

Pursuant to the Statute of the University of Zadar (November 2011), Article 20, the Department Council of the Department of History, University of Zadar at the meeting held on March 8, 2012 adopted the

ORDINANCE ON THE DEPARTMENT OF HISTORY, UNIVERSITY OF ZADAR

I. GENERAL PROVISIONS

Article 1

This Ordinance regulates the structure, activities and operations of the Department of History (hereinafter: Department) as an organizational unit of the University, jurisdiction and decision-making bodies of the Department and other important issues regarding the Department, in accordance to the Statute of the University and other positive normative regulations of the University.

Article 2

Department of History is an organizational unit of the University of Zadar, which participates in the performance of the University's undergraduate, graduate, and doctoral studies and organizes and conducts teaching, scientific and academic work in the field of history.

The Department employs teaching staff and professional associates from the field of history.

Article 3

The Department has its emblem (crest) and seals.

The emblem of the Department is a stylized figure of Ivan Lučić Trogiranin. The Department's seals are circular in shape. The 24 mm diameter seal contains the inscription: Republika Hrvatska, Sveučilište u Zadru, *Universitas studiorum Jadertina*, and the name of the Department. The 36 mm seal is equal to one of the University's seals. In its centre there is an image of the former Lyceum of St. Dimitri with the inscription: Sveučilište u Zadru, *Universitas studiorum Jadertina* and the years 1396 and 2002.

Article 4

The Department has its sub account.

The Department's financial resources are realized through the following sources:

- a) the University's budget
- b) funds allocated for scientific projects and academic work
- c) the proceeds of the market
- d) donations
- e) other sources

II. REPRESENTATION OF THE DEPARTMENT

Article 5

The bodies of the Department are: the Department Council and the Head.

Department Council

Article 6

The Department Council consists of all the teachers with scientific and academic titles, one representative of teachers with academic titles, one representative of the professional associates and researchers, and one representative of the students.

Article 7

The mandates of the elected representatives of the professors with academic titles, professional associates and student representatives in the Council last for two years. The same person may be re-elected as a representative in the Council.

Article 8

The Department Council operates at meetings. A decision is valid if a meeting is attended by more than a half of the members of the Council.

The Council makes decisions by a majority vote of the members present.

Article 9

Jurisdiction of the Department Council

The Department Council:

- a) appoints and dismisses Heads of Department,
- b) appoints and dismisses Deputy Heads of Department on the proposal of the Head of Department
- c) on the proposal of the Head delivers the Ordinance on the Department and other general acts of the Department,
- d) proposes educational, scientific and academic programmes to the Senate of the University,
- e) proposes curricula in the field of its operations,
- f) decides on the establishment and implementation of postgraduate studies in the field of its operations,
- g) initiates elections for teaching positions,
- h) appoints the heads of undergraduate studies,
- i) appoints mentors for final and graduate theses, and
- j) performs other duties in accordance with the University's Statute, the Ordinance, and the Rules of Procedure of the Department Council.

Article 10

Boards and committees founded and appointed by the Department Council have at least three and no more than seven members.

The members' mandates last two years and the same persons may be re-appointed as members.

Activities of boards and committees are governed by the Department Council decisions regarding the establishment and activities of boards and committees.

Head of Department

Article 11

Head of Department answers to the Department Council, the Rector, and the Senate.

In the case of the Head's absence or inability to attend, he or she is replaced by the Deputy Head of Department.

Article 12

The rights and obligations of the Head of Department

The Head represents the Department and is responsible for departmental activities.

The Head is the chairperson of the Department Council and:

- a) adopts the Rules of Procedure of the Department Council on its proposal,
- b) organizes departmental activities and operations,
- c) implements the decisions of the Department Council,

- d) is responsible for the Department's financial operations and may dispose of the funds in the amount of 30,000.00 (thirty thousand) HRK net without the consent of the Rector.
- e) Proposes procurement of IT and other equipment for teaching, researches and academic activities to the Council.
- f) Proposes the annual plan of publishing activities and purchase of literature for teaching and scientific research to the Council.
- g) Performs other duties in accordance to the law, the Statute, and the decisions of the Rector of the University of Zadar.

The Head of Department may be a member of the University's Senate.

Article 13

Elections for Head of Department

The procedure of electing the Head whose mandate is expiring must be completed no later than three months before the expiry.

If the new Head is not elected by the end of the current Head's mandate, or the current Head's mandate is found improper, the Rector of the University will appoint a person who meets the requirements an Acting Head of Department.

Appointment of the Head of Department is confirmed by the Senate of the University of Zadar.

Article 14

A teacher with a scientific and academic title may be elected Head of Department.

The Head is elected by majority vote of all the members of the Department Council, once obtained the Rector's opinion on the candidate's work programme.

The head of Department is elected for a term of 2 (two) years. The same person may be elected Head no more than two times in a row. Exceptionally, the same person may be re-elected more than two times if there are no candidates that meet the requirements.

The candidates for the Head submit their work programmes and curricula vitae to the Department Council and the Rector at least 30 days before the meeting at which the election is about to be carried out. The Department Council must obtain the Rector's opinion on the candidates' work programmes. If the Department Council does not elect the Head of Department, the Rector appoints an Acting Head of Department for a period of one year.

The Head takes office on the first working day of the new academic year.

Article 15

The candidate who receives a majority vote of all the Department Council members is elected the Head. If none of the candidates receives the necessary majority vote in the first round, in the second round the members choose between the two candidates who received the most votes in the first round. If in the second round neither of the candidates gets majority of votes from all the members, the third round of voting decides on the candidate who received a greater number of votes in the second round.

Article 16

Dismissal of the Head and/or Deputy Head

The Department's Department Council may dismiss the Head and/or his Deputy before the end of the period they were elected for if:

- a) the Head and/or Deputy Head submits a resignation,
- b) violates the reputation of his or her duty,
- c) becomes incapable of performing his or her duties,
- d) according to special regulations or regulations regarding employment, the employment contract must be terminated,
- e) the Head/Deputy does not comply with regulations or general acts of the University and/or Department,
- f) he or she misuses his/her position and exceeds his/her powers,

- g) his or her negligence or improper conduct causes extensive damage to the University of Zadar.

At least 1/3 of the Council members, the Senate and the Rector can submit a proposal for dismissal of the Head and/or Deputy Head to the Department Council. The Council decides on the dismissal proposal. The Head/Deputy is dismissed if the dismissal proposal was adopted by a majority vote of all the Department Council members. In case of dismissal, the Rector of the University of Zadar appoints an Acting Head of Department for the current academic year.

Deputy Head of Department

Article 17

The Department has one Deputy Head. The Deputy answers to the Department Council.

Article 18

Appointment and dismissal of the Deputy Head of Department

The Deputy Head is appointed and dismissed by the Department Council on the Head's proposal. A teacher from the Department with an academic and scientific title can be elected a Deputy Head.

Article 19

A candidate proposed by the Head and elected by a majority vote of all the Department Council members is appointed Deputy Head. If the candidate does not receive the necessary number of votes, the Head will propose another candidate for the following meeting of the Council. If the Deputy is not elected at the following meeting, the Head will appoint an Acting Deputy Head for a one-year-term.

Article 20

Deputy Head is elected for a term of two years. After the term expires, the same person may be re-elected Deputy Head.

Article 21

Deputy Head of Department carries out tasks ordered by the Head and replaces the Head in his duties in case of his/her temporary absence.

Article 22

Deputy Head may be dismissed from office before the expiration of his/her mandate. Corresponding provisions of this Ordinance are applied in the process of dismissal of the Head or his/her Deputy.

III. ACTIVITIES OF THE DEPARTMENT

Article 23

The Department's activities are:

- a) organization and implementation of teaching at the University's undergraduate and graduate studies in the field of history for acquiring Bachelor and Master degrees in history;
- b) organization and implementation of teaching at the University's postgraduate studies in the field of history for acquiring scientific title of Doctor of historical science;
- c) organization and implementation of publishing, library, and IT activities for teaching purposes and the needs of scientific research and professional work in the field of history;
- d) implementation of research projects in the field of history;
- e) Organization and implementation of various forms of academic work;
- f) Promotion of academic work in the field of history.

III. ORGANIZATIONAL UNITS OF THE DEPARTMENT

Article 24

The Department's organizational units are Sub-departments and the Secretariat.

Sub-departments

Article 25

Sub-departments at the Department are established for one or more related subjects by the decision of the Department Council. Based on research, teaching, and professional work, the following sub-departments have been established at the Department:

- Sub-department of Ancient History
- Sub-department of Croatian and World Medieval History
- Sub-department of Croatian and World Early Modern History
- Sub-department of Croatian and World Modern and Contemporary History
- Sub-department of Auxiliary Historical Sciences
- Sub-department of Theory of History and Historical Scientific Methods
- Sub-department of History of Science.

Article 26

Scope of the sub-departments' activities:

- a) implementation and coordination of the University's undergraduate, graduate, and postgraduate study programmes;
- b) proposition of curricula to the Department Council;
- c) promotion of all forms of teaching activities;
- d) selection and promotion of teaching staff;
- e) proposition of research and developmental projects and programmes;
- f) performance of other duties assigned by the Head of Department and the Department Council.

Article 27

Members of the sub-departments are teachers, professional associates, and research assistants who teach courses, i.e. participate in the teaching of the same or similar subjects.

Article 28

Head of sub-department represents a sub-department within the Department, manages teaching and research work at the sub-department, and answers to the Department Council and the Head of Department. His/her mandate lasts two years and the same person may be re-elected for the office.

Heads of sub-departments are elected from the rank of teachers with academic titles who are permanently employed at the Department. Members of the sub-department elect their Head.

Election of the sub-department Head must be attended by more than a half of all the members of the sub-department and the decision is made by a majority vote of all the attending members. The Head of a sub-department is confirmed by the Department Council. If a sub-department does not elect its own Head, the Head of Department appoints an Acting Head of sub-department for a period of one year.

Head of sub-department is assisted by his/her deputy appointed by the Head of sub-department with the consent of the Head of Department.

The Department's Secretariat

Article 29

The Department's Secretariat is an organizational unit that performs administrative tasks. Secretariat operations are managed by the Secretary as an executive body of the Head of Department and the Department Council.

The Secretariat performs:

- a) technical and administrative tasks related to performance of undergraduate, graduate, and postgraduate study programmes, and research activities of the Department;
- b) technical and administrative tasks related to the elections and re-elections of teaching staff at the Department;
- c) maintenance of the Department's website;
- d) other duties directed by the Head of Department and the Department Council.

Lists and description of tasks and requirements the Secretariat employees should meet are determined in the Ordinance of jobs and positions organization at the University of Zadar.

V. ELECTIONS FOR TEACHING, ACADEMIC, SCIENTIFIC AND ACADEMIC POSITIONS AND PROFESSIONAL ASSOCIATES

Article 30

Teaching, scientific and academic activities at the Department are performed by teachers, professional associates, and research assistants whose qualifications are established by their election for teaching, academic, scientific and academic positions, and professional associates.

Article 31

The Department has the power of election in the area of humanities, field of history, and initiates elections and re-elections for teaching, academic, scientific and academic titles/positions, and professional associates according to decisions of the Department Council, in accordance to the Statute of the University of Zadar and other normative acts of the Republic of Croatia.

The Department Council can, with the consent of the Rector, initiate elections for teaching positions for other departments at the University of Zadar and other scientific and educational institutions in Republic of Croatia, whose organizational units do not have the power of election in the area of humanities, field of history.

VI. SCIENTIFIC RESEARCH, STUDY PROGRAMMES, STUDENTS, TRANSPARENCY AND OFFICIAL SECRET

Article 32

Scientific researches and academic work, study programmes (organization, implementation, conditions for entering, duration, completion), various issues regarding the students, transparency and official secret are regulated in other acts of the University of Zadar relevant for the Department.

VII. GENERAL ACTS OF THE DEPARTMENT

Article 33

This Ordinance and Regulation of Procedure of the Department Council are fundamental acts of the Department.

Amendments to this Ordinance and Regulation of Procedure are adopted in the same manner in which the Ordinance and Regulation of Procedure are adopted.

Article 34

General acts of the Department are issued by the Head of Department and the Department Council in accordance to their jurisdiction according to the Statute of the University.

The Department Council issues other general acts that regulate teaching, scientific, and academic issues of the Department regarding the area of humanities, field of history.

VII. FINAL PROVISIONS

Article 35

On the effective date of this Ordinance, the Ordinance adopted on March 21, 2008 ceases to be valid.

Article 36

This Ordinance shall enter into force on the eighth day following its publication on the Department's notice board. The Ordinance was published on the notice board on March 8 and entered into force on March 16, 2012.

The Ordinance and other acts are published on the Department's website.

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Secretary
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