



**STATUTE
OF THE UNIVERSITY OF MONTENEGRO
(revised text)¹**

I BASIC PROVISIONS

Article 1

This Statute shall regulate: organization, activity and operations of the University of Montenegro; authorization and method of work of its authorities; status of Organizational units, their authorization and authorities; organization and implementation of study programmes; research, scientific and artistic work; status, rights and duties of academic and other staff; status, rights and duties of students; exercise of property rights, acquisition of income and the disposal of the funds, as well as other issues of significance for the operation of the University of Montenegro.

Article 2

The University of Montenegro (hereinafter referred to as the "University") is autonomous in performing its activities, in accordance with the Law.

The autonomy of the University, in terms of paragraph 1 of this Article, shall imply the right to:

- Determine the study programmes;
- Independent development and implementation of study programmes;
- Determining the Rules of Study;
- Regulate internal organization;
- Select management and the governing authorities, in accordance with the law;
- Elect academic and other staff, in accordance with the law;
- Establish cooperation with domestic and foreign institutions;
- Publish and publicly present scientific results, in accordance with special law and acts of the University;
- Issue public documents;
- Manage financial funds;
- Use of assets;
- Assign honorary titles and other honorary ranks;
- Other rights arising from good academic practice, in accordance with the law and this Statute.

Article 3

The University shall provide freedom of organization and association, as well as protection from discrimination on any grounds, in accordance with special law.

The University shall regulate the basic moral and professional principles of academic and other staff by its Code of Ethics.

¹Basic text of the Statute of the University of Montenegro number 07-304 of 4 February 2015 (Bulletin of the University of Montenegro number 337 – special edition of 13 February 2015)

Decision amending the Statute of the University of Montenegro number 02 – 350/1 of 17 December 2018



(Bulletin of the University of Montenegro number 447 of 31 December 2018)

Article 4

The Founder of the University is Montenegro.

The University was founded on 29 April 1974.

The Day of the University is 29 April each year.

Article 5

The University has the capacity of legal entity.

The Name of the University is: the University of Montenegro.

The Name of the University in English language is: the University of Montenegro.

The Seat of the University is in Podgorica.

The Name "University of Montenegro" is mandatory to be referred to in front of the Organizational unit of the University.

Article 6

The University shall have its own logo and a flag.

The Rector's insignias are the Rector's Chain (Medal) and the Rector's Gown.

The appearance, content and use of the logo, flag and Rector's insignias shall be determined by a special act of the University, adopted by Managing Board of the University (hereinafter referred to as the "Managing Board").

Article 7

Organizational units of the University may have their prominent logo and use it exclusively with the University logo.

Within their core activities, the Organizational units shall have the right and obligation to use the University flag and in other cases the use of the flag shall be approved by the Rector.

Article 8

The University and the Organizational units shall have their own seal.

The University seal and Organizational units' seals shall be shaped as irregular circles containing the name "University of Montenegro".

The University logo shall be placed in the middle of the seal.

The University shall have a dry seal.

The Organizational unit seal, in addition to the contents stipulated by paragraphs 2 and 3 of this Article, shall also contain the name of the Organizational unit.



Diameter of the seal shall be 32 mm.

The University and the Organizational unit may, when necessary, have a seal of a smaller diameter.

The University and the Organizational unit may have several copies of the seals of the same size, identical in contents, where every copy shall be marked with Arabic number.

The seal shall be made of rubber or other suitable material.

More detailed rules on the fabrication of the seal, safekeeping, use and destruction, shall be regulated by a special act adopted by the Managing Board.

Article 9

The University shall have the stamps serving for registering purposes as follows:

- 1) rectangular shape stamp with the text: "Montenegro, University of Montenegro, number, date and year, Podgorica;
- 2) stamp for mail receipt, of rectangular shape, with the text: "University of Montenegro, received, Organizational unit, number, attachment and value".

The stamp of the Organizational unit of the University, in addition to the contents determined by paragraph 1 of this Article, shall also contain the name of the Organizational unit.

Article 10

The University may execute status changes, in accordance with the law and this Statute.

Article 11

The University shall perform the educational, scientific-research, artistic, expert-consultant and publishing activities, and can also perform other activities, including the assignments used for the market valuation of the results of scientific-research work.

The University shall carry out the activity referred to in paragraph 1 of this Article directly or through its Organizational units.

The activity of the University is based on:

- 1) academic freedoms;
- 2) openness towards the public;
- 3) cooperation and partnership between the employees at the University, students and other participants in the Higher Education process;
- 4) principles of establishing the European Higher Education and Research Area; creation of opportunities for acquiring life-long higher education.

Article 12

For the purposes of fostering the development of students showing results above average, their employment and scholarships, helping certain social, cultural and other activities of students, stimulating and supporting creativity in science and higher education, as well as for other purposes of common interest, the University may, in accordance with the Law, establish the foundations



and the funds, with the approval of the Government of Montenegro (hereinafter referred to as the "Government").

The objectives, conditions and method of using funds from the foundations and the other funds referred to in paragraph 1 of this Article, as well as the management forms, shall be governed by the Memorandum of Association.

II ORGANIZATION OF THE UNIVERSITY

Article 13

The University is an integrated higher education institution, made of the Organizational units: Faculties, Arts Academies, Institutes and Higher schools.

Centre, scientific-technological park and other organizations for carrying out innovative activities and provision of infrastructure support for the development of innovations and commercialization of the results of research and artistic work shall be separate organizational units of the University.

The Organization units referred to in paragraph 1 of this Article shall not have the capacity of legal entity.

The University may establish internal units (Service departments, Services, Centers, etc.) with a view to achieving the necessary standards of university activity, cost-efficiency and efficiency of work.

The institutional form of organizing students at the University shall be the Students' Parliament.

1. Organizational Units

Article 14

Faculty is an Organizational unit of the University which in performance of its activities integrates educational, scientific-research, artistic and vocational work and constituting a part of a unique process of higher education.

Arts Academy is an Organizational unit of the University developing the artistic creation, scientific-research and vocational work within the area of the Arts.

Article 15

The Faculty or Arts Academy shall be in charge for:

- 1) the organization and implementation of a teaching process of education, scientific- research, research-artistic and professional work, for which they have a license;
- 2) submitting the proposals to the Senate on issues relating to the Study curriculums they are implementing;
- 3) making the decisions on academic, scientific, artistic and professional issues at the level of the Organizational unit;
- 4) identifying proposals within the scope of its competence, in accordance with the law and this Statute;



- 5) implementation of professional and scientific- research projects within its scope;
- 6) giving opinions in the procedure of the determining the internal organization and systematization of the University and decision-making on staff employment in accordance with the law and this Statute;
- 7) distribution and use of funds allocated by the University and funds acquired from their own activities, in accordance with the law, this Statute and General Acts;
- 8) performing other registered activities for which they meet the prescribed conditions;
- 9) other activities arising from the law, this Statute and other regulations and General Acts.

Article 16

The Faculty, i.e. the Arts Academy shall organize and implement the study programmes in accordance with its area of study, arising from the accredited study programme, and the area of study shall be determined by a special decision of the Senate, in accordance with the law.

The principle of an area of study shall be implemented within the study programmes and scientific-research and research-artistic work, in the procedure of selecting teachers and associates and in the mentorship in Doctoral studies.

If the University, or two or more of the Organizational units belonging to it, implement multidisciplinary or interdisciplinary studies and scientific-research activity, their organization and implementation shall be defined by mutual agreement, in accordance with the law and this Statute.

Article 17

The Institute is an Organizational unit of the University performing scientific-research work, in accordance with the separate law.

Article 18

The higher school is an Organizational unit of the University whose activity shall be to implement teaching in certain vocational area or related areas and shall be in charge for:

- 1) organization and implementation of the teaching process of Undergraduate and Postgraduate studies, research, artistic and vocational work;
- 2) submitting proposal to the Senate on issues related to the study curriculum being implemented;
- 3) making decisions on academic, research, artistic and vocational issues in the level of the Organizational unit;
- 4) identifying proposals within the scope of its competence, in accordance with the law and this Statute;
- 5) the implementation of vocational and research projects within its activity;
- 6) giving opinions in the process of the determining the internal organization and systematization of the University and decision-making on staff employment in accordance with this the law and the Statute;
- 7) distribution and use of funds allocated by the University and funds acquired from their own activities, in accordance with the law, the Statute and General Acts;
- 8) performance of other registered activities for which they meet the prescribed conditions;
- 9) other activities arising from the law, this Statute and other regulations and General Acts.



The Higher school may be organized within the Faculty or the Arts Academy.

Provisions of this Statute pertaining to the study programme shall accordingly apply to the incorporation and status changes of the Higher school referred to in paragraph 2 of this Article.

2. Status Changes

Article 19

The University may make status changes to Organizational units (incorporation, division, merging or abolition) by submitting the Feasibility Study of status changes by the Council of the Organizational units or authorities of the University.

The Study referred to in paragraph 1 of this Article shall contain: name and seat of the Organizational unit; activity of the Organizational unit, means of providing academic and professional staff, facilities and equipment, funds for the establishment and performance of activities and the means of their provision, as well as other issues significant to the performance of their activities.

After the adoption of the Feasibility Study of status changes, the Managing Board, considering the previous opinion of the Senate and the Rector, shall make the decision on the initiation of a status change.

The decision on a status change shall be made by the Government.

After making the Government's decision referred to in paragraph 4 of this Article, Managing Board shall appoint the Board for Undertaking Preparatory Actions for obtaining the accreditation and the license.

Article 20

Sub-organizational units may be established within the Organizational unit of the University (Centers, Laboratories, etc.) for the performance of research, scientific, artistic and vocational work, in accordance with the Act on the Internal Organization and Systematization of the University.

Article 21

The University may have its Teaching hospitals.

The health institution meeting the requirements prescribed by the law in the area of health activities shall be designated as Teaching Hospital by the Senate, following the proposal of the Council of the Organizational unit.

The mutual rights and duties between the University and the Teaching Hospital shall be regulated by a contract.

3. Authorization of the Organizational unit in legal transactions

Article 22

In legal transactions with third parties the organizational units shall have the restricted authorization in performing professional work, inter-University cooperation and business in the labor market, within the registered activity in accordance with this Statute.

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Organizational unit shall be entitled to dispose of the monetary assets kept on the account of the Organizational unit- opened by the University, in accordance with the regulations for payment transactions, in accordance with the Financial Plan of the University and the Financial Plan of the Organizational unit and in accordance with this Statute.

III AUTHORITIES OF THE UNIVERSITY

Article 23

The Managing authority of the University shall be the Managing Board.

The professional authority of the University shall be the Senate.

The Governing authority of the University is Rector.

1. Managing Board

Article 24

In exercising its management function, the Managing Board shall carry out activities stipulated by the law and this Statute, and shall particularly:

- 1) set up the scientific-research, educational, artistic and development-investment policy of the University, at the proposal of the Senate and the Rector;
- 2) adopt the Statute of the University and other General Acts;
- 3) review and set up the University Budget;
- 4) adopt the Financial Plan of the University, at the proposal of the Rector, and supervise its implementation;
- 5) adopt the Annual Financial Report of the University;
- 6) adopt the Rulebook on the allocation of the funds of the University;
- 7) plans the funds from the Budget of Montenegro and provide them from other sources;
- 8) make the decision on the establishment of other legal entities for educational and research purposes, as well as of special profit organizational forms, with the approval of the Government;
- 9) decide on the disposal of proprietary rights of the University;
- 10) make decision on investing funds for educational or research purposes, with the consent of the Government;
- 11) give prior consent to the Rector for the disposal of the funds, and to the Managers of the Organizational units, in accordance with this Statute;
- 12) give instructions and guidelines for the implementation of the financial operations of the University and the Organizational units;
- 13) provides for conducting financial controls, in accordance with the law and this Statute;
- 14) determine the amount of scholarships and amount of the study fee, in accordance with the law, and the amount of other fees paid by students;
- 15) determine the admission policy and announce the advert for admission to the studies, in accordance with the law;
- 16) acts upon the appeal on the decision of the Senate on student dismissal;
- 17) set up the organizational structure and systematization of the University, at the proposal of the Rector;



- 18) appoint and dismiss the Rector and General Secretary of the University, Deans and Directors of the Organizational units of the University and appoint and dismiss the Vice-Rectors of the University;
- 19) appoint managing authorities, i.e. representatives in managing authorities of organization founded by the University and perform other tasks related to the founding rights, in accordance with the law and this Statute;
- 20) decides on introducing and repealing of a study programme, with the previously obtained opinion of the Senate and the Rector, in accordance with the law;
- 21) adopt the act regulating in more details the appearance, contents and use of the University logo, seal and flag of the University;
- 22) set up the amount of fee for the operation of authorities and operating bodies of the University, established by the University authorities;
- 23) take care of the protection of the standard of living of employees and students at the University;
- 24) make decision on other issues within its competencies stipulated by the Law, this Statute and other acts of the University.

Article 25

The Managing Board shall have 15 members, and shall be made of:

- five representatives of the Founder,
- six representatives of the academic staff (five with academic degree and one associate) elected among the employees at the University,
- one representative of other employees,
- three representatives of the students, bearing in mind that the structure shall include students from all levels of studies (Undergraduate, Post-Graduate and Doctoral).

The representatives of the Founder shall be appointed by the Government.

Representatives of the academic staff with academic degrees shall be elected by the Senate by secret voting, by majority votes of the total number of Senate members, taking care of the equal representation of scientific areas and the arts.

Associate representative shall be elected by a separate body, comprised by two associates each, elected in every Organizational unit.

Associate representative shall be elected by secret voting, by majority of votes out of the total number of separate body members.

The representative of the other employees shall be elected by a separate body, comprised of two employees each, elected in every Organizational unit. The representative of other employees is elected by secret voting, by majority votes out of total number of votes of the separate body.

The students' representatives shall be elected by Students' Parliament, in accordance with its own Rules.

Article 26

Managing Board shall have a President and a Vice-President.



The President of the Managing Board shall be elected by Managing Board among the members of Managing Board with academic degree.

The Vice-President of Managing Board shall be elected by Managing Board at the proposal of the President, from among the members of the Managing Board.

The General Secretary of the University shall also be the Secretary of the Managing Board.

In preparation of materials for considering the issues under the competences of the Managing Board, the President of the Managing Board may establish advisory and other operating bodies and request the information and data needed.

Article 27

The Managing Board shall be elected for a period of four years, except for the students' representatives who shall be elected for a period of two years.

Article 28

Mandate of the member of the Managing Board shall terminate by dismissal:

- 1) with expiration of time he/she was appointed or elected for;
- 2) on personal request;
- 3) in case of revocation;
- 4) if his/her employment terminates, i.e. the capacity which was the basis of the appointment or election;
- 5) by election to the function which excludes membership to the Managing Board;
- 6) if he/she has been sentenced to an unconditional imprisonment;
- 7) If he/she has been convicted of an act making him/her unworthy for performing the function;
- 8) if he/she acts in a way that may discredit the University;
- 9) If his/her inability to perform duty has been detected, which is proven by medical documentation;
- 10) if he/she behaves in a way that constitutes omission or refusal or neglect of duty;
- 11) if he/she performs the duty recklessly or unprofessionally;
- 12) if it is established that he/she has personal or other interest opposed to the interests of the University (a conflict of interests).

Mandate of the member of the Managing Board who has been subsequently appointed, or elected to the vacancy in the Managing Board, shall terminate with the expiry of the mandate of the Managing Board. Termination of the mandate to the member of the Managing Board in case referred to in paragraph 1 point 7 of this Article shall be recognized by the Managing Board.

Article 29

The dismissal procedure referred to in Article 28 paragraph 1 points 8 to 12 of this Statute shall be initiated by the Managing Board at its own initiative, by making the decision, except for a member of the Managing Board who is the Founder's representative.

Simultaneously with the initiation of dismissal procedure, the Managing Board shall set up the



Commission for checking compliance of the conditions of dismissal.

The Commission referred to in paragraph 2 of this Article shall obtain written evidence and a statement from the member of the Managing Board the initiative is related to.

The report of the Commission shall be delivered to the Managing Board.

Decision on the dismissal of a member of the Managing Board shall be made by the Managing Board by secret voting.

Article 30

Managing Board shall perform tasks within its competence and shall make the decisions at its sessions.

Notwithstanding paragraph 1 of this Article, in urgent and other particularly justified cases, the sessions can be held electronically.

Managing Board shall make the decisions by majority of votes out of the total number of members.

Managing Board shall make decisions by open voting, except for those issues determined where this Statute and the General Acts establish that the decisions shall be made by secret voting.

Article 31

Managing Board shall adopt the Rules of Procedure.

2. Senate

Article 32

In exercising its function, the Senate shall:

- 1) make decisions on issues of teaching, scientific, artistic and vocational activities of the University;
- 2) consider the strategy of academic activities development of the University, including the establishment of new ones, division, merger or abolition of current study programmes and Organizational units of the University and shall give its opinion on these issues to the Rector and the Managing Board of the University;
- 3) identify study programmes (structure, content, subjects, courses);
- 4) conduct periodic evaluation of study programmes with the aim of ensuring quality, for the purposes of harmonization with new scientific findings;
- 5) adopt the Academic Calendar; determines the examination term for the additional examination term;
- 6) determine the number of semesters for the implementation of teaching in a study year;
- 7) adopt the organization of teaching at all study levels including the teaching organized as distance learning;
- 8) promote candidates to academic and scientific degrees;
- 9) appoint commissions for the promotion of candidates to academic and scientific degrees;
- 10) make the decision on the University register of domestic and international journals, and collection of paper from scientific events, significant for the promotion of candidates to academic and scientific degrees;



- 11) define the patronage of each Organizational unit;
- 12) propose to the Managing Board the decision-making on organizing studies in cooperation with domestic or foreign Higher Education Institution (programmes of dual or joint diplomas);
- 13) make decisions in the procedure of acquiring academic title of PHD;
- 14) give opinions in the procedure of electing the Rector;
- 15) take care of the implementation of lifelong learning programmes;
- 16) suggest the number of students to be admitted to the University study programmes;
- 17) provide for the enforcement of academic standards and adopt a General Act establishing the Rules of Study;
- 18) determine and conduct procedures of quality assessment of teaching and shall analyze the students' passing rates and shall determine measures for the improvement of scientific-teaching process;
- 19) set up the criteria for equalizing education and the programme acquired under the former regulations with education acquired in accordance with the Law on Higher Education;
- 20) regulate the procedure and the conditions for awarding the title of Professor Emeritus and award the title;
- 21) conduct the procedure for awarding Honorary degrees and other acknowledgments and awards;
- 22) adopt the Code of Ethics;
- 23) decide on the exclusion of students from the University;
- 24) regulate the procedure for identifying plagiarism, in accordance with the special law;
- 25) consider the strategy of protection of intellectual property of the University and its use;
- 26) give opinions and proposals regarding all other issues at the request of the Rector or Managing Board of the University;
- 27) adopt the Rules of Procedure and General Acts within its competence;
- 28) do other jobs stipulated by the law, this Statute or other regulations.

Article 33

The Senate is comprised of:

- Rector,
- Vice-Rectors, one representative from each Organizational unit, elected by the Council of the Organizational unit from among their academic staff, with an academic or scientific title,
- students' representatives, making 20% out of total number of Senate members, bearing in mind that the structure includes students from all levels of studies (Undergraduate, Post-Graduate and Doctoral);
- One representative of associates, elected from among the associates employed at the University.

Out of total number of Senate members, at least 50% of members must be from among the Full Professors of the University.

The Council of the Organizational unit shall elect the Senate member, as a rule, from among those persons with the highest academic or scientific degree.



Students' representatives shall be elected by the Student Parliament, in accordance with its Rules.

Representative of associates shall be elected by a separate body referred to in Article 25 paragraph 4 of this Statute.

Article 34

The Senate shall be elected for a period of three years, except for the students' representative who shall be elected for a period of two years.

The membership of Rector and Vice-Rectors in the Senate shall last during their mandate.

Mandate of the Senate member who has been additionally elected to the vacancy in the Senate shall terminate after expiry of the Senate mandate.

Article 35

The mandate of a Senate member shall terminate by dismissal in the following cases:

- 1) expiration of the term of appointment or the election;
- 2) on personal request;
- 3) in case of revocation;
- 4) if his/her employment terminates, i.e. the capacity which was the basis for the appointment or election;
- 5) election to a function which excludes the membership in the Senate;
- 6) if he/she has been sentenced to unconditional imprisonment;
- 7) If he/she has been convicted for act making him/her unworthy of performing the

position;

The Senate shall recognize the termination of mandate of the Senate member.

Article 36

The Senate shall be presided by Rector.

In absence of the Rector, one of the Vice-Rectors designated by the Rector shall preside.

Article 37

The Senate shall make decisions by a majority vote out of the total number of members who have the right to participate in the decision-making.

In deciding on promotion to academic and scientific titles, only members of the Senate with the same or higher academic or scientific titles may participate.

In the procedure of decision-making for obtaining the title of PhD only those Senate members with academic or vocational degree and PhD title can participate.

The Senate shall decide by open voting, except for those issues where this Statute and other General Acts stipulate the decisions shall be made by secret voting.

Article 38



The Senate has committees: the Committee for Social Sciences, the Committee for the Arts and the Committee for Natural and Technical Sciences.

Each Committee of Senate, on a decision made by the Rector, is presided over by one of the Vice-Rectors. The presiding person is at the same time a member of the Committee.

Committees of the Senate are composed of one representative for each Organizational unit of the University, within the relevant area. The Act on Patronage determines to which Senate committee an Organizational unit belongs.

The provisions of this Statute related to election of Senate members from among academic staff with an academic title apply to the election of members of a Senate Committee.

A member of a Senate Committee may not also be a member of the Senate.

The Committees of the Senate discuss proposals on procedures for promotion to academic or scientific titles and gives opinions to the Senate regarding those proposals, analyses proposals in the procedure of acquiring the title of Doctor of Science, and other issues in the competence of the Senate.

Article 38a

The Board for Doctoral Studies, which was formed by the Senate as a permanent professional body, shall manage Doctoral studies and consider all issues relating to the organization of Doctoral studies and course of study, curriculum of Doctoral studies, give opinions and propose decisions adopted by the Senate, in connection to the implementation of Doctoral studies.

The Board consists of a president and nine members, appointed by the Senate, at the Rector's proposal, from among the employees with academic and scientific titles at the University, from different scientific and artistic areas.

The President of the Board for Doctoral Studies holds a position of director of the Centre for Doctoral Studies.

Competence, manner of work and decision-making of the Board for Doctoral Studies shall be regulated in more detail by the General Act adopted by the Senate.

Article 39

The Senate may form commissions or other working bodies in order to give opinions or proposals on certain issues within its scope.

Article 40

The Senate adopts the Rulebook of Procedures on its operations.

3. The Rector, the Vice-Rectors and the General Secretary

Article 41



The Rector governs, advocates for and represents the University.

The Rector is accountable for work at the University as well as for governance within the operational policy determined by the Managing Board.

The Rector, within his/her competence, shall:

- 1) Organize and govern the operations and work of the University;
- 2) Execute the decisions of Managing Board and the Senate;
- 3) Propose business policy and measures for their undertaking;
- 4) Delivers proposals to Managing Board related to education and the mission of the University, bearing in mind the recommendations and opinion of the Senate;
- 5) Prepare Annual and other Financial Reports to be considered by the Managing Board;
- 6) Proposes to Managing Board the Financial Plan of the University;
- 7) Give orders for the implementation of the Financial Plan of the University;
- 8) Conclude contracts on behalf of the University;
- 9) Undertake all legal actions on behalf and on account of the University in limitations determined by the Law and this Statute;
- 10) Abort all executions of the acts of the Management bodies of Organizational units, if they are contrary to the Law and this Statute, and initiate proceedings for consideration of their legality;
- 11) Propose the appointment of Vice Rectors;
- 12) Appoint Vice Deans or Deputy Directors;
- 13) Give opinions in the procedure of the election of a Dean or Director;
- 14) Perform the promotion of Doctors of Science, Honorary Doctors, Professors Emeritus and issue the awards and acknowledgments of the University;
- 15) Sign diplomas issued by the University;
- 16) Sign contracts on studying;
- 17) Adopt General and Individual Acts in accordance with this Statute;
- 18) Preside over the Rector Collegium and the Expanded Rector Collegium;
- 19) Perform other affairs in accordance with the Law and this Statute.

The Rector is authorized to, in accordance with the Law, independently conclude contracts within the activities of the University, for which the total value in one fiscal year does not exceed the amount of 100,000 Euros (one hundred thousand Euros), while for amounts over 100,000 Euros, it is necessary to acquire the prior consent of the Managing Board.

Article 42

The Rector may form advisory and other working bodies for the consideration and preparation of issues within his/her competences.

Article 43

The vocational, administrative, technical and other similar works of the University are performed by the Rectorate. The Rectorate conducts its activity through the Rector Collegium and the Expanded Rector Collegium. The Rector Collegium is comprised of the Rector, the Vice Rectors and the General Secretary.

The Expanded Rector Collegium is comprised of the members of the Rector Collegium and the Deans



and Directors of the Organizational units.

In the work of the Expanded Rector Collegium, by the request of the Rector, other entities may be included.

In the work of the Rector Collegium, the representative of the Student Parliament may also participate when student issues are considered.

Article 44

The Rector Collegium is called by the Rector. The Rector Collegium discusses and assists the Rector in decision-making regarding current issues of operations, takes attitudes and gives opinions within the scope of work of the Senate, determines guidelines and coordinates the work of the Organizational and other units of the University.

Article 45

The Rector is elected based on a public competition and a submitted development programme for the University.

The Rector is elected by the Managing Board, from among the Full Professors employed at the University, in accordance with the Law and the General Act.

Article 46

The procedure of the election of the Rector is initiated by the Managing Board, at the latest six months before the Rector's mandate expires, and they determine the deadlines for electoral activities.

The competition for the Election of the Rector is announced in the Bulletin of the University of Montenegro and a daily newspaper published in Montenegro.

Applications for the competition are submitted to the University of Montenegro.

Article 47

The procedure of the election of the Rector is conducted by an Electoral Commission of five members, appointed by the Managing Board.

The Electoral Commission shall reject undue and incomplete applications.

The Electoral Commission delivers to the Senate for opinion the programmes of those candidates whose applications are estimated as timely and complete.

The manner and procedure of giving opinion on the programmes of the candidates for Rector are regulated by the Senate through its Act.

Article 48

The Electoral Commission delivers to Managing Board a report on the candidates who applied and the opinion of the Senate.

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Secret voting at Managing Board is conducted by the Electoral Commission.

On the voting ballot only one candidate may be circled at the most.

In the first round, all the candidates whose applications were timely and complete are voted on.

If in the first round none of the candidates get the sufficient and necessary votes, in the second round, the two candidates with the highest number of votes compete, and if several candidates have the same number of votes those candidate compete in the second round.

If in second round none of the candidates get the sufficient votes, in the third round the candidate with the highest number of votes competes, and if several candidates have the same number of votes those candidates compete in the third round.

Article 49

The decision on the election of the Rector is made by the Managing Board, by a majority of votes out of the total number of members of the Managing Board.

The decision of Managing Board is final.

Article 50

If Managing Board does not confirm the election of the proposed candidate, the procedure of election is repeated within a period of no longer than three months.

Article 51

If the election of the Rector is not conducted within deadline, or else the termination of the function of the Rector or their dismissal before deadline expires occur Managing Board determines the person with an academic title who will perform the Rector function.

The person mentioned in paragraph 1 of this Article has all the rights and duties of the Rector.

Article 52

The Rector is elected for a period of three years.

The same person may be elected as Rector of the University two times in a row.

In cases when, due to certain circumstances, the mandate lasts a shorter period than defined period, it is considered that the mandate has been used if more than half the mandate has been used for this function.

Two mandates are not considered to be continuous if there has been a gap of at least three years.

The Rector may simultaneously perform the duty of a Dean or Director of an Organizational unit of the University, or he/she may have any other management or public function, in accordance with the Law.

Article 53



The Rector's function terminates when:

- 1) The mandate expires;
- 2) He/she resigns;
- 3) Their employment at the University is terminated;
- 4) If he/she is elected to some other function which has no connection with to the function of Rector.

The termination of the function of the Rector is ascertained, without discussion, at a session of the Managing Board.

Article 54

The Rector may be dismissed from his/her function before the elected period expires:

- 1) If he/she is charged with a criminal act making him/her unworthy of the function;
- 2) If he/she unprofessionally or negligently performs the function of the Rector;
- 3) If he/she does not perform the tasks prescribed by the Law and this Statute or he/she performs them in a contrary way or exceeds his/her authorization, making damage to the University to a greater scale;
- 4) If it is determined that the University has achieved poor business results;
- 5) If it is determined that he/she has personal and other interests opposite to the interests of the University and in other cases of conflict of interests;
- 6) When his/her behaviour violates the reputation of the function he/she performs;
- 7) If he/she loses their working ability, in accordance with the Law;
- 8) For reasons of the loss of conditions needed for the election of the Rector;
- 9) For absence or inability to perform duty for a period longer than six months.

Article 55

An initiative for the dismissal of the Rector may be submitted by: the Senate or five members of the Managing Board.

The initiative is submitted with a written justification.

The initiative is delivered to the Rector for declaration.

The Senate declares regarding the initiative of Managing Board for the Rector's dismissal. In case the session of the Senate is not scheduled at a reasonable notice, Managing Board shall, without the declaration of the Senate, consider the initiative and make a decision.

In cases where the Senate or Managing Board refuses the initiative for dismissal, a new initiative shall not be submitted before six months expire.



Article 56

The Rector in his/her function is assisted by Vice-Rectors. The number of Vice-Rectors shall not be higher than four.

Article 57

The Vice-Rector organizes and manages assignments in certain areas for which they are authorized by the Rector, governs the Committee of the Senate in the relevant field, coordinates activities arising from their competences and monitors their implementation, as well as other affairs delegated by the Rector.

The Rector may authorize one of the Vice-Rectors to replace the Rector in cases of the Rector's temporary leave or incapacity.

The Vice-Rector during their mandate performs other tasks of teaching, within the Organizational unit of the University, for the subjects for which they were elected.

Article 58

Vice-Rectors are appointed by the Board of the University, at the proposal of the Rector, from among the Full Professors and Associate Professors employed at the University.

Vice-Rectors shall not perform the simultaneous function of Dean or Director of an Organizational unit of the University or shall not have any other management or public function.

Article 59

The mandate of the Vice-Rector lasts as long as the Rector's mandate at whose proposal the Vice-Rector is appointed.

Notwithstanding this fact, in cases when the Rector's mandate terminates before their time of election expires, the Vice-Rectors remain on duty until new Vice-Rectors are elected.

Article 60

The provisions of this Statute related to the Rector are applied to the procedure of function termination and dismissal of Vice-Rectors accordingly.

Article 61

The General Secretary of the University is elected by Managing Board based on a public competition announcement at the proposal of the Rector, from among those people who have adequate qualifications and experience and who fulfill particular conditions prescribed by the Act on the Internal Organization and Systematization of the University.

The mandate of the General Secretary lasts four years, with the possibility of re-election.

Article 62



The Secretary General is accountable to Managing Board and the Rector for the efficient and rational functioning within the services of the Rectorate.

The Secretary General organizes and coordinates the work of the Service departments of the Rectorate, monitors and manages the enforcement of the Law, the Statute and other General Acts, provides timelines and cost-efficiency of the performance of tasks and assignments within service operations, monitors the execution of the decisions of the University bodies and he/she is authorized to propose to the Rector the undertaking of suitable measures towards employees in administrative services in cases of non-performance or unconscious execution of assignments and obligations, and performs other tasks in accordance with the Act on the Internal Organization and Systematization of the University.

IV BODIES OF THE ORGANIZATIONAL UNITS OF THE UNIVERSITY

1. Faculties, Academies of Arts and Higher Schools

Article 63

The vocational body of a Faculty, Academy of Arts and Higher School is the Committee.

The Committee is comprised of:

- 1) The Dean,
- 2) The Vice-Deans,
- 3) People with academic or scientific titles in employment at the Organizational unit, as well as people with academic or scientific titles in the Teaching Unit of the Organizational unit;
- 4) One representative of the associates, and one teacher on every ten associates, directly elected from among and by the associates employed at the Organizational unit;
- 5) Representatives of the students, forming 20% out of the total number of members of the Committee, elected by the student organization of the Organizational unit, bearing in mind that the structure includes students from all levels of studies (Undergraduate, Master's and Doctoral).

Article 64

The Committee is presided over by the Dean.

The Committee shall:

- 1) Propose the structure and content of Study programmes and subjects;
- 2) Propose the plan of the organization of teaching for each study year;
- 3) Monitor the work of students at the Organizational unit and propose measures for the improvement of teaching quality, teaching methods, passing percentage and the efficiency of studies;
- 4) Propose the number of students for enrolment in all levels of studies;
- 5) Propose to Managing Board the level of the scholarship;
- 6) Verify the grades of students;
- 7) Propose the competition announcement for promotion to academic and scientific titles, in accordance with this Statute and other General Acts of the University;



- 8) Determine the proposals for the Senate in the procedure of promotion to academic and scientific titles, in accordance with this Statute and other General Acts of the University;
- 9) Determine the proposals for the Senate in the procedure of acquiring the title of Doctor of Science;
- 10) Conduct the procedure and make decisions in the procedure of acquiring the title of Master of Science;
- 11) Appoint managers of study programs, at the proposal of the Dean;
- 12) Propose the appointment and dismissal of the Dean;
- 13) Give opinions in the procedure of the election of associate;
- 14) Determine proposals for awarding student and other awards;
- 15) Elect representatives to the Senate and to the Committees of the Senate;
- 16) Perform other tasks prescribed by this Statute or other General Acts of the University.

Article 65

The Committee makes decisions within its competences by a majority of votes out of the total number of members that have the right to decide.

In the procedure for acquiring the title of Doctor of Science and the procedure of promotion to academic and scientific titles as well as in the procedure of the election of representative to the Senate and the Committees of the Senate, the right to decide is held only by members of the Committee with academic or scientific titles.

Article 66

The Committee shall decide by open voting, except for those issues determined by this Statute or a General Act as those where decisions are made by secret voting.

Article 67

The Committee adopts the Rulebook of Procedure.

Article 68

The Management body of a Faculty, Artistic Academy and Higher School is the Dean.

The Management body of an Institute is the Director.

The Management body is accountable to the Committee, the Rector and Managing Board of the University.

The insignia of the Dean or Director is a chain (medal).

Article 69

The Dean or Director shall:



- 1) Advocate for and represent the Organizational unit, in accordance with the Law and this Statute;
- 2) Organize and govern the operations of the Organizational unit;
- 3) Be responsible for the lawfulness of the work of the Organizational unit;
- 4) Provide for the intentional, efficient, cost-efficient and purposeful disposal of funds from the subaccount of the Organizational unit, in accordance with the Financial Plan;
- 5) Manage the financial funds of the Organizational unit in separate amounts in accordance with this Statute;
- 6) Enforce the decisions of the Committee and bodies of the University;
- 7) Pass acts in accordance with this Statute and other General Acts of the University;
- 8) Preside over Committee sessions;
- 9) Acquaint the Committee with the financial operations of the Organizational unit;
- 10) Give an opinion in the procedure of the determination of the systematization of posts at the Organizational unit;
- 11) Propose plans for the work and development of the Organizational unit and an annual work programme;
- 12) Propose the appointment and dismissal of the Vice-Dean or Deputy Director and the Managers of Study programmes at the Organizational unit;
- 13) Develop and achieve cooperation with institutions within the scope of the Unit, in accordance with this Statute;
- 14) Perform other affairs prescribed by this Statute or other General Acts as he/she is authorized by Managing Board or the Rector.

Article 70

The Dean or Director concludes contracts and performs other legal actions in accordance with the Law, this Statute and the decisions of the Managing Board.

The Dean or Director is authorized to independently conclude contracts within activities of the Organizational unit for which the total value in one fiscal year does not exceed the amount of 10,000 Euros (ten thousand Euros), while for amounts over 10,000 Euros and up to 100,000 Euros (one hundred thousand Euros) it is necessary to obtain the prior consent of the Rector, and for amounts over 100,000 Euros it is necessary to obtain the prior consent of the Managing Board.

Article 71

The Dean or Director may form commissions or other temporary working bodies, in order to give opinions on certain issues within the scope of their work.

Article 72

Dean Collegiums are comprised of the Dean, Vice-Deans, Managers of the Study programmes and the Secretary.

When student issues are discussed, Dean Collegiums are attended by representative of the student organization.

Article 73

Dean Collegiums are called by the Dean.

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Dean Collegiums discuss and assist the Dean in decision-making regarding current issues of business, taking attitudes and giving opinions on issues within the scope of the Committee, determining guidelines and coordinating the work of sub-organization units.

Article 74

The provisions of Articles 72 and 73 of this Statute are accordingly implemented for Institute activities.

Article 75

The Dean is appointed and dismissed by the Managing Board, at the proposal of the Committee of the Organizational unit.

In the procedure of the election of a Dean, Managing Board obtains the opinion of the Rector on the proposed candidate.

The Dean is elected from among those people with academic or scientific titles employed by the Organizational unit.

The Dean of the Faculty of Health, who is in supplemental work at the University, starts employment at the University with full time hours.

The procedure for the election of a Dean is initiated by the Managing Board, at the latest six months before the Dean's mandate expires, and they determine the deadlines for electoral actions.

Article 76

The Dean is elected based on a public competition and a submitted development programme for the Organizational unit.

The competition for the election of the Dean is announced in the Bulletin of the University of Montenegro and a daily newspaper published in Montenegro.

Applications for the competition are submitted to the Organizational unit for which the Dean is to be elected.

The Committee of the Organizational unit establishes an Electoral Commission from among its members.

The Electoral Commission shall reject undue or incomplete applications.

The Electoral Commission delivers to the Committee a report on the candidates who applied, with an assessment on meeting conditions for candidates whose applications are deemed to be timely and complete.

The Committee assesses the report of the Electoral Commission and determines the final list of candidates who fulfil conditions for election, in alphabetical order of the first letters of the surnames of the candidates.

The final list shall not be objected to by a complaint.

Secret voting at the Committee is conducted by the Electoral Commission.

On each vote ballot, voters may circle one candidate at the most.

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The manner of compiling the list of candidates is performed in accordance with Article 48 paragraphs 4, 5 and 6 of this Statute.

It is deemed that a proposal for the election of the Dean is finalised when a candidate gets the majority of votes out of the total number of Committee members.

Article 77

To a decision of the Committee listed under Article 76 paragraph 12 of this Statute, each candidate for Dean may submit an appeal to the Managing Board.

Managing Board decides upon the appeal.

The decision on the election of the Dean is made by the Managing Board, by a majority of votes out of the total number of members of the Managing Board.

The decision of Managing Board is final.

Article 78

The mandate of the Dean or Director lasts for three years, with the possibility of one immediate re-election.

In case when, for certain circumstances, the mandate lasts shorter than the determined period, it is deemed that the mandate is used if the function lasted for more than half of the mandated term.

Two mandates are not deemed to follow on immediately if there has been at least three years between them.

The Dean or Director shall not simultaneously perform any other managing, governing or public function, in accordance with the Law.

If the election of the Dean or Director is not executed within the deadline, or else the function terminates or a dismissal occurs before the period expires, the Managing Board, at the proposal of the Rector, determines a person with an academic title to perform the function of Dean.

The Person mentioned in paragraph 5 of this Article has all the rights and obligations of the Dean.

In cases of the occurrence of circumstances listed in paragraph 5 of this Article, the procedure of the election of the Dean or Director is performed again within a period of no longer than three months.

Article 79

A Director is appointed and dismissed by the Managing Board, at the proposal of the Committee of the Institute.

In the procedure of the election of a Director, Managing Board obtains the opinion of the Rector on the proposed candidate.

The Director is elected from among those people with a scientific title employed by the Organizational



The procedure of the election of a Director is initiated by the Managing Board, at the latest six months before the expiration of the mandate of the Director, and they determine deadlines for electoral actions.

The procedure of the election of a Director is conducted in accordance with Articles 76 and 77 of this Statute.

Article 80

The Dean or Director shall be terminated by:

- 1) expiration of mandate;
- 2) resignation;
- 3) termination of employment at the University or an Organizational unit of the University;
- 4) if selected for some other function incompatible with the function of Dean or Director.

Termination of appointment of the Dean or Director shall be noted at the session of the Managing Board, without discussion.

Article 80a

The Dean or Director can be removed from office before the expiry of the period to which he/she was elected:

- 1) If he/she is sentenced to unconditional imprisonment or for a criminal offence which makes him/her unworthy of the function of Dean or Director;
- 2) If he/she loses working capacity, in accordance with the law;
- 3) If he/she unprofessionally or negligently performs the function of the Dean or Director;
- 4) If he/she does not perform the tasks prescribed by the Law and this Statute or he/she performs them in a contrary way or exceeds his/her powers, causing damage to an Organizational unit of the University or the University to a greater scale;
- 5) If it is determined that the University or an Organizational unit of the University has poor business results due to unprofessional or negligent work by the Dean or Director;
- 6) If he/she behaves in the manner which represents omission or refusal or negligence of duty;
- 7) If it is determined that he/she has personal or other interests which are contrary to the interests of the University or an Organizational unit of the University and in other cases when conflicts of interests occur;
- 8) When his/her behaviour violates the reputation of the function he/she performs;
- 9) For absence or inability to perform the duty of the Dean or Director for a period longer than six months.

Article 80b

The procedure for dismissal of the Dean or Director shall be initiated by the Managing Board, upon its own initiative, at the initiative of the Rector or at the initiative of the Committee of the Organizational unit, with written justification.

The initiative is delivered to the Dean or Director for declaration.

In the procedure for dismissal of the Dean or Director, upon initiative of the Managing Board or Committee, the Managing Board shall obtain the Rector's opinion.

The Managing Board shall make a decision on dismissal of the Dean or Director.

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Decision of the Managing Board is final.

Article

81

The Dean or Director is assisted in their work by Vice-Deans or Deputy Directors.

Each Organization unit may have up to three Vice-Deans or Deputy Directors.

The type and scope of the jobs of Vice-Deans or Deputy Directors are determined by the Dean or Director upon his/her decision.

The Vice- Deans or Deputies are accountable to the Dean or Director and the Rector.

Article

82

The Vice-Dean and Deputy Director are appointed by the Rector at the proposal of the Dean or Director, from among those people with academic or scientific titles at the Organizational unit.

The mandate of a Vice-Dean or Deputy Director lasts as long as the mandate of the Dean or Director at whose proposal they are elected, with the possibility of another immediate appointment.

Notwithstanding, in cases of the termination of the mandate of a Dean or Director before the expiration of their time of election, Vice- Deans or Deputy Directors shall remain on duty until new Vice-Deans or Deputy Directors are elected.

Article

83

The Manager of a Study programme is appointed from among the academic staff with an academic or scientific title and dismissed by the Committee, at the proposal of the Dean or Director, with the possibility of re-election.

The mandate of the Manager of a Study programme expires when the mandate of the Dean or Director expires.

Article

84

The Manager shall perform affairs regarding the Study programmes they are appointed for, as follows:

- The proposal of the organization of lecturing;
- The conduct of the preparation for the start of lectures;
- Monitoring the performance of the teaching process;
- The preparation of reports on the implementation of lectures;
- Proposals of measures for the improvement and advancement of the teaching process;
- The coordination of other affairs significant to lectures implementation.

Article 85

Each Institute has a Committee as a professional body, comprised of:

- 1) The Director,
- 2) The Deputy Directors,



- 3) People with scientific titles employed by the Organizational unit,
- 4) One representative of the associates, and one representative for every ten associates, directly elected from among and by the associates employed at the Organizational unit.

The Committee is competent for analysis and decision-making on scientific and professional issues, particularly for:

- 1) The preparation and determination of the programme of scientific and research work and monitoring their implementation;
- 2) The definition of science and research projects, project managers, and monitoring the implementation and evaluation of projects that are implemented.

2. Separate organizational units

Article 85a

The Director of a separate organizational unit referred to in Article 13 paragraph 2 of this Statute (hereinafter the "separate organizational unit") shall appoint and dismiss the Managing Board, at the Rector's proposal.

The Director is elected based on a public competition and development programme of the separate organizational unit.

The following can be elected as a director: a person meeting general conditions prescribed by the law and which:

- 1) has acquired the VII level of the National Qualifications Framework, sublevel one, or sublevel two (240 or 300 credits of CSPK) or the VIII level of the qualifications framework (480 credits of CSPK) in the field of natural and mathematical, technical and technological, medical, agricultural, social and humanitarian sciences, as well as interdisciplinary sciences,
- 2) has experience in management of scientific and research programmes and projects.

The procedure for election of the Director shall be initiated by the Managing Board, at the latest six months before the expiry of mandate, and determines deadlines for the electoral proceedings.

The competition for the election of the Dean is announced in the Bulletin of the University of Montenegro and a daily newspaper published in Montenegro.

Applications for the competition are submitted to the University.

The Managing Board establishes an Electoral Commission from among its members.

The Electoral Commission shall reject undue or incomplete applications.

The Electoral Commission delivers to the Committee a report on the candidates who applied, with an assessment on meeting conditions for candidates whose applications are deemed to be timely and complete.

The Managing Board assesses the report of the Electoral Commission and determines the final list of candidates who fulfil conditions for election, in alphabetical order of the first letters of the surnames of the candidates.

The final list shall not be objected to by a complaint.



Secret voting at the Managing Board is conducted by the Electoral Commission.

On each vote ballot, voters may circle one candidate at the most.

The manner of compiling the list of candidates is performed in accordance with Article 48 paragraphs 4, 5 and 6 of this Statute.

The final list shall be submitted to the Rector, for determining proposal of candidates for director.

The rector proposes a candidate for director and submits a proposal to the Managing Board.

Decision on election of director shall be made by the Managing Board, out of the majority of votes out of the total number of Managing Board members.

Decision of the Managing Board is final.

Article 85b

Mandate of the director of a separate organizational unit lasts for four years, with the possibility of one immediate re-election.

In case when, for certain circumstances, the mandate lasts shorter than the determined period, it is deemed that the mandate is used if the function lasted for more than half of the mandated term.

The Director shall not simultaneously perform any other managing, governing or public function, in accordance with law.

Article 85c

If the election of the Director is not executed within the deadline, or else the function terminates or a dismissal occurs before the period expires, the Managing Board, at the proposal of the Rector, determines a person to perform the function of Director until the election of Director, not longer than six months.

Article 85d

Internal organization of separate organizational units shall be regulated by the Act on the Internal Organization and Systematization of the University.

Regulations in the field of employment relations and general acts of the University shall apply to rights, obligations and responsibilities of employees.

V ACADEMIC STAFF OF THE UNIVERSITY

Article

86

Academic staff comprises people who hold academic titles and associates in teaching who directly implement Study programmes.



Article 87

Academic titles are:

- a) Full Professor
- b) Associate Professor
- c) Assistant Professor
- d) Higher School Professor or Higher School Lecturer.

The total number of academic staff from paragraph 1 of this Article is determined by the Act on the Internal Organization and Systematization of Working Posts at the University which is adopted by the Managing Board of the University, upon the proposal of the Rector.

Article

88

Academic staff from Article 87 paragraph 1 of this Statute are elected by the Senate on the basis of a public competition, for a period of five years, unless a Full Professor is in question, when this period is indefinite.

Promotion to a higher title is conducted, after the termination of the period when election was realized for the lower title.

The public competition for the promotion to academic title is announced at least six months before the termination of the previous election period and it must be finalised within six months from the day of announcement.

The public competition is announced by the Rector, upon the proposal of the Committee of the Organizational unit or the Senate.

The public competition can be announced for a group of courses or an area of studies, with the principle of patronage.

The timeliness and completeness of applications to the competition are determined by the Scientific Board of the Senate.

Undue and incomplete applications are rejected by the Scientific Board.

The Scientific Board gives its opinion to the Senate on the accordance of the timely and complete applications with the prescribed conditions and criteria for election.

The Scientific Board is a permanent professional body of the Senate and has seven members, appointed by the Senate, from among those people with outstanding scientific and research and artistic achievements, and holding the highest academic or scientific title, bearing in mind the equal presence of scientific areas and the Arts.

The mandate of the Scientific Board lasts as much as the mandate of the Senate by which it was appointed.

The Scientific Board reviews the competition material within 30 days from the day of concluding the



competition and sends a notification on timeliness and completeness of applications to the Organizational unit.

On the basis of notifications on timeliness and completeness of applications, the Committee of the Organization unit (or organizational units in case of dual patronage) gives the Senate the proposal of the Commission for Writing Reports for consideration of competition material and writing reports.

The Senate, at the proposal of the Committee of the Organization unit, appoints the Commission for Writing Reports (hereinafter the "Commission"). Reviewers submit separate reports in accordance with the instruction for writing reports, determined by the Senate.

Members of the Commission must not have a lower scientific title with respect to the one for which the election is announced and must not be related to the candidate in straight and side line concluding to the fourth level.

The Commission report is published in the Bulletin of the University of Montenegro and they are available to the public 30 days from the day of publishing, when complaints may be submitted. After a complaint is received, the reviewers make statements within 30 days from the day of the receipt of the complaint.

The Committee of the Organizational unit of the University, based on the Commission report, determines the proposal for the Senate, within 30 days from the day when last public one expired, or else when term for the statement of complaint expires.

At least two reviewers must have title in the field for which the candidate applied, and in case of election of full professors, at least one reviewer must be from another university. In case of interdisciplinary areas, reviewers must be from all the corresponding areas.

The decision on the election is made by the Senate by a majority of votes out of the total number of members of the Senate who have the right to decision-making, in accordance with this Statute.

The decision of the Senate is final.

The decision of the Senate is delivered to all competitors, through the Organizational unit for which the election is performed.

If the procedure for promotion to academic title does not finalise within the deadline referred to in paragraph 3 of this Article, a person holding the academic title whose election period terminates due to expiry of the period to which he/she was elected shall continue to perform the teaching activity until the finalisation of the procedure for promotion to academic title.

Article 89



Foreign experts can participate in the process of promotion to titles as members of the Commission for the Analysis of Competition Material and writing reports, according to the decision of the Senate.

Article 90

The Dean or Director is responsible that the procedure for the preparation of proposals for promotion to academic or scientific title is conducted in the terms prescribed by the Law, this Statute and the General Acts.

Article 91

All elections are performed based on academic credentials, without discrimination whatsoever.

Article 92

With each elected academic member of staff with an academic title, the Rector concludes an employment contract, for a period of five years or another suitable contract (a contract on supplement work for people elected to the Faculty of Health who are employed at the Teaching Units of the Faculty), and its conduct is managed by the Dean or Director of the Organizational unit of the University.

The Employment contract is concluded with Full Professors for an indefinite period.

If the elected person does not become an employee within the agreed period or does not sign contract, the contract on employment is terminated in accordance with the Law, and the decision on election is no longer in force.

Employment contracts with people from paragraphs 1 and 2 of this Article contain provisions on the jobs which shall not be performed by employees on his/her behalf and for his/her credit, as well as for the credit of other legal or physical entities, without the consent of the Senate (the prohibition of competition), in accordance with the Law.

Article 93

Academic staff with an academic title appointed or elected to a public function in accordance with the Law, may conduct teaching and scientific work at the University based on a contract on supplement work, at the proposal of the Committee of the Organizational unit.

Academic staff referred to in paragraph 1 of this Article cannot be promoted to title after the termination of public function.

Article 94

The election to the scientific titles: Scientific Consultant, Higher Scientific Assistant and Scientific Assistant, at the Organizational units of the University which has scientific and research work as their primary activity, is conducted by the Senate according to the specific Law.

The provisions of this Statute regarding the election to scientific titles are followed in the process of the election.



Article 94a

Term for submitting applications for the competition for election to academic or scientific title is 15 days, from the day of announcement.

Term for submitting applications for the competition for election of assistants, professional and non-academic staff is eight days, from the day of announcement.

Article 95

The right to "a free year of studies" (sabbatical leave) is given to academic staff holding the title of Full and Associate Professor of the University, every seventh year as one year's leave, which is decided on by the Managing Board, with the prior consent of the Senate.

Further conditions and procedure for the enforcement of the right to a free year of studies shall be determined by a General Act adopted by the Managing Board.

The Act from paragraph 2 of this Article shall regulate the right to leave for education and professional improvement.

Article 96

A retired Full Professor who is particularly prominent in his/her scientific, or artistic area may be awarded the title of Professor Emeritus.

Further conditions and the procedure for awarding the title of Professor Emeritus are determined by a special Act adopted by the Senate.

Article 97

If teaching is conducted in one subject only by one elected person, he/she is considered to be responsible for the subject.

For subjects having more elected people, all of them shall be deemed responsible for part of the lecturing performed by them, while one of them is responsible for the subject.

The Dean determines the people responsible for subjects.

Article 98

In exceptional circumstances, without a public competition, based on a decision of the Senate, at the proposal of the Committee of the Organizational unit, for lectures may be engaged a person holding an academic title from another Higher Education Institution outside of the territory of Montenegro as a Visiting Professor for one study year.

The rights and obligations of the Visiting Professor are to:

- a) Conducting lessons and exams, according to the schedule and content determined by the Study programme,
- b) Keeping records on the achieved success of students,

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- c) Recommending available literature for the teaching subject being engaged in,
- d) Performing all the other teaching activities of a person promoted to an academic title at the University.

A Visiting Professor may be a mentor to students.

At the authorization given by the Senate, the contract on engagement with the Visiting Professor is concluded by the Dean or the Director of the Organizational unit.

Article 99

Prominent experts from practice with the degree of Doctor of Science, or else prominent artists, may be engaged in participating in the practical part of lectures, based on the public competition.

Notwithstanding paragraph 1 of this Article, a prominent expert from practice with at least level VII of the National Qualifications Framework, sublevel one, or sublevel two (240 or 300 credits of CSPK) can be hired for certain teaching disciplines which do not require special competencies according to the international standards.

The decision on engagement from paragraph 1 of this Article is made by the Senate, at the proposal of the Committee of the Organizational unit, and based on the report of the Commission from the area of engagement, appointed by the Dean.

At the authorization of the Senate, a contract on the engagement of the person from paragraph 1 and 2 of this Article is concluded by the Dean.

Article 99a

The engagement of persons referred to in Article 98 and 99 of this Statute is realized upon completion of internal announcement at the University for assurance of the teaching process with its own staff.

Article 100

The full time academic and vocational staff shall participate in teaching, consultation with students, scientific research, artistic and professional work, the preparation of lessons and exams, working in the bodies of the Organizational unit of the University or the body of the University.

Elected academic staff from clinical subjects at the Organizational unit of Health perform scientific research, teaching and health activities as a single process of work, within full working time, and the scope and manner of exercising their individual rights and obligations based on employment is regulated by the contract with the Health Institution.

Article 101

The academic and vocational staff of the University are obliged, within the implementation of a Study programme, to have:

- 4 hours of lectures – Full Professor, Associate Professor, Assistant Professor;
- 8 hours of lectures – Professor and Lecturer of a Higher School;
- 12 hours in teaching process – Higher lecturer and Lecturer

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8 hours in teaching process- Associate in Lectures

14 hours in teaching process – Higher Professional Associate and Professional Associate

22 hours in teaching process – Senior Lab Technician and Lab Technician.

Promotion to academic title from clinical subject requires the load of two classes/lectures a week, in a semester.

The standards of the load, level and methodology of accounting salaries for academic and professional staff, including engaged staff not being employed by the University are determined in accordance with the Collective Agreement for the University.

The salaries and benefits from the employment for the elected academic staff from clinical subjects are determined according to their contribution, and their work is evaluated by a special methodology, in accordance with the Collective Agreement for the University.

Article 102

The Code of Ethics contains standards of behaviour adapted to the activity of the University, as well as standards of unacceptable behaviour, including protection from plagiarism.

The procedure for the determination of plagiarism is conducted by a special Commission appointed by the Senate.

The procedure from paragraph 2 of this Article is urgent and is conducted with due respect for the rights of all participants. The findings and information gathered during the procedure are considered to be confidential until its conclusion.

Based on the evidence gathered in the previous procedure, conducted by the Commission from paragraph 2 of this Article, the Senate makes a decision.

Article 103

Academic staff shall in their work, action and behaviour at the University, follow the Code of Ethics protecting the reputation of the University.

The Code of Ethics is adopted by the Senate, at the proposal of a Commission appointed by the Rector.

The Commission from paragraph 2 of this Article is composed of one member from among the academic staff of each Organization unit of the University.

The Code of Ethics determine the principles and rules of behaviour of academic staff which have to be followed so as to preserve and improve the dignity and reputation of the University, in accordance with mission of the University, as well as the procedure for cases of the violation of ethical principles.

Article 104



The number of associates for each study year is defined by the Rector, at the proposal of the Committee of the Organizational unit, in accordance with the Act on the Internal Organization and Job Description Systematization of the University, bearing in mind the norm of lessons and the number of students.

The appointment of associates is performed based on a public competition, in accordance with the Law and this Statute.

The competition is announced by the Dean or Director, with the prior consent of the Rector and the obtained opinion of the Committee of the Organizational unit.

The competition is, by rule, announced three months before the study year begins.

The competition defines the period for the election of associates and the area of engagement.

The Dean or Director appoints the Commission for writing a report on the candidates who apply, from among the academic staff holding an academic title or the scientific staff with scientific title, responsible for the subjects within the area of the associates' engagement.

The report of the Commission from paragraph 6 of this Article is delivered for analysis to the Council, within 15 days.

Based on the report of the Commission and the opinion of the Committee, the decision on election of an associate is made by a Dean or Director.

A contract with an associate, with the authorization of the Rector, is concluded by the Dean or Director.

A contract on employment with an associate closely regulates their rights and obligations, in accordance with the Law and Statute.

Article 105

Further conditions for the promotion to titles in teaching are:

- 1) A demonstrated tendency for teaching and science and research or artistic work (published science and professional papers, presentations at scientific conferences, pedagogy experience, mobility, engagement in projects and so on),
- 2) The duration of studying,
- 3) Awards for achieved results in studying.

Alongside the conditions determined by the Law and paragraph 1 of this Article, a condition for the election of an associate in clinical subjects, i.e. in the narrower scientific area of medical science, is the vocational level of Specialist in a suitable area of medicine.

Notwithstanding, in artistic disciplines, appointment as a teaching associate may be given to a person with the title of Master of Science in an area not having a Doctoral level, for period of a year, but not for longer than five years.



Article 106

In the implementation of teaching, academic staff are assisted by professional staff as follows:

- 1) Higher Lecturer,
- 2) Lecturer,
- 3) Senior Professional Associate,
- 4) Professional Associate,
- 5) Senior Lab Technician,
- 6) Lab Technician.

Professional staff may participate in the implementation of practical lessons with students, according to decision of the Committee of the Organizational unit, with the mentorship of the subject teacher.

The total number of professional staff is defined by the Act on the Internal Organization and Systematization of Posts of the University.

The election of professional staff is performed based on a public competition, for an indefinite or definite period, in accordance with the provisions of this Statute and the Act on the Internal Organization and Systematization of the University for the Organizational unit for which the election is conducted.

The competition is announced by the Dean or Director, with the prior consent of the Rector.

For professional staff, except for lab technicians, any person who has a higher education and meets all the special conditions prescribed by the Act on the Internal Organization and Systematization of Posts of the University for the Organizational unit for which the election is conducted may be appointed.

For lab technicians, any person who has a secondary education and meets all the special conditions prescribed by the Act on the Internal Organization and Systematization of Posts of the University for the Organizational unit for which the election is conducted may be appointed.

The Dean or Director of the Organizational unit of the University appoints a Commission for analyzing the competition material and writing the report and at the proposal of the Commission makes a decision on the election.

Regulations from the area of employment relations are applied to professional staff.

Article 107

The number and structure of non-academic staff, the conditions, manner and procedure for their election are determined by the Act on the Internal Organization and Systematization of the University.

The competition is announced by the Dean or Director, with the prior consent of the Rector.



General regulations from the area of employment relations are applied to non-academic staff.

**Article
108**

An employment contract with professional and non-academic staff, at the authorization of the Rector, is concluded by the Dean or Director.

Article 108a

Rights based on mobility of teaching staff (academic staff and professional associates), scientific staff (persons with scientific and research title), non-academic staff and other staff hired for teaching and research and nonteaching staff shall be exercised in accordance with the rules determined by the Senate.

VI SELF-EVALUATION, STUDIES AND STUDENTS

1. Self-Evaluation and the Assessment of Quality

**Article
109**

The University provides for the continuous development of the Quality System in all aspects of its action.

The procedure of self-evaluation, continuous monitoring, ensuring and promoting quality are the responsibility of the Board for the Management of the Quality System, formed by the Senate.

Each Organizational unit forms a Commission for the provision and improvement of the Quality System, comprised of representatives of academic staff with academic titles, non-academic staff and students.

The procedure for providing and improving the Quality System is conducted in accordance with the criteria and standards for self-evaluation and the procedures for Quality Assessment in Higher Education.

**Article
110**

The University establishes formal mechanisms for the approval, regular monitoring and periodical review of Study programmes, teaching and the conditions of work thus ensuring continuous value.

The University ensures that resources intended for support for students in learning are adequate and suitable for each Study programme offered.

**Article
111**

At the end of every study year the self-evaluation procedure of all study programmes realized at the University is conducted, incorporating teaching and working conditions, which includes a survey of

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students at all levels of studies.

The participation of students is part of the regular (annual) supervision, and it includes an assessment of lectures, programmes and professors and their pedagogical competences, by students, as well as consultations with the student organizations and representatives of students in the professional bodies of the University and the Organizational units.

At the end of every study year the self-evaluation procedure of all study programmes, incorporating teaching and working conditions realized at the University and all organizational units, is conducted, for the purpose of quality assurance of teaching and working conditions and spreading the culture of quality, based on standards and guidelines for quality assurance in the European Higher Education Area (ESG), as well as defined quality indicators from the University Financing Agreement.

Article 112

In procedures of Quality Assurance, the University has consultations with employees, representatives of employees and other partners.

Consultations with partners are part of the periodical review of Study programmes and diploma awards, and it includes all partners: former students, employees, unions, and representatives of local self- government and public bodies.

Article 113

The Organizational units conduct regular testing and reviewing of their Study programmes, making adequate reports.

The Committees of the Organizational units provide academic staff who fulfil the standards of quality, that are qualified and competent in the subject area, and in whole familiar with the curricula and learning outcomes, thus implementing them permanently.

Article 114

The written reports of the Commissions of the Organizational units contain analysis and assessment of the fulfillment of standards for self-evaluation, advantages and disadvantages in terms of the fulfillment of those standards and proposal of measures for quality improvement.

The Board for the Management of the Quality System analyses the reports and delivers its opinion on Quality Assessment at the University to the Senate, or else on Quality Assessment in the certain areas in which Quality Assessment was conducted.

Article 115

Managing Board adopts the Report on Self-Evaluation of the University, based on the reports of the Commissions of the Organizational units and the opinions of the Board for the Management of the

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Quality System and the Senate.

The decision of Managing Board on quality assessment contains measures for quality improvement.

The report and decision of Managing Board from paragraphs 1 and 2 of this Article are announced so as to be available to academic staff and students.

2. Studies and Study Programmes

Article 116

Studies at the University are implemented based on accredited Study programmes and in accordance with the Rules of Study based on the European Credit Transfer System (ECTS).

Article 117

The Rules of Study and the procedure of examination and assessment are determined at the University by a special Act which is transparent and available to students.

Article 118

Study programmes at the University are implemented in:

- 1) Academic Undergraduate studies;
- 2) Applied Undergraduate studies;
- 3) Academic Specialist studies;
- 4) Applied Specialist studies;
- 5) Academic Master's studies;
- 6) Applied Master's studies;
- 7) Academic Doctoral studies.

Undergraduate study programmes comprise at least two elective modules.

Interdisciplinary Study programmes are organized by at least two scientific studies.

Article 119

Lectures of certain subjects are implemented in one semester, in accordance with the Study programmes.

Article 120

The University may establish the Centre for Doctoral Studies aimed at the quality

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improvement of Doctoral studies, wider international recognition of the University within the European Research and Higher Education Area and encouraging connections with the community.

Article 121

The University may participate in the organization and implementation of a joint Study programme of Doctoral studies with other Higher Education Institutions, within scientific or artistic areas for which they are the mother Organizational units.

The decision outlined in paragraph 1 of this Article is made by the Senate, at the common proposal of the Committees of the Organizational units.

Procedures, conditions for enrolment of candidates and other issues related to the implementation of a joint Study programme of Doctoral studies are more closely defined by a General Act adopted by the Senate.

Article 122

The University may establish a Centre for Master's Studies, in accordance with the General Act.

The Centre for Postgraduate Master's Studies is the bearer of certain Master's studies, as well as the coordinator of Master's studies implemented at the Organizational units, aimed at the improvement of these studies, the connecting of existing ones and encouraging the foundation of new Master's studies.

Article 123

The University may participate in the organization and performance of Mutual Study programmes of Master's studies with other Higher Education Institutions, within scientific or artistic areas for which they are the mother Organizational units.

The decision from paragraph 1 of this Article is made by the Senate, at the common proposal of the Committees of the Organizational units.

Procedures, conditions for the enrolment of candidates and other issues regarding the implementation of a Mutual Study programme of Master's studies are more closely defined by a General Act adopted by the Senate.

3. Distance Studying and Lifelong Learning

Article 124

Teaching may be organized as well as distance learning, in accordance with the character of the Study programme.

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Decisions on the Study programmes that may be performed by distance learning are made by the Senate at the proposal of the Committee of the Organizational unit.

Examinations shall be conducted at the seat, i.e. at the Facilities of the Organizational unit.

Article 125

The Senate, at the proposal of the Committee of the Organizational unit, may make a decision on organizing a special programme of professional education for the needs of lifelong learning, in order to acquire professional qualifications or some part of professional qualifications.

The grading system within programmes of lifelong learning is based on ECTS credits and learning outcomes for acquiring competences.

The Organizational unit issues certificates on completed learning programmes.

4. Students

Article 126

The study year is organized into two semesters (winter and summer) each lasting for 15 weeks. The start of the study year and semester is defined by the Academic Calendar.

Article 127

The optimal work load of students is 40 hours per week, which is equivalent to a total of 60 ECTS credits in one study year.

Lectures in certain subjects are conducted during one semester, in accordance with the Study programme.

The total number of lectures at Undergraduate studies shall not be less than 20 hours, or greater than 30 hours per week.

Article 128

The load of students, in terms of Article 127 of this Statute, should be equal, consisting of the following activities:

- 1) Teaching (lectures, exercises, practicum, seminars, practical lessons, field lessons and so on);
- 2) Independent papers;
- 3) Colloquiums;
- 4) Exams;
- 5) Writing final papers;
- 6) Professional practice,



7) Other forms of engagement in accordance with the specific Study programme.

Article 129

When enrolling in a study year, students decide on a planned part of the study programme with scope of 30 ECTS per semester, or 60 ECTS per year, including the subjects or the number of unrealized credits from the previous study year.

Notwithstanding paragraph 1 of this Article, a student who fulfilled all the obligations from the previous year can enrol up to 80 ECTS. The student may exercise this right from the second year onwards, upon approval by the Dean.

When teaching is completed, the final exam is conducted, when the terms are defined by the academic calendar and the schedules of exams, in a way that the student will be able to pass one final exam per day, and not more than two final exams per week.

Examination terms fall in January, June and September. Examination terms have two exam terms, where the student has right to use both. While defining the examination terms it is kept in mind that the time between two terms for each subject should be ten days at the least.

The final exam is considered to be the final test of the knowledge of a student. The manner of examination is defined by the Rules of Study.

Students who do not pass the final exam or any student who is not satisfied with their grade may retake the final exam.

Student, who obtained the minimum of 45 ECTS credits for the study programme which has a subject with more than 15 ECTS, may enrol the next year of studies, if he/she has failed to pass the exam from that subject.

Article 130

In exceptional cases, the Senate may approve organization of supplemental- additional lessons, including forms of testing, in the period outside of regular lessons according to the Academic Calendar and within examination terms.

Article 131

The Rules of Study are more closely determined by an Act adopted by the Senate.

Article 132

Students with disabilities choose how to meet their pre-exam obligations and how to take exams, in the place and in the manner adapted to his/her abilities, in a manner that for each specific case the

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organizational unit adapts the term of exam within the examination term and the manner of taking the exam (oral and/or written). The exam can be attended by a third party in order to provide technical assistance to the student.

Each Organizational unit of the University provides students from paragraph 1 of this Article with the conditions for the implementation of their prescribed obligations.

VII ENROLMENT AND TRANSFER OF STUDIES

Article 133

Student status is acquired by enrolment in a specific Study programme.

The status of student is proved by the possession of a student index.

Student of undergraduate or master studies is enrolled in the first year, without paying the tuition fee.

Students of doctoral studies pay the tuition fee, in the amount determined by the Managing Board.

Students with disabilities are exempted from paying the tuition fee.

Article 134

Transfer to studies of the same, or similar Study programmes and rights on mobility grounds are exercised in accordance with the rules determined by the Senate.

Article 135

A foreigner may enrol in a Study programme under the same conditions and criteria as a Montenegrin citizen.

Each foreigner has the right to enrol on competitive grounds, within publicly financed places, or else within places which require students to paid tuition fees.

Article 136

Enrolment in Undergraduate, Specialist and Master's studies is conducted based on a public competition announced by the Managing Board, in accordance with the license, with the previous consent of the Government.

Enrolment in Doctoral studies is conducted based on a public competition announced by the University, in accordance with the license.



Article 137

The right to apply to a competition for enrolment in Specialist studies is given to candidates with completed Undergraduate studies, of a scope of at least 180 ECTS, and candidates who gained a diploma of Undergraduate studies within the specific area of science or the Arts.

Candidates who met conditions on one of the Study programmes included in the implementation of multidisciplinary studies have the right to enrol in multidisciplinary (combined) Specialist studies.

Enrolment is performed on competitive grounds in accordance with the average grade from Undergraduate studies, after a conducted procedure of ranking. Candidates with the same average grade have the right to enrol under equal conditions.

Any candidate who considers the ranking to have been irregularly conducted, has the right to object to the Committee of the Organizational unit. The decision of the Committee is final.

The Senate of the University verifies decisions on enrolment.

Article 138

The right to apply for a competition for enrolment in Master's studies is given to candidates with completed Undergraduate studies, of a scope of at least 240 ECTS credits, or at Specialist studies and who acquired a diploma of Undergraduate or else Specialist studies in the specific area of science or the Arts.

The right to enrol in multidisciplinary (combined) Master's studies is given to candidates who met the conditions on one of the Undergraduate or Specialist study programmes included in the implementation of the multidisciplinary studies.

Enrolment is performed on competitive grounds in accordance with the average grade from studies with a scope of 240 ECTS credits, after a conducted procedure of ranking. Candidates with the same average grade have the right to enrol under equal conditions.

Any candidate who considers the ranking to be irregularly conducted has the right to object to the Committee of the Organizational unit. The decision of the Committee is final.

The right to apply for a competition for enrolment in Master's studies is given to candidates with completed Undergraduate studies, of a scope of at least 180 ECTS credits, in the specific area of science or the Arts.

The right to enrol in multidisciplinary Master's studies is given to candidates who have met the conditions on one of the Undergraduate study programmes included in the implementation of the multidisciplinary studies.

Enrolment is performed on competitive grounds in accordance with the average grade from

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studies with a scope of at least 180 ECTS and entrance exam, after the conduction of the procedure of ranking.

The Senate of the University verifies decisions on enrolment.

Article 139

Candidates who have acquired a diploma of the academic title of Master within a specific area of science have the right to enter the competition for enrolment in Doctoral studies.

Enrolment is performed on competitive grounds in accordance with the average grade at Master's level, after a conducted procedure of ranking.

Candidates with the same average grade have the right to enrol under equal conditions.

Any candidate who considers the ranking to be irregular has the right to object to the Committee of the Organizational unit.

The decision of the Committee is final.

The Senate of the University verifies decisions on enrolment.

Article 140

The organization and implementation of Undergraduate, Specialist, Master's and Doctoral studies are more closely defined by General Acts adopted by Senate.

VIII THE RIGHTS AND OBLIGATIONS OF STUDENTS

Article 141

The rights and obligations of students, determined by the Law, are implemented in a way so that every student has a special right to equality, difference and protection from all kinds of discrimination, in accordance with the Law and this Statute.

Article 142

Acquainting students with their rights and obligations is conducted through: publishing the schedule, at the beginning of the semester; publishing examination periods at the beginning of the academic year; the timely announcement of results achieved in exams, with the unconditional right of a student to have insight into written papers or tests; publishing information on the web page and in the Bulletin of the University, as well as via printed information.

The exercise of rights from paragraph 1 of this Article is managed by the Vice-Rector for Teaching and Student Issues and the Deans of the Organizational units.

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The organization of accommodation and food of students is made in accordance with the Law regulating the area of student standards.

Article 143

Each student has the right to complain to the Dean in cases of the violation of the rights to freedom of thought and attitude expressions regarding issues related to their studies, benefits in studying arising from their student status, consultations, taking examinations in a way and deadlines determined by the Law and this Statute, and the usage of the library, computer halls and other resources at the disposal of Organizational units.

Article 144

Each student has the right to appeal to the Senate of the University regarding the quality of lessons, or else the quality of the work of the academic staff of the Organizational unit he/she studies at.

Rules defining the procedure upon an appeal from paragraph 1 of this Article are determined by the Senate.

Article 145

At his/her request, a student is approved for a suspension of their rights and obligations during:

- 1) Serious or longer illness;
- 2) Directing to professional practice of a duration of at least six months;
- 3) The international exchange of students of a duration of longer than 30 days during teaching, if a student through that exchange does not acquire ECTS credits;
- 4) Pregnancy;
- 5) Parental leave;
- 6) Child care after parental leave of a duration of one year;
- 7) Preparation for the Olympics, World or European Championships- when having the status of a top athlete;
- 8) Other justified situations.

The suspension of the rights and obligations of students is approved for a period of one semester or one study year, or else the duration of the suspension from paragraph 1 of this Article.

During the suspension of rights, a student may take exams if the examination obligations are met.

The time of suspension is not calculated into the time of the duration of studies. After the reason for the suspension ceases, the student continues according to the rules by which his/her studies were started.

Each request for a suspension of rights and obligations is decided by the Dean, within 15 days from the day of submitting the request.



The decision of the Dean from paragraph 5 of this Article is final.

Article 146

The student may leave the University at their own personal request or if he/she does not meet the obligations assumed by the contract on studying.

Failure to meet the obligations from paragraph 1 of this Article includes not attending lectures during the whole year, not enrolling in the following year of studies, or else not re-applying for remaining subjects from the previous year in the prescribed period, and in the meanwhile rights and obligations determined by Article 145 of this Statute are not suspended.

The decision on withdrawal from studies is made by the Dean, at the authorization of the Rector. The decision on withdrawal contains the name of the Study programme where the student was enrolled and the period of studying. Alongside the decision a confirmation is issued on the total number of ECTS, with the list of passed exams and the corresponding ECTS and the achieved marks. The withdrawal of the student is confirmed in their index.

Appeals against a decision on withdrawal may be announced to the Senate, whose decision is final.

The Student Parliament has the right to communicate with the Senate if it considers there were irregularities.

Article 147

A student is responsible for violations of the obligations determined by the Law and this Statute.

The determination of a violation of their obligations by a student is performed through Disciplinary proceedings.

Disciplinary proceedings against a student are initiated by the Dean of the Organizational unit of the University, based on personal findings or a submitted oral or written application. The application contains: basic data about the student, a description of the violation, the time and place of the violation and evidence demonstrating the violation.

Article 148

The violation of the obligations of a student may be severe or

petty. A petty violation is considered to be:

- 1) Disrespect of the rights of employees and other students;
- 2) Non-academic relations towards employees and other students;
- 3) Causing damage on a smaller scale by sheer negligence;
- 4) Non-acceptance of the severe violation of duties of other students;
- 5) And other types of behaviour of students opposed to the academic principles of behaviour,

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and which by their nature can be categorized as a petty violation of the obligations of students.

Severe violations of the obligations of students include:

- 1) The disclosure of incorrect information about the work and business of the University;
- 2) Inadequate behaviour discrediting the University;
- 3) The expression of religious, racial and national intolerance, or intolerance on any other grounds;
- 4) Rough injury of morals and the code of conduct, causing or participating in a fight; causing insult to others;
- 5) The malicious destruction, damage or alienation of the assets of the University;
- 6) The forgery, destruction or damage of public and student documentation;
- 7) Giving false data to competent persons and the bodies of the University for exercising rights which do not belong to them by valid regulation or for providing priority in order to exercise rights of belonging;
- 8) Distraction of teaching and examinations in any way or disturbing work and order in the student services (the Library, the Reading Hall, the Computer Hall and so on);
- 9) Unauthorized usage of assets and devices or assisting during examinations and other forms of testing;
- 10) Taking exams and other forms of testing in a cheating manner (taking exams on behalf of another person, or else engaging another person to take an exam);
- 11) Supply, consumption and usage of alcohol and other harmful substances;
- 12) And other kinds of behaviour of students opposed to the academic principles of behaviour, and which by its nature may be categorized as a severe violation of the obligations of students.

Article 149

For reasons of the violations of duties, a student may be sentenced to disciplinary measures as follows:

- 1) A public warning;
- 2) A public reprimand;
- 3) Exclusion from the right to pass exams or other forms of testing, in the subjects where the violation was made, for the semester when the subject is attended;
- 4) Exclusion from the University or else the Organizational unit of the University for a duration of two study years.

While imposing a disciplinary measure, attention is paid to the severity of the violation and its consequences, the earlier behaviour of a student and other circumstances which might influence the measure.

The student against whom the disciplinary proceeding is conducted has the right to be heard by a Disciplinary Commission.

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The first instance disciplinary bodies are:

- The Disciplinary Commission;
- The Senate.

The second instance disciplinary bodies are:

- The Committee of the Organizational unit of the University, or else the Senate for independent Study programmes at the University;
- The Managing Board.

Article 151

The disciplinary proceeding is conducted by a Disciplinary Commission, formed by the Dean or the Director of the Organizational unit of the University.

Each Disciplinary Commission has three members, out of which one is a representative of the Student Parliament. The Chairman of the Disciplinary Commission is appointed from among the academic staff with an academic title.

Article 152

After the conducted proceeding, the Disciplinary Commission decides that the student is responsible and imposes a measure or frees him/her from responsibility, or else aborts the disciplinary proceeding, or else proposes to the Senate to adopt the measure of exclusion from the University.

A student may file a complaint against the decision of the Disciplinary Commission on imposing a disciplinary measure, within eight days from the day of receiving the decision. The appeal is submitted to the Committee of the Organizational unit, which by its decision may abort, modify or confirm the measure, and the decision of the Committee is final.

Article 153

Disciplinary measure to exclude students from the University may be imposed only for severe violations of obligations.

The decision on exclusion is made by the Senate, at the proposal of the Disciplinary Commission.

A student may appeal a decision made by the Senate from paragraph 2 of this Article, within 8 days from the day of receiving the decision.

The appeal delays the execution of the decision.

The appeal is filed to the Managing Board, which by its decision may declare null and void, modify or

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confirm the measure imposed, and the decision of Managing Board is final.

**Article
154**

The final decision on disciplinary measure is announced on the bulletin board of the Organizational unit of the University and it is recorded in the index and file of the student.

**Article
155**

Rules regulating disciplinary procedures and the disciplinary responsibility of a student are determined by the Managing Board, at the proposal of Senate.

IX ACHIEVEMENT OF STANDARDS AND THE NEEDS OF EMPLOYEES AND STUDENTS AND PROFIT ACQUISITION

**Article
156**

The University may, with consent of the Government, establish endowments, foundations, health institutions, book stores, as well as institutions serving for meeting the needs of students and the University, in accordance with the Law.

The University may independently or at the proposal of an Organizational unit found centres and laboratories, in order to implement science and research and acquire profit, or it can directly provide services to third parties under commercial conditions, within activities which meet prescribed conditions.

The University may, in order to commercialize science results, discoveries or patents and artistic achievements, or to encourage cooperation with the economy, become the founder or co-founder of commercial associations.

In the implementation of activities from paragraph 3 of this Article, the University acquires profit which can be used exclusively for the improvement of the activities of the University.

The performance of activities with the aim of improving and achieving science and research results as well as profit acquisition are regulated by Managing Board by a special Act.

X FINANCIAL FUNDS AND CONTROL

1. Financial Plan and Financial Report

**Article
157**

The Rector is responsible for the preparation of the Consolidated Financial Plan, and the Annual and other Financial Reports for consideration and adoption by the Managing Board, as well as for the management of the University's budget.

The Consolidated Financial Plan of the University comprises the separate Financial Plans of the Organizational units and the Student Parliament, accorded with planned incomes from all legal



sources of funding and expected budget expenditure.

The Consolidated Financial Plan of the University depicts the needed funds for the implementation of the activities of the University and the Organizational units of the University.

Financial Reports are prepared according to international accounting standards.

The Annual Report of the University is comprised of the separate financial reports of the Organizational unit and the Student Parliament, and it is adopted by a prescribed deadline, in accordance with the Law.

Consolidated Plan of Public Procurements of the University comprises of individual plans of public procurements: goods, services and works of the Organizational units and the Student Parliament, in compliance with budget positions from the Financial Plan of the University, in accordance with the law.

The Dean or Director of the Organizational unit of the University is responsible for the management and use of the financial funds allocated to the Organizational unit of the University and prepares a report regarding these funds.

2. The Allocation and Usage of Funds

Article 158

Each Organizational unit is obliged to allocate to the budget of the University a certain amount of funds out of incomes acquired through scholarship payments, in the amount determined by the General Act adopted by the Managing Board of the University.

The funds from paragraph 1 of this Article are used to fund the missing materials for implementation of teaching according to the Collective Agreement, the material expenses of the business and the development of the University.

The allocation of funds from paragraph 1 of this Article is determined in accordance with the Financial Plan and the Public Procurement Plan.

Remaining funds from scholarships are allocated to a subaccount of the Organizational unit of the University, in accordance with the General Act referred to in paragraph 1 of this Article.

Article 159

The Organizational unit is obliged to allocate to the budget of the University an amount of funds acquired on the market and from other sources, in the amount determined by the General Act adopted by the Managing Board of the University.

The funds referred to in paragraph 1 of this Article are used for development of the University.

The remaining financial means are distributed into a sub-account of the Organizational unit of the University and are used for the costs of project implementations and other market tasks in accordance with the concluded contract and implementation plan, and 10% for the development and infrastructural needs of the Organizational unit.

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Article 163

Auditors must not be in any kind of relationship, either personal or professional, with any member of Managing Board or the Rector.

A manager of the unit for internal audit and internal auditors have the right to: free access to managers, employees and resources of an entity important for implementation of audit; free access to information, as well as all available documents and records, including also electronic documents and records, necessary for implementation of audit; request from responsible persons the release or provision of necessary data, statements, opinions and documents necessary for the audit.

A manager of the unit for internal audit and internal auditors shall keep the documentation they acquired while performing the audit in the manner and within deadlines prescribed by the competent ministry.

XII RECORDS

Article 164

As well as keeping the records determined by Law, the University also keeps records on:

- 1) Applicants for admission;
- 2) Students enrolled in all programmes of study and research;
- 3) Graduates;
- 4) Full time and part time employees;
- 5) Property;
- 6) Financial accounts;
- 7) Research projects
- 8) Research and consultant contracts;
- 9) Commercial contracts and
- 10) All other data determined by Managing Board of the University.

Records determined by this Statute are kept according to a single methodological principle, entering data into registers, forms, files, the means for automatic data processing, and other means for keeping records.

The Act on the Internal Organization and Systematization of Working Posts at the University regulates responsibility for the accuracy of the data in the records.

Article 165

Records relating to personal data are kept with the full appreciation of their privacy and could be made public only for the purposes determined by the Law or this Statute.

The protection of information from records that are personal and confidential is performed in the prescribed manner and in accordance with the Law on Regulating the Protection of Personal Data.

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Article 166

The Unique Information System is established at the University due to the electronic records determined by the Law and this Statute.

The Information Technology Centre of the University is responsible for the functioning of this Unique Information System.

XII THE ORGANIZATION OF STAFF AND STUDENTS

Article 167

Staff have the right to gather peacefully and the right to establish a Union organization or Associations of Employees which represent their common interest before the bodies of the University and for other purposes prescribed by the Law.

Article 168

Students have the right to gather peacefully, without jeopardizing the public peace and order, in accordance with the Law.

Article 169

Students have the right to establish associations or organizations representing students and contributing to satisfying their social, cultural and academic needs and the needs of physical recreation of students.

Article 170

The Student Parliament is autonomous in its work and is financially independent.

Article 171

At each Organizational unit, a Student Organization is formed.

XIII FINAL AND TRANSITIONAL PROVISIONS

Article 172

The bodies of the University shall accord their General Acts with this Statute at the latest within three months from the day when this Statute comes into force.

Until the Acts from paragraph 1 of this Article are adopted, Acts being verified until this Statute comes into force shall be implemented, if they are not in contrary to the Law on Higher Education (Official Gazette MNE 44/14) and this Statute.

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Article 173

On the day when this Statute shall come into force, the Statute of University of Montenegro no. 01-253 as of February 6th, 2004, number 01-417 as of February 6th, 2006 and number 01-1721 as of September 7th, 2009 shall cease to be valid.

Article 174

This Statute shall come into force on the eighth day from the day of publishing in the Bulletin of the University of Montenegro, and after the Government of Montenegro gives its consent.

Independent articles of the Decision Amending the Statute of the University of Montenegro (Bulletin of the University of Montenegro no. 447)

Article 38

Provisions of Article 118 paragraph 1 item 3 and 4 and Article 137 of this Decision shall apply until the study year 2019/2020.

Article 39

The Senate, in accordance with this Decision, will be appointed within three months from the day this Decision enters into force.

The Senate, formed until the day this Decision enters into force, shall continue with activities until the appointment of the new composition of the Senate, in accordance with this Decision.

Article 40

The Committee of the Senate, in accordance with this Decision, will be appointed within three months from the day this Decision enters into force.

The Committees of the Senate, co-formed until the day this Decision enters into force, shall continue with their activities until the appointment of the new composition of the Committee of the Senate, in accordance with this Decision.

Article 41

The Scientific Board, in accordance with this Decision, will be appointed within three months from the day this Decision enters into force.

The Scientific Board, formed until the day this Decision enters into force, shall continue with its activities until the appointment of the new composition of the Scientific Board, in accordance with this Decision.

Article 42

The General Secretary, in accordance with this Decision, will be elected within three months from the day this Decision enters into force.

The General Secretary, elected until the day this Decision enters into force, shall continue with his/her activities until the new General Secretary is elected, in accordance with this Decision.

Article 43

This Decision shall enter into force on the eighth day from the day of its publication in the Bulletin of the University of Montenegro, upon consent by the Government of Montenegro.

TUMAČ
Ivana Grdinić
za engleski jezik, postavljena u Crnoj Gori rješenjem ministra pravde
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In Podgorica, on 14.10.2010

Signature

Potpis

Ivana Grdinić

