

RULES OF STUDY IN MASTER'S STUDIES

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BASIC PROVISIONS

Article 1

These rules shall regulate the organisation and implementation of Master's studies, enrolment in Master's studies, advancement of students during their studies, grading of students' work, awarding of degrees, issuing documentation about studying, as well as other issues of significance for the implementation of Master's studies at the University of Montenegro (hereinafter: the University).

Article 2

All study programmes which give the right to acquire the academic title of Master of Science/Arts, in accordance with the Law, the Statute of the University, and these rules, are considered to be Master's studies.

Master's studies at the University are organised and implemented in accordance with the rules of studying established in the European Credit Transfer and Accumulation System (ECTS).

Article 3

The provisions of the law, the Statute of the University, the Rules on Studying in Undergraduate Studies at the University, and Rules on International Mobility of Students at the University are accordingly applied to issues relating to the status, suspension of the rights and obligations of students and mobility of students, organisation of classes, advancement during studies, and evaluation of the work of students of Master's studies, as well as other rules regarding studies which are not regulated by these rules.

Article 4

A Master's dissertation is an independent scientific research or professional work of the candidate, by which he shows that the candidate has mastered a particular area of study and is able to undertake scientific research and solve professional problems/tasks.

ORGANISATION OF MASTER'S STUDIES

Organizer of Master's studies

Article 5

The University, or organisational unit of the University, shall organise and carry out Master's studies in the area of science, arts and expertise for which it is accredited.

Teaching is conducted in the language for which the study program is accredited. The organisational unit implements Master's studies and enables the acquisition of a degree of Master of Science/Arts in the area of interdisciplinary and multidisciplinary science/arts.

Notwithstanding Article 2 of this Article, for study programs conducted in the official language of Montenegro, a portion of the classes, pre-exam knowledge assessments, and exams can be organized in the English language, in accordance with a decision made by the Senate upon the proposal of the Council of the organizational unit.

The organizational unit shall carry out master's programs and enable the acquisition of a Master of Science/Arts degree in interdisciplinary and multidisciplinary scientific/artistic fields.

In the conducting of interdisciplinary and multidisciplinary Master's studies, the University may organise seminars, courses, summer schools and other forms of conducting classes.

The organisation and conducting of a joint study programme of Master's studies with other higher education institutions from areas of science or arts, for which organisational units of the University are the lead institutions, necessarily involve accredited study programmes from the same area of science/arts and an agreement concluded by the University on the conditions and method of organising joint studies.

Article 6

The Master's Studies Monitoring Board shall give an opinion on registering the title of the Master's dissertation, from the standpoint of methodological principles of scientific/artistic work or professional work, and carry out verification of Master's dissertations using software for determining any overlapping of the text.

Article 7

At the end of the studies, along with the achieved Master's degree, a supplement is also issued for more detailed insight into the level, nature, system, and rules of studying and the achieved results during studies.

In cases of interdisciplinary and multidisciplinary study programmes, the scientific or professional titles are determined by the Senate, at the recommendation of the Council of the organisational unit of the University, which is drawn up when the Master's study programme is established, and which is submitted for accreditation.

When formulating the scientific titles from paragraph 2 of this article, the most important scientific areas which constitute the Master's programme are used.

Implementation of the study program and teaching

Article 8

Master's study programmes are divided into study years and semesters.

The study programmes are in the scope of 120 ECTS credits over two study years. One credit relates to 30 hours of classes of the overall workload of the student, which includes attending classes and preparation for classes and evaluation of their work.

The number of credits for an individual subject (course) is determined according to the number of classes of teaching (theoretical and/or practical classes, exercises,

seminars and similar), according to the time necessary for the student to work on independent assignments (homework, projects, seminar papers and similar) and the time for studying and preparation for knowledge tests and grading (tests, midterm tests and the final exam).

Duration of Master's studies

Article 9

Master's studies for acquiring the title of Master of Science or Master of Arts are organised after the completion of undergraduate studies. The Master's programme is in the scope of 120 ECTS credits.

Structure of the study program

Article 10

The Master's study programme consists of:

1. the title and goals of the study programme;
2. the curriculum which contains a list of the mandatory and elective subjects and the number of hours necessary for their implementation, as well as the content of the teaching subjects;
3. the number of points awardable for each subject and of the Master's dissertation, expressed in ECTS credits;
4. more detailed conditions for enrolment in the study programme;
5. the conditions for enrolment in the next semester, and the method of carrying out the obligations;
6. the conditions for transferring between individual Master's study programs in the framework of the same or related areas of study;
7. the conditions under which study may be resumed after a hiatus;
8. the professional or academic title which is acquired after the completion of the studies;
9. the knowledge, skills and competencies acquired by the qualification (degree);
10. other issues of significance for conducting the study programme (the optimum number of enrolled students, teaching coverage, study expenses, etc.).

Article 11

The curriculum and Master's study programme contain general and special conditions which the student must satisfy in order to acquire particular knowledge on Master's study programmes, and these are:

1. a representation of the subject (courses) systematised according to: study years, semester and whether they are mandatory subjects (scientific base, fundamental and professional subjects), elective professional subjects, or free-choice subjects;
2. the number of classes of individual student workload according to subject (course);
3. the number of ECTS credits for each subject (course);
4. the number of classes of active teaching;
5. a representation of the organisation and form of teaching (seminars, themed clinics, debate lessons, practical work, and others);

6. a representation of the mandatory conditions for attending classes and taking subjects (courses);
7. a representation of the modules and blocks, if the classes are organised in such a way;
8. a representation of the structure of the Master's dissertation with the number of ECTS credits and the planned periods when the writing of the dissertation begins and ends.

Students are familiarised with the curriculum and teaching program at the beginning of the study year.

Enrolment in Master's study programs

Article 12

Enrolment in Master's study programs is conducted on the basis of the Rulebook on the Detailed Conditions, Criteria and Process of Enrolment in the First Year of Master's Studies of the University of Montenegro.

Professional bodies for Master's studies

Article 13

The professional bodies for Master's studies are: the Council of the Organisational Unit, the Vice Dean for Teaching, and the Commission for Master's Studies.

The Commission for Master's Studies is appointed by the Council of the Organisational Unit, at the recommendation of the Dean. The Commission is chaired by the Vice Dean for Teaching.

The Commission for Master's Studies offers expert assistance in the organisation and implementation of Master's studies, and especially:

- proposes the organisation of classes;
- carries out preparations for the beginning of teaching;
- prepares decisions according to the requests and complaints of students;
- monitors the implementation of the study programme;
- prepares yearly reports on the work of Master's studies;
- proposes measures to improve and advance Master's studies; and
- carries out and coordinates other matters of significance for the implementation of Master's studies.

Article 14

Teaching in Master's studies may be carried out only by academic staff with an academic title.

Registration and defense of a Master's dissertation

Article 15

The student proposes the title and mentor for the dissertation after completion of the second semester, and no later than the beginning of the third semester.

The topic from paragraph 1 of this Article is suggested in the language for which the study program is accredited.

The Council appoints the mentor and commission for the assessment of the Master's dissertation and approves the proposed title.

The commission from paragraph 2 of this article has, as a rule, three members, one of which is the mentor.

The members of this commission are, at the same time, also members of the Commission for the Defence of the Dissertation.

The title for the Master's dissertation may be chosen from the scientific fields of the Master's studies programme.

The mentors for the Master's dissertation may be teachers who are from the scientific area of the Master's studies.

Article 16

For the chosen title, the student submits to the Commission for Master's Studies a written application on the Form for Registering Titles for Master's Dissertations, which forms an integral part of these rules.

The application from paragraph 1 of this article shall be submitted in the language for which the study program is accredited.

Any required assistance is offered by the mentor, who signs his consent regarding the title.

Article 17

On the basis of the submitted application, with the consent of the Commission for Master's Studies and having obtained a positive opinion from the Board for Monitoring Master's Studies, the student may continue writing the Master's dissertation.

Article 18

The Master's dissertation may be handed in only after passing all the exams and completing all the other obligations specified by the study programme.

When the dissertation is handed in, the student is required to submit:

- the application;
- five copies of the dissertation (unbound) and an electronic version of the dissertation;
- a report from the official records on the exams and ECTS credits of the candidate; and
- a signed statement confirming the originality of the Master's dissertation, in accordance with Article 22 of the Law on Academic Integrity.

Article 19

The student proves through his dissertation that he has mastered the curriculum and teaching programme, acquired the required knowledge, and enabled himself to apply it.

Besides the requirements from paragraph 1 of this article, the student should provide in the dissertation proof that he has successfully made use of methods in the scientific or professional or artistic work, in presenting the results of the research, as well as that he is enabled to come to conclusions based on the research tasks undertaken in this way.

The results presented in the Master's dissertation should contribute to:

- the systematisation of scientific, professional, or artistic tasks, and of existing solutions for the particular area;
- solving the current scientific or artistic task which is set as the aim of the dissertation;
- application of existing scientific achievements in solving a complex professional task.

The mentor for writing the Master's dissertation is obliged to assist students in the choice of method of scientific research or artistic work, the literature, preparation of the dissertation structure, as well as to offer any other expert assistance.

Article 20

The Master's dissertation should be, as a rule, 60 to 80 pages long, written on A4 paper, with an appropriate linguistic, stylistic and technical form, in accordance with modern procedures, techniques and technology for writing publications in the area of scientific, professional or artistic work.

The cover of the Master's dissertation should contain the following text:

At the top: THE UNIVERSITY OF MONTENEGRO, FACULTY/ACADEMY

In the middle: First name and surname of the student

Two lines below, in the middle: DISSERTATION TITLE (in large, bold letters)

The line below: MASTER'S DISSERTATION

At the bottom: place, year

On the first page inside, the text is written exactly as on the cover.

After the first page there should be a special page with data and information on the Master's student, on the Master's dissertation, and on the defence of the Master's dissertation:

DATA AND INFORMATION ON THE STUDENT

First name and surname

Date and place of birth

Title of the completed undergraduate study programme and the year of completion of studies

INFORMATION ON THE MASTER'S DISSERTATION

Title of the Master's studies

Title of the dissertation

Faculty/academy at which the dissertation was defended

UDC, GRADE AND DEFENCE OF THE MASTER'S DISSERTATION

Date of registering the Master's dissertation

Date of the Council session at which the title was approved

Mentor

Commission for assessment/defence of the dissertation

Proof reader

Date of defence

Date of promotion

After the page with data and information on the student, there follows a page with a signed statement confirming the originality of the Master's dissertation.

After the page relating to signing the statement confirming the originality of the Master's dissertation, there follows:

Foreword

Summary of the dissertation

Abstract in English

Contents

The original final text of the Master's dissertation

Article 21

The dissertation is sent in electronic form to the Board for Monitoring Master's Studies in order to check its authenticity. Copies of the dissertation are also submitted to all members of the Commission for Assessing the Master's Dissertation.

One copy each of the dissertation is deposited in the library of the organisational unit and in the University library, along with the report of the Board for Monitoring Master's Studies which declares that the dissertation does not have any overlapping of text which could be interpreted as plagiarism.

A notification that the Master's dissertation has been deposited in the library is published on the websites of the organisational unit and of the University.

Any complaints regarding the Master's dissertation may be submitted within 7 days of the expiry of the notification in paragraph 3 of this article.

Article 22

The Commission for Assessment of the Master's Dissertation is obliged, within 15 days of receiving the dissertation, to submit to the Council of the organisational unit a report on the Master's dissertation (a brief summary of the dissertation: the stated aim, applied methods, achieved results, and conclusions about the undertaken research), with a concluding opinion and suggestion, including clarification of any complaints.

The Council assesses the report of the Commission and adopts a decision on accepting or not accepting the dissertation, no later than 15 days from the day the Commission's report was submitted.

When the decision on accepting the Master's dissertation is adopted, the defence of the Master's dissertation is organised.

Article 23

If the commission for assessing the dissertation or the Council of the organisational unit rejects the Master's dissertation, the student may submit an application for a new title for a Master's dissertation.

Article 24

A student may access the defence of his Master's dissertation immediately after the Council of the organisational unit adopts the decision on accepting the report of the commission for assessment of the dissertation, or on accepting the Master's dissertation.

The resolution on defending the Master's dissertation is delivered to the student and published on the websites of the University and of the organisational unit.

The student defends their Master's thesis in the language for which the study program is accredited.

Article 25

The defence of the Master's dissertation before the commission happens in the following manner:

The chair of the commission reads out the data and information on the student and gives a short summary of the dissertation, after which the student presents a brief overview, the results and conclusions which he came to, and then the members of the commission pose questions (in written form).

The commission for the defence of the Master's dissertation, after the procedure has been carried out, makes a decision on whether the student has successfully defended the dissertation and what grade to award.

When making the decision on the grade, the quality of the Master's dissertation and quality of the defence of the Master's dissertation are taken into account.

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

- GRADE A – defended with exceptional success
- GRADE B – defended with above-average success
- GRADE C – defended with average success

A record is kept, written on the Form for Defence of a Master's dissertation, on the work of the Commission for Defence of the Master's Dissertation.

The records from paragraph 5 of this article shall be kept in the language in which the student defended their Master's thesis.

Article 26

The Master's dissertation is public and may be published after being defended.

Article 27

The Master's dissertation is defended once.

Article 28

The Master's dissertation is submitted in six copies, bound in hardback fabric binding, as a rule, blue in colour. The student is issued with a confirmation of the date of submission of the Master's dissertation.

Article 29

The dean determines the date of the official promotion, at which the candidates who have passed all their exams, completed other obligations from these rules, defended their Master's dissertation, are awarded a degree on completing Master's studies, with the right to the title of Master of Science/Arts from the appropriate area, in accordance with the Master's study programme.

A confirmation of completion of Master's studies is issued before the awarding of the degree.

Article 30

The organisational unit of the University is obliged to deliver one copy of the Master's dissertation each to the University library and the National Library of Montenegro, as well as to publish it on the website of the organisational unit, within 30 days of the defence of the Master's dissertation.

Article 31

Students who have defended their Master's dissertation are entered into the register of Master's of Science/Arts kept by the organisational unit of the University.

Article 32

The Senate may advertise the annulment of a degree on the achieved academic title of Master of Science/Arts, apart from cases determined by law, and in the event that the degree certificate is signed by an unauthorised person or if the degree bearer has not fulfilled all the exam and other obligations in the way and according to the process determined by law, the statute of the University, and these rules.

Article 33

The University may issue a new degree certificate and supplement, or may amend the degree certificate in accordance with the law.

Final provisions

Article 34

These rules enter into force on the eighth day after publication in the Bulletin of the University of Montenegro.