

# **RULEBOOK ON THE DETAILED CONDITIONS, CRITERIA, AND PROCESS OF ENROLMENT IN THE FIRST YEAR OF MASTER'S STUDIES AT THE UNIVERSITY OF MONTENEGRO**

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## **General provisions**

### **Subject matter**

#### **Article 1**

This rulebook shall closely regulate the conditions, criteria, and process of admission in the first year of the second cycle, that is, academic and applied Master's studies (hereinafter: studies), in the scope of 120 ECTS credits, for all study programmes implemented at the University of Montenegro (hereinafter: the University).

### **Enrolment announcement and enrolment deadlines**

#### **Article 2**

Enrolment of students in the first year of Master's studies is carried out on the basis of a public call by the University, in accordance with the licence.

The call is published in a daily newspaper in Montenegro and on the website of the University. In the call, the number of places financed from the Budget is specified.

The call for enrolment in a study program conducted in the English language is published on the University's website in English.

The enrolment period is organised, as a rule, in the second half of September.

### **Presentation of the enrolment conditions and assistance in preparing for enrolment**

#### **Article 3**

In order to present the conditions and assistance to candidates in deciding on their studies and preparing for enrolment, the University, or an organisational unit, may:

- participate in higher education fairs;
- organise open days;
- prepare information sheets with details about study programmes and enrolment requirements;
- use any other means to affirm study programmes.

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

#### **Article 4**

Montenegrin citizens and foreigners, who have acquired the appropriate qualification of sub-level VI of the National Qualification Framework (180 ECTS credits) have the right to apply to enrol in studies, in accordance with the law.

Along with the enrolment application, the candidate submits the following documents:

- the original diploma or verification of having completed undergraduate studies;
- a copy of a biometric identity card, or for foreigners, an appropriate identity document which is issued in accordance with a special regulation.

Foreigners shall also submit proof of knowledge of the official language.

Proof as mentioned in paragraph 3 of this article is considered to be a document indicating proficiency at the B2 level from a licensed educational institution.

A foreign student who has completed their undergraduate studies in Montenegro in the official language is not required to provide proof of proficiency in the official language when applying for further studies or other purposes.

For enrolment in Master's study programmes, candidates are required to pass the entrance exam, which is an additional condition for enrolment established by this rulebook.

In the event that the candidate submits duplicates instead of the requested original documents, he is obliged, upon submitting documents, to sign a statement declaring that he has not used the original documents to exercise the right to enrol in any other study programme at the University.

Any candidate who gives a false statement will be eliminated from the qualification process.

## **ENROLMENT IN A STUDY PROGRAMME**

### **The right to enroll**

#### **Article 5**

Candidates who have completed undergraduate studies in the scope of at least 180 ECTS credits, from an appropriate field of science or arts, have the right to apply for enrolment in Master's studies.

Candidates who have fulfilled the conditions in one of the undergraduate study programmes which are included in the implementation of interdisciplinary studies have the right to enrol in interdisciplinary Master's studies.

Enrolment takes place on a competitive basis, in accordance with the results achieved in undergraduate studies in the scope of at least 180 ECTS credits and in the entrance exam, after the ranking process has been conducted, in accordance with this rulebook.

Students who have completed applied studies have the right to enrol in academic Master's studies.

Students who have completed academic undergraduate studies have the right to enrol in academic Master's studies.

### **Enrolment criteria**

#### **Article 6**

Enrolment of students is carried out on the basis of:

- a) overall success in undergraduate studies, sub-level VI of the National Qualification Framework (an undergraduate diploma in the scope of 180 ECTS credits), expressed through the performance index; and
- b) success in the entrance exam.

In addition to the conditions specified in paragraph 1 of this Article, candidates applying for admission to study programs conducted in the English language are required to pass the examination mentioned in Article 4, paragraph 5 of this Rulebook, which is eliminatory.

The Council of the organizational unit, by a separate decision, determines the minimum number of points that a student must achieve on the exam.

### **Scoring**

#### **Article 7**

The scoring of the candidates is carried out by adding together the number of points of overall success and success in the entrance exam in the following way:

- Overall success up to 50 points, by multiplying the performance index by 5;
- Success in the entrance exam up to 50 points.

### **Entrance exam**

#### **Article 8**

Candidates take the entrance exam for enrolment in all programs of Master's studies which are organised by the University.

The content and structure of the entrance exam is determined by the organisational unit.

The entrance exam for testing knowledge is organised in written and/or oral form.

The structure of the entrance exam and the literature forming the basis of the questions that are set should be harmonised with the higher education programme of undergraduate studies and published in the information for taking the entrance exam.

The exam commission prepares the structure and content of the entrance exam, conducts the exam, and carries out the scoring of exam results.

The Enrolment Commission verifies the structure and content of the entrance exam, verifies the results of the entrance exam, draws up the ranking list of candidates in accordance with the criteria specified in Article 7 of this rulebook, and decides on complaints regarding the correctness of the ranking process.

The commissions have at least 3 members from the ranks of teachers. The chair and members of the commissions are appointed by the dean of the organisational unit. The chair of the enrolment commission is the vice dean for teaching, by function.

A schedule is drawn up for taking the entrance exams. The method of testing is defined in the schedule. The schedule must be published on the noticeboard and website of the organisational unit before the deadline for the registration of candidates. The schedule is drawn up by the chair of the enrolment commission.

### **Grading and scoring of the entrance exam**

#### **Article 9**

The grades from the exam are signed by all members of the exam commission.

In the event that the exam is taken separately in different fields, the final number of points is formed as the sum of the points from all the fields.

The minimum number of points required from the entrance exam is determined by the organisational unit.

### **III RANKING AND ENROLMENT PROCESSES**

#### **The Central enrolment commission**

##### **Article 10**

The Central Enrolment Commission supervises the enrolment process for the first year of Master's studies.

The members of the enrolment commission from paragraph 1 of this article are appointed by the Senate of the University, by a special decision. The Central Enrolment Commission has five members. The chair of the Central Enrolment Commission is the vice rector for teaching, by function.

The Central Enrolment Commission coordinates the work of the organisational units' enrolment commissions, issues public notifications about the enrolment process, and carries out other tasks in accordance with this rulebook.

#### **Ranking of candidates**

##### **Article 11**

The ranking list of candidates is published, no later than 48 hours after the exam has ended, on the noticeboard and website of the organisational unit.

The ranking list is published using a template which is available via the University's Information System Centre.

If the entrance exam is organised in written form, the exam commission organises inspection of the entrance exam test papers within 24 hours of publication of the ranking list of candidates, and informs the candidates in a timely manner about this in the way specified in paragraph 1 of this article.

A candidate who considers that he has been incorrectly ranked is entitled to submit a complaint within 24 hours of the period of organising inspection of the test papers from paragraph 3 of this article. The complaint is submitted to the Enrolment Commission at the organisational unit. If the complaint is related to the way the candidate's entrance exam was graded, the Enrolment Commission decides on the complaint and obtains a declaration from the exam commission regarding the complaint, which constitutes an integral part of the explanation of the decision.

With the decision on the complaint from paragraph 4, the enrolment commission may adopt the complaint and amend the published enrolment results, or reject the complaint.

The enrolment commission's decision on the complaint is final and is published on the website of the organisational unit within 24 hours of the expiry of the deadline for submitting complaints.

When the deadline for submitting complaints has passed, or when a final decision on the complaint has been made, the commission for the enrolment of students of the organisational unit determines the final ranking list for enrolment.

On the basis of the final ranking list, the Council of the organisational unit makes the decision on enrolment.

## **Exercising the right to enroll**

### **Article 12**

A candidate has exercised his right to enrol if his name is found on the published final ranking list up to the number which is specified in the call for enrolment.

Candidates with the same number of points have the right to enrol under identical conditions. The same number of points relates to the overall number of points rounded to two decimal places.

A candidate who has exercised the right to enrol, but has not completed enrolment before the specified deadline, is considered to have given up from enrolment. Instead of him, the next candidate on the ranking list acquires the right to enrol within the period determined by the organisational unit in the notification on the correction to the ranking list, and which is published along with the ranking list.

## **Enrolment verification**

### **Article 13**

The enrolment commission of the organisational unit is obliged, after completion of the enrolment process, to submit to the Central Enrolment Commission the decision of the Council of the organisational unit on enrolment with the final ranking lists.

The Central Enrolment Commission submits to the Senate of the University a unified report on enrolment at the level of the University and individual decisions on enrolment for each organisational unit.

The Senate of the University, on the basis of the report of the Central Enrolment Commission, verifies the decisions on enrolment, individually for each organisational unit.

After verification of the decision on enrolment, the enrolled students conclude a Learning Agreement and sign statements on obeying the principles of academic ethics.

The mutual rights and obligations of the student and the University are established in more detail in the Learning Agreement.

## **FINAL PROVISIONS**

### **Article 14**

This rulebook shall enter into force on the eighth day after its publication in the Bulletin of the University of Montenegro, and will be applied to the enrolment of students starting from the 2023/24 academic year.