

RULES OF STUDY AT UNDERGRADUATE LEVEL

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I BASIC PROVISIONS

Subject

Article 1

These rules shall closely define the rules of undergraduate studies, the rights and obligations of students, procedures for examination and evaluation of students during studies, self-evaluation and evaluation of teaching quality, records and issuance of diplomas and other certificates on studies, as well as other issues of importance for the implementation of undergraduate studies at the University of Montenegro (hereinafter: the University).

Organization and implementation of undergraduate studies

Article 2

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

Studies at the University shall be implemented according to an accredited study programme.

A certain level of education and qualification is acquired after the completion of a study programme, in accordance with the Law.

During organization and implementation of the undergraduate studies, members of academic community are required to abide by the principles of academic integrity.

II ORGANISATION OF STUDIES

Study programmes

Article 3

Undergraduate study programmes (hereinafter: study programme) are implemented as academic undergraduate studies and applied undergraduate studies.

The Faculty, Academy of Arts and Higher Academy (hereinafter: the organisation unit) shall organise and implement academic and applied undergraduate study programmes, in accordance with their own subject areas, stemming from accredited study programmes within scientific, artistic, and professional areas.

The academic program shall specify the courses for each academic year.

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. Practical work and professional practice can be organized and implemented also as a comprising part of regular lectures or as a separate unit.

Study programmes may contain physical and health culture activities as a comprising part of regular lectures or as facultative content.

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.

Practical lectures from paragraph 4 of this Article shall be at least 25% in relation to the total workload of students per courses, i.e. study year, depending on learning outcomes for a specific study programme.

Undergraduate study programmes contain at least two optional modules.

Interdisciplinary study programmes are implemented out of at least two scientific, art or professional areas.

Study programmes are divided into study years and semesters.

The scope of a study programme implemented in a study year is 60 ECTS credits, or 30 ECTS credits in one semester.

One credit equals 30 hours of a student's work.

The number of credits for a certain 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, mid-term tests, writing final papers, final exams or professional practice) and other forms of engagement in accordance with the specific study programme.

Structure of a study programme

Article 4

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

1. review of obligatory and optional courses per study programmes and semesters;
2. number of hours of individual workload of the student per course;
3. number of ECTS credits per each 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. review of the obligatory conditions for attending lessons and passing exams (courses);
6. final paper of final exam of studies.

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

The study programme is shown in tables.

Information on the course contains:

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

Duration of studies

Article 5

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

Organization of studies

Article 6

An organizational unit is required to organize lectures, practical lessons, practical work and other forms of teaching for students, except for distance learning.

Teaching can be organized also as mentorship teaching.

Mentorship teaching in relation to paragraph 2 of this Article is teaching performed for one student or group of students, and implies that the teacher covers one or more teaching units each week in a semester, according to the curricula, with adequate preparation and active participation of students.

The Senate, upon the proposal of the Council of the organizational unit, can reach a decision on mentorship teaching.

Practical knowledge, skills and competences, or else practical lessons, is gained at the institutional premises and outside premises with legal persons according to an agreement.

Means and time of organization of forms of lectures from paragraph 1 of this Article shall be determined by the organizational unit with a general act.

The organizational unit shall inform students appropriately about the manner, time, and place of lectures, evaluations and exams, and other issues of importance for implementation of studies at the beginning of a study year.

Study year

Article 7

The University implements teaching during a study year in accordance with the academic calendar.

Teaching is implemented in a study year into two semesters (winter and summer).

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

Teaching of individual courses is implemented within one semester, according to a study programme.

Teaching is organized in a language which a study program is accredited for.

“Notwithstanding, paragraph 5 of this Article, in a study program conducted in the official language of Montenegro, a portion of lectures, pre-examination knowledge assessments, and exams may be conducted in the English language, in accordance with the decision made by the Senate upon the proposal of the Council of the organizational unit.”

Beginning of a study year and semesters, organization and implementation of study programmes and terms for organization of exams for a study year shall be determined with the academic calendar, adopted and published by the Senate, at least two months prior to the beginning of lectures.

The Senate, in specific cases, may approve organization of additional teaching, including also forms of evaluation of knowledge, in the period outside regular lectures according to the Academic calendar and within examination terms.

III TEACHING

Organization of teaching

Article 8

Lectures 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 shall contain: the name of the study programme, study year, name of the course, time (day, hour) of lectures, location (hall, laboratory) of lectures, teachers and other instructions related to teaching.

For each course, the subject teacher shall determine the work plan and he/she shall submit it to the Vice Dean for teaching, 15 days before lectures begin at the latest.

During the first lesson, the course teacher shall acquaint students with the curriculum of the course.

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 the student will be allowed to take only one colloquium per day, that is, final exam from his/her study year, and when defining the examination period, a 10-day hiatus between two terms for each course is taken into consideration, which is the duty of the Vice Dean for Teaching.

Colloquiums are organised in terms determined for performing lectures within courses including colloquium tests.

Tasks foreseen for the individual work of students (seminars, practicum, homework, graphics, projects and other tasks) shall be equally distributed during the semester.

The total scope of tasks from paragraph 9 shall be in accordance with the workload planned for the course and ECTS.

The teacher is required, during lessons, independent tasks development and preparation for examinations, to help students by organising consultation periods, for at least an hour during the week.

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 there is a need, (due to the illness of the teacher or a similar issue) the Vice Dean for Teaching shall appoint a replacement teacher.

IV OTHER FORMS OF TEACHING

Distance learning

Article 9

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.

Lifelong learning

Article 10

The University can implement special qualification programs of lifelong learning, in accordance with the law and rules of the University for lifelong learning programs.

Cooperation with foreign higher education institutions

Article 11

The University can, with the approval of the Government, organize studies in cooperation with foreign higher education institutions.

In organization of studies from paragraph 1 of this Article, the institution has the right to conduct double or joint degree programs.

V RIGHTS AND OBLIGATIONS OF STUDENTS

Student status

Article 12

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

The student and the University shall conclude a learning agreement, in accordance with the law regulating the area of higher education.

The student shall have the rights and obligations according to the Law, Statute of the University and learning agreement.

Student status is proved with an index.

Enrolment is performed providing the status of the student who is financed from the budget or the student who bears the costs of tuition.

The student of an undergraduate study programme is exempted from paying tuition for enrolment in the first year of studies.

Notwithstanding, paragraph 7 of this Article, the student of studies carried out in English bears the costs of tuition.

Students with disabilities are exempted from paying tuition.

Student workload

Article 13

The optimal student workload is 40 hours per week, which corresponds to a total of 60 ECTS credits during one study year.

The workload of students should be distributed evenly, 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. tests;
4. homework;
5. colloquiums;
6. exams;
7. writing final papers;
8. vocational practice,
9. other forms of engagement in line with the specific study programme.

Signing up for courses and records

Article 14

In the process of enrolling in a study year, each student signs up for courses from the planned part of a study programme up to 30 ECTS credits per semester and 60 ECTS credits per year, including courses, i.e. number of unachieved credits from the previous study year.

Notwithstanding, paragraph 1 of this Article, the student who fulfilled all obligations from the previous study year planned within a study programme can apply for up to 80 ECTS credits.

The right from paragraph 2 of this Article can be exercised upon the approval of the dean, starting with the second study year.

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.

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

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

The form and content of the records of students are determined by a special act of the Senate.

Applying for re-attendance of lectures

Article 15

Enrolment in the next study year can be approved for the student who did not achieve at least 45 ECTS credits for a specific study programme, if he/she did not pass one exam within a course valued with more than 15 ECTS credits.

The student from paragraph 1 of this Article shall apply for re-attendance of lectures for the course he/she did not pass in previous study years.

In cases where the study programme or course changes, the student who repeats attendance is required to accept the changes that have occurred.

In the case mentioned in paragraph 3 of this Article, the provision regarding transcript shall be applied in accordance with Article 21 of these Rules.

Verification of the study year and semester

Article 16

At the end of the semester and study year, the record file of students is verified by entering the number of ECTS credits awarded by semester and in total.

Verification of the study year and semester is obligatory for all students.

Verification of the semester and study confirms how many ECTS credits a student has been awarded, providing the exercise of prescribed student rights, according to the Law, the Statute of the University and these Rules.

Right to financing a student

Article 17

The student of the undergraduate study programme is exempted from paying tuition for enrolling in the first year of studies.

The student financed from the budget of Montenegro (hereinafter: Budget) having at least 45 ECTS credits accomplished in the first time-enrolled-study year has the right to be financed from the budget again in the following year.

The student financed from budget having at least 45 ECTS credits achieved in their first-time-enrolled-study year is considered to be a full-time student in terms of exercising the rights of such a status which is envisaged as a condition of their exercise (budget financing, right to the student dorm, right to the student loan and other rights).

Notwithstanding, a self-financing student who has reported that they are enrolling in at least 30 ECTS credits for the next academic year for the first time is considered a regular student in terms of eligibility for student housing, student loans, and other rights.

The student cannot be financed from budget at the same time at two study programmes (academic and applied), i.e. two study programmes organized by the University.

Full-time student

Article 18

The status of a full-time student may be kept until the undergraduate studies diploma is acquired.

The status of a full-time student is acknowledged for a student, who transfers from another university, if he/she meets the prescribed status criterion.

In the case from paragraph 2 of this Article, the time of study at the other university is counted as part of the total duration of studies.

The full-time student who has the officially verified status of an elite athlete, or other justified cases (health condition, family support and similar) may be approved to attend a study programme under special conditions, determined by the Senate, at the proposal of the Council of the organisational unit.

Change of student status

Article 19

The student financed from budget having less than 45 ECTS credits in the first-time-enrolled study year, can continue his/her studies having the status of a self-financed student (hereinafter: self-financed student).

The self-financed student from the paragraph 1 of this Article who passes all the exams, i.e. achieves 60 ECTS credits, has the right to be financed from the budget in the following year.

The election of students with the acquired right to transfer to budget financing is performed based on ranking according to the number of ECTS credits awarded and grades obtained 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.

The self-financed student shall have the same rights and obligations in teaching as a budget-financed student.

Students enrolled in self-financed study programmes carried out in English cannot have the status of a budget-financed student.

Inactive student status

Article 20

The rights and obligations of a student may be suspended.

Upon the cessation of the reasons for which the suspension was requested, the student resumes their studies in accordance with the rules under which they initially began their studies.

Procedure for the approval of suspension of student status

Article 21

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

1. difficult, or prolonged illness;
2. vocational practice for a period of at least six months;
3. international exchange of students in the duration longer than 30 days during lectures, if the student through that exchange does not gain ECST credits;
4. pregnancy;
5. parental absence;
6. child care after parental absence for a period of one year;
7. preparations for the Olympics, world or European championship- when he/she has the status of an elite athlete;
8. in other justified circumstances.

The suspension of the rights and obligations of the student is approved for the duration of one semester or one study year, or duration of the suspension from 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.

Upon the cessation of the reasons for which the suspension was requested, the student resumes their studies in accordance with the rules under which they initially started their studies.

The request for suspension of rights and obligations is decided upon by the dean within 15 days from the date of submission of the request.

The decision of the dean as stated in paragraph 6 of this article is final.

Recognition of courses from applied study programmes

Article 22

The student pursuing academic studies, who has completed or has been a student of applied studies within the same organizational unit, may submit a request for the recognition of courses for which exams have been passed.

Passed exams from previously enrolled higher education studies are recognized if the courses for which the exams were passed, in terms of their content and scope, correspond to at least 80% of the academic study subjects.

The dean shall establish a commission to determine the equivalence of the acquired education and prepare a proposal that includes a list of courses to be recognized. The time spent on applied studies is not included in the total duration of studies in academic studies.

VI MOBILITY

University mobility

Article 23

The student may be able to transfer from academic to academic or applied studies, or from applied to applied, 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 student enrolled in undergraduate studies funded by the budget has the right to transfer to undergraduate studies conducted in the English language, in the status of a self-financing student, after completing the first year of studies.

The right to transfer as per paragraphs 1 and 2 of this Article can be exercised before the start of classes.

Along with the application for transfer to the studies or study program, the student must provide documents indicating their academic performance in the current studies or study program from which they are transferring.

The time spent studying in the study program from which the transfer is made is counted towards the total duration of studies.

Student transfer

Article 24

The transfer of students from other higher education institutions can be carried out from academic to academic studies or to applied studies, or from applied to related applied study programs.

Transfers mentioned in paragraph 1 of this Article are conducted during the enrolment period and within the limit of the number allowed by the license.

The Dean shall establish a commission to determine the equivalence of the acquired education and prepare a proposal for enrolment, which includes a list of recognized courses.

Examinations passed at the previously enrolled higher education institution are recognized if the subjects for which the exams were passed, in terms of their content

and scope, correspond to at least 80% of the teaching subjects of the organizational unit of the University to which the transfer is being made.

Recognition of exams also includes the recognition of the grade by which the student was assessed, as well as the number of ECTS credits.

International student mobility

Article 25

The student has the right to spend a specific period (a semester or an academic year) at another higher education institution abroad in accordance with the Rules on International Student Mobility.

International staff mobility

Article 26

Rights based on the mobility of teaching staff (academic staff and professional associates), research staff (individuals in scientific and research positions), non-academic staff, and other personnel engaged in teaching and research, as well as non-teaching staff, are to be realized in accordance with the Rules on International Staff Mobility.

VII EVALUATION OF STUDENT WORK

Monitoring of student work

Article 27

The knowledge and skills of students are continuously assessed and evaluated throughout the semester and during the final examination.

The subject teacher is required to acquaint students with the methods of monitoring their progress, the assessment schedule, the nature and content of the final exam, the structure of the total points, and the method for determining grades during the first class.

The student's success in mastering the subject is assessed and expressed in points for each form of knowledge assessment.

The teacher is required to publicly announce the results to students, including the number of points obtained after each assessment, as well as the total number of points accumulated by the student from the beginning of the course.

Upon request from a student, the instructor is required to provide a detailed explanation of the assessment of their work.

Right to access all forms of tests

Article 28

The student has the right to participate in all forms of knowledge assessment during the course and in examination periods.

Pre-examination knowledge assessments and exams are conducted in the language for which the study program is accredited.

Pre-examination forms of evaluation

Article 29

Pre-examination forms of knowledge assessment (colloquiums, retake colloquiums, etc.) are exclusively scheduled during the regular teaching periods.

However, as an exception to paragraph 1 of this article, a student has the right to take colloquiums they signed up for in that academic year but did not take or pass in the January or June exam periods, during the September exam period, in addition to the final exam.

Exams in subjects (courses)

Article 30

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

Final exams take place after the end of teaching, where the terms are determined with the Academic Calendar and timetable for exams, in such a manner which will enable the student to take only one exam in a day, and not more than two during a week.

The final exam is considered to be the final evaluation of student's knowledge.

Examination and all forms of knowledge evaluations are public.

The Vice Dean for Teaching shall be responsible for transparency of examinations.

The student shall take exams in the premises of the institution.

With the exception of paragraph 6 of this Article, exams may only be taken outside the institution's premises if it is an exam for a study subject that requires such an arrangement.

Exams for artistic subjects may be held outside the location of the organizational unit, especially for public events such as concerts, exhibitions, performances, and similar occasions.

When a study program involves practical exams, the exam may also be taken in the facilities where practical instruction and professional practice are conducted.

The student with disabilities has the right to take the exam in a location and manner adapted to their abilities, in accordance with the University's statute.

Taking exams

Article 31

As a rule, examination shall be performed in front of a course teacher.

Before any form of examinations, a student shall display his/her student record book (index) and personal identification card.

If the exam is organised orally, the 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 assistance can be used.

Passing an exam means gaining a certain number of ECTS credits, according to a study programme.

Taking exams in cases of low pass rate

Article 32

If there is a consistently low pass rate in a course taught by a specific subject teacher, the exam is taken before a committee formed by the Council or the Senate.

Low pass rate, as defined in paragraph 1 of this article, is considered to be the case when less than 50% of students who scored 30 or more points and took the exam in two consecutive exam periods passed the exam in a course taught by a specific subject teacher.

The committee mentioned in paragraph 1 of this article consists of at least three members from the ranks of teachers in the same or related fields. The subject teacher is usually a member of the committee.

The committee makes a decision on the grade by a majority vote.

The decision from paragraph 5 of this article is final.

A report on the course of the exam and the grade is submitted to the Council or the Senate.

Taking an exam before a committee in the case of initiating proceedings against the teacher

Article 33

The student shall have the right to take exams and other forms of knowledge evaluation before a commission in cases if proceedings has been initiated against a course teacher before a university body or a court.

Provisions from the Article 42, paragraphs 3, 5, 6 and 7 of these Rules are accordingly applied regarding the members of a commission, procedure and decision making on grading.

Examination periods

Article 34

The examination periods are in January, June, and September, each with two examination sessions.

When determining the examination sessions, care is taken to ensure that there is a minimum of ten days between two sessions for each subject.

The student can take only one colloquium or final exam in one day, not more than two colloquiums or final exams in one week.

The student who does not pass an exam in the first examination session has the right to take it in the second session of the same examination period.

The student who does not pass the final exam or is not satisfied with the obtained passing grade can take a re-examination of the final exam.

Grading

Article 35

The success of a student in accomplishing course units and all evaluations of knowledge are expressed in points.

The student cumulatively collects points from all knowledge assessments.

The total number of gained points that a student can obtain through all pre-examination tests, or learning outcomes, are in range from 30 to 70 points.

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

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

Grade F is an insufficient grade.

Letter grades are equivalent to numerical marks as follows:

1. A – (excellent) is equivalent to mark 10;
2. B – (very good) is equivalent to mark 9;
3. C - (good) is equivalent to mark 8;
4. D – (satisfying) is equivalent to mark 7;
5. E – (sufficient) is equivalent to mark 6.

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

Final grade

Article 36

The course teacher shall determine the total number of gained points and forms the final grade for each student after the end of teaching and examination terms.

The course teacher enters the total number of gained points and final grade into the Form for Final Grades (Form no. 2) and submits to the Vice Dean for Teaching and Student Affairs at the organizational unit.

Grades verified by the Council of the organizational unit, and Senate, are entered in the evaluation record of a student.

Publishing final course grades

Article 37

The 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.

The teacher is obliged at the request of a student to acquaint him/her with the problems in his/her work for all forms of evaluation.

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

The grade at examination and the number of points are written in a Form for Final Grades, which is after the exam is completed, and is verified by a teacher signature.

The teacher submits the Form for the record of achieved points for a course and grade suggestion (Form no. 1), together with the Form for Final Grades (Form no. 2) until the end of the examination period at the latest, to the students affairs office due to data processing and compiling a list on passed exams.

The teacher is obliged to keep 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.

Retaking the final exam

Article 38

Any student who does not pass the final exam may retake the exam.

If the student did not pass the final exam during all exam periods envisaged within a study year, is obliged to apply to attend the lectures of that course again, unless it is an elective course where he/she has the right to choose another elective course.

Final year students

Article 39

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

Final paper

Article 40

A final paper could be envisaged within a study programme.

Structure, approval procedure, application and defence of a final paper shall be regulated by a general university act.

Objection to the pass grade

Article 41

The student, who is not satisfied with his/her achieved grade, has the right, after the verification of grades, to file a request to the Vice Dean for Teaching for grade annulment and retaking the exam.

The right from paragraph 1 of this Article is approved by the Vice Dean for Teaching by making a decision.

Retaking the exam is performed in the next examination term within the prescribed deadlines before the course teacher.

Objection to the legality of grading procedure

Article 42

Each student has the right to file a complaint about their grade within the 48 hours from grading, if he/she considers that exam was not conducted in accordance with the Law, the Statute, and these Rules.

The exam from paragraph 1 of this Article envisages all forms knowledge evaluation.

The Dean shall establish the Commission within three days, which shall determine in accordance with the request whether the grade is formed in a manner opposite to the regulations, to review and reassess written or other material, or to question the student.

The Commission from paragraph 2 of this Article shall comprise three members of teachers within the same or related area.

If the student files for exemption of the course teacher, that teacher shall not be a member of the Commission.

The Commission shall make a decision based on the majority of votes.

The decision on a grade awarded by the Commission mentioned in paragraph 2 of this Article is final.

The Commission shall submit minutes about the course of examination and grading to the Dean.

Conducting the final exam in the event of the course teacher's unavailability

Article 43

In the event that the course teacher is unable to conduct the final exam, the organization and conduct of the final exam are entrusted to another teacher from the same or related field, or a committee appointed by the dean.

The composition of the committee, the procedure, and the decision-making regarding the grade are subject to the provisions of Article 42, paragraphs 3, 5, and 6 of these rules.

The communication of grades from the committee's oral or written examination follows the provisions of Article 37 of these rules.

A report on the course of the exam and the grade is submitted to the dean or the director of the organizational unit.

VIII QUALITY ASSURANCE

Self-evaluation and evaluation of teaching quality

Article 44

The process of self-evaluation of study programmes, teaching and working conditions according to the Standards and Guidelines for Quality Assurance (ESG) within the European Higher Education Area, is conducted at the University at least once in a year.

The participation of students in the procedure of regular yearly supervision for the provision of the quality system is conducted through evaluation of teaching process and non-teaching support. Participation of students in the survey is obligatory.

The survey is anonymous.

For conducting the survey, the responsibility belongs to the student trustee and Vice Dean in charge of Teaching and Student Affairs 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 course is registered in the personal file of each teacher.

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

IX RECORDS AND OFFICIAL DOCUMENTS

Records

Article 45

The University, or Organizational unit of the University shall keep: register of students, record on issued diplomas and diploma supplements, and examination records.

Register of students and the record on issued diplomas are kept permanently.

Record from paragraph 1 of this Article is kept in written and electronic form.

Personal data entered within the record from paragraph 1 of this Article are collected, processed, kept and used for the needs at the University and state body authorised for education, in accordance with the Law.

All forms of collection, keeping, processing, publishing and use of data from paragraph 4 of this Article are conducted in accordance with the Law which regulates personal data protection.

Public documents

Article 46

The University shall issue a public document according to the data from records.

Public documents, according to these Rules, are: student record book, diploma and diploma supplement, certificate on studying, certificate on passed exams and certificate on the completion of studies.

Nullity of a public document

Article 47

Public documents are nulled if:

1. They are issued by a non-licenced institution
2. They are signed by an unauthorised person
3. The holder of the public document did not meet all examination procedures at a study programme in a way and according to the procedure regulated by the Law, bylaw and study programme.

The authorised state body for education performs the procedure of announcing the public document annulled.

The decision on annulment of public documents is final in the administrative proceedings and is published in the Official Gazette of Montenegro.

Diploma

Article 48

The student who has passed all the exams foreseen for the enrolled study programme and fulfilled all the other obligations prescribed by the Law, 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 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.

In the organization of studies from Article 11 of these Rules, the institution has the right to conduct programmes resulting in double or joint diplomas.

A double diploma is obtained after completing a study programme at two institutions of higher education, and is confirmed with two diplomas of these institutions.

A joint diploma is issued by at least two or more higher education institutions, according to the study programme for the joint degree, accredited for the corresponding study programme.

The diploma is handed over at the graduation ceremony.

Other documentation

Article 49

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

All requests are to be delivered in written form to the Student Affairs Office of the organisation unit.

Student card

Article 50

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

1. access to all facilities where the student programmes are held;
2. usage of libraries and computer rooms, unless special registration rules are prescribed;
3. access to sport and other facilities at University's disposal.

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

X TRANSITIONAL PROVISIONS

Article 50a

Final year students who did not apply and failed only one exam, regardless of the number of ECTS credits, can sign up for and take the exam from that course in the September exam period of the current study year.

In realization of examination from paragraph 1 of this Article, the organizational unit shall organize additional lectures, during the September examination period.

The Council of the organizational unit shall determine the terms for examination.

Administrative fees for organization of exams from the paragraph 2 of this Article is determined by a special decision of the Governing Board of the University.

XI FINAL PROVISIONS

Article 51

On the day when these rules come into force, the Rules of Study at undergraduate level no. 08-581 of February 26th, 2015 shall cease to be valid.

Coming into force

Article 52

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