RULES OF STUDYING ON MASTER STUDIES

Bulletin of the University of Montenegro, no. 641 of May 19th, 2025

BASIC PROVISIONS

Article 1

These rules more closely define organization and implementation of master studies, progress of students during course of studies, evaluation of students' work, procedure for applying for a thesis topic, creation, submission of master thesis, as well as defence and evaluation of the master thesis, keeping records, issuing of diplomas and other documents studies related, as well as other matters of importance for the implementation of master studies at the University of Montenegro (hereinafter: the University).

Each term used in these rules in masculine gender shall incline same expressions in feminine gender.

Article 2

Master studies defined by these rules are studies of II cycle of academic, artistic and applied studies performed by an organisation unit according to applicable accredited study programs.

Master studies are considered to be a study program granting the right to acquire academic title of Master of Science/Arts, in accordance with the Law on Higher Education, the Statute of the University, and these rules.

Master studies at the University are organized and implemented in accordance with the rules of studying based on the European Credit Transfer System (ECTS).

Article 3

Matters related to status, suspension of rights and obligations of students, and student mobility, organization of teaching, progress during course of studies, and evaluation of the work of master students, as well as other study rules not regulated by these rules, provisions of the law, the Statute of the University, the Rules of Study at Undergraduate Level, and the Rules on International Student Mobility at the University shall apply accordingly.

Article 4

The master thesis represents an independent scientific-research, artistic-research, or professional work of the student, through which he demonstrates that he has mastered a certain subject matter and that he is capable of solving scientific-research, artistic-research, and professional problems/tasks.

An artistic-research master thesis includes a scientific-research paper and an artistic project (exhibition, concert, performance, or similar).

ORGANISATION OF MASTER STUDIES

Master Studies Organiser

Article 5

The University, or the organizational unit of the University, organizes and implements master studies in scientific, artistic, applied, and professional fields for which study programs are accredited.

Teaching in master studies is conducted in a language which the study program is accredited for.

As an exception to paragraph 2 of this article, in a study program conducted in a language that is in official use in Montenegro, part of the teaching, pre-exam knowledge assessment, and the final exam may be organized in English, in accordance with a decision adopted by the Senate upon the proposal of the Council of the organizational unit.

As part of implementation of master studies, the University may organize seminars, summer schools, and other forms of teaching as envisaged by the accredited master's study program.

The organization and implementation of a joint master's study program with other higher education institutions in scientific or artistic fields, for which the University's organizational units are responsible, presupposes accredited study programs in the same scientific/artistic field and a signed agreement between the universities on the conditions and manner of organizing and implementing joint master's studies.

The agreement from paragraph 5 of this article is directly applied in cases where the relations between the universities regarding the conditions and manner of organizing and implementing joint master's studies are regulated differently from these rules, based on the prior positive opinion of the Centre for Quality Assurance and the Sector for Legal, Human Resources, General Affairs, and Property Management.

Article 6

The Committee for Monitoring Master Studies gives an opinion on application for a master thesis topic from a standpoint of methodological principles of scientific research, artistic research, and professional work, and conducts verification of the authenticity of the content of the master's thesis based on a report obtained using plagiarism detection software.

The application for the master's thesis topic referred to in paragraph 1 of this article, which has received a negative opinion from the Committee, must be corrected by the student in accordance with the Committee's recommendations.

If the Committee issues a negative opinion on the corrected application for the master's thesis topic, the student shall submit a new application with a new title.

Application for master thesis topic referred to in paragraph 1 of this article is valid for a maximum of four consecutive academic years from the date of the opinion issued by

the Committee for Monitoring Master Studies.

The student is obliged to submit a new application if they do not defend the master's thesis within the period specified in paragraph 4 of this article.

Article 7

A student may propose a master thesis topic, in agreement with a potential mentor, no earlier than after completion of the second semester.

The mentor referred to in paragraph 1 of this article is obliged to ensure that the master's thesis topic is aligned with the learning outcomes and objectives of the study program.

Article 8

At the end of studies, along with the awarded master diploma, a diploma supplement is also issued, providing a more detailed overview of the level, nature, content, system and rules of study, and the achievements during the course of studies.

In the case of interdisciplinary and multidisciplinary study programs, scientific/artistic and professional titles are determined by the Institute for Interdisciplinary and Multidisciplinary Studies, or by the council of the organizational unit of the University, at the time of the establishment of the master's study program, which is submitted for accreditation.

When formulating the scientific/artistic titles referred to in paragraph 2 of this article, the most important scientific/artistic fields that constitute the master's study program are used.

Article 9

The master study program is organized by academic years and semesters.

The scope of the master's study program amounts to 120 ECTS credits and is carried out over two academic years. One credit corresponds to 30 hours of total student work, which includes attending classes and preparation for classes, as well as the assessment of their work.

The number of credits for each individual course is determined based on the number of class hours (theoretical and/or practical, exercises, seminars, etc.), the time required for independent work (homework, projects, seminar papers, etc.), as well as the time needed for studying and preparation for knowledge assessment and grading (tests, colloquia, seminar papers, final exam, and other forms of knowledge evaluation).

Duration of Master Studies

Article 10

Master studies for obtaining academic title of Master of Science or Master of Arts are organized as second-cycle studies, following the completion of undergraduate studies amounting to at least 180 ECTS credits.

Scope of the master study program is 120 ECTS credits, in accordance with the Law

on Higher Education and the accredited study program.

Study Program Structure

Article 11

Master study program includes:

- 1. title and objectives of a study program;
- 2. curriculum containing a list of compulsory and elective courses and the number of hours required for their implementation, as well as the content of the courses;
- 3. the credit value of each course and the master's thesis expressed in ECTS credits;
- 4. detailed admission requirements for the study program;
- 5. conditions for enrolment in the next semester and the manner of fulfilling obligations;
- 6. conditions for transfer between individual master's study programs within the same or related fields of study;
- 7. conditions under which studies may be continued after an interruption;
- 8. the academic title awarded upon completion of the studies;
- 9. knowledge, skills, and competencies acquired through the qualification (diploma);
- 10. other matters relevant to implementation of a study program (optimal number of enrolled students, course coverage, tuition fees, etc.).

Article 12

The master study curriculum contains general and specific requirements that a student shall fulfil in order to acquire certain knowledge in master study program, namely:

- a presentation of courses systematized by: academic years, semesters, and classification into compulsory common courses (scientific base, fundamental and professional courses), elective professional courses, and freely elective courses;
- 2. the number of hours of individual student workload per course;
- 3. the number of ECTS credits for each course;
- 4. the number of hours of active teaching;
- 5. a presentation of the organization and forms of teaching (seminars, thematic clinics, debate classes, practical work, and others);
- 6. a presentation of the mandatory requirements for attending classes and taking courses (examinations);
- 7. a presentation of modules and blocks, if the teaching is organized in such a way;
- 8. a presentation of the structure of the master thesis with the number of ECTS credits and the planned dates for the beginning and completion of its preparation.

Students are introduced to master study curriculum at the beginning of academic year.

Enrolment into Master Study Programs

Article 13

Enrolment in master study programs is carried out based on the Rulebook on Detailed Conditions, Criteria, and Procedure for Enrolment in the First Year of Master Studies at the University of Montenegro.

Expert Bodies of Master Studies

Article 14

Expert bodies of master studies are: the Master's Studies Committee of the organizational unit and the Council of the organizational unit (hereinafter: the Council).

The Committee referred to in paragraph 1 of this article is appointed by the Council, upon the proposal of the Dean.

The Committee referred to in paragraph 1 of this article is chaired, by function, by the Vice-Dean for Teaching.

The Committee referred to in paragraph 1 of this article provides professional support in organizing and implementing master's studies, particularly in:

- proposing the organization of teaching;
- conducting preparations for the start of classes;
- preparing decisions on student requests and appeals;
- monitoring the implementation of the study program;
- reviewing and providing suggestions on the application for the master's thesis topic;
- reviewing and giving opinions on artistic projects adopted by the Council of the organizational unit of the faculty/academy of arts;
- preparing the annual report on the implementation of master's studies;
- proposing measures for the improvement and enhancement of master's studies;
- performing and coordinating other tasks of significance for the implementation of master's studies.

The Master Studies Committee of the organizational unit submits the annual report on the implementation of master's studies and a proposal of measures for improvement and enhancement of master's studies to the Centre for Quality Assurance.

Article 15

Teaching in master studies may be conducted by academic staff holding academic titles.

Teaching in master's studies may also be conducted by individuals holding scientific titles.

Exempt from paragraphs 1 and 2 of this Article, teaching may be conducted by a teaching associate with a doctoral degree, under the mentorship of the course instructor, a distinguished expert from professional practice holding a doctoral degree, or a distinguished alumnus holding a doctoral degree.

Individuals referred to in paragraph 3 of this article may be engaged in teaching based on a public call, by decision of the Senate, in accordance with the Statute.

Other forms of teaching, such as practical classes, exercises, laboratory work, seminars, etc., as provided by the study program, may be conducted by a distinguished

expert from professional practice and a distinguished alumnus.

Recording and Defence of Master Paper

Article 16

A student proposes the master thesis topic and mentor to the Council of the organizational unit.

The Council appoints mentor and Committee for evaluation of the master thesis and approves the proposed topic.

The Committee referred to in paragraph 1 of this article generally consists of three members, one of whom is the mentor.

The members of the Committee referred to in paragraph 1 of this article are, as a rule, also members of the Committee for the defence of the master's thesis.

The master's thesis topic may be selected from scientific/artistic and applied fields of the study program.

The mentor may only be a person with an academic/scientific title from the broader scientific/artistic field of the study program.

If necessary, in cases of interdisciplinarity, multidisciplinarity, or a specific nature of the research topic, a co-mentor may be appointed, and in such a case, the Committee for the evaluation and defence of the master's thesis shall consist of five members.

The co-mentor may also be a distinguished expert from professional practice holding a doctoral degree, or a distinguished alumnus holding a doctoral degree.

For artistic study programs, the co-mentor may be a distinguished artist whose area of scientific or artistic work is related to the subjects of the study programs in the field of arts.

Visiting professors may also be engaged as co-mentors.

Members of the committee for the evaluation and defence of the master's thesis may only be persons holding academic/scientific titles, unless a co-mentor has been appointed.

Article 17

For an approved master thesis topic, the student submits a written application of the master thesis topic to the Master's Studies Committee using the Master's Thesis Topic Application Form, which is an integral part of these rules.

The application referred to in paragraph 1 of this article shall be submitted in the language in which the master's study program is accredited.

The necessary assistance to the student in preparing the application for the master's thesis topic is provided by the mentor, or by the mentor and co-mentor, who sign their

consent to the content of the application.

Based on the submitted application, with the consent of the Master's Studies Committee and a positive opinion obtained from the Committee for Monitoring Master Studies, the student may proceed with writing the master thesis.

Article 18

A student may submit the master thesis only after passing all exams and fulfilling all other obligations prescribed by the study program.

The master's thesis is submitted in the language in which the master's study program is accredited.

Exempt from paragraph 2 of this article, the student may submit the master's thesis in English, with a justification and the approval of the Council and the Committee for the evaluation of the master's thesis.

In the case referred to in paragraph 3 of this article, when the student submits the master's thesis in English, an extended abstract in the official language of Montenegro must be provided, containing the subject of research, hypotheses/research questions, methods, objectives, results, and conclusion, in a scope of at least 5% of the original text of the master's thesis.

When submitting the thesis, the student is obliged to provide the organizational unit with:

- the application:
- one hard copy of the thesis (unbound) and an electronic version of the thesis;
- a report from the official records on exams and ECTS credits earned by the candidate;
- a signed declaration of authorship, confirming the originality of the master's thesis, in accordance with Article 22 of the Law on Academic Integrity;
- mentor's/co-mentor's consent.

Article 19

Through master's thesis, a student demonstrates having mastered curriculum of the study program, acquired necessary knowledge, skills, and competencies, and become qualified for its application.

In addition to the requirements from paragraph 1 of this article, the student should provide evidence in the master's thesis that they successfully use methods in scientific or professional, or artistic work, in presenting research results, and that they are capable of drawing conclusions based on the research tasks thus carried out.

The results presented in the master's thesis should contribute to:

- the systematization of scientific or professional, or artistic tasks and existing solutions in a specific field;
- solving a current scientific and professional, or artistic problem that has been defined as the objective of the thesis;
- the application of existing scientific achievements in solving a complex professional task.

 The mentor for the master's thesis is obliged to assist the student in selecting methods of scientific research or artistic work, literature, preparing the structure of the thesis, as well as providing other professional support.

Article 20

Total length of master thesis ranges from 60 to 100 pages, on A4 format paper.

Exceptionally, an artistic master thesis ranges from 40 to 100 pages, on A4 format paper.

The master thesis shall be linguistically, stylistically, and technically formatted in accordance with contemporary methods, techniques, and technologies used in the preparation of publications in the field of scientific, professional, or artistic work.

An artistic-research master's thesis includes a written scientific-research paper along with an artistic project, prepared in accordance with the specific characteristics of the artistic discipline.

Cover page of the master thesis contains the following text:

Top: UNIVERSITY OF MONTENEGRO FACULTY /ACADEMY

Middle: Name and surname of a student

Two rows lower in middle: PAPER TITLE (capitalised bold letters) A row lower: MASTER PAPER Page bottom: place, year

On the first inner page, the same text as on the cover page is printed.

Following the first page, there must be a separate page containing the data and information about the candidate, the master's thesis, the committee, and the defence of the master's thesis:

STUDENT INFORMATION Full name Date and place of birth Title of the completed undergraduate study program and year of graduation

INFORMATION ABOUT THE MASTER THESIS Title of the master's study program Title of the thesis Title of the artistic project Information about the public presentation of the artistic project (exhibition, concert, performance, etc.) Faculty/Academy at which the thesis was defended

UDC, EVALUATION AND DEFENCE OF THE MASTER THESIS Date of thesis application Date of the Council meeting at which the topic and mentor were approved Committee for evaluation/defence of the thesis Language editor Date of defence Date of promotion

After the page with information about the student and the master's thesis, a page follows with a signed declaration confirming the originality of the master's thesis.

Following the page containing the signed declaration on originality, the structure is as follows:

- Preface
- Abstract (in the local language)
- Summary in English
- Table of contents
- Final original text of the master's thesis

Article 21

Master thesis is submitted to the Committee for Monitoring Master Studies in electronic form for the purpose of verifying the authenticity of the thesis, including detection of text overlap, with prior consent from the mentor, or from both mentor and co-mentor.

Master thesis is also submitted in electronic form to members of the Committee for Evaluation of the Master Thesis.

One printed copy of the thesis is placed in the library of the organizational unit along with the report of the Committee for Monitoring Master's Studies stating that the thesis does not contain text overlap that could be interpreted as plagiarism, as well as the student's signed declaration of authorship of the master's thesis.

A notice that master thesis has been made available in the library is published on the website of the organizational unit and the University.

Objections to the master's thesis may be submitted to the Master's Studies Committee within 7 days from the date the notice referred to in paragraph 4 of this article was published.

The Master's Studies Committee reviews any objections regarding the content of the master's thesis and submits a response to the submitter of the objection within 5 days.

Article 22

The committee for evaluation of master thesis shall submit to the council of organizational unit a report on thesis within 15 days from the date of receiving the thesis (a brief overview of thesis: stated objective, applied methods, obtained results, and conclusions on the conducted research), including a final opinion and proposal, along with a statement on any objections.

Based on the committee's report, the council makes a decision on whether to accept or reject the thesis, no later than 15 days from the date the report is submitted.

Upon the decision to accept the master's thesis, thesis defence is organized.

Article 23

If the committee for thesis evaluation or the Council rejects the master thesis, the student may submit a new master's thesis topic.

Article 24

Student may proceed with defence of master thesis after the Council adopts the decision on accepting the committee's evaluation report, i.e., on accepting the master's thesis.

The decision on the defence of the master's thesis is delivered to student and published on website of the University and the organizational unit.

The student defends master's thesis in language in which the study program is accredited.

Article 25

Defence of master thesis before the Committee has its course as follows:

The Chair of the Committee presents background information about a student and content of the master thesis and gives a brief overview of thesis, after which the student presents a short summary, the results, and the conclusions reached through the master's thesis research, lasting from 20 to 30 minutes.

After the student's presentation, members of the Committee, as well as those present at the defence, have the right to ask questions and provide comments regarding content of the master's thesis and the presented results.

The Committee for master thesis defence, after conducting the procedure, makes a decision on whether the student has successfully defended the thesis and with what grade.

When making the decision on the grade, both the quality of the master's thesis and the quality of its defence are taken into account.

The thesis is graded by a majority vote of the Committee and shall be in accordance with the ECTS scale:

- GRADE A defended with outstanding success
- GRADE B defended with above-average success
- GRADE C defended with average success

A record of the work of the Committee for the defence of the master's thesis is kept on the prescribed form for thesis defence.

The record referred to in paragraph 7 of this article is kept in the language in which the student defended the thesis.

Article 26

The master's thesis is public and may be published after the defence.

Article 27

The master's thesis may be defended only once.

Article 28

The master's thesis is submitted to the organizational unit in five copies; if a co-mentor has been appointed, in seven copies, bound in hardcover cloth bindings, preferably in blue colour.

The competent officer of organizational unit issues the student a confirmation of the date of submission of the master's thesis.

Upon submitting the master's thesis, the student must also include a signed Declaration of Consent for Use, by which they give permission for their thesis to be made available in the Digital Archive of the University of Montenegro, in accordance with copyright regulations, as well as a Declaration of the Identity of the Printed and Electronic Versions of the Thesis, which form an integral part of these rules.

Article 29

Dean determines the date of the formal promotion, at which candidates who have passed all exams, fulfilled other obligations under these rules, and defended the master's thesis, are awarded a diploma of completed master's studies, with the right to the title of Master of Science/Arts in the relevant field, in accordance with the master's study program.

Until the diploma is awarded, a certificate of completed master's studies is issued.

Article 30

The organizational unit of the University shall deliver one copy of the master thesis to the Central University Library.

The organizational unit shall publish the master thesis in Digital Archive of the University within 30 days from the date of defence, in accordance with copyright regulations.

Article 31

Students who have defended their master's thesis are entered into the register of masters of science/arts, which is maintained by the University's organizational units.

Article 32

The Senate may declare a diploma awarding the academic title of Master of Science/Arts null and void, in addition to cases prescribed by law, if diploma was signed by an unauthorized person or if the diploma holder did not meet all examination and other requirements in the manner and according to the procedure established by law, the Statute of the University, and these rules.

Article 33

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

TRANSITIONAL AND FINAL PROVISIONS

Article 34

Procedures initiated before the date of entry into force of these rules shall be completed

in accordance with these rules.

Exceptionally, the provisions of Article 6, paragraph 4, shall not apply to procedures initiated before the entry into force of these rules.

On the date of entry into force of these rules, the Rules on Master Studies (UMNE Bulletin, no. 493/20 and no. 588) shall cease to be valid.

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

Annex 1

Registration of Master Thesis Topic on the University of Montenegro

Information about a candidate

Name and last name:

Index number:

Faculty:

Study program:

Year of enrolment into master studies:

Information about a proposed mentor

Name and surname of the mentor, name of the institution:

Name and surname of the co-mentor, name of the institution: (in case there is a need for a co-mentor)

Explanation:

Podaci o master radu

Naslov master rada:

(Tema mora biti aktuelna, nova, naslov treba precizno da odražava cilj i predmet istraživanja)

Naslov na engleskom jeziku:

Oblast istraživanja:

*Naslov/program umjetničkog projekta1:

Research Subject

(Using a well-argued scientific style, the research topic should be clearly explained, with a concise presentation of the relevance and applicability of the research. Future development directions should be indicated, with reference to at least 10 primary sources on which the research is based, including a minimum of 5 from the last 10 years.)

*An exception applies to professional works for which it is not possible to cite more recent literature; in such cases, it is necessary to refer to relevant sources. An exception also applies to master's theses in the field of arts, for which it is not possible to cite exclusively theoretical references; in such cases, it is necessary to refer to relevant artistic research and artistic references (works in the field of visual, musical, dramatic, and interdisciplinary arts).

The title/program of the artistic project refers to research in the field of arts, which is part of the master's thesis and includes the development of an original artistic work and/or the interpretation of an artistic work.



Research Goals

(to define goals clearly and straightforwardly)

Hipoteza/e i/ ili istraživačko/a pitanje/a

Jasno definisati hipotezu/e i/ili istraživačka pitanja. Hipoteza treba da sadrži ključne riječi iz naslova, odnosno predmeta istraživanja.

Plan for Conduct of the Research and Briefing on Expected Outcomes

(Briefly describe key steps in conducting the research – planned procedures for data collection and processing, description of the research sample, approximate timeline of the research, and similar aspects). Indicate the expected results that are directly relevant to the research question/hypothesis.

For research where applicable, it is necessary to include in the topic proposal the procedure for obtaining approval to conduct the research.

Scientific/research/artistic methods to be applied in the research

(Indicate and briefly explain methods that will be used to test hypothesis/hypotheses and/or research questions, and refer to relevant literature)

Proposal of Master Thesis Structure

(To describe content of the paper according to chapters)

Literature/Referential Sources

(Cite the literature using APA, MLA, Harvard, Chicago, Vancouver, or another citation style applicable to the specific scientific field, ensuring consistency in referencing. In addition to the references cited within the text of the proposal, include sources relevant to the subject of the research.)

Statement on Ethics

Hereby with my signature I confirm that I am informed about the Code of Ethics of the University of Montenegro and that this statement is written in accordance with ethical principles.

Date: _____

Signature of a candidate

Consent of the Mentor

Consent of the mentor to accept mentorship and record of master thesis topic

Signature of a mentor. _____

Academic title (to fill in), name and last name (to fill in)

Signature of a co-mentor.

Name and last name (to fill in)

Annex 2

Authorship Statement

Signed ______ Index number ______

Herewith I state

That master thesis titled:

• the result of my own research work,

• that the proposed master's thesis has not, in whole or in part, been submitted for the award of any degree under the study programs of other higher education institutions,

• that the results are properly cited, and

• that I have not violated any copyrights or other intellectual property rights belonging to third parties.

Signature of the master student

ln _____

Statement on Identity of the Printed and Electronic Versions of the Master Thesis

Author name and last name
Index number
Study program
Thesis Title
Mentor
Signed by

I hereby declare that the printed version of my master's thesis is identical to the electronic version I have submitted for publication in the Digital Archive of the University of Montenegro.

I also declare that I give permission for the publication of my personal data related to the awarding of the academic title of Master of Science or Master of Arts, such as my full name, year and place of birth, thesis title, and date of thesis defence.

Signature of the master student

In _____

Annex 4

STATEMENT OF USE

I authorise the University library to record into Digital Archive of the University of Montenegro my master thesis named:

Which is my author work.

I have submitted my master's thesis, with all appendices, in an electronic format suitable for permanent archiving.

My master's thesis stored in the Digital Archive of the University of Montenegro may be used by anyone who respects the terms of the selected Creative Commons license, which I have chosen:

- 1. Attribution
- 2. Attribution Non-commercial

- 3. Attribution Non-commercial No Derivatives
- 4. Attribution Non-commercial Share Alike
- 5. Attribution No Derivatives
- 6. Attribution Share Alike

(Please circle only one of the six offered licenses. A brief description of the licenses is provided on the back of the form.)

Signature of the master student

In _____

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