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Pursuant to Article 55 of the Law on Higher Education ("Official Gazette of RS", No. 76/2005, 100 / 2007- authentic interpretation, 97/2008, 44/2010, 93/2012, 89/2013 and 99/2014), ECBAC consortium has made a

## **RULEBOOK ON SPECIALIST VOCATIONAL STUDIES**

### **I Basic Provisions**

#### **Article 1.**

Rulebook on specialist vocational studies (hereinafter referred to as the Rulebook) regulates the conditions, manner and procedure of the second level of vocational studies - specialist vocational studies at the colleges within the Academy (hereinafter: College).

The Regulation defines the rights and responsibilities of students and the rules of study at specialized vocational studies.

#### **Article 2.**

The college organizes specialist vocational studies in order to improve research and professional work, train young professionals for the needs of the economy and make innovations in the fields studied at the college.

#### **Article 3.**

The number of students who enroll specialized vocational studies is determined by the Teaching Council of the college on the proposal of the Study program councils and it cannot be greater than the number specified in the license for work.

### **II Admission to specialist studies**

#### **Article 4.**

A person who has acquired higher education in basic vocational and undergraduate studies at the first level of studies with at least 180 credits in respective areas of expertise within the educational - scientific fields of technical-technological sciences and educational and scientific fields of natural sciences and mathematics may enroll the first year of specialized vocational studies.

Persons who completed the study according to the regulations in effect prior to the adoption of the Law on Higher Education can enroll specialist vocational studies, provided that their diploma is at least equivalent to a bachelor diploma of vocational studies in accordance with the Law.

#### **Article.5**

Respective areas of expertise for admission to specialized professional studies within the educational - scientific fields of technical - technological sciences and natural - mathematical sciences are:

1. for the study program of Environmental Engineering:

- Industrial Engineering and Industrial Management;
- Environmental Engineering and Safety at Work;
- Mechanical Engineering;
- Mining engineering;
- Engineering;
- Metallurgical Engineering;
- The science of environmental protection,
- Traffic Engineering,
- Electrical and computer engineering,

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- Civil Engineering.
2. The study program of road traffic safety
    - Traffic engineering.
  3. The study programme of Communication Technologies
    - Electrical and computer engineering;
    - Computer Science;
    - Mechanical Engineering;
    - Mining engineering;
    - Engineering;
    - Metallurgical Engineering.
  4. The study program of Modern computer technologies
    - Electrical and computer engineering;
    - Computer Science;
    - Mechanical Engineering;
    - Mining engineering;
    - Engineering;
    - Metallurgical Engineering.
  5. Study program for Municipal Engineering
    - Civil Engineering;
    - Geodetic engineering;
    - Architecture;
    - Geo science.

### **III Admission**

#### **Article.6**

Admission to specialist vocational studies is done on the basis of a competition announced by the director of the college no later than 30 days before the beginning of classes in the winter semester. The announcement is published in the media and on the college website.

#### **Article 7.**

The competition includes: information about the enrollment, the number of students who can enroll a specific program of study, the criteria for determining the ranking of candidates, the process of competition implementation, the required documents and other data.

#### **Article 8.**

Competition for admission of candidates to specialist studies is conducted by the Commission appointed by the Teaching Council on the proposal of the College consortium.

#### **Article 9.**

The selection of candidates for admission to specialist vocational studies is carried out based on their average mark achieved at the undergraduate studies. The college competition may establish other criteria for the ranking of candidates (publications, participation in projects, inventions, patents, etc.).

The ranking list is made based on the average mark of the undergraduate studies so that the average mark is multiplied by the number of ten on which basis the candidate can acquire a minimum of 60

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and a maximum of 100 points. In the event that two or more candidates have the same number of points, the candidate who has the greater number of points in professional - applicative courses or who has published papers, participated in projects or developed patents and inventions has the advantage.

**Article 10.**

Students of specialist studies have the status of self-financing students. Tuition fee for specialist studies is determined by the board of the college on the proposal of the Teaching Council after having obtained the opinion of the Ministry of Education, Science and Technological Development.

**Article. 11.**

Foreign citizens may enroll specialized studies under the same conditions as the citizens of Serbia according to the Law.

**IV Organisation of Studies**

**Article 12.**

Specialist vocational studies last for one year or two semesters and have at least 60 ECTS credits. A number of credits is also given for the specialist paper which is included in the total number of credits required for the completion of studies.

**Article 13.**

Performance of students in mastering a particular subject is monitored continuously during classes and is expressed in points determined by the study programme. Fulfilling pre-exam activities and passing the exam, a student can earn a maximum of 100 points. Students' performance in exams is assessed from five (failed) to 10 (excellent-) depending on the number of points earned.

**Article 14.**

The exam is unique and is taken in written, oral or practical form. The exam is taken at the headquarters of the college. The student takes the exam immediately after the end of lectures. Number of exam periods is determined by the Law and the Statute of the college.

**Article 15.**

Classes and exams are performed according to a pre-announced schedules for teaching and examination in accordance with the Rules of the study. If less than 50% of the students enrolle the specialist vocational studies from the number determined by the competition, the study program council makes a decision on the method of implementation of the study program.

**Article 16.**

Specialist vocational studies are realized through compulsory and elective courses. The way of achieving pre-exam activities and obtaining ECTS credits is determined by the study program of the specialist vocational studies.

**Article 17.**

Student enrolled at specialized studies, can complete the studies at the latest within two academic years. Exceptionally, in justified cases, at the request of the student, pursuant to the provisions of Article 92 of the Law on Higher Education, the prescribed time limit referred to in paragraph 1 of this Article may be extended. The decision is issued by the Director of the college.

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## **The Specialist paper**

### **Article 18.**

Specialist paper is the result of an independent professional work of students, which systematizes the existing knowledge and contributes to new knowledge.

In specialist paper the student demonstrates:

- that he is able to independently and creatively apply theoretical and practical knowledge acquired during the studies for specific skills of the profession;
- that by relying on his technical knowledge, professional literature and research skills he can successfully provide answers to the questions posed;
- that he is capable of implementing new IT programs, materials, equipment, technical procedures and methods for optimization and decision making;
- that he has the ability to apply the knowledge in the sepecified areas.

### **Article 19**

The student shall be entitled to make an application for his specialist paper if he has passed at least three exams.

The specialist paper submitted by the student should include:

- The name of the study program,
- The name of the subject from which the topic of the specialist paper is,
- The theme of the paper, from a list of topics, which was adopted by the study program council.

Application of the specialist paper is being considered by the study program council. If the application is justified, the Study program council determines the proposal for the topic of the paper and the proposal for the Commission for assessment of the specialist paper (hereinafter referred to as the Commission). Commission for assessment and defense of the specialist paper consists of a mentor and two members, one of which may be a teacher from another higher education institution. The head of the study program submits a report to the Teaching council which approves of the topic of the specialist paper and appoints the members of the Commission for the preparation, development and defense of the specialist paper.

The student shall be entitled to submit the specialist paper on an approved topic to the Teaching council, at the earliest after the expiry of 60 days from the date of the decision on approving of the topic for the specialist paper and the appointment of the members of the Commission for the assessment of the specialist paper.

### **Article 20.**

Specialist paper is submitted by the student to the college library in four identical copies- one of which is a hardcover and each signed by the mentor and the members of the Committee.

The library makes a record on the submission of the paper and makes a notice on the paper public announcement. During the period of public inspection , complaints to the specialist paper can be given and submitted to the Commission via the College library. The Commission is obliged to give a response to the complaints within 15 days of receipt.

### **Article 21.**

If during the public inspection there has been any complaint, the Commission shall draw up a report on the paper written on the topic which has been approved and together with the complaints and the responses to the complaint submit it to the Study program council for consideration.

The Study program council can bring:

- the decision on dismissing the complaint whereupon the student continues with the reporting procedure and a defense of the specialist paper or
- the decision to uphold the complaint and return the specialist paper for amendment or modification to the student who shall, within 6 months from the date of receipt of the notification of

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the decision, act according to the comments and suggestions. If the student fails to act upon the comments and suggestions, he shall be deemed to have withdrawn from further work on the specialist paper.

**Article 22.**

Specialist paper must be defended no later than 6 months from the date of the decision on adoption of the approved topic and appointment of the members of the Commission for the assessment and defense of the specialist paper.

If the specialist paper on an approved topic is not prepared in the specified period, the student can address in a written form the Study program council to ask for the extension, explaining the reasons for the extension.

If, by then, the specialist paper cannot be defended it is considered that the student withdrew from further work on his specialist paper.

**Article 23.**

The defense of specialist paper is public and takes place in the premises of the college.

Notice on the time and place of the defense of the specialist paper is published five days before the defense and highlighted on the notice board and the web site of the college.

**VI Jurisdiction of the bodies**

**Article 24.**

The competent authorities for the implementation of a study program of specialized studies are:

- the Teaching Council
- College consortium
- Director
- Study program council
- The head of the study program
- Mentor

**Article 25.**

The teaching Council under this Rulebook shall perform the following tasks:

- appoint the Commission for the implementation of the competition for admission to specialized studies;
- prepare a report on enrollment of students in specialized studies;
- approve of the subject of specialist papers and appoint the members of the Commission for the preparation, development and defense of specialist papers;
- perform other duties related to the organization and implementation of specialized studies.

**Article 26**

College consortium on the basis of this Rulebook shall perform the following tasks:

- propose to the Commission to implement applications for enrollment of students in specialized studies;
- develop proposals for the Rulebook and other regulations on specialized studies;
- perform other duties within its jurisdiction relating to the organization and implementation of specialized studies.

**Article 27.**

Director of the college under this Rulebook shall perform the following tasks:

- Announce a competition for admission to specialized studies;
- Decide on the extension of the deadline for completion of studies;
- Perform other duties within his jurisdiction concerning the organization and implementation of the specialized studies under the Statute of the College.

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### **Article 28.**

#### **The Study program council:**

- determines the proposal for the topic of the specialist paper and appoints the members of the Commission for assessment of the specialist paper which delivers these proposals to the Teaching council;
- makes a decision on dismissing the complaint and enables the student to continue with the reporting procedure and defense of the specialist paper,
- makes a decision on upholding the complaint and returns the specialist paper for the amendment, or modification.

### **Article 29.**

#### **The head of the study program:**

- submits a report to the Teaching Council that makes decisions on approving the topic of the specialist paper and appoints the members of the Commission for the preparation, development and defense of the specialist paper;
- together with the mentor assesses the reasonableness of the given remarks by a member of the Commission for assessment of the specialist paper and makes a decision on it.

### **Article. 30**

#### **Mentor:**

- defines and presents: the task - the subject of the paper, a possible way of solving the task and a practical way to verify the results if such a check is necessary, the use of literature and means of communication during the preparation of this paper and the technical guidelines for the development of the paper to the student who submits the application;
- provides assistance to the student in the form of consultations, reviews of partial results of the paper, instructions for solving the problem and possible adjustments of the given task;
- sends a request to the member of the Commission for assessment of the specialist paper to review the work and send objections, if any;
- together with the head of the study program assesses the justification of the remarks made by a member of the Commission for assessment of the specialist paper and makes a decision on it;
- by handwritten signature on the first page of the paper confirms that the student adhered to the prescribed rules from the Rulebook on the application, preparation and defense of the final or specialist paper in the development of the specialist paper;
- organizes the defense of the specialist paper.

### **Article 31.**

Diploma on acquired higher education and the professional title of a specialist, both in Serbian and English, shall be delivered at the awarding ceremony.

Diploma is awarded by the Director of the college.

In addition, a graduating student is issued a diploma supplement in Serbian in accordance with the Act.

Until the awarding ceremony for the Diploma and the Diploma Supplement, a certificate is issued certifying the completion of specialist vocational studies.

All other issues concerning the regime of studies, the rights and obligations of students, pre-exam requirements, rules of assessment and evaluation and other matters are regulated by the general acts of the college.

In the event of disrespect of obligations under this Rulebook a disciplinary procedure may be initiated or other appropriate measures taken.

## **VII Transitional and Final Provisions**

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**Article 32.**

This Regulation shall enter into force on the day of publication on the notice board and the website of the College.

ACAS Southern Serbia