
Instructions for Exercising the Right to Suspension of Obligations for Students

I.

Students enrolled in the academic year have the right to suspend their obligations in the following justified cases:

- During pregnancy
- While on maternity or parental leave of the student mother or father in accordance with specific regulations
- During an incapacity for work of more than 3 months that prevents them from fulfilling their study obligations
- In other justified cases in accordance with the decision of the Faculty Council.

II.

The procedure for exercising the right to suspend obligations includes the following steps:

1. The student submits a [Request for the right to suspend obligations](#) via his/her student email to studentska@fthm.hr or in person at the Student Office.
2. Along with the request, the student must provide relevant documentation as follows:
 - **During Pregnancy:** A certificate from the selected women's health care doctor under compulsory health insurance confirming the pregnancy.
 - **During Maternity or Parental Leave:** A decision from the Croatian Health Insurance Fund for the student mother or student father in accordance with specific regulations.
 - **During Incapacity for Work Lasting 3 Months:** An opinion from the relevant student doctor based on medical documentation.

The responsible student doctor for the Faculty of Tourism and Hospitality Management is:

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III.

- The request for suspension must be submitted together with the relevant supporting documents without delay and no later than thirty days after the reason for suspension arises.
- A request for suspension of obligations cannot be submitted at the end of the academic year for the previous academic year.

IV.

- Once the petition has been submitted, the Student Affairs Office will forward the complete documentation to the Teaching Committee, which will submit a proposal to the Dean to resolve the request. If the request is justified, the Dean will make a decision regarding the suspension of the student's rights and obligations. The decision will be sent to the student at his/her university email address.
- A student may be suspended for one academic year. The total uninterrupted suspension may not exceed two academic years.
- The deadline for completing the degree programme of a student who has been suspended from his/her rights and obligations will be extended by the duration of the suspension. The student must re-enrol in the same academic year. Enrollment in the same academic year due to suspension of obligations must be completed before the start of the new academic year or during the enrolment deadlines.

Faculty of Tourism and Hospitality Management