

Pursuant to Article 11, Paragraph 1 of the Law on Free Access to Information (“Official Gazette of Montenegro” no. 44/12), the University of Montenegro has adopted the

GUIDE
FOR ACCESS TO INFORMATION IN POSSESSION OF THE RECTORATE OF
THE UNIVERSITY OF MONTENEGRO

I BASIC INFORMATION

The seat of the University is in Podgorica, at the address: Cetinjska 2

Phone: +382 20 414 209

Fax: +382 20 414 230

Web: www.ucg.ac.me

The people authorised to act upon requests for free access to information in possession of the Organisational units of the University of Montenegro (whether the University itself, an Academy or an Institute) are the Deans and Directors of these Units.

II TYPES OF INFORMATION IN THE POSSESSION OF THE RECTORATE

1. Public registers and Public records

- The Book of Procedures and Business Processes
- The Record Book
- The Register
- A list of the categories of registered materials with the deadlines for retaining that material
- Documentation regarding the retrieval of archival records and the elimination of expired registered material
- The Internal Delivery Book
- The Mail Delivery Book
- The Local Delivery Book
- Documentation concerning Student awards and the Plaques of the University
- Documentation concerning Honorary Doctorates of Science
- Documentation concerning the awarding of the title Professor Emeritus
- The Main Register of diplomas on completion of higher education, the Main Register for Master’s degrees and the Main Register for Doctors of Science
- Records of issued diplomas and diploma supplements
- Records of assets
- Documents on fixed assets and equipment
- The database of academic, scientific and non-academic staff at the University of

Montenegro

- The database on the structure and content of Study programmes (ETCS catalogues) – the Information Pack
- The database on the number of students, the method of financing and study success, according to their age and Study programme.

2. Normative and other Acts

- The Statute of the University of Montenegro
- The Founding Acts
- By-laws and General Acts (The Rulebooks, Rules, Decisions, Instructions, Conclusions and so on)
- Rulebooks on Internal Organization and the Systematization of Jobs
- The Code of Ethics
- The Collective Agreement for the University of Montenegro
- The Acts of the Organizational units on which the University of Montenegro gives consent
- Documentation on elections – the appointment of people by the authorities of the University of Montenegro
- Strategic Documents
- Elaborations on the need for the establishment or termination of Study programmes or Organizational units
- Elaborations on the accreditation / reaccreditation of Study programmes and the University of Montenegro
- The Decisions and Opinions of the Court of Honor
- The Prospectus of the University with data on the Organizational units of the University of Montenegro and Study programmes
- The Academic Calendar for the Academic year
- The Bulletin of the University of Montenegro.

3. Analyses, Information, Programmes, Reports, Contracts and so on.

- Materials whose editor or proposer is the University of Montenegro, and which have no character of secrecy
- Information on international cooperation (agreements, contracts and supporting documents concerning inter-university and international cooperation)

4. Programmes and Projects from the field of Science, Professional training or Publishing

- Competitions for the co-financing of scientific programmes and projects
- Applications for competitions with the application documentation
- Individual applications for the co-financing of scientific programmes and projects
- Resolutions on the establishing the professional commissions

- Decisions on the co-financing of selected programmes and projects
- Publishing

5. Specific Acts

- Decisions on approval of absence
- Decisions in the first instance procedure issued by the Bodies of the University of Montenegro
- Decision in the second instance procedure issued by the Bodies of the University of Montenegro on the appeals made by Organizational units against the first instance decision
- Confirmations
- Powers of Attorney
- Consent

6. Financial Operations

- The Annual - Consolidated Financial Plan of the University of Montenegro
- The Annual - Consolidated Financial Report of the University of Montenegro
- The Internal Audit Charter of the University of Montenegro
- Documents on public procurement
- Documentation on fixed assets and equipment
- Documentation on donations, gifts and sponsorship.

7. Data on Employees and Engaged People

- The Employment history booklet
- Decisions on the commencement of employment
- Contracts for employees' work
- Contracts for additional work
- Decisions on paid leave
- Decisions on absence
- Decisions on the disciplinary and material responsibility of employees
- Decisions on engagement in teaching
- Decisions on the assignment of employees
- Decisions on salaries and other earnings.

III THE PROCEDURE FOR ACCESS TO INFORMATION

1. The initiation of the Procedur

The procedure is initiated by the verbal or written request of the person requiring

access to the information.

The application must be complete and understandable.

An administrative fee for the request does not have to be paid.

The request may be submitted:

- Directly, to the Archive of the Rectorate;
- By post to the following address: Cetinjska 2, 81000 Podgorica;
- Electronically to the e-mail address: ljiljanaj@ac.me
- By fax to the number 020 414 230.

2. The Content of the Request

The request should include:

- the title of the information or data by which it may be identified (approximate time when the information was recorded, the name of the body or bodies which issued the document and the like;
- the way in which the applicant wants to get access to information;
- information about the applicant (the name, surname and address of the individual, or the name and address of the legal entity), or else of his agent, representative or attorney.

3. The Method of exercising the Right of Access to Information

The applicant chooses the way he wants to get access to the requested information, as follows:

- By direct inspection of the original or a copy of the information within the premises of the Rectorate;
- By a transcription of the information provided to the applicant within the premises of the Rectorate;
- By the submission of copies, transcripts, or scanned document / information request - directly, by post or electronically.

Access to information is allowed in the manner that is demanded by the applicant, unless the requested mode of access is not technically possible.

4. The Deadline for Deciding upon the Request

The decision on the request for access to information has to be decided within the legal deadline.

If the request for access to information is incomplete or unclear, and because of that the request cannot be proceeded, the applicant is requested to correct the deficiencies accorded to stated instructions, within eight days of the date of the invitation.

If the applicant fails to correct the deficiencies within the set deadline, the application will be rejected.

The applicant will be warned about this consequence in the request for the removal of shortcomings. In this case, the deadline for resolving the request begins to run from the date of receipt of the amended request.

5. Decision on the Request and Legal Protection

The request for access to information shall be decided within the legal deadline.

The Act by which the request for access to information is rejected includes a justification of the reason why the access to requested information is not allowed.

Any decision permitting access to information or part thereof determines the means and deadline for access to that information and the costs of the procedure.

Applicants can appeal to the Agency for the Protection of Personal Data and Access to Information concerning the Act by which the request for access to information was decided on and an administrative dispute may be initiated if the requested information is marked with a level of secrecy.

6. Deadline for the Execution of the Decision

Access to information will be allowed within three working days from the receipt of the decision to the applicant that access is being allowed to, or within five days after an applicant has submitted proof of payment of the costs, in cases where costs have been determined by the decision.

7. Costs of the Procedure

The costs of the procedure shall be borne by the applicant.

The costs of the procedure apply only to the actual costs of transcribing, photocopying, translating and delivering the requested information.

The costs of procedures are paid before the execution of the decision in favor of the Budget of the University of Montenegro to the account no. 510-279-76.

A disabled person or a person who is the user of social aid do not have to pay the cost of the procedure.

IV AUTHORISED AND RESPONSIBLE PERSONS

The person responsible to act upon the request for free access to information is:

Ljiljana Jovanović, PhD, graduated lawyer, telephone number: 020 414 234, e-mail: ljiljanaj@ac.me. If Ljiljana is absent, the person to replace her is to be found at the Department for Legal, Human Resource and Legal Property Affairs.

The people responsible for the adoption of acts upon requests (decision, conclusion and other documentation) are the managers of the Departments, Sectors, Centres, or Departments within the Rectorate which are responsible for the affairs which the requests are related to.

V TERMINATION OF VALIDITY

The publishing of this Guide causes the termination of the effect of the previous Guide to Access to Information at the University of Montenegro no. 01/1761 from 4 November 2011.

V PUBLICATION OF THE GUIDE

This guide will be published on the notice board of the Rectorate and on the University website: www.ucg.ac.me .

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Podgorica, 9 September 2016.

THE R E C T O R
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