



STATUTE

of the “MEDITERRANEAN” UNIVERSITY PODGORICA

Podgorica, 25 June 2018



Pursuant to Article 36, paragraph 2 of the Law on Higher Education ("Official Gazette of Montenegro", No. 44/14, 52/14, 47/15, 40/16, 42/17, 71/17), the Council of Founders, at its session held on 30 May 2018, adopted the

S T A T U T E **of the "MEDITERRANEAN" UNIVERSITY PODGORICA**

(hereinafter referred to as: the University)

GENERAL PROVISIONS

Article 1

This Statute shall regulate:

- the mission of the University;
- foundation, legal status of the University and organizational units of the University;
- University seals, flag and University insignia;
- field of activity of the University;
- rights and obligations of the University;
- founders and the founding capital of the University, (the rights of founders, increase and decrease in capital);
- organization of the University;
- organizational units of the University;
- bodies of the University, field of activity, method of work and decision-making, bodies of organizational units of the University
- academic and professional staff of the University;
- self-evaluation, quality assessment;
- study programmes, rules of study, examination and assessment procedure, enrolment and transfer procedure;
- the obtaining of a diploma of academic and applied studies,
- professional and other qualifications, conducting research, scientific and artistic work,
- exercising the rights and duties of employees and students,
- the manner of adoption of the Code of Ethics of the academic staff;
- finance and financial audit;
- official records;
- organization of the staff and students of the University;
- business secret.



UNIVERSITY AND ITS MISSION

Article 2

The "Mediterranean" University is a non-profit, autonomous institution which integrates educational, scientific-research and artistic work within its field of activity as parts of an integral process of higher education.

Article 3

The "Mediterranean" University was founded as a private institution of higher education with the mission to:

- educate professionals in the fields of social sciences, law and economics, engineering and technology, arts and others in accordance with the most up-to-date trends in the field of higher education and the needs of the domestic and international labour market;
- provide a possibility of lifelong education;
- continuously enhance the quality of the existing study programmes, teaching methods, working conditions, the library holdings, etc. according to the most up-to-date educational standards, and develop study programmes of an international character; create conditions for the implementation and development of high quality and prestigious scientific research within the activities of the University;
- remain competitive at the national and international level within its field of activity;
- develop cooperation with renowned national, regional and international higher education institutions;
- develop cooperation with business associations, non-governmental organizations and other organizations and communities;

FOUNDATION, LEGAL STATUS OF THE UNIVERSITY AND ITS ORGANIZATIONAL UNITS

Article 4

The University was founded on 30 May 2006 and registered with the Central Registry of Commercial Entities on 30 May 2006 under the registry number 8-0016443/001.

The Day of the University is 30 May 2006.

The University has the status of a legal entity acquired through registration with the Central Registry of Commercial Entities in Podgorica.

The University combines educational, scientific and research, professional and artistic work, in accordance with the law and this Statute.

The University is composed of:

organizational units of the University - Faculties which have the authority in accordance with the law and the Statute of the University.

The premises in which the University performs its activities are inviolable, except in the cases provided by law.



NAME AND SEAT OF THE UNIVERSITY

Article 5

The full name of the University is: Private Institution of Higher Education **UNIVERZITET "MEDITERRANEAN" PODGORICA.**

The short name of the University is: UNIVERZITET „MEDITERRANEAN” PODGORICA.

Both names can be used equally.

The name of the University in English is: "MEDITERRANEAN" UNIVERSITY PODGORICA.

Article 6

The seat of the University is in Podgorica.

The address of the University is: Ulica Josipa Broza Tita b.b.

SEAL OF THE UNIVERSITY, FLAG AND UNIVERSITY INSIGNIA

Article 7

The University has its logotype (logo), raised seal, seal and flag.

The University has its university insignia.

The University insignia shall be the Rector's chain (collar), toga (robe) for the Rector, and the toga (robe) for the Vice-Rector.

The appearance, contents and use of the logotype, logo, university insignia and the flag of the University shall be regulated by the act of the University.

The organizational units of the University shall have their own logos which are displayed and used only together with the University's insignia.

The Rector shall wear the Rector's toga during the ceremonial awarding of diplomas to students of undergraduate, Master's and doctoral studies, as well as during other major ceremonies at the University.

Within their core activities, the organizational units shall have the right and obligation to use the flag of the University, and in other cases, the use of the flag shall be approved by the Rector.

Article 8

The seal of the University is round in shape and contains the logo of the University with the inscribed name of the University.

The raised seal of the University is used for certification of diplomas issued by the University.

The stamp of the University is rectangular in shape with the inscription: "Univerzitet Mediterranean Podgorica", number, date, year, Podgorica.



The organizational units of the University shall have their own seal and stamp.

The seal of the organizational unit is round in shape with the inscription bearing the name of the University, the name of the organizational unit, and Podgorica.

The stamp of the organizational unit is rectangular in shape with the inscription bearing the name of the University, the name of the organizational unit, number, date, year and Podgorica.

Detailed rules regarding the development of seals, their storage, use and destruction shall be regulated by a special act adopted by the Managing Board.

Article 9

In legal transactions with third parties the University shall act on its own behalf and for its own account, on its own behalf and for the account of a third party and on behalf of and for the account of a third party.

The University shall guarantee with its total assets - full liability for its obligations to third parties.

The founder shall be responsible for the obligations of the University in accordance with the law.

Article 10

Faculties with the status of a legal entity shall act on their own behalf and for their own account, on their own behalf and for the account of a third party and on behalf of and for the account of a third party.

The obligations of a faculty with the status of a legal entity shall be specified by the Memorandum of Association and the Statute of that faculty.

Article 11

In order to achieve its goal, the University shall determine the policy in the field of quality assurance and enhancement, adopt the Quality Assurance and Enhancement Strategy and Action Plans for the implementation of the Strategy and establish the Quality Assurance Commission.

For the purpose of quality assurance, control and assessment, the University shall continuously conduct the self-evaluation procedure and quality assessment of study programmes, teaching and working conditions.

In the self-evaluation procedure, the University shall carry out student surveys at all levels of study at least twice a year. The results of the student survey shall be published on the website of the organizational unit, after their adoption at the session of the Scientific-Teaching Council.

The self-evaluation report shall be prepared at the end of each academic year and adopted at the session of the Managing Board of the University.

The University shall submit the report to the Ministry of Education and the Higher Education Council.

The method and criteria of self-evaluation for study programmes shall be specified by the act of the Senate of the University.



ACTIVITY OF THE UNIVERSITY

Article 12

The University shall perform the higher education activity and scientific-research and artistic activities, expert-consulting, publishing activity, and may also perform other activities in the fields for which it is registered.

The University shall perform its activities directly through faculties and other organizational units and sub-organizational units of the University.

The activities of the University shall be based on academic freedom, openness to the public, cooperation and partnership among the University staff, the principles of establishment of the European standards of higher education and research and creation of possibilities for acquiring lifelong education.

The University shall enjoy the freedom of teaching, research and artistic work, within its licence, in accordance with the Law on Higher Education, the Statute and other acts of the University.

Article 13

The core activity of the University is:

85.42 Higher education

In addition to its core activity, the University shall also carry out the following activities:

- 85.5 Other education;
- 85.52 Artistic education;
- 85.59 Other education;
- 85.60 Ancillary educational activities;
- 59.13 Distribution of films, video films and television programme;
- 90.04 Activities of art institutions;
- 91.01 Activities of libraries and archives;
- 58.11 Publishing of books, brochures, musical books and other publications;
- 58.13 Publishing of newspapers;
- 58.14 Publishing of magazines and periodicals;
- 59.20 Recording and publishing of soundtracks and music;
- 66.19 Other ancillary activities in the provision of financial services, except insurance and pension funds;
- 72.11 Research and experimental development in the biotechnical field (three previous);
- 72.19 Research and experimental development in other fields of science and engineering;
- 72.20 Research and experimental development in social sciences and humanities;
- 73.11 Activities of advertising agencies;
- 73.20 Market research and public opinion polling;
- 74.10 Specialized design activities;
- 74.20 Photographic services;
- 74.30 Translation and interpretation services;
- 74.9 Other professional, scientific and technical activities;
- 82.30 Organization of meetings and fairs.

Apart from the abovementioned activities, the University may perform other activities in line with its core activity and other activities referred to herein which are commonly performed along with the core activity.



RIGHTS AND OBLIGATIONS OF THE UNIVERSITY

Article 14

The University shall have the autonomous right to:

- recommend the establishment and cancellation of study programmes in accordance with the Law on Higher Education and the legal acts of the University;
- innovate the accredited study programmes in accordance with the law;
- initiate and conduct the procedure for accreditation or re-accreditation of study programmes in accordance with the Law on Higher Education and legal acts of the University;
- implement international and national research projects in accordance with the law, the legal acts of the University and the rules of the call for projects;
- determine the conditions for enrolment of students and methods of teaching and assessment of students' knowledge;
- appoint the governing and managing bodies, determine their composition, scope and term of office;
- confer the academic titles in accordance with the law, Criteria for Conferment of Academic Titles and other legal acts of the University and employ other non-teaching staff in accordance with the law;
- adopt the Act on internal organization and job classification in accordance with the law;
- issue official documents within its activities in accordance with the law;
- award honorary titles;
- establish cooperation with other institutions of higher education in the country and abroad;
- establish cooperation with companies, non-governmental organizations and other organizations and communities;
- gain the membership in professional and other associations;
- decide on participation in international and national projects and conclude contracts related thereto;
- use the property in accordance with the law;
- use the financial resources in accordance with the law;
- have other rights resulting from the positive academic practice, the law and this Statute.

The University integrates the functions of all institutions and units in its composition, especially faculties, by implementing a common policy aimed at continually improving teaching, enhancing scientific and research work and artistic creation.

In order to achieve the goals from the previous paragraph, the University has competence especially in the following areas:

- establishment of uniform standards of work of offices and services and uniform standards for the establishment of a database of all units;
- strategic planning;
- establishment and cancellation of study programmes;
- adoption of a decision on dissolution of the University;
- quality assurance and control;
- enrolment policy;
- conferment of academic titles;
- issuance of diplomas and diploma supplements;
- international cooperation;
- investment planning;
- planning of the employment policy and engagement of teachers and teaching assistants;
- establishment and development of a single information system;
- lifelong education



The decision on the establishment and cancellation of the study programme at the University shall be made by the Managing Board of the University with the prior approval of the Council of Founders.

In the case of cancellation of the study programme, the University shall enable the enrolled students to complete the studies within the time period stipulated by the act on cancellation of the study programme.

The decision referred to in paragraph 1 of this Article shall be submitted to the Ministry so that the changes can be entered into the Register of Higher Education Institutions.

The decision on dissolution of the University shall be adopted by the Council of Founders by $\frac{3}{4}$ majority of the total subscribed capital.

The University shall be dissolved, provided:

- there is no need for its existence;
- it fails to meet the prescribed conditions for carrying out its activities;
- it fails to perform the activity for which it was established.

In the event of dissolution of the University, a study year shall be determined in which the University ceases to enrol students in the first year of study.

In the event of dissolution of the University, the founder shall be obliged to allow the enrolled students to complete the studies within the time period specified in the act on dissolution of the institution.

The founder shall submit the decision on dissolution of the institution to the Ministry so that the changes can be entered into the Register of Higher Education Institutions.

The University can organize studies in cooperation with a domestic or foreign higher education institution.

In organizing the studies from the previous paragraph of this Article, the University shall be entitled to implement a programme of double or joint diplomas.

A double diploma is obtained by completion of the study programme referred to in this Article and confirmed by two diplomas of the University and that institution.

A joint diploma shall be issued by the University and the other higher education institution, which have the operational licence for the appropriate study programme, based on the completion of a joint study programme for obtaining a joint degree.

Article 15

By the decision of the Senate, the University may grant, as recognition, the following acknowledgements to distinguished individuals and institutions: Honorary Doctorate, University Plaque, Certificate of Merit, Certificate of Appreciation and Monetary Award.

The Honorary Doctorate may be awarded to a national or foreign citizen who has significantly enhanced the scientific thought by his/her works in the areas studied at the University and within the study programmes.

The University Plaque may be awarded to an individual or institution particularly deserving for the promotion, development and recognition of the University at home and abroad.



Certificate of Merit, Certificate of Appreciation and Monetary Award may be awarded to students for remarkable achievements in their studies, as well as to the teachers and employees for outstanding achievements in their work.

Article 16

The University premises are inviolable and cannot be entered by members of the authority responsible for internal affairs without the permission of the Rector of the University, except in the case of threatening the general safety, life, physical integrity, health or property in accordance with the law.

Article 17

The University shall offer equal conditions to all, without direct or indirect discrimination on the basis of sex, race, sex orientation, marital status, skin colour, language, religion, political and other beliefs, national, ethnic or social origin, nationality, property status, birth, disability or on any other similar grounds, position or circumstance.

FOUNDERS AND FOUNDING CAPITAL OF THE UNIVERSITY

Article 18

Under the decision of the Council of Founders No. R - 1256-16 of 24 June 2016, the Founding capital of the "Mediterranean" University was increased, amounting to € 479,044.18 (in words: four hundred and seventy-nine thousand, forty four euros 18/100) of which:

- Atlas Invest d.o.o. Podgorica paid the amount of € 365,319.18 and its share in the University is 76.26% (Decision of the Council of Founders on the increase of the Founding capital No. R-1256-16 of 24 June 2016), (Fin Invest d.o.o changed its name to Atlas Invest on 14 December 2011);
- The Adriatic Fair, a.d. Budva paid the amount of € 100.000,00 and its share in the University is 20,8749 %;
- Atlas banka a.d. Podgorica paid the amount of € 9,650.00 and its share in the University is 2, 0144 % (Atlasmont banka a.d. Podgorica changed its name to Atlas banka a.d. Podgorica).
- DZU Investment fund Atlasmont a.d. Podgorica paid the amount of € 2,750.00 and its share in the University is 0.5741%.
- Prof. Stevan Popović paid the amount of € 550.00 and his share in the University is 0.1148 %.
- Prof. Janko Gogić paid the amount € 500.00 and his share in the University is 0.1044 %, and
- The publishing company 'CID' paid the amount € 275.00 and its share in the University is 0.0574 %.

Article 19

A share in the founding capital of the University shall provide the owner (founder) with the right of decision-making and managing the University in accordance with the law, this Statute and the percentage of share in the founding capital.

The founder shall have the following rights:

- the right to manage the University in accordance with the law and the Statute;
- pre-emption right;
- the right to transfer share ownership
- the right to a share in the property of the University after its liquidation;
- the right to an insight into the business data of the University and its organizational units.



Article 20

A share in the founding capital shall be transferred in accordance with the law and the provisions of this Statute. The share may be transferred between University members without restriction, in accordance with the Statute.

In the case of termination of a legal entity, the share in the founding capital shall be transferred to its legal successors.

Article 21

The University may increase its capital by additional contributions of the founders or by the contributions of new investors.

The decision on the increase in the capital stock shall be adopted by the Council of Founders in performing the function of the governing body.

The decision on the increase in capital shall be published in the "Official Gazette of Montenegro".

ORGANIZATION OF THE UNIVERSITY

Article 22

The University is an autonomous non-profit institution which integrates educational, scientific- research and artistic work in performing its activities as parts of the integral process of higher education.

The University shall perform its activities directly and through organizational units of the University - faculties, for the purpose of acquiring knowledge and carrying out scientific-research and artistic work.

The University may perform the activity outside its seat.

The decision on performing the activities outside the seat of the University shall be adopted by the Council of Founders.

The organizational units of the University may establish sub-organizational units of the University.

The University may establish internal units (offices, services, centres, and the like) aimed at achieving the required standards of the university activity, cost-effectiveness and efficiency of work.

The University's internal units may be:

- Department for Master's and Doctoral Studies;
- University Library;
- Institute or Centre for Project Research, International Cooperation and Consulting;
- Management of the University;
- Office of the President;
- The Rector's Office;
- Professional services and offices, etc.

The internal units shall be established for more efficient performance of the overall activity of the University.



The number and scope of work of the University's internal units shall be defined by the act of the Managing Board of the University, at the proposal of the Rector.

The institutional form of organization of students at the University is the Student Parliament.

ORGANIZATIONAL UNITS OF THE UNIVERSITY

Article 23

The Faculty is a higher education unit within the University, without the capacity of a legal person or with the capacity of a legal person which implements academic study programmes and develops scientific-research or artistic work in one or more fields, in accordance with the law, this Statute and other general acts of the University.

Article 24

The University is composed of six faculties without the capacity of a legal person. These are:

- Faculty of Tourism „Montenegro Tourism School”
- Faculty of Economics and Business
- Faculty of Visual Arts
- Faculty of Information Technology
- Faculty of Law
- Faculty of Foreign Languages.

The faculties may change their legal status by the Founder's decision.

The Faculty shall be responsible for:

- scientific and research work;
- implementation of the teaching process, examination and assessment of students;
- submission of proposals to the Senate of the University on the issues related to study programmes and the courses that are implemented at the faculty;
- issues related to the academic development of students;
- implementation of undergraduate studies;
- implementation of postgraduate Master's degree programmes and determination of the proposal submitted to the Senate of the University within the procedure of preparation and defence of the Master's thesis;
- implementation of Doctoral studies and determination of the proposal submitted to the Senate of the University within the procedure of preparation and defence of the Doctoral thesis;
- implementation of scientific and professional or artistic projects within its field of activity;
- performing other activities for which it fulfils the prescribed conditions, and which are approved by the Managing Board of the University.

Article 25

Faculties may make status changes, that is, they may be founded, merged, divided or dissolved by the decision of the Council of Founders, at the proposal of the Managing Board.

The Managing Board shall establish the Commission which prepares the Study on Justification of Status Change within a specified period and submits it to the Managing Board for consideration.



After consideration at the session of the Managing Board, the Study and the opinion of the Managing Board shall be submitted to the Council of Founders for decision-making.

CONCEPT OF THE DEPARTMENT

Article 26

Departments for the Master's and Doctoral Studies may be established within the Faculty. The Departments carry out academic study programmes and develop scientific-research, or artistic work in one or more fields, through the second and third degree studies in accordance with the law, this Statute and other general acts of the University.

The Head of the Department for the Master's and Doctoral Studies is the managing body of the Department.

The conditions to be fulfilled by the Head of the Department shall be determined by the Decision on Establishment of Department.

Other departments may also be established by the decision of the Council of Founders of the University, at the proposal of the Senate.

INSTITUTE (CENTRE) OF THE UNIVERSITY

Article 27

The Institute or Centre shall be established independently or within the University and its primary activity is scientific-research work, projects and international cooperation.

Article 28

The University has the Institute of the Mediterranean University (hereinafter: the Institute) as its organizational unit in order to promote and organize the scientific-research and professional work at the University, organize a permanent education programme, develop projects for the needs of the economy and society and international projects, provide consulting services to third parties, organize scientific and professional meetings, organize domestic and international cooperation, organize multidisciplinary studies and publish the publications regarding the activities of the Institute.

Activity

Article 29

The Institute shall:

- organize scientific-research work;
- organize scientific and professional conferences and seminars;
- organize domestic and international cooperation;
- organize centres and vocational schools for scientific and professional disciplines of special importance;
- develop vocational permanent education;
- provide consulting services;
- organize training and special-purpose consulting;
- projects on request of a domestic or foreign client;



- organize the legal position, organization, method of operation and management of the Institute referred to in paragraph 1 of this Article, which shall be governed by the decisions of the University Council, on the proposal of the Senate.

Article 30

UNIVERSITY MANAGEMENT

The University Management is an organizational unit of the University, which consists of the Management Board and the professional services of the University.

The University Management consists of the President, Rector, Vice-Rector, Executive Director, Finance Director, Deans, Vice-Deans, Heads of Departments, Director of the Institute and Secretary of the University.

PROFESSIONAL SERVICES

Article 31

The professional services of the University are made up of the employees who have concluded an employment contract with the University and who perform professional, administrative, technical and general tasks necessary for the functioning of the University and performing the tasks within its competence.

UNIVERSITY LIBRARY

Article 32

The University Library is an organizational unit of the University which carries out library and information and documentation tasks for the needs of students, teachers and teaching assistants of the University.

Article 33

The internal organization and job classification at the University and its organizational units shall be determined by a single act.

The act referred to in the previous paragraph shall be adopted by the Managing Board of the University on the proposal of the President.

Article 34

The decision on announcement of the vacancy for conferment of the academic title and the establishment of a working relationship with the academic staff (teachers and teaching assistants) shall be made by the Rector at the proposal of the Scientific-Teaching Council of the Faculty, upon the prior written approval of the President.

The decision on announcement of the vacancy for administrative staff at the University and its organizational units shall be made by the Rector, at the proposal of the Executive Director upon the previously obtained written approval of the President.



BODIES OF THE UNIVERSITY

Article 35

The governing bodies of the University shall be: the Council of Founders, the Managing Board and the President of the University.

The supreme academic body - the professional body of the University is the Senate of the University.

The managing body of the University is the Rector.

The professional body of the Faculty is the Teaching-Scientific Council.

Persons with special competences and responsibilities at the University are: the President of the University, Rector of the University, Deputy Rector, Vice-Rectors, Advisor to the President of the University, Executive Director, Faculty Deans, Vice Deans of the Faculty, Heads of Departments, Director of the Institute, Secretary of the University, the Finance Director of the University and other persons in accordance with the Rulebook on Internal Organization and Job Classification of the University.

Article 36

The Council of Founders shall consist of authorized representatives of the founders of the University.

The right of the Council of Founders shall be to:

- make amendments to the Memorandum of Association;
- determine the scientific-research, educational and development-investment policy;
- adopt a development plan and an annual work plan;
- adopt the Statute of the University and decide on its amendments
- plan and provide funds for the operation of the University;
- appoint and discharge the President of the University;
- appoint and discharge the Rector at the proposal of the President of the University
- decide on capital increase and decrease;
- adopt an annual statement of accounts with or without the report by an independent external auditor;
- decide on the joining of new founders;
- decide on the restructuring of the University and all status changes of the University, decide on the change and extension of the activity, the change of the name and the seat/address of the University, or its organizational units;
- decide on the organization of activities outside the seat of the University;
- decide on the foundation, merging, division and dissolution of the organizational units of the University;
- decide on the establishment of other legal entities, taking over of the share from other legal entities or transfer of the share to other legal entities or withdrawals therefrom;
- decide on the introduction, cancellation and merging of University study programmes, at the proposal of the Senate of the University;
- decide on the dissolution of the University in accordance with the law and this Statute;
- decide on convening the meetings of the Council of Founders;
- appoint and dismiss the members of the Managing Board of the University and determine the amount of remuneration;
- decide on voluntary liquidation of the University in accordance with the law and this Statute;
- authorize the conclusion of a contract for the purchase of assets from the founders when the payment exceeds one tenth of the capital of the University;
- appoint and dismiss the Audit Committee;



- decide on other issues as determined by the law and this Statute.

Article 37

The Council of Founders shall consist of one representative of each founder - members of the Council of Founders.

The Council of Founders shall have the Chairman and Deputy Chairman who are elected among and by the members of the Council of Founders, for a period of 3 years with the possibility of re-election.

The Council of Founders shall issue acts, decisions, conclusions and orders within the scope of its competence in performing the function of the governing body of the University.

In the decision-making process, each member of the Council of Founders, shall have the total number of votes equal to the percentage of his/her share in the capital of the University, i.e. proportionate to his/her initial contribution.

The founders represented by the authorized representative or personally, who own shares that constitute more than half of the capital of the University shall constitute a quorum.

Article 38

Decisions shall be made if representatives of founders who hold more than 50% of the capital of the University vote for them.

The President of the Council of Founders shall convene a session on his own initiative, at the proposal of a member of the Council of Founders whose capital amounts to at least 5% of the University's total capital, at the proposal of the President of the Managing Board of the University, at the proposal of the President of the University and at the proposal of the Rector of the University.

Article 39

The sessions of the Council of Founders shall be held where necessary and at least once a year.

The sessions of the Council of Founders of the University shall be chaired by the President of the University, or in his absence or indisposition, by the person appointed by the Council of Founders in the session itself.

In the cases of emergency, the Council of Founders, at the proposal of the President, may also be held via telephone or through written correspondence.

Article 40

At the sessions of the Council of Founders, the minutes shall be taken and signed by the recording secretary and the President of the Council of Founders.

The materials for the sessions of the Council of Founders shall be prepared by the Secretary of the University.

Detailed conditions for the work of the Council of Founders shall be regulated by the Rules of Procedure of the Council of Founders.



MANAGING BOARD

Article 41

In carrying out the management function, the Managing Board shall:

- consider and set the budget of the University at the proposal of the Rector of the University;
- adopt the financial plan of the University and its organizational units at the proposal of the Rector and supervise its implementation;
- consider the annual financial statement with the report of the independent auditor and the reports on the operation of the University;
- adopt the Rulebook on allocation of funds at the proposal of the President of the University;
- adopt the Rulebook on internal organization and job classification at the proposal of the President of the University;
- adopt the Rulebook on disciplinary and material liability of students at the proposal of the Rector;
- adopt the Rulebook on occupational safety at the proposal of the Rector;
- adopt the Rulebook on organization and conducting property inventory at the proposal of the Rector;
- adopt the Rulebook on archive and office operations and the List of categories of registration supplies at the proposal of the Rector;
- adopt the Rulebook on the use of seals and authorizations for the signing of acts at the proposal of the Rector;
- pass other general acts within the scope of its competence, whose adoption is prescribed by the law or other regulation;
- file a request for accreditation or reaccreditation of the institution and study programmes;
- establish special organizational forms for educational and research purposes;
- ensure the maintenance of up-to-date and accurate records on the revenues and expenditures of the University;
- ensure the execution of the financial audit in accordance with this Statute;
- determine the amount of tuition fees and other charges payable to the University at the proposal of the President of the University;
- decide on the introduction, cancellation and merging of the study programmes of the University, at the proposal of the Senate of the University;
- decide in the second instance upon students' complaints when the Senate has decided on the rights of students in the first instance, in accordance with the law and the general acts of the University;
- make decisions on the conclusion of contracts within the scope of activities of the University and other business decisions of the University, whose value exceeds the amount of € 50,000.00 (fifty thousand euros), with the prior written approval of the President of the University;
- appoint the members of the Senate at the proposal of the Rector, with the prior written approval of the President of the University;
- decide on other issues within the scope of competences stipulated by the law, this Statute and other general acts of the University.

The Managing Board shall have the obligation and responsibility to perform its duties in accordance with the principles of altruism, integrity, objectivity, openness, honesty and leadership.

Members of the Managing Board shall not act as representatives of any group in the performance of their duties or accept such a mandate, but each member shall act at any time solely in the interest of the University as a whole.



Article 42

The Managing Board shall have 7 (seven) members and it consists of:

- six representatives of founders and
- one representative of students;

The members of the Managing Board shall be appointed and dismissed by the Council of Founders. The proposal for appointment shall be made by the founder who alone or together with another founder has more than 5% of the capital of the University.

The proposal for appointment of the representative of students shall be made by the Student Parliament.

Article 43

A member of the Managing Board, apart from the representative of students, shall be appointed, i.e. elected for a period of three years.

The term of office of the representative of students shall last for one year.

A member of the Managing Board may be re-elected more than once to the same position.

The term of office of a member of the Managing Board, who has been subsequently appointed or elected to fill in the vacancy in the Managing Board, shall expire by the expiration of the term of office of the Managing Board.

Article 44

The term of office of a member of the Managing Board shall expire prior to the expiration of the term for which he/she is appointed or elected:

- upon his/her own request
- in the case of revocation; if he/she is sentenced to unconditional imprisonment.

Termination of membership in the Managing Board shall be ascertained by the Managing Board.

Article 45

A member of the Managing Board may be dismissed:

- if he/she acts in a manner that may discredit the University;
- if the incapacity to perform duties due to disability as evidenced by medical records is established;
- if he/she acts in a manner which demonstrates non-performance or refusal or negligence of his/her duties;
- if he/she is sentenced to unconditional imprisonment in accordance with the law;
- at the request of the Council of Founders or other entity that has its representative in the Managing Board.

The provisions of this Statute for the appointment or election of the members of the Managing Board shall be accordingly applied to the procedure of revocation of their appointment.



Article 46

The Managing Board shall have the President and the Vice-President

The Vice-President shall be elected at the constitutional session of the Managing Board.

The term of office of the President and the Vice-President shall last for three years with a possibility of re-election.

The Secretary of the University shall also be the Secretary of the Managing Board.

Article 47

The Managing Board shall make decisions by majority of votes of the total number of the present members.

Article 48

Members of the Managing Board may receive remuneration for their work in the Managing Board.

Article 49

The Rector, the Deputy Rector, Vice-Rectors and the Executive Director of the University may attend the sessions of the Managing Board, with no decision-making rights.

Article 50

The procedure for convening, conducting, decision-making and other issues related to the holding of sessions, the manner and scope of work of the Managing Board shall be regulated by the Rules of Procedure of the Managing Board.

PRESIDENT OF THE UNIVERSITY

Article 51

The President of the University shall be elected by the Council of Founders at the proposal of the founder who alone or together with another founder, has more than 5% of the founding capital.

The term of office of the President of the University shall last for three years, with the possibility of re-election.

The President of the University shall be authorized to represent the University, individually without any restriction in accordance with the law, the Statute and the Decision on Appointment.

The President shall be authorized to:

- represent the interests of the University in the country and abroad;
- provide strategic guidelines for the development of the University based on the identified advantages, weaknesses, challenges and opportunities;
- monitor and supervise the work of the University and all its organizational units;
- promote and initiate the role of the University in improvement of the economic situation, research and development, global competitiveness;



- manage the finances in order to achieve the mission and vision of the University;
- create and implement the investment policy;
- manage the activities related to projects awarded to the University;
- decide on employment and part-time engagement of teachers, teaching assistants and other academic staff;
- propose the Rector to the Council of Founders;
- appoint and discharge the Deputy Rector, Vice-Rectors, Deans, Heads of Departments, the Executive Director, and directors of other organizational units;
- appoint and discharge the Advisor to the President of the University;
- hand out the diploma to the Honorary Doctor of Science and Professor Emeritus;
- require submission of reports on work from all bodies of the University and reports on resolving individual issues within the scope of activities of the University;
- chair the Council of Founders;
- provide prior written approvals to the Rector when concluding contracts and other business decisions up to 50,000.00 Euro (fifty thousand Euros)
- provide prior written approvals to the Managing Board when making decisions on the conclusion of contracts and other business decisions of the University whose value exceeds 50,000.00 (fifty thousand) euros;
- make decisions on allocation of financial resources;
- make all other decisions in accordance with the law and within his competences.

The President of the University shall be entitled to suspend the execution and revoke all decisions of the University which he finds to have been adopted against the law and the provisions of this Statute.

All persons with special powers and responsibilities shall be accountable to the President for their work.

The President is independent in the performance of his duties.

The President shall be assisted by the Advisor in performing his duties.

The professional and administrative tasks for performing the function of the President of the University shall be carried out by the Executive Director, Secretary of the University and professional services of the University.

SENATE OF THE UNIVERSITY

Article 52

In performing its function, the Senate of the University as the highest academic body shall:

- decide on the issues regarding teaching, scientific, artistic and professional activities of the University;
- consider the strategy of development of academic activities of the University, including the introduction of new study programmes or division, merging or cancellation of the existing study programmes, and give opinions on these issues to the Managing Board and the Council of Founders of the University;
- determine the structure and contents of study programmes and subjects (courses);
- confer the academic and scientific titles;
- make decisions in the procedure of obtaining the academic Master's and Doctoral degrees;
- decide on the number of students to be enrolled in accordance with the law;
- adopt the Rulebook on the conditions, criteria and procedure of enrolment in the first year of study;
- adopt the Rulebook on the conditions and procedure for awarding the Honorary Doctorate;
- adopt the Rulebook on the procedure of election and the rights of the " Professor Emeritus";
- adopt the Rulebook on the publishing activity;
- issue the instructions for the preparation of the admission lecture;



- issue the instructions for the preparation of the inaugural lecture;
- adopt the act on the design (visual design) of the diploma;
- determine the policy and procedures of examining and assessing the academic performance of students;
- ensure a possibility of lifelong learning;
- determine the parent field of scientific disciplines;
- ensure the application of academic standards;
- establish and implement the procedures for quality assessment of teaching;
- award honorary titles (Honorary Doctorate and Professor Emeritus);
- adopt the Code of Academic Ethics;
- decide in the second instance on the imposition of disciplinary measures on students in accordance with the general acts of the University;
- consider the strategy of protecting the intellectual property of the University and its use;
- give opinions and proposals regarding all other issues at the request of the Rector, the Council of Founders or the Managing Board of the University;
- approve supplementary exam periods and set the timetable for supplementary exam periods;
- adopt the academic calendar.

Article 53

The Senate consists of nine members:

- the President of the University;
- Rector;
- Deputy Rector;
- Vice-Rector;
- representatives of organizational units from among the academic staff;
- two representatives of students.

Out of the total number of members of the Senate, at least 50% of members shall be from among the full professors of the University.

A member of the Senate from the academic staff shall be elected for a period of three years, with a possibility of re-election.

The term of office of the representatives of students shall last for one year.

The membership of the President, the Rector and the Vice-Rector in the Senate shall last throughout their term of office.

Article 54

The Senate shall make decisions by a majority vote of the total number of members entitled to participate in the decision-making process.

In the case of an equal number of votes "for" a particular decision and "against" a particular decision, the decision shall be reached if the President of the Senate has voted for it.

Only members of the Senate with the same or higher academic title may participate in the decision-making procedure for the conferment of academic titles.

Only members of the Senate with the same or higher academic title may participate in the decision-making procedure for the conferment of an appropriate academic title.



Article 55

The Senate shall be chaired by the Rector.

In the absence of the Rector, the Senate shall be chaired by the Deputy Rector.

Article 56

The Senate may establish councils, commissions or other working bodies for the purpose of giving opinions or proposals about certain issues within the scope of its work.

Article 57

The representatives of organizational units who are not the members of the Senate may attend, upon invitation, the sessions of the Senate.

Article 58

The procedure of convening, conducting, decision-making and other issues related to the holding of sessions and the work of the Senate shall be regulated by the Rules of Procedure of the Senate.

The Commission for monitoring, assurance, enhancement and development of the quality of study programmes and working conditions.

Article 59

In order to monitor and control the development of the quality of the University, the Senate shall establish the Commission for monitoring, assurance, enhancement and development of the quality of study programmes, teaching and working conditions (hereinafter: the Commission for Quality Assurance and Enhancement).

Article 60

The Commission's responsibilities shall be to:

- Prepare, propose standards, quality improvement procedures, and reports on University's self-evaluation adopted by the Senate;
- Organize, coordinate and implement evaluation procedures and develop internal mechanisms for quality assurance, enhancement and promotion at the level of a scientific-teaching member of the University;
- propose and control measures to improve the quality of work;
- collect data on the quality of study programmes and competences of graduates from economic and non-economic organizations and other relevant institutions.

The Commission, in co-operation with its management, shall plan the quality improvement strategy, conduct the evaluation programme and the quality enhancement procedure. It shall also coordinate the implementation of projects for the professional development of staff (academic, administrative and technical) in the field of quality.

The Commission shall draw up an annual and a long-term plan of activities in accordance with the Rulebook.

The Commission shall be obliged to submit a report on its activities to the President, the Rector and the Senate of the University.



The Report shall be submitted at least once a year, i.e. within the deadlines specified for the implementation of the programme within the competence of other organizational units of the University's quality system.

It shall also perform other tasks at the request of the Senate, the President and the Rector of the University.

Article 61

The Commission for Quality Assurance and Monitoring and Self-Evaluation consists of:

- Vice-Deans for Academic Affairs,
- Secretary of the University,
- a representative of teachers,
- a representative of teaching assistants,
- a representative of students (20% of the total number of members).

The term of office of the members of the Commission shall last for two years apart from students, whose term of office lasts until the end of studies.

The Commission shall elect the President of the Commission from among its members.

Article 62

The Commission shall report to the President, the Rector, the Managing Board and the Senate at least once a year on the status of quality and the activities undertaken to improve and enhance it.

The Senate may also establish other professional bodies to deal with certain issues within its competence and prepare the draft decisions.

The scope, composition and method of work of the professional body shall be specified by the decision of the Senate on the establishment of the professional body.

Audit Committee

Article 63

The University shall appoint the Audit Committee of at least three members. The Audit Committee shall be appointed by the Council of Founders. At least one member of the Audit Committee shall have the knowledge in the field of accounting and auditing and shall not be an employee, founder or member of the management body at the University.

Competences of the Audit Committee

Article 64

Audit Committee shall:

- monitor the financial reporting process;
- monitor the effectiveness of internal control of a legal entity and internal audit;
- monitor a statutory audit of annual and consolidated financial statements;



- monitor the independence of auditors or audit firms engaged in auditing, as well as the contracts on the use of additional services in accordance with Article 20 of the Law on Auditing;
- provide recommendations to the Council of Founders on the election of the audit firm or authorized auditor;
- consider plans and annual internal control reports as well as other issues related to financial reporting and auditing.

MANAGING THE UNIVERSITY

Rector

Article 65

The Rector shall manage and represent the University in accordance with the competences regulated by the law, the Statute and the Decision on Appointment.

The Rector shall be responsible for the efficient and quality work of the University, as well as for the management within the business policy determined by the Managing Board of the University.

The Rector, within his/her competences, shall:

- submit proposals to the governing bodies of the University related to the education and mission of the University, while being obliged to take into account the recommendations and opinions of the Senate of the University;
- implement the decisions of the Council of Founders, the Managing Board, the Senate and the President of the University;
- prepare the materials that are considered and adopted by the Managing Board of the University, the Council of Founders and the President of the University;
- take care of the implementation of decisions related to budget management within the financial plan approved by the Managing Board of the University;
- propose the Deans, heads of Departments and other organizational units of the University to the President;
- appoint and discharge the Vice-Deans of faculties at the proposal of the Dean of the faculty;
- appoint and discharge the Secretary and the Finance Director of the University at the proposal of the Executive Director;
- organize and manage academic activities at the University in accordance with the law, the Statute and the general acts of the University;
- conclude employment contracts with employees and part-time employees in accordance with the Decision of the President of the University;
- decide in the first instance on the rights and obligations of University staff, including disciplinary liability, in accordance with the law, the Statute and other general acts of the University;
- decide in the second instance on students' complaints where the Dean of the Faculty has decided on the rights of students in the first instance, in accordance with the law and general acts of the University;
- suspend the execution of the acts of the management bodies of the organizational units of the University if they are contrary to the law and the Statute;
- conclude contracts within the scope of the University's activities, whose value does not exceed 50,000.00 Euro (fifty thousand Euros), with prior written approval of the President of the University;



When undertaking all legal actions, as well as when signing an order for transfer of funds, the Rector shall be obliged to provide the signature of an authorized person who will be appointed by the President of the University by a special decision.

Article 66

The Rector may establish advisory and other working bodies for consideration and preparation of issues within his/her competence.

Article 67

The Rector shall be appointed by the Council of Founders at the proposal of the President of the University, without a public vacancy announced by the University or on the basis thereof.

The Rector shall have the title of a full professor.

The Rector shall be elected for a period of three years with the possibility of re-election.

Prior to taking office, the Rector shall be obliged to draft a three-year Work Plan for the duration of his/her term of office.

The Rector's Work Plan shall be considered and adopted by the Council of Founders.

The Rector shall be accountable to the Council of Founders, the Managing Board and the President of the University.

Article 68

The Rector's function shall terminate:

- by the expiration of the term of office;
- upon resignation
- if he/she is appointed to another function incompatible with the function of the Rector;
- if he/she is sentenced to unconditional imprisonment.
- if it is not able to perform the function of the Rector for a longer period.
- by dismissal specifying or without specifying the reason for his/her dismissal.
- by termination of employment by force of law or when legal preconditions for termination of employment are obtained;
- in other cases stipulated by the law.

Article 69

The Rector may be discharged before the expiration of the period for which he is appointed:

- if he/she is convicted of a criminal offense that makes him unworthy of the Rector's function;
- if he/she performs the Rector's function in an unprofessional or unconscientious manner;
- If he/she fails to perform the tasks stipulated by the law and this Statute or performs them contrary thereto or exceeds the authority, thereby causing considerable damage to the University;
- due to longer absence or impediment to perform this duty for a longer period of time.
- by a decision of the Council of Founders specifying or without specifying the reasons for his/her dismissal.



- by termination of employment by force of law or when the legal preconditions for termination of employment are obtained;
- in other cases stipulated by the law.

If the Rector's term of office terminates due to any of the above reasons or if he/she is discharged before the expiration of the term of office, the Acting Rector may be appointed until the appointment of the Rector.

The decision on dismissal of the Rector shall be made by the Council of Founders on the proposal of the President of the University.

The Rector may be discharged before the expiration of the mandate without specifying the reason by the decision of the Council of Founders on the proposal of the President of the University.

Rector's Office

Article 70

Professional, administrative, technical and other similar activities of the University shall be performed at the Rector's Office.

The Rector's Office shall perform its activities through the Rector's Collegiate Body and the enlarged Rector's Collegiate Body.

The Rector's Collegiate Body consists of: the Rector, the Deputy Rector, Vice-Rectors, the Executive Director, the Secretary of the University and the Finance Director.

The enlarged Rector's Collegiate Body consists of: the members of the Rector's Collegiate Body, Deans, heads of Departments and heads of other organizational units of the University.

The representative of the Student Parliament may also participate in the work of the Rector's Collegiate Body when student issues are discussed.

The Rector's Collegiate Body may be convened by the Rector, the Vice-Rector or the Deputy Rector. The Rector's Collegiate Body shall discuss and assist the Rector in decision-making on the issues concerning current operations, take positions and give opinions on matters within the scope of activities of the Senate, determine the guidelines and coordinate the work of organizational and other units of the University.

The Rectors' Collegiate Body shall have an advisory function.

Deputy Rector

Article 71

The Deputy Rector shall be appointed by the President of the University independently or at the proposal of the Rector.

The appointment of the Deputy Rector shall be made for a period of three years, with the possibility of re-election.

The detailed scope of competencies and powers of the Deputy Rector shall be determined by the President by his decision.

The function of the Deputy Rector shall terminate:



- by the expiration of the term of office;
- upon resignation
- due to longer absence or impediment to perform this duty for a longer period of time;
- if he/she is appointed to another function incompatible with the function of the Deputy Rector;
- if he/she is sentenced to unconditional imprisonment.
- by dismissal with or without specifying the reasons for his/her dismissal
- by termination of employment by force of law or when the legal preconditions for termination of employment are obtained;

The Deputy Rector may be discharged prior to expiration of the period for which he/she is appointed in the same manner and under the same conditions as specified for the Rector of the University.

Vice-Rectors

Article 72

Vice-Rectors shall be appointed by the President of the University independently or at the proposal of the Rector.

The appointment of Vice-Rectors shall be made for a period of three years, with the possibility of re-election.

The President shall determine the detailed scope of competences and powers of Vice-Rectors by his decision.

The Vice-Rector's function shall terminate:

- by the expiration of the term of office;
- upon resignation
- due to longer absence or impediment to perform this duty for a longer period of time;
- if he/she is appointed to another function incompatible with the function of the Vice-Rector;
- if he/she is sentenced to unconditional imprisonment.
- by dismissal with or without specifying the reasons for his/her dismissal
- by termination of employment by force of law or when the legal preconditions for termination of employment are obtained;

The Vice-Rector may be discharged prior to expiration of the period for which he/she is appointed in the same manner and under the same conditions as specified for the Rector of the University.

Two Vice-Rectors may be appointed at the University: for Academic Affairs and International Cooperation.

Article 73

The Rector may authorize the Deputy Rector to exercise all powers of the Rector in the event of his/her temporary absence or impediment.



Executive Director

Article 74

The Executive Director shall be elected by the President of the University from among the persons who have the appropriate qualifications and experience and who fulfil the special conditions stipulated by the Act on internal organization and job classification at the University.

The term of office of the Executive Director shall last for three years with the possibility of re-election

The Executive Director shall:

- prepare the materials which are further considered and adopted by the Managing Board of the University, the Council of Founders and the President of the University;
- take care of the implementation of the decisions of the Council of Founders, the Managing Board, the President and the Rector of the University;
- manage the administration of the University's internal units and services in accordance with the law, the General Collective Agreement, the Statute and other general acts of the University;
- perform other activities in accordance with the Statute of the University.

The Executive Director shall be accountable to the Managing Board, the President and the Rector for the tasks and activities within his/her competence.

Article 75

The function of the Executive Director shall terminate:

- by the expiration of the term of office;
- upon resignation;
- if he/she is sentenced to unconditional imprisonment;
- by dismissal with or without specifying the reasons for his/her dismissal
- by termination of employment by force of law or when the legal preconditions for termination of employment are obtained;

Article 76

The Executive Director may be discharged before the expiration of the period for which he/she is appointed:

- if he/she is convicted of a criminal offense that makes him/her unworthy of the Executive Director's function;
- if he/she performs the Executive Director's function in an unprofessional or unconscientious manner;
- if he/she fails to perform the tasks stipulated by the law and this Statute or performs them contrary thereto or exceeds the authority, thereby causing considerable damage to the University;
- due to longer absence or impediment to perform this duty for a longer period of time.
- in other cases stipulated by the law.

Article 77

The Advisor to the President of the University shall be appointed by the President.

The term of office of the Advisor shall last for three years with the possibility of re-election.

The Advisor shall:



- initiate cooperation with domestic and foreign educational and scientific-research organizations and institutions;
- attend and participate in the work of the Rector's Collegiate Body;
- initiate the measures for quality assurance of the institution and study programmes;
- monitor educational and scientific policies at the national level;
- perform other activities by order of the President.

The Advisor's function shall terminate:

- by the expiration of the term of office;
- upon resignation;
- due to longer absence or impediment to perform this duty for a longer period of time;
- if he/she is appointed to another function incompatible with the function of the Advisor;
- if he/she is sentenced to unconditional imprisonment

The Advisor shall be accountable to the President for the tasks and activities within his/her competence.

Secretary of the University and Finance Director

Article 78

The Secretary of the University shall be appointed by the Rector on a proposal of the Executive Director from among the persons who have the appropriate qualifications and experience and who fulfil the special conditions stipulated by the act on internal organization and job classification of the University.

The term of office of the Secretary shall last for 3 years with the possibility of re-election.

In the event that the Secretary has not been appointed, his/her duties shall be performed by the Executive Director and vice versa.

The Finance Director shall be appointed by the Rector on a proposal of the Executive Director from among the persons who have the appropriate qualifications and experience and who fulfil the special conditions stipulated by the Act on internal organization and job classification of the University.

The term of office of the Finance Director shall last for 3 years with the possibility of re-election.

The Finance Director shall be accountable to the President, the Rector, the Deputy Rector and the Executive Director of the University for his/her work.

Article 79

The Secretary shall be accountable to the President the Rector, the Deputy Rector and the Executive Director for the efficient and rational functioning of the administrative and legal duties he/she has been entrusted with in accordance with the general acts of the University.



BODIES OF ORGANIZATIONS UNITS

Article 80

The professional body of the Faculty shall be the Scientific and Teaching Council (hereinafter referred to as: the Council).

The Council shall consist of:

- the Dean;
- the Vice-Dean;
- academic staff employed at the faculty;
- representatives of students in the number of 20% of the total number of Council members.

The term of office of student representatives shall last for one year.

Article 81

The Council shall:

- monitor the organization and implementation of teaching activities and work of students at the Faculty;
- initiate and monitor the scientific, professional and artistic work of the members of the Council;
- give opinions and proposals to the Dean on all issues concerning the implementation of the teaching process at the Faculty;
- give proposals to the Senate regarding the changes in the structure and contents of the study programme and subject, teaching methods and other academic issues;
- give the proposal to the Senate for the conferment of academic titles;
- propose the Vice-Deans to the Rector if so requested by the Rector;
- perform other activities stipulated by this Statute or another general act of the University.

Article 82

The Council shall make decisions within its competence by majority of votes of the total number of members entitled to participate in the decision-making process.

In the procedure of proposing the candidates for conferment of academic titles, only the members of the Council with the same or a higher academic title shall have the decision-making right.

Article 83

The procedure for convening, conducting, decision-making and other issues related to the holding of sessions and work of the Council shall be regulated by the Rules of Procedure.

Article 84

The Dean shall be the management body of the faculty.

The Dean shall be elected from among professors of the faculty unless the President of the University decides otherwise. The Dean shall be obliged to submit the programme of development of the University unit. The Dean shall be elected for a period of three years with the possibility of re-election.



The Dean shall be directly accountable to the President, the Rector, the Senate of the University for his/her work and the work of the Scientific and Teaching Council.

The Dean shall:

- organize pedagogical, scientific-professional and artistic work and manage the faculty;
- chair the sessions of the Council;
- represent the faculty in accordance with the law and the Statute of the University;
- execute decisions of the Council, the Senate and the governing and managing bodies of the University;
- submit reports on organization and implementation of the teaching process;
- establish commissions or other working bodies for providing opinions on certain issues within the scope of his/her duties;
- adopt acts in accordance with this Statute and other general acts of the University;
- perform other tasks stipulated by this Statute or another general act and the tasks he/she has been entrusted with by the competent authorities of the University.

Article 85

The Dean's function shall terminate:

- by the expiration of the term of office;
- upon resignation;
- by the termination of employment;
- if he/she is elected to another function incompatible with the function of the Dean;
- If he/she is sentenced to unconditional imprisonment in accordance with the law

The Dean may be discharged before the expiration of the period for which he is appointed:

- if convicted of a criminal offense that makes him/her unworthy of the Dean's function;
- if he/she performs the Dean's function in an unprofessional or unconscientious manner;
- if he/she fails to perform the tasks stipulated by the law and this Statute or performs them contrary thereto or exceeds the authority, thereby causing considerable damage to the University;
- if he/she is prevented from performing the Dean's function for more than three months

Article 86

The Faculty may have one or more Vice-Deans.

The Vice-Dean shall:

- propose the organization of the teaching process;
- make preparations for the beginning of the academic year;
- monitor the teaching process;
- prepare reports on the realization of the teaching process;
- propose measures for improvement and advancement of the teaching process;
- coordinate other activities of importance to the implementation of the teaching process.



Article 87

Vice-Deans shall be appointed by the Rector at the proposal of the Dean of the Faculty.

Vice-Deans shall be appointed for a period of three years, with the possibility of re-election.

The Vice-Dean's function shall terminate:

- by the expiration of the term of office;
- upon resignation;
- by the termination of employment;
- if he/she is appointed to another function incompatible with the function of the Vice-Dean;
- if he/she is sentenced to unconditional imprisonment.

The Vice-Dean may be discharged before the expiration of the period for which he/she is appointed:

- if convicted of a criminal offense that makes him/her unworthy of the Vice-Dean's function;
- if he/she performs the Vice-Dean's function in an unprofessional or unconscientious manner;
- If he/she fails to perform the tasks stipulated by the law and this Statute or performs them contrary thereto or exceeds the authority, thereby causing considerable damage to the University;
- if he/she is prevented from performing the Vice-Dean's function for more than two months.

Vice-Deans shall be accountable to the Dean and the Rector for their work.

Bodies of the Department of Master's and Doctoral Studies

Article 88

The professional body of the Department of Postgraduate Studies is the Council of Department (hereinafter referred to as: the Council)

The members of the Council of Department are teachers who conduct classes within the Department.

The Department of Postgraduate Studies shall be managed by the Head of Department for Master's and Doctoral Studies.

The Head of the Department is the President of the Council of Department by his/her function.

The duties and responsibilities of the Head of Department of Postgraduate Studies and the heads from paragraphs 3 and 4 of this Article shall be:

- organization of the work of the Department, which is synchronized with the objectives of the University;
- implementation of study programmes determined by the licenses on accreditation of the higher education institution and the operating license;
- implementation of teaching - scientific and educational activities of the Faculty;
- participation in the issuance and distribution of a diploma in accordance with the law and accredited study programmes;
- fulfilment of other tasks in accordance with this Statute and other general acts of the University.



The heads of the Department of the Master's and Doctoral Studies shall be appointed by the President of the University, independently or at the proposal of the Rector.

Article 89

Competencies of the Council of Department shall be to:

- analyse the teaching process and give opinion and proposals to the Head on all issues related to the teaching process at the Master's and Doctoral studies;
- monitor the work of students on the Department;
- make proposals to the Senate regarding the changes in the structure and contents of study programmes, teaching methods, and other issues of relevance to teaching and programmes;
- perform other tasks of importance for the work of the Department, in accordance with this Statute and other general acts.

Heads of Master's and Doctoral studies shall be accountable to the Dean, the Rector and the President for their work.

UNIVERSITY STAFF

Article 90

The University staff shall consist of all employees at the University.

Article 91

The academic staff of the University are the individuals with academic titles and the teaching assistants who are directly involved in implementation of the study programme.

Academic titles are:

- Full professor,
- Associate Professor,
- Assistant Professor,
- Professor of a technical college of vocational studies and a lecturer of a technical college of vocational studies which is organized as an organizational unit of the University

The total number of the academic staff referred to in paragraph 1 of this Article shall be determined by the Act on internal organization and job classification at the University, which is adopted by the Managing Board of the University, at the proposal of the President.

Article 92

The academic staff shall be appointed by the Senate on the basis of a public vacancy, for a period of five years, with the exception of a full professor who is elected for an indefinite period of time.

The decision on the announcement of a vacancy shall be made by the President of the University.

A conferment of a higher academic title shall be done after the period of conferment of a lower title has expired.



The vacancy for conferment of an academic title shall be announced six months prior to the expiration of the period of the previous conferment.

The vacancy may be announced for a subject, a group of subjects or the defined scientific field with the application of the parent field principles. The Dean shall be responsible that the procedure for preparing the proposals for conferment of an academic or scientific title is carried out within the deadlines stipulated by the law, this Statute and the general acts.

The Senate shall appoint the Review Committee (hereinafter referred to as: the Committee) at the proposal of the Council of the organizational unit.

Reviewers shall submit separate reports.

Members of the Committee may not hold a lower title than the one a candidate is conferred on and may not be related to the candidate in the lineal kinship or collateral kinship up to the fourth degree conclusive.

The reviews shall be published in the University Bulletin and shall be available to the public for 30 days following the date of their publication and objections may be filed within that period. The Council of the organizational unit of the University shall be obliged to decide on the objection within 30 days of the day of filing, with a prior opinion obtained from the Review Committee.

The Council of the organizational unit, based on the report of the reviewers, shall determine the proposal for the Senate, after the expiration of the last day of public inspection, that is, after the expiration of the deadline for filing the objection.

The decision on the appointment shall be made by the Senate by a majority vote of the total number of members with the decision-making right, in accordance with this Statute.

The decision of the Senate shall be final.

The Rector shall conclude an employment contract with the selected candidate, and the Dean of the organizational unit of the University shall be responsible for its implementation.

Article 93

During the procedure of conferment of academic titles, the candidate may be recognized the first title conferred on him/her and the period since he/she was conferred the title at another university or faculty. The decision regarding this issue shall be reached by the Senate at the proposal of the expert commission.

A person who has earned a certain academic title at the University, and who earns a higher academic title at another university before the prescribed period, shall not be recognized the earned title.

During the procedure of conferment of academic titles, the participation of international experts as members of the committees for consideration of application documents and preparation of reviews may be allowed, upon the decision of the Senate.

Article 94

The procedure, manner and conditions for the appointment of the Commission for preparation of reports for conferment of a title, the contents of the reports, the publication of the reports, the terms of the conferment procedure and other issues regarding the conferment procedure shall be specified by the Rules adopted by the Senate.



Article 95

The procedure of conferment of scientific titles: a scientific advisor, a senior scientific associate and a scientific associate, at the organizational units of the University whose activity is exclusively scientific and research work, shall be conducted by the Senate in accordance with a special law.

The provisions of this Statute relating to the conferment of academic titles shall accordingly be applied to the conferment of scientific titles, unless otherwise provided for by a special law.

Article 96

Students of Master's and PhD studies may participate in carrying out particular forms of teaching and scientific-research work at the University as teaching assistants and research associates for a definite period of time.

A contract with the teaching assistant may be renewed according to the procedure prescribed for his/her appointment.

The appointment of a teaching assistant and research associate shall be made on the basis of a public vacancy.

The decision on the public vacancy announcement shall be made by the President of the University.

The field of engagement and the period of engagement shall be specified by the public vacancy.

The report on the applicants shall be written by the Commission, whose member is also the subject teacher. The report shall be submitted for consideration to the Council of the organizational unit of the University.

The Commission referred to in paragraph 6 of this Article shall be appointed by the Dean, that is, the head of the organizational unit of the University.

The decision on the appointment of teaching assistants and research associates shall be made by the Rector, at the proposal of the Council of the organizational unit.

The contract with the person from the previous paragraph shall be concluded by the Rector.

The subject teachers shall be obliged to submit a report on the work of teaching assistants and research associates to the Scientific -Teaching Council of the faculty at the end of the academic year.

Article 97

In the implementation of the teaching process, the academic staff shall be assisted by professional staff with the following titles:

- senior language instructor
- language instructor,
- senior expert associate,
- expert associate and
- laboratory assistant.



Article 98

A senior language instructor and a senior expert associate may independently conduct the practical classes with students in accordance with the study programme.

The total number of professional staff shall be determined by the Act on internal organization and job classification at the University.

The appointment of professional staff shall be made on the basis of the decision of the President of the University, by the public vacancy, for an indefinite or definite period of time, in accordance with the provisions of this Statute and the Act on internal organization and job classification for the organizational unit of the University where the appointment is made.

A person with university degree who meets the special conditions prescribed by the Act on internal organization and job classification for the organizational unit of the University may be appointed as the professional staff, except for the laboratory assistant.

A person who has at least a secondary school diploma and meets the special conditions prescribed by the Act on internal organization and job classification for the organizational unit of the University where the appointment is made may be appointed as a laboratory assistant.

The Rector shall conclude an employment contract with the selected candidate upon the prior approval of the President of the University.

Article 99

The number of teaching assistants and research associates in an academic year shall be determined by the Rector at the proposal of the Council of the organizational unit of the University.

The number of professional staff in an academic year shall be determined by the Rector at the proposal of the Council of the organizational unit of the University.

Article 100

The conditions for conferment of an academic title shall be:

- for the title of Professor, a candidate shall hold a PhD degree, demonstrate a high level of knowledge of the relevant subject or field, which is substantiated by publications in relevant international and domestic scientific journals, textbooks, monographs, participation at domestic and international conferences and other activities, as well as pedagogical and organizational skills in academic work, etc., in accordance with the Criteria for conferment of academic titles;
- for the Assistant Professor title, a candidate shall hold a PhD degree, have the papers published in relevant international and domestic scientific journals, demonstrate good results in teaching and scientific activities and thorough knowledge of the subject in the relevant field in accordance with the Criteria for conferment of academic titles; and
- for the title of a lecturer and professor of a technical college of vocational studies, the candidate shall hold a PhD degree and demonstrate good results in teaching and professional activities.

A teaching assistant and a research associate may be:



- a student of Master's studies who shows an inclination towards teaching, and who has completed the undergraduate and specialist studies with the minimum average grade of "B" (GPA in a numerical equivalent of at least 8.50).

An employment contract shall be concluded with the person referred to in paragraph 2 of this Article, for a period of one year, but no longer than four years.

- a PhD student who has completed the previous levels of study with the total average grade of at least "B" (GPA in a numerical equivalent of at least 8, 50) and demonstrates an inclination towards teaching.
- An employment contract shall be concluded with the person appointed as a teaching assistant, referred to in the previous paragraph, for a period of three years, but no longer than seven years.
- A contract with the teaching assistant who has obtained the PhD title shall be concluded for a period of up to five years.

The employment contracts with the persons referred to in previous paragraphs shall be concluded by the Rector upon the prior written approval of the President of the University.

Article 101

The conditions for the conferment of academic titles for arts-specific and arts-related courses at the Faculty of Visual Arts shall be:

- for the title of Professor, a candidate shall hold public presentations of artistic works, make a significant contribution to the development of arts and culture, have, as a rule, the minimum degree of Master of Arts or Master of Science, and demonstrate pedagogical and organizational skills in academic work in accordance with the Criteria for conferment of academic titles;
- for the Assistant Professor title, a candidate shall be obliged to have the recognized artistic works and demonstrate achievements and outstanding results in teaching in accordance with the Criteria for conferment of academic titles;
- for the title of a lecturer and a professor of a technical college of vocational studies, a candidate shall demonstrate pedagogical skills and outstanding results in teaching and research or in public presentations.

The conditions for conferment of the title of a teaching assistant in artistic work shall be: a candidate must demonstrate an inclination towards teaching or artistic work and have at least the "B" average grade (GPA in a numerical equivalent of at least 8.50).

An employment contract shall be concluded with the arts teaching assistant for a period of one year, but no longer than four years.

The employment contracts from the previous paragraph shall be concluded by the Rector upon the prior written approval of the President of the University.

Article 102

For the conferment of the academic title, the academic staff, besides the above mentioned conditions, shall also fulfil the conditions prescribed by the Criteria for Conferment of Academic Titles adopted by the Higher Education Council.



Article 103

All conferments shall be made on the basis of academic merits, without discrimination on any grounds.

Article 104

The Code of Academic Ethics contains the standards of behaviour adapted to the activities of the University, as well as the standards of unacceptable behaviour, including protection against plagiarism.

The academic staff shall be obliged to adhere to the Code of Academic Ethics in their work, activities and behaviour at the University and to protect the reputation of the University.

The Code of Academic Ethics shall be adopted by the Senate at the proposal of the Commission appointed by the Rector.

The Commission referred to in paragraph 2 of this Article shall be composed of one representative from among the academic staff of each organizational unit of the University.

The Code of Academic Ethics shall define the principles and rules of conduct that the academic staff must adhere to in order to protect and enhance the dignity and reputation of the University, in accordance with the mission of the University, as well as the procedure in case of breach of ethical principles.

Article 105

The manner of conducting the procedure and decision-making referred to in paragraph 2 of this Article shall be stipulated by the Statute in accordance with a special law.

Where it has been established by a decision of the competent court that a person has plagiarized the paper, the University shall declare null and void all the grades, awards, and titles that the person engaged in plagiarism has earned at the University on the basis of such a paper.

Article 106

A retired full professor may be awarded the Professor Emeritus title by the Senate.

The procedure for the conferment of the "Professor Emeritus" title shall be prescribed by a special Rulebook adopted by the Senate.

Professor Emeritus shall have the right to a remuneration determined by the decision on conferment, and if he/she is engaged in the teaching process, the detailed rights and obligations shall be determined by the temporary service agreement.

Article 107

In exceptional cases, without a public vacancy announcement, based on the decision of the Senate and on the proposal of the Council of the organizational unit, a person with an academic title from the other higher education institution outside the territory of Montenegro may be engaged as a visiting professor for one academic year.

A visiting professor may be a thesis supervisor to students.



Article 108

The University or the organizational unit of the University, as decided by the Rector of the University, may engage a person holding an academic title awarded at another university where he/she is permanently employed for the implementation of the teaching process.

A distinguished practitioner, with a PhD degree, as a rule, or a prominent artist may be engaged in the implementation of the teaching process.

The decision on engagement of the persons referred to in paragraphs 1 and 2 of this Article shall be made by the President of the University on the proposal of the Rector or the Dean.

A contract for teaching services shall be concluded with the person referred to in paragraphs 1 and 2 of this Article for the period of one academic year upon the prior written approval of the President of the University.

Article 109

Academic staff with the title of Full Professor or Associate Professor of the University shall have the right to "a year off" (a sabbatical - every seventh year as a one-year leave), which is decided by the Managing Board of the University, with a prior opinion of the Senate.

Article 110

The internal organization and job classification at the University and its organizational units shall be determined by a separate act.

The act from the previous paragraph shall be adopted by the Managing Board of the University, at the proposal of the President of the University.

The President of the University may establish a commission or expert team to prepare a proposal of the Rulebook on internal organization and the act on job classification.

Article 111

Full time working hours amount to a 40- hour working week.

Within the full-time working hours, academic and professional staff shall be obliged to take part in lecturing, consultations with students on days when they are not engaged in teaching, scientific-research, artistic and professional work, preparation of lectures and exams, work in the bodies of the University, or bodies of the organizational unit of the University and other activities of the University and the Faculty.

Article 112

In the implementation of the study programme, the academic and professional staff of the University shall be obliged to hold the following number of classes on a weekly basis:

- 6 classes of lectures, Full Professor, Associate Professor and Assistant Professor;
- 12 classes of lectures - senior language instructor;
- 12 classes of lectures – language instructor;
- 8 classes of lectures – teaching assistant (a student of Doctoral studies and a Doctor of Philosophy);
- 10 classes of lectures – teaching assistant (a student of Master's studies);
- 14 classes of lectures - senior expert associate and expert associate.



If the prescribed duties cannot be completed within the specified working hours, the additional workload of the academic and professional staff may be up to 50% of the established teaching workload, on the basis of which the salary may be increased in accordance with the Rulebook on wages of the University employees.

Notwithstanding the previous paragraph, the President of the University may exempt from teaching the Dean of the Faculty at the proposal of the Rector, or the Vice-Rector of the University at the proposal of the Senate, for one academic year or during his/her term of office.

SELF - EVALUATION - QUALITY ASSESSMENT

Article 113

Self-evaluation shall be carried out continuously (semi-annually and periodically at the intervals determined by the Senate, through surveys, quality control, teaching methods and regular attendance of classes, analysis of exam results and otherwise).

The Faculty shall carry out the self-evaluation procedure independently and through the University, that is, the evaluation and quality assessment of its study programmes and working conditions. The reports shall be submitted to the Senate of the University.

Self-evaluation methods shall be determined on the basis of study programmes, teaching equipment, qualifications of academic staff, teaching methods, the pass rate in exams, percentage of students who have completed the studies and other necessary performance indicators of the work of the University or the organizational unit of the University.

The procedure for ensuring and enhancing the quality system shall be carried out in accordance with the criteria and standards for self-evaluation and the quality assessment procedures of higher education institutions.

Article 114

The Managing Board shall establish special control bodies, define their scope of work, dynamics and method of work.

Foreign experts may be included in the composition of the bodies referred to in paragraph 1 of this Article.

STUDY PROGRAMMES, STUDY RULES, EXAMINATION AND ASSESSMENT PROCEDURE

Article 115

The studies at the University shall be realized on the basis of the accredited study programme and in accordance with the rules of study based on the European Credit Transfer System (ECTS).

Article 116

The University shall determine study programmes, rules of study, knowledge assessment and examination procedure by the rules which are transparent and accessible to students.

Article 117

Study programmes at the University shall be realized at:



- undergraduate studies;
- Master's (postgraduate) studies;
- Doctoral studies.

Undergraduate and postgraduate study programmes may be accredited as academic and applied, and Doctoral ones only as academic.

The study programme shall include the practical classes (at least 25% in relation to the workload of students per subject or year), as well as the learning outcomes for the scientific field of the study programme and the competences for performance of the activity.

Undergraduate study programmes shall include at least two elective modules.

Interdisciplinary study programmes shall be organized from at least two scientific fields.

Article 118

The University may establish the Centre for Doctoral Studies aimed at enhancing the quality of doctoral studies and greater international recognition of the University within the European research area of higher education, as well as fostering the links with the community.

The University may participate in the organization and implementation of a joint study programme of doctoral studies with other institutions of higher education, from the scientific or artistic fields for which they are the parent organizational units.

The decision from paragraph 2 shall be made by the Senate, on a joint proposal of the councils of organizational units.

Procedures, admission requirements and other issues related to the realization of a joint study programme of doctoral studies shall be specified by a general act adopted by the Senate.

Article 119

The University may establish the Centre of Master's Studies, in accordance with the general act.

The Centre of Postgraduate Master's Studies is the holder of certain master's studies implemented in the Departments, with the aim of improving the quality of these studies, linking the existing ones and encouraging the establishment of new Master's studies.

The University may participate in the organization and implementation of a joint study programme of Master's studies with other institutions of higher education, from the scientific or artistic fields for which they are the parent organizational units.

The decision referred to in paragraph 2 shall be made by the Senate, on a joint proposal of the councils of organizational units.

Procedures, admission requirements and other issues related to the realization of a joint study programme of Master's studies shall be specified by a general act adopted by the Senate



Distance learning

Article 120

Teaching can also be organized as distance learning, but the exams are taken in the premises of the institution.

The conditions and manner of organizing the teaching and exams referred to in paragraph 1 of this Article shall be prescribed by the Ministry, with a prior opinion of the Council.

Article 121

The study year shall be organized in two semesters: winter and summer.

The beginning of the semester shall be determined by the academic calendar adopted by the Senate.

The realization of the study programme in one semester shall last for 15 weeks.

After completion of the semester, another exam period (makeup exams) shall be organized.

Article 122

The scope of the study programme implemented in one year is 60 ECTS.

The scope of the study programme implemented in one semester is 30 ECTS.

Article 123

A full-time student is a student who has registered for at least 2/3 of the total number of ECTSs for the first time in one study year.

A full-time student may enrol in the next year of study if he/she has accumulated at least 45 ECTS credits.

A student has the right to register for 60 ECTS per study year, which also includes the number of unearned credits from the previous academic year.

Exceptionally, a student who has fulfilled all obligations from the previous study year may register for up to 80 ECTSs, upon approval of the Dean.

The Faculty's Scientific and Teaching Council shall specify the detailed rules of study, subjects and additional requirements that the student has to fulfil as a condition for attending classes from individual subjects in the current academic year.

Article 124

Assessment and grading shall be done in accordance with the ECTS grading scale: A, B, C, D, E and F.

The passing grades are: A, B, C, D and E and according to the ECTS, they have the following meaning:

- A - excellent (equivalent to grade 10),
- B - very good (equivalent to grade 9),
- C - good (equivalent to grade 8),
- D - satisfactory (equivalent rating is 7),



E - sufficient (equivalent to grade 6),
F – insufficient

Article 125

The subject teacher shall be obliged to familiarize the students at the beginning of the semester with the information list, the methodology of teaching, progress monitoring and assessment, the form and contents of the final exam, the structure of the total number of points and the manner in which the grades are formed.

The work of students shall be monitored and evaluated continuously during one semester in accordance with the rules of study compliant with the ECTS scale.

Assessment shall be done by assigning points for each form of knowledge assessment activity throughout the semester and in the final exam.

In the structure of the total number of points, 50% shall be provided for the activities of knowledge assessment during the semester, and 50% for the final exam.

The form and contents of the final exam shall be determined by the subject teacher.

Article 126

The rules of study, a method of student assessment and other issues shall be specified by the Rulebook adopted by the Senate of the University, in accordance with the rules of study compliant with the ECTS scale and the provisions of this Statute.

Article 127

Two Departments of the University may jointly implement undergraduate or postgraduate study programmes (studies of combined study programmes).

The organization and the manner of implementing combined programmes shall be regulated by a special act of the Senate of the University.

EDUCATION LEVEL QUALIFICATIONS AND DIPLOMAS

Article 128

The qualifications of education levels VI, VII and VIII and the following diplomas shall be obtained at the University:

- qualification of education level VI - diploma of applied/academic undergraduate studies (BSc/BA/BApp) after completion of the study programme, which typically lasts for three years and consists of 180 ECTS;
- qualification of education level VII - diploma of applied / academic Master's studies (MSc / MA / MApp) after completion of the study programme, which typically lasts for two years and consists of 120 ECTS and which, together with the undergraduate study programme and/or the specialist studies programme lasts for at least 5 years and consists of 300 ECTS;



- qualification of education level VIII - diploma of academic doctoral studies (PhD) - after completion of the study programme, which typically lasts for three years and consists of 180 ECTS, and which together with the previously completed study programmes lasts, as a rule, at least 8 years, and consists of 480 ECTS.

In addition to the education level qualifications from the previous paragraph, other education level qualifications and diplomas may also be obtained at the University, in accordance with the law.

The education level qualifications acquired at the University after completion of particular study programmes and the diplomas obtained shall be determined by the Senate of the University by a special act.

Article 129

The structure and contents of postgraduate study programmes shall be determined by the Senate at the proposal of the Scientific and Teaching Council of the organizational unit of the University - at which the study programme is implemented.

The rules of postgraduate studies, the method of conducting exams, research work and defence of the Master's thesis shall be regulated by the Rulebook adopted by the Senate of the University.

Article 130

A person who has obtained a certain level of education qualification and a diploma may have his/her qualification of a certain level of education and diploma revoked, upon the decision of the Managing Board of the University, and at the proposal of the Senate, in the cases of fraud or deception, including the plagiarism or appropriation of someone else's authorship, copyright infringement or other unethical practices in the preparation of the Master's thesis, doctoral dissertation or other scientific papers.

Article 131

The structure and contents of the study programme implemented for the award of the PhD degree shall be determined by the Senate at the proposal of the Scientific and Teaching Council of the organizational unit of the University where the study programme is implemented.

The rules of doctoral studies, the method of conducting exams, research work and defence of the Doctoral thesis shall be regulated by the rules adopted by the Senate of the University.

PROFESSIONAL AND OTHER QUALIFICATIONS, SCIENTIFIC - RESEARCH WORK, FULFILLMENT OF STANDARDS AND CULTURAL NEEDS OF EMPLOYEES AND STUDENTS AND GENERATION OF PROFIT

Article 132

The University may, within the scope of its activities, implement different educational programmes for the acquisition of professional qualifications, through modules or courses as parts of the publicly recognized study/educational programme and through special educational programmes.

The University shall issue the certificate to the person who has completed the programme referred to in paragraph 1 herein as the evidence of the acquired professional qualification or a part thereof.

Other qualifications may be acquired at the University in accordance with the law governing the national qualifications framework.



Article 133

The University may establish endowments, foundations and other forms of association aimed at addressing the needs of students and the University.

Article 134

The University may independently or at the proposal of an organizational unit, establish the centres and laboratories for the purpose of carrying out scientific-research work and gaining profit, or directly provide services to third parties under commercial conditions, within the activity for which it meets the prescribed conditions.

The University may be the founder or co-founder of companies in order to commercialize scientific results, discoveries or patents and works of art, or encourage cooperation with the business sector.

All the earnings/profit that the University has generated shall be used for the development of the University and advancement of scientific-research activities.

ADMISSION AND STUDY TRANSFER

Article 135

The student shall have the right to enrol in the study programmes for obtaining the diplomas of applied undergraduate studies or academic undergraduate studies. The admission shall be gained on a competitive basis, in accordance with the results obtained in the Matura exam, i.e. at the completion of secondary education, according to the criteria and procedure set forth in the Rulebook adopted by the Senate of the University.

Additional requirements may be prescribed for admission to certain study programmes for the prior assessment of the knowledge, preferences and skills necessary for successful completion of the selected programme, in accordance with the act referred to in paragraph 1 of this Article.

The competition for enrolment in study programmes shall be announced by the University.

The number of students to be admitted shall be determined by the operating license of the Faculty, i.e. the University.

The act referred to in paragraph 1 of this Article shall be publicly announced by the University.

The study transfer from the same or related study programmes and the rights on the basis of student mobility shall be exercised in accordance with the rules established by the Senate at the proposal of the Scientific and Teaching Council of the Faculty.

RIGHTS AND OBLIGATIONS OF STUDENTS

Article 136

The student status shall be acquired by enrolment on a particular study programme.

Article 137

The student admitted to the University shall have the right to:

- attend lectures, seminars and other forms of classes organized in accordance with their academic status;



- use libraries, computer rooms and other services provided by the University to students in accordance with the rules of their work;
- express the opinion on the quality of teaching and work of academic staff, without bearing any consequences as a result of this.
- exercise the rights regarding the standard of students;
- elect and be elected in the bodies of the University, or the bodies of its organizational units in accordance with the Law on Higher Education and this Statute;
- representation of at least 20% of the total number of members in professional bodies and governing bodies;
- exercise other rights in accordance with the law and this Statute.

The student shall have a special right to equality and non-discrimination on any grounds.

Article 138

The student shall have the right to raise a complaint about the quality of teaching or grade, and to take advantage of other benefits of studying provided by the University.

The complaint shall be filed with the Dean, with the possibility of filing an appeal with the Senate, whose decision is final.

The rules governing the procedure regarding the complaint or appeal shall be determined by the Managing Board of the University at the proposal of the Senate.

Article 139

The student shall have the right to challenge the decision or action of the bodies of the University or its organizational unit, which violates any of his/her rights established by the law, the Statute or other act, before the competent court.

Article 140

The student shall have the obligation to:

- attend lectures, seminars and other forms of classes organized in accordance with their status;
- engage in studies and participate in academic activities;
- observe the rules adopted by the University or its organizational unit;
- observe the rights of the staff and other students;
- behave at the University in a way which will not discredit the University.

Article 141

The student may withdraw from the University on a personal request or if he/she fails to fulfil the contractual obligations.

The decision on withdrawal shall be issued by the Dean or Director of the organizational unit of the University.

An appeal against the decision on withdrawal may be filed with the Senate, whose decision is final.

The Student Parliament shall have the right to address the Senate if it considers that there were irregularities in the withdrawal procedure.



The rules governing the procedure of withdrawal from the University as well as the appeal procedure shall be determined by the Senate.

Article 142

The student shall be disciplinary liable for violation of duty.

A disciplinary measure of expulsion from the University may be imposed for inappropriate conduct or misuse, for a maximum of two study years.

The student against whom the disciplinary proceedings are conducted shall have the right to be heard by the Disciplinary Commission formed by the Dean or Director of the organizational unit of the University.

The decision on expulsion shall be issued by the Senate at the proposal of the Disciplinary Commission.

An appeal against the decision on expulsion may be filed with the Managing Board of the University, whose decision is final.

The rules governing the disciplinary proceedings and disciplinary liability, as well as the appeal procedure shall be determined by the Managing Board of the University, at the proposal of the Senate.

FINANCIAL RESOURCES AND CONTROL

Article 143

The Rector and the Finance Director shall be responsible for the preparation of the annual financial plan, annual and other financial statements which are considered and adopted by the Managing Board of the University as well as for the University's budget management.

Financial statements shall be prepared in accordance with International Accounting Standards.

The annual financial statement must be adopted within the prescribed deadline, in accordance with the law.

The Dean or the head of the organizational unit of the University shall be responsible for the management and use of funds belonging to the organizational unit of the University and the preparation of the statements relating to these funds.

Article 144

The Faculty, as well as any other organizational unit of the University as determined by the Managing Board of the University, has a separate sub-account and a separate calculation of operating results in accordance with the law.

Article 145

The operating revenue of the University, tuition fees and other payments shall be paid into the bank account of the University which allocates these funds to the organizational units of the University in accordance with the Decision of the Managing Board of the University and the adopted financial plan of the organizational units of the University.



The University shall be entitled to 40% of the funds of the total realized value of the project implemented by the University's organizational unit, excluding non-commercial projects or the projects funded through the EU programmes (IPA funds, TEMPUS, FP7, COST action etc.) and the scientific-research projects funded through support programmes of the competent ministry of the Government of Montenegro, out of which the University shall be entitled to the funds earmarked for overheads and complete equipment (computer-technical equipment, books, etc.) purchased for the implementation of a particular project.

Article 146

The Managing Board of the University, on the basis of the public competition, shall appoint independent auditors who exercise annual financial control of the proper use of funds and issue an appropriate certificate.

The Rector and the Executive Director shall conclude a contract with the selected auditor.

Auditors shall submit a report to the Managing Board on the adequacy of financial control measures at the University, cost-effective use of funds, collections, administrative or other services at any organizational unit of the University.

Article 147

Auditors shall not have a personal or professional relationship with any member of the Managing Board or with the Executive Director.

Article 148

In exercising financial control, auditors shall have an unlimited access to official records and books of the University or its organizational units.

RECORDS

Article 149

In addition to the records established by the law, the University shall also keep records on:

- candidates for enrolment;
- students enrolled for all study and research programmes;
- exams;
- graduate students;
- issued diplomas and diploma supplements;
- employed staff and individuals engaged for teaching;
- property;
- financial accounts;
- research projects;
- research and consultancy contracts;
- commercial contracts and
- all other data as determined by the Managing Board of the University.

The records established by this Statute shall be kept according to a unique methodological principle, by entering the data into books, forms, files, automatic data processing tools and other means of keeping records.

The Act on internal organization and job classification at the University shall prescribe the liability for the accuracy of data in the records.



Article 150

Personal records shall be kept with full respect for privacy and may only be disclosed for the purposes prescribed by the law or this Statute.

The protection of data from records which are of personal and confidential nature shall be performed in the prescribed manner.

Article 151

A single information system shall be established at the University for keeping electronic records stipulated by this Statute.

The Executive Director shall be responsible for the functioning of the information system.

ORGANIZATION OF STAFF AND STUDENTS

Article 152

University staff and students shall enjoy the freedom of association in accordance with the law and this Statute.

The staff shall have the right to peaceful gathering and the right to establish unions or associations of employees that will represent their common interests before the bodies of the University and for other purposes prescribed by the law.

Article 153

Students shall have the right to peaceful gathering without threatening the public peace and order.

Article 154

Students shall have the right to establish associations or societies for any purposes permitted by the law.

The student associations referred to in paragraph 1 of this Article shall express and guarantee the principles of equal opportunities and non-discrimination by their Statute.

Article 155

The Student Parliament is the highest representative body of students at the University, elected by direct voting.

The activities of the Student Parliament shall include:

- the exercise and protection of students' rights and interests;
- launching an initiative for the adoption or change of regulations of interest to students;
- launching an initiative for consideration of issues of interest to students at the sessions of the Senate and the Managing Board;
- consideration of issues and implementation of programmes in the field of higher education, science, culture and other areas of importance to students;
- consideration of issues and implementation of programmes of importance for the socio-economic status of students;



- cooperation with institutions, establishments and organizations of importance to the position of students;
- carrying out other activities in accordance with the law and this Statute.

The Student Council may be established at the Faculty.

The Student Parliament shall conclude a contract with the University on financing a part of its activities from the budget funds of the University and shall perform its activities in a financially independent manner.

Article 156

The Student Parliament shall have its Statute which must be based on the principles of equal opportunities and non-discrimination and which regulates the manner of election of student representatives to the bodies of the University or the bodies of its organizational units, organizations and the work of student councils as well as other issues of interest to students.

Article 157

The Student Parliament shall freely elect its representatives to the Managing Board of the University, the Senate and other bodies, in accordance with this and its own Statute, who represent and protect the rights and interests of students.

BUSINESS SECRET

Article 158

The documents and data which, due to their nature and importance, shall not be published, transferred and disclosed to unauthorized persons, except in the manner prescribed by the law and general acts shall be considered as business secret.

The obligation of keeping a business secret shall last even after the termination of employment at the University.

The business secret shall be considered to be any document, in respect of which there is no legal obligation of publishing and whose disclosure to unauthorized persons, due to the importance of documents or data, might cause a significant damage or substantially jeopardize the interests of the University, and in particular: data on performance of students (grades), data on employment relations (labour contracts, earnings), etc.

TRANSITIONAL AND FINAL PROVISIONS

Article 159

ECTS credits (European Credit Transfer System) that were valid before the entry into force of this Statute shall be equivalent to the MCTS (Montenegrin Credit Transfer System).

Article 160

The University shall harmonize its operations and work with the provisions of this Statute within three months of the date of its adoption.



Article 161

Enrolment in undergraduate studies under the new study programmes implemented by the University shall begin after the study programmes have been harmonized in accordance with the new law, but no later than the 2020/2021 study year.

Article 162

The University may enrol students in the present accredited study programmes of undergraduate, specialist and Master's studies according to the accredited or re-accredited programmes until the completion of the re-accreditation procedure of these study programmes, in accordance with the new law.

Article 163

The students enrolled in the undergraduate, specialist, Master's and Doctoral studies prior to the entry into force of the new law, shall be entitled to complete studies according to the study programme which was valid at the time of enrolment, pursuant to the law according to which they were enrolled, but no later than within three years relative to the prescribed duration of studies.

Article 164

Upon the entry into force of this Statute, the Statute of the University, R-337-17 of 16 February 2017, shall cease to be effective, including all amendments: a revised text with amendments of 24 June 2016, amendments of 20 September 2016 and amendments of 14 February 2017.

Article 165

This Statute shall enter into force on the day of its adoption.

PRESIDENT OF THE COUNCIL OF FOUNDERS

Assistant Professor Duško Knežević, PhD