seminary applies the principle of the right to access information.

XIII. GENERAL ACTS

Article 64.

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- (1) The general acts of the Seminary are the Statute, regulations, rules of procedure, protocols, decisions and other acts regulating individual issues of the Seminary's activities.
- (2) Amendments to general acts are adopted according to the same procedure as the general acts themselves.
- (3) The Statute and other general acts of the Seminary shall enter into force on the date of publication on the Seminary website.

XIV. TRANSITIONAL AND FINAL PROVISIONS

Article 65.

- (1) The Seminary was established for an indefinite period.
- (2) The Seminary began its work by being registered in the register of the Commercial Court in Osijek.
- (3) The Seminary ceases to exist:
 - (a) by the decision of the founders adopted in accordance with existing regulations;
 - (b) by the decision of the competent state body adopted in accordance with the law;
 - (c) in another manner established by law.

Article 66.

- (1) Decisions and general acts adopted on the basis of the Statute of March 15, 2023 shall be harmonized with the provisions of this Statute no later than 90 days from the date of entry into force of this Statute.
- (2) The expressions used for persons in this Statute in the masculine gender are neutral and refer to persons of the male and female gender.
- (3) The Statute of the Seminary enters into force on the date of adoption.

President of the Governing board

dr. Steven Paulus

Statute by Evangelical Theological Seminary

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Osijek, March 15, 2023