



**Table of Contents**

I GENERAL PROVISIONS .....3

II STUDY ENROLLMENT .....6

III STUDY ORGANIZATION ..... 12

IV STUDY YEAR AND TEACHING ORGANIZATION AND  
IMPLEMENTATION..... 16

V EXAMINATION AND ASSESSMENT ..... 19

VI PART-TIME AND DL STUDIES ..... 25

VII FINAL PAPER..... 27

VIII STUDY DOCUMENTS ..... 30

IX TRANSITIONAL AND FINAL PROVISIONS .....31

Pursuant to Articles 53 and 56, Law on Higher Education (Sarajevo Canton Official Gazette, No.: 33/17), in accordance with the Article 151, University of Sarajevo Statute, the University of Sarajevo Senate on its session of 10 October 2018 formulated the following

**STUDY RULES FOR THE I AND II CYCLE,  
INTEGRATED, VOCATIONAL AND SPECIALIST STUDIES AT  
UNIVERSITY OF SARAJEVO**

## **I GENERAL PROVISIONS**

### **Article 1**

#### **(Rules' Subject)**

1. These rules regulate in more details the studies organization and conduction for the first and second cycles, integrated, vocational and specialist ones as well as other issues related to the enrollment and organization, duration, forms of study, examination and knowledge assessment procedures, conditions, procedures, equivalences and the final paper production process, study documents and other important relevant issues.
2. After completing the first cycle of studies, one receives the degree of Bachelor or equivalent after acquiring a four-year high school diploma. It lasts three or four academic years respectively, and it is worth at least 180 or 240 ECTS.
3. After completing the second cycle of studies, one receives the degree of Master or equivalent after completing the first cycle of studies. It lasts one or two academic years respectively, and it is worth 60 or 120 ECTS respectively. Combined with the first cycle of studies it is worth 300 ECTS.
4. Integrated study is a study at the university consisting of combined first and second cycles of five or six years. After completion, 300 or 360 ECTS are given, and the academic title received conforming to the completed study title in accordance with the Rulebook on the Use of Academic Titles, and Gaining Scientific and Vocational titles.
5. The vocational study is the basis for enrolling in the first cycle of study, ensured after obtaining the high school graduation diploma in the four-year duration. It lasts for two study years, and worth 120 ECTS.
6. The specialist study is the basis for the admission at the third cycle of studies after completing the second cycle, integrated studies or ante-Bologna. It lasts for one academic year, and worth 60 ECTS.
7. The teaching process from teaching orientation study programs is implemented as a content-integrated study of the first and second cycles and worth 300 ECTS credits minimum.
8. Terms used in this Rulebook imply the inclusion of both genders.

## **Article 2**

### **(Study forms)**

Higher education studies can be organized in the full range of hours provided by the syllabus (full-time study) or in the range of hours tailored to students unable to attend full-time studies (part-time and distance learning studies).

## **Article 3**

### **(Prohibition against prescribing formal barriers to enrollment and taking exams)**

1. A student enrolling the subsequent study year or renewing the study year does so under the conditions stipulated by the Sarajevo Canton Law on Higher Education (hereinafter referred to as the Law) and the University of Sarajevo Statute (hereinafter referred to as the Statute).
2. Passing exams from the previous year cannot be stipulated as a condition for enrollment in the subsequent academic year, except in the manner prescribed by the Law, the Statute and the study program.
3. Subjects referred to in the paragraph 2 shall be determined by the study program and a Faculty/Academy/Center/Institute councils' Decision prior the academic year's beginning.

## **Article 4**

### **(Exceptionally talented students category rights and abbreviated studies)**

1. On the basis of previously obtained results and average grade during their studies, highly successful full-time students achieving top teaching, scientific, artistic, social, technological, sports and entrepreneurial results, can be allowed to study under special conditions and/or complete studies in time shorter than the prescribed study duration (abbreviated studies).
2. The decision on studying under special conditions and/or abbreviated studies from the previous paragraph of this Article shall be rendered annually by the Faculty/Academy/Center/Institute council.
3. All exams taken and passed with an average grade of not less than 9.0 (B) during the studies course, earned cumulative ECTS for each academic year are the minimum conditions for enacting a decision about studying under special conditions and/or abbreviated studies.
4. If a decision about studying under special conditions and/or abbreviated studies is made after the first study year, the requirement is an average grade of not less than 9.0 (B) and at least 60 ECTS earned.

## **Article 5**

### **(Rights of students with disabilities)**

1. The University of Sarajevo (hereinafter referred to as the University) shall provide access to students with disabilities access to higher education and science.

2. Students with full disability diagnosed have the right to enroll once in a certain University study program as students financed from the budget under the following conditions:
  - a. entrance examination passed (if envisioned),
  - b. being capable of performing practical teaching tasks,
  - c. having the right to enroll in the appropriate study cycle at the organizational unit,
  - d. evidence provided from the competent institution of the disability status and the percentage.
3. Rights of students with disabilities to individualization and respite in the teaching process implementation are affirmed with regard to:
  - a. teaching attendance; depending on the disability type and degree,
  - b. participation in the delivering individual teaching contents; individually depending on the disability degree and type,
  - c. substitute teaching and exam responsibilities; according to individual abilities and in accordance with content, outcomes and the teaching process objectives requirements,
  - d. additional consultations; according to individual need,
  - e. knowledge assessment methods and dynamics; according to individual need and in accordance with content, outcomes and the teaching process objectives requirements,
  - f. application of assistive technologies in teaching, in accordance with content, outcomes and the teaching process objectives requirements.
4. The individualization and respite from the preceding paragraph shall mean an individualized program of teaching and examination implementation. The individual program refers to the content and methodological adaptation, whereas the individualized approach refers only to the methodical adaptation in working with students with developmental disabilities.
5. The decision referred to in this Article's previous paragraph (individualized or individual program for each subject/module) shall be made by a Faculty/Academy/Center/Institute's Council on the basis of a medical certificate and specialist medical examination, psychologists' findings containing opinions on the student's ability to attend a valid curriculum and the program the candidate wants to enroll in, taking into account the physical and mental abilities of the candidate to fulfill the requirements for each course/module. If necessary, for these students a teaching assistant may be assigned to each course/module. This situation is treated as an additional the norm of their work.
6. When designing an individualized or individual program for students referred to in paragraph 1, Faculties/Academies/Centers/Institutes may consult teachers from the departments of special pedagogy and psychology, Faculty of Philosophy and/or teachers from the Education and Rehabilitation Department, Faculty of Pedagogy. With the support of the Ministry of Education, Science and Youth, Sarajevo Canton (hereinafter referred to as the Ministry), mobile teams with specialized experts can be engaged for these needs, depending on the type and degree of disability.

7. In order to successfully master the subject matter, the students from paragraph 1 have at their disposal the human and material resources of the University Student Support Office.
8. The Faculty/Academy/Center/ Institute Council may allow the students referred to in this Article's paragraph 1 retaining the full-time student status financed by the founders in the event of academic year repeated renewal of the and study longer than prescribed by the Law according to the individualized and tailored curriculum.
9. The diploma of students referred to in paragraph (1) of this Article shall indicate that study has been completed in accordance with the paragraph (4) of this Article. The diploma supplement will contain the learning outcomes achieved by the student during such study in the case of individual and/or an individualized program.
10. Within the domestic and international public calls, as well as from their own resources, University/Faculties/Academies/Centers/Institutes shall improve the conditions for facilitating study of persons with disabilities and developmental disabilities, in accordance with paragraphs (1) and (2) of this Article.

## **II STUDY ENROLLMENT**

### **Article 6**

#### **(Enrollment competition call)**

1. In compliance with the Law and the Statute, the higher education institution shall announce the student enrollment competition call.
2. The University shall publish the notice about student enrollment competition call in the first study year in at least three daily newspapers in Bosnia and Herzegovina.
3. The student enrollment competition call in the first study year shall be published on the University website and the bulletin board, after obtaining the consent from the Ministry, not later than two months prior to the academic year's beginning. The competition is published on the Faculty/Academy/Center/Institute web pages, within in the section related to the Faculty/Academy/Center/Institute.t.
4. The student enrollment competition call in the first study year is announced in early June and remains open until the vacancies are filled, therewith the enrollment of admitted students must be completed no later than the beginning of teaching.
5. During the competition, Faculties/Academies/Centers/Institutes Colleges may organize more than one application period, therewith single one lasting at least fortnight. All candidates applying for the enrollment first time, along with candidates who have competed in the previous term and failed to meet the enrollment requirements have the right to apply for additional application/enrollment term and take entrance examinations.
6. More specific details regarding the enrollment requirements for individual study programs are available within the competition call text body published by the Faculties/Academies/Centers/Institutes on their web pages.

**Article 7**  
**(Final candidate list)**

- 1) When applying for the competition call, the candidate submits the original documents or a certified Xeroxed documents in compliance with the competition terms and gets his code that is used in the further procedure of publishing the preliminary and final ranking list of selected and applied candidates.
- 2) After obtaining verification from a committee appointed by the Faculty/Academy/Center/Institute, the Faculty/Academy/Center/Institute is obliged to publish the preliminary ranking list of selected and applied candidates designated with the appropriate code (without listing personal data), not later than two working days after the last day of the entrance examination taking. At the Faculty/Academy/Center/Institute where the entrance examination is not administered, the above mentioned ranking list is bound to be published, not later than two working days after the deadline for submitting competition applications, and after each application deadline.
- 3) Candidates have the right to raise objections within 3 days after the day of the ranking list releasing, referred to in paragraph 2 of this Article.
- 4) The Faculty/Academy/Center/Institute's council is obliged to reach a decision within three days) about the objection referred to in paragraph 3 of this Article. The Faculty/Academy/Center/Institute's council decision is final.
- 5) The final candidates ranking list designated with the appropriate code (without giving personal data), who have acquired the right to enroll in all statuses of the Faculty/Academy/Center/Institute is due to be published on the website and bulletin board no later than two days after the expiration of term to reach a decision about an objection.
- 6) At the Faculty/Academy/Center/Institute where the entrance examination is not administered, during the first academic year a candidate who has obtained the right to enroll in the first study year cannot obtain the status of student at the Faculty/Academy/Center/Institute where the entrance examination is administered.
- 7) A student referred to in paragraph (6) of this Article may exercise the right to continue his studies at another Faculty/Academy/Center/Institute at senior study years along the equivalence lines. By its general act, the Faculty/Academy/Center/Institute's council sets the conditions the students must meet in order to continue their studies at that Faculty/Academy/Center/Institute.
- 8) Theology Faculties publish a preliminary ranking list of selected and applied candidates and a final ranking list of enrolled candidates after carrying out the specific procedure for enrolling candidates in theological study in compliance with the organizational unit's general act.
- 9) Within a week after the day of announcing the final ranking list, a candidate who has obtained the right to enroll is obliged to submit the original documents to the Faculty/Academy/Center/Institute. If the candidate fails to submit the documents, the candidate's enrollment in the competed study program will be regarded as withdrawn. On the final ranking list, the subsequent candidate who met the conditions for enrolling in the competed status will be granted the right to enroll in the status for which he competed until filling the quota is filled.

10) If the candidate obtains the right to enroll and wants to study at more than one Faculty/Academy/Center/Institute within the University, the candidate submits original documents to one Faculty/Academy/Center/Institute, after which the Faculty/Academy/Center/Institute issues the appropriate certificate. Other Faculty/Academy/Center/Institute at the University, where the candidate wishes to study, is obliged to accept the above-stated certificate, together with certified Xeroxed documents. The student may have full-time status only at one Faculty/Academy/Center/Institute at the University.

### **Article 8**

#### **(Right to compete prior to foreign qualification and equivalence recognition)**

- 1) A candidate who has received education outside Bosnia and Herzegovina is eligible to compete in the competition enrollment before the foreign higher education qualification or equivalence on completed education abroad recognizing process is completed.
- 2) The candidate referred to in paragraph (1) of this Article meeting the competition requirements, who is on the rank list of candidates that have passed the entrance examination within the approved students admission quota at that Faculty/Academy/Center/Institute, may provisionally enroll in the first study year prior to the recognition or equivalence of a foreign higher education qualification, having presented a confirmation that recognition or equivalence process at his request is ongoing and the delay in the adoption of an appropriate decision is not the result of candidate's failure to comply with the procedure.
- 3) The applicable Law or bilateral/multilateral agreements binding on Bosnia and Herzegovina govern the foreign higher education qualification recognition or diploma equivalence process respectively, including other public documents on completed education.

### **Article 9**

#### **(Participating eligibility and enrolling candidates from special categories)**

On the first year enrollment criteria equal terms, the precedence have:

- a) veterans' children
- b) war veterans, KIA - MIA, and deceased war veterans children,
- c) resistance organizers' children,
- d) veterans/first to fight veteran's children and
- e) the highest war honors recipients' children.

### **Article 10**

#### **(Gaining 1<sup>st</sup> cycle student status at integrated and vocational studies)**

- 1) A candidate attains student status by enrolling in corresponding study program at the University.
- 2) A candidate enrolls in the first study year in pursuance with the Faculties/Academies/Centers/Institutes student enrollment plan, with established division per Departments and Directions.

- 3) Admission and enrollment in the first academic year of study is performed on the basis of the public competition's final results.
- 4) BH nationals with completed four-year secondary education have the right to participate in the public competition.
- 5) In accordance with the Law, conventions and interstate agreements obliging Bosnia and Herzegovina in the manner and under the conditions laid down by the Law, the right to participate in the public competition call shall also be granted to foreign nationals with acquired corresponding secondary education.
- 6) To the enrolled student referred to in paragraph (1) of this Article, the Faculty/Academy/Center/Institute shall issue a grade book whose contents and form, provided by the Law and prescribed by the Ministry.

### **Article 11**

#### **(Right to participate in the competition and enrollment of candidates with international programs high school diploma)**

- 1) An organizational unit is obliged to include in the enrollment procedure no less than issuing evidence of the passed external school/leaving assessment /exams applicants with high school diploma obtained after attending international programs and approved by the competent ministry and whose results of the international external graduation/assessment are published in August or September.
- 2) Assigning points to these candidates' scoring is based on the forecast grades provided by the subject professors, with a pledge to submit certificates and/or diplomas before the academic year's commencement.
- 3) Faculty/Academy/Center/Institute is bound to exempt applicants with a A\*, A, B and C grade from a foreign language from obligatory taking of exam from that foreign language if it is the enrollment condition for the corresponding study program.
- 4) Assessment of score achieved during secondary education via special criteria will be determined by the competition call's text and the decision on the criteria.

### **Article 12**

#### **(Attaining student status at the second cycle of studies)**

- 1) A candidate attains student status by enrolling in corresponding study program at the University.
- 2) Candidates enroll in the first study year in pursuance with the Faculties/Academies/Centers/Institutes student enrollment plan, with established division per Departments and Directions.
- 3) Admission and enrollment in the first academic year of study is performed on the basis of the public competition's final results.
- 4) BH nationals with completed the first cycle of studies have the right to participate in the public competition.
- 5) Students who have earned at least 240 ECTS in the first cycle of studies have admission to the one-year program at the second studies cycle.

- 6) Students who have earned at least 180 ECTS or 240 ECTS in the first studies cycle apply for admission to the two-year program of the second studies cycle.
- 7) Applicants who have completed their education under ante-Bologna study programs also can also apply for admission to the second studies cycle.
- 8) In accordance with the Law, conventions and interstate agreements obliging Bosnia and Herzegovina in the manner and under the conditions laid down by the Law, the right to participate in the public competition call shall also be granted to foreign nationals with acquired corresponding education.
- 9) To the enrolled student referred to in paragraph (1) of this Article, the Faculty/Academy/Center/Institute shall issue a grade book whose contents and form, provided by the Law and prescribed by the Ministry.

### **Article 13**

#### **(Attaining student status at the specialized studies)**

- 1) A candidate attains student status by enrolling in corresponding study program at the University.
- 2) Candidates enroll in the first study year in pursuance with the Faculties/Academies/Centers/Institutes student enrollment plan, with established division per Departments and Directions.
- 3) Admission and enrollment in the first academic year of study is performed on the basis of the public competition's final results.
- 4) BH nationals with completed the second cycle of university education, integrated academic studies or graduate studies under ante-Bologna system, equated in the established equivalence procedure with the second cycle of university education or integrated academic studies, have the right to participate in the public competition.
- 5) In accordance with the Law, conventions and interstate agreements obliging Bosnia and Herzegovina in the manner and under the conditions laid down by the Law, the right to participate in the public competition call shall also be granted to foreign nationals with acquired corresponding education.
- 6) A candidate attains student status in pursuance with the Statue's Article 130.
- 7) To the enrolled student referred to in paragraph (1) of this Article, the Faculty/Academy/Center/Institute shall issue a grade book whose contents and form, provided by the Law and prescribed by the Ministry.

### **Article 14**

#### **(Study contract)**

- 1) The Faculty/Academy/Center/Institute and the student enter into a study contract which regulates their mutual rights and obligations more precisely.
- 2) The contract's essential elements referred to in paragraph (1) of this Article shall be specified by a general act of the University to be adopted the University Senate.

## **Article 15**

### **(Student rights, duties and student standard)**

- 1) The student 's right and duty is to study in pursuance with the adopted and approved study rules and curriculum, be examined and evaluated in accordance with rules that are transparent, fair and accessible to each student.
- 2) The rights and duties prescribed by the student standard are personal and non-transferable.
- 3) The student is entitled to:
  - a. attend all forms of teaching,
  - b. quality teaching process in accordance with the adopted and approved curriculum,
  - c. receive timely and accurate information on all study issues,
  - d. be transparently informed about the schedule of classes and exam terms at the level of the academic year within the first two weeks,
  - e. equality with regard to the study conditions and treatment at the University as well as to the student status benefits conferred,
  - f. diversity and protection against discrimination,
  - g. health care in accordance with the Law,
  - h. use the library and other services provided to students at the University, in accordance with the University acts,
  - i. consultation with and assistance of academic staff in mastering the teaching content, especially during the final paper preparation,
  - j. freedom of thought and expression of personal views regarding teaching content during the teaching process,
  - k. evaluation of the academic personnel work,
  - l. ECTS recognition and transfer between higher education institutions for the mobility ensuring purpose,
  - m. participation in the election process for the student representative and other bodies established by the Statute,
  - n. participation in the student organizations work,
  - o. participation in the University or Faculty/Academy/Center/Institute decision-making bodies, in compliance with the Statute,
  - p. be protected in the manner established by law and statute in the event of a violation of any of his in the manner established by law and statute,
  - q. complete the study program which he enrolled in the Faculty/Academy/Center/Institute at the University within the duration of one study cycle plus two academic years,
  - r. the student who is repeating the academic year is obliged to attend the study according to the changed curriculum in accordance with the Law,
  - s. other rights established by the Statute and other University general acts.

- 4) The University/Faculty/Academy/Center/Institute is bound to publish on its web site information package or student guide containing information on the student rights enjoyed during their studies, such as the way of obtaining students health care, on sections that are available to students and mobility programs, as well as other relevant information.
- 5) The student meets the following duties:
  - a. abiding the University rules,
  - b. fulfilling teaching and other obligations,
  - c. fully respect the rights of teaching, professional and administrative staff, as well as the rights of other students at the University,
  - d. duly fulfilling study obligations and participate in academic activities,
  - e. other obligations prescribed by Law and Statute.

## **Article 16**

### **(Dormant student's rights and duties)**

- 1) The student's rights and duties are dormant in the cases stipulated by the Law and the Statute.
- 2) At the request of a student, University or a Faculty/Academy/Center/Institute may grant him suspension of rights and duties for a fixed period of time, one year maximum.
- 3) Hereby are listed justified reasons:
  - a. the prolonged course of illness preventing student from attending classes and taking exams,
  - b. maternity leave,
  - c. other cases determined by the Statute.
- 4) The student confirms the justified reasons referred to in paragraph (3) of this Article by submitting evidence, issued by the competent public health institution, or other legal entity or competent authority relevant to each particular case, to the head of the Faculty/Academy/Center/Institute.
- 5) The head of the Faculty/Academy/Center/Institute decides upon the request of the student referred to in paragraph (2) of this Article, while retaining the right to verify the justification of the reasons referred to in paragraph (3) of this Article.
- 6) A student who does not have his rights and duties dormant and who fails to enroll in the subsequent year or does not repeat the enrollment in the same academic year loses his student status.

## **Article 17**

### **(Changing the student status)**

- 1) If a tuition paying student in a certain academic year takes and passes all exams of that study year and attains a minimum average grade of eight, the very student can attain a publicly funded seat to continue his studies in that cycle.
- 2) The decision referred to in paragraph (1) shall be rendered by the Faculty/Academy/Center/Institute's council under the condition that Faculty/Academy/Center/Institute has been in the black during the previous calendar year and that such transition will not endanger the financial business dealing of that Faculty/Academy/Center/Institute. The decision is rendered for one academic year.

- 3) A full-time student financed by the University's founder may repeat an academic year once, while retaining the status during the first cycle of study or integrated study.
- 4) If a full-time student repeats several times a study year during the first study cycle or integrated studies, he loses the status of a budget-funded student, but may continue his studies in the status of a full-time self-funded student.
- 5) If a financed by the founder full-time student, loses or changes his status in compliance with this Article's provisions, the Faculty/Academy/Center/Institute is obliged to provide him the continuation of studies in the status of a full-time student financed from the founder's assets for the number of students who lost that status, with the pledge of ensuring the enjoyment of that right by ranking students solely on the basis of the average grade achieved during the course of previous academic year.
- 6) When the student list referred to in paragraph (5) of this Article includes two or more students with an identical average grade achieved during the course of the previous academic year, and the number of publicly funded lost places referred to in paragraph (4) is lesser than that number, the Faculty/Academy/Center/Institute shall select the students referred to in paragraph (5) of this Article on the basis of the average of grades during the entire study, as well as the study length (repeat of the academic year).
- 7) If a full-time student wants to change the status to a part-time student, i.e. a distance learning student, he shall submit an application to the Vice-Dean for Teaching at the Faculty/Academy/Center/Institute. If the change of status is approved, the student is obliged to pay the study costs at the current price list for the entire academic year.
- 8) If a full-time student finds employment, he/she is bound to inform the Faculty/Academy/Center/Institute's student service and apply for the status change (part-time or distance learning student) and pay for the entire academic year if the Faculty/Academy/Center/Institute has organized part-time studies. If studies are solely organized as full-time ones, by the virtue of finding employment, the student loses his/her status.

### **III STUDY ORGANIZATION**

#### **Article 18**

##### **(Scope and structure of studies and study programs)**

- 1) The University or Faculties/Academies/Centers/ Institutes organize and carry out studies in the scientific and artistic areas/ fields/branches for which they are parent.
- 2) Study programs are divided into study years and semesters.
- 3) The study program's scope is 60 ECTS in one academic year or 30 ECTS in a semester. Deviations may relate to elective courses student additionally chooses, credits scored for research, attending non-cyclical education programs, or taking additional practice in teaching bases.
- 4) The number of credits for each subject is determined by the total student load (theoretical and/or practical teaching, exercises, field work, clinical practice, expert

practice, homework, projects, seminar papers, etc.), as well as by the learning time for assessment preparation and evaluations (semester proficiency and final exam).

- 5) One ECTS represents 25 hours of total student workload through all forms of student work on a particular subject, or up to 30 hours of total workload when it comes to the Medical Sciences Group study programs.
- 6) Class is also held in teaching bases where theoretical instruction, exercises, seminars, practical work, professional practice and other forms of practical students training determined by the study program, as well as exams, can be realized.
- 7) Faculties/Academies/Centers/Institutes may organize practical classes in teaching bases in accordance with their main activity and the decision on the status of the teaching base.
- 8) The conditions for organizing and realizing practical teaching in teaching bases shall be more closely regulated by an agreement between the Faculty/Academy Center/Institute and the institution having the status of teaching base.

### **Article 19 (Study program)**

- 1) The study program is an approved and practically feasible set of information, rules and instructions for the implementation of a particular study at one or more Faculties/Academies/Centers/Institutes at the University.
- 2) In the form of a document, the study program must contain:
  - a) the study program name,
  - b) study program features (first, second cycle, integrated studies, specialist studies, vocational studies),
  - c) name of the study program's holder,
  - d) indicative studies description,
  - e) study program's general objectives,
  - f) study program's goals expressed through learning outcomes (knowledge, skills and competences) of students who completing it,
  - g) study program's duration,
  - h) vocational and/or scientific title acquired after completing the study program,
  - i) enrollment requirements for the study program,
  - j) study program plan with courses and other student duties presented per semesters and study years,
  - k) presented teaching courses with the following information for each subject:
    - name of the course,
    - course code,
    - subject status (compulsory, elective, joint),
    - the number of ECTS the subject is worth,
    - prerequisites for attending the course,
    - course content,
    - methods of subject teaching,

- number of hours of lectures, exercises and other required teaching forms,
  - total number of contact hours,
  - learning outcomes,
  - ways of assessing and evaluating students' knowledge and progress,
  - examination methods,
  - literature (compulsory and supplementary) as the basis for exam preparations,
  - exams and other examinations in the subject,
- l) structure and overall scope of practical teaching and practical students training,
  - m) information on the final paper, if provided by the study program,
  - n) provisions determining whether or not and under what conditions students who have discontinued their studies or lost their rights may continue with the studies; and
  - o) information on subject teachers with their abbreviated curricula vitae.

## **Article 20**

### **(Study programs oriented to teaching)**

- 1) The teaching process from the study programs oriented towards teaching is implemented as a content-integrated study of the first and second studies cycles and is worth minimum 300 ECTS.
- 2) The first cycle of studies is worth of a minimum of 240 ECTS and, a minimum of 300 ECTS with the second studies cycle added.
- 3) After completing the first studies cycle, the student attains an academic or vocational title of bachelor. After completing the second studies cycle, he gains an academic or vocational title of master.
- 4) The teaching process referred to in paragraph (1) of this Article shall be organized in a way to mutually interconnect and adequately represent teaching contents in semesters and study years. In doing so, the teaching process unity as well as adequate teaching contents representation in psychological, pedagogical, methodological and didactic subject groups is ensured.

## **Article 21**

### **(Learning outcomes and Teacher Education Qualification Standard)**

- 1) A study program oriented towards teaching is worth of a minimum 60 ECTS for psychological, pedagogical, methodological and didactic subject groups of which a minimum 3 ECTS is for inclusive education teaching.
- 2) A minimum of 30 ECTS is implemented as practical training, which is at least 90 ECTS with the added teaching referred to in paragraph (1) of this Article.
- 3) The compulsory subjects' content referred to in paragraph (1) of this Article leads to learning outcomes defined in pursuance with the European Qualifications Framework and the Teacher Education Qualification Standard.

- 4) The University Senate adopts the core program content from the psychological, pedagogical and didactic subjects group, consonant with the adopted outcomes from paragraph (3) of this Article.

## **IV STUDY YEAR AND TEACHING ORGANIZATION AND IMPLEMENTATION**

### **Article 22**

#### **(Academic year's organization)**

- 1) The academic year starts on 1 October and ends on 30 September.
- 2) The academic year is organized in two semesters: the winter and the summer one.
- 3) In the first studies cycle, vocational and integrated studies, classes in the winter semester start on the first Monday in October. In the summer semester, classes start on the fourth Monday in February and last for 15 weeks of continuous activities.
- 4) In the winter semester, classes in the second studies cycle and in specialist studies start on the second or third Monday in October. However, classes in full hours norm must be conducted by the winter semester's end and as well as in the first cycle of studies. In the summer semester, it starts on the fourth Monday in February and lasts for 15 weeks of continuous activity.
- 5) In interdisciplinary studies, classes' beginning may be accommodated to the peculiarities and requirements of each interdisciplinary study program.
- 6) Duration of exams is six weeks maximum after the class completing.
- 7) Supplementary classes are organized as needed to help students prepare for taking the make-up exam.
- 8) Semester and year certification verification is mandatory for all students.
- 9) In term of the certified semester and year, a student's ECTS score is calculated.
- 10) The University Senate designates a detailed calendar of study programs' organization and implementation for the academic year. The calendar is published on Senate's web site no later than 60 days before the start of teaching. Faculties/Academies/Centers/Institutes publish their activity calendars on their own websites before classes start.

### **Article 23**

#### **(Course registration)**

- 1) The student is obliged to apply for elective courses that he wants to listen and take in the next academic year upon enrolling the semester during which the course is taught.
- 2) Course registration is done through a unified student information system.
- 3) Students cannot change registered subjects after their verification.
- 4) Supremely talented students have the opportunity to register subjects and more than 60 ECTS per year in accordance with Article 4 of these Rules.

**Article 24**  
**(Organization of classes)**

- 1) Classes are organized and delivered according to a preset schedule.
- 2) Faculties/Academies/Centers/Institutes are required to publish a schedule of classes on the bulletin board and website no later than 10 days before the classes start.
- 3) The schedule of classes contains: study program's name, academic year, course title, time (day, hour) of teaching, place of teaching (halls, laboratories), name(s) of teacher and other teaching instruction.
- 4) If fewer than five students enroll in a study group or an elective course in one academic year, the Faculty/Academy/Center/Institute's council is allowed to decide on different ways of organizing classes than planned by the study program.

**Article 25**  
**(Teaching effectuation)**

- 1) Within the first week of teaching, the subject teacher is under obligation to introduce subject's work plan to the students and deliver it either in writing and/or electronic form via the subject's website.
- 2) As a rule, making changes in the class schedule and work plan during the class are prohibited.
- 3) In exceptional cases, if making changes in the class schedule and the work plan is deemed necessary, the subject teacher is under obligation to inform the students transparently and publicly, no later than 24 hours before the change occurs.
- 4) In accordance with the obligations set forth in the curriculum, the subject teacher is responsible for and expected to carry out all teaching forms (lectures, exercises, fieldwork, seminars, practical work, individual work, practical teaching and arts classes), as well as to track students activities and assess their knowledge based on the syllabus indicated teaching literature.
- 5) In pursuance with the Law and the Statute, teachers, as a rule, carry out theoretical, fieldwork, seminars, individual teaching, practical and art classes and if necessary, exercises. Teaching associates carry out exercises and a part of the fieldwork.
- 6) Certain teaching forms intended for full-time studies may be organized in the form of "distance learning" (distance learning, virtual teaching, blended learning, etc.), not exceeding 20% of the total amount of full-time study hours.
- 7) Vocational practical activities and practical activities amounting to at least 30 ECTS may be organized and effectuated as an integral part of teaching at the University HQ, i.e. Faculty/Academy/Center/Institute or at the place of their effectuation, or in the Faculty/Academy/Center/Institute and other organizations and institutions' teaching base with which the contract has been signed, during which a regular record/ work journal is kept, taking into account the peculiarities of theological Faculties.
- 8) Practical activities are compulsory part of studying for teaching oriented and assisting professions, inferring compulsory practical activities in the scope established by the study program (not less than 3 ECTS) in educational institutions or organizations dealing with children and persons with disabilities education, forming an integral part of the 30 ECTS worth practice.

**Article 26**  
**(Class attendance)**

- 1) Full-time students are under obligation to attend at least 80% of the total number of subject course hours.
- 2) The class attendance verification procedure is conditioned by regular attending classes.
- 3) For all teaching forms, each subject and study mode records are kept registering attendance regularity on the approved form. If a Faculty/Academy/Center/Institute meets conditions for electronic record keeping, the same will be applied.
- 4) In justified cases such as illness, certain family matters, participation in important student activities and competitions and work of the University/Faculty/Academy/Center/ Institute bodies and other exceptional circumstances, full-time student may be absent from teaching in the percentage larger than one above mentioned in paragraph (1), for which student is bound to obtain valid proof, therewith a total attendance of at least 60%.
- 5) The decision justifying absence in given cases and under the conditions referred to in paragraph (4) shall be made by the Dean upon the proposal of the Vice Dean for Teaching only if it is possible, and after taking into account the structure and scope of the study program at the respective Faculty/Academy/Center /Institute.

**Article 27**  
**(Counseling)**

- 1) Within the course of teaching effectuation, student independent tasks carrying out, doing preparations for mastering teaching, scientific contents and knowledge assessments, the subject teacher is under obligation to assist students.
- 2) The weekly counseling terms must be brought into line with the teaching effectuation plan; i.e. they must mutually accommodate teaching load, student needs and duties.
- 3) Counseling can be organized in the form of cabinet or classroom consultations, with e-mail and other forms of electronic communications use, in addition to at least five scheduled compulsory school hours per week for cabinet consultation.
- 4) The counseling terms must be publicly announced on the subject web pages and message boards, with cabinet consultations holding duly recorded in the manner prescribed by the Statute.

**Article 28**  
**(Academic year supervisor)**

- 1) With the goal of making the teaching process more efficient and effective, Dean may appoint a supervisor from the academic staff ranks for teaching at the academic year he supervises, at least one per year. Due to specific nature of individual Faculties/Academies/Centers/Institutes, Dean may appoint a supervisor for several academic years, depending on the student number, or more supervisors at single academic year or department, respectively.
- 2) The supervisor referred to in paragraph (1) shall organize meetings with students, where they shall raise and discuss all issues regarding the organization and

effectuation of classes and examinations. The supervisor shall regularly report to Dean the aforementioned raised and discussed issues.

## **V EXAMINATION AND ASSESSMENT**

### **Article 29 (Registering for exams)**

- 1) Registering for final exams must be done through a unified student information system in the terms provided by the academic calendars for classes effectuation and exams at Faculties/Academies/Centers/Institutes.
- 2) Only students who have duly attended the class and registered for the final exam through the unified student information system shall be eligible for taking the final exam.

### **Article 30 (Exam dynamics and transparency)**

- 1) Knowledge assessment is carried out by continuously assigning points for each activity and knowledge assessment form during the semester, as well as at the final exam after the semester ends. At least one knowledge assessment during the semester should be a partial exam. The identified evaluation elements for particular activities, i.e. prescribed knowledge assessment forms are bound to be carried out as a single entity in the ongoing academic year.
- 2) Planned individual student work assignments (seminars, projects, assignments, etc.) must be evenly distributed throughout the semester. The overall scope of these tasks must be consistent with the course specified workload, in accordance with their ECTS worth.
- 3) The student exam load can be at the most taking one exam at the same academic year in the same day, taking into account the peculiarities of the study programs at theological Faculties and Arts academies.
- 4) All knowledge assessment forms are public.
- 5) If only single student registers for taking final exam and the registering procedure is duly performed, the subject teacher should ensure the examination public principle.
- 6) Regarding the knowledge assessment process, academic staff members are prohibited from demanding students to purchase literature (manuals, textbooks, books) related to the subject of knowledge assessment.

### **Article 31 (Forms and knowledge assessment duration)**

- 1) Knowledge assessment forms can be written, oral, practical and combined.
- 2) Permitted duration of a single written proficiency is 30 to 180 minutes, oral up to 60 minutes, practical up to 60 minutes. If combined, its maximum duration equals to the sum of combined durations of knowledge assessment's integral parts.

- 3) The exam results must be published within five working days of the exam taking place on the course bulletin board and/or website, with the mandatory announcing of the term during which the student can have an insight into his work.
- 4) Written exam papers are kept until the end of the academic year in which students took the exam.

**Article 32**  
**(Evaluating student's knowledge during class)**

- 1) Student work is continuously monitored and evaluated during a semester or academic year.
- 2) Student knowledge and efforts are tested and assessed during the class and duly recorded in forms established and adopted by the Decision of the Faculty/Academy/Center/Institute's Council. The final grade is reached at the final exam.
- 3) At the student request, the subject teacher is bound to provide him with an insight into the achieved percentage of skills, competences and knowledge for each assessment's segment and make public the records referred to in paragraph (2) through the bulletin board and the course web page before the final exam.
- 4) In the overall score structure, at least 50 percent must be earned through activities and proficiency tests during the semester.
- 5) If a student earns scores for the activities set forth within the complete course syllabus that meet the requirements for a passing grade, such student may receive a passing grade without additional knowledge assessment according to the course syllabus.
- 6) At the final exam, students do not sit for exam materials in the forms he successfully completed during the semester, except when he wants to improve the number of earned scores. In this case, he sits for the entire subject matter.
- 7) If a student earns the score for the foreseen activities and knowledge assessment during the semester that meet the requirements for a passing grade, such student may receive a passing grade without additional knowledge assessments in accordance to the course syllabus.

**Article 33**  
**(Exam terms)**

- 1) The final exam is to be taken in the regular, make-up and September exam terms. After the last, fifteenth week of the semester, students have additional (sixteenth) free week for preparing their final exams. The final exams in the regular term are organized in the seventeenth and eighteenth weeks of the semester. The time between the final exam in the regular term and the final exam in the make-up period is two weeks.
- 2) For subjects taken in the winter semester, the regular and make-up examination period shall be held in the winter examination term. For subjects taken in the summer semester the regular and make-up examination period shall be held in the summer examination term.
- 3) Within the September exam term, students may take the examinations in two terms, no later than 30 September of the current year.
- 4) In the September term's first exam period stated in the previous paragraph, student has the right to undergo all exams he is eligible, so he could sit for the exam or

knowledge test. In the second September exam term, student is allowed to take only one exam.

- 5) In compliance with the subject's syllabus, students who have fulfilled conditions for final exams registering during winter and summer semesters may be present and take the final examinations.
- 6) If block scheduling is organized, the final exam takes place in the week after the scheduling, with remedial exam taking place two weeks after. Exam terms' interfering with the regular classes is prohibited.
- 7) Students who have completed their undergraduate internship can take the previously untaken exams in all exam terms.

#### **Article 34**

##### **(Counseling and remedial classes between exam terms)**

- 1) Within regular and remedial terms, faculty members may organize counseling between setting final examinations.
- 2) As needed, faculty members carry out remedial classes to assist students who have not completed all pre-requisites for preparing the remedial exam.
- 3) Counseling – remedial classes are especially organized for the students referred to in Article 5 of these Rules.

#### **Article 35**

##### **(Student Assessment)**

- 1) The final academic standing of a student after taking all anticipated knowledge assessment forms is assessed and evaluated by a ECTS comparable system, as follows:
  - 10 (A) — (outstanding performance without errors or with slight errors), worth 95-100 credits,
  - 9 (B) — (above the average standard but with minor errors), worth 85-94 credits,
  - 8 (C) — (generally sound work with some errors), worth 75-84 credits,
  - 7 (D) — (fair but with significant shortcomings), worth 65-74 credits,
  - 6 (E) — (performance meets the minimum criteria), worth 55-64 credits,
  - 5 (F, FX) — (fail, performance does not meets the minimum criteria), less than 55 credits.
- 2) Exempt from paragraph (1), certain subjects or obligations respectively students have, and in accordance with the study program's curriculum, such as student practice, mandatory work at the clinics and so forth, evaluation of academic standing and assessment need not be numerically stated.
- 3) In the event that no student achieves 95 points - a minimum of grade 10, the scale from the previous paragraph may be adjusted to the best performance achieved in the first exam term.
- 4) The subject teacher can award extra points (maximum of five) to particularly successful students who have shown outstanding progress during teaching and

continuous assessment throughout the semester, as well as providing students with additional obligations in order to achieve better grades.

- 5) The Dean is bound to initiate and carry out a circumstances examining procedure regarding the extremely low and high deviations in the passing rate and the average grade in certain subjects in relation to other subjects or in relation to the average pass rate and grade for the study program in that academic year.

### **Article 36 (Entering Grades)**

- 1) Only passing grades - numeric and alphabetic (from 6 to 10, or from E to A respectively), certified by the examiner's signature, are entered in the student's gradebook.
- 2) The grades range of 5 to 10 (F, FX to A) shall be entered into the unified student information system's database, no later than twenty working days after the date of exam results publication.
- 3) The grade 5 is entered into gradebooks of who sit for the final exam but have not met the minimum of 55% success rate.
- 4) In the of the unified student information system database the entry will be "did not take the exam" for students who have applied for taking the final exam, but have not sit for it.
- 5) In cases referred to in Article 35, paragraph (2), the entry made in student gradebook and unified student system database will be "meeting obligations" or "failing to meet obligations. "

### **Article 37 (Rules of student conduct during the exam)**

- 1) The following is prohibited during the written examination:
  - Cribbing, talking or turning around,
  - Having a cellphone or any other audio or visual medium / information carrier on the question asked, unless the nature of the test task requires or permits the use of digital technology,
  - Submission of the test after the teacher has indicated that the time for writing the test is over,
  - Non-validating the test, rounding off the answer after the teacher has indicated that the time for writing the test has expired,
  - Using any kind of literature dealing with the question asked, unless the course syllabus envisages the use during the written exam (open book examination).
- 2) The following is prohibited during the oral examination:
  - correspondence, conversation or any collaboration among students, unless the examiner deems that such mode desirable or necessary,
  - using the literature on the question asked or any other visual medium of information on the question asked, unless the examiner finds that such mode desirable or necessary,

- having a cell phone turned on or any other audio recorder rolling on the question asked, unless the nature of the test communication with the examiner requires the use of digital media.
- 3) The following is prohibited during the practical examination:
- Performing the practical exam's part realization/presentation without consulting the teacher/associate,,
  - Doing the practical exam's part realization/presentation without consulting the teacher/associate,
  - Disregarding the rules of the profession/laboratory during the realization/presentation.
- 4) In the all above mentioned cases of breaching of the rules of conduct, the exam is graded with 0 points, and disciplinary actions against the student in accordance with Article 173 of the Statute will be taken.

### **Article 38**

#### **(Appealing the grade and exam taking before commission)**

- 1) Within two working days after the date of exam results publication on the bulletin board, a student who is not satisfied with the earned exam grade exam may request in writing the exam retaking before the committee.
- 2) The request for retaking the exam referred to in paragraph (1) of this Article must be explained.
- 3) The Dean appoints the President and two members of the committee within 24 hours of receiving the request if he deems the request justified, however one committee member must be teacher from another subject, and the examiner, with whose assessment the student is not satisfied, cannot be chairman of the commission.
- 4) The Dean schedules the term for the exam retaking within three days after the submission of the student's justified request.
- 5) In the case of the request referred to in paragraph 1 of this Article, the written exam or the written part of the exam will not be repeated before the committee, however the committee will, already evaluated written work, review and reevaluate, whereas the oral exam or the oral part of the exam before the committee retaking is obligatory.
- 6) When deliberating upon awarding the score, the committee will take into account all verified student performance during the course.
- 7) The commission reaches decision by majority rule and decision is final.
- 8) During single academic year, a student may request taking a commission examination at most twice.
- 9) If, no later than seven days before the examination, the student submits a justified request for the subject teacher exemption, the Dean is obliged decide on the submitted request merits within three days.

### **Article 39**

#### **(Taking exams before commission exams due to subject teacher exemption)**

- 1) The student has the right to request the Dean to exempt the subject teacher from conducting the examination no later than seven days before the examination taking place.
- 2) The Dean is obliged to make a decision on the submitted request merits within three days. Before making a decision, the Dean will request the statement from the subject teacher whose exemption is sought. The absence of a teacher's statement does not prevent the continuation of the exemption procedure.
- 3) If student's request for exemption of the teacher in question is deemed as justified, the Dean appoints a three-member qualified committee to conduct the exam, whose member cannot include the teacher whose exemption the student requested.
- 4) When considering the request for the teacher exemption from paragraph (1) of this Article, in addition to the legal grounds for exemption, the Dean shall also take into account the following: potential conflict of interest, starting the disciplinary proceedings against the teacher and potentially incorrect earlier assessment of the same student by the same teacher confirmed by passing the exam before commission
- 5) The commission examination, organized upon the request of the student referred to in paragraph (1) of this Article, shall be held at the previously scheduled term for taking the examination before the subject teacher.

**Article 40**  
**(Enrolling in the subsequent study year)**

- 1) The student has the right to transfer a maximum of 12 (twelve) ECTS within one study cycle into the next year, regardless of the number of courses or up to two non-taken exams, if they worth more than 12 (twelve) ECTS, provided that the non-taken subjects transferred into the subsequent academic year are not a prerequisite for listening to another subjects in the follow up academic year.
- 2) A student who is renewing his study year may be allowed to attend classes and take courses from the following year of study by the Faculty/Academy /Center /Institute, in accordance with his capacities, provided that the total student workload per semester does not exceed 30 ECTS.
- 3) A student renewing his study year or transferring the exam into the following academic year shall be credited with points and duly fulfilled obligations during one academic year.

**Article 41**  
**(Graduate internship)**

- 1) A student who has completed all courses in the last academic year retains his student status during the next academic year (internship) and has the right to take exams he has not taken exams in all exam periods during the academic year.
- 2) If the student fails to take the exams in the period referred to in paragraph (1) of this Article, he shall renew the academic year.
- 3) If the student has passed all exams, except for the final paper, he has the right to defend the final paper during the academic year, regardless of the examination deadlines set by the Law, the Statute and these Rules

## **VI PART-TIME AND DL STUDIES**

### **Article 42**

#### **(Objectives of organizing part-time and distance learning study)**

Part-time and Distance Learning (DL) courses are organized with the aim of:

- 1) ensuring wider access to higher education,
- 2) making adjustments due to students who, due to their professional and other responsibilities, are unable to attend regular classes,
- 3) ensuring that certain programs' accessibility to a new or wider student groups,
- 4) study programs internationalization,
- 5) adapting learning needs with work or lifestyle,
- 6) providing students with a flexible way of study to study online - by distance learning,
- 7) providing support to classical teaching,
- 8) enabling the independence of the place and time of the teaching,
- 9) enabling self-organization of learning time.

### **Article 43**

#### **(Part-time and distance learning study implementation)**

- 1) Part-time and distance learning study is organized by semester, as well as full-time study.
- 2) The part-time study is a type of studies realized in a fund of hours adapted to students who are unable to attend full-time study.
- 3) Distance learning study is a formalized student education system providing access to the teaching process through the use of IT technologies and interactive teaching materials.
- 4) "Classroom" teaching implies:
  - a. for part-time study - teaching by physical presence of professors and students in the classroom (or in the organizational unit premises),
  - b. for distance learning study - teaching in a virtual classroom conducted through the Internet, or DL-platform (from professors and students' remote locations).

### **Article 44**

#### **(Part-time and distance learning study organizing)**

- 1) Classes are organized for part-time students, at least one-third of the hours fund as full-time study, and consistent records are kept.
- 2) Distance learning courses ("in the virtual classroom") are organized for students studying within distance learning, at least one third of the fund hours of full-time study, and consistent records are kept.
- 3) Part-time and students distance learning students are required to attend assessment forms as provided in the curriculum, which as a rule are performed during those working weeks in which classes are organized for such students.

**Article 45**  
**(Class attendance)**

Part-time and distance learning students are required to attend or participate in certain forms of teaching at least 80% of the planned teaching hours for these teaching forms.

**Article 46**  
**(DL studies teaching method)**

- 1) Subject teachers are obliged to create distance learning materials, presentations, audio and video presentations, interactive and multimedia materials for the students of distance studies, which are neatly placed in virtual classrooms for the purpose of conducting online teaching.
- 2) The teaching materials placement dynamics in virtual classrooms, as a rule monitors the dynamics of the realization of teaching in full-time study and the processing and volume of teaching units that are taught in full-time study, in accordance with the implementation plan.
- 3) The course materials must be designed in such a way to enable the student to master the material independently.

**Article 47**  
**(Technical support for DL studies implementation)**

- 1) In order to efficiently conduct online teaching, the Faculty/Academy/Center/Institute conducting the distance learning studies is obliged to provide students with adequate information platform, internet connection, e-mail address and constant technical support.
- 2) The Faculty/Academy/Center/Institute is obliged to produce a manual for the distance learning systems use and a manual for students on how to use the distance learning systems, in accordance with their peculiarities.

**Article 48**  
**(Exam realization)**

For part-time and studying distance learning students, taking all exams at the Faculty/Academy/Center/Institute premises is mandatory.

**Article 49**  
**(Part-time and distance learning students' other rights and obligations)**

In regards with the exercising other rights and obligations of part-time and distance learning students, the provisions for full-time students are hereby applied.

## VII FINAL PAPER

### **Article 50 (Final paper)**

- 1) Study program of the first cycle and vocational studies may require producing of the final paper.
- 2) The final paper is obligatory in the second cycle of studies, integrated and specialist studies.
- 3) With the passing of all exams and the preparation and defense of the final paper, which is evaluated by the study program provided by the number of ECTS, the studies are ended.
- 4) At arts Academies and Technical Sciences Group Faculties, the final paper/work may be any form of artistic presentation and performance, or a project established through a study program by the art Academies and Technical Sciences Group Faculties respectively.
- 5) The final paper's subject from the study program's field is mandatory.
- 6) At the invitation of the Vice-Dean for Teaching, subject teachers candidate probable final papers' subjects, taking into account the equal representation of offered number of topics and teaching staff.
- 7) Upon the proposal of the Chair/Department, lists of offered final papers' subjects are approved by the Faculty/Academy/Center/Institute's Council and displays them on the bulletin board and website no later than the start of the last study's semester.
- 8) The final paper's subject independently proposed by a student also may receive approval if accompanied by the previous consulting with the teacher/mentor the student chose for the mentor.
- 9) In the case of interdisciplinary or multidisciplinary nature of final paper's subject, the student may be assigned with more than one mentor.
- 10) As a rule, the final paper is written and defended in Bosnian, Croatian or Serbian. However upon the candidate's request and with the approval Faculty/Academy/Center/Institute's Council, there is given option of writing and defending the final paper in the language of study program's implementation or in the language which the student is studying or in English.

### **Article 51**

#### **(The final paper registering and preparing at vocational and first cycle of studies)**

- 1) The final paper is registered with the competent service through a unified form (final paper's topic submission form), which is an integral part of these rules.
- 2) The final paper's topic submission must include the following information bits:
  - a. Faculty/Academy/Center/Institute and Department/Char's name,
  - b. Student's name,
  - c. Gradebook number,
  - d. Selected subject's name,

- e. Subject's explanation,
  - f. Basic literature,
  - g. Time and place of registering and
  - h. Name and surname accompanied with the signed consent of the mentor.
- 3) The filled in and signed application form is verified and deposited in the student file.
  - 4) The final paper is submitted to the mentor for insight and review. The student is obliged to follow the instructions and remarks given by the mentor.
  - 5) The mentor is obliged to review the paper and return it with comment no later than four weeks from the day of submission.
  - 6) After finding the final paper's production, the student submits a written request for assessment and defense through the registering at the competent service,
  - 7) The final paper's defense is performed before the mentor and two other teachers and must be completed within 15 days from the date of submitting of the application for final paper's assessment and defense.

### **Article 52**

#### **(Registering the final paper's subject at the second cycle, integrated and specialist studies)**

- 1) The final paper is registered with the competent service through a unified form (final paper's topic submission form), which is an integral part of these rules.
- 2) The final paper's topic submission must include the following information bits:
  - a) Faculty/Academy/Center/Institute and Department/Chair's name,
  - b) Student's name,
  - c) Gradebook number,
  - d) Selected subject's name,
  - e) Subject's explanation,
  - f) Basic literature,
  - g) Time and place of registering and
  - h) Name and surname accompanied with the signed consent of the mentor.
- 3) The filled in and signed application form is verified and deposited in the student file.
- 4) The Faculty/Academy/Center/Institute's council, upon the proposal of the Chair/Department, verifies the student final paper's subject and appoints a commission for evaluation and defense of the final paper (form: commission proposal for the final paper's assessment and defense). The mentor must be from the field from which the candidate defends paper, whereas commissioners may be from a related field.
- 5) The Vice-Dean for Teaching and the Head of the Department/Chair are responsible for the subject selecting procedure's regularity.

### **Article 53**

#### **(Independence in the final paper's production at the second cycle, integrated and specialist**

## **studies)**

- a) The student prepares the final paper independently.
- b) A teacher appointed as a mentor for a particular subject is required to monitor the student's work, assist him with advice and giving references.

## **Article 54**

### **(Submitting the final paper at the second cycle, integrated and specialist studies)**

- 1) The final paper is submitted to the mentor for review and review. The student is obliged to follow the mentor's given instructions and remarks.
- 2) The mentor is obliged to review the paper and return it with comments no later than four weeks from the day of submission of the work, except for annual leave, sick leave and other justified absences of the mentor.
- 3) After completing the paper, the student submits a written request for final paper's assessment and defense via the form (request for final paper's assessment and defense form) to the competent service upon completion of the class.
- 4) The student's request from the previous paragraph shall be accompanied with:
  - a. written consent of the mentor that the work meets the criteria stated in the explanation of the topic (mentor's consent form),
  - b. student's written statement that final paper is his authentic creation (paper's authenticity statement form),
  - c. a report from the exam record office and candidates' ECTS score,
  - d. final paper's three softback copies–paper's working version.
- 5) The Final Assessment and Defense Commission is obliged to prepare a Final Paper Assessment Report (Final Paper Evaluation and Defense Report form) which provides a summary of the work, the set goal, methods used, obtained results and conclusions and submit it to the Faculty/Academy/Center/Institute's Council, no later than two weeks after the date of receiving the final paper's work version.
- 6) The Faculty/Academy/Center/Institute's Council shall decide on the acceptance or declining the report submitted by the Evaluation and Defense Commission within 30 days from the day of its submission and forward it to the competent Department. The final paper's defense is scheduled at least five working days from the date of rendering the Council's decision to accept the Commission report.
- 7) The decision on the approval of the report submitted by the Commission shall be communicated to the student, commissioners and the competent service. The paper's defense date is posted on the website and the bulletin board. After the adoption of the report, the final paper's version is submitted in five copies, as well as the electronic version on the appropriate electronic information carrier.
- 8) The scope, content and technical characteristics of the final paper are defined in the final paper producing guideline, which is an integral part of these Rules.

## **Article 55**

### **(Final paper's defense at second cycle, integrated and specialist studies)**

- 1) After successfully defending his final paper, the student completes his studies in the second cycle, integrated and specialist studies.
- 2) The final paper's defense is performed before a commission consisting of mentor and odd number of commissioners.
- 3) The final paper's defense consists of orally presenting the paper's results and explaining the conclusions drawn, as well as answering questions regarding the paper's results and conclusions.
- 4) Final paper and defense are evaluated by a single grade: successfully defended or failing to defend. The rating is made by a majority vote of the commissioners.
- 5) The final paper's defense is public.
- 6) The filled in and signed defense minutes form (minutes from the final paper's defense form) shall be submitted to the competent service.

#### **Article 56**

#### **(Failing to defend final paper and change of mentor and paper's subject at the second cycle, integrated and specialist studies)**

- 1) If the student fails to properly defend the final paper, he has right to defend the same final paper one more time or to request granting the choice of a new paper's subject and/or mentor.
- 2) The student may change the mentor and the subject of the final paper twice at most: once after the approval of the first subject and second time in the case of failing to defend the paper, within the 30 days period after failing to defend the paper.
- 3) The decision on the candidate's request for the change of the mentor or the subject of the final paper is rendered by the Faculty/Academy/Center/Institute's Council.

#### **Article 57**

#### **(Publishing of final paper from the first, second cycle, integrated and specialist studies)**

The University is obliged to publish the final papers either as a whole and/or final papers' abstracts in the paper's language up to 500 words and in English in the *University of Sarajevo Final Papers Repository* in accordance with the relevant regulations.

## **VIII STUDY DOCUMENTS**

#### **Article 58**

#### **(Title, diploma and diploma supplement)**

- 1) A student who has passed all the exams envisaged for the enrolled study program and fulfilled all other obligations prescribed by the Statute hereby acquires the corresponding academic title in accordance with the Academic Titles Rulebook.
- 2) The student who has successfully completed all the obligations determined by the study program will be issued the appropriate University diploma.
- 3) In addition to the diploma, a diploma supplement is issued for providing a closer detailed insight into the level, nature, content, system and rules of the study and the accomplishments during the studies.
- 4) The content and visual appearance of the diploma and diploma supplement, the conditions, manner and procedure of diploma awarding, the conditions for withdrawal and cancellation of the diploma and other diplomas relevant issues are provided in more detail by the University's general act.

**Article 59**  
**(Other public documents)**

- 1) A student who has successfully completed all the obligations determined by the study program is issued a University certificate on the completed cycle of studies.
- 2) A student who visits another higher education institution during his studies as a participant in the mobility is issued a certificate on records transcript.
- 3) A student who arrives at the University as a participant in the mobility during studies submits a mobility grounded student application.
- 4) A student who visits another higher education institution during his studies as a participant in the mobility concludes a learning contract.
- 5) The documents on studies, their visual appearance and content are regulated in more details by the Public Documents Content Rulebook issued by higher education institutions in the Sarajevo Canton.

## **IX TRANSITIONAL AND FINAL PROVISIONS**

**Article 60**  
**(Application of the Rules)**

These rules apply to students enrolled in the first, second cycle of studies, integrated studies and vocational and specialist studies in accordance with the Bologna, starting with the 2018/2019 academic year.

**Article 61**  
**(Interpretation of the rules)**

- 1) The University of Sarajevo's Senate shall be giving an interpretation of these rules' provisions, which shall be published on the University website.
- 2) The authentic text of the Rules, including its amendments, is a text deposited and kept in a place and manner determined by the University Rector.

**Article 62**  
**(Amendments to the rules)**

Amendments to these rules shall be made in the manner and in consonance with the procedure prescribed for its adoption.

**Article 63**  
**(Entry into force)**

- 1) These rules will be enforced from 2018/2019 study year and published on the University bulletin board and the University website.
- 2) By adopting these rules, the Study Rules for the First Cycle Of Studies at the University of Sarajevo No: 0101-38-274/11 of 29 December 2010, the Study Rules for the Second Cycle of Studies at the University of Sarajevo, No. 0101-3 8-275/11 of 29 December 2010 and the Rules on the Study Rules for the Second Cycle of Studies Amendments, No. 02-38-1241/12 of 14 May 2012 shall be repealed.