

Pursuant to Article 102, paragraph 12 of the Law on Higher Education ("Official Gazette of the Republic of Serbia", No. 88/17, 27/18 - other law, 73/18), the Teaching-Scientific Council at its session held on April 25, 2019 passed the following

## **RULEBOOK of the first and second level studies**

### *Student status*

#### **Article 1**

A student of the School of Computing (hereinafter: the School) in first and second level studies is a person enrolled in undergraduate vocational, undergraduate academic and master's academic studies at the School.

Student status is proven by the document ("Index") prescribed by the Rulebook on the content of public documents issued by higher education institutions ("Official Gazette of RS", No. 15 of March 8, 2019).

#### **Article 2**

A student enrolls in a specific study program.

Each school year, the student enrolls to listen to the appropriate number of courses in accordance with the study program in which he/she is enrolled.

The student selects the study program, groups of courses and elective courses.

When enrolling in the appropriate year of study, the student decides, in accordance with the study program, for as many courses as it is necessary to achieve at least 37 ECTS, unless he/she has less than 37 ECTS left to complete the study program.

A student who studies while working at the time of enrollment in the appropriate year of study decides, in accordance with the study program, for as many subjects as it is necessary to achieve at least 30 ECTS, unless he/she has less than 30 ECTS left to complete the study program.

### *Rights, obligations and responsibilities of the student*

#### **Article 3**

The rights and obligations of the student are to:

1. attend classes regularly, perform the obligations set forth by the study program, the plan of realization of classes and general and individual acts of the School;
2. duly enroll in a higher semester or year of study if he/she has fulfilled all of the obligations determined by the study program and study plan;
3. pass the exams in the manner and within the deadlines determined by the Statute and general and individual acts of the School;
4. participate in the evaluation of the quality of teaching and teachers in the manner provided by the general act of the School and the University.

#### Article 4

A student is entitled to:

1. enrollment, quality education and objective assessment;
2. timely and accurate information on issues related to studies;
3. active participation in decision-making in accordance with the Law and the Statute;
4. self-organization and expression of own opinion;
5. benefits arising from student status;
6. equality in the quality of study conditions provided for all students;
7. diversity and protection against discrimination;
8. elect and be elected to the Student Parliament and other bodies of the University and the School;
9. quality teaching staff;
10. participate in scientific, professional and artistic projects in accordance with their capabilities and needs of the University and the School;
11. receive consultations;
12. use the library and other resources available at the School and the University;
13. organize sports activities in order to fully develop the personality.

#### *Waiver of rights and obligations*

#### Article 5

The student has the right to, upon personal request, be granted a waiver of rights and obligations during the studies in the following cases:

1. during military service and additional completion of military service;
2. in case of severe illness, i.e. if due to illness (which must be proven with a certificate issued by the doctor of the Student Health Center) he/she was not, continuously, able to work for a period of at least 3 months;
3. in case of a referral, by the School, to a professional internship lasting at least 6 months;
4. care for a child up to one year of age, in which case the right to waive the obligations may be used by the student-father instead of the student-mother;
5. Pregnancy maintenance.

The student can exercise the right to waive obligations based on the decision of the Teaching-Scientific Council of the School in the following cases:

1. if, as a guest student, with the approval of the Teaching-Scientific Council of the School, he/she studied at another faculty or in research centers and institutes in the country or abroad;
2. if he/she participates in the preparations for the Olympic Games, World or European championships - when he/she has the status of a top athlete;
3. in other justified cases.

The student exercises the waiver of rights and obligations on the basis of a written request submitted to the student services, no later than 15 days from the day after the expiration of the reason on the basis of which he can exercise his right.

The student is obliged to enclose with the application the documentation certified by the competent institution, on the basis of which he/she can exercise the right to waive the student's obligations.

Waiver of rights and obligations, based upon a written request and supporting documentation, is approved by the Dean of the School.

### *Termination of student status at the first and second level of study*

#### Article 6

Student status ceases in case of:

1. completion of studies;
2. dropping out of studies;
3. non-enrollment in the school year;
4. when the student does not complete the studies by the expiration of the term that is twice number of school years required for the regular completion of the study program, or in the triple number of school years required for the regular completion of the study program if he/she studies part-time;
5. imposition of a disciplinary measure of expulsion from studies at the School.

### *Annual teaching plan*

#### Article 7

Study programs at the School are carried out in accordance to the annual plan of teaching, which is adopted by the Teaching-Scientific Council of the School.

The annual plan determines:

1. annual work plan (calendar): non-working days in the school year; exam terms; colloquium dates, survey dates, etc.;
2. teachers and associates who will teach according to the study program;
3. places of teaching;
4. schedule of classes;
5. exam schedule within exam terms;
6. other facts relevant to the proper conduct of classes.

The annual teaching plan is available to the public.

For justified reasons, the annual curriculum may be changed and supplemented during the academic year.

### *Organization of teaching and student workload*

#### Article 8

The academic year begins on October 1 of the current year, and ends on September 30 of the following year.

The annual plan of teaching at the School is based on the workload of 40 hours per week, which includes teaching, practical exercises, seminars and other forms of teaching, as well as the time that students need during the year to perform pre-exam obligations, independent work, preparation and taking of exams, preparation of final thesis and other types of engagement.

The total weekly obligations of the first and second degree students can be 20 to 30 hours.

Student obligations may be higher when, according to the study program and teaching plan, an increased number of hours of practical classes is required.

#### Article 9

Teaching course, as a rule, takes one semester, and cannot last longer than two semesters.

Classes of individual courses can be organized in a shorter time - in shifts or block classes.

If classes are organized in a shorter time, the weekly obligations of students can be longer than 30 hours.

#### *Forms of teaching*

#### Article 10

Forms of teaching are: lectures, exercises, consultations, professional practice, student participation in professional, scientific and artistic work and other similar forms.

The School is obliged to determine the exact schedule of classes no later than fifteen days before the beginning of the semester, which contains data on: level and type of studies, years of studies, courses, teachers and associates who teach, time and place of classes and other data necessary for the student to be able to attend classes properly and perform their duties provided by the study program.

The schedule referred to in paragraph 2 of this Article shall be published on the website of the School, on the bulletin boards of the School and on the doors of classrooms.

#### Article 11

Lectures are part of the teaching at the School where the teacher presents the content of a certain topic in the manner and to the extent determined by the study program.

At the beginning of the school year, the teacher presents to the students in a concise form: course content, dynamics of work, methods of work, the way of accumulating points by fulfilling pre-exam obligations, how the exams are organized, grading policy, required and supplemental literature and other necessary information.

#### Article 12

Exercises are part of teaching where, depending on the course: students practice and apply basic knowledge, develop examples from the material presented in lectures, solve practical or theoretical problems, tasks and cases from practice, create computer programs and the like.

The teacher - course holder and associate is responsible for the content of the exercises, if he/she conducts the exercises.

#### Article 13

Consultations are a form of teaching work that usually takes takes form of an individual contact between teachers and students.

The purpose of consultations is to provide students with an explanation of certain, particularly complex parts covered by the course program, to assist in the preparation of seminar or other papers and to inform students more broadly about topics in the field covered by the course program.

#### Article 14

Professional practice is a part of the teaching process during which students acquire practical knowledge in the field covered by the study program through direct contact and participation in the work process.

#### Article 15

A seminar paper is a student's independent written work on a topic in the field of professional practice, in the field of the course, for the purpose of processing selected parts of the course and for introducing students to professional, scientific or artistic work.

The presentation is oral and needs to relate to the paper prepared on a given topic.

The project is a special student work prepared and defended in accordance with the specific requirements of a course.

### *Pre-exam obligations*

#### Article 16

Pre-exam obligations are part of the process of mastering knowledge in the area covered by the curriculum.

Pre-exam obligations for each course are defined by the study program, harmonized and approved no later than the beginning of the semester.

#### Article 17

Pre-examination obligations are: regular attendance of lectures and exercises, active participation in all forms of teaching, homework, practical tasks, seminar works, presentation, project tasks and other obligations provided by the curriculum.

The order of fulfillment of pre-examination obligations is determined by the course program.

Pre-examination obligations may be qualifying.

Fulfillment of pre-examination obligations ends before the first examination deadline in that semester.

Pre-examination obligations from one school year cannot be transferred to another school year.

### *Forms of knowledge testing*

#### Article 18

The work of students in mastering of a particular subject is continuously monitored and evaluated during classes through pre-exam obligations and graded at the exam.

#### Article 19

The colloquium (mid-term exam) is a form of checking the acquired knowledge and skills from the partially completed course.

The number of colloquia is determined by the study program for each course.

The material that is examined at the colloquia corresponds to the part of the material covered, and represents a logical whole from the course.

#### Article 20

The test is a form of knowledge testing in writing which checks the knowledge of students from the teaching unit that is smaller than that covered by a colloquium.

#### Article 21

Homework is a form of knowledge testing in written, practical or combined way which checks the student's knowledge on the basis of his independent solution of a problem.

As a rule, the results of the homework are defended before the teacher or associate of a certain course during the week scheduled for the knowledge testing.

#### Article 22

A project is a form of knowledge testing in written, practical or combined ways which checks the student's knowledge on the basis of his independent solution of a complex problem that requires the use of knowledge from other courses too.

As a rule, the results of the project are defended before the teacher or associate of a certain course during the week scheduled for the knowledge testing.

#### Article 23

The work calendar can determine one or more weeks dedicated exclusively for testing knowledge from current classes.

#### *Final exam*

#### Article 24

The final exam is a mandatory form of checking the acquired knowledge in all areas covered by the curriculum.

Student must register for the final exam.

If a student who is on the exam list does not come to the exam at the scheduled time, it is considered that he / she took the exam and did not pass.

The final exam consists of one part which can be written or oral.

The written exam lasts a maximum of 4 (four) hours.

The oral exam may contain a practical work.

On the same day, a student may not take an exam in more than one course, unless it is approved at the student's personal request.

A student who does not pass the exam in the compulsory course by the beginning of the next school year, enrolls in the same course, or a new course that is in the same position in the study program plan as a replacement.

A student who does not pass an elective course may re-enroll in the same or opt for another elective.

The provision referred to in Article 17, paragraph 5 of this Rulebook shall apply to students referred to in paragraph 8 and paragraph 9 of this Article.

### *Way of forming an assessment*

#### Article 25

The student's success in mastering each subject in the study program is continuously monitored during the semester and is expressed in points.

By fulfilling the pre-exam obligations and passing the final exam, the student can achieve a maximum of 100 points.

Details of the manner of forming the grade are regulated by the Rulebook on taking exams and grading.

#### Article 26

Classes in elective courses at the first level studies are organized if at least 5 (five) students apply for them.

Teaching in second level studies takes place through mentoring if less than 5 (five) students apply for them.

Students are informed about the manner of teaching no later than two weeks before the commencement of classes.

A student who has opted for elective courses of first level, for which due to the small number of students classes will not be organized during the school year, must opt for other elective courses (where classes are organized) within 7 days from the date of publication of the notice.

#### Article 27

The final thesis is mandatory at all levels of study and all study programs.

By preparing and defending the final thesis of the first level of study, the student demonstrates satisfactory theoretical and practical knowledge in the field, the ability to solve problems independently and to apply knowledge in practice.

The final work of academic studies of the second level is the independent work by which the student should show independence and creativity, as well as to provide a measurable contribution in the application of theoretical and practical knowledge in practice.

The student can start writing the final thesis if he / she has passed all exams and fulfilled all other obligations provided by the study program.

The student acquires a professional or academic title in a certain field, in accordance with applicable regulations, when he/she fulfills all of the obligations determined by the study program according to which the student attended the study program and defended the final thesis.

#### Article 28

The general success of students at their studies is expressed by an average grade.

The average grade referred to in paragraph 1 of this Article represents the arithmetic mean of grades from all courses determined by the study program.

#### Article 29

At the request of the student, the School also issues a public document on the completed part of the study program, which contains data on the level, nature and content of the study, as well as the achieved results.

### *Completion of studies*

#### Article 30

Bachelor studies end with passing all exams and completing other obligations, and in accordance with the study program, with the preparation and defense of the final thesis, which means that the student has achieved a minimum of 180 ECTS at undergraduate vocational, or 240 ECTS at undergraduate academic studies.

Academic master studies are completed by passing all exams and fulfilling other obligations in accordance with the study program and the preparation and defense of the final thesis, which means that the student has achieved a minimum of 300 ECTS, together with undergraduate academic studies.

Upon completion of studies in accordance with the provisions of the Law, the Statute and this Rulebook, the student acquires the appropriate professional or academic title of which a diploma is issued.

#### Article 31

The promotion of students and the awarding of diplomas for a certain level of study is done at a ceremony that is organized twice a year.

### *Concluding remarks*

#### Article 32

With the entry into force of this Rulebook, the Rulebook of the first and second level studies dated 06/06/2008 ceases to be valid.

This Rulebook enters into force on the eighth day from the day of its posting on the bulletin board of the School.

Chair of the Teaching-Scientific Council  
Union University - School of Computing

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