

Based on Article 87, Paragraph 5 of the Law on Higher Education ("Official Gazette MNE", no. 44/2014) and Articles 117 and 131 of the Statute of the University of Montenegro, the Senate of the University of Montenegro, at the session held on February 26th 2015, shall pass

**THE RULES OF
STUDY AT UNDERGRADUATE LEVEL**

I BASIC PROVISIONS

Article 1

These rules shall closely define the organisation and implementation of Undergraduate studies, the duration of studies, the progress of students during studies, evaluation of the work of students, the issuance of diplomas and other documents on studies, as well as other issues significant for the implementation of Undergraduate studies at the University of Montenegro (hereinafter: the University).

Article 2

The Study programmes of Undergraduate studies at the University shall be organised and implemented in accordance with the Rules of Study, harmonised with the European Credit Transfer System (ECTS).

II ORGANISATION OF STUDIES

Article 3

The Faculty, Academy of Arts and Higher Academy (hereinafter: the Organisation units) shall organise and implement academic and applied Undergraduate study programmes, in accordance with their own subject areas, coming out of accredited Study programmes within scientific, artistic and professional areas.

Each Study programme shall contain practical lectures, as well as Learning Outcomes for the scientific area belonging to a Study programme, or else the competence for activity performance.

Programmes of Undergraduate studies contain at least two optional modules.

Study programmes are divided into study years and semesters.

The teaching of individual subjects is performed during one semester, in accordance with the Study programme.

The scope of the Study programme performed in one study year is 60 ECTS, i.e. 30 credits per semester. One credit is related to 30 hours of work of a student.

The optimal work load of a student is 40 hours per week, adequate for a total of 60 ECTS credits during one study year.

The total number of lessons of active teaching at Undergraduate level shall not be less than 20 hours, or higher than 30 hours per week.

The load of students from Paragraphs 7 and 8 of this Article should be equivalent, and it may consist of the following activities:

1. Teaching (lectures, exercises, practicum, seminars, practical lessons, field lessons and so on);
2. Independent work;
3. Colloquiums;
4. Exams;
5. Writing final papers;
6. Vocational practice,
7. Other forms of engagement in harmony with the specific Study programme;

The number of credits for a certain subject (course) is determined according to the number of lessons (theoretical or/and practical lessons, lectures, exercises, practicum, seminars, practical teaching, field teaching and so on), the time spent by the student on independent work (homework, projects, seminar papers and the like) and the time spent on preparation for tests and evaluation (tests, colloquiums, writing final papers, final exams or professional practice) and other forms of engagement in accordance with the specific Study programme.

Duration of Studies

Article 4

Undergraduate studies within academic Study programmes for gaining a diploma of academic Undergraduate studies shall last at least three study years, i.e. at least 180 ECTS credits.

Undergraduate studies within applied Study programmes for gaining a diploma of applied Undergraduate studies shall last at least three study years. i.e. 180 ECTS credits.

Article 5

Student who have passed all the exams foreseen for the enrolled study programme and fulfilled all the other obligations prescribed by the Statute of the University and these Rules shall acquire a Diploma of Undergraduate studies of the relevant Study programme.

Alongside the Diploma of Undergraduate studies, a Diploma supplement is also issued giving more detailed insight into the level, nature, content, system and rules of study and the results achieved during the studies.

The Structure of a Study Programme

Article 6

Each Study programme contains general and specific conditions, which shall be met by the student in order to acquire certain knowledge, such as:

1. A review of obligatory and optional subjects (courses) per Study programmes and semesters;
2. The number of hours of individual load of the student per subject (course);
3. The number of ECTS credits per each subject (course);
4. Other forms of teaching dedicated to the acquiring and improvement of professional knowledge and skills (seminars, themed clinics, debates, practical work and so on);
5. A review of the obligatory conditions for attending lessons and passing exams (courses);
6. A depiction of the modules and blocks, if the lessons are organised in such a way;
7. The final paper of the final exam of studies.

The final paper, or the final exam of studies, is to be evaluated with 15 ECTS the most.

The Study programme is shown in tables or diagrams.

Information on the subject (course) contains:

1. The name of the subject (course) and a suitable code (identification) for easier identification of the subject (course);
2. A short description of the programme of the subject (course) (Description) which provides understanding of its content to students and other potential partners;
3. An assessment of the subject (course) level (Level), which implies a clear guide to the previous knowledge needed (with stating subjects (courses) which should be prior passed and a recommendation of the literature to be used for preparation), defined goals and a list of the relevant professional literature;
4. Note on the obligatory or optional subjects (courses) (Compulsory or optional course units);
5. The name (s) of the lecturers and associates (teaching staff);
6. The length of the lessons (length) – the year of study, semester, number of lessons weekly, place of the subject (course) in total review (a diagram of studies structure);
7. The method of teaching and learning the curriculum (teaching and learning methods) – lectures, consultations, exercises, laboratory exercises, seminars, field work and similar, with the number of weekly lessons and the total number of certain activities and their length;
8. The means of passing and the duration of the exam (assessment)- the forms of tests during lectures, their frequency and the evaluation of practical work and other forms of individual work (seminar papers, projects and others), and the means and terms for passing exams;
9. Special identification of those subjects (courses) where lectures are held in one foreign language (and the language);
10. The ECTS points planned for a certain subject (course) (ECTS credit allocation), in accordance with the general rules of ECTS, with underlined points for the important activities planned by the subject curriculum (course) (laboratory work, field work).

The Organisation of Teaching

Article 7

The study year is organised into two semesters (Winter and Summer).

The implementation of a Study programme in one semester lasts for 15 weeks.

Examinations are in January and June, with two exam periods in each case.

A student who does not pass in the first examination period is entitled to take the exam in the second examination period.

Each student has the right to take exams which were not passed in January and June in an additional period, with one exam period, before the following study year begins, with the acknowledgement of the results achieved in the pre-exam tests for that study year.

The beginning of each study year and semester, the organisation and implementation of Study programmes and the periods for the organisation of exams for a study year are determined by the Academic calendar adopted and published by the Senate, two months before lectures begin at the latest.

Article 8

Lessons are organised and conducted according to a defined timetable.

The University shall publish this timetable 10 days before lectures begin at the latest.

The timetable contains: the name of the Study programme, the study year, the name of the subject (course), the time (day, hour) of the classes, the location (hall, laboratory) of the lectures, the teachers and possible other instructions related to the classes.

For each subject (course), the subject teacher determines the plan of work and he/she shall deliver it to the Vice Dean of Teaching, 15 days before lectures begin at the latest.

During the first lesson, the subject teacher shall acquaint students with the curriculum. Students have the right to view the curriculum in written form.

When defining plans, periods of examinations have to be taken into consideration, i.e. colloquiums, in a way which will expect students to pass only one exam per day from his/her study year, and when defining the examination period it is taken into consideration that the space between two similar exams is at least ten days, which is the obligation of the Vice Dean for Teaching.

Colloquiums are organised in terms determined for the performing lessons within subjects including the colloquium tests.

Tasks foreseen for the individual work of students (seminars, practicum, homework, graphics, projects and other tasks) shall be equally scheduled during the semester. The total scope of tasks shall be in accordance with the load planned for the subject and the ECTS.

The teacher is obliged, during lessons, independent tasks development and preparation for examinations, to help students by organising consultation periods. The terms and time for consultation periods should be in accordance with lessons so as to be available to students.

Changes in the timetable and curriculum during teaching is not allowed as a rule. If the need occurs to change (due to the illness of a teacher or a similar issue) the Vice Dean for Teaching shall appoint a replacement teacher.

Article 9

Lectures are organised and conducted for at least five students for Technical, Natural-Mathematical and Arts Study programmes and for Medical science, while they are conducted for at least ten students for Study programmes in Social Sciences.

A decision made by the Senate may organise lectures as mentor lessons and for a lower number of students. This decision shall define the load placed on teachers regarding mentorship.

Article 10

Certain forms of lectures may be organised as distance learning, but the exams have to be taken at the seat, or else the Facilities of the University, or the Organisation units.

Exams from artistic subjects may be held away from the unit seat, if it is the case of a public exhibition, such as concerts, exhibits, plays and so on.

Practical work and professional practice may be organised and implemented as an integral part of regular lectures or separately.

Study programmes may foresee activities within body and health culture as an integral part of regular lectures or as facultative content.

When a Study programme foresees practical examination, the exam may be taken at Facilities for practical lessons and professional practice.

Applying Subjects and Records

Article 11

Each student applies for the subjects he/she wants to attend and take in the forthcoming study year three weeks before lectures begin in the Winter semester, and for the first study year after enrolment.

The selection of subjects is made up to a load of 30 ECTS credits for a semester and 60 ECTS credits for a year, notwithstanding cases where these Rules determine otherwise.

Each student may apply to attend subjects (courses) which he/she did not pass in the previous semesters, as well as subjects (courses) from the next study year for which he/she met the conditions defined by the Study programme.

After date for applying for subjects (courses) expires, lists of students are formed according to subjects for the next study year and they are published on the bulletin board of the Organisational unit for every Study programme and subject.

Subjects applied for by a student cannot be altered after their verification.

Information on the load applied for is registered in the records of students.

The form and content of records of a student are determined by a particular Act of the Senate.

Applying for Re-attendance of Lectures

Article 12

Each student may apply for re-attendance in subjects he/she did not pass in previous study years. The load of repeated subjects for a regular student may be at most 20 ECTS within a study year.

In cases where the Study programme or subject (course) changes, a student who repeats attendance is obliged to accept the changes that have occurred. In this case, the provision on shifting from Article 23 of these Rules is implemented.

Semester and Year Stamp

Article 13

At the end of the semester and study year, the record documentation is stamped, registering the number of ECTS credits awarded by semester and in total.

Semester and year stamping is obligatory for all students.

Based on the stamped semester and year it is confirmed how many ECTS credits a student has been awarded, providing the exercise of prescribed student rights.

Evaluation of Lectures

Article 14

The participation of students in the procedure of regular yearly supervision for the provision of the quality system is conducted through evaluation of lectures, programmes and teaching staff and their pedagogical capability.

Monitoring excellence of teaching is conducted by surveying students.

The survey is anonymous.

For conducting the survey, the responsibility belongs to the student trustee and Vice Dean in charge of Teaching and Student Issues at the Organisational unit. The survey may include other members of academic staff and students, who are appointed by the Dean and the Student Parliament, or else the Student Council.

The survey has to be conducted after the completion of the semester. The survey may also be conducted during the semester, at the proposal of the Student Parliament or of Student Councils at Organisational units.

The decision on the survey, the deadline for implementation, the content and ways of processing the survey, as well as instructions on conducting the survey are adopted by the Senate.

Information on assessment for each subject (course) is registered in the personal file of each teacher.

The Dean is obliged to call a teacher whose marks are significantly low for a conversation, point out his/her faults and give recommendations for the remedying of these faults.

The total marks are published on the web site of the University.

III PROGRESS DURING STUDIES

Article 15

The status of a student is gained by enrolment in the appropriate study program.

Enrolment is performed providing the status of a student who is financed from the budget or a student who pays the costs of scholarship.

A student when enrolling opts for the foreseen part of a Study programme with a scope of 30 ECTS for one semester, i.e. 60 ECTS for one year.

A student has the right to enrol in 60 ECTS in one study year, including the number of unaccomplished credits from the previous study year.

Notwithstanding, a student who finalised all their obligations from the previous year may enrol up to 80 ECTS. This right may be exercised after the Dean gives an approval, starting from the second year of study.

Article 16

Students financed from budget having at least 40 ECTS credits accomplished in the first time-enrolled-study year has the right to be budget financed again in the following year.

A student financed from budget having at least 40 ECTS achieved in their first-time-enrolled-study year is considered to be a regular student in terms of exercising the rights of such a status which is envisaged as a condition of their exercise (budget financing, right to a student dorm, right to a student loan and other rights).

In rights and obligations in teaching there is no difference between a student financed from the budget and student who pays scholarship (a self-financing student).

Article 17

The status of a regular student may be persevered until the Undergraduate studies diploma is acquired.

Regular student status is acknowledged for a student, who is a citizen of Montenegro, who transfers from another university, if he/she meets the prescribed status criterion. In that case, the time of study at the other university is counted as part of the total duration of studies.

A regular student who has the officially verified status of an elite athlete may be approved on a Study programme under special conditions, determined by the Senate, at the proposal of the Council of the Organisational unit.

Mobility at the University

Article 18

A student may be able to transfer from academic to applied studies, or else from one Study programme to another within the same studies, under conditions determined by the Senate, at the proposal of the Council of the Organisational unit.

The right to transfer from academic to applied studies or change Study programme may be implemented before teaching starts.

As well as the request to change studies or Study programme, a document about the success achieved in the studies or Study programme from which student transfers is also submitted.

The time of studying on the Study programme from which the student is transferring is calculated as part of the total length of studies.

Article 19

Exams passed on other Study programmes are recognised if the subjects in which the exams are passed, in their curriculum and scope, are suitable for the subject of the other Study programme to a proportion of at least 80%.

The Dean establishes a Commission which determines equivalency and makes the proposal for exam recognition which contains the list of subjects being acknowledged.

When a subject is recognised, the mark by which student is graded is also recognised, as well as the number of ECTS credits.

Mobility between Universities

Article 20

During their studies, each student has the right to spend a specific period of time (a semester or study year) at another Higher Education Institution in the country or abroad, by means of international programmes for the exchange of students, or based on bilateral contracts between universities.

In accordance with the contract concluded between the student and the University, he/she is acknowledged as having achieved a certain number of credits.

The exchange of students does not include diploma issuance, or else the level gained at the university where he/she stays, if the contract does not regulate the issuance of a dual diploma, or else level acknowledgement.

Article 21

With the request to stay at another Higher Education Institution, the original documents foreseen by the ECTS rules for changing the place of study are to be delivered as follows:

- Form for applying to study at the other Higher Education Institution (a Student Application Form);
- Agreement on studying at the other Higher Education Institution (a Learning Agreement);
- Transcription of grades (a Transcript of Records);
- Information pack;

The forms of document from Paragraph 1 of this Article are an integral part of these rules.

Tasks regarding administrative and academic aspects of ECTS (informing students, assistance in preparation of documents, communication between mother university unit and institution, help regarding engagement of guest students into education program) are performed by ECTS coordinators of study programs at organisation units.

Change of Student Status

Article 23

A student may not be simultaneously financed from the budget within two studies (academic and applied), or else on two Study programmes organised by the University.

Transfer from applied to academic Study programmes is not allowed.

A student financed from the budget having less than 40 ECTS achieved in their first enrolled study year may continue their studies as a student who pays their scholarship costs.

The transfer of students from other Higher Education Institutions is made by the enrolment deadline, within a licenced number.

The Dean establishes a committee which determines the equivalency of the education gained and makes an enrolment proposal, which contains a list of subjects to be recognised. Exams passed at the previous Higher Education Institution are recognised if the exams which are passed according to their content and scope are similar to a level of at least 80% to the teaching subjects of the Organisation unit of the University where he/she is transferring.

When the exams are recognised, the grades by which student is marked are also recognised.

Article 24

A self-financed student who passes all the exams, i.e. achieves 60 ECTS credits, in accordance with the Study programme for a certain year of studies, may be budget financed in the following year, if the ranking is made within the total number of students whose studies are budget financed.

The election of students with an acknowledged right to transfer to budget financing is performed based on ranking according to the number of awarded ECTS credits and grades gained during studies. The procedure of ranking is conducted by the Commission for the Enrolment of Students of the Organisation unit at the end of the previous study year.

The decision on the transfer of a student from the status of self-financed to budget financed is made by the Senate, at the proposal of the Organisation unit.

Student may use this right if he/she during their studies loses the status of a budget financed student.

Suspension of Student Status

Article 25

The rights and obligations of a student may be suspended.

At the cessation of the reasons why the suspension was requested, the student continues studies according to the Rules by which he/she started studying.

Article 26

Each student, at his/her request, is approved in the suspension of their rights and obligations during:

- 1) Difficult, or prolonged illness;
- 2) Directing to vocational practice for a period of at least six months;
- 3) International exchange of students of length longer than 30 days during lectures, if a student through that exchange does not gain ECST credits;

- 4) Pregnancy;
- 5) Parental absence;
- 6) Child care after parental absence for a period of a year;
- 7) Preparations for the Olympics, World or European championship- when he/she has the status of a top athlete;
- 8) In other justified circumstances.

The suspension of the rights and obligations of a student is approved for a duration of one semester or one study year, or else the length of the duration of the suspension given in Paragraph 1 of this Article.

During the suspension, the student may take exams if he/she met the obligations.

The time of suspension is not counted as the time of the duration of studies. When the reason for the suspension ceases, the student continues their studies according to the Rules by which he/she started studying.

Each decision on a request for the suspension of rights and obligations is made by the Dean, within 15 days of the day when request is submitted.

The decision of the Dean mentioned in Paragraph 5 of this Article is final.

IV EVALUATION OF THE WORK OF A STUDENT

Article 27

The knowledge and skills of a student are tested and assessed continually during the semester and in the final exam.

The subject teacher is obliged, at the first lecture, to provide students with information on the forms of monitoring of work, terms and tests of knowledge, the character and content of the final exam, the structure of the total number of points and ways of forming grades.

The success of student in each subject for each separated form of test is assessed and expressed in points.

The teacher is obliged to publicly notify students about the results of the number of points awarded after every test, as well as about the total number of points awarded from the beginning of lectures.

At the student's request, the teacher is obliged to explain in detail the assessment of his/her work.

Article 28

Each student has the right to access all forms of tests during lectures and in examination terms, without being conditioned.

Exams in Subjects (Courses)

Article 29

Directly after lectures are finished the student takes exam from the subject.

The subject teacher is obliged, at the first lecture, to provide information to students on the means of taking tests (written form, orally or practically), and with terms for their implementation.

Based on all pre-examination forms of tests, or else learning outcomes and taking tests, student may achieve 100 points.

The final exam may structurally be evaluated to be worth at most 50% out of the total number of points for the course.

The student cumulatively collects points from all the tests.

Any student who does not pass the final exam or who is not satisfied with the passing grade they have achieved may retake the exam.

Grading

Article 30

The results of testing the work and knowledge of a student is written into the records of the student by the subject teacher.

After the finalisation of lectures and tests, the teacher determines the total number of points and forms the final grade for each student. The total number of points and final mark are written into the collective list of students, which is delivered to the Vice Dean for Teaching and Student Issues of the Organisation unit.

Marks verified by the Committee of the Organisation unit, or else the Senate, are recorded in the records of students.

The success of student in exams and other forms of tests is expressed in letters as follows: A, B, C, D, E and F.

Letter grades are equivalent to numerical marks as follows:

A – (excellent) is equivalent to mark 10;

B – (very good) is equivalent to mark 9;

C - (good) is equivalent to mark 8;

D – (satisfying) is equivalent to mark 7:

E – (sufficient) is equivalent to mark 6.

Grade F is an insufficient grade.

The Grade Point Average during studies is determined as a quotient of the total of the numerical grade and ECTS points for each subject and the total number of ECTS points.

The final grade in the exam, with a maximum of 100 points, is determined as follows:

Grade A: greater than or equal to 90 points

Grade B: greater than or equal to 80 points and fewer than 90 points

Grade C: greater than or equal to 70 points and fewer than 80 points

Grade D: greater than or equal to 60 points and fewer than 70 points

Grade E: greater than or equal to 50 points and fewer than 60 points

Grade F: fewer than 50 points

Article 31

Exams and all forms of tests are public. The Vice Dean for Teaching is responsible for the transparency of examinations.

If the exam is organised orally, teacher should provide for students to be able to attend the examination. In oral exams it is obligatory for, alongside candidates and examiners, at least one more person to be present, either students or teachers.

If the exam is organised in written form, the teacher acquaints students with what types of help can be used.

Article 32

Teacher is obliged to announce to students results of tests within seven days from the day of finalising the exam.

The results of tests and final grades are published within seven days from the examination day, by pointing them out on the bulletin board of the Organisation unit and/or the web page of the Organisation unit, with consideration for personal data use.

If a student is graded F – insufficient, the teacher is obliged at his/her request to acquaint him/her with the problems in his/her work.

If the exam is passed by less than 50% of students who regularly attended lectures and took the final exam, the teacher is obliged, before the second date for the final exam, to have consultations with students.

The exam is taken before the subject teacher, or else before a Commission formed by the Committee, or the Senate, if a certain subject has a continuous low pass rate.

The grade at examination and the number of points are written in a report on the examination, which is after the exam is completed, and is verified by a teacher signature. The list of students who applied, examination applications and the report on the examination are delivered by the teacher to the Student Service department, before the end of the examination deadline at the latest, for data processing and making a list of passed exams.

The teacher is obliged to preserve records on the results of pre-examination forms of tests, examinations, as well as other relevant documentation on examination deadlines for at least two years.

Article 33

If student does not pass the exam before the second deadline, he/she shall reapply to attend lectures in the subject in question, except in cases when optional subjects are concerned when he/she has right to opt for another optional subject.

Article 34

For students in the final year of Undergraduate studies, organised according to ECTS Rules of Study, who have failed to pass one exam failed in a subject during the summer semester, lectures are organised within that subject in the winter semester (via mentorship).

Article 35

Each student, who is not satisfied with his/her achieved grade, has the right, within 72 hours after the verification of the grades, to file a request for grade annulment and retaking the exam, which is approved by the Vice Dean for Teaching by making a decision. Retaking the exam is performed within the prescribed deadlines.

Article 36

Each student has the right to file a complaint about their grade if he/she considers that final exam was not conducted in accordance with the Law and these Rules.

If a student thinks that he/she was mistreated in the procedure of conducting and assessing the final exam, he/she has the right to retake the exam before a Commission.

Each complaint is to be submitted within 48 hours from the date of getting the grade. The Dean, at the authorisation of the Rector, establishes the Commission within three days, which shall determine in accordance with the request whether the grade is formed in a manner opposed to the regulations, to review and reassess written or other material, or to question the student.

The Interrogation Commission is comprised of the subject teacher and two teachers within the same or a related area. The Commission shall make a decision based on majority votes.

The grade awarded by the Commission mentioned in Paragraph 4 of this Article is final.

Article 37

In case when the teacher is not in a position to organise the final exam, the organisation and setting are delegated to another teacher from the same or a related area, or to a Commission appointed by the Dean.

The Commission is comprised of at least three members. The Commission may have appointed teachers from the same or related areas.

The decision on the grade is made by the Commission based on majority voting.

The decision of the Commission is final.

The provisions of Article 32 of these Rules are applied to the grade announcement of the Commission based on the oral or written exam.

A report on the examination procedure and the grade is delivered by the Commission to the Dean, or else to the Head of the University unit.

V DOCUMENTATION RELATED TO STUDIES

Diploma

Article 38

The Diploma on finishing Bachelor's studies is signed by the Rector and the Dean of the Organisation unit.

The Diploma supplement is signed by the Dean of the Organisation unit.

Diploma is handed over at the graduation ceremony.

Other documentation

Article 39

At a student's request, other documentation is also issued to confirm the status and other rights of the student during their studies.

All pleas and requests are to be delivered in written form to the Student Service Department of the Organisation unit.

The Student Card

Article 40

The University may issue a student card as evidence that a person is registered as a student at the University, which provides as follows:

- Access to all facilities where the student programmes are held;
- Usage of libraries and computer rooms, unless special registration rules are prescribed;
- Access to sport and other facilities at University disposal.

Further conditions of issuing and using the student card are determined by the Management Board of the University by a particular decision.

VI FINAL PROVISIONS

Article 41

On the day when these rules come into force, the Rules of Study at Undergraduate Level no. 01-830 from April 20th 2004 shall cease to be valid.

Coming into Force

Article 42

These rules shall come into force on the eighth day from the day of publishing in the Bulletin of the University of Montenegro.

Number: __08-581__

Podgorica, February 26th 2015

SENATE OF THE UNIVERSITY OF MONTENEGRO

President

Prof. Radmila Vojvodic, Rector

