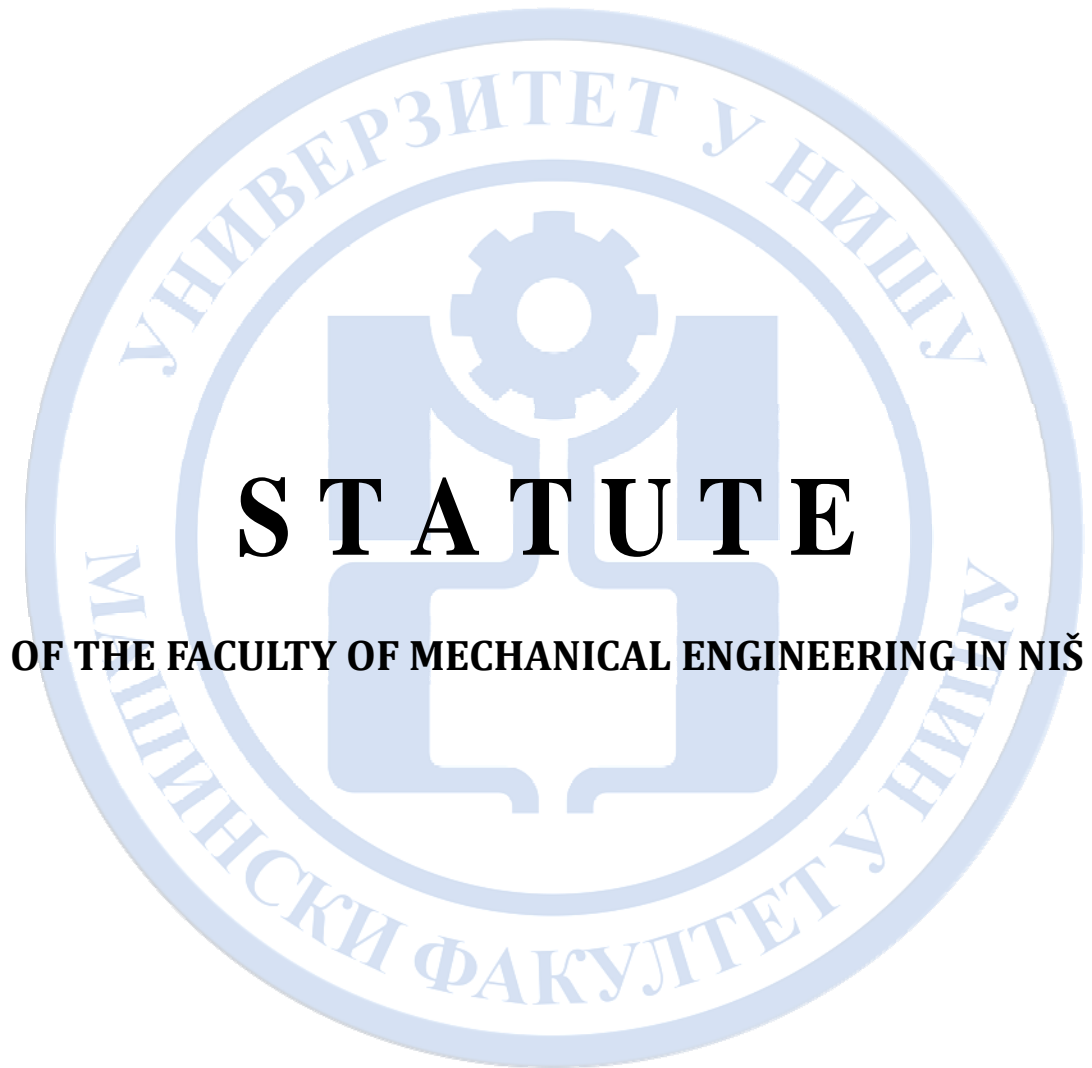


**UNIVERSITY OF NIŠ  
FACULTY OF MECHANICAL ENGINEERING IN NIŠ**

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**Niš, 2011**



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– Certified translation from Serbian into English –

Pursuant to the provisions of Article 46 and Article 47§12 of the Law on Higher Education (“Official Gazette of the RS“, no. 76/2005, 100/2007 – authentic interpretation, 97/2008 and 44/2010, hereinafter: **the Law**), and pursuant to Article 53§1 item 1 of the Law and at the proposal of the Faculty Board of the Faculty of Mechanical Engineering in Niš on February 7, 2011, the Council of the Faculty of Mechanical Engineering, at the meeting held on February 14, 2011, passed the

# STATUTE

## OF THE FACULTY OF MECHANICAL ENGINEERING IN NIŠ

### 1. GENERAL PROVISIONS

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#### Article 1

This Statute, pursuant to the provisions of the Law, the provisions of the Statute of the University of Niš (hereinafter: **the Statute of the University**), and other regulations, determines the organisation, activity and business dealings of the Faculty of Mechanical (hereinafter: **the Faculty**), the authorisations and manner of decision-making of the Faculty bodies, organisations and the execution of study programmes, the status of teachers, scientists, associates and other employees, student status and other issues significant for the activity and business dealings of the Faculty.

All of the terms used in this Statute in the masculine gender encompass the same terms in the feminine gender.

#### Article 2

The Faculty is a higher education teaching and scientific institution within the University of Niš (hereinafter: **the University**) which organises and executes academic study programmes and develops and conducts scientific and professional work in the field of engineering and technological sciences, whose founder is the Republic of Serbia.

The Faculty, pursuant to the Law, also organises and executes professional studies and conducts lifelong learning programmes.

The Faculty decides on its internal organisation and activity on its own pursuant to positive regulations.

The Faculty is a higher education institution which, as a constituent part of the University, participates independently in legal transactions on behalf of the University and on its own behalf.

The Faculty is a legal person and it is entered in the registry file 1-270 with the Commercial Court in Niš, and also in the Registry of Higher Education Institutions kept by the authorised ministry.

The Faculty has its own current account, as well as specialised, that is, separate current accounts in accordance with the Law.

### **Article 3**

The Faculty activity is conducted without any political, religious or ideological influence and it strives for gaining scientifically based objective knowledge, respecting different opinions.

No political, factional and religious organisation and action is allowed at the Faculty.

### **Article 4**

The Faculty has a full scientific and educational autonomy pursuant to the Law.

Teachers and associates of the Faculty conduct teaching classes and scientific work independently and on their own, respecting tolerance and objectivity, pursuant to the tradition of the University, the Bologna Declaration, the Lisbon Convention and the Law.

The Faculty premises enjoy immunity, pursuant to the Law.

### **Article 5**

The freedom of educational and scientific work and spreading of scientific ideas, as well as all citizen rights and freedoms guaranteed by the Constitution, the Anti-Discrimination Law, the Labour Law and other legislative acts are guaranteed for all employees and students of the Faculty.

The students of the Faculty have the right to be fully informed of the realisation and manners of conducting teaching classes, exams and study rules.

### **Article 6**

Mechanical engineering studies were established in Niš with the foundation of the Faculty of Engineering and its Department of Mechanical Engineering in 1960, while the Faculty of Mechanical Engineering in Niš was founded on February 2, 1971.

The founding day is celebrated as the Day of the Faculty.

The Dean determines the manner of celebrating the Day of the Faculty.

### **Article 7**

The full name of the Faculty is: University of Niš, Faculty of Mechanical Engineering in Niš.

The abbreviated name of the Faculty is: Faculty of Mechanical Engineering in Niš.

The seat of the Faculty is in Niš, Aleksandra Medvedeva 14, 18000 Niš.

The internet address of the Faculty is: [www.masfak.ni.ac.rs](http://www.masfak.ni.ac.rs).

### **Article 8**

The Faculty has two types of seals and they are the following:

- a round seal, 32 mm in diameter (the large seal) which contains the text:

**“Republic of Serbia, UNIVERSITY OF NIŠ, FACULTY OF MECHANICAL ENGINEERING IN NIŠ”**,  
this seal is used for certifying public documents issued by the Faculty,

- a round seal, 20 mm in diameter (the small seal) which contains the text:

**“Republic of Serbia, UNIVERSITY OF NIŠ, FACULTY OF MECHANICAL ENGINEERING IN NIŠ”**,  
this seal is used for certifying other documents and acts of the Faculty.

The coat of arms of the Republic of Serbia is engraved in the middle of all seals.

The text of the seals is in Serbian and Cyrillic.

### **Article 9**

The Faculty can have more samples of the seals which must be identical in contents and size with the seals from Article 8 of this Statute.

The Dean of the Faculty issues the decision on the number of Faculty seals, manner of use and keeping.

The persons authorised by a Dean’s decision are in charge of use and keeping of the seals.

### **Article 10**

The Faculty has three stamps:

- a rectangular stamp, 6 x 2 cm in dimensions, with the following content:  
University of Niš, Faculty of Mechanical Engineering in Niš, accepted, org. unit,  
number, attachment, value.
- a rectangular stamp, 6 x 2 cm in dimensions, with the following content:  
Republic of Serbia, University of Niš, Faculty of Mechanical Engineering in Niš,  
18000 Niš, A. Medvedeva 14.
- a rectangular stamp, 5 x 2.5 cm in dimensions, with the following content:  
Republic of Serbia, University of Niš, Faculty of Mechanical Engineering in Niš;  
number, date, Niš.

### **Article 11**

The Faculty has its own emblem.

The emblem is round in shape and contains the following text between the concentric circles: “University of Niš, Faculty of Mechanical Engineering”; the initial letters of the Faculty, “MF”, in Cyrillic, are incorporated in the middle.

The emblem is a combination of blue and white colours.

## **2. REPRESENTATION**

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### **Article 12**

The Faculty is represented by the Dean, as a managing agent, with the authority to represent pursuant to this Statute.

In the case of absence or unavailability of the Dean of the Faculty, one of the Vice Deans appointed by a Dean's decree will stand in for the Dean.

The decree from section 2 of this Article has the power of a general proxy.

The Dean can transfer the authority to represent to other persons, with a special proxy, where the limits of authority and responsibility are noted.

The Secretary of the Faculty signs the documents within the written authority provided by the Dean.

The Dean appoints the persons authorised to sign financial documents with the authorised office and business bank.

### **Article 13**

The Dean signs diplomas and other public documents.

Public documents can also be signed by a person authorised by the Dean, if not determined otherwise by special regulations.

## **3. LEGAL TRANSACTIONS, RESOURCES, AND OBLIGATION RESPONSIBILITY**

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### **Article 14**

The Faculty is a legal person with the capacity of a higher education institution and has the right to sign contracts and undertake other legal activities and legal actions within its legal and business capability.

The Faculty conducts the higher education activity at its seat.

The Faculty can conduct its activity outside of the seat and abroad, upon previously acquired approval of the Government of the Republic of Serbia (hereinafter: **the Government**) pursuant to the Law.

In legal transactions, the Faculty, as a rule, represents itself independently and directly on its own behalf and for its own account, while it is responsible with all its property for its obligations toward the third parties.

The Faculty can establish an institution or a company, that is, acquire stocks and shares in already established companies pursuant to the Law.

### **Article 15**

Resources for conducting the accredited study programmes are provided from the resources of the founder in accordance with the Law and the regulations and standards of working conditions.

In conducting its activity using the resources from section 1 of this Article, the Faculty acts on its own behalf and for its own account in legal transactions.

Resources (tuition fees, providing services for third parties, gifts, donations, sponsorship and other) generated by the Faculty, apart from the resources from section 1 of this Article, comprise its own revenue.

In conducting its activity from section 3 of this Article, the Faculty acts on its own behalf and for its own account in legal transactions.

### Article 16

Immovable property and other resources provided by the Republic of Serbia (hereinafter: **the Republic**), as the founder, are state property and the Faculty can use them only for conducting its activity determined by this Statute and the Law.

The Faculty uses immovable property and other resources coming from donations, foundations or funds strictly for the purposes determined by the donator, pursuant to the Law.

Immovable property and other resources acquired by the Faculty on the basis of conducting its activity, or as a bequest and gift, are the property of the Faculty.

## 4. ACTIVITY

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### Article 17

The activities of the Faculty are:

- Higher education - code - 85.42;
- Publication of books - code - 58.11;
- Publication of journals and periodicals - code - 58.14;
- Production of metal constructions and construction parts - code - 25.11;
- Forging, pressing, stamping and rolling of metal; powder metallurgy - code - 25.50;
- Metalworking and coating - code - 25.61;
- Metal machining - code - 25.62;
- Production of locks and fittings - code - 25.72;
- Production of steel barrels and similar packaging - code - 25.91;
- Production of wire products, chains, and springs - code - 25.93;
- Production of linking elements and screws - code - 25.94;
- Production of other metal products - code - 25.99;
- Production of other pumps and compressors - code - 28.13;
- Production of other taps and valves - code - 28.14;
- Production of bearings, cogs, and gear drive mechanisms - code - 28.15;
- Production of industrial furnaces and burners - code - 28.21;
- Production of devices for lifting and transportation - code - 28.22;
- Production of cooling and ventilation equipment, excluding home equipment - code - 28.25;
- Production of other general purpose machines and appliances - code - 28.29;
- Production of machines for food, beverage, and tobacco industry - code - 28.93;
- Production of machines for other specific purposes - code - 28.99;
- Production of electrical home appliances - code - 27.51;
- Production of non-electrical home appliances - code - 27.52;
- Production of measurement, research, and navigational instruments and devices; production of metres - code - 26.5;
- Production of measurement, research, and navigational instruments and devices - code - 26.51;
- Supply of steam and air-conditioning - code - 35.30;

- Real estate agency activity - code - 68.31;
- Consulting in the field of information technology - code - 62.02;
- Computer programming - code - 62.01;
- Data processing, hosting, etc. - code - 63.11;
- Software renting - code - 58.2;
- Other information technology services - code - 62.09;
- Research and experimental development in natural and engineering and technological sciences - code - 72.1;
- Research and development in other natural and engineering and technological sciences - code - 72.19;
- Research and experimental development in biotechnology - code - 72.11;
- Accounting, bookkeeping, and auditing activities; tax consulting - code - 69.20;
- Managerial consulting activities - code - 70.2;
- Engineering activities and technical consulting - code - 71.12;
- Business and other management consulting activities - code - 70.22;
- Technical testing and analysis - code - 71.20;
- Other professional, scientific, and engineering activities - code - 74.90;
- Other business support services - code - 82.99;

The Faculty represents domestic and foreign companies and other legal and natural persons in the field of high technology pursuant to the Law.

The Faculty also offers special forms of studies for permanent professional education and improvement.

The Faculty conducts, apart from the aforementioned, the education of adults and other types of education (code: 85.59).

The Faculty can perform other activities, without entering them into the court registry, to a lesser extent if they serve the purposes of improving the registered activity and contribute to a better exploitation of spatial and staff capacities and equipment.

## **5. ORGANISATION OF THE FACULTY**

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### **Article 18**

The activities and tasks of the Faculty are carried out within the following determined organisational units:

1. Teaching and scientific unit (departments and teaching laboratories),
2. Institute for Mechanical Engineering (projects, centres, accredited laboratories, etc.),
3. Information System (computer centre, public relations centre, publication centre, library),
4. Innovation Centre for Development and Application of Information Technologies,
5. Regional Centre for Energy Efficiency,
6. Training Centre,
7. District Heating System, and



8. Sector of Human and Material Resources.

Organisation and levels of management and subordination are determined by the Organisational Scheme of the Faculty which is defined by this Statute.

In the aim of a more rational and better quality performance of Faculty activities, the Faculty Board can suggest other forms of internal organisation of the Faculty to the Council of the Faculty.

**Article 19**

The teaching and scientific unit comprises all teachers and associates with full or part time employment.

The teaching and scientific unit comprises: departments and teaching laboratories.

**Article 20**

A department is a teaching and scientific organisational unit consisting of teachers and associates at related teaching courses, and who are elected for specialised scientific fields which belong to that department.

A department is organised for two or more related courses.

A department has the head of the department, the deputy head, and the secretary.

The term of the head, deputy head, and secretary of the department lasts for three years.

The decision on the appointment of the head of the department is issued by the Dean at the proposal of the Department Board.

A teacher with full time employment at the Faculty can be elected head of the department, excluding the Dean, Vice Deans, and Directors of organisational units of the Faculty.

The election of the head is proposed by the Department Board in the manner and procedure prescribed by the Book of Regulations of the Department Board.

The election of the deputy head and secretary of the department is conducted by the Department Board in the manner and procedure prescribed by the Book of Regulations of the Department Board.

If the Department Board does not propose the election of the head, deputy head, and secretary of the department by the end of their term for any reason whatsoever, the Dean of the Faculty will appoint them by a decision within 30 days.

**Article 21**

There are the following departments at the Faculty:

1. Department of Natural and Mathematical Sciences,
2. Department of Mechanics,
3. Department of Thermal Engineering, Thermoenergetics, and Process Engineering,
4. Department of Hydroenergetics,
5. Department of Mechanical Constructions, Development, and Engineering,
6. Department of Production and Information Technologies and Management,
7. Department of Social Sciences,
8. Department of Mechatronics and Control, and
9. Department of Transport Engineering and Logistics.

The Council of the Faculty issues the decision on opening, closing, or fusing departments, as well as on the change of name and composition of a department at the proposal of the Faculty Board.

The Council of the Faculty can issue a decision from section 2 of this Article if the board of the department in foundation has at least three teachers elected for the specialised scientific field belonging to that department.

### **Article 22**

Specialised scientific fields at the Faculty are:

1. Production Systems and Technologies;
2. Mechatronics;
3. Automatic Control and Robotics;
4. Theoretical and Applied Fluid Mechanics;
5. Mechanical Constructions;
6. Transport Engineering and Logistics;
7. Railway Engineering;
8. Thermal Engineering, Thermoenergetics, and Process Engineering;
9. Internal Combustion Engines and Motor Vehicles;
10. Theoretical and Applied Mechanics;
11. Dynamics and Control of Active Constructions;
12. Engineering Physics;
13. Traffic Engineering;
14. Preventive Engineering;
15. Industrial Management;
16. Mathematics and Information Technology;
17. Sociology;
18. Economics;
19. Foreign Languages (English, German, French, Russian).

The affiliation of teachers and associates who were elected before February 6, 2007 to a specialised scientific field is determined according to the affiliation to a specialised scientific field of the courses they were elected for.

### **Article 23**

Laboratories are Faculty units opened for the purposes of improving teaching, scientific research, and professional work.

Laboratories can be opened within a single scientific branch, a specialised scientific field, that is, a department course or more related branches, that is, related Faculty courses.

Head of Laboratory manages a laboratory opened under a department.

Head of Laboratory from section 3 of this Article is elected by the Department Board in the manner and procedure prescribed by the Book of Regulations of the Department Board for the period of three years.

Head of Laboratory manages a laboratory opened under the Faculty.

Head of Laboratory from section 5 of this Article is elected by the Dean of the Faculty for the period of three years.

A person elected head of laboratory can be a teacher or an associate with full time employment at the Faculty.

#### **Article 24**

The Institute for Mechanical Engineering of the Faculty of Mechanical Engineering in Niš (hereinafter: **the Institute**) is an organisational unit of the Faculty within which teachers, associates, professional Faculty workers and students have the right and obligation to develop scientific, research and professional knowledge, work on conducting basic applied and developmental scientific research, cooperate with institutions, companies, public enterprises, entrepreneurs, institutes, and other scientific research organisations and provide services for third parties.

The Institute includes scientific research centres (where projects are realised), laboratories for examination and measurement, accredited laboratories, Centre for Quality, Standardisation and Metrology, Centre for Engines and Motor Vehicles, Centre for Logistics, Centre for Development and Design of Machines, Centre for Welding and Welded Constructions, Centre for Applied Mathematics, and other centres.

#### **Article 25**

The Institute is not a scientific research organisation in the sense of the Law on Scientific research Activity, it does not have the capacity of a legal person, and conducts its business through the Faculty.

The Director of the Institute organises and manages the work of the Institute.

The Dean of the Faculty appoints and removes the Director of the Institute, for the period of three years.

The activity of the Institute, organisation and management of the Institute and other issues relevant to the work of the Institute are determined by a special act, the Book of Regulations of the organisational unit Institute for Mechanical Engineering on the scientific research activity of the Faculty and the manner of acquiring and distributing the achieved revenue.

The Book of Regulations of the organisational unit Institute for Mechanical Engineering on the scientific research activity of the Faculty and the manner of acquiring and distributing the achieved revenue is passed by the Council of the Faculty at the proposal of the Dean of the Faculty.

#### **Article 26**

The Information System of the Faculty of Mechanical Engineering in Niš (hereinafter: **the Information System**) is an organisational unit of the Faculty which, for the purposes of the Faculty and other legal subjects, organises, maintains, and develops information infrastructure, ensures the connection to other information systems, organises, keeps, publishes, and issues information in the classical and electronic form, and performs other jobs within its area.

The Information System consists of: Computer Centre, computer laboratories, Public Relations Centre, Publication Centre and Faculty Library.

#### **Article 27**

The Information System does not have the capacity of a legal person, and conducts its business through the Faculty.

The Director of the Information System organises and manages the work of the Information System.

At the proposal of the Dean of the Faculty, the Council of the Faculty appoints and removes the Director of the Information System, a teacher with full time employment at the Faculty, for the period of three years.

The Dean, Vice Deans and Directors of organisational units appointed by the Council of the Faculty cannot perform the duty of the Director of the Information System.

The activity of the Information System, organisation and management of the Information System and other issues relevant to the work of the Information System are determined by a special act, the Book of Regulations of the Information System.

The Book of Regulations of the Information System is passed by the Council of the Faculty at the proposal of the Dean of the Faculty.

### **Article 28**

The Innovation Centre for Development and Application of Information Technologies of the Faculty of Mechanical Engineering in Niš (hereinafter: **the ICIT**) is an organisational unit of the Faculty where the development of innovation products on the basis of application of information technologies is organised and research and development activities in the field of information technologies and systems are conducted.

The ICIT has the goal to enable efficient commercialisation of ideas and research project results in the field of information technologies and systems, as a logical and gradual process of transformation of ideas and knowledge into new, innovative products which can be successfully placed on the domestic and foreign market.

### **Article 29**

The ICIT does not have the capacity of a legal person, and conducts its business through the Faculty.

The Director of the ICIT organises and manages the work of the ICIT.

At the proposal of the Dean of the Faculty, the Council of the Faculty appoints and removes the Director of the ICIT, a teacher with full time employment at the Faculty, for the period of three years.

The Dean, Vice Deans and Directors of organisational units appointed by the Council of the Faculty cannot perform the duty of the Director of the ICIT.

The activity of the ICIT, organisation and management of the ICIT and other issues relevant to the work of the ICIT are determined by a special act, the Book of Regulations of the ICIT.

The Book of Regulations of the ICIT is passed by the Council of the Faculty at the proposal of the Dean of the Faculty.

### **Article 30**

The Regional Centre for Energy Efficiency of the Faculty of Mechanical Engineering in Niš (hereinafter: **the RCEE**) is an organisational unit of the Faculty which organises and conducts professional studies and projects for development and improvement of efficiency of

installed energy technologies, conducts professional research with the aim of development and application of energy standards in all commercial and non-commercial activities, realises technological and innovation projects in the field of energy efficiency, professional projects under contracts signed directly by commercial and other institutions in the country and abroad, professional projects under contracts signed directly by the scientific institutions in the country and abroad, and also carries out other jobs related to energy efficiency.

If necessary, sections for specific areas can be formed within the RCEE, which is regulated by the Book of Regulations of the RCEE.

### **Article 31**

The RCEE does not have the capacity of a legal person, and conducts its business through the Faculty.

The Director of the RCEE organises and manages the work of the Regional Centre.

At the proposal of the Dean of the Faculty, the Council of the Faculty appoints and removes the Director of the RCEE, a teacher with full time employment at the Faculty, for the period of three years.

The Dean, Vice Deans and Directors of organisational units appointed by the Council of the Faculty cannot perform the duty of the Director of the RCEE.

The activity of the RCEE, organisation and management of the RCEE and other issues relevant to the work of the RCEE are determined by a special act, the Book of Regulations of the RCEE.

The Book of Regulations is passed by the Council of the Faculty at the proposal of the Dean of the Faculty.

### **Article 32**

For the purposes of the realisation of knowledge and technology transfer in the function of innovation development, the Faculty can establish other innovation centres.

Other faculties and scientific research organisations may join the opened innovation centre.

The Faculty can open shared innovation centres with other faculties and scientific research organisations. In that case, the founding parties will regulate all mutual rights and duties with an agreement.

The Dean of the Faculty signs the agreement from section 3 of this Article with other parties.

### **Article 33**

The Training Centre of the Faculty of Mechanical Engineering (hereinafter: **the Training Centre**) is an organisational unit where lifelong learning programmes are conducted, outside of the study programmes, through organisation of training, courses, and vocational retraining of participants.

The Training Centre has the goal to enable an efficient training and retraining of participants, in accordance with the specific requirements of the interested subjects and labour market demands.

### **Article 34**

The Training Centre does not have the capacity of a legal person, and conducts its business through the Faculty.

The Director of the Training Centre organises and manages the work of the Training Centre.

At the proposal of the Dean of the Faculty, the Council of the Faculty appoints and removes the Director of the Training Centre, a teacher with full time employment at the Faculty, for the period of three years.

The Dean, Vice Deans and Directors of organisational units appointed by the Council of the Faculty cannot perform the duty of the Director of the Training Centre.

The activity of the Training Centre, organisation and management of the Training Centre and other issues relevant to the work of the Training Centre are determined by a special act, the Book of Regulations of the Training Centre.

The Book of Regulations is passed by the Council of the Faculty at the proposal of the Dean of the Faculty.

### **Article 35**

The District Heating System of the Faculty of Mechanical Engineering in Niš (hereinafter: **the District Heating System**) does not have the capacity of a legal person, and conducts its business through the Faculty.

The Director of the District Heating System organises and manages the work of the District Heating System.

At the proposal of the Dean of the Faculty, the Council of the Faculty appoints and removes the Director of the District Heating System, a teacher or associate with full time employment at the Faculty, for the period of three years.

The Dean, Vice Deans and Directors of organisational units appointed by the Council of the Faculty cannot perform the duty of the Director of the District Heating System.

The activity of the District Heating System, organisation and management of the District Heating System and other issues relevant to the work of the District Heating System are determined by a special act, the Book of Regulations of the District Heating System.

The Book of Regulations is passed by the Council of the Faculty at the proposal of the Dean of the Faculty.

### **Article 36**

Within the Sector of Human and Material Resources (hereinafter: **the Sector**), the following are carried out: regulatory, administrative legal, labour legal, material-financial, administrative, technical and supplementary affairs.

Sector affairs are classified into multiple organisational units depending on the organisational scheme of the Sector.

The Sector comprises three organisational units, they are as follows:

1. Sector of Human Resources,
2. Sector of Material Resources,
3. Sector of Teaching and Student Affairs.

### **Article 37**

The Secretary of the Faculty manages the work of the Sector.

The Secretary of the Faculty is employed in the manner determined by the Labour Law.

The Secretary of the Faculty is responsible for the work of the Sector and conducting jobs and working tasks determined by the Law and special acts of the Faculty, as well as jobs that naturally belonging to the area of the Sector.

The Chief of an organisational unit of the Sector manages the work of that organisational unit of the Sector.

The Chief of an organisational unit of the Sector is employed in the manner determined by the Labour Law.

The Chief of an organisational unit of the Sector is responsible for the work of that organisational unit of the Sector and conducting jobs and working tasks determined by the Law and special acts of the Faculty, as well as jobs that naturally belonging to the area of that organisational unit of the Sector.

### **Article 38**

Employees in the work positions in the Sector are employed in the manner determined by the Labour Law, under the conditions prescribed by the General Act on Job Organisation and Systematisation.

Job and task organisation and systematisation and the area of work of the Sector employees are more closely regulated by the Book of Regulations on Job Organisation and Systematisation.

The Dean of the Faculty passes the Book of Regulations on Job Organisation and Systematisation pursuant to the Labour Law.

## **6. FACULTY BODIES**

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### **Article 39**

Faculty bodies are: the Council as the administrative body, the Dean as the executive body, the Faculty Board, the Electoral Board, and the Department Board as the expert bodies, the Student Parliament and other bodies prescribed by this Statute.

#### **6.1. COUNCIL OF THE FACULTY**

##### **6.1.1. Number of members, manner of appointment, term duration and revocation**

### **Article 40**

The administrative body of the Faculty is the Council of the Faculty (hereinafter: **the Council**).

The Council comprises seventeen members.

The Council comprises:

- eleven representatives of the Faculty, namely, nine representatives elected by the Faculty Board out of the teaching staff so as to provide one representative from each of the Departments and two representatives of non-teaching staff which are elected at the joint meeting of the non-teaching staff;
- three student representatives appointed by the Student Parliament of the Faculty;

- three founder representatives appointed by the Government of the Republic of Serbia.

The Dean, Vice Deans and Directors of organisational units appointed by the Council cannot be elected members of the Council.

The Dean, Vice Deans and Secretary of the Faculty participate in the proceedings of the Council without the right to make decisions.

#### **Article 41**

The Faculty Board, that is, the non-teaching staff, appoints and removes staff representatives in the Council in the manner and procedure determined by their own regulations.

The Student Parliament appoints and removes representatives in the Council in the manner determined by a general act of that body.

#### **Article 42**

The member of the Council elected by the Faculty Board, that is, the non-teaching staff, can be revoked at any given moment if he or she does not perform their duty unwarrantably for a longer period of time.

The revocation proposal can be made by the Council of the Faculty or at least 1/3 of the Faculty Board, that is, the non-teaching staff.

The revocation of the founder and student representatives is conducted by the body which elected them in accordance with their general acts.

The Council can also initiate the revocation of representatives from section 3 of this Article.

The Faculty Board, that is, the non-teaching staff, decides on the proposal for revocation or the initiative for revocation by secret voting, in accordance with the rules prescribed for the election of the Council members.

#### **Article 43**

The term of the members of the Council lasts for three years.

The member of the Council can be a member of an administrative body of only one higher education institution.

The term of the members of the Council, student representatives, lasts for one year.

#### **Article 44**

The Council elects its President and Vice President by secret voting.

The President and the Vice President can be a teacher, representative of the Faculty.

The President summons the Council meetings and governs their work.

The Vice President stands in for the President in the case of unavailability or absence.

### **6.1.2. Area of work and decision-making**

#### **Article 45**

The Council:

1. passes the Statute of the Faculty at the proposal of the Faculty Board;
2. passes the financial plan at the proposal of the Faculty Board;
3. adopts the business report and annual statement of accounts at the proposal of the Faculty Board;



4. adopts the plan for exploitation of resources for investments at the proposal of the Faculty Board;
5. passes the annual work programme of the Faculty;
6. gives approval to the decisions on governing Faculty property;
7. gives approval to the distribution of financial resources;
8. issues decisions on tuition fees at the proposal of the Faculty Board, pursuant to a beforehand obtained opinion of the Ministry of Education;
9. submits the annual business report to the founder;
10. conducts the choice of the external audit for financial transactions;
11. passes general acts pursuant to the Law;
12. issues decisions on opening, fusing, or closing departments and laboratories at the proposal of the Faculty Board;
13. appoints and removes the Dean of the Faculty;
14. appoints and removes the President and Vice President of the Council;
15. presides as a second degree body in the cases prescribed by the Law, collective contracts and the Statute;
16. gives approvals prescribed by the Law;
17. offers the Statute interpretation;
18. passes the Book of Regulations on its work; and
19. conducts other matters determined by the Law, this Statute and other general acts of the Faculty.

The Council of the Faculty renders decisions by majority of votes of the total number of members, and by secret voting for issues from section 1, items 13 and 14 of this Article.

### **6.1.3. Committees and working bodies of the Council**

#### **Article 46**

The Council of the Faculty can form permanent and temporary committees and other working bodies for the purposes of examining certain issues concerning the activity of the Faculty, or for the purposes of decision-making concerning matters in its authority whereat it acts as a second degree body.

The permanent committee of the Council is the Financial Committee.

The Council forms temporary committees and working bodies when necessary.

The composition and authority of committees and other working bodies is determined by the Book of Regulations on the work of the Council of the Faculty pursuant to the Law.

Presidents of the Committees and working bodies are, as a rule, Vice Deans in charge of the appropriate area.

Committees and working bodies are appointed for the electoral term of three years.

### **6.1.4. Summoning meetings and the manner of work of the Council**

#### **Article 47**

The Book of Regulations of the Council provides for: summoning meetings, manner of work, decision-making, and other issues of the Council.

## **6.2. DEAN OF THE FACULTY**

### **Article 48**

The Dean is the managing body of the Faculty.

The Dean has the rights and duties of a director of an institution or a company, if not stated otherwise by the Law.

### **6.2.1. Rights and duties of the Dean**

#### **Article 49**

The Dean of the Faculty:

1. represents and acts on behalf of the Faculty in the country and abroad;
2. organizes and directly manages the work of the Faculty pursuant to the Law, the Statute and the Decisions of the Faculty bodies;
3. is responsible for the realisation of scientific and educational activities of the Faculty;
4. proposes the basics of the Faculty policy;
5. proposes the annual work programme and development plan of the Faculty;
6. carries out the decisions of the Council;
7. submits annual reports on the business results of the Faculty to the Council and the Faculty Board;
8. initiates and proposes solutions to the issues of significance for the realisation of the Faculty activities;
9. issues decrees for the execution of the financial plan of the Faculty;
10. makes decisions on the use of the Faculty resources in accordance with the decisions of the Faculty Council on the use of the Faculty resources;
11. prepares and presides at the meetings of the Faculty Board;
12. prepares and presides at the meetings of the Collegium of the Faculty;
13. makes the decision on announcing full and open competitions for the election of teachers and associates;
14. passes the Plan for Public Acquisitions;
15. appoints Vice Deans;
16. appoints Heads of Departments and Heads of Laboratories at the proposal of the Department Boards;
17. represents the Faculty before legal and natural persons;
18. passes the Book of Regulations on the Organisation and the Book of Regulations on the Systematisation of Work and other general acts of the Faculty pursuant to the Law and this Statute;
19. signs collective contracts and labour contracts in the manner determined by positive provisions;
20. makes decisions on individual rights and obligations and responsibilities of the Faculty employees which are derived from and based on labour;

21. issues decrees on the employment of the Faculty employees and conclusions at the request of students;
22. issues the decision on the admission of non-teaching staff;
23. directly conducts the organisation of and the preparation for working in emergency conditions and war circumstances;
24. signs Faculty diplomas together with the Rector;
25. issues directives to committees, bodies, and workgroups, which are established to deal with specific issues within the Dean's area of work;
26. issues decisions on employment of teachers as visiting professors at the proposal of the Faculty Board of the Faculty;
27. directs and coordinates the work of professional bodies of the Faculty;
28. conducts other activities determined by the Law, this Statute and other general acts of the Faculty.

### **Article 50**

The Dean, aside from the activities from Article 49 of this Statute:

1. suspends by his or her official duty any general act of the Faculty which he or she finds contrary to the Law or some other regulation and immediately informs the body that passed the act in question about the suspension;
2. initiates the procedure of assessing the lawfulness of the general act from item 1 of this Article if the body that passed the act in question does not harmonise it in accordance with the Law within 30 days from receiving the notification from the Dean of the Faculty to suspend that act, within the further period of eight days;
3. suspends the act from the previous item of this Article until the decision by the authorised body.

### **Article 51**

The Dean answers to the Council for his or her work.

The Dean can delegate certain authorities and affairs within his or her area by a decision to other persons employed at the Faculty.

The Dean submits a report on his or her work and the business transactions of the Faculty to the Council at least once a year.

### **Article 52**

The Dean works in accordance with the Law and the decisions of the Council, and on the basis of and in accordance with the general acts of the Faculty.

The Dean is responsible for the legitimate work and compliance to the obligations of the Faculty prescribed by law.

#### **6.2.2. Election of the Dean**

### **Article 53**

The Dean is appointed and removed by the Council at the proposal of the Faculty Board of the Faculty.

The election of the Dean is conducted without an open competition for the period of three years. The Dean can be a full professor, employed full-time at the Faculty for an indeterminate period, with a possibility of a single re-election.

The Dean of the Faculty cannot be a member of the Council of the Faculty or the Council of the University at the same time.

#### **6.2.2.1. Initiation of the procedure for the election of the Dean**

##### **Article 54**

The Council issues the decision on the initiation of the procedure for the election of the Dean at least five months before the end of the term of the elected Dean.

At the same meeting where the decision on the initiation of the procedure for the election of the Dean is issued, the Council also issues the following:

- decision on the appointment of members and president of the Committee for Conducting the Procedure for the Election of the Dean,
- decision on the deadlines for conducting the electoral activities in the procedure for the election of the Dean.

The decision on the initiation of the procedure for the election of the Dean and the decision on the deadlines for conducting the electoral activities in the procedure for the election of the Dean are presented to the Faculty Departments, Faculty non-teaching staff, Student Parliament of the Faculty, and are published on the web page of the Faculty.

The Committee from section 2 of this Article comprises five members from the members of the Council.

#### **6.2.2.2. Determining the nomination for the election of the Dean**

##### **Article 55**

A candidate for the Dean can be nominated by: Departments, non-teaching staff, and Student Parliament of the Faculty.

The nomination of a candidate for the Dean is presented to the Committee for Conducting the Procedure for the Election of the Dean by the authorised nominators from section 1 of this Article.

##### **Article 56**

The Committee for Conducting the Procedure for the Election of the Dean monitors the following of the rules prescribed by the Law on Higher Education and this Statute concerning the election of the Dean.

Upon receiving the nominations of candidates for the Dean, the Committee determines whether the nominated candidate fulfils all the requirements for the election to the position of the Dean, calls for the nominated candidates who fulfils all the requirements to sign the statement on their accepting the nomination, to submit their work programme of the Faculty for the duration of the term, and to propose candidates for Vice Deans.

The Committee presents the report on the course of the procedure for the nomination of candidates for the Dean and on the nominated candidates.

In this report, the Committee has the right and obligation to point out the irregularities in the candidate nomination procedure, if there are any.

The Committee presents the report to the Council and the Faculty Board (hereinafter: **the Board**).

The Committee President has the right and obligation to attend the Board meeting when the nominations of candidates for the Dean are determined, that is, the Council meeting where the Dean is to be elected.

#### **Article 57**

If the candidates do not reply to the call of the Committee for Conducting the Procedure for the Election of the Dean to sign the statement on their accepting the nomination, it will be deemed that they do not accept the nomination.

After the statement on accepting the nomination is signed, the nominated candidate cannot withdraw his or her nomination.

If the nominated candidate, after signing the statement on accepting the nomination, submits to the Faculty a written statement that he or she is withdrawing the nomination, the procedure for the election of the Dean will not be cancelled, and the Board and the Council will be notified by the president of the Committee for Conducting the Procedure for the Election of the Dean in a collective meeting.

#### **Article 58**

The president of the Committee for Conducting the Procedure for the Election of the Dean informs the members of the Board and Council on the course of the procedure for the election of the Dean in a collective Board and Council meeting.

The nominated candidates who fulfil the requirements prescribed by the Law and this Statute, which was determined by the Committee in its report, present their work and development programmes of the Faculty and Vice Dean candidates in a collective Board and Council meeting.

#### **6.2.2.3. Voting in the Board meeting to determine the Dean nominations**

#### **Article 59**

At the beginning of the meeting to determine the nominations of the candidates for the Dean, the Board elects the Verification and Electoral Committees both consisting of three members by open voting.

Presidents of the Verification and Electoral Committees are elected by the open voting of the Board.

The Verification Committee determines the fulfilment of the conditions regarding the attendance of the necessary number of members, on which the President of the Committee reports to the Board.

The procedure for the election of the Dean is conducted by the Electoral Committee in the Board meeting.

The Dean nominations are determined by a secret voting, using voting ballots with the seal of the Faculty.

Candidates are listed in the alphabetical order of their last names on the voting ballots.

The voting ballot contains the first and last names of the candidates, Board meeting mark, voting date, and the note on the manner of voting.

Every member of the Board attending the meeting receives a single voting ballot.

Votes are cast for one of the candidates by circling the serial number in front of the candidate's name.

The voting ballot with more than one circled candidate, or where it cannot be determined who the member of the Board voted for, is considered void.

The member of the Board places the voting ballot in the appropriate ballot box after the secret voting.

At the end of the voting, the Electoral Committee determines the election results.

The Electoral committee creates the records on determining the election results, which are the constituent part of the Board meeting minutes. Voting ballots are attached to the records in a sealed envelope, verified with the seal of the Faculty.

The President of the Electoral Committee submits an oral report to the Board on the election results.

#### **6.2.2.4. Necessary majority to determine the nominations of the candidates for the Dean**

##### **Article 60**

A candidate for the Dean is a person who receives more than half of the votes of the total number of the members of the Board in the Board meeting.

The Board nominates one candidate for the Dean to the Council.

If in the first round of voting none of the candidates receives the necessary number of votes, voting is repeated, and the candidate with the least number of votes is excluded from the list, until there is only one candidate left on the list.

If two or more candidates receive the highest and equal number of votes in the first round, voting is repeated with only those two candidates on the list, and the candidate who receives more votes in the repeated voting is nominated to the Council, providing that he or she received more than half of the votes of the total number of the members of the Board.

If more candidates receive the lowest and equal number of votes, then the Board first votes on the list with the candidates who have the lowest and equal number of votes, and the candidate with most votes from that voting is added to the list of candidates for the next Board voting.

If the candidates who have the lowest and equal number of votes, receive the equal number of votes again after the voting from section 5 of this Article, they are excluded from the list for the next Board voting.

If the Board cannot determine the nomination of the candidate for the Dean even after voting from sections 3-6 of this Article, the procedure for the election of the Dean is repeated.

#### **6.2.2.5. Voting for the election of the Dean in the Council meeting**

##### **Article 61**

In the meeting where the Dean is to be elected, the Council establishes the Verification and Electoral Committees both consisting of three members of the Council by open voting in order to conduct the election.

The Verification Committee determines the number of attending members of the Board and submits an oral report to the Council.

The Electoral Committee prepares the voting ballots for the election of the Dean.

The voting ballot contains the first and last names of the candidate nominated by the Board, Council meeting mark, voting date, and the note on the manner of voting.

The voting ballots have to be verified with the seal of the Faculty.

Every member of the Council attending the meeting receives a single voting ballot.

Votes are cast by circling the serial number in front of the candidate's name.

The voting ballot where it cannot be determined how the member of the Council voted for is considered void.

The member of the Council places the voting ballot in the appropriate ballot box after the secret voting.

At the end of the voting, the Electoral Committee determines the election results.

The Electoral committee creates the records on determining the election results, which are the constituent part of the Board meeting minutes. Voting ballots are attached to the records in a sealed envelope, verified with the seal of the Faculty.

The President of the Electoral Committee submits an oral report to the Council on the election results.

#### **6.2.2.6. Necessary majority for the election of the Dean**

##### **Article 62**

The nominated candidate is elected Dean if he or she receives the majority of votes of the total number of the members of the Council.

If the nominated candidate does not receive the necessary majority of votes, the procedure for the election of the Dean is repeated. The Council issues a new decision on the initiation of the procedure for the election of the Dean in the same meeting, determining the deadlines for conducting the electoral activities and appointing the Electoral Committee.

#### **6.2.2.7. Coming into office of the newly elected Dean**

##### **Article 63**

The election of the Dean is conducted every three years, and the elected Dean comes into office on October 1 of the current year.

The transfer of duties between Deans is finalised on the day of coming into office of the new Dean.

The record of the transfer is signed by the Dean conducting the transfer and the Dean coming into office in the presence and signed by the President of the Council of the Faculty.

#### **6.2.3. Unavailability of the Dean**

##### **Article 64**

In the case of the temporary unavailability of the Dean (sickness, etc.), The Council authorises one of the Vice Deans to conduct the activities of the Dean during the period of the Dean's temporary unavailability.

At least one third of the members of the Council or the Dean can submit the proposal for initiating the procedure to determine the temporary unavailability of the Dean.

A Vice Dean will conduct the activities of the Dean during the Dean's temporary unavailability, no more than six months from the day when the unavailability was determined. After six months, the Council will initiate the procedure for the election of the new Dean.

The authorised Vice Dean from section 1 of this Article has all the authority and conducts all activities of the Dean as prescribed by the Law and this Statute, while all public documents and other acts will be signed alongside the mark "p.o." (under the authority of).

#### **6.2.4. Removal of the Dean**

##### **Article 65**

The issue of the removal of the Dean can be initiated for the reasons stated by the Law, the Statute, or other regulations and general acts of the faculty.

When the proposal for the removal of the Dean is on the agenda of the Board, the oldest member of the Board will preside, under the condition that he or she are not the Dean at that moment.

The Faculty Board determines the proposal for the removal of the Dean by secret voting and with the majority of the total number of the members of the Board.

The Board presents the explained proposal for the removal of the Dean to the Council which is in obligation to consider the proposal, make the decision, and notify the Board on the issued decision.

The decision on the removal of the Dean is made by secret voting of the Council with the majority of the total number of the members of the Council.

##### **Article 66**

If the Council of the Faculty accepts the proposal and issues a decision on the removal, it will also issue the decision for the removed Dean to carry out the function of the acting Dean and the decision on the initiation of the procedure for the election of the Dean in the same meeting.

The appointed acting Dean can perform this function for no more than 6 (six) months from the day of appointment, during which period the election of the Dean will be carried out in the manner and procedure determined by the provisions of this Statute.

##### **Article 67**

The Council of the Faculty appoints the acting Dean in the manner prescribed by the previous Article and in the case of untimely election of the Dean, the case of resignation, cessation of employment, etc.

##### **Article 68**

The Dean can be removed from the office before the end of the term if:

- he or she asks for the removal themselves,
- he or she violates the provisions of the Constitution, the Law, the Statute or other general acts of the University and Faculty,
- he or she violates or disregards the decisions of the Council or the Faculty Board of the Faculty,
- there occur such reasons which lead to the termination of his or her labour contract in accordance with specific or employment regulations,



- he or she discredits the position they occupy with their behaviour,
- he or she loses the ability to perform the duties of the Dean, and
- he or she abuses the position of the Dean in any other way.

The procedure of the removal of the Dean is carried out by the Council at a meeting with at least two thirds of the members of the Council present.

In the removal decision-making procedure, the Dean must be given an opportunity to state his or her arguments on the reasons for removal.

When deciding on the removal for the reasons mentioned in section 1 of this Article, items 2, 3 and 5, the extent of the violations, resulting consequences, level of responsibility and other circumstances affecting the decision-making must be specially taken into consideration.

### **6.2.5. Suspension of the Dean**

#### **Article 69**

In the cases mentioned in Article 68. section 1, items 2, 6, and 7 of this Statute, the Council carries out the suspension of the Dean and appoints the acting Dean from the rank of teachers with the title of full professor with full time employment at the Faculty, pursuant to Article 66 of this Statute.

By the decision of the Council on suspension, the Dean is removed from the office. In that case, the procedure for election of the new Dean will be conducted in the period of three months. The Dean who was removed by suspension cannot be a candidate for the new Dean in that procedure.

Against the decision on suspension, the Dean, who was thus removed, can file a complaint asking for the court protection of the rights if he or she deems that the prescribed procedure was violated and that that violation could have seriously influenced the decision, or that there were no reasons for suspension prescribed by decision from Article 68, section 1, items 2, 6, and 7 of this Statute.

## **6.3. FACULTY BOARD**

### **6.3.1. Composition, number of members, manner of election and term**

#### **Article 70**

The Faculty Board is the highest expert body of the Faculty.

The Faculty Board comprises all teachers and assistants with the full time employment at the Faculty.

When discussing, that is, making decisions on the issues with regard to securing teaching quality, reforming study programmes, analysing studying efficiency, and determining the number of credits in accordance with the European Credit Transfer System (hereinafter: **ECTS credits**), the Student Vice Dean participates in the work of the Board, as well as student representatives appointed by the Student Parliament of the Faculty, so that their number amounts to 20% of the total number of the Board members.

The term of the student representatives from section 3 of this Article last for one year, and can cease earlier, with the cessation of the Faculty student status.

### **Article 71**

The Dean is the President of the Faculty Board by function, or a Vice Dean appointed by the Dean in his or her absence.

#### **6.3.2. Area of work and decision-making**

### **Article 72**

The Faculty Board:

1. determines the proposal of the Statute and the changes to the Statute;
2. determines the financial plan;
3. proposes the report on business transactions and the annual settlement of accounts of the Faculty;
4. proposes the plan of exploitation of investment funds;
5. proposes the tuition fees;
6. proposes study programmes for acquiring higher education through academic and professional studies;
7. proposes study programmes for acquiring shared diplomas;
8. determines specialised scientific fields;
9. issues a decision on employment of teachers and associates for conducting teaching for each academic year;
10. determines, plans, and analyses processes of managing education system evaluation (accreditation of study programmes, verification and assessment of quality);
11. decides on the functioning of the quality assurance system of study programmes based on the report of the Board for Quality on the assessment and evaluation of the quality assurance system of teaching and study programmes;
12. it passes regulations for enrolment in study programmes for the following academic year during the spring semester of the current year;
13. considers the report on the implementation of the study programme curricula at least once during a semester, based on the report of the Vice Dean for teaching;
14. sets out scientific research programmes and programmes for knowledge innovation;
15. determines the provisions to encourage the development of extraordinarily successful and gifted students;
16. considers the report on the implementation of scientific research programmes at least once a year;
17. decides on organising academic and professional studies and forms of lifelong learning and improvement in a foreign language, pursuant to this Statute and the Statute of the University;
18. approves topics of doctoral dissertations;
19. proposes opening or closing a department to the Council;
20. appoints teaching staff representatives to the Council;
21. initiates and conducts the procedure for election to research positions and proposes election to scientific positions to the appropriate specialised scientific board and the Commission for Acquiring Scientific Titles;

22. proposes the numbers of students funded from the budget and self-funded students to be enrolled in the first year of the study programme;
23. sets out the professional practical training programme for student in the country and abroad;
24. proposes the opening of teaching laboratories;
25. proposes to the University the extension of employment for teachers from Article 145 of this Statute;
26. proposes to the University the employment of teachers from Article 146 of this Statute at master and doctoral studies and the participation of the abovementioned in the committees during the writing and defence of graduate theses, that is, dissertations at those studies for two more academic years at most;
27. decides on the reviews concerning the publishing activity;
28. appoints its permanent and temporary committees pursuant to the Law;
29. considers and issues decisions on the student requests within its area of work;
30. considers student achievements;
31. determines the regulations for the election of the Faculty representatives from the rank of teachers and associates to the Faculty and University bodies, pursuant to this Statute and the Statute of the University;
32. proposes full professors to be awarded the title of professor emeritus, in accordance with the general acts of the University;
33. considers and prepares proposals on other issues decided on by the Council;
34. passes the Book of Regulations on its work; and
35. conducts other matters determined by the Law, the Statute of the University and this Statute.

The Book of Regulations on the work of the Board regulates summoning meetings, manner of work, decision-making and other.

The Board can have working bodies to examine certain issues under its authority.

### **6.3.3. Electoral Board of the Faculty**

#### **Article 73**

The Electoral Board of the Faculty:

1. determines proposals for promotions of teachers;
2. conducts promotions of associates;
3. proposes members of committees for writing reports on candidates for promotion into the rank of teachers and determines committees for writing reports on candidates for promotion into the rank of associates.

The Electoral Board of the Faculty comprises all teachers and assistants with the full time employment at the Faculty.

When making decisions on proposals for the election to the position of teacher, for the election to the position of associate, as well as determining committees for writing reports on candidates for election to the position of teacher and associate, the Electoral Board comprises teachers and associates of the same or higher rank than the one to which a teacher or an associate is being proposed, that is, elected.

A committee for writing reports on candidates for promotion into the rank of teacher consists of at least three teachers, that is, researchers with scientific title from the specialised scientific field within which the teacher is being promoted, out of which at least one is employed at some other higher education institution.

The committee from section 1, item 3 of this Article is determined in the manner regulated in section 4 of this Article.

The Dean is the President of the Electoral Board of the Faculty by function.

#### **6.3.4. Working Bodies of the Board**

##### **Article 74**

The Board of the Faculty has permanent and temporary committees and boards.

The permanent committees and boards are:

- Committee for Academic and Professional Studies,
- Committee for the Publishing Activity,
- Committee for the Practical Training of Students,
- Committee for Scientific Research Work,
- Quality Board.

Temporary committees and boards are formed by the Board if necessary.

Jurisdiction, composition and presidents of committees and board are determined by the decision of the Board.

Presidents of the Committees and Board are, as a rule, in charge of the appropriate fields.

The Committees and Board are appointed for an electoral term of three years.

#### **6.4. DEPARTMENT BOARD**

##### **Article 75**

The Department Board is an expert body of the Department comprising all teachers and assistants who perform educational work within the courses for which the Department is opened and responsible, with the full time employment at the Faculty.

##### **Article 76**

The Department Board:

1. initiates the development of study programmes;
2. provides opinion on scientific research programmes and scientific articles where teachers and associates of the Department participate in;
3. prepares performance of lectures, practice classes, mid-term tests, exams and other forms of work with students;
4. determines as a recommendation a list of textbooks and other literature which students should use to master the contents of study programme courses;
5. prepares the proposal of the scientific research work plan of the Department;
6. proposes candidates for the Head of the Department and Heads of Teaching Laboratories to the Dean and elects Deputy Head and Secretary of the Department;

7. scrutinises the work of teachers and associates at least once during an academic year;
8. offers proposals concerning the acquisition of equipment for teaching purposes and scientific research work;
9. proposes the announcement of open competitions for promoting teachers and associates within specialised scientific fields of the Department to the Dean;
10. proposes members of the committee for writing reports for promotion of teachers and associates and considers its report;
11. proposes a renowned scientist or expert, a retired teacher, and master and doctoral students for conducting a part of teaching activities at the Faculty;
12. proposes participation of teachers and associates of the Department in conducting teaching activities within teaching courses of the Department;
13. considers the achievements within teaching courses of the Department at least once during a semester and proposes measures for the improvement of teaching;
14. monitors the teaching and scientific work of its members and issues statements on their work and improvement conditions;
15. approves topics of graduate theses;
16. conducts other matters pursuant to the Law, this Statute and other general acts of the Faculty.

The Book of Regulations on the work of the Department Board regulates summoning meetings, quorum, manner of work, decision-making and other.

### **Article 77**

The Head of the Department manages the Department.

The Head of the Department is appointed by the Dean, at the proposal of the Department Board for a term of three years.

The same person can be appointed Head of the Department for two consecutive terms at most.

A Faculty teacher, member of the Department Board, employed full time at the Faculty, can be elected Head of the Department.

The Head of the Department summons and manages meetings of the Department Board.

The Head of the Department is in obligation to summon a Department meeting at the demand of the Faculty Board, majority of Department members and the Dean of the Faculty.

## **6.5. STUDENT PARLIAMENT**

### **6.5.1. Constitution and election of the Student Parliament of the Faculty**

#### **Article 78**

The Student Parliament is a body through which students enjoy their rights and protect their interests at the Faculty.

The Student Parliament of the Faculty is elected by students of the Faculty enrolled in the academic year of the elections.

The election of members of the Student Parliament of the Faculty is held in April, by the 10<sup>th</sup> of the month at the latest.

The Faculty comprises a single voting unit, where one member of the Student Parliament of the Faculty is elected for every 50 students.

The decision on the total number of the members of the Student Parliament of the Faculty is rendered by the Dean by March 1 at the latest, based on the data concerning the number of enrolled students.

The procedure for the candidacy and voting for members of the Student Parliament of the Faculty is regulated in detail by the Student Parliament of the Faculty.

The election of the members of the Student Parliament of the Faculty is conducted directly, by secret voting, per study year.

The list of voters is composed by the clerk department of the Faculty and is submitted to the Electoral Committee of the Student Parliament of the Faculty and the Dean.

The candidates who receive the most votes are elected.

If two or more candidates get the same number of votes, the re-election among them is to follow within seven days.

The constitutive meeting of the new assembly of the Student Parliament of the Faculty is held on April 15.

The term of the members of the Student Parliament of the Faculty lasts for one year.

The term of the member of the Student Parliament of the Faculty whose student status has ceased is discontinued on the day of the student status cessation, and the additional election is to be held within the following 15 days.

### **6.5.3. Jurisdiction of the Student Parliament**

#### **Article 79**

The Student Parliament of the Faculty:

1. appoints and removes the President and Vice President of the Student Parliament of the Faculty;
2. passes general acts on its work;
3. establishes working bodies which deal with the specific affairs within the jurisdiction of the Student Parliament of the Faculty;
4. appoints and removes student representatives in Faculty bodies;
5. appoints and removes the Student Vice Dean;
6. issues the annual plan and programme of activities of the Student Parliament of the Faculty;
7. considers issues related to teaching quality assurance and assessment, reformation of study programmes, analysis of studying efficiency, determination of the number of ECTS credits, improvement of student mobility, encouragement of scientific research work of students, protection of student rights and improvement of student standard;
8. organises and conducts non-teaching activity programmes for students;
9. participates in the self-evaluation procedure of the Faculty, in accordance with a general act passes by the Board of the Faculty;
10. realises student interfaculty and international cooperation;

11. appoints and removes student representatives in the bodies of other institutions and associations where representatives of the Faculty students are included, pursuant to a general act of the institution, association, or the Faculty;
12. adopts the annual report on the work of the Student Vice Dean;
13. adopts the financial plan and report on financial transactions of the Student Parliament of the Faculty;
14. adopts the annual report on the work submitted by the President of the Student Parliament of the Faculty;
15. conducts other matters pursuant to the Law, this Statute and general acts of the Faculty.

## **6.6. VICE DEANS, COLLEGIUM, SECRETARY OF THE FACULTY, AND EMPLOYEES WITH SPECIAL AUTHORITIES AND RESPONSIBILITIES**

### **6.6.1. Vice Deans**

#### **Article 80**

The Faculty has four Vice Deans, out of which one also acts as the Director of the Institute.

The Faculty also has the Student Vice Dean.

Vice Deans conduct matters in the Dean's area of work based on and within the authority provided by the Dean pursuant to this Statute.

Vice Deans are responsible to the Dean for their work.

Vice Deans of the Faculty organise matters within the areas of teaching, material-financial transactions, scientific research work, student standard, interfaculty cooperation, international cooperation, cooperation with companies and other organisations, information system, publishing activity and so forth.

Vice Deans of the Faculty conduct other matters under the mandate of the Dean of the Faculty.

#### **Article 81**

The Dean appoints and removes Vice Deans.

Vice Deans are appointed for the electoral term equal in duration to the electoral term of the Dean.

A Faculty teacher with full time employment at the Faculty can be appointed Vice Dean.

The election of the Student Vice Dean is conducted by the Student Parliament in accordance with the Book of Regulations on the work of the Student Parliament for the period of one year.

### **6.6.2. Collegium**

#### **Article 82**

Collegium, as an advisory body, assists the Dean in work, and it consists of: the Dean, Vice Deans, Heads of Departments, Directors of organisational units, and the Secretary of the Faculty.

The Dean summons the Collegium and manages its work.

#### **Article 83**

The Dean summons the Collegium meetings when necessary.

The Collegium opinions have a consulting and advisory character.

The Collegium is a body which assists the Dean in developing plans and programmes for the teaching, scientific, research and professional work.

The Collegium:

- proposes measures for the improvement of teaching, scientific and professional work.
- considers general and other acts before discussion on the Faculty Board.
- conducts other matters put on agenda by the Dean or demanded by the Faculty Board.

### **6.6.3. Secretary of the Faculty**

#### **Article 84**

A graduate jurist can be the Secretary of the Faculty, if he or she has the appropriate experience in creating and enacting regulations within the area of education and science, is familiar with the issues of higher education, and fulfils other conditions set by the Act on the Systematisation of Work Positions for the position of the Secretary.

The Secretary conducts regulatory, administrative legal and other matters prescribed by the Statute and other regulations and general acts of the Faculty.

The secretary manages the Sector of Human and Material Resources, coordinates its work and is responsible for conducting organisational, administrative, legal, technical and other matters at the Faculty.

The Dean appoints and removes the Secretary, and the Secretary is responsible to the Dean for his or her work.

The Secretary of the Faculty can be a person who is employed full time at the Faculty.

### **6.6.4. Employees with special authorities and responsibilities**

#### **Article 85**

Workers with special authority and responsibility are, aside from the Dean, Vice Deans and the Secretary of the Faculty.



## **7. STUDENTS**

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### **7.1. NOTION AND TYPES OF STUDENTS**

#### **Article 86**

A student is a natural person enrolled in a study programmes conducted at the Faculty.

A student can be enrolled in the status of a student funded from the budget (hereinafter: **a budget student**) or a student who finances himself or herself (hereinafter: **a self-financed student**).

The capacity of a student is evinced by a student's transcript.

### **7.2. VISITING STUDENT**

#### **Article 87**

A visiting student is a student of another faculty who is enrolled in portions of a study programme at the Faculty, in accordance with a contract on the transfer of ECTS credits between the higher education institutions.

The capacity of a visiting student lasts for a maximum period of one academic year, that is, two semesters.

Rights and obligations of a visiting student, the manner of covering costs for his or her studies, and other issues related to the capacity of a visiting student are regulated by the contract from section 1 of this Article.

Regular attendance and passed exams of a visiting student are evinced by a student's transcript and certified teaching plan and programme documents.

### **7.3. STUDENT WHO REALISES PART OF THE STUDY PROGRAMME AT ANOTHER HIGHER EDUCATION INSTITUTION**

#### **Article 88**

A student can realise a part of the study programme at another higher education institution in accordance with the contract on the transfer of ECTS credits between higher education institutions.

The part of the study programme that the student from section 1 of this Article is realising at another faculty, that is, another higher education institution cannot be shorter than one or longer than two semesters.

The part of the study programme that the student from section 1 of this Article is realising at another faculty encompasses the appropriate number of courses and ECTS credits.

Rights and obligations of the student from section 1 of this Article, the manner of covering costs for his or her studies, and other issues related to realising part of the study programme at another higher education institution are regulated by the contract from section 1 of this Article.

Regular attendance and passed exams of the student from section 1 of this Article are evinced by a student's transcript, that is, an adequate certificate.

## **7.4. BUDGET STUDENT STATUS**

### **Article 89**

Budget student status is enjoyed by a student:

1. who is enrolled in the first, second, and third degree studies, ranked in the enrolment competition as such, in the academic year in which he or she is enrolled through competition;
2. who does not obtain 60 ECTS credits in the current academic year and ranks among the total number of students whose studies are financed from the budget, pursuant to the Law. A student who does not secure this right, continues the studies in the status of a self-financed student in the following academic year.
3. The ranking of students from the previous section includes the students enrolled in the same academic year in a certain study programme, and it is conducted first from the number of obtained ECTS credits and achieved success in mastering the study programme, in the manner and procedure determined by a general act of the Faculty.

A student financed from the budget can be enrolled in only one study programme at the same level of studies while enjoying such status.

## **7.5. SELF-FINANCED STUDENT STATUS**

### **Article 90**

Self-financed student status is enjoyed by a student:

1. who is enrolled in the first, second, and third degree studies, ranked in the enrolment competition as such, in the academic year in which he or she is enrolled through competition;
2. who is enrolled in the second, or any other following year, and who obtained at least 37 ECTS credits from the courses chosen in accordance with the study programme in the previous academic year as a self-financed student.

A self-financed student who, during an academic year, obtains 60 ECTS credits within the current academic year of the study programme can achieve the status of a budget student in the following academic year if he or she is ranked within the total number of budget students, in the manner and procedure regulated by a general act of the Faculty.

## **7.6. NUMBER OF STUDENTS ENROLLED IN A STUDY PROGRAMME AND ENROLMENT COMPETITION**

### **Article 91**

The Government issues a decision on the number of students financed from the budget to be enrolled in the first year of study programmes at the proposal of the Faculty with the opinion of the Senate of the University.

The Senate of the University issues a decision on the number of self-financed students at the proposal of the Faculty.

In the following years of studies, the Faculty can increase the number of students from section 1 of this Article by 20% at most in comparison to the previous year, pursuant to the decision by the Faculty Board.

### **Article 92**

The Board of the Faculty proposes the issuing of the decision on the announcement of enrolment competition to the Senate of the University.

The proposal from section 1 of this Article is submitted to the Senate of the University six months before the start of the academic year at the latest.

The competition contains:

1. the number of students for each study programme organised at the Faculty;
2. enrolment conditions;
3. measures for determining the ranking of candidates;
4. competition procedure;
5. the manner and deadlines for filing complaints against the determined ranking;
6. the amount of tuition fees paid by self-financed students.

If a study programme begins in the spring semester, the proposal from section 1 of this Article is submitted in time according to the University requirements.

## **7.7. LANGUAGE OF STUDIES**

### **Article 93**

The studies at the Faculty are organised in the Serbian language.

The Faculty can organise and conduct studies, or specific portions of studies, as well as organise writing and defence of doctoral dissertations, in the language of a national minority or a foreign language, in accordance with the Statute, under the condition that the study programme has acquired a work permit.

A person can enrol in the study programme if it knows the language in which the teaching is conducted.

A student, enrolled in the studies from section 2 of this Article, can transfer to a study programme conducted in Serbian during the course of studies, after checking the knowledge of Serbian.

The language knowledge checks from sections 3 and 4 of this Article are performed in the manner prescribed by the Dean.

The Faculty can organise and conduct studies, or certain parts of studies, in a sign language for people with special needs.

## **7.8. FOREIGN CITIZEN**

### **Article 94**

A foreign citizen can enrol in a study programme under the same conditions as a domestic citizen.

A foreign citizen pays the tuition fees unless determined otherwise by an international agreement.

A foreign citizen can enrol in the studies if he or she has health insurance.

## **7.9. TYPES AND DEGREES OF STUDIES**

### **Article 95**

Academic and professional studies are conducted at the Faculty, in accordance with the approved, that is, accredited study programmes for acquiring higher education.

The academic study programme enables students to develop and apply scientific, professional and artistic achievements.

The professional study programme enables students to apply knowledge and skills necessary for inclusion into the working process.

Academic studies are organised and conducted as:

1. undergraduate academic studies, which last for three or four years, and upon whose completion 180 or 240 ECTS credits are obtained;
2. master academic studies, which last for one or two years, and upon whose completion 60 or 120 ECTS credits are obtained;
3. specialist academic studies, which last for at least a year, and upon whose completion at least 60 ECTS credits are obtained;
4. doctoral academic studies, which last for at least three year, and upon whose completion at least 180 ECTS credits are obtained.

Certain academic study programmes can be organised as integrated into undergraduate and graduate academic studies, so that upon their completion 300 ECTS credits can be obtained.

Professional studies are organised and conducted as:

1. undergraduate professional studies, which last for three years, and upon whose completion 180 ECTS credits are obtained;
2. specialist professional studies, which last for at least a year, and upon whose completion at least 60 ECTS credits are obtained.

## **7.10. CONDITIONS FOR ENROLMENT IN UNDERGRADUATE STUDIES**

### **Article 96**

A person who has secondary four-year education can enrol in the first year of undergraduate academic studies.

A candidate competing for enrolment in the first year of undergraduate academic studies takes the entrance exam in accordance with a general act passed by the Senate of the University at the proposal of the Faculty.

The ranking of candidates for enrolment in the first year of undergraduate academic studies is determined on the basis of general achievements during the secondary education and results achieved at the entrance exam in accordance with measures regulated by a general act from section 2 of this Article.

On the basis of measures from section 3 of this Article, the Faculty composes the ranking list of applied candidates and submits it to the University.

The ranking list of applied candidates is composed and published by the University, and the candidate who is ranked within the number of students from Article 92, section 3, item 1 of this Statute in the ranking list obtains the right to enrol.

## **7.11. ENROLMENT IN STUDY PROGRAMME**

### **Article 97**

Into the first year of undergraduate studies the following can enrol without taking the entrance exam:

1. a person who has acquired higher education in the first degree studies;
2. a student of the second year of undergraduate academic studies at another university, or another independent higher education institution, who has passed all exams from the first year, that is, obtained at least 60 ECTS credits in the study programme at another faculty, or another higher education institution;
3. a person whose student status has ceased due to withdrawal from the studies from Article 104, section 6, item 2 of this Statute, if he or she had previously passed all the prescribed exams in the first year of studies, that is, obtained 60 ECTS credits.

The person from section 1 of this Article can enrol only as a self-financed student.

The Committee for Academic Studies decides on the evaluation of passed exams, that is, the transfer of ECTS credits at the proposal of the Collegium.

A student of another faculty, or another higher education institution, cannot enrol in the Faculty if he or she has 60 or less ECTS credits left until the completion of the study programme in the higher education institution where he or she is enrolled.

## **7.12. CONDITIONS FOR ENROLMENT IN MASTER ACADEMIC STUDIES**

### **Article 98**

A person who has completed undergraduate academic studies can enrol in the first year of master academic studies if he or she has obtained:

1. at least 180 ECTS credits – if master academic studies carry 120 ECTS credits;
2. at least 240 ECTS credits – if master academic studies carry 60 ECTS credits.

The study programme of master academic studies prescribes the undergraduate academic studies from section 1 of this Article.

The ranking of candidates for enrolment in the first year of master academic studies is determined based on the average grade achieved in undergraduate studies.

Other measures for determining the ranking of candidates for enrolment in the first year of master academic studies can be prescribed by a general act of the Faculty.

## **7.13. CONDITIONS FOR ENROLMENT IN SPECIALIST ACADEMIC STUDIES**

### **Article 99**

A person who has completed undergraduate academic studies, graduate academic studies, or master academic studies can enrol in the first year of specialist academic studies.

The ranking of candidates for enrolment in the first year of specialised academic studies is determined based on the general average grade achieved in undergraduate academic studies, graduate academic studies, and master academic studies.

Other measures for determining the ranking of candidates for enrolment in the first year of specialised academic studies can be prescribed by a general act of the Faculty.

#### **7.14. CONDITIONS FOR ENROLMENT IN SPECIALIST PROFESSIONAL STUDIES**

##### **Article 100**

A person who has completed undergraduate professional or undergraduate academic studies can enrol in the first year of specialised professional studies.

The study programme of specialised professional studies prescribes the undergraduate studies from section 1 of this Article.

The ranking of candidates for enrolment in the first year of specialised professional studies is determined based on the general average grade achieved in undergraduate academic and undergraduate professional studies.

Other measures for determining the ranking of candidates for enrolment in the first year of specialised professional studies can be prescribed by a general act of the Faculty.

#### **7.15. CONDITIONS FOR ENROLMENT IN DOCTORAL STUDIES**

##### **Article 101**

A person can enrol in the first year of doctoral studies if he or she has:

1. completed master academic studies, with at least 300 ECTS credits obtained and the average grade of at least 8 in undergraduate academic and graduate academic studies; or
2. completed master academic studies, with at least 300 ECTS credits obtained and realised scientific papers, in the manner regulated by a general act of the Faculty; or
3. the academic degree of magister of science, if that person does not submit a doctoral dissertation, pursuant to provisions of Article 128 of the Law on Higher Education.

The study programme of doctoral studies determined the master academic studies, that is, the scientific field in which the academic degree of magister from section 1 of this Article is acquired, and which are deemed appropriate for enrolment in doctoral studies.

A part of the study programme of specialist academic studies, after completing master studies, can be recognised as a part of the study programme of doctoral studies by a general act of the Faculty.

The ranking of candidates for admission to the first year of doctoral studies is determined based on the general average grade achieved in undergraduate and master academic studies and achieved scientific results, in the manner prescribed by a general act of the Faculty.

#### **7.16 STUDENT RIGHTS AND OBLIGATIONS**

##### **Article 102**

A student has the right to:

1. enrolment, quality education, and objective grading;
2. timely and correct information on every issue related to the studies;

3. active participation in decision-making, pursuant to the Law and the Statute;
4. self-organisation and expression of his or her own opinion;
5. benefits resulting from the student status;
6. equal quality of studies for all students;
7. education in the language of a national minority, pursuant to the Law and the Statute;
8. diversity and protection from discrimination;
9. elect and be elected into the Student Parliament and other bodies of the Faculty where he or she is studying.

A student is in obligation to:

1. fulfil teaching and pre-exam obligations;
2. respect the general acts of the Faculty.
3. respect the rights of the employees and other students at the Faculty;
4. participate in decision-making pursuant to the Law and the Statute.

A student has the right to file a complaint to the Board of the Faculty if the Faculty violates any of the obligations from section 1, item 1-3, of this Article.

## **7.17. RESTING OF RIGHTS AND OBLIGATIONS**

### **Article 103**

The resting of rights and obligations can be granted to a student, at his or her request, in the case of:

1. serious illness;
2. leaving for practical training in duration of at least six months;
3. serving the army or finishing the remaining service;
4. care for own child up to one year of age;
5. pregnancy;
6. preparation for the Olympic Games, World or European Championship – when a student has the status of a top athlete;
7. the Faculty can determine other cases of resting of student rights and obligations by a general act.

A student who was prevented from taking the exam due to illness or absence for professional improvement in duration of at least three months can take the exam on the first following exam date.

## **7.18. CESSATION OF STUDENT STATUS**

### **Article 104**

The student status ceases if a student does not complete the studies within the period of:

1. two academic years – if the study programme lasts for one academic year;
2. four academic years – if the study programme lasts for two academic years;
3. six academic years – if the study programme lasts for three academic years;
4. eight academic years – if the study programme lasts for four academic years;
5. ten academic years – if the study programme lasts for five academic years;
6. twelve academic years – if the study programme lasts for six academic years.

If the study programme starts in the spring semester, the period from section 1 of this Article is thus calculated from the beginning of that semester.

The time of resting of rights and obligations, granted to a student in accordance with the Statute, does not count within the period from sections 1 and 2 of this Article.

The period for completing studies can be prolonged for one semester to a student, at his or her own request submitted before the end of the period from section 1 and 2 of this Article:

1. if he or she has fulfilled conditions for granting the resting of rights and obligations during the course of studies, and has not used that right, or has not used it for the period that could have been granted, having in mind the consequences;
2. if he or she has a maximum of 15 unattained ECTS credits needed for the completion of studies on the day of the end of the period from sections 1 and 2 of this Article;
3. if he or she has started and completed another approved, that is, accredited study programme during the course of studies, at the same or higher degree, at the Faculty or another accredited Faculty or University, in the country or abroad.

The Dean declares the cessation of student status due to the untimely completion of studies, by a decision being enforced on the first following day from the end of the period from section 1, 2 and 4 of this Article.

The student status also ceases in the following cases:

1. completion of studies;
2. withdrawal from studies;
3. non-enrolment in the academic year;
4. imposing a disciplinary measure of expulsion from the studies.

## **8. STUDIES**

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### **8.1. ACADEMIC YEAR**

#### **Article 105**

The Faculty organises and conducts studies during an academic year which, as a rule, begins on October 1 and lasts for 12 calendar months.

An academic year has, as a rule, 42 working weeks, out of which 30 are teaching weeks and 12 weeks are for consultations, exam preparation, and exams.

An academic year is divided into the autumn and spring semester, both of which have, as a rule, 15 teaching weeks and 6 weeks for consultations, exam preparation, and exams.

Teaching is organised and conducted through semesters, in accordance with the teaching plans.



## 8.2. STUDY PROGRAMME

### Article 106

A study programme is a set of compulsory and optional courses, that is, study fields, with rough contents, whose mastering ensures necessary knowledge and skills for acquiring a diploma of the appropriate degree and type of studies.

The following is determined by a study programme:

1. title and aims of a study programme;
2. type of studies and outcome of the learning process;
3. professional, academic, or scientific title;
4. conditions for enrolment in a study programme;
5. a list of compulsory and optional courses, that is, study fields, with rough contents;
6. manner of conducting studies and time necessary for conducting certain types of studies;
7. credit value of each course given in ECTS;
8. credit value of each degree thesis given in ECTS;
9. preconditions for enrolment in specific courses or sets of courses;
10. manner of choosing courses from other study programmes;
11. conditions for switching from other study programmes within the same or similar study areas;
12. other important issues for conducting a study programme.

A study programme is adopted by the Senate of the University in the manner regulated by the Statute of the University on the basis of the content implied in section 2 of this Article.

Conducting a study programme can begin after acquiring a work permit.

A study programme is conducted at the Faculty.

The Faculty can organise and conduct a study programme for acquiring a joint degree with another higher education institution in the Republic or abroad.

A study programme from section 6 of this Article can be conducted after being adopted by the Senate of the University, at the proposal of the Faculty Board, and the authority of the higher education institution – co-organiser.

## 8.3. TEACHING PLAN

### Article 107

Studies are conducted according to a teaching plan passed by the Faculty Board.

The following is determined by a teaching plan:

1. teachers and associates to perform teaching according to a study programme;
2. facilities where teaching will take place;
3. the beginning and end, as well as the time schedule of teaching;
4. types of teaching (lectures, seminars, practice classes, consultations, field work, knowledge checks, etc.);
5. manner of taking the exam, exam dates and examination measures;
6. list of literature for studies and taking the exams;
7. possibility of conducting teaching in a foreign language;

8. possibility of conducting distance teaching;
9. other important facts for conducting teaching properly.

Recommended literature for a specific exam must be in line with the scope of a study programme, in the manner regulated by that study programme.

A teaching plan is announced before the start of teaching activities in the related academic year and it is available to the public.

A teaching plan is made public on the webpage of the Faculty.

In specially justified circumstances, the Faculty Board can make a decision to change a teaching plan even during an academic year.

Changes in a teaching plan are announced in the manner prescribed in sections 4 and 5 of this Article.

## 8.4. SCOPE OF STUDIES

### Article 108

The first degree studies are:

1. undergraduate academic studies that last for at least 3 years, and carry 180 ECTS credits and the professional degree with the designated first degree academic studies title in the appropriate field, that is, *bachelor*;
2. undergraduate academic studies that last for at least 4 years, and carry 240 ECTS credits and the professional “graduate” degree with the designated first degree academic studies title in the appropriate field, that is, *bachelor with honours*;
3. undergraduate professional studies that carry 180 ECTS credits and the professional degree with the designated first degree professional studies title in the appropriate field, that is, *bachelor (appl.)*.

The second degree studies are:

1. master academic studies that carry 60 ECTS credits when 240 ECTS credits were previously obtained during undergraduate academic studies and the academic degree *master* with the designated second degree master academic studies title in the appropriate field;
2. master academic studies that carry 120 ECTS credits when 180 ECTS credits were previously obtained during undergraduate academic studies and the academic degree *master* with the designated second degree master academic studies title in the appropriate field;
3. specialist academic studies that carry at least 60 ECTS credits with previously completed undergraduate academic studies, graduate academic studies, or master academic studies, and the professional degree *specialist* with the designated second degree academic studies title in the appropriate field;
4. specialist professional studies that carry at least 60 ECTS credits with previously completed undergraduate professional studies and the professional degree *specialist* with the designated second degree professional studies title in the appropriate field;

The third degree studies are doctoral studies that carry at least 180 ECTS credits when at least 300 ECTS credits were previously obtained during undergraduate academic and master academic studies and the scientific degree *doctor of science* with the designated field (*Ph.D.*).

Certain academic study programmes can be organised as integrated within undergraduate and master academic studies.

Each course from a study programme is expressed in the number of ECTS credits, while the scope of studies is expressed in the sum of ECTS credits.

The sum of 60 ECTS credits corresponds to an average total participation of a student within a 40-hour working week during a single academic year.

The total participation of a student consists of:

1. active teaching (lectures, practice classes, workshops, seminars, practical training, field work, etc.);
2. individual work;
3. mid-term tests;
4. exams;
5. writing degree thesis;
6. voluntary work in the local community, organised by the Faculty within the projects of importance for the local community (humanitarian activities, support for disabled people, etc.);
7. other types of participation, in accordance with the general acts of the Faculty (professional training, etc.).

The Board of the Faculty regulates the conditions, manner of organisation and evaluation of voluntary work from section 3, item 6 of this Article.

The total number of active teaching periods cannot be less than 600 hours during an academic year, nor more than:

1. 28 hours a week – in the first degree studies;
2. 24 hours a week – in the second degree studies.

In the integrated study programmes, the total number of active teaching periods cannot be more than 26 hours a week.

In special cases, the total number of active teaching periods can be larger than the maximum from sections 7 and 8 of this Article when an increased number of practical and field work periods is prescribed by the study programme.

The courses from section 4 of this Article last for one semester, as a rule, so that the sum of 30 ECTS credits corresponds to the total average participation of a student within a 40-year working week during a single semester.

In special cases, teaching can also be organised for a shorter period of time, in blocks, whose individual duration is determined by the study programme, whereat the total annual duration of teaching is 30 teaching weeks and 12 weeks for consultations, exam preparation and exams.

## **8.5. DISTANCE STUDYING**

### **Article 109**

The Faculty can organise a study programme for distance studying in accordance with the work permit.

The more detailed conditions and manners of conducting a distance studying programme are regulated by a general act of the Faculty.

In distance studying, exams are taken at the seat of the Faculty, that is, in the facilities stated in the work permit.

## **8.6. GRADING**

### **Article 110**

The work of a student in mastering a specific course is continuously monitored during teaching and it is expressed in points.

A student can acquire 100 points by fulfilling the pre-exam obligations and taking the exam.

A study programme determines the ratio of points acquired through pre-exam obligations and at the exam itself.

Out of the total number of points, at least 30, and at most 70 points have to be specified for activities and knowledge checks during a semester (pre-exam obligations).

A student's exam success is expressed in grades:

- 10 – excellent (91-100 points);
- 9 – extremely good (81-90 points);
- 8 – very good (71-80 points);
- 7 – good (61-70 points);
- 6 – sufficient (51-60 points);
- 5 – failed (up to 50 points).

The Faculty is in obligation to keep permanent record of passed exams.

Passing grades are entered both in the record and student's transcript, while grade 5 (failed) is entered only into the record.

At the Faculty, student's success can also be expressed non-numerically, as follows:

A+ ⇒	10
A ⇒	9
B ⇒	8
C ⇒	7
D ⇒	6
F ⇒	5

The structure of the total number of points that a student has acquired during teaching influences the formation of the exam grade.

## **8.7. EXAM PERIODS AND MANNERS OF TAKING THE EXAMS**

### **Article 111**

An exam is discrete and it can be taken in an oral or written form, that is, in a practical form.

A student can take an exam right after course lectures end and before that same course starts again in the next academic year.

There are six exam periods: January, April, June, two Septembers, and October, and they are organised according to the annual exam timetable of the Faculty.

The final exam period for an academic year ends by October 10 at the latest.

The exam timetable is announced at the beginning of each academic year and is a part of the teaching plan.

A student who has fulfilled all the prescribed pre-exam obligations determined by the teaching plan can take the exam.

Exams are taken in line with a study programme.

Exams are public and a student has the right to demand the presence of the public if taking the oral exam.

The manner of taking the exam, time and schedule of their being held, postponement of exams, withdrawal from exams, manner of keeping records, as well as other issues related to taking the exam and exam grading are more closely regulated by a general act of the Faculty, pursuant to the Law and this Statute.

A student with special needs has the right to take an exam in the manner adapted to his or her capabilities, pursuant to a general act of the Faculty.

## **8.8. CONSEQUENCES OF A FAILED EXAM**

### **Article 112**

An exam from a single course can be taken a maximum of three times.

In special cases, a student who has only one exam not passed within a study programme of the enrolled academic year has the right to take that exam in the additional exam period until the beginning of the following academic year.

A student can request taking the exam before a committee after three failed attempts at the same exam.

A student who does not pass an exam in the compulsory course before the beginning of the next academic year will have to take the same course again.

A student who does not pass an optional course can take the same course again or choose another optional course.

## **8.9. OBJECTION TO THE GRADE**

### **Article 113**

A student has the right to object to the grade earned at the exam if he or she thinks that the exam was not conducted in accordance with the Law and general act of the Faculty, within 36 hours of getting that grade.

The Faculty Board passes a general act in order to more closely regulate the manner in which the rights to the objection from section 1 of this Article can be realised.

## **8.10. ENROLMENT IN THE HIGHER YEAR OF STUDIES**

### **Article 114**

A student chooses the courses from a study programme each academic year upon enrolment, whereat the student can take only those courses that he or she has fulfilled the preconditions for according to the study plan and programme.

A study programme prescribes the compulsory courses for a specific year of study.

A budget student chooses as many courses as are needed to obtain at least 60 ECTS credits.

A self-financed student chooses, in accordance with a study programme, as many courses as are needed to obtain at least 37 ECTS credits, where he or she pays the part of the tuition fee calculated according to the chosen courses.

By passing an exam a student obtains a certain number of ECTS credits in accordance with the study programme.

A student obtains the right to enrol in the higher year of studies, under the conditions prescribed by this Statute, when he or she fulfils all study obligations expressed in ECTS credits that he or she took upon him or herself, in the sense of this Statute, upon enrolment in the previous year of studies.

A student who has not fulfilled all the obligations from section 6 of this Article can continue the studies by again taking the study obligations that he or she did not fulfil in the previous year, under the conditions and in the manner regulated by the Faculty Board.

The enrolment of more than 60 ECTS credits can be made possible for extraordinarily successful students, in order for them to complete the studies more quickly and acquire broader education.

The rules of studies are more closely regulated by a general act of the Faculty.

## **8.11. DEGREE THESIS AND DISSERTATION**

### **Article 115**

Undergraduate and specialist studies are completed by passing all predicted exams and fulfilling other study obligations, and, if prescribed by the study programme, writing a degree thesis or taking the degree exam.

Master academic studies are completed by passing all predicted exams and fulfilling other study obligations, writing a graduate thesis and public taking of the graduate exam, in accordance with the study programme.

Doctoral studies are completed by passing all predicted exams, and writing and publicly defending a doctoral dissertation.

Persons who have acquired the academic title of magister of science according to the provisions valid prior to the day of the enactment of the Law on Higher Education can acquire the scientific title of doctor of science by defending their doctoral dissertation by the end of 2015/2016 academic year, in accordance with the provisions valid prior to the enactment of this Law.

The number of credits that expresses the degree thesis, or the final part of the study programme, is included in the total number of credits needed to complete the studies.

The taking of the degree, that is, graduate exam, as well as the procedure of application, grading and defence of doctoral dissertation is more closely regulated by a general act of the Faculty in accordance with a general act of the University.

## **8.12. INDIVIDUALISATION OF STUDIES AND SPECIAL NEEDS OF STUDENTS**

### **Article 116**

The Faculty is in obligation to equally include students with special needs in all teaching and scientific processes at the faculties.

The manners of obtaining rights to higher education regardless of a sensory or motor disability, pursuant to the Law, are regulated by a general act of the Faculty.

### **8.13. PROFESSIONAL, ACADEMIC, AND SCIENTIFIC DEGREES**

#### **Article 117**

By completing the studies, a student is awarded a specific professional, academic, or scientific degree, as well as other rights pursuant to the Law.

A student who completes undergraduate academic studies that carry at least 180 ECTS credits, that is, last for at least three years, is awarded the professional degree with the designated first degree academic studies title in the appropriate field – *bachelor*.

A student who completes undergraduate academic studies that carry at least 240 ECTS credits, that is, last for at least four years, and a person who obtains at least 240 ECTS credits in the first and second degree academic studies, is awarded the professional “graduate” degree with the designated first degree academic studies title in the appropriate field – *bachelor with honours*.

A student who completes undergraduate professional studies is awarded the professional degree with the designated first degree professional studies title in the appropriate field – *bachelor (appl.)*.

A student who completes master academic studies is awarded the academic degree *master* with the designated second degree master academic studies title in the appropriate field.

A student who completes specialist academic studies is awarded the professional degree *specialist* with the designated second degree academic studies title in the appropriate field.

A student who completes specialist professional studies is awarded the professional degree *specialist* with the designated second degree professional studies title in the appropriate field.

A student who completes doctoral studies is awarded the scientific degree *doctor of science* in front of the first and second name, with the designated field (*Ph.D.*).

A professional, academic, or scientific degree awarded in accordance with the provisions valid prior to the enactment of the Law on Higher Education and pursuant to the prescribed rights is recognised by a professional, academic, or scientific degree awarded in accordance with this Law, as follows:

1. a professional degree awarded at the completion of a three-year post-secondary school is recognised by the professional degree with the designated first degree professional studies title in the appropriate field – *bachelor (appl.)*;
2. a professional degree awarded at the completion of a part of the study programme of undergraduate studies at the faculty where the first degree of higher education is acquired is recognised by the professional degree with the designated first degree academic studies title in the appropriate field – *bachelor*;
3. a professional degree awarded at the completion of three-year undergraduate studies at the faculty is recognised by the professional degree with the designated first degree academic studies title in the appropriate field – *bachelor*;
4. a professional degree awarded at the completion of four to six-year undergraduate studies at the faculty is recognised by the academic degree *master*

with the designated second degree master academic studies title in the appropriate field;

5. an academic degree awarded at the completion of specialist studies at the faculty is recognised by the professional title *specialist* with the designated second degree academic studies title in the appropriate field;
6. the scientific degree *doctor of science* awarded at the completion of doctoral studies, that is, defence of doctoral dissertation is recognised by the scientific degree *doctor of science* with the designated field (*Ph.D.*).

## **8.14. DOCUMENTS ON COMPLETED STUDIES**

### **Article 118**

The University issues a diploma to the student who has completed the studies, certifying the completion of the studies.

A diploma supplement is issued alongside the diploma.

At the request of the student, the University issues a certificate on the mastered part of the study programme, which contains the data on the degree, nature, and content of the studies, as well as on achieved results.

The Senate of the University regulates the content and form of the certificate from section 3 of this Article more closely.

The certificate from section 3 of this Article can also be issued by the Faculty if the Rector of the University delegates the right to issue the certificate from section 3 of this Article to the Faculty.

The diploma, diploma supplement, and certificate on the mastered part of the study programme are public documents.

The diploma and diploma supplement are signed by the Rector and the Dean of the Faculty.

If two higher education institutions are conducting studies together, a joint diploma and diploma supplement are issued, signed by the Rector, the Dean of the Faculty, and the authorised person from the higher education institution with which the study programme for acquiring a joint diploma is conducted.

## **8.15. PROMOTION**

### **Article 119**

Promotion is a ceremonial act of presenting the diploma on completed first and second degree studies.

The promotion from section 1 of this Article is conducted by the Dean of the Faculty at the Faculty or, upon the approval of the Rector, at the University.

The promotion of section 1 of this Article is more closely regulated by a general act of the Faculty.



## **9. LIFELONG LEARNING**

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### **9.1. PROGRAMMES OF CONSTANT IMPROVEMENT**

#### **Article 120**

The Faculty can realise lifelong learning programmes (hereinafter: **programmes of constant improvement**) individually or in cooperation with other higher education institutions outside of the study programmes for which it has the work permit.

Programmes of constant improvement are determined by the Senate of the University, that is, the Faculty Board.

Programmes of constant improvement are realised over courses, seminars, workshops, professional and scientific consulting, and other forms of improvement, where specific professional and scientific fields are introduced to participants in order to expand and enhance the gained knowledge and successful work in practice.

Conditions, manner and procedure of realisation of programmes of constant improvement are regulated by a general act passed by the Faculty Board at the proposal of the Dean.

### **9.2. PARTICIPANTS**

#### **Article 121**

A participant of programmes of constant improvement can be a person with previously acquired secondary education at least.

A person enrolled in the programme from section 1 of this Article does not enjoy the student status, in the sense of this Statute.

A person who masters a programme of constant improvement is awarded a certificate by the higher education institution, in the form prescribed by the Senate of the University.

## **10. SCIENTIFIC RESEARCH WORK**

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### **10.1. AIMS OF SCIENTIFIC RESEARCH WORK**

#### **Article 122**

Scientific research work is conducted at the Faculty with the aim of developing science and creativity, improving higher education activities, that is, improving teaching quality, developing scientific youth, introducing students to scientific research work, as well as creating material conditions for work and development of the Faculty.

Scientific research work is organised and conducted at the Faculty through fundamental, applied and developmental research and enabling staff for scientific research work, pursuant to the Law.

## **10.2. RIGHT TO SCIENTIFIC RESEARCH WORK**

### **Article 123**

Scientific research work is the basic right and obligation of teachers, researchers and associates of the Faculty, determined by this Statute and general acts of the Faculty.

Scientific research work of teachers, researchers and associates is realised by:

1. taking over contract obligations and participating in scientific research projects, expertise, and the like;
2. individual research and creativity.

The Board of the Faculty passes a general act to regulate the conditions and manner of contracting scientific research projects, expertise, and the like.

The Faculty endorses constant and professional (research and expert) activity of all its teachers, researchers, associates, and students of common interest, as well as public representation and announcement of results of such an activity, in accordance with the financial plan of the Faculty.

Teachers, researchers, and associates must not act contrary to the realisation of basic Faculty tasks, nor can they use the Faculty insignia for commercial purposes without the written approval by the Faculty.

Teachers, researchers, and associates enjoy the protection of intellectual property according to highest standards in their scientific research work and have all the rights resulting from that work, pursuant to the Law.

The Faculty is in obligation to respect the intellectual property rights of third persons.

## **10.3. COMMERCIALISATION OF SCIENTIFIC RESEARCH WORK RESULTS**

### **Article 124**

With the aim of commercialisation of scientific research work results, the Faculty can, independently or with other scientific research or educational organisations, legal and natural persons, be the founder of a centre for transfer of technology, development-production centre, research-development centre, innovation centre, business-technological incubator, scientific-technological park, and other organisational units, pursuant to the Law.

## **11. FACULTY STAFF**

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### **11.1. GENERAL PROVISIONS ON FACULTY STAFF**

#### **11.1.1. Teaching and non-teaching staff**

### **Article 125**

The teaching staff of the Faculty comprises persons conducting teaching, scientific, and research work.

The teaching staff are: teachers, researchers, and associates.

The non-teaching staff of the Faculty comprises persons conducting professional, administrative, and technical activities.

### **11.1.2. Rights and obligations of employees**

#### **Article 126**

In the view of rights, obligations, and responsibilities of employees at the Faculty, a law regulating labour is applied, if not prescribed otherwise by the Law.

The Dean decides on the specific rights, obligations, and responsibilities of employees at the Faculty.

The Council decides on the specific rights, obligations, and responsibilities of the Dean.

### **11.1.3. Planning the employment policy at the Faculty**

#### **Article 127**

The Faculty Board passes the act to determine the planning of employment and hiring policy of teachers and associates at the Faculty, starting from need to organise the teaching process at the Faculty in a quality, rational, and efficient manner.

## **11.2. TEACHING STAFF**

### **11.2.1. Teachers**

#### **Article 128**

The positions of teachers at the Faculty are full professor, associate professor, and assistant professor.

The teachers from section 1 of this Article can conduct teaching in all types of studies.

Foreign language teaching or teaching of skills (physical education, basics of information technology, etc.) can be conducted by teachers in the position of a foreign language lecturer or skills lecturer.

### **11.2.2. Researchers**

#### **Article 129**

The positions of researchers at the Faculty are research associate and research assistant.

The scientific positions at the Faculty are: scientific advisor, chief scientific associate, and scientific associate.

A person elected to a scientific position can conduct teaching at doctoral studies, under the conditions and in the manner prescribed by the Law and general acts passed by the Faculty Board.

If the person from section 3 of this Article is not employed at the Faculty, the Dean signs a contract with him or her on participation in teaching activities.

### **11.2.3. Associates**

#### **Article 130**

The positions of associates at the Faculty are teaching assistant and teaching associate.

Other positions of associates can be determined by a general act of the Faculty.

#### **11.2.4. General precondition concerning no prior indictment for criminal acts**

##### **Article 131**

A person who has been indicted with a legally-binding adjudication for a criminal act against freedom of gender, forging public documents issued by the Faculty, or receiving bribes in doing business at the Faculty cannot be awarded a position of teacher or associate.

If the person from section 1 of this Article has the acquired position of teacher or associate, the Faculty Board issues a decision on the ban on conducting teaching activities as a teacher or associate.

The employment of the person from section 2 of this Article ceases in accordance with the Law.

#### **11.2.5. Conditions for election to the position of teacher**

##### **Article 132**

A teacher is nominated for election within a specialised scientific field, determined by the Statute of the Faculty.

Persons who meet the conditions prescribed by the Law and more detailed conditions regulated by a general act on conditions for election to the position of teacher, passed by the Senate of the University, in accordance with the proposals of the National Council for Higher Education, can be nominated for the position of teacher.

#### **11.2.6. Elements of evaluation upon nomination for election of teachers**

##### **Article 133**

Upon nomination for election to the position of teacher, pursuant to Articles 64 and 65 of the Law and Articles 120 and 127 of the Statute of the University, the following elements are evaluated:

1. assessment of scientific research work results of the candidate;
2. assessment of pedagogical work results of the candidate;
3. assessment of candidate participation in the development of teaching and other activities of the Faculty;
4. assessment of achieved results of the candidate in securing young scientific and teaching staff.

Published scientific papers have to predominantly belong to the specialised scientific field for which the candidate is being elected.

Upon nomination for election to the position of associate professor and full professor, published papers, that is, the results of scientific research work during the period after the previous election are taken into account.

Papers from section 3 of this Article must at least have a certificate that they are accepted for publication by the moment of applying for the competition.

The assessment of pedagogical work results of the candidate is given on the basis of results which he or she has shown working with students as a teacher or assistant and on student opinions, in accordance with a general act passed by the Senate of the University.

The assessment of participation in the development of teaching and other activities of the Faculty and the assessment of achieved results of the candidate in securing young scientific and teaching staff is given by the Faculty.

The assessment on participation in expert organisations and other activities of importance for the development of scientific field and the Faculty is formed on the basis of the data provided by the candidate.

#### **11.2.7. Conditions for election of researchers**

##### **Article 134**

The election to the position of researcher is conducted under the conditions and in the manner prescribed by the law regulating the scientific research activity.

#### **11.2.8. Conditions for election of associates**

##### **Article 135**

An associate is elected for a specialised scientific field determined by the Statute of the Faculty.

A person who meets the conditions prescribed by the Law can be elected to the position of associate, that is, if he or she meets more detailed conditions regulated by a general act on conditions for election to the position of associate, passed by the Faculty Board.

The Faculty can elect to the position of associate a magister of science whose topic for doctoral dissertation has been approved, and who meets all the other conditions from Article 72§1 of the Law.

#### **11.2.9. Election to position procedure and commencing employment**

##### **Article 136**

Teachers and associates are elected to position and their employment commences for the following periods of time:

1. full professor – for an indeterminate period;
2. associate professor and assistant professor – for five years;
3. foreign language lecturer and skills lecturer – for five years;
4. teaching assistant – for three years, with the possibility of a three-year extension;
5. teaching associate – for one year, with the possibility of a one-year extension during the course of master academic or specialist studies, and at most until the end of the academic year in which those studies are finished;

The employment competition and the nomination or election to the position of teacher or associate for a specialised scientific field can be announced only if the working position is prescribed by the appropriate general act and if resources for its funding are secured.

The Faculty announces the competition for employment and acquiring the position of teacher or associate when necessary, taking into account the need for the teaching process to be organised in a quality, rational, and efficient manner.

If it is the case of a competition for election of a teacher in which a person employed for a determinate period in position of teacher or associate can participate, the competition is

announced at least six months before the end of the period for which the teacher or associate was elected.

If it is the case of a competition for election of an associate in which a person employed for a determinate period in position of associate can participate, the competition is announced at least three months before the end of the period for which the associate was elected.

The election to the position of teacher is finalised and employment commences at least six months from the day of the announcement of competition, while the election to the position of associate is finalised and employment commences at least three months from the day of the announcement of competition.

The Dean of the Faculty signs the employment contract with the person elected to the position of teacher or associate.

The manner and procedure of election to the position of teacher and commencing employment are more closely regulated by a general act of the University passed by the Senate.

The manner and procedure of election to the position of associate and commencing employment are more closely regulated by a general act of the Faculty passed by the Faculty Board.

#### **11.2.10. Rights and obligations of teachers and associates**

##### **Article 137**

Teachers have the right and obligation to:

1. conduct teaching, in line with the contents and in the predicted number of periods, determined by the study programme and teaching plan;
2. keep records on attendance, conducted exams and achieved student success, in the manner prescribed by a general act of the Faculty;
3. organise and conduct scientific research work;
4. recommend available textbooks and guidelines for the teaching course that they are employed for;
5. regularly hold exams for students, according to the timetable at predicted exam dates;
6. hold consultations with students for the purpose of mastering the teaching programme;
7. propose improvement and review of the teaching plan and programme;
8. act as mentors to students in writing degree theses and dissertations;
9. develop collegiate relationships with other members of the academic community;
10. be subjected to the assessment of their teaching work, in accordance with a general act passed by the Senate of the University;
11. participate in the work of the Faculty or University bodies to which they are elected;
12. perform other activities determined by the Law, this Statute, and general acts of the University or Faculty.

Associates have the right and obligation to:

1. prepare and conduct practice classes under the expert supervision of a teacher;
2. help teachers in preparing the teaching and scientific process;

3. participate in holding exams, in accordance with the study programme and teaching plan;
4. hold consultations with students;
5. work on their own professional improvement in order to prepare for the individual scientific research work, for the purpose of acquiring a higher academic degree, that is, doctorate;
6. develop collegiate relationships with other members of the academic community;
7. be subjected to the assessment of their teaching work, in accordance with a general act passed by the Senate of the University;
8. participate in the work of the Faculty or University bodies to which they are elected;
9. perform other activities determined by the Law, this Statute, and general acts of the University or Faculty.

Teachers have the right and obligation to submit the data, that is, the addition to the data, on the results of scientific and professional work for the purpose of forming a unified database to the Faculty in December of each year.

#### **11.2.11. Leave of absence from employment and electoral term**

##### **Article 138**

The electoral term and employment are extended for a teacher or associate who is serving the army, on a maternity leave, childcare leave, enhanced child or other person care leave, or sick leave longer than six months for the period of leave.

A teacher or associate who is on unpaid leave also enjoys the right to the extension of electoral term, pursuant to the Law.

A teacher or associate can relinquish the rights from section 1 and 2 of this Article concerning the duration of electoral term.

#### **11.2.12. Paid leave**

##### **Article 139**

For the purposes of professional and scientific improvement or preparation of a scientific paper, in accordance with the Statute of the Faculty, a paid leave can be granted to a teacher in duration of one academic year, if he or she has at least five years of experience in teaching at a higher education institution.

#### **11.2.13. Obligation to ensure an uninterrupted teaching activity**

##### **Article 140**

During the period that a teacher or associate is on sick leave, leave of absence, or performing a public function, the Dean of the Faculty is obligated to provide an uninterrupted conducting of teaching and exams.

**11.2.14. Visiting professor****Article 141**

A teacher from another university outside of the territory of the Republic can be hired as a visiting professor, without announcing a competition.

The rights of obligations of a visiting professor are regulated by a hiring contract regarding teaching activities, under the conditions and in the manner prescribed by a general act of the Faculty.

**11.2.15. Visiting lecturer****Article 142**

The Faculty can hire a renowned scientist who is not employed at the Faculty to conduct, as a visiting lecturer, up to five lectures per semester.

The decision on the hiring is rendered by the Board of the Faculty, while the rights and obligations of a visiting lecturer are regulated by a hiring contract regarding lecturing activities, under the conditions and in the manner prescribed by a general act of the Faculty.

**11.2.16. Professor emeritus****Article 143**

The Faculty can submit a proposal to the University related to awarding the title of *professor emeritus* to a full professor in retirement, who is particularly distinguished by his or her scientific work, has gained international reputation and achieved results in securing young teaching and scientific staff in the field of his or her election.

The Faculty can initiate a procedure to award the title from section 1 of this Article to a person who spent at least last five years in full time employment at the Faculty before meeting the retirement conditions.

The proposal on awarding the title of *professor emeritus* is determined by the Faculty Board, in the procedure and under the conditions regulated by a general act of the University.

*Professor emeritus* has the right to participate in conducting all forms of teaching at the second and third degree academic studies, within the specialised field of his or her election, as well as other rights determined by the general act from section 3 of this Article.

The rights and obligations of *professor emeritus* from section 4 of this Article are regulated by a hiring contract regarding teaching activities, which is signed by the Dean of the Faculty, on the basis of the decision of the Senate of the University on awarding the title.

**11.2.17. Participation in work outside of the Faculty and prevention of the conflict of interest****Article 144**

Scientific, teaching, professional, and business activities of a teacher, researcher, and associate outside of the Faculty, as well as the interests resulting from such activities, must not be in conflict with the interests of the Faculty, or undermine the reputation of the Faculty.



In order to prevent the conflict of interest, a teacher or associate of the Faculty can sign a contract by which he or she is committed to participate in the work of another higher education institution only after a prior approval by the Faculty Board.

The conditions and procedure of issuing an approval for the participation of a teacher or associate in another higher education institution is regulated by a general act passed by the Senate of the University.

Inobservance of the obligations from sections 1 and 2 of this Article represents the violation of work discipline.

#### **11.2.18. Cessation of employment due to retirement**

##### **Article 145**

A teacher's employment ceases at the end of the academic year in which he or she turns 65 years of age and completes at least 15 years of insurance period.

The teacher from section 1 of this Article in the position of associate or full professor can have his or her employment extended up to three academic years in the manner and procedure prescribed by the Statute of the University.

The Faculty submits the proposal of the decision on extending employment of a teacher to the University at the latest by May 30 of the academic year in which that teacher fulfils the retirement conditions.

The Senate of the University issues a decision on the extension of teacher's employment at the latest by September 15 of the academic year in which that teacher fulfils the retirement conditions.

On the basis of the decision from section 4 of this Article, the Dean of the Faculty signs a labour contract with the teacher whose employment is being extended.

A teacher whose employment has ceased due to retirement retains the title and position that he or she had at the moment of retirement.

The teacher from section 6 of this Article can retain assumed obligations at master academic and doctoral studies as a mentor or member of the committee in the procedure of writing and defending degree theses, that is, dissertations at those studies, for two more academic years at most.

#### **11.2.19. Manner of participation of a teacher whose employment has ceased due to retirement**

##### **Article 146**

Pursuant to decision of the Senate of the University, a teacher whose employment has ceased due to retirement can conduct all forms of teaching at master academic and doctoral studies and be a member of a committee in the procedure of writing and defending degree theses or doctoral dissertations at those studies, for two more academic years at most.

The Faculty submits the proposal on participation of a teacher whose employment has ceased due to retirement in the jobs from the previous section, along with an explanation, to the Senate at the latest by September 1 of the current academic year at the latest for the next academic year, also submitting the Book of Regulations on Job Systematisation of the Faculty and the list of employed teachers and associates.

The Senate issues a decision regarding the proposal of the Faculty from the previous section of this Article at the latest by September 30 of the current academic year for the next academic year.

The Senate submits the decision on the approval of the teacher's participation to the Dean of the Faculty.

The Dean of the Faculty submits the decision of the Senate to the teacher and signs an appropriate contract with him or her.

#### **11.2.20. Cessation of employment due to not being elected to position and losing position**

##### **Article 147**

The employment of a teacher or associate who is employed at the Faculty ceases if he or she is not elected to the same or higher position at the end of the electoral term, unless there is a possibility of being allocated to another suitable working position.

By not being elected, that is, by cessation of employment pursuant to the Law, except in the manner prescribed by Article 145 of this Statute and Article 175, section 6 of the Labour Law ("Official Gazette of the RS", no. 24/05 and 61/05), a teacher or associate loses the position that he or she has had prior to the moment of not being elected, that is, the moment of cessation of employment.

### **11.3. NON-TEACHING STAFF**

##### **Article 148**

Regulatory, administrative, and technical matters, including legal, accounting-financial, study-analytical, and other, are conducted by employees of the Sector at the Faculty who meet the conditions determined by the general act on systematisation of activities.

The commencing of employment of a person from section 1 of this Article can be conducted under the condition that the working position in question is prescribed by the general act from section 1 of this Article, even though the resources for its funding are secured.

##### **Article 149**

The matters for the purposes of the Faculty are conducted in the Sector.

The legal, staff, accounting, administrative, technical, and other matters of common interest for performing the activity of the Faculty are conducted in the Sector.

The organisation and work of the Sector is regulated by this Statute and general act on the systematisation of activities, passed by the Dean of the Faculty, in accordance with the general act on common regulations and standards of working conditions in higher education institutions founded by the Republic.

## **12. PROPERTY AND BUSINESS TRANSACTIONS OF THE FACULTY**

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### **12.1. PROPERTY**

#### **Article 150**

The property of the Faculty consists of:

1. right of use of immovable assets and other resources provided by the Republic for foundation and work of the Faculty;
2. property right of immovable and movable assets, acquired on the basis of bequests, donations, gifts, or investing the revenue of the Faculty itself;
3. other property rights and financial resources acquired from providing services, selling goods, or obtained from other sources (interest, dividend, rent, gifts, bequests, etc.).

Immovable assets and other resources provided by the Republic for foundation and work of the Faculty are state property, and can be used only in the function of performing activities determined by the Law and cannot be alienated without the approval of the founder.

The Faculty manages endowments, foundations, or funds entrusted to it independently, in accordance with the Law.

### **12.2. RESOURCES FOR CONDUCTING ACTIVITIES**

#### **Article 151**

The Faculty obtains resources for conducting activities from the following sources:

1. resources provided by the founder;
2. tuition fees;
3. donations, gifts, and bequests;
4. resources for financing scientific research and professional work;
5. projects and contracts related to conducting teaching activities, research, and consulting services;
6. fees for commercial and other services;
7. founding rights and third person contracts; and
8. other sources, in accordance with the Law.

The Faculty manages the rights from section 1 of this Article independently.

### **12.3. RESOURCES PROVIDED BY THE FOUNDER**

#### **Article 152**

The Republic, as the founder of the Faculty, provides resources for conducting approved, that is, accredited study programmes at the Faculty on the basis of the contract signed by the Government and the University, upon previously acquired opinion of the Ministry of Education.

The resources from section 1 of this Article are provided for the realisation of work programme of the Faculty for a single academic year (hereinafter: **budget transfer**).

The annual work programme of the Faculty is issued by the Council, at the proposal of the Faculty Board, which is determined at the proposal of the Dean.

By budget transfer, funds are moved to the account of the Faculty in accordance with the Law regulating the budget system and the contract from section 1 of this Article.

The Faculty acts on its own behalf and for its own account in legal transactions under the authority from the Statute when conducting its activity using resources provided by the Republic.

## **12.4. COVERING EXPENSES BY BUDGET TRANSFER**

### **Article 153**

Budget transfers are distributed to the following types of expenses:

1. gross earnings of employees, pursuant to the Law and the collective contract;
2. material expenses, current and investment maintenance;
3. equipment;
4. library fund;
5. conducting scientific research work in the function of improving the quality of teaching;
6. scientific and professional improvement of employees;
7. encouraging development of young teaching and scientific staff;
8. work with gifted students;
9. international cooperation;
10. sources of information and information system;
11. publishing activity;
12. work of the Student Parliament and non-teaching student activities;
13. financing equipment and studying conditions for student with disabilities;
14. other purposes pursuant to the Law.

The required numbers of teachers, associates, and non-teaching staff, as well as teaching expenses, are determined on the basis of working regulations and standards of higher education institutions, rendered by the Government, at the proposal of the National Council for Higher Education, and upon the received opinion of the Conference of Universities.

## **12.5. OWN REVENUE**

### **Article 154**

Resources acquired by the Faculty on the basis of tuition fees, providing services to third persons, gifts, donations, sponsorships, or other resources, except for budget transfers, comprise its own income.

When dealing with the resources from section 1 of this Article, the Faculty acts on its own behalf and for its own account in legal transactions, pursuant to the Law and this Statute.

The resources from section 1 of this Article are kept in the account of the Faculty in accordance with the Law regulating the budget system, that is, in a bank account, in accordance with the Law.

The amount of fees for providing services to third persons is determined by contracts with the users of that services.

### **Article 155**

The resources acquired in the manner from Article 154 of this Statute can be used by the Faculty on the basis of the expenditure plan in accordance with the Law, the Statute of the University, and this Statute.

## **12.6. TUITION FEES**

### **Article 156**

Tuition fees for each study programme are determined by the Faculty, upon first receiving the opinion of the Ministry of Education, bearing in mind the expenses of studies for a single academic year, that is, for obtaining 60 ECTS credits, as well as the market value of the programme and other relevant circumstances.

The Faculty determines the tuition fees for the next academic year before announcing the competition for enrolment of new students.

If the amount of planned resources on the basis of budget transfers cannot cover the study expenses of all budget students being enrolled, the Council can, at the proposal of the Board of the Faculty, determine tuition fees for all students or certain student groups, according to the measures determined by a general act.

Tuition fees include the fee for regular services which the Faculty provides for the students within the realisation of a study programme.

The regular services from section 4 of this Article are determined by a general act of the University.

## **12.7. FINANCIAL PLAN**

### **Article 157**

Resource acquired by the Faculty are distributed by the financial plan of the Faculty.

The proposal of the financial plan for the fiscal year is passed in accordance with the regulations determining the budget system.

An annual settlement of accounts on the execution of the financial plan is issued.

The Council issues the financial plan and adopts the annual settlement of accounts.

The financial plan is adopted at the latest by December 15 for the following calendar year.

The Council adopts the annual settlement of accounts at the latest by March 1 of the current year for the previous calendar year.

### **Article 158**

The Faculty has an auditor, whose position and authority is determined by the Law regulating accounting and auditing.

The Council chooses the auditor.

## **12.8. PURPOSE SPENDING**

### **Article 159**

The Council is responsible to the authorised Ministry for purposeful and economical spending of resources allocated from the budget.

The Faculty submits the data on the number and structure of employees, as well as the Annual Settlement of Accounts for the previous budget year to the University at its request.

## **12.9. FINANCING JOINT VENTURES OF THE UNIVERSITY**

### **Article 160**

The Faculty assigns a part of its own income to financing joint ventures at the level of University.

Assigning the resources from section 1 of this Article is conducted on the basis of the planned scope and expenses of activities for the current academic year, determined by the decision of the Council of the University.

## **13. RECORDS AND PUBLIC DOCUMENTS**

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### **Article 161**

The Faculty keeps: the student registry, the records on issued diplomas and diploma supplements, and the records on passed exams.

The records from section 1 of this Article are kept in Serbian, in Cyrillic.

The student registry is kept permanently.

## **14. TRANSPARENCY IN WORK**

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### **Article 162**

The work of the Faculty is transparent.

The notification of the public and employees on the work, activities, and business transactions of the Faculty is conducted via means of public information, announcements on the web page of the Faculty, acting in accordance with the Law on Free Access to Information of Public Importance ("Official Gazette of the RS", no. 120/2004, 54/2007, 104/2009, and 36/2010), and in other ways, pursuant to the Law.

The Dean, or the person authorised by the Dean, notifies the public and employees on the work of the Faculty.

### **Article 163**

Meetings of the Council or other bodies of the Faculty are, as a rule, public.

The Council and other bodies of the Faculty can pronounce their meetings closed to the public when that is in the interest of safety and protection of the country.

## **15. TRADE SECRET**

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### **Article 164**

The Faculty will deny providing the public with the information that is considered the trade secret.

The trade secret is that information whose announcement or disclosure to an unauthorised person could lead to adverse consequences for the business interest and reputation of the Faculty, that is, the interest and reputation of employees and students.

The documents, papers, and data considered the trade secret of the Faculty are those:

1. that the authority declares a trade or state secret,
2. that the authority imparts on the Faculty as confidential,
3. that are related to the Faculty activities, if determined secret by the authority,
4. that are related to the business transactions which the Faculty conducts for the needs of other legal persons or entrepreneurs, if they are protected by an appropriate level of secrecy,
5. that contain offers for open competitions or tenders, until the announcement of results of open competitions or tenders,
6. from the work of the Faculty which represent new technical-technological and organisational solutions,
7. on the state of current accounts and funds of the Faculty,
8. other documents or data whose disclosure to an unauthorised person would be adverse to the interest of the Faculty due to their nature or importance.

The documents presenting the trade secret are kept in special conditions.

#### **Article 165**

Employees of the Faculty are obligated to keep the data presenting a trade secret, regardless of the manner of its knowledge, even after the cessation of employment at the Faculty.

The Dean, that is, the persons that he or she authorises, can disclose the data presenting a trade secret to the authorised representative of the state authority.

The violation of the trade secret determined in Article 164, section 3 of this Statute represents a major violation of working duty.

#### **Article 166**

It is not considered a violation of the duty of keeping a trade secret when the documents and data presenting a trade secret are disclosed to:

1. persons, bodies, and organisations to which trade secrets must be disclosed on the basis of regulations or authority implied by the function that they perform;
2. the Council, in the meetings of the Faculty Board, for the purpose of performing their function, whereupon the attendants must be warned that the disclosed documents or data are considered a trade secret.
3. the authority upon reporting criminal acts, commercial violations, and infringements.

## **16. FACULTY HONOURS**

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#### **Article 167**

The Faculty can award diplomas, certificates, and letters of appreciation to domestic and foreign legal and natural persons for the outstanding contribution to the development of the

Faculty and for the distinguished work in teaching and in the area of scientific research, for a long-time successful work at the Faculty, as well as for a significant contribution to the development of higher education.

The Faculty can award accolades to best students and student organisations and associations for the outstanding achievement in studying and preparing for individual scientific and professional work, for outstanding results in cultural, artistic, and sporting activities.

The Council can issue a decision to award monetary prizes or special occasion prizes (gold coins, books, etc.) along with the honours from sections 1 and 2 of this Article at the proposal of the Dean.

Awarding Faculty honours is regulated by a special Book of Regulations passed by the Council.

## **17. CLUB OF FRIENDS OF THE FACULTY OF MECHANICAL ENGINEERING IN NIŠ**

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### **Article 168**

The Club of Friends of the Faculty of Mechanical Engineering in Niš (hereinafter: **the Club**) is an association of legal and natural persons founded on the principle of voluntarism and mutual respect for the purpose of providing services to former students, creating better conditions for the members to stay in touch with each other and with the Faculty more easily, promoting the values of intellectual and academic community. Furthermore, the Club has the goal of ensuring stronger bonds between the Faculty and companies, public and private enterprises, educational and scientific institutions.

The activity of the Club, organisation, Club membership and Club management, seat of the Club, and other issues relevant to the work of the Club are regulated by a special act, the Book of Regulations on the work of the Club.

The Book of Regulations on the work of the Club is passed by the Faculty Board.

## **18. GENERAL ACTS OF THE FACULTY**

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### **Article 169**

The Statute is the fundamental act of the Faculty.

The Statute of the Faculty is passed by the Council at the proposal of the Faculty Board of the Faculty.

Amendments and additions to the Statute are passed in the same manner as the Statute.

### **Article 170**

The initiative for passing, amending, or annexing a general act of the Faculty can be taken by the bodies and organisational units of the Faculty.

General acts of the Faculty are:

- the Statute,
- books of regulations,



- rules of procedure,
- decisions and other general acts.

General acts of the Faculty are passed by the Faculty bodies within their authorities on the basis of legal regulations and this Statute.

#### **Article 171**

The Statute and other general acts of collective bodies and the Dean are published on the web page of the Faculty or displayed on the notice board of the Faculty.

#### **Article 172**

General acts are enforced, as a rule, on the eighth day of their publication or some other period determined in the act itself.

The interpretation of a general act is conducted by the body that passes it.

### **19. CONFORMANCE WITH THE STATUTE OF THE UNIVERSITY**

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#### **Article 173**

The Statute of the Faculty must be in conformity with the Statute of the University.

### **20. TRANSITIVE AND FINAL PROVISIONS**

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#### **20.1. STUDY PROGRAMMES**

##### **Article 174**

The Faculty is in obligation to continuously monitor the implementation of ECTS credits, results students achieve on exams, and other appropriate indicators of student load, as well as obtain student opinions on the effective load in mastering programme contents with the aim of adjusting the credit values allocated to specific courses.

#### **20.2. RIGHT TO ENROLMENT IN THE SECOND DEGREE STUDIES**

##### **Article 175**

The right to enrolment in master academic studies, specialised academic studies, and specialised professional studies is also enjoyed by the candidates who have completed undergraduate studies under the provisions valid prior to the date of enactment of the Law on Higher Education, under the conditions prescribed by a general act of this Faculty.

#### **20.3. RECOGNISING PART OF MAGISTER STUDIES IN DOCTORAL, THAT IS, SPECIALIST ACADEMIC STUDIES**

##### **Article 176**

The recognition of a part of postgraduate magister studies in accordance with the provisions valid prior to the enactment of the Law for the part of the study programme of

doctoral, that is, specialist academic studies under the provisions of the Law on University can be prescribed by a general act of the Faculty.

#### **20.4. RIGHT OF A MAGISTER OF SCIENCE TO ELECTION TO THE POSITION OF TEACHING ASSISTANT**

##### **Article 177**

During the period until September 9, 2012, a person who has the title of magister of science, instead of the doctoral student status, and fulfils all other conditions from Article 73, sections 1 and 2 of the Law, can be elected to the title of teaching assistant.

The Faculty can elect a magister of science to the position of teaching assistant if his or her doctoral dissertation is accepted, and if all other conditions from Article 72§1 of the Law are also met.

##### **Article 178**

The Faculty will issue a public document on a form prescribed prior to the enactment of the Law on Higher Education to a student who has acquired or will acquire the right to a public document in accordance with the provisions valid prior to the enactment of this Law.

#### **20.5. STUDENTS**

##### **Article 179**

Students enrolled in undergraduate studies prior to the enactment of this Law can complete these studies in the original study plan and programme, under the conditions and rules of studies, by the end of the 2013/2014 academic year at the latest.

Students enrolled in magister studies prior to the enactment of this Law can complete these studies in the original study plan and programme, under the conditions and rules of studies, by the end of the 2013/2014 academic year at the latest.

Students enrolled in doctoral studies, that is, candidates whose doctoral dissertations were accepted prior to the enactment of this Law can complete these studies in the original study plan and programme, under the conditions and rules of studies, that is, acquire the scientific degree *doctor of science*, by the end of the 2015/2016 academic year at the latest.

Students from section 1 of this Article have the right to continue the enrolled studies at the study programme adopted in accordance with the provisions of this Law, in the manner and procedure prescribed by a general act of the Faculty.

#### **20.6. RULES FOR FINANCING STUDIES**

##### **Article 180**

As an exception to Article 88 of the Law, that is, Article 89§1 item 2 of this Statute, a student can be financed from the budget in the following academic year if he or she obtains at least 48 ECTS credits in the 2009/2010 or 2010/2011 academic year and ranks among the total number of students whose studies are financed from the budget, pursuant to this Law.

Student ranking from the previous section encompasses students enrolled in the same academic year in a certain study programme, and it is conducted starting from the number of

obtained ECTS credits and the achieved success in mastering the study programme, in the manner and procedure prescribed by a general act of the Faculty.

Students enrolled in the first year of undergraduate studies in the 2006/2007 or 2007/2008 academic year retain the right to be financed from the budget for at most one more year after the end of the regular study period, while students enrolled in the first year of undergraduate studies in the 2008/2009 or 2009/2010 academic year retain the right to be financed from the budget for at most six months after the end of the regular study period.

A student who does not gain the right from section 1 of this Article will continue the studies in the status of a self-financed student next year.

The Faculty regulates the manner of teaching, that is, taking exams for students from section 3 of this Article.

A student financed from the budget can be enrolled in only one study programme at the same degree of studies in that status.

## **20.7. ENACTMENT OF THE STATUTE**

### **Article 181**

This Statute is enacted upon receiving the approval of the Council of the University, and will be administered from the day after the day of publication on the web page of the Faculty.

The enactment of this Statute will make redundant the Statute of the Faculty of Mechanical Engineering in Niš from 2006 with all amendments and additions, as well as the Rules for the Manner of Election and Removal of the Dean and Vice Deans of the Faculty of Mechanical Engineering in Niš (number: 612-851-4/2006 from November 27, 2006).

**Number: 612-121-2/2011**

**In Niš, February 14, 2011**

**FACULTY OF MECHANICAL ENGINEERING IN NIŠ**

**C O U N C I L**

**PRESIDENT**

---

*professor Miodrag Stojiljković, Ph.D.*

**CERTIFIED** to the best of my knowledge to be a true and correct translation from Serbian into English.

**IN TESTIMONY THEREOF** I hereunto affix my seal and signature.

No. 3-2011

Niš, March 15, 2011

**My commission is permanent!**

Appointed permanent court translator for English by the Ministry of Justice of the Republic of Serbia, Belgrade, Decision no. 740-06-2027/08-03 of November 26, 2008.



*Miloš Tasić*

Miloš Tasić

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