

Pursuant to Article 17 of the Statute of the Faculty of Law, University of Zagreb, and Article 19 of the Act on Higher Education and Scientific Activity, the Faculty Council of the Faculty of Law, University of Zagreb, at its session held on 22 October 2025, passed the following

REGULATIONS ON VISITING RESEARCHERS AT THE FACULTY OF LAW UNIVERSITY OF ZAGREB

Scope and purpose

Article 1

(1) The Faculty of Law, University of Zagreb (hereinafter: the “Faculty”) recognises the role and importance of visiting researchers in strengthening international cultural exchange and enhancing the Faculty’s scientific excellence. The Faculty encourages international mobility and is committed to maintaining high standards of scientific research.

(2) These Regulations on Visiting Researchers at the Faculty of Law, University of Zagreb (hereinafter: the “Regulations”) establish the rules and conditions for the selection of highly qualified domestic and international experts, researchers and scholars with distinguished scientific, research, and professional achievements. These Regulations also govern matters relating to their engagement within the Faculty’s teaching and research structures.

(3) The status of a visiting researcher confers certain rights and obligations within the Faculty and is granted for the entire duration of the researcher’s stay.

(4) These Regulations govern the procedures, conditions, rights and obligations relating to the engagement of visiting researchers referred to in Article 2 of these Regulations.

Categories of visiting researchers

Article 2

For the purposes of these Regulations, a visiting researcher may be:

- a visiting professor: a domestic or foreign lecturer engaged to deliver lectures or seminars on the basis of a decision by the Faculty Council;
- a visiting scholar: an expert invited to conduct independent or collaborative research or to participate in seminars, including short-term research stays and doctoral research visits.

Type, duration and location of the research stay

Article 3

(1) The Faculty shall organise research stays and doctoral research stays for visiting researchers.

(2) A research stay shall last between two weeks and one year. A research stay of less than 60 days shall be considered a short-term research stay. Research shall be conducted on the Faculty's premises or at other locations, subject to space availability.

Eligibility requirements

Article 4

(1) A domestic or foreign researcher holding a doctoral degree in a scientific field or discipline represented within the Faculty's research activities, and who intends to conduct research that is thematically and methodologically aligned with such activities, shall be eligible for a research stay.

(2) A domestic or foreign researcher enrolled in a doctoral programme in a scientific field or discipline represented within the Faculty's research activities shall be eligible for a doctoral research stay, provided that they intend to conduct research that is thematically and methodologically aligned with such activities and have obtained the written consent of a Faculty employee holding a doctoral degree who will act as their supervisor.

(3) Irrespective of their status, the visiting researcher shall be assigned a member of the teaching staff as the contact person by the decision referred to in Article 6 of these Regulations.

Application and supporting documentation

Article 5

(1) An application for a research stay shall include:

- the applicant's personal details (full name, contact details),
- employment details, where applicable (name and address of the institution, position),
- the planned start and end dates of the research stay,
- details of the research (topic, purpose and objectives, indication and brief explanation of the hypothesis and scientific methods, expected scientific contribution and application of results, indication of the scientific field and discipline, ethical and methodological considerations, and any other relevant information).

(2) The application shall be accompanied by:

- the applicant's curriculum vitae, including scientific achievements (publications, conference presentations, participation in projects, awards and recognitions),
- a letter of motivation,
- in the case of doctoral research stays, a recommendation from the doctoral supervisor.

(3) As a rule, applications for a research stay shall be submitted three months prior to the planned start of the research stay, and shall be submitted in Croatian or English.

Procedure and evaluation criteria

Article 6

(1) Applications shall be submitted to the Dean through the Dean's Office, at the following email address: dekanat@pravo.hr.

(2) Applications submitted by domestic visiting researchers shall be forwarded to the Vice-Dean responsible for research, while applications submitted by international visiting

researchers shall be forwarded to the Vice-Dean responsible for international cooperation. The Vice-Deans shall submit a proposed decision to the Dean within 15 days.

(3) The Dean shall decide on the application within 15 days of receipt of the proposed decision referred to in paragraph (2) of this Article.

(4) Incomplete applications shall be returned to the applicant for completion within a time limit not exceeding 15 days. If the applicant fails to complete the application within the prescribed time limit, the applicant shall be deemed to have withdrawn the application.

(5) Applications shall be evaluated on the basis of the following criteria:

- quality of the application and relevance of the topic or proposed research programme (35%),
- alignment with the themes of the Faculty's strategic documents (30%),
- the applicant's prior scientific contribution and international scientific reputation (25%),
- availability of the Faculty's resources (10%).

Research Stay Agreement

Article 7

(1) The Faculty and the visiting researcher shall conclude a Research Stay Agreement (hereinafter: the "Agreement") defining their mutual rights and obligations.

(2) As a rule, the Agreement shall be concluded at least 30 days prior to the planned start of the research stay.

(3) Visiting researchers who are not nationals of the Republic of Croatia shall regulate their stay in the Republic of Croatia in accordance with the applicable regulations governing the status of foreign nationals.

Rights and obligations of visiting researchers

Article 8

(1) Visiting researchers shall have the following rights:

- to access and use the Faculty library resources, including books, digital databases and copying equipment (the first 200 A4 copies shall be provided free of charge; additional copies shall be subject to a fee in accordance with the price list),
- to be provided with workspace in the Faculty reading room or other Faculty premises,
- to access the IT classroom and use Faculty computers,
- to participate in conferences, events, forums and other activities organised by the Faculty,
- to attend classes, subject to prior notice and the consent of the course lecturer.

(2) Visiting researchers shall have the following obligations:

- to conduct research at the Faculty,
- to deliver at least one publicly announced lecture on an approved research topic at the Faculty in cases where the research stay exceeds two months,
- to indicate their status as visiting researchers in research and professional activities related to the research,
- to comply with the Faculty's general regulations.

(3) The status of a visiting researcher shall not confer the right to:

- remuneration or fee waivers, except as provided in paragraph 1 of this Article,
- meals, accommodation or travel arrangements provided by the Faculty, or reimbursement of expenses incurred for these purposes,
- enrolment in study programmes offered by the Faculty,
- participation in the Faculty's governing bodies.

Final report
Article 9

(1) Upon completion of the research stay, the visiting researcher shall submit a written final report on the conducted research to the Dean within 15 days. The recommended length of the report is up to two pages.

(2) The Dean shall accept or reject the final report based on the proposal of the competent Vice-Dean referred to in Article 6 of these Regulations and the host supervisor.

(3) A visiting researcher whose final report has been accepted shall be entitled to a certificate confirming the completion of the research stay at the Faculty.

Entry into force
Article 10

These Regulations shall enter into force on the eighth day following their publication on the Faculty's website.

Dean

Professor Ivan Koprčić

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The Regulations on Visiting Researchers at the Faculty of Law, University of Zagreb were published on the Faculty's website on 27 October 2025 and entered into force on 4 November 2025.