

University of Montenegro
Faculty of Economics
Podgorica

GUIDELINES FOR ORGANIZING STUDY

IN THE UNDERGRADUATE STUDY PROGRAM IN ENGLISH

Faculty of Economics of the University of Montenegro offers the study program: Academic Program in Business and Economics (hereinafter MONTEB). Based on the Study Regulations of the University of Montenegro, the Guidelines for the Organization of Studies in the Bachelor's Program in English (MONTEB) have been established, which will come into force from the academic year 2023/2024.

ORGANIZATION OF TEACHING AND SEMESTER ACTIVITIES OF STUDENTS

1. Teaching is done in two semesters, totalling 16 hours of active teaching per week (240 hours per semester), exclusively according to the curriculum and literature defined in the accredited program.
2. Classes are held according to the official timetable, which may be deviated from only in exceptional cases, and with the prior approval of the head of the program.
3. Classes are conducted exclusively in English. Pre-exam tests and exams are conducted in English.
4. All information related to the implementation of the MONTEB study program will be presented and published in English only.
5. Classes are taught by teachers and staff according to the adopted teaching organization plan. Usually, a subject is taught by up to six faculty members and associates. In addition to domestic professors, at least one faculty member from abroad must participate in the courses (at least 20% of the courses). Professors coming to the Faculty of Economics through the Erasmus+ program also participate in the courses. The lecturer can be proposed by the local professor and/or the Dean/Vice Dean/Head of the program.
6. The Faculty Council shall appoint a teacher for each subject who shall be responsible for organizing and supervising the conduct of classes. If the subject teacher is unable to resolve a problem related to the delivery of instruction, the director of the course and the associate dean for teaching will assist in resolving the problem.
7. During the semester, students will be actively involved in teaching and examination by preparing student homework and presentations, writing essays, analysing case studies, in-class discussions, preparing periodic knowledge tests, etc., all according to the adopted syllabus.

The semester activities are determined by the subject teachers (through the syllabus). The total number of points a student can earn through all forms of examinations before the exam ranges from 30 to 70 points. Based on all forms of knowledge review prior to the exam, a student can earn a maximum of 100 points.

8. The subject teacher, in collaboration with other teachers and staff working in the subject, prepares a work plan for the subject on the prescribed form (Appendix 1), which specifies the method and form of implementation of the students' semester activities, the method of assessment of the activities, the list of thematic units, the list of teachers and staff teaching the course, and the name and surname of the subject teacher.

9. The work plan is published on the course website (www.monteb.me) and on the faculty website.

LITERATURE AND LIBRARY

1. Literature used in class must be in English.

2. A special section for English-language literature is established in the library of the Faculty of Economics.

GUEST LECTURES AND STUDY VISIT

1. As part of the implementation of the teaching, guest lectures are organized by experts from practice, which must be given in English. It is recommended that the experts from the field have international experience through work in international companies and/or international organizations.

2. The organization of guest lectures is done in coordination with the Head of the study program/Vice Dean for Teaching/International Cooperation/Dean.

3. At least one study visit to an international company/organization is organized during the semester.

4. For final year (3rd year) students, an internship of at least 10 working days in foreign companies and/or international organizations will be organized.

EXAMINATION REQUIREMENTS

To earn the right to take the exam, the following requirements must be met:

1. The student has attended class regularly, i.e., he/she has attended more than 2/3 of the total number of hours in the course.

Records of class attendance and semester activity results are maintained by subject teachers and associates.

PARTICIPATION IN EXCHANGE PROGRAMS

Students of MONTEB participate in international exchange programs in the same way and under the same conditions as students of other programs of the Faculty of Economics.

FINANCING

The MONTEB study program is a self-financed program. The Dean of the Faculty manages the finances of the program.

PUBLICATION

The guidelines are published in English on the website of the study program and the Faculty.

APPENDIX 1. COURSE PLAN

Course title	
Aims of the course	
Learning outcomes	
List of topics/name of the lecturer (including visiting lecturers and experts where applicable)	
Week I	
Week II	
Week III	
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Week XV	
Mandatory readings	
Semestral assessment	
List of lecturers (academic)	
Name of the subject teacher	
List of visiting lecturers (experts), (where applicable)	