

**RULES OF STUDY AT POSTGRADUATE LEVEL**  
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## **1. GENERAL PROVISIONS**

### **Article 1**

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

### **Article 2**

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

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

### **Article 3**

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

### **Article 4**

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

## **2. THE ORGANISATION OF POSTGRADUATE STUDIES**

### **Organiser of Postgraduate studies**

### **Article 5**

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

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

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

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

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

### **Article 6**

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

The Board for monitoring the Masters studies gives its opinion on the application of the topic of Master's thesis, from the point of view of the methodological principles of scientific research work, or professional work, and performs evaluations through the use of a software for detection of plagiarism.

### **Article 7**

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

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

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

## **Realisation of the Study programme and Teaching**

### **Article 8**

Postgraduate study programmes are divided into academic years and semesters.

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

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

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

## **Duration of Postgraduate studies**

### **Article 9**

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

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

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

## **The Structure of a Study programme**

### **Article 10**

A Postgraduate study programme contains the following:

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

### **Article 11**

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

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

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

### **3. ENROLMENT IN POSTGRADUATE STUDY PROGRAMMES**

#### **Article 12**

Enrolment in postgraduate study programmes is carried out based on a public call announced by the Governing Board of the University, according to the licence, with previous approval by the Government.

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

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

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

The call includes the number of students for admission, the conditions of enrolment, the name of the Study programme and deadlines for enrolment.

#### **Article 13**

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

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

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

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

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

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

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

#### **Article 14**

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

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

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

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

#### **Article 15**

The ranking procedure is done after scoring.

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

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

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

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

#### **Article 16**

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

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

The decision on objections under Paragraph 2 of this Article must be made within 24 hours from the submitting of the objection and the decision is final.

The Senate of the University verifies decisions on enrolment.

#### **Article 17**

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

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

#### **Article 18**

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

### **4. THE PROFESSIONAL BODIES OF POSTGRADUATE STUDIES**

#### **Article 19**

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

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

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

- proposing the organisation of lectures;
- preparing for the beginning of classes;
- preparing decisions on the objections and appeals of students;
- monitoring the study programme;
- preparing annual reports on Postgraduate studies activities;

- proposing measures for the improvement and upgrading of Postgraduate studies;
- co-ordinating other activities of importance for the realisation of Postgraduate studies.

#### **Article 20**

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

### **5. Master's Thesis Submission and Defence**

#### **Article 21**

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

Council entitles the mentor and commission for evaluation of Master's thesis and approves the proposed topic.

The Commission from paragraph 2 of this Article comprises of three members, as a rule, out of which one is the mentor.

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

Mentors of Master's thesis are teachers from the scientific field of the topic.

#### **Article 22**

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

Assistance for preparation of a topic is provided for a student by mentor, who signs the consent.

#### **Article 23**

Based on the submitted application, with the consent of the Commission for Postgraduate studies and the received opinion of the Board for Monitoring Master's studies, a student continues with his work.

#### **Article 24**

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

Each MA/MSc candidate submits:

- An application;
- Four copies of the paper (not hard covers) and electronic copy;
- A report from the official records of the exams and ECTS credits of the candidate;
- A signed statement on the originality of Master's thesis, in accordance with the Article 22 of the Law on Academic Integrity.

### **Article 25**

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

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

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

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

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

### **Article 26**

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

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

At the top: THE UNIVERSITY OF MONTENEGRO  
FACULTY/ACADEMY

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

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

One line lower: MASTER'S THESIS

At the bottom: place, year

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

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



## DATA AND INFORMATION ABOUT THE MA/MSc CANDIDATE

Name and surname

Date and place of birth

Name of the completed graduate study programme and graduation year

## INFORMATION ABOUT THE MASTER'S THESIS

Name of the postgraduate study programme

Title of the thesis

Faculty/Academy where the thesis was defended

## UDC, GRADE AND DEFENCE OF MASTER'S THESIS

Date of submission of the Master's thesis

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

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

Mentor

Commission for the evaluation of the thesis

Commission for the defence of the thesis

Proof-reader

Date of defence

Date of promotion

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

Preface (Introduction)

Abstract

Abstract in English

Content

Original final version of the Master's thesis

### **Article 27**

The electronic copy of the thesis is submitted to the Board for monitoring the Masters studies due to the authenticity evaluation.

Copies of the thesis are also submitted to the members of the Commission for its evaluation.

One copy of the thesis is made available in the Library of the Organisational unit and the University library, along with the report by the Board for monitoring the Masters studies stating that the Master's Thesis has no elements that could be interpreted as plagiarism.

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

Objections to the Master's thesis may be submitted within a span of 7 days from the day the announcement from Paragraph 4 of this Article was posted.

### **Article 28**

The Commission for the evaluation of the Master's thesis shall, within a span of 30 days from the day of the submission of the Master's thesis, submit to the Council of the

Organisational unit their report on the Master's thesis (a short outline of the thesis: its aim, the methods used, the results obtained and conclusions regarding the conducted research), with a concluding paragraph and suggestions, including a statement in response to remarks.

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

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

#### **Article 29**

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

#### **Article 30**

Each MA/MSc candidate may defend his/her thesis after the Council of the Organisational unit made a decision to approve the report by the Commission for the Evaluation of the Master's thesis, i.e. a decision on the approval of the Master's thesis.

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

#### **Article 31**

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

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

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

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

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

- GRADE A - outstanding performance
- GRADE B - performance above the average standard
- GRADE C- performance meets the average standard

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

### **Article 32**

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

### **Article 33**

Each Master's thesis can be defended once.

### **Article 34**

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

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

### **Article 35**

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

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

### **Article 36**

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

### **Article 37**

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

### **Article 38**

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

### **Article 39**

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

## **6. FINAL PROVISIONS**

### **Article 40**

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

### **Article 41**

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