



RULES OF STUDYING AT POSTGRADUTE STUDIES

(adopted in the session of the Senate held on 25.12. 2006 with amendments adopted in the sessions held on 03. 06. 2008 and 25. 03. 2010 respectively)

REVISED TEXT

Revised text was done by Dragica Anđelić, secretary general of the University, pursuant to the Conclusion of the Senate of the University, no. R-361/2-10 of 25. 03. 2010.

I GENERAL PROVISIONS

Article 1

These rules closely regulate the enrolment in postgraduate studies, organisation and conducting of postgraduate studies, improvement of students' performance during the course of their studies, assessment of their work, conferral of levels of qualification and degrees, issuance of certificates, as well as other issues relevant for conducting of postgraduate studies at the «MEDITERAN» University, Podgorica (hereinafter: the University).

The provisions of the Rules of Studying at Graduate Studies at the University shall accordingly apply to the issues concerning the status and mobility of students, organisation of the teaching process, acknowledgement of exams, and students' improvement during the course of their studies and evaluation of students' work at postgraduate studies.

Article 2

Postgraduate studies are considered to be study programmes entitling the right to obtain the level of qualification, specialist's degree or degree of Master of Science or Arts in accordance with the Law, Statute of the University and these rules, following the completion of graduate studies. Postgraduate studies at the University are organised and conducted in accordance with the rules of studying based on the European Credit Transfer System (ECTS).

II ORGANISATION OF POSTGRADUTE STUDIES

Article 3

University, that is faculty (hereinafter: university unit) organises and conducts accredited postgraduate studies of science, arts and other professional disciplines.

Postgraduate studies are organised and conducted for academic study programmes entitling the right to confer:

- postgraduate specialist's degree (Spec. Sci)
- academic master's degree: (abbreviated: M.Sc.) or master of arts (abbreviated: MA)

By the decision of the Senate of the University, other specialist studies may be organised within academic or applied study programmes.

Article 4

In postgraduate studies leading to a specialist's degree one acquires education about science and other professional fields, whereas in postgraduate studies leading to academic master's degree, one acquires education based on scientific research and artistic or creative endeavor by taking part in organised scientific and research activities or artistic work.

Article 5

Postgraduate study programmes are divided into academic years and semesters.

In accordance with ECTS the scope of study programme amounts to 60 ECTS credits in one academic year, that is 30 ECTS credits in one semester. One credit refers to 30 hours of overall student's workload including their attendance and preparation for classes and assessment of their work.

The number of credits for a particular subject (course) is defined according to the number of classes (theoretical and/or practical, tutorials, seminars and similar), the time students spend on self-study assignments (homework, projects, seminar papers and similar) and the time students spend while preparing themselves for evaluation and assessment (tests, mid-term exams, final exams).

The Senate of the University establishes by a special decision the relation (ratio) between one class and the number of hours necessary for individual student's workload.

For the acknowledgment of exams a student is obliged to submit a certificate of exams passed, as well as other necessary documentation requested by the University.

Diploma paper, that is specialist paper at postgraduate studies amounts to a maximum of 15 ECTS credits. The provisions of the Rules of Studying at Graduate Studies at the University regulating final papers accordingly apply to the procedure of submitting and defending the specialist paper.

Master's thesis at postgraduate studies amounts to a maximum of 30 ECTS credits, whereby a maximum of 10 ECTS credits may be awarded to the selecting of master's thesis topic and submitting of master's thesis proposal, while a maximum of 10 ECTS points may be awarded to preliminary research.

Duration of postgraduate studies

Article 6

Postgraduate specialist studies are organised after the completion of graduate studies amounting to 180 ECTS credits and last one academic year (two semesters), that is the scope of these study programmes amounts to 60 ECTS credits.

Postgraduate studies leading to the acquisition of the academic title of Master of Science are organised after the completion of academic graduate studies, so that together with graduate studies they have the scope amounting to a minimum of 300 ECTS credits.

The duration and scope of specialist studies is determined by the Senate of the University.

Article 7

Students who have passed all exams envisaged by the enrolled study programme, have defended their theses, and have met all other requirements prescribed by the Statute of the University and these rules acquire the corresponding level of qualification, that is the degree of completed postgraduate study programme.

Along with the level of qualification and diploma, diploma supplement (Supplement) is issued for a more detailed insight into the level, nature, content, system and rules of studying and achieved results during the course of studies.

The structure of a study programme

Article 8

A postgraduate study programme contains the following general and special conditions a student must meet in order to acquire particular knowledge at postgraduate study programmes (specialist and master's degree):

1. Outline of subjects (courses) (Individual course units) systemized according to:
 - academic years, semesters and information on whether they belong to obligatory common subjects;
2. hours of individual workload of students regarding subjects (courses);
3. number of ECTS credits for each subject (course);
4. other forms of teaching aimed at acquiring and mastering of professional knowledge and skills (seminars, theme clinics, debates, practical work and other);
5. outline of necessary conditions for attendance and taking exams in subjects (courses);
6. outline of modules and blocks, if classes are organised in such a way;
7. outline of diploma, specialist paper and master's thesis, including the number of ECTS credits and planned schedule for the beginning and completion of their writing.

Study programme is presented in the form of tables and diagrams, with highlighted necessary conditions to be met for moving from one to another postgraduate study programme.

Master's Thesis Submission and Defense

Article 9

A student chooses the topic of master's thesis after having completed the first semester, no later than after having completed the first year of studies.

The topic of master's thesis may be chosen from the subject (course) taught at postgraduate study programme.
In consultation with the teacher students choose the subject (course) they want to base their master's thesis on.
The topic of the master's thesis is proposed by the teacher teaching the chosen subject.
A teacher may accept the topic suggested by the student, if he/she assesses that it meets the necessary requirements.

Article 10

For the chosen topic student submits a written application form to the Committee of the University unit, with accompanying documentation.

A master's thesis proposal should include the following: biography, title, structure of the thesis and elaboration.

The topic of the master's thesis must precisely and clearly reflect the substantial content of the master's thesis.

A master's thesis elaboration includes:

- elaboration of the title of the thesis;
- scope of investigation;
- elaborated hypothesis;
- aim and purpose of research;
- methods to be used;
- content of the thesis;
- basic bibliography.

The teacher teaching the chosen subject provides students with the necessary help while their preparing a thesis proposal and signs the consent for it.

Vice-dean and coordinator of the study programme provide their consent for the submission of master's thesis in written form.

Article 10 a

The teacher of the subject within which the topic has been chosen is one of the candidates for mentoring the writing of master's thesis.

The teacher, candidate for a mentor at postgraduate master's studies may be chosen if he/she meets the following criteria:

- teaches at „Mediteran“ University, or other university or faculty, a subject, that is the subject matter that master's thesis belongs to;
- has at least 5 published scientific papers in renowned national and international journals, among which, as a rule, at least one scientific paper is published in international journals from the SCI list, or in international journals which have at least coefficient 7 for the subject matter, that is the field master's thesis refers to;
- is the author or co-author of at least one textbook or monograph, that is a patent product, or an improved existing product.

Mentor guiding the writing of the master's thesis shall help MA candidates while choosing the methods for scientific and research work, bibliography, while preparing the structure of the paper, as well as provide them other professional help.

Article 11

The Committee of the University unit proposes to the Senate of the University the appointment of the mentor and commission for the assessment of the topic of the master's thesis in a span of 10 days from the day a student submitted the application form and the accompanying documentation. The commission from the paragraph 1 of this article has, as a rule, three members where one member is the mentor.

The Senate of the University adopts the decision on the appointment of the mentor and commission for the assessment of the topic of the master's thesis, no later than one month from the day the proposal for the appointment of mentor and commission was submitted.

The commission submits the report on the assessment of the topic of the master's thesis to the Committee of the University unit within a span of ten days from the day of appointment.

After reviewing the commission's report on the assessment of the topic of the master's thesis, Committee of the university unit proposes to the Senate of the University to adopt the report, approve the topic of the master's thesis and suitability of the candidate, as well as to appoint

members of the commission for evaluation of a master's thesis.

The Senate of the University decides on the proposals by the Committee of the University unit from the previous paragraph no later than one month from the day the proposal was submitted.

Article 12

Master's thesis should be an independent piece of work where MA candidate shows that he/she has mastered curriculum of the study programme, has acquired the necessary knowledge and has become qualified for its application.

In addition to the requirement from the paragraph 1 of this article, MA candidate should provide evidence of successful use of methods in professional or scientific work, presentation of investigation results, and show that he/she is qualified to make conclusions based on research assignments conducted in that way.

The results presented in a master's thesis should contribute to the following:

- systematisation of scientific or professional assignments and existing solutions for a particular field,
- solving of current scientific task that was set as the aim of the thesis,
- application of current scientific achievements while solving complex professional problems.

Article 13

After having finished writing the thesis, MA candidate submits a written request for the evaluation of the thesis to the Committee of the organisational unit of the University, as a rule, at the end of the teaching cycle in the semester or during the final exam- taking period.

A request contains the following:

- application form;
- written consent of the mentor that thesis meets criteria listed in the thesis proposal;
- four copies of thesis (paper binding);
- report from the official records on exams and ECTS points of candidates.

Article 14

Master's thesis should, as a rule, be 60 to 80 pages in length, while specialist paper should be 30 to 50 pages in length, written on paper, A4 format, linguistically correct, stylistically and technically shaped in accordance with contemporary procedures, technique and technology of publishing scientific, that is technical paper.

Covers of a master's thesis contain the following text

At the top:

«MEDITERAN» UNIVERSITY PODGORICA
_____ FACULTY

In the middle: Name and surname

Two lines lower in the middle: TITLE (big bolded letters)

Line lower: MASTER'S THESIS

At the bottom: place, year

On the first inside page the text from the cover is written.

After the first page there should be a separate page with the data and information about MA candidate, MA thesis, commission and defense of the master's thesis:

DATA AND INFORMATION ABOUT MA CANDIDATE

Name and surname

Date and place of birth

Name of completed graduate study programme and year of graduation.

INFORMATION ABOUT MASTER'S THESIS

Name of postgraduate study programme

Title of the thesis

Faculty where thesis was defended

UDK, GRADE AND DEFENCE OF MASTER'S THESIS

Date of submission of the master's thesis

Date of the session of the Senate in which the topic was approved

Commission for the evaluation of the topic and suitability of MA candidate
Mentor
Commission for the evaluation and defense of the thesis

The pages with data and information about MA candidate, thesis and other are followed by:
Preface (Introduction)
Abstract
Abstract in English (German or French)
Content
Original final version of the master's thesis
Bibliography

Article 15

Thesis is submitted to the members of the commission for its evaluation (president, mentor, and member). One copy of thesis is made available in the library of the University unit, that is University. Announcement that master's thesis is made available in library is posted on the announcement board of the University unit and web page of the University. Objections to the master's thesis may be submitted to the University unit within a span of 15 days from the day the announcement from paragraph 3 of this article was posted.

Article 16

Commission for evaluation of the master's thesis shall, within a span of 20 days from the day of the submission of the master's thesis, submit to the Committee of the University unit the report on master's thesis (a short outline of the thesis: aim, methods, obtained results and conclusion regarding conducted research), with concluding remarks, that is with the opinion on the evaluation of the thesis.

Committee of the University unit reviews the report of the commission for evaluation of the master's thesis and proposes to the Senate of the University to approve or not to approve the thesis.

By adopting the proposal for thesis approval Committee of the University unit proposes to the Senate of the University to appoint members of the commission for defense of the thesis no later than 10 days from the day the report by commission was submitted.

The Senate decides on proposals from paragraphs 2 and 3 of this article within 20 days from the day the proposal was submitted.

Article 17

If Committee of the University unit, that is the Senate of the University decides not to approve master's thesis, MA candidate must submit application form for a new topic of the master's thesis within a span of 60 days from the day of receiving rejection decision. The time period from paragraph 1 of this article does not include the period of holiday breaks at the University.

Article 18

Master's thesis can be submitted only after candidates have passed all exams and have met all other requirements envisaged by the study programme.

At the request of MA candidate, the time period for submission of the master's thesis can be prolonged if it could be established that there were special reasons for falling behind the schedule.

Article 19

MA candidate may defend his/her thesis at the expiration of seven days from the day the Senate of the University made the decision to approve the master's thesis and appoint members of the commission for defense of the master's thesis, and allowed the dean of the organization unit of the University to give a formal decision on the date of defense, in consultation with the candidate and members of the commission.

A formal decision on the defense of the master's thesis is submitted to MA candidate and members of the commission, and is posted on the announcement board of the University, that is University unit.

Article 20

Defense of a master's thesis in front of the commission includes the following course of events:

The president of the commission presents data and information about MA candidate and provides a short outline of the thesis, after which MA candidate presents a short summary, results and

conclusions reached, and then members of the commission ask questions.

Commission for defense of MA thesis, following the conducted procedure, makes a decision on whether MA candidate defended his/ her thesis successfully and with which grade.

While deciding on the grade the quality of the thesis and defense are being taken into account.

Grade is established by a majority of the commission votes and must be in line with ECTS scale:

GRADE A - outstanding performance

GRADE B - performance above the average standard

GRADE C- performance meets the average standard

Minutes on the work of the commission for defense of the master's thesis are kept on a form for the defense of the master's thesis.

Article 21

Master's thesis is public and may be published after being defended.
The summary of approved and successfully defended master's thesis, with the names of members of the commission for evaluation and defense of the thesis, is published in the Bulletin of the University.

Article 22

One can defend the master's thesis once.

Where the commission for the defense of a master's thesis gives a negative evaluation of the defense, MA candidate may submit a request to the Committee of the University unit to approve him/her a new topic of the MA thesis.

While approving a new topic of the thesis Committee of the University unit establishes the deadline for submission of the master's thesis.

Article 23

MA candidates who defended their thesis are registered in the Book of Masters of Science, kept by the secretary of the University unit.

The secretary of the University unit submits to the Secretariat of the University data on the Master of Science and master's thesis for the purpose of keeping the central records.

Article 24

Master's thesis is to be submitted in 7 copies, with hard cloth-bound covers and is submitted in the electronic form for the purpose of forming a unique data base.

MA candidate is issued a certificate showing the date when the submitted master's thesis was received.

Article 25

The managing body of the University unit establishes the date of graduation ceremony, where candidates who have passed all exams, have fulfilled other requirements defined in these rules, and have defended their master's theses are conferred the level of qualification or degree of completed postgraduate studies, with the right to hold academic title of the adequate field, in line with the curriculum of postgraduate studies.

Before issuing diploma, that is certificate showing the level of qualification, certificate of completed postgraduate studies is issued.

Article 26

University unit shall submit one copy of the master's thesis to the Central National Library.

III ENROLMENT IN POSTGRADUATE STUDY PROGRAMMES

Article 27

Enrolment in postgraduate study programmes is conducted based on a public announcement published by the University.

The Senate of the University reaches a decision on announcement for postgraduate students' enrolment, as well as activity calendar for postgraduate studies.

Announcement is published in a daily issued in Montenegro and on the website of the University.

A) Enrolment in one-year specialist postgraduate study programmes and two-year MA postgraduate study programmes

Article 28

Candidates who have completed graduate studies, amounting to a minimum of 180 ECTS credits, and have received a degree of graduate studies in the corresponding fields of science or art have the right to apply for enrolment in one-year specialist postgraduate and two-year MA postgraduate studies.

Candidates who have completed graduate studies with the minimal average grade (C) or its numerical equivalent 8 (eight) are entitled to enrolment in two-year MA studies.

Exceptionally, the candidate who has obtained a lower average grade may have the right to enroll, especially if the candidate is a renowned expert, which is decided on by the Enrolment Commission by means of the interview.

Enrolment candidate has to have an active knowledge of at least one world's language.

A) Enrollment in Master's postgraduate programs in duration of one year

Article 29

Students who have completed graduate studies in the corresponding fields, in duration of minimum four years and with the professional title of a „graduate“are eligible to apply for enrolment in MA postgraduate studies.

Also, the applicants who have completed specialist postgraduate studies have a right to apply for enrolment in MA postgraduate studies

Applicants from the paragraph 1 and 2 of this article who have completed graduate studies, that is specialist studies with the minimal average grade C) or its numerical equivalent 8 (eight) are entitled to enrolment.

Article 30

The councils of the university unit determine further rules of studying at the postgraduate studies, courses and additional requirements which the student must fulfill in order to be enrolled, attend lectures and take exams from the certain subjects (courses) in the current academic year.

Article 31

The applicant is required to submit an application and with the required documents enclosed.

In the event that the number of applicants for enrolment is greater than the designated number, the selection of candidates is done in a competitive manner in regards to the grade point average at the graduate, that is graduate and specialist studies.

The grade point average of the candidate who completed undergraduate and then specialist studies is calculated when the grade point average at the undergraduate studies is added to the one from the specialist studies and the total is divided by two.

Article 32

The ranking procedure is carried out by the Committee for student enrollment at postgraduate studies at the University, that is a university organizational unit.

The Committee members are nominated by the dean of the organizational unit of the University from among the academic staff with academic titles.

The president of the Committee is the vice dean for academic affairs of the organizational unit.

Article 33

The candidates with the same number of points have a right to enroll under equal conditions.

The result of ranking procedure is announced at the notice board of the University, that is of the university unit.

The candidate who deems that the ranking procedure was not carried out correctly has a right to object to the Committee for enrolment of students within 24 hours from the announcement of the ranking table at the notice board.

Decision on the objection from the paragraph four of this article must be brought within 24 hours from the submitting of the objection. The decision is communicated to the person who submitted the objection and announced at the notice board of the University, that is of the University unit.

Article 34

The enrollment committee is required to submit the final report with the enrollment results to the Council of the university unit and the Senate of the University.

The Senate of the University brings, that is verifies, the decision on the enrollment.

Article 35

The candidate has exercised the right to enrollment if he is ranked with a number which corresponds to the enrolment announcement.

The candidate who has exercised the right to enrollment, and have not enrolled at the scheduled timeframe, loses that right and instead of him/her the next qualified candidate from the list exercises that right.

Article 36

The student concludes a Learning agreement with the University, which closely establishes their mutual rights and obligations.

Article 37

A foreign national has a right to enroll in postgraduate studies under the same conditions like the nationals of the Republic of Montenegro.

IV PROFESSIONAL BODIES OF THE POSTGRADUATE STUDIES

Article 38

Professional bodies of the postgraduate studies are: the University Senate, that is the Council of the university unit, vice dean for academic affairs and the head of postgraduate studies.

The head of postgraduate studies is chosen by the University Senate with the Rector's approval, for a period of three years, with the possibility of being chosen again.

The head of postgraduate studies gives professional aid in the organizing and managing postgraduate studies, and especially in:

- Suggesting the organization of lectures;
- Preparing for beginning of classes;
- Preparing suggestions for mentor teachers for students upon enrollment;
- Preparing decisions on objections and appeals of students;
- Making suggestion on which teachers to hire;
- Monitoring the study program;
- Preparing annual reports on the postgraduate studies activities;
- Suggesting measures for improvement and upgrading of the postgraduate studies;
- Coordinating other activities of importance for postgraduate studies realization.

The head of postgraduate studies is aided in realization of the mentioned tasks by other persons appointed by the dean of the University unit, upon motion from the head of postgraduate studies.

Article 39

The lectures at the postgraduate studies may be held by the academic staff with all titles, as well as the prominent experts in this field in accordance with the law and the Statute of the University.

V TRANSITIONAL AND FINAL PROVISIONS

Article 40

These rules come into force at the eight day from the day of displaying the announcement on the notice board of the University.