SLOBOMIR P UNIVERSITY
UNIVERSITY SENATE

RULES
ON STUDYING IN THE FIRST AND SECOND CYCLES OF ACADEMIC STUDIES

Banja Luka, 28 May 2025

Pursuant to Article 54, paragraph (1), item 16) of the Law on Higher Education ("Official Gazette of Republika Srpska", Nos. 67/20 and 107/24) and Article 26, paragraph (1), item 17) of the Statute of Slobomir P University, at its 2nd session held on 28 May 2025, the University Senate adopted the following

RULES

ON STUDYING IN THE FIRST AND SECOND CYCLES OF STUDIES

I GENERAL PROVISIONS

Article 1

These Rules regulate in greater detail the organisation of studies, student status, assessment of student work, public documents, and other relevant matters important for the implementation of the first and second cycles of academic studies at Slobomir P University (hereinafter: the University).

Article 2

First-cycle and second-cycle academic studies, as well as integrated studies (hereinafter: first-cycle and second-cycle studies), are organised and delivered, in accordance with the Law on Higher Education ("Official Gazette of Republika Srpska", Nos. 67/20 and 107/24) (hereinafter: the Law) and the University Statute (hereinafter: the Statute), in conformity with the European Credit Transfer System (ECTS).

II ORGANISATION OF THE FIRST AND SECOND CYCLES OF ACADEMIC STUDIES

Article 3

(1) Through its member institutions, the University organises and delivers first-cycle and second-cycle academic study programmes for which it holds a delivery licence issued by the competent ministry. In terms of workload expressed in ECTS credits (30 ECTS credits per semester and 60 ECTS credits per academic year), these programmes comply with the Law and the Statute.

(2) In the curriculum, the courses of a study programme are arranged by semester and year of study (two semesters in one academic year), with an assigned status (compulsory, elective, or optional course) and an assigned number of ECTS credits.

Duration of Studies

Article 4

(1) In accordance with the Law and the University Statute, the University delivers three-year and four-year first-cycle studies valued at 180 ECTS credits and 240 ECTS credits respectively, as well as one-year and two-year second-cycle studies valued at 60 ECTS credits and 120 ECTS credits respectively.

(2) Second-cycle studies, together with first-cycle studies, amount to a total of 300 ECTS credits.

Organisation of the Teaching Process

Article 5

(1) The teaching process is implemented during the academic year and includes:

1) instruction (I) - lectures (L) and practical classes (P);
2) mid-term examinations (M);
3) tests (T);
4) preparation of graphic assignments (GA);
5) preparation of seminar papers (SP);
6) field instruction (FI);
7) professional placement (PP);
8) preparation of final papers (FP); and
9) independent student work (ISW).

(2) The academic year, which as a rule begins on 1 October and lasts 12 calendar months, is organised into two semesters. The teaching process lasts 15 weeks per semester, or 30 weeks per year, during which, in addition to instruction, the other obligations referred to in the preceding paragraph and prescribed by the study programme are also completed.

(3) The remaining weeks of the academic year are intended for replacement classes, pre-examination obligations not completed within the 15 weeks of instruction in the winter semester and 15 weeks of instruction in the summer semester, examination periods, and the summer break.

(4) The teaching process is implemented according to the Academic Calendar, which is determined and published by the University Senate no later than two months before the beginning of the academic year.

Article 6

(1) The teaching process provides for a 40-hour working week, of which direct teaching work with students amounts to at least 20 and no more than 25 hours per week within one semester.

(2) Exceptionally, the number of hours of direct work with students during a week may be higher if so prescribed by the study programme.

(3) One class period lasts 45 minutes.

Completion of Studies

Article 7

(1) A student who has passed all examinations prescribed for the enrolled study programme and fulfilled all other obligations prescribed by the Statute and these Rules acquires a diploma for the relevant first-cycle or second-cycle study programme.

(2) A diploma supplement is issued together with the diploma. It contains information on the knowledge, skills and competences acquired by the diploma holder, as well as other data in accordance with the Law, the Statute and other secondary legislation.

Call for Applications for Enrolment in the First Year of First-Cycle and Second-Cycle Studies

Article 8

(1) Enrolment in the first year of first-cycle and second-cycle studies is carried out on the basis of a public call for applications published by the University within the time limits established by the Law and the Academic Calendar.

(2) The call for applications contains:

1) the number of students for each study programme and the number of students by category;
2) the method of application;
3) the documentation required when applying;
4) the conditions, method and dates for taking entrance examinations or aptitude and ability tests;
5) the criteria for establishing the candidate ranking list;
6) the method and time limits for lodging an appeal against the results of the entrance examination or aptitude and ability test, as well as against the candidate ranking list;
7) the conditions and deadlines for enrolment; and
8) other provisions determined by the University Senate.

(3) In addition to the other documentation required for enrolment, candidates shall submit a medical certificate confirming general medical fitness.

Article 9

(1) A candidate shall submit the application and all other required documentation to the student administration office of the University or of the University member institution that delivers the study programme for which the candidate is applying.

(2) A candidate may also apply electronically in the manner prescribed by the call for applications.

(3) The student administration office of the University member institution shall enter information on registered candidates, including information on achievement in prior education, into the database of the University Information System (hereinafter: UIS).

Conditions for Enrolment in First-Cycle Studies

Article 10

(1) First-cycle study programmes are open to all persons who have completed a four-year secondary school in Republika Srpska and Bosnia and Herzegovina, as well as persons who have completed an appropriate school abroad.

(2) Evidence of completed secondary education, certificates and diplomas obtained abroad are subject to recognition in accordance with the law.

(3) Certificates and diplomas obtained in the Republic of Serbia are not subject to the recognition procedure, pursuant to the Agreement on Mutual Recognition of Educational Documents and Regulation of Status Issues of Pupils and Students ("Official Gazette of Republika Srpska", No. 79/05).

Article 11

(1) An entrance examination or aptitude and ability test is mandatory for enrolment in the first year of first-cycle studies.

(2) Exceptionally, candidates who won one of the first three places in state, republic-level or regional competitions during secondary education in disciplines determined by the Teaching and Research Council or the Artistic, Teaching and Research Council of the University member institution (hereinafter: the Council of the member institution) may enrol in the first year of first-cycle academic studies without taking an entrance examination.

(3) Candidates referred to in paragraph (2) of this Article shall be awarded the maximum number of points for the entrance examination or aptitude and ability test.

(4) A candidate must bring an identification document - a valid identity card or passport - to the entrance examination or aptitude and ability test.

Article 12

(1) A person with a disability may take the entrance examination in a manner adapted to their needs and in accordance with the objective capabilities of the University member institution.

(2) When applying, the person referred to in the preceding paragraph shall submit a written proposal concerning the manner in which the entrance examination should be taken.

Article 13

(1) Preliminary and final entrance examination results shall be published on the notice board and website of the University member institution.

(2) The student administration office shall enter the final entrance examination results in the UIS database, after which the candidate ranking list may be prepared by taking into account points obtained on the basis of:

1) the type and level of prior education;

2) achievement in prior education; and

3) results achieved in the entrance examination or aptitude and ability test.

Article 14

(1) A candidate for enrolment in the relevant study programme may obtain a maximum of 100 points, as follows:

1) on the basis of overall achievement in prior education (50 points); and

2) on the basis of the results achieved in the entrance examination or aptitude and ability test (50 points).

(2) Overall secondary-school achievement shall be calculated and rounded to two decimal places.

(3) If a University member institution applies additional criteria when ranking candidates for enrolment, the maximum number of points awarded on the basis of overall achievement in prior education and additional criteria may not exceed 50.

(4) A candidate may enrol in a study programme if they obtain at least 15 points in the entrance examination or aptitude and ability test and if they are placed on the candidate ranking list within the total number of students who may be enrolled.

Article 15

(1) The right to enrol is acquired by a candidate ranked within the total number of students admitted to the first year of first-cycle studies in the relevant academic year.

(2) The candidate ranking list shall be published on the notice board and website of the University and the University member institution.

(3) Candidates for enrolment in a first-cycle study programme may lodge a written objection with the dean of the University member institution within 24 hours from the time the candidate ranking list is published on the University notice board and website.

(4) The dean shall decide on the candidate's objection within 48 hours from the time it is lodged, and the decision shall be final.

(5) A candidate who has acquired the right to enrol in a particular study programme but fails to enrol within the prescribed period shall lose the right to enrol, and the next qualified candidate on the ranking list shall acquire that right.

(6) An exception to the preceding paragraph applies where a candidate failed to enrol for justified reasons and notified the University member institution in writing.

Conditions for Enrolment in Second-Cycle Studies

Article 16

(1) Candidates who have acquired at least 180 ECTS credits or 240 ECTS credits in first-cycle academic studies may enrol in second-cycle study programmes.

(2) Candidates who previously completed an appropriate four-year first-cycle academic programme valued at 240 ECTS credits are entitled to apply for admission to a one-year second-cycle programme valued at 60 ECTS credits.

(3) Candidates who previously completed an appropriate three-year first-cycle academic programme valued at 180 ECTS credits are entitled to apply for admission to a two-year second-cycle programme valued at 120 ECTS credits.

Article 17

(1) If a candidate completed first-cycle studies abroad, they must initiate the procedure for evaluation of a foreign higher-education document in accordance with the general act governing recognition of foreign educational qualifications for the purpose of continuing education at the University and the procedure for equivalence of academic titles previously acquired at the University.

(2) By way of exception to the preceding paragraph, diplomas obtained in the Republic of Serbia are not subject to the recognition procedure, in accordance with the Agreement on Mutual Recognition of Educational Documents and Regulation of Status Issues of Pupils and Students ("Official Gazette of Republika Srpska", No. 79/05).

Article 18

If a candidate completed a first-cycle study programme belonging to another scientific or artistic field, or completed undergraduate studies under an old curriculum at the University or at another university in the country or abroad, the University Senate shall prescribe the conditions for enrolment in second-cycle studies by a separate act.

Article 19

(1) If the number of applicants exceeds the number specified in the call for applications, candidates for second-cycle studies shall be selected according to the achievement attained during first-cycle studies.

(2) If the number of applicants is lower than the number specified in the call for applications, candidates may be ranked solely on the basis of overall achievement attained during first-cycle studies.

Article 20

Candidates who studied at the University or other universities in related fields under a curriculum predating the introduction of ECTS credits, or who completed ECTS-based academic studies at other universities in related fields, may request that those studies and achieved results be evaluated as an equivalent number of ECTS credits under the curriculum of a University member institution for the purpose of enrolment in or continuation of second-cycle studies, in accordance with the general act governing recognition of foreign educational qualifications for the purpose of continuing education at the University and the procedure for equivalence of academic titles previously acquired at the University.

Enrolment in the First Year of First-Cycle and Second-Cycle Studies

Article 21

(1) Enrolment in the first year of first-cycle and second-cycle studies at the level of a University member institution falls within the competence of a committee appointed by the dean, whose task is to organise the entrance examination and rank students who have met the enrolment requirements.

(2) The Vice-Rector for Teaching and Student Affairs coordinates the work of the member-institution committees, issues detailed instructions for implementing the enrolment procedure, issues public statements concerning enrolment, prepares the enrolment report, and performs other duties entrusted to them by the University Senate.

(3) When enrolling in the first semester of the first year of study, and when enrolling in every subsequent semester of each year of study, the student administration office must certify the enrolment of the semester and year of study in the student's record book and enter all prescribed data.

(4) The student administration office shall not certify semester enrolment unless all prescribed data have been entered in the student record book.

(5) Students whose record books do not contain certification of semester enrolment and semester completion may not take examinations.

Organisation of Instruction

Article 22

(1) Depending on the number of students, instruction shall be organised so that all students in a particular year of study form one or more study groups.

(2) If a course forms part of the curriculum of several study programmes and the course content is identical or predominantly identical, instruction shall be organised so that all students attending that course attend joint classes at the same time, in accordance with the standard governing study-group size.

(3) The University member institution must prepare and publish the timetable on its notice board and website at least 10 days before classes begin.

Article 23

(1) Students must attend lectures, practical classes, seminars and other forms of instruction in accordance with their status.

(2) Attendance at all forms of instruction is mandatory. The responsible teacher or associate shall keep attendance records, which the student confirms by signature.

(3) During a semester, a full-time student may have unexcused absences amounting to no more than 20% of the total number of hours for each form of instruction in a course.

(4) The maximum excused absence of a full-time student from instruction may amount to 40% of the total number of hours for each form of instruction.

(5) A full-time student who has unexcused absences exceeding 20% of the total number of hours during a semester and does not obtain the signature of the responsible teacher or associate may not take the final knowledge assessment.

(6) The organisation and method of instruction for part-time studies shall be governed by a separate University act in accordance with the University Statute.

Article 24

(1) Instruction shall be delivered according to the established timetable.

(2) As a rule, changes to the timetable and work plan during instruction are not permitted, except where visiting professors are engaged in teaching.

(3) If a change is required because of a teacher's illness or another justified circumstance, the dean of the faculty or academy is responsible for determining the change in agreement with the responsible teacher.

Article 25

(1) At the first class, the responsible teacher or associate must acquaint students with the course work plan, the course syllabus, the literature, and their own biography and bibliography.

(2) Before instruction begins, students are entitled to inspect the plan and schedule of lectures and practical classes for the relevant course, showing the time and place at which each thematic unit will be delivered and the full name of the responsible teacher or associate.

(3) Mid-term examinations or written assessments for more than one course in the same year of study may not be scheduled on the same day and may not coincide with scheduled class times. The dean of the University member institution is responsible for compliance with this requirement.

Article 26

(1) Tasks prescribed for a student's individual work (seminar paper, graphic assignment, project, study report and other work) should be distributed evenly throughout the semester.

(2) The total scope of these tasks should correspond to the course workload, in accordance with the number of ECTS credits assigned to that course.

(3) During instruction, as well as during the preparation of independent assignments and preparation for knowledge assessments, teachers and associates must assist students by organising consultation hours.

(4) Consultation dates and times should be coordinated with instruction so that they are accessible to students and shall be published on the website and/or notice board of the University member institution.

Article 27

At a student's personal request, the department of a University member institution, if established, may approve optional attendance in certain courses if it determines that organisational conditions permit it and that the request is justified.

Practical Work and Professional Placement

Article 28

(1) Practical work and professional placement shall be carried out in accordance with the Law and the University Statute.

(2) The responsible teacher must enter information on completed practical work and professional placement in the student's record book.

Registration and Records of Elective Courses

Article 29

(1) Before instruction begins in the following semester, a student shall register the elective courses they will attend in that semester, and may register only courses for which they have met the prerequisite prescribed by the study programme.

(2) Courses shall be selected so that the total amounts to 30 ECTS credits per semester, or 60 ECTS credits for the entire academic year, unless otherwise provided by these Rules.

Article 30

(1) After the period for registering elective courses expires, lists of students by course for the following semester shall be compiled and published on the notice board and website of the University and the University member institution for each study programme and its respective elective course.

(2) A student may not change an elective course after it has been verified by the student administration office of the University member institution.

Enrolment in the Following Year of Study

Article 31

(1) A student qualifies to enrol in the following year of study if they obtained at least 45 of the total 60 ECTS credits in the preceding year of study.

(2) Exceptionally, with a view to completing studies more quickly, a successful student may be permitted to enrol in more than 60 ECTS credits in the following academic year, but no more than 90 ECTS credits, subject to the following conditions:

1) no later than the October examination period, the student passed all examinations from previous years prescribed by the curriculum with a minimum grade-point average of 9.00; and

2) the student has not repeated any year of study.

(3) In the case of students carrying over a certain number of ECTS credits when enrolling in the following year of study, the responsible teacher shall acquaint them with their obligations relating to the carried-over credits in that academic year.

(4) When enrolling in the following year of study, a student may carry over ECTS credits only from the immediately preceding year of study.

Repeating a Year

Article 32

(1) If a student fails to meet the requirements for enrolment in the following year of study, they shall repeat the year and are entitled to attend instruction and take examinations from the following year up to the number of ECTS credits obtained in the preceding year, in accordance with the law.

(2) Taking examinations from the following year is conditional upon first passing the examinations from the repeated year.

(3) In accordance with the law, the Council of the University member institution shall determine the courses from the following year in which students referred to in paragraph (1) may attend instruction and take examinations.

(4) When re-enrolling in an academic year, a student may select different elective courses.

(5) The responsible teacher must acquaint students who are repeating a year with their obligations for that academic year.

(6) A student repeating a year of study, or carrying an examination over to the following year of study, shall retain the points obtained and obligations duly completed for a period of one academic year.

(7) Each time a student re-enrols in a course that must be repeated, the student must pay the tuition costs in accordance with the Study Agreement.

Repeating the Final Year of First-Cycle Studies

Article 33

(1) A student in the final year of first-cycle studies who has not fulfilled all obligations prescribed by the study programme and is repeating the final year for the first time shall have full-time student status.

(2) Upon each subsequent repetition of the final year, the student shall continue to have full-time student status and must pay the costs of repeating the academic year in accordance with the University Fee Schedule.

Repeating the Final Year of Second-Cycle Studies

Article 34

(1) A student in the final year of second-cycle studies who has not fulfilled all obligations prescribed by the study programme shall repeat the final year and have full-time student status.

(2) A student repeating the final year of second-cycle studies shall pay the costs in accordance with the University Fee Schedule.

Certification of the Semester and Academic Year

Article 35

(1) The University student administration office, teachers and associates shall keep complete records of the teaching process delivered.

(2) The student's record book must be certified at the end of each semester and academic year by entering the number of ECTS credits earned in the semester and academic year.

Evaluation of the Quality of the Teaching Process

Article 36

The quality of the teaching process shall be evaluated by surveying students in accordance with the provisions of the general act governing student surveys on the quality of the teaching process.

III STUDENT STATUS IN THE FIRST AND SECOND CYCLES OF ACADEMIC STUDIES

Article 37

(1) Student status shall be acquired under the conditions established by the Law and the University Statute.

(2) Upon enrolment, a student shall acquire one of the following statuses:

1) full-time student;

2) part-time student.

(3) A part-time student may change their status to full-time student once during the course of study, in accordance with the Statute.

(4) A student who is a foreign national may acquire full-time or part-time student status.

Article 38

(1) Student status shall cease under the conditions established by the Law and the University Statute, as follows:

1) upon completion of the study programme and acquisition of the qualification for which the student was educated;

2) upon withdrawal from the University member institution before completion of studies;

3) if the student does not enrol in the following year of study within the period established by the Academic Calendar, or is unjustifiably more than 15 days late, unless the student's rights and obligations have been suspended;

4) if the student does not renew enrolment in the same year within the period established by the Academic Calendar, or is unjustifiably more than 15 days late, unless the student's rights and obligations have been suspended; or

5) if the student receives the disciplinary measure of expulsion from the University member institution.

(2) Full-time student status shall also cease if the student fails to complete studies within twice the number of academic years required to deliver the study programme.

Article 39

(1) A student who discontinues their education during the first year of study must, before withdrawing, pay the tuition fee and other costs specified in the University Fee Schedule.

(2) Other students shall pay withdrawal costs in accordance with the Decision on University Fees.

Reacquisition of Student Status

Article 40

(1) A person whose student status has ceased may reacquire student status as a full-time or part-time student.

(2) The decision approving reacquisition of student status shall determine the student's obligations upon continuation of studies.

(3) The decision approving reacquisition of student status shall be issued by the dean.

(4) A student whose reacquisition of student status is approved shall pay costs in accordance with the University Fee Schedule.

(5) The right to reacquire student status may be exercised only once during the course of study and, in exceptionally justified cases, twice.

(6) A full-time student whose status ceased after expiry of twice the number of years required to deliver the study programme may acquire part-time student status in accordance with the Law.

Article 41

(1) If a student fails to regulate their status by enrolling in the following year of study or renewing enrolment in the same year of study, the student shall lose student status and shall be entitled to re-enrol in the same year of study subject to the following conditions:

1) enrolment in the relevant year of study is completed only at the beginning of the academic year; and

2) the costs specified in the University Fee Schedule are paid.

Article 42

(1) A student with officially verified status as an elite athlete, artist, or student with a disability may be permitted to enrol in a study programme under special conditions established by separate University rules.

(2) Persons with disabilities are entitled to enrol, fulfil student obligations and participate in other activities. They shall be included equally in all teaching processes, with due regard for their specific needs.

(3) With the support of the University, University member institutions must adapt the teaching process and examinations to the abilities and needs of students with disabilities.

Suspension of Student Rights and Obligations

Article 43

(1) A student's rights and obligations may be suspended in accordance with the Law and the Statute.

(2) A student shall be granted suspension of rights and obligations in the following cases:

1) serious illness;

2) referral to a professional placement lasting at least three months and no longer than one year;

3) care of a child until the child reaches one year of age;

4) maintenance of pregnancy;

5) performance of the functions of president or secretary of the Student Parliament for the duration of one term of office; and

6) other justified circumstances.

(3) Suspension of rights and obligations shall be granted upon the student's personal written request.

(4) The student must attach to the request documentation proving the existence of the circumstances referred to in the preceding paragraph of this Article.

(5) A request for suspension of rights and obligations shall be submitted before the suspension begins and after enrolment in the academic year during which that right will be exercised.

(6) Exceptionally, a request for suspension based on hospital treatment or pregnancy may be submitted within 30 days after the reason for suspension has ceased.

(7) The dean of the University member institution shall issue a decision granting the suspension of the student's rights and obligations.

(8) An objection against the decision referred to in paragraph (7) may be lodged with the Council of the University member institution within 15 days of receipt of the decision.

(9) The decision of the Council of the University member institution on the student's objection shall be final.

(10) When the reasons for which suspension was requested cease, the student shall continue their studies under the current study programme and in the status in which they are enrolled.

Change of Study Programme or Track - Student Transfer

Article 44

(1) A student may exercise the right to change a study programme or track within the University before instruction begins in each semester by submitting a request to the dean of the University member institution that delivers the study programme to which the student wishes to transfer.

(2) Documents evidencing the achievement attained in the study programme from which the student is transferring shall be attached to the request.

(3) Upon receipt of the request referred to in paragraph (2), the dean shall appoint a three-member committee, unless a standing committee exists, to conduct the procedure for recognition of passed examinations and earned ECTS credits.

(4) On the basis of the student's request to change study programme or track and the report of the committee referred to in paragraph (3), the dean of the University member institution shall issue a decision on the change of study programme.

(5) Time spent studying in the programme from which the student transfers shall count towards the total duration of studies.

Article 45

If a student enrolled at a university based in Republika Srpska or the Republic of Serbia applies to transfer to a University member institution and it is determined, following equivalence assessment of passed examinations, that the student may enrol in an appropriate semester and year of study, the student shall be offered enrolment in that semester and year.

Article 46

(1) If, following equivalence assessment of passed examinations, it is determined that a student enrolled at a university based in Republika Srpska or the Republic of Serbia may enrol in a higher year of study, the student may enrol in that year as a full-time or part-time student.

(2) If a student who is a foreign national applies to transfer to a University member institution and it is determined, following equivalence assessment of passed examinations, that the student may enrol in the first year or a higher year of study, the student may enrol in the category of foreign-national students with full-time or part-time status.

(3) Students referred to in paragraphs (1) and (2) may transfer to a study programme delivered at the University before the winter or summer semester begins.

(4) Students from the University or other universities in Republika Srpska or the Republic of Serbia, as well as students who are foreign nationals, may transfer to a higher year of study if, before transfer, they earned at least three quarters of the ECTS credits in the year preceding the year of transfer, according to the equivalence assessment carried out at the University.

Student Exchange Between Universities

Article 47

(1) During studies, a student is entitled to spend a certain period, not exceeding one academic year in each cycle of studies, at another higher-education institution in the country or abroad through international student-exchange programmes, on the basis of bilateral agreements signed between the University and other higher-education institutions, or through other forms of international cooperation.

(2) All matters relating to student exchange shall be governed by the general act regulating the international exchange of students and staff.

IV ASSESSMENT OF STUDENT WORK

Assessment of Student Work and Knowledge

Article 48

(1) A student's work, knowledge and performance shall be monitored and assessed continuously during the semester or year and at the final examination.

(2) At the first class, the responsible teacher must acquaint the student with the forms of work monitoring, dates of knowledge assessments, nature and content of the final examination, structure of the total number of points, and method of determining the grade.

(3) The final examination is a mandatory method of assessing student knowledge.

(4) By the end of November of the current academic year, the University must publish on its website the examination timetable for all examination periods.

Article 49

(1) A student shall register the final examination for the relevant course electronically using the UIS or directly through the student administration office.

(2) A student may withdraw an electronic registration for the final examination no later than 48 hours before the examination is held.

(3) If a student does not withdraw the electronic registration within the period referred to in the preceding paragraph, it shall be recorded that the student did not take the examination.

(4) Students included in the list of registered students generated in the UIS are entitled to take the final examination.

Article 50

(1) For a student who has passed the final examination, the student administration office must enter in the UIS database the points obtained through pre-examination obligations, the points obtained in the final examination, and the determined passing grade.

(2) The following shall be entered in the database:

1) "grade 5" - for a student who did not meet the requirements in the final examination;
2) "did not attend" - for a student who registered but did not attend the final examination;
3) "removed" - for a student removed from the final examination for using unauthorised materials, inappropriate conduct, or disrupting other students;
4) "withdrew" - for a student who withdrew from the final examination after receiving the questions or test; and
5) "fulfilled the obligation" or "did not fulfil the obligation" - according to the identification of the achieved result.

(3) After the final examination, data from the Examination Record and the examination application shall be entered in the UIS in accordance with these Rules.

(4) The teacher shall submit the printed and signed Examination Record, as well as the printed and signed examination applications, to the student administration office of the University or University member institution no later than seven days after the examination was held.

Article 51

(1) The teacher must publicly inform students of the number of points obtained after each assessment and of the total number of points earned by each student from the beginning of instruction.

(2) A student is entitled to take each individual pre-examination knowledge assessment before the final examination under the conditions defined by the study programme and course syllabus.

Article 52

(1) The grade in an examination shall be affected by the structure of the total number of points earned by the student during the semester. After the examination is completed, the teacher shall determine the total number of points earned and the final grade for each student. The teacher shall enter the total number of points earned and the final grade in the Examination Record and the student record book. In the examination application, the teacher shall enter the number of points earned for each assessed element, the total points earned, the examination date, the final grade in numeric and written form, the teacher's academic title and full name, and the teacher's handwritten signature.

(2) Only passing grades certified by the examiner's signature shall be entered in the student record book, after which the student administration office shall affix the University seal.

Grading

Article 53

(1) Student performance shall be assessed and evaluated in accordance with the Law and the Statute using grades from 5 to 10:

10 - outstanding; 91 to 100 points - ECTS grade A; 9 - excellent; 81 to 90 points - ECTS grade B; 8 - very good; 71 to 80 points - ECTS grade C; 7 - good; 61 to 70 points - ECTS grade D; 6 - satisfactory; 51 to 60 points - ECTS grade E; 5 - unsatisfactory; 0 to 50 points - ECTS grade F.

(2) Grades from 6 to 10 are passing grades, while grade 5 is a failing grade.

(3) For certain courses or obligations prescribed by the curriculum of the study programme, such as professional placement, compulsory work and similar obligations, performance assessment and grading need not be expressed numerically.

(4) Grade 5 (five) shall not be entered in the student record book.

Article 54

A grade of 10 (outstanding) shall be awarded to a student who:

1) can answer all questions and demonstrates outstanding knowledge;
2) gives comprehensive answers that clearly distinguish essential content from additional and secondary content;
3) demonstrates excellent understanding of concepts, content and techniques;
4) can distinguish and understand the problems addressed by the course, can approach them critically and provide creative solutions, and connects the content and relationships of the course with similar content in the same or a related scientific field; and
5) actively participated in all teaching activities.

A grade of 9 (excellent) shall be awarded to a student who:

1) can answer all questions and demonstrates excellent knowledge;
2) gives comprehensive answers that clearly distinguish essential content from additional and secondary content;
3) demonstrates very good understanding of concepts, content and techniques;
4) can distinguish and understand the problems addressed by the course, can approach them critically, and can connect the content and relationships of the course with similar content in the same or a related scientific field; and
5) actively participated in all teaching activities.

A grade of 8 (very good) shall be awarded to a student who:

1) can answer all questions and demonstrates above-average knowledge;
2) gives comprehensive answers that clearly distinguish essential content from additional and secondary content;
3) demonstrates good understanding of concepts, content and techniques;
4) can distinguish and understand the problems addressed by the course and can connect the content and relationships of the course with similar content in the same or a related scientific field; and
5) actively participated in all teaching activities.

A grade of 7 (good) shall be awarded to a student who:

1) can answer all questions and demonstrates average knowledge;
2) understands the concepts, content and techniques; and
3) can distinguish and understand the problems addressed by the scientific discipline to which the course belongs.

A grade of 6 (sufficient) shall be awarded to a student who:

1) can answer most of the questions asked and demonstrates basic knowledge; and

2) understands the basic concepts, techniques and content.

A grade of 5 (insufficient) means that the student has not passed the examination, where:

1) the student cannot answer the questions asked;

2) it can be concluded that the student does not understand the basic concepts and course content;

3) the student leaves the room in which the examination is being held or withdraws from an already commenced written or oral examination;

4) the student does not attend the oral part after the written part of an examination that comprises both written and oral parts; or

5) the student is removed from the examination because of inappropriate conduct, disruption of other students, or use of unauthorised materials.

Place of Examination

Article 55

(1) Examinations shall be taken at the seat of the University and only exceptionally outside its seat, in accordance with the approved study programme.

(2) Examinations in artistic courses may also be held outside the University seat where they form part of public events such as concerts, exhibitions, performances and similar events.

(3) In each individual case, the Rector of the University shall decide on holding an examination outside the University seat in accordance with the University Statute.

(4) A student with a disability is entitled to a mentor in accordance with their needs, to take an examination in a manner adapted to their abilities, and to equal inclusion in all University processes concerning students.

Public Nature of Examinations

Article 56

(1) Examinations and all forms of knowledge assessment are public and shall be conducted in the presence of at least three persons.

(2) If an examination is conducted orally, the teacher should allow all interested persons to attend the examination.

(3) In addition to the candidate and examiner, at least one other person from among the students, teachers or associates must attend an oral examination.

(4) If an examination is conducted in writing, the teacher shall inform students which aids they may use.

(5) If any circumstance may cast doubt on the impartiality and objectivity of the course teacher, including marriage or an extramarital union with the student, direct-line blood relationship without limitation, or collateral-line blood relationship up to and including the fourth degree, the dean shall issue a decision appointing a three-member committee or another course teacher to conduct the examination in the individual case.

Article 57

(1) The teacher must announce to students the results of an oral final examination, practical final examination, and main artistic examination immediately after the examination is held.

(2) The results of a written final examination and the final grades shall be published no later than seven days after the final examination, by posting them on the notice board of the University member institution, on the University website, or in another appropriate manner.

(3) At the student's request, the teacher must explain the shortcomings in the student's work.

Article 58

(1) If a student considers that they have been disadvantaged in the examination or grading procedure or in other forms of knowledge assessment, or considers that the examination was not conducted in accordance with the Law, the Statute and these Rules, the student may lodge an objection to the grade with the dean of the University member institution within two days from the date on which the grade is publicly announced.

(2) The student must provide reasons for the objection referred to in the preceding paragraph.

(3) The dean of the University member institution must consider the objection referred to in paragraph (1) and issue a decision on it within three days of receiving the objection.

(4) An appeal against the dean's decision may be lodged with the Council of the University member institution, whose decision shall be final.

(5) If the dean considers the objection referred to in paragraph (1) well founded, the dean shall, within 48 hours, issue a decision ordering that the examination be repeated and appointing a three-member examination committee, and shall inform the course teacher and the student thereof.

(6) The decision shall also determine the date of the repeated examination, which must be held before the examination committee no later than seven days after receipt of the decision ordering the examination to be repeated.

(7) The teacher whose grade the student contests may not chair the committee.

(8) The committee shall decide on the grade by a majority vote.

(9) The committee shall submit the record of the examination and grade to the student administration office of the University or University member institution.

(10) A student who is dissatisfied with a grade may have it annulled.

(11) The procedure for annulling a grade and repeating an examination shall be conducted in accordance with the procedure prescribed in paragraphs (1) to (9) of this Article.

Article 59

(1) After three unsuccessful attempts to pass the same examination, a student is entitled, upon personal request, to take the examination before an examination committee appointed by the dean of the University member institution.

(2) After an unsuccessful examination before the committee, the student shall repeat the course in which the examination was not passed.

Article 60

(1) If the course teacher is prevented from conducting the final examination, organisation and conduct of the final examination shall be entrusted to another teacher from the same or a related narrow scientific or artistic field, or to a committee appointed by the dean of the University member institution.

(2) The committee referred to in paragraph (1) shall have at least three members.

(3) Teachers from the same or a related narrow scientific field shall be appointed to the committee.

(4) The committee shall decide on the grade by a majority vote.

(5) The committee's decision shall be final.

(6) The committee shall announce grades from an oral or written final examination in the manner and according to the procedure prescribed for a teacher.

(7) The committee shall submit the record of the examination and grade to the University student administration office no later than seven days after the examination is completed.

Examination Periods in First-Cycle and Second-Cycle Studies

Article 61

(1) Examination periods for students in first-cycle and second-cycle studies are prescribed by the Statute.

(2) The duration of individual examination periods is defined by the University Academic Calendar.

Final Examination

Article 62

(1) The final examination may take the form of:

1) a written examination;

2) an oral examination;

3) a written and oral examination;

4) practical work; or

5) a main artistic examination.

V PROCEDURE FOR APPLICATION, PREPARATION AND DEFENCE OF THE FINAL - BACHELOR'S THESIS IN FIRST-CYCLE STUDIES

Application for and Approval of the Topic

Article 63

(1) The final (Bachelor's) thesis is an independent professional treatment of a particular problem. Through the final thesis, the student demonstrates that, on the basis of the knowledge acquired during studies, they have mastered the assigned topic, treated it according to the prescribed methodology, know how to use professional literature and terminology, and cite them correctly.

(2) The final-thesis topic shall be selected from the courses included in the study programme, and possible final-thesis topics shall be proposed by the course teachers.

(3) A student may be granted approval for a final-thesis topic proposed independently, following prior consultation with the teacher under whose supervision the student wishes to prepare the thesis (potential mentor). Basic preliminary literature shall be specified for each final-thesis topic.

(4) Deans of organisational units must establish and maintain, in written and electronic form, a register of approved final-thesis topics. The register must contain the approved topic title, full name of the student to whom it was approved, full name of the mentor, date of approval, and date of defence of the final thesis.

(5) The register of approved final-thesis topics in first-cycle studies shall be maintained only for study programmes whose curriculum provides for a Bachelor's thesis.

Article 64

(1) A student shall submit a final-thesis application to the student administration office on the prescribed form. The student becomes entitled to apply for a final thesis when the workload arising from the remaining courses and the prescribed workload for the final thesis do not exceed 30 ECTS credits.

(2) One copy of the completed and signed application shall be certified and placed in the student's file, the second shall be placed in the archives, and the third shall be forwarded to the dean or the Teaching and Research Council.

(3) The entire procedure for application, preparation and defence of the final thesis shall be carried out in accordance with the established procedures, which form an integral part of these Rules.

(4) The procedure for application, preparation and defence of a final thesis in first-cycle studies shall be elaborated in greater detail in the Instructions for Application, Preparation and Defence of Final Theses in First-Cycle Studies for those study programmes that provide for a Bachelor's thesis.

Article 65

(1) The application for a final-thesis topic shall be written on University letterhead and must contain: the name of the organisational unit; cycle of studies; name of the study programme; name of the course in which the final thesis is being prepared; the student's first name, the first name of one parent and surname; residential address; contact telephone number and email address; student record-book number; proposed final-thesis topic; courses not passed by the student by the date of application; aims and tasks of the thesis; academic title, full name and signature of the potential mentor; application number and date; and the student's signature.

(2) After the application is received and registered, the student administration office shall forward it to the dean of the faculty within no more than three days.

(3) Within a further period not exceeding eight days, the dean of the faculty shall issue a decision approving the topic and appointing a mentor, or a decision refusing the topic, and shall notify the student and the student administration office within a further eight days.

(4) Within eight days of receiving the decision, the student may lodge an objection with the faculty Teaching and Research Council against the dean's decision refusing the topic, or may submit a new application. The faculty Teaching and Research Council must decide on the objection to the dean's decision no later than 15 days after receiving it.

(5) A student may change the final-thesis topic once, no later than thirty days after approval of the first topic.

Article 66

(1) After the topic is approved and a mentor appointed, the student shall begin preparing the final thesis. The student shall prepare the thesis independently, while the course teacher (mentor) must monitor the student's work, provide advice and direct the student to relevant literature.

(2) A final thesis in first-cycle studies shall be valued at 5 to 10 ECTS credits, except where a different number of credits is prescribed by a previously licensed study programme.

(3) The deadline for preparing and submitting the final thesis is 12 months from the date on which the topic was approved. In justified cases, the Rector may extend this period by a further six months upon the student's reasoned written request. After that extended period expires, the student may submit a new application for a final-thesis topic.

Article 67

(1) The student shall prepare a draft of the final thesis containing all constituent parts. The draft shall be submitted to the mentor for inspection and review. The student must act in accordance with the mentor's instructions and comments; otherwise, the thesis shall be returned for further revision.

(2) The mentor must review the thesis and return it with comments no later than 15 days after it is submitted.

Article 68

(1) After passing the final examination, the student must verify with the student administration office whether the entries in the personal student document (record book) correspond to the examination applications and official registers, and whether other requirements for defending the thesis have been met. If a grade entered in the student record book differs from the grade entered in the examination application, the grade entered in the application or official register shall be authoritative. If other requirements have not been met, the student must fulfil them.

(2) The student administration office must verify consistency or any discrepancies and fulfilment of other requirements no later than eight days after the request and prepare a written report, which it must submit to the dean and the student.

(3) After obtaining the mentor's approval, the student shall submit an application to defend the final thesis to the student administration office, together with four copies of the final thesis in printed and electronic form. The office shall stamp the printed copies with the date of receipt, return one copy to the student, and forward three copies to the committee members. The mentor shall confirm approval by a handwritten signature on each printed copy of the thesis.

(4) Within no more than three days, the student administration office shall forward the received application, together with the report confirming fulfilment of the requirements for defence and the dean's proposal for the composition of the thesis defence committee, to the faculty Teaching and Research Council.

(5) On the basis of the application and attachments, the faculty Teaching and Research Council shall, within no more than 15 days, adopt a decision appointing the thesis defence committee, determining its composition and tasks and the time and place of the final-thesis defence. The student administration office shall notify the student of the defence date immediately after receiving the Council's decision and no later than three days after receipt, by one of the available means (telephone, fax, email, notice board, or website).

(6) The committee shall consist of the mentor, a chair and at least one member. As a committee member, the mentor must be a teacher in the narrow scientific or educational field to which the course and final-thesis topic belong. The other committee members must belong to the scientific or educational field. Information on the defence shall be published on the University notice board and website. At least eight but no more than 30 days must pass between submission and defence of the thesis.

(7) One electronic copy shall be kept in the University archives in accordance with archival regulations.

Structure of the Final - Bachelor's Thesis

Article 69

(1) The title page of the final thesis shall contain the following information, with all letters and characters in bold:

1) in the header at the top of the page: name of the higher-education institution, name of the organisational unit, cycle of studies, and name of the study programme (Times New Roman, 16 pt, centred);
2) in the middle of the page: "Final - Bachelor's Thesis in..." followed by the course name (Times New Roman, 14 pt), and above it the thesis title (Times New Roman, 18 pt, centred);
3) in the lower left part of the page: MENTOR, and below it the mentor's academic title and full name (Times New Roman, 14 pt);
4) in the lower right part of the page: STUDENT, and below it the student's full name (Times New Roman, 14 pt);
5) in the footer, centred: place, month and year of submission (Times New Roman, 14 pt, centred);
6) the original title page shall also be printed on the front cover of the thesis;

7) one blank sheet shall be left between the cover and the title page;

8) the table of contents shall be printed after the blank sheet; and

9) the main body of the thesis shall begin after the table of contents.

(2) The thesis shall be organised into the following sections: Introduction; Main Body (thematic sections), divided into logical units marked with appropriate headings and subheadings; Conclusion; References, arranged alphabetically by the authors' surnames with complete bibliographic data in accordance with the adopted standards; and Appendices.

(3) Sources used shall be cited in footnotes according to the following standard: author's surname; initial capital letter of the author's first name; year of publication in brackets; title of the work; publisher; place of publication; year of publication; and page number (Times New Roman, 10 pt). Example: 1) Sakan, M. (2013). Metodologija naučnih istraživanja, Savremena administracija, Belgrade, p. 56.

(4) Sources used shall be listed in the references at the end of the thesis according to the same standard as in the preceding paragraph, except that the page number shall not be included after the year of publication, the title of the work shall be italicised, and the font size shall be 12 pt. Example: 1) Sakan, M. (2013). Metodologija naučnih istraživanja, Savremena administracija, Belgrade.

(5) All main headings in the thesis shall be bold and 16 pt; first-level subheadings shall be 14 pt; all lower-level subheadings shall be 12 pt and centred. Main headings shall always begin on a new page after the first third of the page has been left blank.

(6) Titles of figures, graphic representations and tables shall be written above the figure, representation or table in 12 pt, centred and sequentially numbered separately for each type of representation.

(7) The source from which figures, representations and tables were taken shall be written below the figure, representation or table in 11 pt italic font and centred.

(8) If figures, representations or tables were created by the author, "Author's work" shall not be stated as the source.

Article 70

(1) The final thesis shall be written electronically and submitted in electronic and printed form.

(2) The thesis shall contain at least 30 and no more than 50 pages. The text format shall be A4 (210 x 297 mm); the left margin shall be 2.5 cm and the other margins 2.00 cm; line spacing shall be 1.5; and the font shall be Times New Roman, 12 pt. Pages must be numbered in the lower right corner.

(3) The thesis shall be printed, bound and placed in a cover. Its writing style and other characteristics shall comply with the University Instructions for Writing Final (Bachelor's) Theses.

Defence of the Final - Bachelor's Thesis

Article 71

(1) The final-thesis defence consists of an oral presentation of the results and an explanation of the selected conclusions using a PowerPoint presentation, as well as answers to the committee's questions concerning the results and conclusions. If the student does not meet the requirements at the defence, the student is entitled to request approval to select a new topic in the same or another course. As a rule, the oral presentation lasts 10 to 15 minutes.

(2) The final thesis and defence shall be assessed with a single grade from "excellent" (10) to "insufficient" (5). The grade shall be determined by a majority vote of the committee members.

(3) Minutes of the final-thesis defence shall be kept and signed by the committee members and the minute-taker.

Article 72

(1) In one academic year, a teacher may supervise no more than 10 final theses in first-cycle studies.

(2) When approving final-thesis topics, faculty deans shall ensure appropriate distribution of topics and mentors during the academic year.

Article 73

After successfully defending the final thesis and until the diploma is issued, the student shall be issued and presented with a Certificate of Completed Studies and Acquired Education or the relevant qualification.

VI PROCEDURE FOR APPLICATION, PREPARATION AND DEFENCE OF THE FINAL - MASTER'S THESIS IN SECOND-CYCLE STUDIES

Article 74

(1) The final thesis in second-cycle studies is a Master's thesis.

(2) Preparation of a Master's thesis is mandatory.

(3) A Master's thesis is an independent scientific and/or professional treatment of a particular problem and shall be valued at no fewer than 10 and no more than 20 ECTS credits.

(4) The number of credits assigned to the Master's thesis, as the final part of the study programme, shall count towards the total number of credits required to complete second-cycle studies.

(5) The Master's thesis shall be prepared during the final semester of second-cycle studies. Through the thesis, the student demonstrates that, on the basis of knowledge acquired during studies, they have mastered the assigned topic, treated it according to the prescribed methodology, know how to use professional literature and terminology, and cite them correctly.

(6) The Master's-thesis topic shall be selected from a narrow scientific or artistic field in which instruction is delivered in the study programme and for which the University member institution delivering the programme has academic responsibility.

Application, Approval and Preparation of the Final - Master's Thesis

Article 75

(1) An application for the final thesis (Master's thesis) in second-cycle studies must contain: the student's full name; student record-book number; topic title; explanation of the topic; structure and contents of the thesis; list of basic preliminary literature; candidate's biography; diploma confirming completion of first-cycle studies; candidate's bibliography containing information on published papers, participation in professional and scientific conferences, and work on projects; place and date of application; and the student's handwritten signature.

(2) The explanation of the final-thesis topic in second-cycle studies shall contain:

1) formulation of the problem;
2) subject of the research;
3) research objectives;
4) hypotheses;
5) research method;
6) scientific and social justification of the research;
7) contents of the thesis; and
8) list of basic literature.

(3) The thesis structure shall contain:

For theoretical topics:

1) introduction, addressing the matters from the application;
2) main body;
3) conclusion;
4) references;
5) summary; and
6) appendices.

For empirical topics:

1) brief introduction;
2) theoretical foundations of the subject of research;
3) methodological foundations of the research, addressing the matters from the application;
4) research results;
5) analysis and interpretation of the research results;
6) conclusion;
7) references;
8) summary; and

9) appendices.

(4) The list of references shall include scientific, professional and methodological bibliographic items to be used during the research and preparation of the final thesis.

(5) The final (Master's) thesis application shall be submitted in five copies. The student administration office shall certify one completed and signed copy and return it to the student, place the second copy in the student's file, and the dean shall forward the remaining three copies to the organisational unit for further procedure and for the members of the Committee for Assessment of the Suitability of the Topic and Candidate.

(6) Together with the application, the student shall submit the course teacher's opinion on the prescribed form in five copies.

(7) Deans of organisational units must establish and maintain, in written and electronic form, a register of approved final-thesis topics. The register must contain the approved topic title, full name of the student to whom it was approved, full name of the mentor, date of approval, and date of defence of the final thesis.

(8) The final thesis shall be registered with the student administration office on the prescribed form. A student becomes entitled to register the final thesis when the workload arising from the remaining courses and the prescribed workload for the final thesis do not exceed 30 ECTS credits.

(9) The entire procedure for application, preparation and defence of the final thesis shall be carried out according to the established procedures, which form an integral part of these Rules.

Article 76

(1) Upon receiving an application, the dean shall discuss the proposed topic with a teacher from the relevant narrow scientific field and, within no more than 30 days, convene and hold a session of the Teaching and Research Council. By its decision, the Council shall appoint a Committee for Assessment of the Suitability of the Final-Thesis Topic and Candidate.

(2) The committee referred to in the preceding paragraph, consisting of a chair and two members, must prepare a Report on the Suitability of the Topic and Candidate within 15 days of receiving the decision of the Teaching and Research Council and submit it to the dean for further procedure.

(3) The committee referred to in paragraph (2) shall consist of at least three teachers from the scientific field to which the topic belongs, at least one of whom must be from the narrow scientific field to which the thesis topic belongs.

(4) Within no more than 30 days after receiving the committee's report, the dean shall convene and hold a session of the organisational unit's Teaching and Research Council, at which the candidate's application, the committee's Report on the Suitability of the Topic and Candidate, and the proposal to appoint a mentor shall be considered and an appropriate decision adopted.

(5) Within seven days after the session of the Teaching and Research Council, the dean shall deliver to the candidate either a decision approving the final-thesis topic and appointing a mentor, or a reasoned decision refusing the topic that includes instructions on legal remedy.

(6) After approval of the topic, the candidate shall prepare the final thesis independently with appropriate assistance from the appointed mentor.

(7) The mentor must monitor the student's work, provide advice, and direct the student to relevant literature and to appropriate research methods and techniques.

(8) The candidate must complete the final thesis within no more than 24 months from the date on which the final-thesis topic was approved.

Article 77

(1) After the candidate completes the research and thesis, they shall submit the thesis to the mentor for final review.

(2) Within 15 days of receiving the thesis, the mentor must review it and, where necessary, direct the candidate to make additions, corrections or similar changes, or notify the candidate and the dean of the organisational unit that the thesis is ready for final technical preparation, reproduction and binding, and for assessment.

(3) After obtaining the mentor's approval, the candidate shall complete the final technical preparation, reproduce and bind the thesis, and submit it to the student administration office in three printed copies and in electronic form together with the mentor's written consent. Within the following seven days, the student administration office shall forward the thesis and the mentor's written consent to the dean for further procedure.

(4) Within no more than 30 days, the dean shall convene and hold a session of the Teaching and Research Council, which shall appoint the Committee for Assessment and Defence of the Final Thesis. The committee shall consist

of a chair and two members and must prepare and submit to the dean a Report on the Assessment of the Final Thesis within 15 days.

(5) The committee referred to in paragraph (3) shall consist of at least three teachers from the scientific field to which the topic belongs, at least one of whom must be from the narrow scientific field to which the thesis topic belongs.

(6) Upon receiving the Report of the Committee for Assessment and Defence of the Final Thesis, the faculty dean shall convene and hold a session of the Teaching and Research Council at which the report is considered. If the report is positive, the date of the final-thesis defence shall be determined. If it is negative, instructions and a deadline for correcting the identified deficiencies shall be provided.

(7) If the committee's report is adopted, within seven days after the session of the Teaching and Research Council the dean shall notify the candidate of that body's decision and invite the candidate to submit five bound copies of the thesis in printed and electronic form. The candidate shall also be informed that, for the following 15 days from submission, the thesis will be made available for public inspection in the University library and on the University website.

(8) The public defence of the final thesis shall be announced on the University website at least seven days before the scheduled defence date.

(9) Minutes shall be kept of the public defence of the final thesis.

(10) After the public defence is completed, the committee shall submit a written report to the student administration office and the organisational unit's Teaching and Research Council.

Structure and Form of the Final - Master's Thesis

Article 78

(1) The title page of the final thesis shall contain the following information, all in bold and centred:

1) in the header at the top of the page: name of the higher-education institution, name of the organisational unit, cycle of studies, and name of the study programme (Times New Roman, 16 pt, all capital letters);

2) in the middle of the page: title of the final - Master's thesis (Times New Roman, 22 pt, all capital letters); immediately above it, the candidate's full name and academic title (Times New Roman, 16 pt); and immediately below it, Final - Master's Thesis (Times New Roman, 16 pt);

3) in the footer: place, month and year of submission (Times New Roman, 16 pt);

4) the original title page shall also be printed on the front cover of the thesis;

5) one blank sheet shall be left between the cover and the title page;

6) after the title page in a language officially used in Bosnia and Herzegovina, the title page shall be printed in English, or vice versa if the thesis was written in English; one blank sheet shall then be left, followed by the Key Documentation Information in a language officially used in Bosnia and Herzegovina and in English (Times New Roman, 11 pt);

7) one blank sheet shall be left after the Key Documentation Information, followed by the table of contents; and

8) the thesis text shall begin after the table of contents.

(2) Within 15 days of receiving the thesis, the mentor must review it and, where necessary, direct the candidate to make additions, corrections or similar changes, or notify the candidate and the dean of the organisational unit that the thesis is ready for final technical preparation, reproduction and binding, and for assessment.

(3) The thesis shall be organised into the following sections: Introduction; Main Body (thematic sections), divided into logical units numbered and marked with appropriate headings and subheadings; Conclusion; References, arranged alphabetically by the authors' surnames with complete bibliographic information, for example: 1. Sakan, M. (2005). Izrada stručnih i naučnih radova, Prometej, Novi Sad; Summary in a language officially used in Bosnia and Herzegovina and in English; and Appendices.

(4) Figures, charts and/or other representations shall be marked by placing above them the relevant designation, such as "figure", "chart" or "representation", preceded by a sequential number and followed by the title (Times New Roman, 12 pt, centred and bold). The source of the figure, chart and/or other representation shall be stated below it (Times New Roman, 11 pt, centred and italic). Where a figure, chart and/or other representation was created by the author, the author shall not be stated as the source.

(5) Sources used shall be cited in footnotes at the bottom of the page, starting from the left margin (Times New Roman, 10 pt), according to the following standard: author's surname; initial capital letter of the author's first name; year of publication; title of the work; publisher; place of publication; and page number. Example: 1. Sakan, M. (2005). Izrada stručnih i naučnih radova, Prometej, Novi Sad, p. 121.

Article 79

(1) The final thesis shall be written electronically and submitted in electronic and printed form.

(2) The thesis shall contain at least 50 and no more than 100 pages. The text format shall be A4 (210 x 297 mm); the left margin shall be 3.5 cm and the other margins 2.5 cm; line spacing shall be 1.5; and the font shall be Times New Roman, 12 pt. Main headings shall be 16 pt, subheadings 14 pt, and all lower levels 12 pt, bold and centred. The thesis shall be submitted printed, bound and placed in a cover. It shall be printed on one side only. Pages must be numbered in the lower right corner.

(3) Each main heading shall begin on a new page after the first third of the page has been left blank.

Defence of the Final - Master's Thesis

Article 80

(1) The final-thesis defence consists of an oral presentation of the research results and an explanation of the formulated conclusions, as well as answers to questions asked by members of the Final-Thesis Defence Committee.

(2) The oral presentation shall be prepared as a PowerPoint presentation and, as a rule, shall last up to 20 minutes.

(3) The final thesis and defence shall be assessed with a single grade from outstanding (10) to insufficient (5). The grade shall be determined by a majority vote of the committee members.

(4) If the student does not meet the requirements at the final-thesis defence, the student is entitled to request approval to select a new topic within the same study programme.

(5) The final-thesis defence shall be conducted in accordance with the established protocol, and minutes shall be kept.

Article 81

After successfully defending the final thesis and until the diploma is issued, the student shall be issued a Certificate of Completed Studies and Acquired Education or the relevant qualification.

Article 82

In one academic year, a teacher may supervise no more than five final theses in second-cycle studies.

Article 83

Application, preparation and defence of the final thesis shall be carried out in accordance with the prescribed procedures and established forms, which form an integral part of these Rules.

Article 84

(1) With the consent of the Council of the University member institution, a student may change the Master's-thesis topic once.

(2) When the Master's-thesis topic is changed, the application procedure shall be repeated.

Article 85

With a view to ensuring the highest possible quality of preparation for the application, preparation and defence of a final thesis in second-cycle studies, the University shall adopt and issue a separate manual, guide, instruction or other material concerning application, preparation and defence of final theses in second-cycle studies and make it available to all second-cycle students.

VII PUBLIC DOCUMENTS

Article 86

(1) For the purposes of the provisions of the Law and the Statute, public documents are:

1) student record book;
2) diploma confirming the qualification acquired;
3) diploma supplement;
4) withdrawal certificate;
5) certificate of passed examinations;
6) certificate of the academic title acquired;
7) certificate of achievement during studies;
8) decision recognising a period of exchange;
9) certificate of participation in particular forms of professional development;

10) decision on equivalence of a previously acquired qualification with a new qualification;

11) decision on recognition of foreign educational qualifications; and

12) certificate of completion of a lifelong-learning programme.

Diploma

Article 87

(1) A student who completes first-cycle or second-cycle studies shall be issued a diploma confirming completion of the first or second cycle of studies respectively.

(2) A diploma supplement must be issued to the student together with the diploma.

(3) The diploma and diploma supplement shall be prepared in Serbian using the Cyrillic script.

(4) At the student's request, the diploma and diploma supplement shall be prepared in the Latin script in one of the languages of the other constituent peoples of Bosnia and Herzegovina.

(5) At the student's request, the diploma and diploma supplement shall also be prepared in English.

(6) The diploma confirming completion of first-cycle or second-cycle studies and the diploma supplement shall be signed by the Rector and the dean of the University member institution.

(7) The diploma shall be authenticated with the University dry seal.

(8) The diploma supplement shall be authenticated with the University stamp.

Other Documents

Article 88

(1) At the student's request, other study documents confirming the student's status and other rights during studies shall also be issued.

(2) Students shall submit all applications and requests in writing to the competent office of the University or University member institution.

Student Identification Card

Article 89

(1) The University may issue a student identification card as proof that a person is registered as a student of the University, providing the holder with:

1) access to all premises in which University study programmes are delivered;

2) use of libraries and computer classrooms, unless special registration rules are prescribed;

3) access to sports and other facilities available to University students; and

4) access necessary for other activities within the scope of the University's operations.

VIII TRANSITIONAL AND FINAL PROVISIONS

Article 90

All matters relating to first-cycle and second-cycle studies that are not regulated by these Rules shall be governed by the relevant provisions of the Law, the Statute and other general acts of the University.

Article 91

In each academic year, students in first-cycle and second-cycle studies shall complete a survey questionnaire on the quality of the teaching and research process at the University, in accordance with the University's general act.

Article 92

Upon the entry into force of these Rules, the Rules on Studying in the First and Second Cycles of Studies, Nos. 110-1/14 and 110-2/14 of 30 April 2014, shall cease to apply.

Article 93

These Rules shall enter into force on the eighth day following their publication on the University website and shall apply from the beginning of the 2025/2026 academic year.

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CHAIR OF THE SENATE

RECTOR

Prof. Slobodan S. Župljanin, PhD