

On the basis of Article 86 paragraph 2 of the Law on Higher Education (“Official Gazette of Montenegro”, Nos. 44/14, 47/15 and 40/16) and Article 32 of the Statute of the University of Montenegro, the Senate of the University of Montenegro, at the session held on 4 May 2017, passed:

THE RULEBOOK ON PRACTICAL TEACHING

General Provisions

Article 1

This rulebook regulates the conditions and method of implementing practical classes for students of the University of Montenegro (hereinafter: the University).

Article 2

Practical classes are mandatory for all students of the University and are an integral part of the teaching process, which includes practical work with the goal of acquiring practical knowledge, skills and competences for unimpeded inclusion into the labour market.

Apart from this basis goal, practical classes:

- are a mandatory part of the teaching process for acquiring a bachelor’s degree with a learning outcome which is a guarantee of direct inclusion into the production processes of work, with the application of specific professional knowledge and skills;
- are a mandatory part of the teaching process for acquiring a master’s degree with a learning outcome which is a guarantee of specialised and advanced knowledge and skills, along with an applicable component of scientific research and artistic research;
- in general, influence employment, competitiveness in the labour market, after the completion of studies;
- provide better links between the University and businesses/the public sector and implementing deeper cooperation and evaluation in the part which relates to working together on the education of students and the improvement of the results of cooperation in the field of the development of human resources, in the field of innovation and the transfer of knowledge and technology.

Article 3

Practical classes are carried out in accordance with the curriculum of the appropriate study programme, and according to the special programme of practical classes, which is adopted by the council of the organisational unit of the University.

Article 4

Practical knowledge, skills and competencies may be acquired within the framework of the teaching and scientific research infrastructure of the University, or organisational unit, or the clinical teaching bases, or by practical work with an employer in appropriate business entities, scientific research and cultural institutions, and other legal entities which fulfil the conditions stipulated in this rulebook.

Students may conduct professional practical work, in part or completely, abroad, through mobility programmes or student exchange programmes, in accordance with inter-institutional agreements.

Article 5

All expressions used in this rulebook in which the masculine gender is used for physical persons also refer to the feminine gender without prejudice.

Guarantee for Conducting Practical Classes

Article 6

The methods of organising and implementing practical classes may be different depending on the specific teaching areas of the organisational unit.

If the practical classes are conducted at the University, the organisational unit must have the appropriate spatial and material capacities available.

If the practical classes are conducted outside the University – with an employer – the criteria for determining the place of implementation are:

- the employer's area of activity and the possible areas of practical classes related to it;
- the personnel structure which the employer is ready to make available for carrying out the practical classes;
- the level of technical equipment of the employer; and
- the professional references of the employer in the field of his business.

If practical classes are carried out outside the University – in clinical teaching bases – the base at which the practical classes are implemented may also be another health institution which fulfils the conditions stipulated by law in the field of health activity.

Evaluation of Practical Classes

Article 7

Practical classes are part of the teaching outcome and workload of the students, which are evaluated by a number of points, which is included in the overall number of ECTS credits for one semester/academic year, or in the overall number of ECTS credits for an individual subject.

The schedule of practical classes in individual subjects, or years of study, is determined depending on the nature of the subject, by a plan for the organisation of practical classes which is adopted by the council of the organisational unit of the University.

The knowledge and skills acquired in the practical work are evaluated by means of exam-based knowledge tests.

If the practical classes are implemented within a mobility programme, the number of points, or other appropriate indicator (e.g. number of hours) of the achieved teaching outcomes, is specified in the learning agreement for the practical teaching.

Implementation of Practical Classes

Article 8

The mutual rights and responsibilities based on the implementation of practical classes outside the University are regulated by an appropriate agreement on the implementation of practical classes at the teaching base, or with an employer. The agreement from paragraph 1 of this article is an integral part of this rulebook.

Article 9

The organisational unit is responsible for the organisation of practical classes.

The organisational unit undertakes to:

- a) adopt the programme of practical classes;
- b) choose the employers, according to the thematic field of teaching, as well as recommend health institutions for teaching bases;
- c) inform the student about his duties and responsibilities during practical classes, in accordance with the programme of practical classes;
- d) submit, before the beginning of practical classes, a referral to the teaching base, or employer, filled in by the responsible service of the organisational unit, which refers the student to the carrying out of professional practical work, with precise identification data for every referred student;
- e) offer required help so that practical classes can be carried out in the most effective way;
- f) resolve problems in the conducting of practical classes;
- g) ensure that the subject teacher and leader of the professional practical work, who is implementing and leading the practical classes, keeps appropriate records and produces a report which is delivered to the student administration of the organisational unit.

The student undertakes, during practical classes:

- a) not to disrupt work processes, nor to endanger the property and reputation of the teaching base or employer by his work;
- b) in everything, to respect the work ethics and rules of behaviour at the teaching base or with the employer; otherwise the further conducting of professional

- practical work may be terminated, with a simultaneous notification submitted to the organisational unit about the facts and reasons that led to the termination;
- c) to answer for any damage which he has caused by his negligence or which was his own fault;
 - d) to keep confidential all information and knowledge he had access to while carrying out the professional practical work, in accordance with the rules of the organiser of the professional practical work;
 - e) to respect all the rules relating to safety and protection at work.

Article 10

After completion of the practical classes, the leader of the professional practical work at the teaching base, or with the employer, submits a report on the implementation of practical classes.

Final Provisions

Article 11

This rulebook enters into force on the eighth day after the day of publication in the Bulletin of the University of Montenegro.

No: 03-1211
Podgorica, 4 May 2017
SENATE OF THE UNIVERSITY OF MONTENEGRO
President
Prof. Radmila Vojvodić, rector

AGREEMENT
ON THE IMPLEMENTATION OF PRACTICAL CLASSES OUTSIDE THE
UNIVERSITY OF MONTENEGRO (IN A TEACHING BASE OR WITH AN EMPLOYER)

Concluded in _____ (place), on ___/___/_____ (day/month/year), between the contracting parties:

1. The University of Montenegro – organisational unit _____, with its headquarters in _____ (city), at _____ (address), represented under the authority of the rector by the dean _____ (hereinafter: organisational unit)

2. The teaching base/employer, whose headquarters is in _____ (city), at _____ (address), tax reference number _____, represented by _____ in the capacity of _____

3. Student _____ (first name and surname), student number _____ (hereinafter: the student)

I Introductory Provisions

Article 1

- Practical classes are an integral part of the teaching process, which involves practical work by students, the goal of which is the acquisition of practical knowledge, skills and competencies for unhindered inclusion into the labour market, and which is carried out within the framework of the teaching and scientific research infrastructure of the University of Montenegro, or organisational unit, or clinical teaching base, or by practical work with an employer in appropriate business entities, scientific research and cultural institutions, and other legal entities which fulfil the conditions set out in the Rulebook on Practical Teaching;
- This form of practical classes is mandatory for all students of the University of Montenegro, in accordance with the Law on Higher Education and the acts of the University of Montenegro;
- The programme of practical classes covers the training stipulated by the teaching plan and programme of the organisational unit;
- All expressions in which the masculine gender is used for physical persons also refer to the feminine gender without prejudice.

II Subject of the Agreement

Article 2

This agreement regulates the mutual relations of the contracting parties for the conducting of practical classes outside the University of Montenegro (in teaching bases and with an employer), with the goal that the student acquire practical knowledge, skills and competencies, which are appropriate to the profile of his studies, for unhindered inclusion into the labour market, in accordance with the Programme of Practical Classes with the specified duration, and which he will be able to apply in practice.

The programme from paragraph 1 of this article is an integral part of this agreement.

The field in which the student will carry out professional practical work is _____.

The person in charge of practical classes on the part of the organisational unit is _____.

III Guarantee

Article 3

The teaching base, or employer, guarantees that it possesses all the necessary resources to carry out the programme of practical classes successfully and efficiently, as well as, to that end and in accordance with the provisions of this agreement, that it will fulfil all the conditions and take all appropriate measures necessary to carry out said classes.

IV Obligations of the Contracting Parties

Article 4

The organisational unit undertakes:

- a) to adopt the Programme of Practical Classes;
- b) to choose the employer, according to the thematic field of teaching, as well as to recommend health institutions and teaching bases;
- c) to inform the student about his obligations and responsibilities during the practical classes, in accordance with the Programme of Practical Classes;
- d) before the beginning of practical classes, to submit a reference to the teaching base, or employer, filled in by the responsible administration of the organisational unit, which refers the student to the carrying out of professional practical work, with precise identification data for each referred student;
- e) to offer required help so that the practical classes can be carried out in the most effective manner;
- f) to resolve problems in the implementation of practical teaching;
- g) to make sure that the subject teacher and leader of the practical classes, who implements and leads the practical classes, keep appropriate records and produce a report which is submitted to the student administration of the organisational unit.

Article 5

The student undertakes, during the professional practical work:

- a) not to disrupt work processes, nor to endanger the property and reputation of the teaching base or employer by his work;
- b) in everything, to respect the work ethics and rules of behaviour at the teaching base or with the employer, otherwise the further conducting of professional practical work may be terminated, with a simultaneous notification submitted to the organisational unit about the facts and reasons that led to the termination;
- c) to answer for any damage he caused by his negligence or which was his own fault;
- d) to keep confidential all information and knowledge he had access to while carrying out the professional practical work, in accordance with the rules of the organiser of the professional practical work;
- e) to respect all the rules relating to safety and protection at work.

Article 6

The teaching base/employer is obliged:

- a) to provide for the student a place and conditions for acquiring practical knowledge and skills, in accordance with the Programme of Practical Classes and this agreement;
- b) to appoint a leader of professional practical work, who will cooperate with the subject teacher/link person with the organisational unit, regarding the implementation of the Programme of Practical Classes;
- c) at the end of the professional practical work, the leader of the professional practical work is obliged to submit to the organisational unit a report on the implementation of the professional practical work;
- d) to provide the student with protection of health at work, in accordance with the law and by its own acts, determining the measures of employee protection;
- e) if at any time or for any reason, the leader of the professional practical work is no longer able to continue to carry out his activities in accordance with this agreement, to immediately inform the organisational unit thereof, which should agree with the recommendation about determining a new leader of the professional practical work, and which should also appoint this leader within _____ days. If for justifiable reasons the recommended leader of the professional practical work is not acceptable for the organisational unit, which the organisational unit is obliged to explain, the same may terminate this agreement with a termination period of _____ days. In that case, the organisational unit will ensure that the started Programme of Practical Classes will be implemented until its end in another teaching base, or with another employer.

V Financing of Practical Teaching

Article 7

The contracting parties agree that the implementation of the Programme of Practical Classes does not demand any financial or other payment between the contracting parties.

Excluding those in paragraph 1 of this article, the organisational unit may participate financially, in accordance with its possibilities, in the financing of material and technical conditions for implementing the students' practical teaching in clinical teaching bases.

VI Duration and Termination of the Validity of the Agreement

Article 8

This agreement becomes binding on the day it is signed by the authorised representatives of the contracting parties, and will be applied from the day when the student begins carrying out the practical classes and is valid until _____.

The contracting parties may agree to extend the period of validity and this is done by concluding an annex to this agreement, at the latest _____ days before the expiry of the validity period.

Article 9

Each contracting party may unilaterally terminate this agreement in the event that another contracting party does not carry out or grossly violates any of his contractual obligations or it becomes apparent that the obligations cannot be carried out because of circumstances unforeseeable at the moment of concluding this agreement.

The agreement is terminated by sending a written notice of termination, whereupon the agreement is considered terminated upon the expiry of _____ days from the day of the notice being received, except if that contracting party, during the additional period, fulfils his contractual obligation, or removes the previously committed violation of the agreement.

VII Resolution of Disputes

Article 10

The contracting parties will resolve any disputes between them in the implementation of this agreement primarily by peaceful means, with mutual negotiation. However if this not possible, the jurisdiction of the competent court in Podgorica is agreed upon.

VIII Amendments and Additions to the Agreement

Article 11

Amendments and additions to this agreement are made in the form of an annex, concluded by the authorised representatives of the contracting parties.

IX Final Provisions

Article 12

This agreement comprises six (6) identical copies, two (2) for each contracting party.

For the organisational unit

For the teaching base/employer

The student
