

Pursuant to Article 87, Paragraph 4 of the Law on Higher Education ("Official Gazette of Montenegro", no. 44/2014) and Article 140 of the Statute of the University of Montenegro, the Senate of the University of Montenegro, in its session held on 26 February 2015, adopted the

RULES OF STUDY AT POSTGRADUATE LEVEL

1. GENERAL PROVISIONS

Article 1

These rules regulate the organisation and carrying out of Postgraduate studies, enrolment on Postgraduate studies, the progress of students during the course of their studies, the evaluation of students' work, awarding diplomas, the issuance of certificates of studies, as well as other issues of importance for the realization of Postgraduate studies at the University of Montenegro (hereinafter referred to as "the University").

Article 2

Postgraduate studies are considered to be study programmes providing the right to obtain the professional title of Specialist, i.e. the academic title of Master of Science / Arts, in accordance with the Law, the Statute and these Rules.

Postgraduate studies at the University of Montenegro are organised and carried out in accordance with the Rules of Study based on the European Credit Transfer System (ECTS).

Article 3

The provisions of the Law, the Statute of the University and the Rules of Study at Postgraduate Level at the University shall accordingly apply to issues concerning status, the suspension of rights and the obligations of students, the mobility of students, the organisation of the teaching process, and the students' improvement during the course of their studies, the evaluation of students' work at Postgraduate level, as well as to other Rules of Study that are not regulated by these Rules.

Article 4

A Master's thesis represents the independent, scientific research or professional work of the candidate by which he/she shows that he/she has mastered certain issues and that he/she can independently set and solve specific scientific research and technical problems or tasks.

2. THE ORGANISATION OF POSTGRADUATE STUDIES

Organiser of Postgraduate studies

Article 5

The University, i.e. the organisational unit of the University (hereinafter referred to as “the Organiser of studies”) organises and carries out accredited Postgraduate studies in science, the arts and other professional fields.

The University organises Postgraduate studies and provides for the obtaining of the degree of Master of Science / Arts in interdisciplinary and multidisciplinary scientific / artistic fields.

In order to carry out interdisciplinary and multidisciplinary Postgraduate studies, the University may organise seminars, courses, summer schools and other forms of teaching.

The organising and realising of Joint Master’s study programmes with other Higher Education institutions that deal with scientific or artistic fields, and whose University Organisational units are parental, is understood to include accredited study programmes in the same scientific / artistic fields and a concluded University agreement concerning the conditions and methods of organising Joint studies.

The provisions of these rules are accordingly applied to the organisation, the conditions for enrolment of candidates and other issues related to the implementation of Joint Master’s study programmes.

Article 6

In Postgraduate studies leading to a Specialist's degree, the candidate acquires an education about scientific, artistic and other professional fields of study, whereas in Postgraduate studies leading to an academic Master’s degree, the candidate acquires an education based on scientific research or artistic creativity by taking part in organised scientific research activities or artistic research work.

Article 7

The Board for monitoring the Masters studies that are carried out at the Organisational units of the University is established within the Centre for Studies and Quality Control at the University.

The Board for monitoring Masters studies gives its opinion on the application of the topic of Master’s thesis, from the point of view of the methodological principles of scientific research work.

Article 8

At the end of the studies, along with a diploma for the completed Specialist or Masters degree, a diploma supplement is issued providing a more detailed insight into the level, nature, content, system and rules of study and the candidate’s achieved results during the course of their studies.

In the case of interdisciplinary and multidisciplinary study programmes, scientific or professional titles shall be determined by the Senate, at the proposal of the Council of the Organisational unit of the University, during the establishment of the Master’s Study programme that is to be submitted for accreditation.

During the formulation of scientific titles from Paragraph 3 of this Article, we should use a combination of the entirety or parts of the two most important scientific fields that constitute the Master's programme.

Realisation of the Study programme and Teaching

Article 9

Postgraduate study programmes are divided into academic years and semesters.

In accordance with ECTS rules, the scope of the Study programme amounts to 60 ECTS credits in one academic year, i.e. 30 ECTS credits in one semester. One credit refers to 30 classes of the whole work of the student, which includes attending lessons and preparing for classes and the evaluation of their work.

The number of credits for a particular subject (course) is determined according to the number of classes (theoretical and/or practical classes, tutorials, seminars and so on), the time that students spend on self-study assignments (homework, projects, seminar papers and the like) and the time students spend while preparing themselves for evaluation and assessment (tests, mid-term exams and final exams).

The Senate establishes by a special decision the relationship (ratio) between one class and the number of hours necessary for an individual student's work.

The Specialist thesis at Postgraduate level amounts to a maximum of 15 ECTS credits. The provisions of the Rules of Study at Postgraduate Level at the University regulating final theses accordingly apply to the procedure of submitting and defending the Specialist thesis.

The Master's thesis at Postgraduate level amounts to a maximum of 30 ECTS credits.

Duration of Postgraduate studies

Article 10

Postgraduate Specialist studies are organised after the completion of Undergraduate studies and last one academic year (two semesters), i.e. the scope of these study programmes amounts to 60 ECTS credits.

Postgraduate studies leading to the acquisition of the academic title of Master of Science or Master of Arts are organised after the completion of Undergraduate or Specialist studies

The scope of the Master's programme amounts to 120 ECTS credits.

The Structure of a Study programme

Article 11

A Postgraduate study programme contains the following:

- 1) the name and objectives of the Study programme;
- 2) a curriculum that contains a list of the main and elective subjects and the number of hours needed for their completion, as well as the content of the courses;
- 3) The credit value of each course and the Specialist / Master's thesis expressed in ECTS credits;
- 4) detailed requirements for enrolment on the Study programme;
- 5) conditions for continuation the next semester of study, and the manner of the execution of those obligations;
- 6) conditions for transition between individual Postgraduate study programmes within the same or related fields of study;
- 7) conditions under which studies may be continued after a break;
- 8) the professional or academic title acquired upon the completion of the Study programme;
- 9) the skills and competencies acquired, as recognised by the qualification (diploma)
- 10) other issues of importance for the implementation of the Study programme (the optimum number of enrolled students, the number of lecturers in relation to real needs, the cost of studies and so on)

Article 12

A Postgraduate curriculum contains the following general and special conditions a student must meet in order to gain particular knowledge on Postgraduate study programmes:

1. Outline of subjects (courses) systemized according to: academic years, semesters and affiliation to compulsory and common subjects (scientific base, fundamental and professional subjects) elective professional subjects and free elective subjects;
2. Hours of individual workload of students regarding subjects (courses);
3. Number of ECTS credits for each subject (course)
4. Number of active teaching classes
5. Outline of organisation and forms of teaching (seminars, thematic clinics, debates, practical work and others)
6. Outline of necessary conditions for attendance and taking exams in subjects (courses);
7. Outline of modules and blocs, if classes are organised in such a way;
8. Outline of the structure of diploma, Specialist thesis and Master's thesis, including the number of ECTS credits and planned dates for the beginning and end of their writing.

Students are made familiar with the curriculum at the beginning of each academic year.

3. ENROLMENT ON POSTGRADUATE STUDY PROGRAMMES

Article 13

Enrolment on postgraduate study programmes is carried out based on a public competition announced by the University or the Organisational unit of the University.

The Governing Board of the University, at the proposal of the Senate, with the opinion of the Council of the Organisational unit of the University, shall determine the number of students to be enrolled on Postgraduate study programmes.

The competition is announced before the beginning of the academic year, and after the completion of the previous academic year.

The competition will be announced in a daily newspaper published in Montenegro and on the website of the University.

The competition includes the number of students for admission, the minimal number of candidates for whom the Postgraduate studies are organised, the conditions of enrolment, the name of the Study programme and deadlines for enrolment.

Article 14

Candidates who have completed Undergraduate studies, amounting to a minimum of 180 ECTS credits, and have received an Undergraduate degree in the corresponding fields of science or the arts have the right to apply for enrolment on the Postgraduate Specialist studies.

An exception to Paragraph 1 of this Article is made for people with disabilities, where the principle of affirmative action is to be applied.

Candidates, who have completed Undergraduate studies, amounting to a minimum of 180 ECTS credits, have the right to apply for enrolment on a Postgraduate Master's Studies programme (for two-year Master's studies). In addition, candidates who have received a Specialist degree in the corresponding fields of science or the arts have the right to apply for enrolment.

The right to enrol on interdisciplinary or multidisciplinary Master's study programmes organised by the University is given to candidates who have met the conditions of one of the Undergraduate or Specialist study programmes involved in the implementation of an interdisciplinary or multidisciplinary programme of Postgraduate studies.

A candidate who fulfils the conditions set out in Paragraph 1 of this Article has the right to enrol on Postgraduate programs in fields different from that of the Undergraduate study program that they have completed, under conditions determined by the Senate, upon the proposal of the Council of the Organisational unit at which the Postgraduate study program is carried out.

The candidate for enrolment must have an active knowledge of at least one international language.

The candidate for enrolment is required to submit an application and evidence that they meet the above criteria.

Article 15

Enrolment is carried out in a competitive way, after the ranking procedure has been done, with regard to the average grade in studies amounting to 240 ECTS credits. Candidates with the same average grade have a right to enrol under equal conditions.

A foreigner may be enrolled on a Postgraduate study program under the same conditions and criteria as a Montenegrin citizen, with prior recognition of their diploma for the completed cycle/degree/level of study.

The ranking procedure is carried out by the Commission for students' enrolment at the Organisational unit of the University that is appointed by the Dean and its members should be academic staff with academic titles.

The President of the Commission is the Vice Dean for Academic Affairs.

Article 16

The ranking procedure is done after scoring.

Scoring is done, in accordance with ECTS scales, by assigning the following points to grades:

- Grade A 10 points
- Grade B 9 points
- Grade C 8 points
- Grade D 7 points
- Grade E 6 points

The assigned number of points is multiplied by the corresponding number of ECTS credits for each subject and the results obtained in such a way are added together.

The final number of points is calculated by dividing the received sum first by the total number of credits in the study programme, and then by the number of semesters spent at the previous study level.

Article 17

The result of the ranking procedure is announced on the website of the Organisational unit of the University.

Any candidate who deems that the ranking procedure was not carried out correctly has the right to object to the Council of the Organisational unit within 24 hours of the announcement of the ranking table on the website.

The decision on objections under Paragraph 3 of this Article must be made within 24 hours from the submitting of the objection and the decision is final.

The Senate of the University verifies decisions on enrolment.

Article 18

A candidate has exercised their right to enrolment if he/she is ranked with a number which corresponds to the enrolment announcement.

A candidate who has exercised their right to enrolment, but who has not enrolled within the scheduled timeframe, loses that right and instead of him/her the next qualified candidate from the list exercises that right.

Article 19

The student concludes a Learning Agreement with the University, which closely establishes their mutual rights and obligations and the amount of their tuition fee.

4. THE PROFESSIONAL BODIES OF POSTGRADUATE STUDIES

Article 20

The professional bodies of Postgraduate studies are: the Council of the Organisational unit, the Vice Dean for Academic Affairs and the Commission for Postgraduate studies.

The Commission for Postgraduate studies is appointed by the Council of the Organisational unit, and is proposed by the Dean. The Commission is chaired by the Vice Dean for Academic Affairs.

The Commission for Postgraduate studies provides professional assistance in organising and managing Postgraduate studies, especially in:

- proposing the organisation of lectures;
- preparing for the beginning of classes;
- preparing proposals for mentors for students upon enrolment;
- proposing the sum for tuition fees;
- preparing decisions on the objections and appeals of students;
- proposing the engagement of teachers;
- monitoring the study programme;
- preparing annual reports on Postgraduate studies activities;
- proposing measures for the improvement and upgrading of Postgraduate studies;
- co-ordinating other activities of importance for the realisation of Postgraduate studies.

Article 21

Lectures at Postgraduate level may be delivered by academic staff with academic titles.

5. Master's Thesis Submission and Defence

Article 22

Each student chooses the topic of their Master's thesis after having completed the first semester.

The topic of the Master's thesis may be chosen based on the subject (course) taught as part of the Postgraduate study programme.

The topics of the Master's thesis are proposed by the teachers that are involved in teaching at Postgraduate level.

Each student chooses the subject (course) in which he/she wants to complete their Master's thesis, and, in consultation with the teacher of the subject, proposes to the Council of the Organisational unit the topic for the Master's thesis.

The process of the completion of Postgraduate studies in the field of art is closely regulated by the Rules laid down by the Council of the Faculty of Arts.

Article 23

For the chosen topic each student submits a written application form to the Council of the Organisational unit of the University.

The application should include: a biography of the candidate, the topic and a short elaboration of the topic, the structure of the thesis and a justification.

The topic of the Master's thesis must precisely and clearly reflect the substantial content of the Master's thesis.

The justification of Master's thesis topic includes:

- An elaboration of the topic of the thesis
- The subject of the research
- An elaborated hypothesis
- The purpose and aim of the research
- The methods to be used
- The content of the thesis
- A list of the basic literature used

The teacher teaching the chosen subject provides students with the necessary help while the student prepares the justification of the Master's thesis topic and the teacher signs their consent for it.

Along with the application, each student proposes a mentor with their written consent.

Article 24

Based on the submitted application, with the consent of the Commission for Postgraduate studies and the received opinion of the Board for Monitoring Master's studies, the Council of the Organisational unit appoints a mentor and a Commission for the evaluation of the suitability of the topic and a candidate.

The Commission mentioned in Paragraph 1 of this Article has, as a rule, three members, where one member is the mentor.

The Commission shall submit a report to the Council within a time span of no longer than 30 days from the date of appointment.

The Council reviews the report submitted by the Commission and if it is adopted, approves the topic of the Master's thesis and appoints members of the Commission for the evaluation of the Master's thesis.

Article 25

Each Master's thesis can be submitted only after the candidate has passed all the exams and has met all other requirements envisaged by the study programme.

Each MA/MS candidate submits to the Council a request for the evaluation of their Master's thesis.

The request shall contain:

- An application;
- The written consent of the mentor that the thesis contains all the elements required by the elaboration of the topic;
- Four copies of the paper (not hard covers);
- A report from the official records of the exams and ECTS credits of the candidate.

Article 26

Each Master's thesis should be an independent piece of work where the MA/MS candidate shows that he/she has mastered the curriculum of the study programme, has acquired the necessary knowledge and has become qualified for its application.

In addition to the requirement given in Paragraph 1 of this article, the MA/MS candidate should provide evidence of the successful use of methods in professional or scientific work, or else artistic work; the presentation of research results, and show that he/she is qualified to make conclusions based on their research assignments carried out in that way.

The results presented in each Master's thesis should contribute to the following:

- the systematisation of scientific or professional assignments, or else artistic assignments and the existing solutions in a particular field,
- the solving of the current scientific or artistic task that was set as the aim of the thesis,
- the application of current scientific achievements while solving complex professional problems.

The mentor guiding the writing of the Master's thesis shall help the MA/MS candidates while choosing the methods for scientific research work, the choice of literature, preparing the structure of the paper, as well as provide them with other professional help.

Each mentor may simultaneously supervise a maximum of five Master's students.

Article 27

Each Master's thesis should, as a rule, be 60 to 80 pages in length, written on paper, in A4 format, and be linguistically correct, stylistically and technically shaped in accordance with the contemporary procedures, techniques and technology of publishing scientific, professional or artistic papers.

The cover page of a Master's thesis must contain the following text

At the top: THE UNIVERSITY OF MONTENEGRO
FACULTY/ACADEMY

In the middle: Name and surname of MA/MS candidate

Two lines lower in the middle: TITLE (in large bolded letters)

One line lower: MASTER'S THESIS

At the bottom: place, year

On the first inside page the text from the cover is written again.

After the first page, there should be a separate page containing data and information about the MA/MS candidate, the Master's thesis, the commission and the defence of the Master's thesis:

DATA AND INFORMATION ABOUT THE MA/MS CANDIDATE

Name and surname

Date and place of birth

Name of the completed graduate study programme and graduation year

INFORMATION ABOUT THE MASTER'S THESIS

Name of the postgraduate study programme

Title of the thesis

Faculty/Academy where the thesis was defended

UDK, GRADE AND DEFENCE OF MASTER'S THESIS

Date of submission of the Master's thesis

Date of the session of the Council at which the topic was approved

Commission for the evaluation of the topic and suitability of MA/MS candidate

Mentor

Commission for the evaluation of the thesis

Commission for the defence of the thesis

Proof-reader

Date of defence

Date of promotion

The pages with data and information about the MA/MS candidate, thesis and other are followed by:

Preface (Introduction)

Abstract

Abstract in English

Content

Original final version of the Master's thesis

Article 28

The thesis is submitted to the members of the Commission for its evaluation.

One copy of the thesis is made available in the Library of the Organisational unit or the University library.

The announcement that the Master's thesis is available in the Library is posted on the announcement website of the Organisational unit or the University.

Objections to the Master's thesis may be submitted within a span of 15 days from the day the announcement from Paragraph 3 of this Article was posted.

Article 29

The Commission for the evaluation of the Master's thesis shall, within a span of 30 days from the day of the submission of the Master's thesis, submit to the Council of the Organisational unit their report on the Master's thesis (a short outline of the thesis: its aim, the methods used, the results obtained and conclusions regarding the conducted research), with a concluding paragraph and suggestions, including a statement in response to remarks.

The Council reviews the report of the Commission and makes a decision on approving or not approving the thesis, and this should be done no later than 60 days from the day the Commission submitted the report.

By making a decision for thesis approval, the Council appoints members of the commission for the defence of the thesis.

Article 30

If the Commission for the evaluation of the Master's thesis or the Council of the Organisational unit decides not to approve a Master's thesis, the MA/MS candidate may submit a new application for a topic of the Master's thesis.

Article 31

Each MA/MS candidate may defend his/her thesis at the expiration of seven days from the day the Council of the Organisational unit made a decision to approve the report by the Commission for the Evaluation of the Master's thesis, i.e. a decision on the approval of the Master's thesis.

Each decision on the defence of the Master's thesis is submitted to the MA/MS candidate and it is posted on the website of the University and the Organisational unit.

Article 32

The defence of a Master's thesis before the Commission includes the following course of events:

The President of the Commission presents data and information about the MA/MS candidate and provides a short outline of the thesis, after which the MA/MS candidate presents a short summary, the results and the conclusions reached, and then members of the Commission ask questions (in written form).

The Commission for the defence of Master's thesis, after the conducted procedure, makes a decision on whether the MA/MS candidate defended his/ her thesis successfully and with which grade.

While deciding on the grade, the quality of the thesis and the defence are taken into account.

The grade is established by a majority vote of the commission and must be in line with the ECTS scale:

GRADE A - outstanding performance

GRADE B - performance above the average standard

GRADE C- performance meets the average standard

Minutes on the work of the Commission for the defence of the Master's thesis are kept on the form for the defence of the Master's thesis.

Article 33

Each Master's thesis is public and may be published after being defended.

A summary of each approved and successfully defended Master's thesis, with the names of the Members of the Commission for the Evaluation and Defence of the thesis, is published in the Bulletin of the University of Montenegro.

Article 34

Each Master's thesis can be defended only once.

Article 35

The Master's thesis is to be submitted in 7 copies, with hard linen-bound covers which are, as a rule, blue.

The MA/MS candidate is issued with a certificate showing the date when the submitted Master's thesis was received.

Article 36

The Dean establishes the dates of the graduation ceremony, where candidates, who have passed all the exams, have fulfilled the other requirements defined in these Rules, and have defended their Specialist or Master's theses, are awarded their diploma of completed Postgraduate studies with the right to hold the appropriate professional or academic title in a particular field, in line with the curriculum of Postgraduate studies.

Before issuing the diploma, a certificate of completed Postgraduate studies is to be issued.

Article 37

The Organisational unit of the University shall submit one copy of each Master's thesis to the University Library and one copy to the Central National Library of Montenegro and the Organisational unit shall also publish the Master's thesis on the website of the Organisational unit within a span of 30 days from the day of its defence.

Article 38

MA/MS candidates who have defended their thesis are registered in the Book of Masters of Science/Arts, kept by the Organisational units of the University.

Article 39

The Senate may annul any Specialist's diploma, or the academic title of Master of Science/Arts, in those cases stipulated by the Law, and additionally when a diploma is signed by an unauthorized person or if the holder of a diploma did not complete all the exam and other obligations in the manner and procedure established by the Law, the Statute of the University and these Rules.

Article 40

The University may issue a new diploma and diploma supplement or replace a diploma and diploma supplement in accordance with the Law.

6. FINAL PROVISIONS

Article 41

On the effective date of these rules, the Rules of Study at Postgraduate Level no. 01-831 from 20 April 2004 shall cease to apply.

Article 42

These rules come into force on the eight day from the day of publication in the Bulletin of the University of Montenegro.

Number: 08-582

Podgorica, 26 February 2015

THE SENATE OF THE UNIVERSITY OF MONTENEGRO

THE PRESIDENT

Prof. Radmila Vojvodić, the Rector