

# **RULEBOOK ON THE CONDITIONS, CRITERIA AND PROCESS FOR ENROLMENT IN UNDERGRADUATE STUDIES AT THE UNIVERSITY OF MONTENEGRO**

## **I GENERAL PROVISIONS**

### **Subject**

#### **Article 1**

This rulebook more closely regulates the conditions, criteria and process of enrolment in the first year of undergraduate studies for all study programmes that are organised at the University of Montenegro (hereinafter: the University).

### **The enrolment competition and enrolment deadlines**

#### **Article 2**

Enrolment of students in the first year of undergraduate studies is carried out on the basis of a public competition by the University for all study programmes.

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

In the competition, the number of places financed by the Budget, the number of places for which tuition fees are payable and the number of places for foreign citizens are specifically advertised.

The University announces a competition for every enrolment period.

The first enrolment period is organised in the second half of June of the current year.

In the event that the number of qualified candidates for enrolment in the first enrolment period is lower than the established number, a second, or even third enrolment period is organised.

The second enrolment period is organised in the first half of July of the current year.

The third enrolment period is organised in the second half of August of the current year.

### **Registration of candidates and documents necessary for enrolment**

#### **Article 3**

Candidates who have completed four-year secondary education have the right to apply for admission.

Along with the application for enrolment, candidates must submit the following documents:

- an original diploma of successful completion of the matriculation or professional exam,
- original certificates of successful completion of the final grade of secondary education,
- birth certificate,
- proof of citizenship,
- “Luča” diploma (for pupils with top marks for all four years of secondary school) or equivalent diploma,
- diploma (or equivalent document) for winning first or second prize in a state competition for secondary school pupils, organised by the ministry responsible for education, or a higher-level competition.

Foreign citizens must also submit proof of knowledge of the language in which studies are conducted, except in the event that they have completed secondary school in one of the languages which are in official use in Montenegro.

Enrolment of students is carried out on a competitive basis, in accordance with the results achieved at the end of and during secondary education, after the qualification process has been carried out.

For enrolment in a particular study programme, candidates are also required to pass supplementary exams which are established as additional conditions for enrolment in this rulebook.

Foreign citizens have the right to enrol in study programmes of the University of Montenegro under conditions equal to those of Montenegrin citizens who pay tuition fees, in accordance with the Law on Higher Education and the Statute of the University of Montenegro, unless otherwise regulated by an international agreement.

Foreign citizens who are granted temporary residence or permanent residence in Montenegro also have the right guaranteed in Article 3 paragraph 6 of this rulebook.

An individual who has submitted a request for nostrification (recognition), or equivalence, of a foreign certificate but where the process of nostrification or equivalence has not been completed before expiration of the deadline for submitting an application for enrolment, may apply conditionally for enrolment.

In the event that a request for nostrification or equivalence of a foreign certificate is not completed before the start of the study year, is rejected, or if the foreign certificate for nostrification or equivalence does not give the right to enrolment in the chosen study programme, the University will consider that the conditional enrolment has not been completed.

A student who is a foreign citizen has the status of a student who pays tuition fees.

In the event that a candidate submits duplicates instead of the necessary original documents, that candidate is required, when submitting the documents, to sign a statement that he/she has not used the original document to obtain the right to enrol in another study programme. A candidate who gives a false statement will be eliminated from the qualification process.

## QUALIFICATION PROCESS FOR ENROLMENT IN A STUDY PROGRAMME

### Appropriate secondary schools

#### Article 4

The appropriate secondary schools for enrolment in the particular study programmes of the University for the purpose of this rulebook are:

<b>Faculty/academy and study programme</b>	<b>Secondary schools</b>
<b>Faculty of Law</b>	
<i>Law Studies</i>	General secondary school, schools of economics, trade and catering, tourism, maritime affairs, medicine and internal affairs
<i>Security and Criminalistics</i>	
<b>Faculty of Political Sciences</b>	
<i>Journalism</i>	General secondary school, schools of economics, trade and catering, tourism, maritime affairs and internal affairs
<i>International Relations</i>	
<i>Political Science</i>	
<i>European Studies</i>	General secondary school, schools of economics, trade and catering, tourism, maritime studies and internal affairs
Social Policy and Social Work	General secondary school, schools of economics, trade and catering, tourism, maritime, internal affairs and medicine
<b>Faculty of Economics</b>	General secondary school and all specialised secondary schools
<i>Economics</i>	
<i>Applied Management Studies</i>	
<b>Faculty of Mechanical Engineering</b>	General secondary school, schools of mechanical engineering, traffic, forestry, electrotechnical studies, civil engineering, geodetics, geology and mining, metallurgy, maritime affairs, economics, chemistry, textiles and leather, and agriculture
<b>Faculty of Electrotechnical Engineering</b>	
<i>Electronics, Telecommunications and Computing</i>	General secondary school, schools of electrotechnical studies, mechanical engineering, chemistry, civil engineering, geodetics, traffic, forestry, geology and mining, metallurgy, maritime affairs and economics
<i>Energetics and Automation</i>	
<i>Applied Computing</i>	General secondary school and all specialised secondary schools
<b>Faculty of Metallurgical Technology</b>	
<i>Metallurgy</i>	General secondary school, schools of metallurgy, chemistry, electrotechnical studies, mechanical engineering, geology and mining, civil engineering, agriculture, medicine, textiles and leather, economics, tourism, and trade and catering
<i>Chemical Technology</i>	
<i>Environmental Protection</i>	General secondary school and all specialised secondary schools
<b>Faculty of Civil Engineering</b>	
<i>Civil Engineering</i>	General secondary school, schools of civil engineering, architecture, geodetics, mining, geology and mining, electrotechnical studies, mechanical engineering and traffic
<i>Civil Engineering Management</i>	
<b>Faculty of Architecture</b>	

<i>Architecture</i>	General secondary school, schools of civil engineering, architecture, geodetics, mining, geology and mining, electrotechnical studies, mechanical engineering and traffic
<b>Faculty of Mathematics and Natural Sciences</b>	
<i>Mathematics</i>	General secondary school, schools of electrotechnical studies, mechanical engineering, civil engineering, geodetics, traffic, forestry, geology and mining, metallurgy, economics, chemistry, agriculture, medicine, maritime affairs, textiles and leather, tourism, trade, catering and architecture
<i>Mathematics and Computer Sciences</i>	
<i>Computer Sciences</i>	
<i>Physics</i>	
<i>Biology</i>	
<i>Computing and Information Technologies</i>	General secondary school and all specialised secondary schools
<b>Faculty of Medicine</b>	
<i>Medicine</i>	General secondary school and medical school
<i>Dentistry</i>	
<i>Higher School of Medicine</i>	
<b>Faculty of Applied Physiotherapy</b>	
<i>Physiotherapy</i>	General secondary school and medical school
<b>Faculty of Philosophy</b>	
<i>Montenegrin Language and South Slavic Literature</i>	General secondary school and all specialised secondary schools
<i>Serbian Language and South Slavic Literature</i>	
<i>Russian Language and Literature</i>	
<i>English Language and Literature</i>	General secondary school, schools of economics, tourism and medicine
<i>Italian Language and Literature</i>	
<i>French Language and Literature</i>	General secondary school and all specialised secondary schools
<i>German Language and Literature</i>	General secondary school, schools of economics, tourism and medicine
<i>History</i>	General secondary school and all specialised secondary schools
<i>Geography</i>	General secondary school, schools of economics, tourism, medicine, arts high school, geology, geodetics, traffic, agriculture, ship engineering, electrotechnical studies, mechanical engineering and computing
<i>Philosophy</i>	General secondary and all specialised secondary schools
<i>Sociology</i>	
<i>Psychology</i>	
<i>Pedagogy</i>	General secondary school, schools of economics, music, fine art and medicine
<i>Preschool Education</i>	General secondary school and all specialised secondary schools
<i>Teacher Training</i>	
<b>Faculty of Sport and Physical Education</b>	
<i>Physical Education</i>	General secondary school and all specialised secondary schools
<i>Education of Sports Coaches</i>	
<i>Education of Sports Journalists</i>	
<b>Faculty of Tourism and Hotel Management</b>	
<i>Tourism</i>	General secondary school, schools of tourism, catering, economics, maritime affairs, traffic and trade and catering

<i>Hotel Management</i>	General secondary school and all specialised secondary schools
<b>Faculty of Maritime Affairs</b>	
<i>Management in Maritime Affairs</i>	General secondary school, schools of economics, tourism, catering, trade, traffic, maritime affairs, ship engineering, electrotechnical studies, mechanical engineering, civil engineering, geodetics and agriculture
<i>Nautical Studies</i>	General secondary school, schools of maritime affairs, mechanical engineering, traffic and ship engineering
<i>Ship Engineering</i>	General secondary school, schools of maritime affairs, traffic, ship engineering, mechanical engineering, electrotechnical studies, agriculture (mechanical and technical streams), civil engineering and geodetics
<i>Marine Sciences</i>	General secondary, schools of maritime affairs, electrotechnical studies, mechanical engineering, traffic, civil engineering, geodetics, agriculture, tourism, catering, trade and economics
<b>Faculty of Fine Arts</b>	
<i>Painting</i>	
<i>Sculpture</i>	
<i>Graphics</i>	
<i>Graphic Design</i>	
<b>Faculty of Dramatic Arts</b>	
<i>Acting</i>	
<i>Dramaturgy</i>	
<i>Directing (Theatre Directing)</i>	
<i>Directing (Film and TV Directing)</i>	
<i>Production</i>	
<b>Academy of Music</b>	
<i>Composition and Conducting</i>	
<i>General Music Pedagogy</i>	
<i>Piano</i>	
<i>Stringed Instruments</i>	
<i>Wind Instruments</i>	
<i>Guitar</i>	
<i>Accordion</i>	
<b>Faculty of Biotechnology</b>	
<i>Plant Production</i>	
<i>Cattle Breeding</i>	
<i>Applied Agricultural Studies (Continental Fruit Growing)</i>	
<i>Applied Agricultural Studies (Mediterranean Fruit Growing)</i>	
<b>Institute of Foreign Languages</b>	
<i>Translation Studies (into English and French)</i>	
<i>Translation Studies (into English and Russian)</i>	
<b>Independent study programmes</b>	
<b>Pharmacy</b>	General secondary school and medical school (pharmacy stream)

<b>Geodetics</b>	General secondary school, schools of civil engineering, architecture, geodetics, mining, geology and mining, electrotechnical studies, mechanical engineering, and traffic
<b>Teacher Training in Albanian</b>	General secondary school and all specialised secondary schools

## **ADDITIONAL ENROLMENT REQUIREMENTS**

### **Supplementary exams**

#### **Article 5**

Supplementary exams, as additional conditions for enrolment, in the sense of this rulebook, are organised with the aim of testing knowledge and aptitude of particular significance for mastering the chosen study programme.

Supplementary exams are conducted by an exam commission. The commission consists of teachers and teaching assistants in the field which is being tested. Each commission is made up of three members, of whom two are teachers. One of the members of the commission who is a teacher is chosen as the commission chair. The chair and members of the commission are appointed by the dean of the organisational unit, or manager of the independent study programme. A commission may carry out exams only from the same or related fields.

A schedule is drawn up for the taking of supplementary exams. In the schedule the method of testing is specified. The schedule must be displayed on the noticeboard and website of the organisational unit before the end of the period for candidates to apply. The schedule is drawn up by the vice dean for teaching, such that the candidates may take only one exam per day. In exceptional circumstances, if the exam is composed of several parts (fields) with the testing of different forms of expression, the examination may be carried out in continuity during a single day. The grade "unsatisfactory (1)" in a supplementary exam means elimination of the candidate from the enrolment process.

#### **a) Supplementary exams for the testing of knowledge and grading**

#### **Article 6**

Supplementary exams for the testing of general and/or specific knowledge are organised as written tests. The fields in which knowledge is tested are specified for each study programme. The testing of knowledge and the literature on the basis of which the questions for testing are compiled should be in accordance with the programme for acquiring knowledge in secondary education.

The preparation of the questions, compiling of the tests and the awarding of grades based on the number of correct answers are all carried out by the exam commission. The awarding of grades based on the number of correct answers must be specified in the test.

Success in a test is assessed by the following grades:

Excellent	(5)
Very good	(4)

Good	(3)
Satisfactory	(2)
Unsatisfactory	(1)

The graded tests are signed by all members of the exam commission.

The grade “unsatisfactory (1)” means elimination from further taking of supplementary exams and the qualification process for enrolment in the study programme.

In the event that a test is taken separately in several fields, each test is graded individually and the final grade is formed as the average grade of all the individual tests. The final success in the exam as a whole is formed on the basis of the average grade in the following way:

Excellent	if the average grade is greater than or equal to ( $\geq$ ) 4.50
Very good	if the average grade is greater than or equal to ( $\geq$ ) 3.50 and less than ( $<$ ) 4.50
Good	if the average grade is greater than or equal to ( $\geq$ ) 2.50 and less than ( $<$ ) 3.50
Satisfactory	if the average grade is greater than or equal to ( $\geq$ ) 2.00 and less than ( $<$ ) 2.50
Unsatisfactory	if the average grade is less than ( $<$ ) 2.00.

The grade “unsatisfactory (1)” means elimination from further taking of supplementary exams and the qualification process for enrolment in the study programme.

## **b) b) Supplementary exams for the testing of individual aptitude for creativity in artistic fields and grading**

### **Article 7**

Supplementary exams for the testing of individual aptitudes for creativity in the field of professional arts are organised for subjects significant for mastering the chosen study programme. The exam, in terms of its content and level of difficulty, is adapted to the forms of expression expected after finishing secondary education.

For each study programme testing in no more than two subjects is organised. Testing in one subject may consist of several parts if these are separate units within the subject.

The exam consists of a section which the candidate prepares in advance and a section which is set during the exam. The form of expression of the artistic work which is being tested (installation, performance, spatial-ambient drawing, experiment, computer graphics, video, internet, combination of two or more media, new artistic practice, etc.), the number of forms which are tested, the way in which the testing is carried out and the method of grading must be specified for each study programme. The recommended literature for preparation to sit the exam, if necessary, must be specified. The recommended literature, in terms of its volume and content, must be in accordance with literature for secondary education.

The preparation of assignments and the grading are conducted by the exam

commission. Each member of the exam commission assesses the candidate with grades as follows:

Excellent	(5)
Very good	(4)
Good	(3)
Satisfactory	(2)
Unsatisfactory	(1)

The final grade of one supplementary exam is formed as the mean value of the grades from all parts of the exam and from all members of the exam commission. The final success in the exam is formed on the basis of the average grade in the following way:

Excellent	if the average grade is greater than or equal to ( $\geq$ ) 4.50
Very good	if the average grade is greater than or equal to ( $\geq$ ) 3.50 and less than ( $<$ ) 4.50
Good	if the average grade is greater than or equal to ( $\geq$ ) 2.50 and less than ( $<$ ) 3.50
Satisfactory	if the average grade is greater than or equal to ( $\geq$ ) 2.00 and less than ( $<$ ) 2.50
Unsatisfactory	if the average grade is less than ( $<$ ) 2.00.

Success assessed as “unsatisfactory (1)” means elimination from further taking of supplementary exams and the qualification process for enrolment in the study programme.

In the event that two subjects are being taken, the same process of preparing questions and grading is applied for both subjects.

## Supplementary exams for study programmes

### Article 8

Supplementary exams, as additional conditions for enrolment in study programmes, in the sense of this rulebook, are:

<i>Faculty/academy and study programme</i>	<i>Supplementary exams, grading and requirements</i>
<b>Faculty of Fine Arts</b>	<p><b>1. Test of knowledge for all study programmes</b>  <b><i>Test of general and fine art background knowledge</i></b>  <i>One test from these two fields.</i>  <i>A negative grade in the test means elimination from further exam taking and the qualification process for enrolment.</i></p>
<i>Painting</i>	<p><b>2. Test of art aptitude – practical part of the exam</b></p> <p><b><i>PART PREPARED IN ADVANCE: Submission of a portfolio of works</i></b>  <i>A negative grade from the submitted works means elimination from further exam taking and the qualification process for enrolment.</i></p> <p><b><i>EXAM I: Drawing a figure from a model</i></b>  <b><i>EXAM II: Painting – still life</i></b>  <i>The final grade is from the two exams.</i>  <i>A negative grade in any exam means elimination from the qualification process.</i></p>



Sculpture	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>PART PREPARED IN ADVANCE: Submission of a portfolio of works</b>  <i>A negative grade from the submitted works means elimination from further taking exams and the qualification process for enrolment.</i></p> <p><b>EXAM I: Drawing a figure from a model</b>  <b>EXAM II: Sculpting a portrait</b>  <i>The final grade is from the two exams.</i>  <i>A negative grade in any exam means elimination from the qualification process.</i></p>
Graphics	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>PART PREPARED IN ADVANCE: Submission of a portfolio of works</b>  <i>A negative grade from the submitted works means elimination from further taking exams and the qualification process for enrolment.</i></p> <p><b>EXAM I: Drawing a figure from a model</b>  <b>EXAM II – Part 1: Painting – still life</b>  <b>EXAM II – Part 2: Drawing test</b>  <i>(The second exam consists of two parts which are taken and graded separately. The final exam grade is the average value of both parts of the exam.)</i></p> <p><i>The final grade is from the two exams.</i>  <i>A negative grade in any exam means elimination from the qualification process.</i></p>
Graphic Design	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>PART PREPARED IN ADVANCE: Submission of a portfolio of works</b>  <i>A negative grade from the submitted works means elimination from further taking exams and the qualification process for enrolment.</i></p> <p><b>EXAM I: Drawing a figure from a model</b>  <b>EXAM II – Part 1: Small drawing/illustration</b>  <b>EXAM II – Part 2: Designing a book, poster and sign</b>  <i>(The second exam consists of two parts which are taken and graded separately. The final exam grade is the average value of both parts of the exam.)</i></p> <p><i>The final grade is from the two exams.</i>  <i>A negative grade in any exam means elimination from the qualification process.</i></p>
Faculty of Dramatic Arts	<p><b>1. Test of knowledge</b></p> <p><b>For the verification of the necessary degree of acting ability, teachers and teaching assistants test, by means of methods of testing and conversation: the characteristics of speech and of the speech apparatus, voice, sense of rhythm, physical ability, stamina and mobility, as well as personality traits, features, general background knowledge, imagination, work adaptability, etc.</b></p>

	<p>The tasks are assessed descriptively, and <u>a negative grade in an assignment means elimination</u> from further examination and the qualification process for enrolment.</p>
Acting	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>EXAM I:</b></p> <p>a) monologue from a drama (chosen by the candidate) b) monologue from a comedy (chosen by the candidate)</p> <p><b>FINAL EXAM:</b></p> <p>a) recitation (chosen by the candidate) b) monologue (chosen by the candidate) c) additional assignment (chosen by the candidate) d) monologue (chosen by the commission) e) additional assignment (chosen by the commission)</p> <p>The exam consists of two parts which are taken and graded separately. The final grade is the average grade of both parts of the exam.</p> <p>The final grade is from the two exams. <u>A negative grade in any exam means elimination from the qualification process.</u></p>
	<p><b>EXAM I – Tasks: acting, voice, movement, dance, physical education, psychological test</b></p> <p><b>FINAL TEST – Tasks: two monologues and one poem</b></p> <p>The final grade is from the two exams. <u>A negative grade means elimination from the qualification process.</u></p>
Dramaturgy	<p><b>1. Test of knowledge</b></p> <p><b>Test of general background knowledge</b> <u>A negative grade in the task means elimination from further exam taking and the qualification process for enrolment.</u></p>
	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>Mandatory qualification task: production of a theatrical, television or radio drama or script for a feature-length film</b> <u>A negative grade for the mandatory assignment means elimination from further exam taking and the qualification process.</u></p>
	<p><b>EXAM I – Tasks: film screening, film analysis</b></p> <p><b>FINAL EXAM – Tasks: writing a scene for a theatre play, film or television on a given theme</b></p> <p>The exam consists of two parts which are taken and assessed separately. The final exam grade is the average value of the grades from both parts of the exam.</p> <p>The final grade is from the two exams. <u>A negative grade means elimination from the qualification process.</u></p>
Production	<p><b>1. Test of knowledge</b></p> <p><b>Test of general background knowledge and awareness</b> <u>A negative grade for the task means elimination from further exam taking and the qualification process for enrolment.</u></p>
	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>Mandatory qualification task: essay writing</b></p>

	<p><u>A negative grade for the mandatory task means elimination from further exam taking and the qualification process.</u></p> <p><b>EXAM I – Tasks: production analysis of a given project</b>  <b>FINAL TEST – Tasks: conversation with the commission</b></p> <p>The exam consists of two parts which are taken and assessed separately. The final exam grade is the average value of the grades from both parts of the exam.</p> <p>The final grade is from the two exams.  A negative grade means elimination from the qualification process.</p>
<p>Directing – Theatre Directing</p>	<p><b>1. Test of knowledge</b></p> <p><b>Test of general background knowledge and the set literature</b>  <u>A negative grade from the task means elimination from further exam taking and the qualification process for enrolment.</u></p> <p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>Mandatory qualification task:</b>  - written analysis after the screening of a film or a play  - individual oral exam with the emphasis on a conversation about a previously set written work about a set drama play.</p> <p><u>A negative grade from the mandatory task means elimination from further exam taking and the qualification process.</u></p> <p><b>EXAM I – Tasks: series of practical tests and exercises</b>  <b>FINAL TEST – Tasks: Writing a short theatre play on the theme of two actions in conflict</b></p> <p>The exam consists of two parts which are taken and assessed separately. The final grade from the exam is the average value of the grades from both parts of the exam.</p> <p>The final grade is from the two exams.  A negative grade means elimination from the qualification process.</p>
<p>Directing – Film and TV Directing</p>	<p><b>1. Test of knowledge</b></p> <p><b>Test of general background knowledge and the set literature</b>  A negative grade from the task means elimination from further exam taking and the qualification process for enrolment.</p> <p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>Mandatory qualification task:</b>  - film screening / film analysis  - oral part – emphasis on a conversation about a written work/film analysis and features from the test of general background knowledge and literature</p> <p><u>A negative grade from the mandatory task mean elimination from further exam taking and the qualification process.</u></p> <p><b>EXAM I – Tasks: Practical work – recording an étude</b>  <b>FINAL TEST – Tasks: Defence of the practical work, emphasis on the conversation about the étude.</b></p> <p>The exam consists of two parts which are taken and assessed separately. The final grade from the exam is the average value of the grades from both parts of the exam.</p>

	<p>The final grade is from the two exams.  <u>A negative grade means elimination from the qualification process.</u></p>
<b>Academy of Music</b>	<p><b>1. Test of knowledge for all study programmes</b></p> <p><b>Music theory test</b>  A negative grade from the test means elimination from further exam taking and the qualification process for enrolment.</p>
General Music Pedagogy	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>EXAM I – Part 1: Solfeggio</b>  <b>EXAM I – Part 2: Harmony</b>  <b>EXAM I – Part 3: Musical forms</b>  <b>EXAM I – Part 4: Piano</b>  (The exam consists of four parts which are taken and assessed separately. The final exam grade is the average value of the grades of all four parts of the exam.)</p> <p>The final grade is from one exam.  <u>A negative grade means elimination from the qualification process.</u></p>
Composition	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>EXAM I: Composition</b>  <b>EXAM II – Part 1: Harmony</b>  <b>EXAM II – Part 2: Musical forms</b>  <b>EXAM II – Part 3: Piano</b>  (Exam II consists of three parts which are taken and assessed separately. The final exam grade is the average value of the grades from all three parts of the exam.)</p> <p>The final grade is from two exams.  <u>A negative grade means elimination from the qualification process.</u></p>
Conducting	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>EXAM I: Conducting</b>  <b>EXAM II – Part 1: Harmony</b>  <b>EXAM II – Part 2: Musical forms</b>  <b>EXAM II – Part 3: Piano</b>  (Exam II consists of three parts which are taken and assessed separately. The final exam grade is the average value of the grades from all three parts of the exam.)</p> <p>The final grade is from two exams.  <u>A negative grade means elimination from the qualification process.</u></p>
Wind Instruments, Stringed Instruments, Piano, Accordion, Guitar	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>EXAM I: Instrument</b>  <b>EXAM II – Part 1: Solfeggio</b>  <b>EXAM II – Part 2: Musical forms</b>  (Exam II consists of two parts which are taken and assessed separately. The final exam grade is the average value of the grades from both parts of the exam.)</p> <p>The final grade is from two exams.  <u>A negative grade means elimination from the qualification process.</u></p>
<b>Faculty of Architecture</b>	<p><b>1. Test of knowledge</b></p>

	<p><b>Part 1: Test of aptitude for shape and space awareness – mathematical logic</b>  <b>Part 2: Test of general knowledge of architectural history and background knowledge</b>  The exam consists of two tests which are taken and assessed separately. The final exam grade is the average value of the grades from both tests</p> <p>A negative grade means elimination from the qualification process.</p>
Architecture	<p><b>2. Test of artistic aptitude – practical part of the exam</b></p> <p><b>EXAM I: Freehand drawing</b>  The final grade is from one exam.</p> <p>A negative grade means elimination from the qualification process.</p>
<b>Faculty of Philosophy</b>	<b>1. Test of knowledge</b>
Psychology	<p><b>Part 1: Test of knowledge of general psychology</b>  <b>Part 2: Test of general background knowledge and awareness</b>  <b>Part 3: Test of mental aptitude</b>  The exam consists of three tests which are assessed separately. The final exam grade is the average value of all three parts of the exam.</p> <p>The final assessment is from two exams.  A negative grade means elimination from the qualification process.</p>
<b>Faculty of Medicine</b>	<b>1. Test of knowledge</b>
Medicine Dentistry	<p><b>Part 1: Test of knowledge of chemistry</b>  <b>Part 2: Test of knowledge of biology</b>  The exam consists of two tests which are assessed separately. The final exam grade is the average value of the grades from both parts of the exam.</p> <p>The final grade is from two exams.  A negative grade means elimination from the qualification process.</p>
<b>Institute of Foreign Languages</b>	<b>1. Test of knowledge</b>
Translation into English and French Translation into English and Russian	<p><b>Test of knowledge of a foreign language which was not learned in secondary school</b></p> <p>A negative grade means elimination from the qualification process for enrolment.</p>

## Publication of the results from supplementary exams

### Article 9

The results from taking supplementary exams are published, at the latest, 24 hours after the exam has been taken, on the noticeboard and website of the organisational unit, or independent study programme.

Candidates who believed that they have been incorrectly graded have the right to

complain within 24 hours of the publication of the results. The complaint is submitted to the commission for enrolment of the organisational unit, or independent study programme. The commission for enrolment decides on the complaint on the basis of inspecting the work and obtaining clarification from the exam commission regarding the complaint. The decision on the complaint may be in the form of adoption of the complaint and adjustment of the results of the assessment, or rejection of the candidate's complaint. The decision regarding the complaint is published on the noticeboard and website of the organisational unit or independent study programme within 24 hours of the expiration of the stated deadline for submitting complaints. Candidates have the right to demand an inspection of the way the exam paper was graded, which is specified in the complaint. In the event that the candidate uses his/her right to an inspection of the method of assessment, the commission for enrolment determines the time and place where the candidate may view the assessed exam paper.

The decision on the complaint is final.

The only time periods when candidates' may enrol are scheduled on working days from the hours of 08:00 to 18:00. In exceptional circumstances, if the continuity of the exams and other planned activities requires it, working hours may also be planned on Saturdays from 08:00 to 15:00.

The remaining information for supplementary exams is given in Appendices 1–5, which constitute an integral part of this rulebook.

## **EVALUATION**

### **Article 10**

For enrolment in a study programme, the following are evaluated:

- a) success in the matriculation exam, or a professional exam which is taken externally;
- b) general success at the end of individual grades of secondary education;
- c) success in two subjects from the third or fourth grades of secondary education, of significance for mastering the chosen study programme;
- d) success in supplementary exams;
- e) a "Luča" diploma (pupil with top marks for all four secondary school grades) or equivalent diploma;
- f) a diploma (or equivalent document) of winning first or second place in a state-level secondary school competition, organised by the ministry responsible for education and science or a higher-level competition from a subject of significance for mastering the study programme.

## **SCORING PROCESS**

### **Article 11**

- a) Success in the matriculation exam or a professional exam, which is taken externally**

The matriculation exam or professional exam, which is taken externally, is graded in accordance with Article 84 paragraph 3 of the Law on Higher Education ("Official Gazette of Montenegro" Nos. 60/03 and 45/10), as follows:

Excellent	(5)	12 points
Very good	(4)	9 points
Good	(3)	6 points
Satisfactory	(2)	3 points

Individuals who have not passed the matriculation exam or a professional exam, which is taken externally, may take a test from two subjects of significance to mastering the chosen study programme, and thus may achieve the appropriate number of points.

The preparation of questions, compiling the test and the awarding of grades based on the number of correct answers are carried out by the exam commission. The commission consists of teachers and teaching assistants from the fields which are being tested. The commission consists of three members, of which two members are teachers. One of the members of the commission who is a teacher is the chair of the commission. The chair and members of the commission are appointed by the dean of the organisational unit, or the manager of the independent study programme. A commission may conduct exams only in the same or related fields. The way grades are awarded based on the number of correct answers must be specified in the test.

Success in the test in an individual subject is assessed with the following grades:

Excellent	(5)
Very good	(4)
Good	(3)
Satisfactory	(2)
Unsatisfactory	(1)

The graded tests are signed by all members of the exam commission.

The tests from both subjects are assessed separately, and the final grade is formed as the average value of the grades from both tests. The final success is formed based on the average grade in the following way:

Excellent	if the average grade is greater than or equal to ( $\geq$ ) 4.50
Very good	if the average grade is greater than or equal to ( $\geq$ ) 3.50 and less than ( $<$ ) 4.50
Good	if the average grade is greater than or equal to ( $\geq$ ) 2.50 and less than ( $<$ ) 3.50
Satisfactory	if the average grade is greater than or equal to ( $\geq$ ) 2.00 and less than ( $<$ ) 2.50
Unsatisfactory	If the average grade is less than ( $<$ ) 2.00.

Grades are evaluated in the following way:

Excellent	(5)	12 points
Very good	(4)	9 points
Good	(3)	6 points
Satisfactory	(2)	3 points
Unsatisfactory	(1)	0 points

#### **b) General success at the end of individual grades of secondary education**

Success in individual grades of secondary school is evaluated in such a way that the number of points is equated to the average mark in each grade individually.

**c) Success in two subject from the third and fourth grades of secondary education, of significance to mastering the chosen study programme**

Success in two subjects from the third and fourth grades of secondary education, of significance to the chosen study programme is evaluated individually, for each year, in the following way:

Excellent	(5)	2.5 points
Very good	(4)	2 points
Good	(3)	1.5 points
Satisfactory	(2)	1 point

If during the third and fourth grades of secondary education one of the two specified subjects has not been studied, the success in those subjects from the last year they were studied counts twice.

The subjects from paragraph 1 of this item for study programmes are:

<b>Faculty/academy and study programme</b>	<b>Subjects which are awarded points</b>
<b>Faculty of Law</b>	
<i>Law Studies</i>	Montenegrin Language and a foreign language (which is most advantageous for the candidate)
<i>Security and Criminalistics</i>	
<b>Faculty of Political Sciences</b>	
<i>Journalism</i>	Montenegrin Language and a foreign language (which is most advantageous for the candidate)
<i>International Relations</i>	
<i>Political Studies</i>	
<i>European Studies</i>	
<i>Social Policy and Social Work</i>	
<b>Faculty of Economics</b>	
<i>Economics</i>	Montenegrin Language and a foreign language (which is most advantageous for the candidate)
<i>Applied Management Studies</i>	
<b>Faculty of Mechanical Engineering</b>	Physics or Mechanics or Informatics or a foreign language (whichever subject is most advantageous for the candidate)
<b>Faculty of Electrotechnical Engineering</b>	
<i>Electronics, Telecommunications and Computing</i>	Mathematics and Physics (or basics of Electrotechnics or Informatics)
<i>Energetics and Automation</i>	
<i>Applied Computing</i>	Mathematics and Informatics (or basics of Electrotechnics or Physics)
<b>Faculty of Metallurgical Technology</b>	
<i>Metallurgy</i>	Mathematics and Montenegrin Language
<i>Chemical Technology</i>	
<i>Environmental Protection</i>	
<b>Faculty of Civil Engineering</b>	
<i>Civil Engineering</i>	Mathematics and Physics (or Mechanics)
<i>Civil Engineering Management</i>	
<b>Faculty of Architecture</b>	
<i>Architecture</i>	Mathematics and Physics (or Mechanics)
<b>Faculty of Mathematics and Natural Sciences</b>	



<i>Mathematics</i>	Mathematics and Physics
<i>Mathematics and Computer Sciences</i>	
<i>Computer Sciences</i>	
<i>Physics</i>	
<i>Biology</i>	Biology and Chemistry
<i>Computing and Information Technology</i>	Mathematics and Physics (or Mechanics)
<b>Faculty of Medicine</b>	
<i>Medicine</i>	Chemistry and Biology (if the candidate did not have a subject named Chemistry, and which is most advantageous for the candidate)
<i>Dentistry</i>	
<i>Higher School of Medicine</i>	
<b>Faculty of Applied Physiotherapy</b>	
<i>Physiotherapy</i>	Physics and Biology
<b>Faculty of Philosophy</b>	
<i>Montenegrin Language and South Slavic Literature</i>	Montenegrin Language and Literature
<i>Serbian Language and South Slavic Literature</i>	
<i>English Language and Literature</i>	Montenegrin Language and Literature and a foreign language (which is most advantageous for the candidate)
<i>Italian Language and Literature</i>	
<i>French Language and Literature</i>	
<i>German Language and Literature</i>	
<i>Russian Language and Literature</i>	
<i>History</i>	Montenegrin Language and History
<i>Geography</i>	Montenegrin Language and Geography
<i>Philosophy</i>	Montenegrin Language and Philosophy
<i>Sociology</i>	Montenegrin Language and Sociology
<i>Psychology</i>	Montenegrin Language and Psychology
<i>Pedagogy</i>	
<i>Preschool Education</i>	Montenegrin Language and Music Education
<i>Teacher Training</i>	Montenegrin Language and Mathematics
<b>Faculty of Sport and Physical Education</b>	
<i>Physical Education</i>	Montenegrin Language and Biology
<i>Education of Sports Coaches</i>	
<i>Education of Sports Journalists</i>	Montenegrin Language and a foreign language (which is most advantageous for the candidate)
<b>Faculty of Tourism and Hotel Management</b>	
<i>Tourism</i>	Montenegrin Language and a foreign language (which is most advantageous for the candidate)
<i>Hotel Management</i>	
<b>Faculty of Maritime Affairs</b>	
<i>Management in Maritime Affairs</i>	English Language and Mathematics
<i>Nautical Studies</i>	
<i>Ship Engineering</i>	Mathematics and Physics
<i>Maritime Sciences</i>	
<b>Faculty of Fine Arts</b>	
<i>Painting</i>	History of Art and Montenegrin Language
<i>Sculpting</i>	
<i>Graphics</i>	
<i>Graphic Design</i>	
<b>Faculty of Dramatic Arts</b>	

<i>Acting</i>	History of Art and Montenegrin Language
<i>Dramaturgy</i>	
<i>Directing (Theatre Directing)</i>	
<i>Directing (Film and TV Directing)</i>	
<i>Production</i>	
<b>Academy of Music</b>	
<i>Composition and Conducting</i>	Montenegrin Language and Musical Art (or History of Art or Fine Art), for general secondary schools
<i>General Musical Pedagogy</i>	
<i>Piano</i>	
<i>Stringed Instruments</i>	
<i>Wind Instruments</i>	History of Music and Counterpoint, for professional secondary music school
<i>Guitar</i>	
<i>Accordion</i>	
<b>Faculty of Biotechnology</b>	
<i>Plant Production</i>	Biology and Chemistry
<i>Cattle Breeding</i>	
<i>Applied Agricultural Studies (Continental Fruit Growing)</i>	
<i>Applied Agricultural Studies (Mediterranean Fruit Growing)</i>	
<b>Institute of Foreign Languages</b>	
<i>Translation into English and French</i>	Two foreign languages
<i>Translation into English and Russian</i>	
<b>Independent study programmes</b>	
<b>Pharmacy</b>	Chemistry and Mathematics
<b>Geodetics</b>	Mathematics and Physics (or Geodetics)
<b>Teacher training in Albanian Language</b>	Albanian Language and Mathematics

#### d) Success in supplementary exams

Success in supplementary exams is evaluated in the following way:

Success in the test of knowledge is evaluated in the following way:

Excellent	5 points
Very good	4 points
Good	3 points
Satisfactory	2 points

Success in exams testing individual aptitude for creativity in the field of professional arts is evaluated in the following way:

Success	One supplementary exam	Two supplementary exams		
		EXAM I	EXAM II	EXAM III
Excellent	20 points	10 points	10 points	10 points
Very good	15 points	7.5 points	7.5 points	7.5 points
Good	10 points	5 points	5 points	5 points
Satisfactory	5 points	2.5 points	2.5 points	2.5 points

#### e) "Luča" diploma

A "Luča" diploma (for pupils with top marks in all grades of secondary school) which is awarded according to paragraph 1 item 2 and paragraph 2 of Article 2 of the Regulation

on the “Luča” Diploma (“Official Gazette of Montenegro”, No. 26/08) or its equivalent, is awarded five (5) points.

A “Luča” diploma which awarded according to paragraph 1 item 3 of Article 2 of the Regulation on the “Luča” Diploma (“Official Gazette of Montenegro”, No. 26/08) or its equivalent diploma, is awarded three (3) points.

**f) First or second prize won in a competition for secondary school pupils**

For study programmes for which supplementary exams are organised as an additional condition for enrolment, in the sense of this rulebook, first or second prize in a competition for secondary school pupils is scored in the following way:

- First prize won in a competition from a subject of significance for mastering the study programme scores two (2) points.
- Second prize won in a competition from a subject of significance for mastering the study programme scores one (1) point.

If the candidate has won more than one prize for first or second place, one of them is scored for a subject of significance to mastering the study programme, whichever is most advantageous for the candidate.

## **RANKING PROCESS**

### **Article 12**

Conducting the qualification process and ranking in an organisational unit or independent study programme is carried out by the commission for student enrolment.

Members of the commission for enrolment from paragraph 1 of this article are appointed by the dean, or manager, from the ranks of the academic staff. The chair of the commission is the vice dean for teaching.

Based on the collected number of points from Article 10 of this rulebook, a ranking list is formed for all participants in the competition, except for foreign citizens.

For students who are foreign citizens, a special ranking list is formed.

## **III ENROLMENT PROCESS FOR A STUDY PROGRAMME**

### **Central Commission for Enrolment**

#### **Article 13**

The process for enrolment in the University is carried out by the Central Commission for Enrolment, which is appointed by the Senate of the University, by a special decision.

The Central Commission for Enrolment has five members. The Chair of the Central Commission of Enrolment is the vice rector for teaching, according to their function.

The Central Commission for Enrolment coordinates the work of the commissions for student enrolment of organisational units and independent study programmes, carries out checks of their work, gives more precise instructions for carrying out the enrolment process, decides on complaints from candidates about the regularity of the ranking

process and issues public announcements regarding this.

## **The publishing of results of the qualification process and right to complain**

### **Article 14**

The results of the qualification process and the ranking list are published on the noticeboard and website of the organisational unit or independent study programme, with complete figures which are entered into the database of registered students in the University's Information System Centre.

The ranking list is published exclusively on a template which is prepared in the University's Information System Centre. The form of the template is printed with this rulebook and is an integral part of it.

A candidate who considers that the ranking process has not been correctly conducted has the right to complain to the Central Commission for Enrolment within 24 hours of the publication of the results of the qualification process and ranking list.

The decision regarding a complaint from paragraph 3 of this article is made, according to the rules, within 24 hours of submitting the complaint and is binding on the commission for enrolment of students of the organisational unit or independent study programme.

The decision regarding a complaint is published on the noticeboard and website of the organisational unit or independent study programme, and is delivered to the complainant.

The decision on the complaint is final.

Upon expiration of the deadline for a complaint or upon making a final decision regarding the complaint, the commission for student enrolment of the organisational unit or independent study programme determines the final ranking list for enrolment.

The Council of the organisational unit or independent study programme makes a decision on enrolment on the basis of the final ranking list.

## **Exercising the right to enrol**

### **Article 15**

A candidate has exercised the right to enrol if he/she is located on the published final ranking list up to the number which is stipulated by the competition for enrolment.

Candidates with the same number of points exercise the right to enrolment under equal conditions.

A candidate who has exercised the right to enrol but has not completed enrolment within the stipulated period loses that right and, instead of him/her, the next qualified candidate on the ranking list attains the right to enrol.

A notification about corrections to the right to enrol according to the final ranking list,

because of candidates who had attained the right to enrol giving up, is delivered to the Central Commission for Enrolment and is published on the noticeboard and website of the organisational unit or independent study programme within a period of 24 hours from the expiry of the time stipulated for enrolment.

Candidates who have attained the right to enrol in this way should complete the enrolment within the same enrolment period. The period for enrolment is determined in the notification about corrections to the right to enrol.

#### **Article 16**

The Management Board of the University, at the suggestion of the Senate of the University which is specified by the request of the organisational unit or independent study programme, may make a decision about allowing an additional number of candidates to enrol, if it is assessed that this is justified because of the level of interest and the success of the registered candidates and if this does not go against the criteria of quality of the organisation of classes.

Candidates for whom enrolment is permitted subsequently, are enrolled in the same enrolment period and in the time periods which are determined in the decision to increase the number of candidates for enrolment.

The decision of the Management Board is publicly published in sources used for informing and on the websites of the University and organisational unit or independent study programme.

#### **Article 17**

The commission for student enrolment of the organisational unit, or independent study programme, is responsible for delivering to the Central Commission for Enrolment, after the end of the enrolment process, the decision on enrolment and the final report on the results of the enrolment of students in the study programmes.

The Central Commission for Enrolment delivers to the Senate of the University a combined report on enrolment at the level of the University and individual decisions on enrolment for each organisational unit and independent study programme.

The Senate of the University, based on the report of the Central Commission for Enrolment, verifies the decisions on enrolment, individually for each organisational unit or independent study programme.

After verification of the decision on enrolment, the enrolled students sign a contract regarding studying.

The mutual rights and responsibilities of the student and the University are more closely specified in the contract. For students who pay tuition fees, the amount of the tuition fees is also determined in the contract.

#### **Special checks**

#### **Article 18**

Candidates who fulfil the conditions for enrolment at the Faculty of Medicine, the

Faculty of Maritime Affairs (Maritime Science, Ship Engineering and Nautical Studies), the Faculty of Sport and Physical Education (Physical Education and Education of Sports Coaches) and the Faculty of Applied Physiotherapy, are responsible for submitting, upon enrolment, a doctor's confirmation note issued by a specialised health institution.

#### **IV PRESENTATION OF THE CONDITIONS FOR ENROLMENT AND HELP FOR PREPARING FOR ENROLMENT**

##### **Article 19**

In order to present the conditions and help available for candidates regarding their suitability for studies and preparation for enrolment, an organisational unit or independent study programme may:

- participate in higher education fairs, organised under the auspices of the ministry responsible for education and science,
- organise open days,
- prepare, in a timely manner, information sheets with data about the study programmes and conditions of enrolment,
- organise, free of charge, the preparation of candidates for taking supplementary exams, and
- use other forms of affirming and presenting the study programmes.

#### **V TRANSITIONAL AND FINAL REGULATIONS**

##### **Article 19a**

The regulations of Article 8 paragraph 1, subheading "Faculty of Medicine", will be applied from the study year in which the external test of knowledge (matriculation or professional exam) will be mandatory and will be conducted for all education profiles of secondary schools in Montenegro, or for attaining qualifications at the level of secondary education, in accordance with the Law.

##### **Article 20**

When this rulebook comes into force the Rulebook on the Conditions, Criteria and Process of Enrolment in the First Year of Studies at the University of Montenegro No. 01-829 of 20 April 2004, with amendments and additions No. 01-330 of 17 February 2005, No. 01-1101 of 16 May 2005, No. 01-1811 of 1 June 2006, No. 01-475/1 of 29 May 2008 and No. 01-766 of 3 April 2009, ceases to be valid.

Basic text of the Rulebook on the Conditions, Criteria and Process of Enrolment in Undergraduate Studies of the University of Montenegro No. 01-2458 of 17 December 2009

Rulebook on Amendments and Additions to the Rulebook on the Conditions, Criteria and Process of Enrolment in Undergraduate Studies of the University of Montenegro No. 08-463 of 31 March 2011

Rulebook on Amendments and Additions to the Rulebook on the Conditions, Criteria and Process of Enrolment in Undergraduate Studies of the University of Montenegro No. 08-463 of 2 June 2011

Rulebook on Amendments and Additions to the Rulebook on the Conditions, Criteria and Process of Enrolment in Undergraduate Studies of the University of Montenegro

No. 08-153/2 of 3 May 2012

Rulebook on Amendments and Additions to the Rulebook on the Conditions, Criteria and Process of Enrolment in Undergraduate Studies of the University of Montenegro

No. 08-793/1 of 23 May 2013

Rulebook on Amendments and Additions to the Rulebook on the Conditions, Criteria and Process of Enrolment in Undergraduate Studies of the University of Montenegro

No. 08-614/1 of 24 April 2014