



Translation from Serbian into English.  
The beginning of translation.

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ACADEMY OF TECHNICAL AND ART APPLIED STUDIES BELGRADE

THE STATUTE  
OF  
ACADEMY OF TECHNICAL AND ART APPLIED  
STUDIES BELGRADE

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Pursuant to Article 63, Paragraph 1, Item 1 of the Law on Higher Education ("Official Gazette of RS", No. 88/2017, 27/2018 - other law, 73/2018 and 67/2019) and Item 8. Decision on the establishment of the Academy of Technical and Art Applied Studies Belgrade ("Official Gazette of the RS", No. 62/2019 and 82/2019), the Provisional Council of the Academy of Technical and Art Applied Studies Belgrade, at a session held on 4/10/ 2019 and the session held on 12/17/2019 adopted:

## **STATUTE OF ACADEMY OF TECHNICAL AND ART APPLIED STUDIES BELGRADE**

### **I MAIN PROVISIONS**

#### **Subject of Editing**

##### Article 1

The Statute of the Academy of Technical and Art Applied Studies Belgrade (hereinafter: the Statute) regulates: legal status, activities, internal organization and business, management and governance, study rules, protection of students' rights, obligations and responsibilities of students, conditions and manner of election of teachers and associates, financing, as well as other issues of importance for performing the activities and work of the Academy of Technical and Art Applied Studies Belgrade (hereinafter: the Academy), in accordance with the Law on Higher Education "Official Gazette of RS", No. 88/2017, 27/2018 - other law, 73/2018 and 67/2019) (hereinafter. The Law).

##### **Status of the Academy**

##### Article 2

Academy of Technical and Art Applied Studies Belgrade (hereinafter: the Academy) was established by the status change of merging the School of Electrical and Computer Engineering of Applied Studies in Belgrade, 283 Vojvode Stepe St., School of Applied Studies for Information and Communication Technologies in Belgrade, 16 Zdravka Celara St., School of Civil Engineering and Geodesy of Applied studies in Belgrade, 2 Hajduk Stankova St./42 Milana Rakica St., School of Railroad Transport of Applied Studies in Belgrade, 14 Zdravka Celara str. and Textile School of Applied Studies for Design, Technology and Management in Belgrade, 24 Starine Novaka St.

##### Article 3

The Academy is an independent higher education institution, with rights, obligations and responsibilities determined by the law and this Statute.



The Academy realizes undergraduate applied studies, specialist applied studies and master applied studies in the educational-scientific fields of Social Sciences and Humanities, Technical and Technological Sciences and in educational/artistic field of Arts.

The Academy has 5 (five) departments with the following names:

- School of Electrical and Computer Engineering of Applied Studies in Belgrade, 283 Vojvode Stepe St.;
- School of Applied Studies for Information and Communication Technologies in Belgrade, 16 Zdravka Celara St.;
- School of Civil Engineering and Geodesy of Applied Studies in Belgrade, 2 Hajduk Stankova St.;
- School of Railroad Transport of Applied Studies in Belgrade, 14 Zdravka Celara St. and
- Textile School of Applied Studies for Design, Technology and Management in Belgrade, 24 Starine Novaka St. (hereinafter: Departments).

In performing its activities, the Academy combines educational, applied and research, professional and art work as components of a unique process of higher education.

The Academy has the status of a legal entity.

The Academy is entered in the register of the Commercial Court in Belgrade.

#### Article 4

In legal transactions with third parties, the Academy acts in its own name and for its own account.

The Academy may enter into contracts and take other legal actions within its legal and business capacity.

In legal transactions with third parties, the Academy acts independently, and is responsible for the assumed obligations with all its property.

In performing its activities, the Academy has public authorities entrusted to it by law.

### Founder of the Academy

#### Article 5

The founder of the Academy is the Republic of Serbia.

The Academy operates on the basis of a Work Permit issued by the Ministry in charge of higher education (hereinafter: the Ministry).

The regulations on public services apply to the establishment and work of the Academy, unless otherwise regulated by the Law.

### Name and Seat of the Academy

#### Article 6

The Academy operates independently on the basis of academic freedoms, and performs the activities within its activities under the name: Academy of Technical and Art Applied Studies Belgrade.

The abbreviated name of the Academy is: Technical and Art Academy.

The name of the Academy in English is: Academy of Technical and Art Applied Studies.

The abbreviated name of the Academy in English is: Technical and Art Academy.

#### Article 7

The Academy may change its name, seat and status changes in accordance with the





Law.

The proposal of the decision on the change referred to in Paragraph 1 of this Article shall be made by the Council of the Academy.

The decision on the change referred to in Paragraph 1 of this Article shall be made by the Government, after previously obtaining the opinion of the Academy Council and the opinion of the National Council for Higher Education.

In case of status change referred to in Paragraph 1 of this Article, the procedure for issuing a new work permit shall be carried out.

#### Article 8

The seat of the Academy is in Belgrade, at the address 24, Starine Novaka St.

The Academy performs the activity of higher education in the seat of the Academy and in the seats of the Departments.

The Academy may conduct a distance learning programme and perform activities outside the headquarters, in accordance with the work permit.

### Activity of the Academy

#### Article 9

The main activity of the Academy is higher education in accredited study programmes of the first and second degree of applied studies, within the educational-scientific fields and educational-Art fields from Article 3, paragraph 2 of this Statute.

Within its core business, the Academy can implement short study programmes that have a clearly defined structure, purpose and learning outcomes and for which a certificate is issued on the completed short study programme and acquired competencies.

As part of its core business, the Academy can implement lifelong learning programmes, as well as other activities that commercialize the results of professional, scientific, research and Art work.

The Academy may perform other activities that serve to improve the core business and contribute to the better use of space and human resources and equipment, as well as activities that commercialize the results of professional, art and research work, provided that these activities do not jeopardize the quality of teaching, research, art and professional work.

In addition to the core business, the Academy may perform other activities for which it is registered, such as research and development, art, publishing, organising symposia, scientific conferences, consulting, conferences, seminars, etc., organising courses, knowledge innovation, professional education, training, taking professional exams and the like.

The Academy carries out activities according to the following classification, in accordance with the law: The code of the basic activity of the Academy is:

- 85.42 Higher education

The codes of other activities of the Academy are:

- 91.01 Library and archive activities

- 90.03 Art creation

- 85.60 Supporting auxiliary educational activities

Other education

- 85.52 Art education

- 85.41 Post-secondary education that is not higher education

- 82.30 Organization of meetings and fairs

- 82.19 Photocopying, document preparation and other specialized office support

- 74.90 Other professional, scientific and technical activities

Photographic services

- 74.10 Specialized design activities

- 73.20 Market research and public opinion polling



- 73.12 Media presentation
- 73.11 Activity of advertising agencies
- 72.20 Research and development in social sciences and humanities
- 72.19 Research and experimental development in natural sciences and engineering
- 71.20 Technical testing and analysis
- 71.12 Engineering activities and related technical consultancy
- 71.11 Architectural activities
- 70.22 Business and other management consultancy activities
- 70.21 Activities of communications and public relations
- 63.12 Web portals
- 63.11 Data processing, hosting, etc.
- 62.09 Other information technology services
- 62.03 Computer equipment management
- 62.02 Consulting activities in the field of information technology
- 62.01 Computer programming
- 61.20 Wireless telecommunications
- 59.20 Recording and publishing of sound recordings and music
- 59.12 Activities following the filming phase in the production of cinematographic works and television programmes
- 59.11 Manufacturing of cinematographic works, audio-visual products and television programmes
- 58.29 Release of other software
- 58.19 Other publishing activities
- 58.14 Publishing of journals and periodicals
- 58.11 Publishing of books
- 56.30 Beverage preparation and serving services
- 56.29 Other food preparation and serving services
- 47.91 Retail sale via mail orders or via the Internet
- 47.78 Other retail sale of new goods in specialized stores
- 47.62 Retail sale of newspapers and stationery in specialized stores
- 47.61 Retail sale of books in specialized stores
- 18.20 Duplication of recorded recordings
- 18.13 Pre-press services
- 18.12 Other printing.

### **Academy Property**

#### Article 10

The property of the Academy consists of the right to use real estate and other funds provided for the establishment and operation by the founder of the Academy, as well as the right of ownership of things and other funds acquired from the Academy's own revenues (tuition fees, providing services to third parties and other sources of income in accordance with the law), i.e. sponsorship, bequest, gift or donation, made for the benefit of the Academy.

The real estate provided for the establishment and work of the Academy by the founder is in state ownership, can be used only in the function of performing the activities of the Academy determined by this Statute and cannot be alienated without the consent of the founder.

Immovable property and other property rights acquired from the Academy's own revenues are the property of the Academy and may be used only in the function of performing the activities determined by this Statute.

The Academy has its own funds and funds acquired in accordance with the law and this Statute.



## Representation of the Academy

### Article 11

The Academy is represented by the President of the Academy, without restrictions.

The President of the Academy signs the acts of the Academy, in accordance with the law and this Statute.

The President of the Academy may, by a special decision, i.e. power of attorney, transfer certain authorizations for representation to another person.

The President of the Academy may authorize another person to sign financial and other documentation on behalf of the Academy and to perform certain tasks within his/her competence.

The authorization determines the content, scope and duration of the given authorization.

## Landmarks of the Academy

### Article 12

The academy has a seal and a stamp.

The content of the stamp is written in Serbian and in Cyrillic.

The seal is made for the certification of public documents issued by the Academy and for the certification of all other legal documents that are certified by the seal.

The academy has:

- 1 (one) stamp for certification of public documents and other documents of the Academy, for chemical ink imprint, of round shape, 32 mm diameter, in the middle of which is the coat of arms of the Republic of Serbia, in the outer circle is the written text is "*Republic of Serbia*", and in the next inner circle the text is "*Academy of Technical and Art Applied Studies Belgrade*". At the bottom of the seal, in the outer circle, is the seat of the Academy "*Belgrade*". The Roman numeral for the number of the seal is between the coat of arms and the text Belgrade.
- 1 (one) stamp for certification of diplomas, for dry stamp, round shape, diameter 32 mm, in the middle of which is the coat of arms of the Republic of Serbia, in the outer circle the written text is "*Republic of Serbia*", and in the next inner circle the written text is "*Academy of Technical and Art Applied Studies Belgrade*". At the bottom of the seal, in the outer circle, is the seat of the Academy "*Belgrade*".

The Academy shall have at least 8 (eight) copies of the chemical imprint stamp. Each copy of the seal is marked with an ordinal number, a Roman numeral placed between the coat of arms and the text Belgrade. A special act issued by the President of the Academy determines the exact number of copies of the seal.

The Academy may have a small round seal with a diameter of 28 mm, the content of which is the same as the content of the seal referred to in Paragraph 4 of this Article.

Each of the Departments within the Academy has its own round seal, 32 mm in diameter, with a circle in concentric circles, written in the text: in the first outer circle, at the top of the seal it is written "Republic of Serbia", and at the bottom of the seal it is written "Belgrade"; in the second round, it is written "Academy of Technical and Art Applied Studies Belgrade"; in the third round, the name of the corresponding Department is written: "School of Electrical and Computer Engineering of Applied Studies", i.e. "School of Applied Studies for Information and Communication Technologies", i.e. "School of Civil Engineering and Geodesy of Applied Studies" or "School of Railroad Transport of Applied Studies", i.e. "Textile School of Applied Studies for Design, Technology and Management".



#### Article 13

The seals of the Academy are kept and handled in the premises of the Academy. Exceptionally, the stamp can be used outside the premises of the Academy when official activities outside those premises need to be certified.

The manner of use, storage and destruction of the seal is regulated by a special act issued by the President of the Academy.

#### Article 14

The academy has a rectangular stamp, measuring 60x40 mm, with the text which reads:

REPUBLIC OF SERBIA  
Academy of Technical and Art Applied Studies Belgrade  
No. \_\_  
\_20\_. Belgrade

The departments within the Academy have their own stamp, with the text which reads:

REPUBLIC OF SERBIA  
Academy of Technical and Art Applied Studies Belgrade  
School of Electrical and Computer Engineering of Applied Studies  
No. \_\_  
20\_. Belgrade

REPUBLIC OF SERBIA  
Academy of Technical and Art Applied Studies Belgrade  
School of Applied Studies for Information and Communication Technologies  
No. \_\_  
20\_. Belgrade

REPUBLIC OF SERBIA  
Academy of Technical and Art Applied Studies Belgrade  
School of Civil Engineering and Geodesy of Applied Studies  
No. \_\_  
20\_. Belgrade

REPUBLIC OF SERBIA  
Academy of Technical and Art Applied Studies Belgrade  
School of Railroad Transport of Applied Studies  
No. \_\_  
20\_.god. Belgrade

REPUBLIC OF SERBIA  
Academy of Technical and Art Applied Studies Belgrade  
Textile School of Applied Studies for Design, Technology and Management  
No. \_\_  
20\_. Belgrade

#### Article 15

The academy can have a logo, logo, flag and color.

The decision on the appearance and dimensions of the landmark referred to in Paragraph 1 of





this Article shall be made by the Council of the Academy, at the proposal of the President of the Academy.

#### Article 16

All letters of the Academy are written with a special header of the Academy, which is an unframed rectangular representation on the right side of the sign, and is a text in three lines in which it is written:

- in the first line, the name of the Academy,
- in the second line, street, telephone / fax number,
- in the third line, the internet address and e-mail address.

In official use, the header of the Academy can be modified by adding text indicating the current account or ID number of the Academy, name, address and telephone number of the Department.

The basic header of the Academy is archived in electronic form.

#### Article 17

Academy Day is the day the Academy is registered.

On the Day of the Academy, which is celebrated every year, students, teachers, associates and other employees are awarded prizes and recognitions for the results achieved in work, that is, in studying.

#### Article 18

The Academy is a member of the Conference of Academies and Colleges.

In the realization of common interests and the regulation of common policy, the Academy participates in the work of the Conference of Academies and Higher Education Institutions.

The Academy is represented in the Conference of Academies and Higher Education Institutions by the President of the Academy.

### **Connecting Higher Education, Science and Practice**

#### Article 19

The Academy, in order to commercialize the results of applied research and art work, may be the founder or co-founder of companies and other legal entities that perform activities of interest to the Academy, and the profit earned by it as a founder can be used exclusively to improve the Academy.

In order to encourage the development of students who show above-average results, their employment and scholarships, support of certain social, cultural and other activities of students, encouragement and assistance of creativity in higher education, as well as other goals of general interest, the Academy may establish foundations.

The decision on the establishment of legal entities from Paragraphs 1 and 2 of this Article, shall be adopted by the Council of the Academy, at the proposal of the Teaching and Professional Council of the Academy (hereinafter: The Council of the Academy).

#### Article 20

The Academy establishes and develops cooperation with educational and scientific institutions and organizations in the country and abroad in order to exchange experiences, improve the quality of work and organise joint forms of action in the field of education, applied research, scientific and professional development of teachers and associates and student mobility.





## **Principles of Operation of the Academy**

### **Article 21**

The principles of operation of the Academy are:

- 1) academic freedoms;
- 2) autonomy;
- 3) academic integrity;
- 4) unity of teaching, scientific research and innovative activities, as well as professional work;
- 5) openness to the public and citizens;
- 6) respect for humanistic and democratic values of national and European tradition and values of cultural heritage;
- 7) respect for human rights and civil liberties, including the prohibition of all forms of discrimination;
- 8) harmonization with the European system of higher education and improvement of academic mobility of teaching and non-teaching staff and students;
- 9) student participation in management and decision-making, especially in relation to issues that are important for the quality of teaching;
- 10) equality of higher education institutions regardless of the form of ownership, that is, who the founder is;
- 11) affirmation of competition in educational and research services in order to increase the quality and efficiency of the higher education system;
- 12) ensuring the quality and efficiency of studies;
- 13) connection with pre-university education;
- 14) protection of intellectual property in knowledge transfer processes.

### **Autonomy of the Academy**

#### **Article 22**

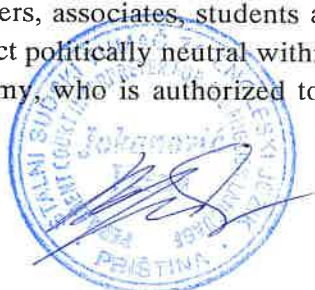
The autonomy of the Academy, in accordance with the Law, includes the right to:

- 1) determination of study programmes;
- 2) determining the rules of study and conditions of student enrollment;
- 3) organization of internal organization;
- 4) adoption of the Statute and election of the governing body, management and the Student Parliament in accordance with the Law;
- 5) selection of teachers and selection of associates;
- 6) issuance of public documents;
- 7) disposal of financial resources, in accordance with the law;
- 8) use of property, in accordance with the law;
- 9) deciding on project acceptance and international cooperation;
- 10) other rights arising from good academic practice.

The rights referred to in Paragraph 1 of this Article shall be exercised with respect for human rights and civil liberties and openness to the public and citizens.

#### **Article 23**

Political, party and religious organization and activities are not allowed at the Academy, and all teachers, associates, students and other participants in the higher education process are obliged to act politically neutral within the Academy, which is taken care of by the President of the Academy, who is authorized to take the measures necessary to prevent the



violation of this prohibition, i.e. duty.

### **Inviolability of the Academy Premises**

#### **Article 24**

The premises of the Academy are inviolable and cannot be entered by members of the internal affairs bodies without the permission of the President of the Academy, except in the case of endangering general safety, life, bodily integrity, health or property.

Activities that are not related to the activities of the Academy cannot be organised in the premises of the Academy, except with the permission of the President of the Academy.

### **The Integrative Function of the Academy**

#### **Article 25**

The Statute of the Academy and the general acts of the Academy determine the authorizations and the manner of management that ensure the unique and harmonized activity of the Academy. The Academy integrates the functions of all units in its composition by implementing a single policy aimed at constantly improving the quality of teaching, intensifying research, innovation and providing support to students in academic and career development.

In order to achieve these goals, the Academy has special competencies in the following areas:

- 1) strategic planning;
- 2) adoption of study programmes;
- 3) quality assurance and control;
- 4) enrollment policy;
- 5) election to the title of teacher;
- 6) issuance of diplomas and diploma supplements;
- 7) international cooperation and mobility of interest to the Academy as a whole, in accordance with the Statute of the Academy;
- 8) investment planning;
- 9) defining the code of professional ethics and academic integrity, as well as the rules of conduct in the Academy;
- 10) management of intellectual property in the processes of knowledge transfer;
- 11) planning the policy of employment and engagement of teachers and associates;
- 12) formation and development of a unified information system;
- 13) lifelong learning;
- 14) career guidance, counseling and support to students;
- 15) publishing professional journals and publications.

Departments and units within the Academy have the right to propose suggestions in connection with the above issues, in the manner regulated by this Statute.



## II ORGANIZATION AND REALIZATION OF STUDIES

### Study Programmes

#### Article 26

Studies at the Academy are realised on the basis of accredited study programmes. The study programmes of the Academy are a set of compulsory and elective courses, that is, study areas with a framework content, by mastering which students acquire the necessary knowledge and skills necessary to obtain a diploma of the appropriate degree and type of study.

### Types and Degrees of Studies

#### Article 27

The Academy realizes study programmes of applied studies for acquiring higher education.

The Academy, in accordance with the work permit, implements accredited study programmes of applied studies, which enable students to apply the knowledge and skills necessary for inclusion in the work process.

The Academy conducts applied studies at two levels, as follows:

- first degree studies - basic applied studies,
- first degree studies - specialist applied studies,
- second degree studies - master applied studies.

For the purpose of professional training of persons with acquired secondary education for inclusion in the work process, a short study programme is performed which has a clearly defined structure, purpose and learning outcomes.

The Academy may organize studies according to the dual model on specially accredited study programmes or on modules within the existing study programmes, in accordance with the Law on the Dual Model of Studies in Higher Education and a special general act of the Academy.

The manner of organizing the study programme and the rights and obligations of students studying according to the dual model are regulated by the general act of the Academy.

#### Article 28

Study programmes are realized within the educational-scientific and educational-art field, as follows:

- Social sciences and humanities,
- Technical and technological sciences and
- Art.

The affiliation of certain scientific, art and professional fields to the educational-scientific, i.e. educational-art field referred to in this article shall be determined in accordance with the act of the National Council for Higher Education (Rulebook on Scientific, Art, or Professional Fields in educational/scientific, that is, educational/art fields).

The Academy determines the scientific, art and professional fields within the scientific, art and professional fields referred to in Paragraph 2 of this Article.



## Content of a Study Programme

### Article 29

A study programme determines:

- 1) name and goals of the study programme;
- 2) type of study and outcome of the learning process;
- 3) professional or art name;
- 4) conditions for enrollment in the study programme;
- 5) list of compulsory subjects, i.e. study areas and elective subjects, with outline content;
- 6) the manner of conducting studies and the time required for conducting certain forms of studies;
- 7) the credit value of each subject expressed in accordance with the European Credit Transfer System (hereinafter: ECTS points);
- 8) credit value of the final work on basic, specialist and master applied studies expressed in ECTS points;
- 9) preconditions for enrollment of individual subjects or groups of subjects;
- 10) the manner of choosing subjects from other study programmes;
- 11) conditions for transfer from other study programmes within the same or related fields of study;
- 12) other issues of importance for conducting the study programme.

### Article 30

Each subject from the study programme or short study programme is expressed by the number of ECTS credits, and the scope of studies is expressed by the sum of ECTS credits.

The sum of 60 (sixty) ECTS points corresponds to the average total student engagement in the scope of a 40-hour work week during one school year.

The total engagement of students consists of active teaching, independent work, colloquia, exams, final papers, student internships, volunteer work in the local community and other types of engagement.

The total number of hours of active teaching cannot be less than 600 (six hundred) hours during the school year.

Notwithstanding the previous paragraph, in the case of studying according to the dual model, the number of hours of active teaching may not be less than the number of hours defined by the Law on the Dual Model of Studies in Higher Education.

More detailed rules and conditions for organizing classes, as well as providing other conditions for mastering the study programme, are regulated by a special general act of the Academy.

Volunteer work is the work of students without compensation, which is organized by the Academy on projects of importance for the local community, which is valued in the higher education system.

The conditions, manner of organization and evaluation of volunteer work are regulated by a general act issued by the Council of the Academy.



## **Adoption of a Study Programme**

### **Article 31**

A study programme of the Academy is adopted by the Council of the Academy, upon a proposal of the Teaching and Professional Council of the Department (hereinafter: The Council of the Department).

The study programme of the Academy is published on the website of the Academy and in a special publication.

Students get acquainted with the study programme at the beginning of the school year, through the internet presentation of the Academy, i.e. the Department, as well as in another appropriate way.

Amendments to study programmes are made according to the procedure for their adoption.

## **Scope and Duration of Studies**

### **Article 32**

Undergraduate applied studies have a scope of 180 (one hundred and eighty) ECTS credits. Study programmes of undergraduate applied studies are realized in the duration of 3 (three) school years within 6 (six) semesters, or 9 (nine) trimesters.

Specialist applied studies have a scope of 60 (sixty) ECTS credits.

Study programmes of specialist applied studies last 1 (one) year within 2 (two) semesters, i.e. 3 (three) trimesters.

Master applied studies have a scope of 120 (one hundred and twenty) ECTS credits, when the first degree has previously been achieved with a scope of at least 180 (one hundred and eighty) ECTS credits.

Master applied studies last 2 (two) years within 4 (four) semesters, i.e. 6 (six) trimesters.

A short study programme can be performed in the range of 30 (thirty) to 60 (sixty) ECTS credits.

### **Article 33**

Study programmes of undergraduate, specialist and master applied studies require of students to prepare a final or master thesis.

The number of points obtained for the execution the final thesis, i.e. master thesis, is included in the total number of points required for the completion of studies.

The manner and procedure of the preparation and defense of the final work is regulated by a special general act, which is passed by the Council of the Academy.

## **Abolition of a Study Programme**

### **Article 34**

The Council of the Academy may, with the previously obtained opinion of the Council of the Department, make a decision on the abolition of a study programme.

In case of termination of the study programme, the Academy is obliged to enable the students enrolled before the termination of the study programme to complete their studies according to the started study programme and the rules of studies, in accordance with the Law.

The Academy submits to the Ministry a decision on the abolition of the study programme, in order for it to make changes in the register of accredited higher education institutions and in the register of accredited study programmes, within 30 (thirty) days from the date of the decision.





## **Realisation of a Distance Learning Study Programme**

### **Article 35**

The Academy may realise a distance learning programme under the conditions and in the manner determined by the general act of the Academy, accreditation standards and if the work permit approves the conduct of distance learning and determines the maximum number of students who can study in that way.

More detailed conditions and the manner of organising distance studies are regulated by the general act of the Academy.

## **Joint Degree Study Programme**

### **Article 36**

The Academy may, together with another higher education institution in the Republic of Serbia, i.e. abroad, organise and implement a study programme for obtaining a joint diploma or a double degree.

A study programme for obtaining a joint degree or double degree is a study programme organised and conducted by several higher education institutions that have a work permit for the appropriate study programme.

The study programme referred to in Paragraphs 1 and 2 of this Article may be performed when it is approved by the Council of the Academy and the competent body of the higher education institution - co-organiser.

## **Transfer of ECTS Credits**

### **Article 37**

Between different study programmes in the Academy, within the same level of study, ECTS credits can be transferred, in accordance with the Law and general acts of the Academy.

Between different study programmes, within the same degree and type of study, ECTS credits can be transferred.

Criteria and conditions for the transfer of ECTS points are determined in accordance with the Law and general acts of the Academy.

## **Short Study Programmes**

### **Article 38**

For the purpose of professional training of persons with acquired secondary education for inclusion in the work process, short study programmes can be performed, which have a defined structure, purpose and learning outcomes and for which a certificate of completed short programme of studies and acquired competencies is issued.

The short study programme, the learning outcome and the manner of realization of short study programmes are regulated by a special rulebook, in accordance with the Law and the general act of the National Council for Higher Education.

A short study programme can be performed in the range of 30 (thirty) to 60 (sixty) ECTS credits.

## **Language of Studies**

### **Article 39**

The Academy organises and conducts studies in the Serbian language.



The Academy may organise and conduct studies, i.e. certain parts of studies, in world-recognised foreign languages, if such a programme is approved or accredited.

If there are conditions, the Academy can conduct part of the study programme and organise exams in a foreign language, and if the study programme is not accredited for conducting in a foreign language.

The decision on conducting a part of the study programme in a foreign language and taking the exam referred to in Paragraph 3 of this Article is made by the Council of the Academy upon the proposal of the Council of the Department.

For students with disabilities, the Academy can organise and conduct studies, i.e. certain parts of studies in sign language.

Students with disabilities are allowed to record lectures and other forms of teaching in appropriate techniques (audio, video, etc.) in order to successfully master the subject within the study programme and take the exam.

## Completion of Studies

### Article 40

Studies are successfully completed when a student passes all exams and fulfills all the obligations set by the study programme in which he/she has enrolled.

A person who completes undergraduate applied studies, acquires a professional title with an indication of the title of the first degree of applied studies in a relevant field, while in international traffic and in a diploma in English, the title he/she has acquired is a Bachelor (appl.).

A person who completes specialist applied studies acquires a professional title with an indication of the title of the first degree of applied studies in the appropriate field.

A person who completes master applied studies acquires the professional title of Applied Master with an indication of the title of the second degree of applied studies in the appropriate field, while in international traffic and in a diploma in English the title he/she has acquired is Master (appl.).

## Professional Titles

### Article 41

A person who completes undergraduate applied studies at the Academy, acquires a professional title with an indication of the title of the first degree of applied studies in the appropriate field, as follows:

1. At the Department School of Electrical and Computer Engineering of Applied Studies:
  - in the study programmes Audio and Video Technologies, Automation and Vehicle Management Systems, Electronics and Telecommunications, Electronic Business, New Energy Technologies, New Computer Technologies and Computer Engineering, he acquires the professional title of *Professional Engineer of Electrical Engineering and Computing*.  
In international traffic and in a diploma in English, the title obtained by completing basic professional studies in the study programmes Audio and Video Technologies, Automation and Vehicle Management Systems, Electronics and Telecommunications, Electronic Business, New Energy Technologies, New Computer Technologies and Computer Engineering is *Engineer of Electrical and Computer Engineering - Bachelor (appl.)*,
  - in the study programme Ecological Engineering, acquires the professional title of *Professional Environmental Engineer*.



- in international traffic and in a diploma in English, the name acquired upon completion of basic Applied studies in the study programme Environmental Engineering is *Engineer in Environmental Safety - Bachelor (appl.)*,
- in the study programme Information Systems, he/she acquires the professional title of *Professional Engineer of Information Technologies and Systems*.
- in international traffic and in a diploma in English, the title acquired upon completion of basic Applied studies in the study programme Information Systems is *Engineer of Information Technologies and Systems - Bachelor (appl.)*;

2. At the Department School of Applied Studies for Information and Communication Technologies:

- in the study programmes Internet Technologies, Communication Technologies, Medical Informatics, he/she acquires the professional title of *Professional Engineer of Electrical Engineering and Computing*,
- in the study programmes Postal-Logistics Systems and Postal and Banking Technologies, he/she acquires the professional title of *Professional Traffic Engineer*,
- in the study programme Banking and Business Informatics he/she acquires the professional titles of *Professional Business Computer Scientist*,
- in the study programme Telecommunications, he/she acquires the professional title of *Professional Telecommunications Engineer*;

3. At the Department School of Civil Engineering and Geodesy of Applied Studies:

- in the study programme Civil Engineering, he/she acquires a professional title *Professional Civil Engineer*,
- in the study programme Architecture, he/she acquires a professional title *Professional Engineer of Architecture*,
- in the study programme Geodesy-Geomatics, he/she acquires a professional title *Professional Engineer of Geodesy*;

4. At the Department School of Railroad Transport of Applied Studies:

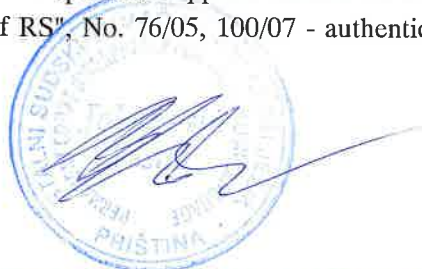
- in the study programmes Railway Traffic and Public City and Industrial Traffic, he/she acquires the professional title of *Professional Traffic Engineer*,
- in the study programme Railway Mechanical Engineering, he/she acquires the professional title of *Professional Mechanical Engineer*,
- in the study programme Electrical Engineering in Traffic, he/she acquires the professional title of *Professional Engineer of Electrical Engineering and Computer Science*,
- in the study programme Commercial Railways, he/she acquires the professional title of *Professional Economist*;

5. At the Department Textile School of Applied Studies for Design, Technology and Management:

- in the study programme Textile and Clothing Design, he/she acquires the professional title of *Professional Designer*,
- in the study programme Textile Engineering, he/she acquires the professional title of *Professional Technology Engineer*,
- in the study programme Management in the Textile Industry, he/she acquires the professional title of *Professional Management Engineer*.

Article 42

A person who completes specialist applied studies in accordance with the Law on Higher Education ("Official Gazette of RS", No. 76/05, 100/07 - authentic interpretation, 97/08, 44/10, 93/12,



89/13, 99 / 14, 45/15 - authentic interpretation, 68/15 and 87/16) acquires the professional title of specialist with the indication of the title of the second degree of professional studies in the appropriate field, as follows:

1. At the Department School of Electrical and Computer Engineering of Applied Studies:

- in the study programmes Electronics and Telecommunications, Multimedia Technologies and Digital Television, New Energy Technologies and New Computer Technologies, he/she acquires the professional title of *Specialist Professional Engineer of Electrical Engineering and Computer Science*.

In international traffic and in a diploma in English, the title acquired by a person who completes specialist Applied studies in the study programmes Electronics and Telecommunications, Multimedia Technologies and Digital Television, New Energy Technologies and New Computer Technologies is *Engineer of Electrical and Computer Engineering - Specialist (Appl.)*,

- in the study programme Mechatronics, he/she acquires the professional title of *Specialist Professional Engineer of Mechatronics*.

In international traffic and in a diploma in English, the title acquired by a person who completes specialist Applied studies in the study programme Mechatronics is *Engineer of Mechatronics - Specialist (Appl.)*,

- in the study programme Security of Information and Communication Systems, he/she acquires the professional title of *Specialist, Professional Engineer of Information Technology and Systems*.

In international traffic and in a diploma in English, the title acquired by a person who completes specialist applied studies in the study programme Security of Information and Communication Systems is *Engineer of Information Technology and Systems - Specialist (Appl.)*;

2. At the Department School of Applied Studies for Information and Communication Technologies:

- in the study programmes Electronic Communications, Electronic Business and Network Technologies, he/she acquires the professional title of *Specialist, Professional Engineer of Electrical Engineering and Computer Science*,
- in the study programme Traffic Engineering, he/she acquires the professional title of *Specialist, Professional Traffic Engineer*;

3. At the Department School of Civil Engineering and Geodesy of Applied Studies:

- in the study programme Management in Construction, he/she acquires the professional title of *Specialist Professional Civil Engineer*,
- in the study programmes Real Estate Cadaster and Line Cadaster, Applied Geodesy and Real Estate Cadaster, Applied Geodesy and Real Estate Appraisal, he/she acquires the professional title of *Specialist, Professional Geodetic Engineer*,
- in the study programme Urban Reconstruction, he/she acquires the professional title of *Specialist, Professional Engineer of Architecture*;

4. At the Department School of Railroad Transport of Applied Studies:

- in the study programmes Railway Traffic and Public City and Industrial Traffic, he/she acquires the professional title of *Specialist Professional Traffic Engineer*,
- in the study programme Railway Mechanical Engineering, he/she acquires the professional title





- of *Specialist Professional Mechanical Engineer*,
- in the study programme Electrical Engineering in Traffic, he/she acquires the professional title of *Specialist Professional Engineer of Electrical Engineering and Computer Science*,
- in the study programme Railway Civil Engineering, he/she acquires the professional title of *Specialist Professional Civil Engineer*,
- in the study programme Commercial Railways, he/she acquires the professional title of *Specialist Professional Economist*,
- in the study programme Environmental Protection and Energy Efficiency, he/she acquires the professional title of *Specialist Professional Engineer of Environmental Protection and Energy Efficiency*;

5. at the Department Textile School of Applied Studies for Design, Technology and Management:

- in the study programme Special Purpose Clothing, he/she acquires the professional title of *Specialist Professional Technology Engineer*,
- in the study programme Fashion Management, he/she acquires the professional title of *Specialist Professional Management Engineer* is acquired.

#### Article 43

A person who completes master applied studies, acquires the professional title of Applied Master with an indication of the title of the second degree of master applied studies in the relevant field, as follows:

1. At the Department School of Electrical and Computer Engineering of Applied Studies:

- in the study programmes Electrical Engineering, Multimedia Engineering and Computer Engineering, he/she acquires the professional title of *Professional Master Engineer of Electrical Engineering and Computer Science*.

In international traffic and in a diploma in English, the title obtained by completing master professional studies in the study programmes Electrical Engineering, Multimedia Engineering or Computer Engineering is *Engineer of Electrical and Computer Engineering - Master (Appl.)*;

2. At the Department School of Applied Studies for Information and Communication Technologies:

- in the study programme Network and Software Engineering, he/she acquires the professional title of *Professional Master Engineer of Electrical Engineering and Computer Science*;

3. At the Department School of Civil Engineering and Geodesy of Applied Studies:

- in the study programme Civil Engineering in Building Construction, he/she acquires the professional title of *Professional Master Civil Engineer*,
- in the study programme Geodesy-Geomatics, he/she acquires the professional title of Professional Master Engineer of Geodesy;

4. At the Department School of Railroad Transport of Applied Studies:

- in the study programme Traffic Engineering, he/she acquires the professional title of *Professional Master Traffic Engineer*,
- in the study programme Electrical Engineering in Traffic, he/she acquires the professional title of *Professional Master Engineer of Electrical Engineering and Computer Science*,
- in the study programme Commercial Business in Traffic, he/she acquires the professional title of *Professional Master Economist*.





## **Lifelong Learning**

### **Article 44**

As part of its activities, the Academy implements lifelong learning programmes, outside the framework of study programmes for which it has received a work permit.

The Academy implements adult education programmes, i.e. education of the population outside the system of regular schooling and higher education.

Lifelong learning programmes are realised through courses, seminars, workshops, professional and scientific counseling and other forms of training, where participants are introduced to certain areas of profession and science in order to expand the acquired knowledge and successful work in practice.

The content, conditions, manner and procedure of realization of the lifelong learning programme are regulated by a general act passed by the Council of the Academy, upon the proposal of the appropriate commission.

### **Article 45**

A participant in a lifelong learning programme may be a person with previously acquired at least secondary education.

A person enrolled in such programme referred to in Paragraph 1 of this Article does not have the status of a student.

The Academy issues a certificate to a person who has mastered a lifelong learning programme, on the form prescribed by the Council of the Academy.

## **III ACADEMY ORGANIZATION**

### **Article 46**

The basic organizational structure of the Academy consists of the following organizational units:

- Departments,
- Secretariat.

The Academy may establish other organizational units. The decision on the establishment of the organizational unit is made by the Council of the Academy, with the prior opinion of the Council of the Academy.

### **Article 47**

General acts, issued by the President of the Academy in accordance with the law and this Statute, regulate the internal organization of the Academy.

### **Article 48**

The Academy may establish a higher education unit, organizational unit and other organization, with the status of a legal entity and without that status, in accordance with the law and this Statute (department, sub/department, laboratory, as well as other units).

Units referred to in Paragraph 1 of this Article with the status of a legal entity shall be financed from own funds.

The Academy may be the founder or co-founder of organizations engaged in applied research or innovation activities, in accordance with the law governing scientific research or innovation activities.

The decision on the establishment of organizations referred to in Paragraph 1 and Paragraph 3 of this Article shall be made by the Council of the Academy, at the proposal of the Council of the Academy.



## Departments

### Article 49

A department is a teaching higher education unit of the Academy without the status of a legal entity, in which the educational activity of the Academy is realised for the realization of study programmes (theoretical and practical teaching, professional practice and practical work of students, international studies and distant learning).

The head of the department manages, organises and coordinates the work and operations of the Department and performs other tasks and duties in accordance with the general acts of the Academy and the powers of the President of the Academy.

The President of the Academy appoints the heads of departments from among the professors of applied studies of the Academy, upon the proposal of the Council of the Department.

The Head of the Department is appointed for a period of 3 (three) years.

The head of the study programme is appointed by the President of the Academy upon the proposal of the head of the Department to which the study programme belongs.

The head of the study programme is appointed for a period of 3 (three) school years.

Within the Department, sub-departments, departments, centres, studios, computer and other laboratories, other organizational units and other working bodies may be formed, necessary for efficient performance of the teaching process.

### Article 50

The Department prepares proposals and initiates initiatives on issues decided by the Council of the Academy, i.e. another body of the Academy.

The department also performs tasks related to the organization and teaching in this area, and in particular:

- 1) propose study programmes that are implemented in that Department, their amendments, as well as harmonization with scientific and technical achievements;
- 2) monitors the coverage of the subject of the study programme by teachers and associates and initiates the selection of teachers and associates;
- 3) monitors the coverage of the subject with textbooks and other teaching literature and proposes measures for improving the quality in that area;
- 4) propose the composition of commissions for election to the title and other commissions and participate in the procedure of election to the titles of teachers and associates;
- 5) proposes the number of students for enrollment in study programmes;
- 6) proposes, suggests and actively participates in all issues related to quality assurance and quality control of study programmes, teaching and working conditions;
- 7) initiates and participates in international cooperation or projects;
- 8) shares initiatives and proposals on other issues of importance for the work of the Academy.

## Higher Education Unit outside the Seat of the Academy

### Article 51

The Academy may establish one or more higher education units outside the headquarters, without the status of a legal entity, as a form of internal organizational unit of the Department, in accordance with the law and this Statute.

The decision on the establishment of a higher education unit outside the seat of the Academy is made by the Council of the Academy, at the proposal of the Council of the Academy, in accordance with the Law.



## Centres

### Article 52

In order to improve the application and professional work, to develop the profitable activities of the Academy and to provide services to the economy and third parties, centres can be formed at the Academy.

Centres are organizational units without the status of a legal entity.

The decision on the formation of the centre is made by the Council of the Academy, on the proposal of the Council of the Academy.

The centres are profit-oriented and finance their operation exclusively from their own revenues.

The internal organization of the centres of the Academy, the manner of work and management, as well as the manner of performing professional tasks, are regulated by a rulebook issued by the Senate of the Academy.

## Secretariat

### Article 53

The Secretariat is an organizational unit of the Academy in which the following are performed: legal, personnel, financial-accounting, library, administrative, study-analytical, information and other professional activities that are of common interest for performing the activities of the Academy.

The work of the Secretariat is regulated by the general act on the organization and systematization of UENs.

The work of the Secretariat is managed by the Secretary of the Academy. Secretary of the Academy:

- 1) coordinates the work of the Secretariat with the entire activity of the Academy;
- 2) prepares drafts of general acts adopted by the Academy;
- 3) take care of the application of laws and general acts at the Academy;
- 4) warns the President of the Academy and the bodies of the Academy about the possible illegality of certain proposals of general and individual acts;
- 5) prepares draft contracts;
- 6) participates in the work of the bodies of the Academy for the purpose of giving expert opinions;
- 7) signs the appropriate acts, in accordance with the given authorization;
- 8) issues orders for performing activities within the competence of the Secretariat;
- 9) executes the decisions of the bodies of the Academy;
- 10) performs other tasks as ordered by the President of the Academy.

The conditions for establishing the employment of the Secretary of the Academy are determined by the general act on the organization and systematization of UENs.

The Departments of the Academy organise offices of professional services for performing extracurricular activities, namely material-financial, legal and personnel, services for student affairs, library affairs, affairs related to the information system, technical, archival, maintenance and procurement affairs, auxiliary affairs and others.

Each Department of the Academy has one office of professional services, which is managed by the head of the office of professional services.

The work of the offices of professional services is regulated by the General Act on the organization and systematization of workplaces.



## IV BODIES OF THE ACADEMY

### Article 54

Bodies of the Academy are:

- 1) Managing authority
- 2) Management body
- 3) Professional bodies
- 4) Student Parliament
- 5) Employers' Council.

### **Managing Authority**

### **Academy Council**

### Article 55

The governing body of the Academy is the Council of the Academy (hereinafter: The Council).

The Council has 19 (nineteen) members, of which 10 (ten) from the ranks of employees in the Academy (55%) and 2 (two) from each Department, 6 (six) members are appointed by the Government of the Republic of Serbia from the ranks of prominent figures in science, culture, education, arts and economy, taking into account the representation of members of both sexes (30%), and 3 (three) members are elected by the Student Parliament of the Academy (15%).

### Article 56

Mandate of the members of the Council lasts 4 (four) years.

Term of office of the members of the Student Council lasts 2 (two) years.

The mandate of the members of the Council runs from the first session at which the verification of the mandate was performed.

The term of office of a member of the Council who is subsequently elected or appointed shall last until the expiration of the term of office of the Council.

The President of the Academy, the Assistant Presidents of the Academy, the Manager of the Academy, the Secretary of the Academy and the Head of Financial and Accounting Affairs of the Academy cannot be elected as members of the Council.

A person who is employed full time be elected as a member of the Council from among the employees.

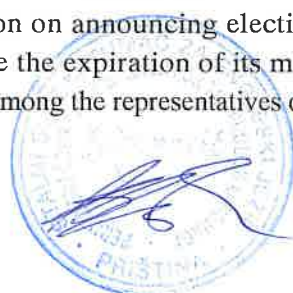
A member of the Council from the ranks of employees at the Academy may be a member of the governing body of only one higher education institution.

### **Election of Members of the Council from among the Representatives of the Academy**

### Article 57

The Council makes a decision on announcing elections for the members of the Council no later than 3 (three) months before the expiration of its mandate.

Members of the Council from among the representatives of the Department of the Academy are





elected by direct and secret ballot at a joint meeting of teaching and non-teaching staff employed at the Department.

An employee who is employed has the right to vote for the election of a member of the Council. Voting for the election of a member is done on ballots that contain: an indication that the election refers to the representatives of the Academy in the Council, ordinal number of candidates, surname and name of the candidate, as well as UEN title, number of representatives elected to the Council according to the structure determined by this Statute, with a note that voting is done by circling an ordinal number in front of the candidate's name.

Each ballot is stamped by the Academy.

#### Article 58

The Head of the Department convenes a joint meeting of teaching and non-teaching staff of the Department and appoints a commission of three members that implements the procedure of selecting candidates for representatives of the Department for members of the Council.

The candidate for a member of the Council is considered to be the proposed candidate who received the majority of votes of the total number of all employees in the Department.

The nomination of candidates for members of the Council is public.

The proposed candidates, who have accepted the candidacy, form a single list of candidates in alphabetical order.

A ballot on which more than two candidates have been circled or no candidate has been circled is invalid.

The candidates of each Department from the list with the highest number of votes received are elected as members of the Council, provided that the majority of the total number of employees in the Department voted for them.

In the event that two candidates have the same number of votes, and only one can be elected, the voting shall be repeated for those candidates.

Upon completion of the voting, the Commission referred to in Paragraph 1 of this Article shall determine the results of the voting and publish the Minutes on the notice board of the Department and the Academy.

### **Election of Members of the Board of Representatives of the Founders**

#### Article 59

Representatives of the founders of the Academy are appointed and dismissed by the founder to the Council.

Representatives of the founders are appointed by the Government in accordance with the Law.

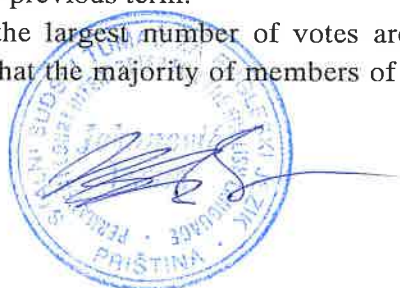
### **Election of Members of the Student Council**

#### Article 60

The members of the Council from among the students are elected and dismissed by the Student Parliament of the Academy, by secret ballot at the session of the Student Parliament.

Members of the Student Council must be representatives of different Departments. After the expiration of the two-year term, the Student Parliament elects three other members of the Council from the ranks of students, of which at least two are from those Departments that did not have a representative in the previous term.

The candidates who win the largest number of votes are elected to the Council as student representatives, provided that the majority of members of the Student Parliament vote for them.



In the event that two candidates have the same number of votes, and only one can be elected, the voting shall be repeated for those candidates.

A ballot on which more than three candidates have been circled or no candidate has been circled is invalid.

Only a student who has the status of a student in the school year in which the members of the Student Council are elected may be elected member of the Student Council.

The decision on the election of members of the Council from among the students is submitted to the Council and the President of the Academy.

## **Constitution of the Council**

### **Article 61**

The first session of the newly elected Council is prepared, convened and chaired by the president of the previous governing body.

At the session referred to in Paragraph 1 of this Article, the mandate of the elected and appointed members of the Council, the election of the President of the Council and the Deputy President of the Council shall be verified.

The mandate of an elected member of the Council shall not be verified in the event that his/her election has been done contrary to the provisions of the Law on Higher Education or this Statute.

The President of the Council is elected from among the teachers who are employed at the Academy, in the manner and according to the procedure determined by the Council by a general act, or by its own decision.

## **Council Decision-Making**

### **Article 62**

The Council works and adopts decisions at sessions, which are convened as needed.

The session of the Council is prepared, convened and chaired by the President of the Council, and in his/her absence by the Deputy President of the Council.

Sessions of the Council are public. The Council may decide that a certain session of the Council shall not be public, when the issues determined by this Statute, general act or decision of the Council as a business or professional secret are considered.

The President of the Academy attends and participates in the work of the session of the Council, without the right to decide.

Other persons may attend the sessions of the Council upon invitation.

The Council may validly sit and decide if the session is attended by more than half of the total number of members of the Council.

The Council makes decisions by a majority vote of the total number of members of the Council by public vote, unless otherwise provided by law, this Statute or other general act, or if the Council decides to vote by secret ballot.



#### Article 63

Minutes are kept on the work of the Council, in which the place and time of the sessions are entered, the names of present and absent members, the adopted agenda of the session, a short summary of the discussion on individual issues and decisions and conclusions made at the session.

The minutes shall be signed by the President of the Council and the minute taker.

The minute taker is elected by the Council.

#### Article 64

The Council adopts the Rules of Procedure of the Council.

### **Jurisdiction of the Council**

#### Article 65

Council:

- 1) adopts the Statute of the Academy upon the proposal of the Council of the Academy;
- 2) elects and dismisses the President of the Academy;
- 3) elects and dismisses the President of the Council and the Deputy President of the Council;
- 4) adopts the financial plan of the Academy on the proposal of the Council of the Academy;
- 5) adopts the business report and the annual accounts of the Academy;
- 6) adopts the plan for the use of funds for investments at the proposal of the Collegium of the Academy;
- 7) gives consent to decisions on property management of the Academy;
- 8) gives consent to the distribution of financial resources;
- 9) issue a general act on the criteria for determining the amount of tuition fees;
- 10) makes a decision on the amount of tuition and other fees paid by students upon the proposal of the Academy Council;
- 11) submits to the founder a business report at least once a year;
- 12) selects the external auditor of the financial operations of the Academy;
- 13) adopts the plan of public and other procurements of the Academy on the proposal of the Collegium of the Academy;
- 14) decides on appeals against first instance decisions of the President of the Academy;
- 15) adopts a general act on disciplinary responsibility of students;
- 16) adopt the Rules of Procedure of the Council;
- 17) supervises the actions of the management body for the purpose of executing the acts of the educational inspector in accordance with the Law;
- 18) performs other tasks in accordance with the Law, this Statute and other general acts of the Academy.

#### Article 66

The Council may form permanent and temporary commissions, the composition and competence of which shall be determined by a special decision.



## **Termination of Membership in the Council**

### Article 67

Membership of the Council is terminated:

- 1) upon expiration of the term, and
- 2) before the expiration of the mandate:
  - on personal request;
  - in case of revocation;
  - by acquiring the conditions for termination of employment, i.e. termination of the position that was the basis for appointment, i.e. election;
  - dismissal.

Termination of membership, in the cases referred to in Paragraph 1, Item 2, Para. 1–3 of this Article, the Council states without voting, at the session at which the occurrence of the reasons referred to in Paragraph 1, Item 2) al. 1–3. of this Article.

## **Dismissal of Council Members from the Ranks of Employees**

### Article 68

A member of the Council, from among the employees of the Academy, may be dismissed from membership before the expiration of his/her term if:

- 1) he/she does not fulfill the duty of a member of the Council;
- 2) he/she does not comply with the laws, other regulations and acts of the Academy;
- 3) he/she does not perform the duty of a member of the Council for more than three months due to impediment or absence;
- 4) if he/she is elected member of the governing body of another higher education institution;
- 5) abuses the position of a member of the Council.

The proposal for dismissal of a member of the Council from the ranks of employees at the Academy may be given by the Council or at least 1/3 of the employees at the Department where the member was elected.

The proposal referred to in Paragraph 2 of this Article must be given in writing with an explanation.

The decision on dismissal of a member of the Council is made by the body that elected him/her in the manner and according to the procedure in which he/she was elected.

The decision referred to in Paragraph 4 of this Article shall be submitted to the Council.

## **Managing Body**

### **President of the Academy**

#### Article 69

The President of the Academy is a governing body of the Academy.

The President of the Academy has the rights and obligations prescribed by law and this Statute.

The President of the Academy is elected from among the professors of applied studies of the Academy, is employed at the Academy, full-time, for an indefinite period of time.

The President of the Academy is elected for a period of 3 (three) years, with the possibility of one consecutive election.





The mandate of the President of the Academy runs from the day of taking office. The decision on election determines the date when the President of the Academy takes office.

The Council decides on individual rights, obligations and responsibilities of the President of the Academy.

### **Conditions for the Election of the President of the Academy**

#### **Article 70**

The candidate for the President of the Academy must meet the following conditions:

1) that he/she is a teacher with the title of professor of applied studies with the academic title of doctor of science, i.e. at least with the professional title of master in the field of art or specialist of academic studies in the field of art;

2) that he/she has been employed for an indefinite period of time with full-time work in the Academy, i.e. Departments of the Academy, and that he/she has been employed at the Academy, i.e. Departments of the Academy, for at least the previous 5 (five) years;

3) that he/she has expressed organizational skills and experience in management;

4) that he/she has not been convicted of a criminal offense against sexual freedom, forgery of a public document issued by a higher education institution or receiving bribes in performing work in a higher education institution, i.e. that he/she has not been sentenced to imprisonment for another criminal offense, and that he/she has not violated the Code professional ethics;

5) that he/she has not been relieved of the duties of the management body in accordance with the Law and that he/she is not a person for whom the Anti-Corruption Agency has given a recommendation for dismissal;

6) that he/she is a citizen of the Republic of Serbia.

Along with the application for the competition, the candidate submits the Work Programme of the Academy for three years and evidence of fulfillment of the conditions determined in Paragraph 1 of this Article.

### **The Procedure for Electing the President of the Academy**

#### **Article 71**

The decision to initiate the procedure for the election of the President of the Academy is made by the Council, no later than 6 (six) months before the expiration of the mandate of the President of the Academy.

The decision on initiating the procedure for the election of the President of the Academy determines the deadlines for performing election activities in the procedure for the election of the President.

The President of the Academy is elected by the Council on the basis of an internal call.

The internal call for the election of the President of the Academy contains: name and address of the Academy, conditions for the election of the President of the Academy, the documentation that the candidate submits with the application and the deadline for submitting the application, which cannot be shorter than 8 (eight) days from the day of the announcement of the internal call.

The internal call for the election of the President of the Academy is published on the bulletin board of the Academy, on the bulletin boards of all Departments and on the official website of the Academy.



#### Article 72

The Council appoints a three-member Competition Commission for conducting an internal call for the election of the President of the Academy (hereinafter: The Competition Commission).

#### Article 73

The Competition Commission receives applications and considers the competition material, determines the timeliness and completeness of candidate applications, determines the list of candidates who meet the conditions for the election of the President of the Academy, prepares a report with the list of candidates and submits it to the Academy Council.

### **Candidate Registration**

#### Article 74

The list of registered candidates for the President of the Academy is confirmed by the Council of the Academy by public voting, by a majority vote of the total number of members.

#### Article 75

Candidates, from the list of registered candidates confirmed by the Council of the Academy, are obliged to publicly explain their work programme at the session of the Council of the Academy.

The presentation of the work programme is done before the scheduled voting date for determining the proposal of the candidate for the President of the Academy.

### **Determining the Proposal of the Candidate for the President of the Academy**

#### Article 76

After the public presentation of the work programme of each candidate, the Council of the Academy, by secret ballot, votes for the candidates for the election of the President of the Academy from the list of registered candidates.

The President of the Academy Council appoints a commission of 3 (three) members that organises and conducts the voting procedure of the members of the Academy Council for determining the proposal of candidates for the election of the President of the Academy.

Each member of the Council of the Academy can vote for only one candidate from the list of candidates.

A ballot paper on which more than one candidate has been circled or no candidate has been circled is invalid.

The Commission determines the results of the voting and communicates them to the Council of the Academy.

The Council of the Academy, on the basis of the received votes of each candidate, submits to the Council the proposal of the candidate with the largest number of votes. The list of all candidates with the number of votes won is also submitted to the Council.

The determined proposal of the candidate for the election of the President of the Academy is a recommendation to the Council and does not oblige the members of the Council when electing the President of the Academy.



## **Election of the President of the Academy**

### **Article 77**

The Council elects the President of the Academy by secret ballot.

The Council may decide on the election of the President of the Academy if the session is attended by more than half of the total number of Council members.

The Council elects the President of the Academy, based on the list of proposed candidates determined by the number of votes of the members of the Academy Council.

The Council shall form a commission for the conduct of secret ballot, which shall prepare the ballots, conduct the election and determine the results of the voting.

Voting is done on ballots.

Voting is done by circling the number in front of the name of only one candidate. A ballot in which more than one number is circled in front of the candidate's name or in which no candidate is circled is invalid.

The commission is obliged to make a report on the conducted voting and publicly announce the results of the voting.

If in the first round of voting (in the case when there are more candidates), no candidate receives the required majority of the total number of members of the Council, the two candidates with the largest number of votes enter the second round.

If even after the second round of voting, no candidate receives the required majority of votes, the entire election procedure is repeated.

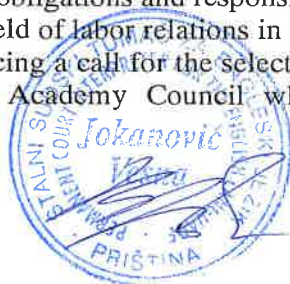
The decision on the election of the President of the Academy is made when the majority of the total number of members of the Council have voted for one of the proposed candidates.

## **Rights and Obligations of the President of the Academy**

### **Article 78**

In addition to the rights and duties determined by law, the President of the Academy performs the following tasks, in accordance with the law and this Statute, as follows:

- 1) represents the Academy;
- 2) is responsible for the legality of the work of the Academy;
- 3) organises and manages the work process of the Academy;
- 4) propose the work programme and development plan of the Academy;
- 5) propose the business policy of the Academy and measures for its implementation;
- 6) propose measures for improving the work of the Academy;
- 7) is the ordering party for the execution of the financial plan of the Academy;
- 8) concludes contracts on behalf of the Academy;
- 9) signs diplomas and diploma supplements;
- 10) manages the work of the Council of the Academy and executes the decisions of the Council of the Academy and the Council;
- 11) make decisions on the selection of bidders in public procurement procedures, in accordance with the Law on Public Procurement;
- 12) determines the quality policy and implements the quality assurance strategy in the work of the Academy;
- 13) issue a general act determining the UENs and level of education and other conditions for work, as well as other general acts in accordance with the law;
- 14) makes decisions on the establishment and termination of employment and the selection of employees, as well as decisions on the election of bodies, commissions, working groups and bodies, as well as other individual acts in accordance with the law;
- 15) decides on individual rights, obligations and responsibilities of employees;
- 16) decides on all issues in the field of labor relations in accordance with the law;
- 17) makes a decision on announcing a call for the selection of teachers or associates, in accordance with the decision of the Academy Council which determines the need for



announcing a call;

18) makes a decision on the need to establish an employment relationship to perform the duties of non-teaching staff;

19) announces a competition for student enrollment;

20) adopt a plan for professional development and take care of the professional development of teachers, associates and non-teaching staff;

21) concludes employment contracts and other contracts;

22) makes decisions on praising and rewarding students;

23) prepares a draft report on the operations of the Academy, which is submitted to the founder of the Academy;

24) makes a decision on the distribution of financial resources with the prior consent of the Council;

25) makes a decision on the management of the property of the Academy with the prior consent of the Council;

26) adopts a rulebook, if negotiations with a representative trade union fail in the process of adopting a collective agreement with the employer;

27) performs other tasks determined by law, this Statute and other general acts of the Academy.

The President of the Academy is independent in performing tasks within his/her scope, and is accountable to the Council for his/her work.

The President of the Academy submits a report on his/her work to the Council of the Academy and the Council at least once a year.

The President of the Academy participates in the work of the Council, without the right to decide.

### **Termination of Duty of the President of the Academy**

#### **Article 79**

The duty of the President of the Academy ceases:

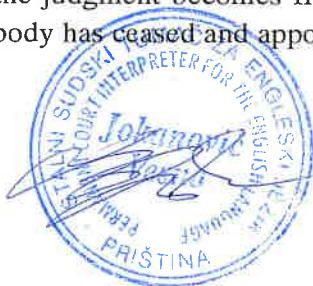
1) upon expiration of the mandate,

2) before the expiration of the mandate:

- at personal request;
- due to termination of employment;
- if he/she loses the ability to perform the function of the President of the Academy due to a final court judgment, final decision, i.e. recommendation in accordance with the Law;
- dismissal.

By the decision on termination of office of the President of the Academy, in the cases referred to in Paragraph 1, Items 1) and 2) al. 1 and 2 of this Article, the Council notes the termination of the office of the President of the Academy, at the session at which the occurrence of the reasons was determined from Paragraph 1 Items 1) and 2) al. 1 and 2 of this Article.

The duty of the President of the Academy is terminated in the cases prescribed in Paragraph 1, Item 2) al. 3 of this Article on the day the judgment, decision, or recommendation becomes final. The Council states immediately, and no later than within 15 (fifteen) days from the day the judgment becomes final, i.e. the decision becomes final, that the duty of the management body has ceased and appoints the acting manager.





## **Dismissal of the President of the Academy**

### **Article 80**

The President of the Academy may be removed from office before the expiration of his term, if:

- 1) he/she does not fulfill the duty of the President of the Academy;
- 2) he/she does not comply with the laws, other regulations and acts of the Academy;
- 3) he/she abuses the position of the President of the Academy;
- 4) he/she undertakes activities that damage the reputation and interests of the Academy;
- 5) he/she ceases to meet the conditions for election as President of the Academy;
- 6) he/she does not perform the duty of the President of the Academy for more than 3 (three) months due to impediment or absence;
- 7) he/she does not act according to the final act of the inspector in accordance with the Law.

The initiative for the dismissal of the President of the Academy may be given by the Council or at least 1/3 of the members of the Council of the Academy.

The Council dismisses the President of the Academy no later than 30 (thirty) days from the day of learning of non-compliance with the act of the inspector in legal effect in accordance with the Law.

The decision on dismissal of the President of the Academy is made by the Council, by secret ballot, by a majority vote of the total number of members.

In case of dismissal of the President of the Academy, the Council at the same session appoints the acting President of the Academy, from the ranks of teachers with the title of professor of Applied studies, and initiates the procedure for electing a new President of the Academy.

## **Acting President of the Academy**

### **Article 81**

The acting president of the Academy is appointed in the case when the position of the president of the Academy remains vacant for any reason.

Only a person who meets the conditions for the election of the President of the Academy may be appointed acting President of the Academy.

The Acting President of the Academy has all the rights, obligations and responsibilities of the President of the Academy.

The Council appoints the acting president of the Academy for a period of up to one year.

The Council appoints the acting President of the Academy by a majority vote of the total number of members of the Council.



## **Assistants to the President of the Academy**

### Article 82

The President of the Academy may have one or more assistants. Assistants to the President of the Academy, at the proposal of the President of the Academy, are elected by the Council from among the teachers of the Academy.

The scope of work of the assistant president of the Academy is determined in more detail by the general act of the Academy.

## **Academy Manager**

### Article 83

The academy has a manager.

The conditions for the election and competencies of the manager are regulated by the Law and the general act of the Academy.

## **Professional Bodies**

### Article 84

The professional bodies of the Academy are:

- 1) Teaching and Professional Council of the Academy (Council of the Academy);
- 2) Teaching and Professional council of the Department (Council of the Department);
- 3) Study Programme council;
- 4) Collegium of the Academy;
- 5) Collegium of the Department.

## **Teaching and Professional Council of the Academy**

### **Composition of the Academy Council**

#### Article 85

The Council of the Academy is the highest professional body of the Academy.

The Councils of the Academy consist of: the President of the Academy, the heads of the Departments, 3 (three) representatives of the Councils of the Departments, as professors of applied studies.

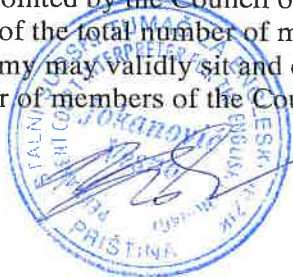
When discussing or deciding on issues related to quality assurance of teaching, reform of study programmes, analysis of study efficiency and determination of ECTS credits, 1 (one) student from each Department participates in the work of the Academy Council, and then they are part of the total number of members of the Council of the Academy.

Student representatives participate in the work of the Council of the Academy by invitation.

Student representatives in the Council of the Academy are elected and dismissed by the Student Parliament of the Academy, by secret ballot, every other year, taking into account the equal representation of students from the Department.

In the working bodies appointed by the Council of the Academy, the representation of students is 20% (twenty percent) of the total number of members of that body.

The Council of the Academy may validly sit and decide if the session is attended by more than half of the total number of members of the Council of the Academy.



## Article 86

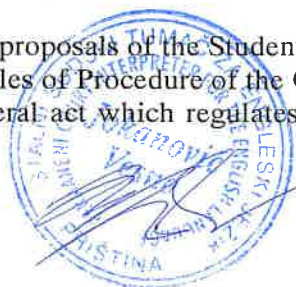
The President of the Academy is the President of the Council of the Academy by function. The President of the Academy Council convenes sessions and manages the work of the Academy Council. The manner of work of the Council of the Academy is regulated by Rules of Procedure.

## Competences of the Academy Council

### Article 87

Council of the Academy:

- 1) proposes the Statute of the Academy;
- 2) adopts the Code of Professional Ethics and Academic Integrity;
- 3) proposes the financial plan of the Academy;
- 4) reviews the Business Report and the annual accounts of the Academy;
- 5) proposes the amount of tuition and other fees borne by students;
- 6) adopts proposals for study programmes and makes a decision on initiating the procedure of accreditation of study programmes;
- 7) determines standards and measures for monitoring, providing, improving, developing and controlling the quality of study programmes, teaching and working conditions and implements the policy of continuous improvement of the quality of teaching and improvement of applied research work;
- 8) confirms the annual plan and programme for the implementation of study programmes, based on the proposal of the Council of the Department;
- 9) determines scientific, art and professional fields on the proposal of the Council of the Department;
- 10) makes a decision determining the need for announcing a competition for the election to the title of teacher or associate, at the proposal of the Department Council;
- 11) elects teachers or associates, in accordance with the Law, this Statute and the general act of the Academy which regulates in more detail the conditions and procedure for election as teachers and associates;
- 12) adopts special programmes of professional training and education throughout life;
- 13) approves the programmes of development and research work of the Academy;
- 14) adopts the exam programme for testing knowledge for enrollment of students in the first year of the study programme, at the proposal of the Department Council;
- 15) makes a decision on the number of students for enrollment in the first year of the study programme, in accordance with the Law, work permit and this Statute;
- 16) considers the annual report on the execution, i.e. realization of the study programme;
- 17) decides on the recognition of foreign higher education documents and evaluation of study programmes, in accordance with the Law and this Statute;
- 18) adopts a general act regulating publishing activities and textbooks;
- 19) considers the reports of the President of the Academy and other professional bodies of the Academy;
- 20) determines measures for encouraging the development of extremely successful and talented students;
- 21) forms the Commission for taking additional exams;
- 22) considers and prepares proposals for decisions within the competence of the Council relating to the implementation of the teaching process and the organization of teaching;
- 23) considers the proposals of the Student Parliament and decides on them;
- 24) adopts the Rules of Procedure of the Council of the Academy;
- 25) adopts a general act which regulates in more detail the assessment and testing of students' knowledge;



- 26) adopts the procedures of the quality system in teaching;
- 27) adopts general acts which regulate in more detail the enrollment of students and the rules of study;
- 28) makes a decision on the establishment or abolition of study programmes in the Departments, at the proposal of the Council of the Departments;
- 29) adopts a general act which further regulates the conditions and procedure for election to the title of teacher and associate;
- 30) adopts general acts on criteria and conditions for transfer of ECTS points;
- 31) regulates more detailed conditions and the manner of realization of the distance study programme;
- 32) gives consent to the Rulebook on the Student Parliament of the Academy;
- 33) performs other tasks in accordance with the law, this Statute and other general acts of the Academy.

#### Article 88

The Council of the Academy makes decisions within its competence by a majority vote of the total number of members of the Council of the Academy.

#### Article 89

The Council of the Academy may form permanent and temporary commissions, as well as appropriate committees in order to consider certain issues within the scope of the Council of the Academy, in order to give opinions, proposals and prepare material on issues to be decided.

### Ethics Committee

#### Article 90

The Academy forms the Ethics Committee, as an expert and advisory body.

The Ethics Committee has 7 (seven) members: 5 (five) members from the ranks of teachers of the Academy according to the principle of equal representation of the Department, 1 (one) member from the ranks of the professional service of the Academy and 1 (one) member from the ranks of students elected by the Student Parliament.

The Ethics Committee appoints the Council of the Academy, upon the proposal of the President of the Academy.

The mandate of the members of the Ethics Committee lasts 3 (three) school years, except for the member from the ranks of students whose mandate lasts 1 (one) school year.

The Ethics Committee has a president who is elected by public vote from among the members of the Ethics Committee, by a majority vote of the members of the Ethics Committee.

The first session at which the mandate is verified and the Ethics Committee is constituted is scheduled by the President of the Academy.

At the proposal of the President of the Ethics Committee, the Secretary of the Ethics Committee is elected.

The competence of the Ethics Committee is based on the conceptualization of the rules, scope and content of ethical principles related to the work of the Academy:

- 1) considers all ethical issues related to scientific research and teaching work of teachers, associates and students of the Academy;
- 2) analyses ethics in the practical work of teachers, associates and students of the Academy;
- 3) has the right to make objections to the qualification and competence of teachers or students and analyze possible risks that may arise in the phase of professional and scientific work;
- 4) ensures that respect for human rights, in particular the right to human dignity, is ensured in all scientific and professional research;
- 5) takes care of ethics in all research of students and their mentors in the preparation of final, specialist and master theses;





6) in case of need, hires experts from certain fields and other tasks that may be the subject of ethical consideration.

The Ethics Committee adopts the Rules of Procedure.

The Ethics Committee works in sessions, chaired by the President of the Ethics Committee. The Ethics Committee may, if required by the interests of official or personal secrecy, that is, the interests and reasons of morality, to exclude the public in the work of the session.

## **Teaching and Professional Council of the Department (Council of the Department)**

### Article 91

The Council of the Department consists of teachers and associates employed by the Department, in the manner determined by the Rules of Procedure of each of the Councils of the Department. Head of the Department is the President of the Council of the Department.

Council of a Department:

- 1) elects its representatives to the Council of the Academy;
- 2) propose to the Council of the Academy study programmes and a decision on initiating the procedure of accreditation of study programmes;
- 3) makes proposals to the Council of the Academy regarding changes in the structure and content of the study programme and subjects, teaching methods and other issues of importance for teaching and programmes;
- 4) determines the proposal of the programme of the subject of the study programme within the Department;
- 5) monitors the work of students at the Department;
- 6) approves the topics of final papers and appoints Commissions for the defense of final papers in first- and second-degree studies;
- 7) proposes to the Council of the Academy a decision on the number of students for enrollment in the first year of a study programme at the appropriate Department, in accordance with the Law, work permit and this Statute;
- 8) proposes to the Council of the Academy measures to encourage the development of extremely successful and talented students;
- 9) proposes to the Council of the Academy the criteria and conditions for the transfer of ECTS points;
- 10) proposes to the Council of the Academy special programmes of professional training and lifelong learning;
- 11) adopts the proposal of the annual plan and programme of realization of study programmes in the Department, i.e. the proposal of the plan of teaching subjects and study programmes for the current school year;
- 12) gives consent on the initiative of the Council of Study Programmes, i.e. the Collegium of the Department for initiating the procedure for election to the teaching or associate title and establishment of employment;
- 13) proposes scientific fields for which teachers are selected;
- 14) proposes to the Council of the Academy to make a decision on determining the need for announcing a call for the election to the title of teacher and/or associate;
- 15) proposes to the Council of the Academy members of the commissions for the preparation of the report for the election to the title and employment of teachers or associates at the Academy;
- 16) considers objections to the reports of the commissions for election to the title of teacher and / or associate and give an opinion on the objections;
- 17) gives the initiative for conducting self-evaluation in a certain area;
- 18) actively participates in the procedure of self-evaluation and assessment of the quality of studies, teaching and working conditions and proposes measures for quality improvement;



19) controls the implementation of measures adopted by the Council of the Academy for Quality Improvement;

20) performs other tasks in accordance with this Statute and other general acts. The Council of the Department adopts the Rules of Procedure.

### **Study Programme Council**

#### Article 92

The Study Programme Council performs the following tasks:

1) monitors and analyses the realisation of the study programme in the Department;

2) gives the Council of the Department an initiative for changes, amendments and abolition of study programmes in the Department;

3) discusses all issues of organization and conduct of studies and proposes to the Head of the Department and the Council of the Department measures for improving teaching, applying new methods;

4) proposes the performance of certain forms of teaching and changes in certain forms of teaching at the level of the Academy;

5) gives the Council of the Department an initiative for initiating the procedure for election to teaching and/or associate titles and establishing employment of teachers and associates;

6) takes care of the implementation of the strategy and quality policy and propose measures for correction of the observed shortcomings of the study programmes at the Department;

7) monitors the standards for teaching and proposes to the Head of the Department and the Council of the Department measures to improve the conditions and efficiency of the teaching process at the Academy;

8) submits proposals and reports within the scope of its work;

9) gives the initiative to the Council of the Department for initiating the procedure on starting the accreditation of study programmes at the Academy;

10) gives an opinion on study programmes at the Academy and proposes measures for their improvement and advancement;

11) proposes to the Council of the Department, development, research and other programmes;

12) proposes members of the expert commission at the request of the Ethics Committee, which is appointed by the Council of the Academy;

13) performs other tasks determined by this Statute and general acts of the Academy.

The Study Programme Council consists of all teachers and associates engaged in the study programme of the Department.

A Study Programme Council is formed for each study programme.

The manner of work and scope of work of the Study Programme Council is regulated by the Rules of Procedure of the Study Programme Council.

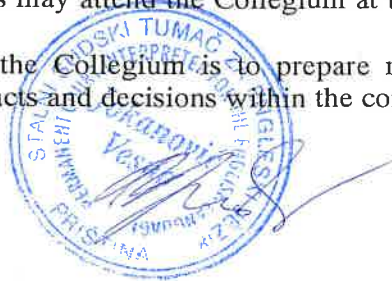
### **Collegium of the Academy**

#### Article 93

The Collegium consists of the President of the Academy, Assistant Presidents, Manager and Secretary of the Academy.

Other persons may attend the Collegium at the invitation of the President of the Academy.

The task of the Collegium is to prepare materials and proposals for the adoption of general acts and decisions within the competence of the Council and the



Council of the Academy.

The Collegium may prepare other acts on the order of the President of the Academy. The President of the Academy presides over the sessions of the Collegium.

## **Collegium of the Department**

### **Article 94**

The Collegium of the Department consists of the Head of the Department and the heads of study programmes at the Department. Other persons may attend the Collegium at the invitation of the Head of the Department.

The Collegium of the Department is managed by the Head of the Department. The Collegium of the Department has the following competencies:

- 1) proposes the division of classes (lectures and exercises) of teachers and associates by semesters or trimesters during the school year and monitors and processes the even workload of the teaching staff;
- 2) takes care of the regular teaching of all forms of teaching and coordinates the work of teachers and associates;
- 3) initiates the election for teaching and associate titles and the establishment of employment of teachers and associates;
- 4) takes care of the coverage of all forms of teaching with textbooks and necessary literature;
- 5) monitors student work and exam results;
- 6) proposes educational, scientific, professional and art training of teachers and associates;
- 7) determines the number of final papers in which the teacher can be a mentor during the school year;
- 8) proposes the composition of the commissions for the defense of final papers in the first- and second-degree studies;
- 9) proposes elements of the public procurement plan and the financial plan of the Academy in the part related to the Department;
- 10) submits proposals and reports from the scope of its work;
- 11) performs other tasks in accordance with the Law, this Statute and general acts.

## **Student Parliament**

### **Composition of the Student Parliament**

#### **Article 95**

The Student Parliament is a body of the Academy through which students exercise their rights and protect their interests in the Academy, in accordance with the Law. The work of the Student Parliament is public.

Elections for members of the Student Parliament are held in April, once every two years by direct and secret ballot.

Voting is done at each Department as a separate constituency.

All students of the Academy, who have the status of students in the school year in which the Student Parliament is elected, have the right to vote and be elected as members of the Student Parliament.

The Student Parliament has 15 (fifteen) members, 3 (three) from each Department. The President of the Student Parliament is elected from among the members of the Student Parliament. Representatives of students with disabilities and students enrolled through affirmative measure are represented in the membership of the Student Parliament.



## **Election of Members of the Student Parliament**

### **Article 96**

The President of the Academy makes a decision on announcing the elections for the members of the Student Parliament and appoints the Commission for conducting the elections no later than one month before the deadline set for the elections.

The Commission for the election of members of the Student Parliament consists of 7 (seven) members, 1 (one) student from each Department and 2 (two) members from the ranks of teachers of the Academy. One of the teachers is the president of the Commission. A candidate for the election of a member of the Student Parliament cannot be a member of the Commission.

The decision referred to in Paragraph 1 of this Article shall determine the deadlines for conducting election activities.

Candidacy for the election of members of the Student Parliament is done by submitting the candidacy to the Commission for conducting elections.

The candidacy shall be accompanied by the signatures of at least 10 (ten) students who have supported the candidacy and proof of fulfillment of the conditions referred to in Article 95 of this Statute.

Nominations shall be submitted within the deadline specified in the decision referred to in Paragraph 1 of this Article.

Voting for members of the Student Parliament takes place no later than April 15 of the current year, of which the Election Commission informs the students of the Academy via the website of the Academy, no later than 5 (five) days before the day set for voting.

The term of office of the members of the Student Parliament is two years.

The constitutive session of the new convocation of the Student Parliament will be held in October. Member of the Student Parliament of the Academy and President of the Student Parliament, whose term of student status in the study programme realised at the Academy has expired, the term of office ends on the day of termination of student status, and the term of office of the newly elected member of the Student Parliament and President of the Student Parliament will last for the remaining term.

## **Responsibilities of the Student Parliament**

### **Article 97**

The Student Parliament adopts the Rulebook on the Student Parliament, which regulates in more detail the manner of work, the manner of decision-making and other issues of importance for the work of the Student Parliament.

The Rulebook on the Student Parliament enters into force upon the obtained consent of the Academy Council.

### **Article 98**

Representatives of the Student Parliament have the right to attend the sessions of the Council of the Academy and, if necessary, the sessions of other professional bodies, when issues of importance for studying are considered, in accordance with the Law and this Statute.

The work of the Student Parliament is financed in accordance with the financial plan of the Academy.

The Student Parliament is accountable to the Council for the intended spending of funds.

### **Article 99**

The Student Parliament, in its authority:

- 1) elects and dismisses the President and Vice President of the Student Parliament;





- 2) elects and dismisses student representatives in the bodies of the Academy;
- 3) participates in the self-evaluation procedures of the Academy;
- 4) initiates the change of general acts of the Academy representing the interests of students;
- 5) adopts the Rulebook on the Student Parliament;
- 6) adopts the plan and programme of activities of the Student Parliament;
- 7) coordinates the programme of extracurricular activities of the students of the Academy;
- 8) establishes student sections and other forms of student organization, in order to promote sports, cultural, scientific-professional, art and similar activities;
- 9) achieves student cooperation;
- 10) elects and dismisses student representatives in bodies and bodies of other institutions, associations and organizations in which student representatives of the Academy are represented;
- 11) disposes of funds and resources given for use to students;
- 12) performs other tasks in accordance with the Law, this Statute and general acts of the Academy;
- 13) adopts other general acts in accordance with this Statute;
- 14) performs other tasks provided by this Statute.

### **Council of Employers**

#### Article 100

The Academy, in accordance with the Law, constitutes the Council of Employers. The procedure, manner of election, rights and obligations of the Council of Employers shall be regulated by a special rulebook. The Council of Employers is chaired by the President of the Academy.

## **V MANNER OF FINANCING AND OPERATION OF THE ACADEMY**

### **Financial Resources**

#### Article 101

The Academy acquires funds for performing its activities in accordance with the Law, other legal regulations and this Statute. The Academy obtains funds from the budget of the Republic of Serbia and from its own revenues.

Sources of acquisition of financial resources of the Academy are:

- 1) funds provided by the founder;
- 2) tuition fees and other fees for education services;
- 3) projects and contracts related to the implementation of teaching, research and consulting services;
- 4) publishing activity;
- 5) fees for commercial and other services;
- 6) founding rights and funds under contracts for the provision of services to third parties and consulting services;
- 7) funds from domestic and foreign investors;
- 8) capital gains;



- 9) donations, gifts and bequests;
- 10) other sources.

Sources of acquisition of funds are monitored in accordance with the laws and general acts governing this area.

#### Article 102

The Academy manages the funds referred to in Article 101 of this Statute independently.

Funds referred to in Article 101 of this Statute shall be reported and recorded in accordance with the unified budget classification.

Data on the amount of funds on an annual basis referred to in Paragraph 1 of this Article are available to the public on the official website of the Academy, no later than the end of the first quarter of the following calendar year.

### Funds for Performing Activities

#### Article 103

Funds for performing the activities of the Academy are provided from the budget of the Republic of Serbia for the implementation of accredited study programmes, based on the contract that the Academy concludes with the competent authority, after obtaining the opinion of the competent ministry, and in accordance with working conditions.

Funds for performing activities during one school year are provided in accordance with the Annual Work Programme of the Academy, which is adopted in accordance with this Statute.

Funds provided from the budget of the Republic of Serbia are intended for:

- 1) material costs, current and investment maintenance;
- 2) salaries of employees, in accordance with the law and the collective agreement;
- 3) equipment;
- 4) library fund;
- 5) research and development activity;
- 6) scientific and professional training of employees;
- 7) encouraging the development of teaching youth;
- 8) work with talented students;
- 9) international cooperation;
- 10) sources of information and information systems;
- 11) publishing activity;
- 12) work of the Student Parliament and extracurricular activities of students;
- 13) financing of equipment and conditions for studying students with disabilities;
- 14) work of other organizational units within the Academy or the Department;
- 15) other purposes, in accordance with the law.

The Council is accountable to the competent ministry for the purposeful and economical spending of funds allocated from the budget.

The Academy, in performing its activities with the funds provided by the founder, acts in legal transactions in its own name and for its own account, in accordance with the law and this Statute.



At the beginning of each semester, i.e. trimester, the department submits to the Academy data on the number and structure of employees, for the realization of study programmes.



## **Own Source Revenues**

### **Article 104**

The funds that the Academy acquires by performing activities and providing services to third parties (tuition fees, gifts, donations, sponsorship, publishing and other income) are the Academy's own income.

The Academy disposes of the funds referred to in Paragraph 1 of this Article in accordance with the law, this Statute, in accordance with the purposes for which it determines its own funds by general acts of the Academy.

The funds referred to in Paragraph 1 of this Article shall be used for the improvement of activities and raising the quality and working conditions.

Realised own revenues will be recorded in accordance with the sources of acquisition in the appropriate Department.

The funds referred to in Paragraph 1 of this Article, realised by performing the activities of the Department, are disposed of by the Department, in accordance with the law, this Statute and the general act of the Academy.

## **Tuition Fee**

### **Article 105**

The Academy acquires funds from tuition fees based on the decision of the Council on the amount of tuition fees for the next school year for all study programmes for students who pay tuition fees, adopted before the announcement of the competition for enrollment of new students.

The decision on tuition fees determines the costs of studies for one school year, i.e. for acquiring 60 (sixty) ECTS points. The tuition fee includes a fee for regular services that the Academy provides to the student within the realisation of a study programme, for one year of study.

A self-financing student pays the amount of tuition in proportion to the number of enrolled ECTS credits for the school year.

The regular services that the Academy provides to the student within the realisation of the study programme included in the fee in the name of tuition fees are determined by the Council.

Services, which are not included in the tuition fee, are paid by students on the basis of a general act, which is passed by the Council.

The criteria for determining the amount of tuition fees are determined by the Council in a general act.

## **Financial Plan**

### **Article 106**

The funds realised by the Academy are distributed by the financial plan of the Academy.

The proposal of the financial plan for the fiscal year is adopted in accordance with the law and this Statute.

The annual financial report of the Academy evaluates the implementation of the adopted financial plan.

The financial plan of the Academy is adopted by the Council, at the proposal of the Council of the Academy.

The Academy adopts the financial plan for the next calendar year by December 31 of the current year, and adopts the annual financial report by the end of February of the following year for the previous year.





## **VIACADEMY STAFF**

### **Teaching and Non-Teaching Staff**

#### **Article 107**

The staff of the Academy consists of teaching and non-teaching staff.

The teaching staff at the Academy consists of persons who perform teaching, professional, research-development and art work.

The teaching staff consists of teachers and associates.

The non-teaching staff of the Academy consists of employees who perform professional, administrative and technical tasks at the headquarters of the Academy and the offices of the professional services of the Department.

With regard to the rights and obligations and responsibilities of employees in the Academy, the law governing work shall apply, unless otherwise provided by law.

### **A General Precondition of Non-Conviction**

#### **Article 108**

A person who has been convicted by a final judgment for a criminal offense against sexual freedom, forgery of a document issued by a higher education institution or receiving bribes in performing work in a higher education institution, cannot acquire the title of teacher or associate.

If the person referred to in Paragraph 1 of this Article has acquired the title, the Academy shall make a decision on the prohibition of performing the duties of a teacher, i.e. associate, and that person's employment shall be terminated in accordance with the Law.

### **Rights and Obligations of Employees**

#### **Article 109**

The President of the Academy decides on the individual rights, obligations and responsibilities of the employees of the Academy.

The Council decides on the rights, obligations and responsibilities of the President of the Academy.

### **Employment Policy**

#### **Article 110**

The Council, on the proposal of the President of the Academy and the Council of the Academy, determines the employment policy at the Academy.

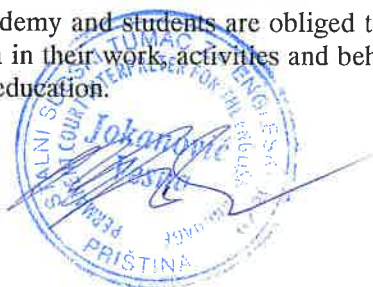
The Council of the Academy, at the proposal of the Council of the Department, determines the needs for hiring teachers and associates at the Academy, based on the fact that the teaching process at the Academy is organised in a quality, rational and efficient way.

The President of the Academy determines the needs for hiring non-teaching staff, based on the fact that the work and operations of the Academy take place continuously, efficiently and rationally.

### **Code of Professional Ethics and Academic Integrity**

#### **Article 111**

Employees of the Academy and students are obliged to adhere to ethical principles, principles of scientific truth and criticism in their work, activities and behavior at the Academy and to respect the goals and principles of higher education.



## **Teachers**

### **Article 112**

Educational, research, development and art work at the Academy is carried out by teaching staff consisting of teachers and associates.

The teaching process is realised by teachers with the titles of professor of applied studies, professor of applied studies in the field of art, senior lecturer, senior lecturer in the field of art, lecturer, lecturer in the field of art, foreign language teacher and skills teacher.

Teachers with the title of assistant professor, associate and full professor can also participate in the realization of basic, specialist and master applied studies at the Academy.

### **Article 113**

A person who has the appropriate professional, academic, scientific, i.e. art title acquired in an accredited study programme and an accredited higher education institution and the ability to teach can be elected as a teacher.

## **Evaluation Elements**

### **Article 114**

When electing teachers, the following elements are evaluated: assessment of the results of educational, scientific-research, i.e. art work of the candidate, assessment of the candidate's engagement in the development of teaching and development of other activities of the Academy, assessment of the results of the pedagogical work of the candidate, as well as the evaluation of the results achieved in providing scientific-teaching, i.e. Art-teaching youth.

The assessment of the results of scientific research work is given on the basis of the conditions from the Law.

The evaluation of the results of engagement in the development of teaching and other activities and the evaluation of the results achieved in providing scientific-teaching, i.e. art-teaching youth is given on the basis of the conditions defined by the Academy in the general act.

When evaluating the results of pedagogical work, the opinion of students is taken into account, in accordance with the general act.

Ability for teaching work is established on the basis of the results shown by the candidate as a teacher in working with students, and if the candidate did not have pedagogical experience, on the basis of the quality of a special public lecture.

## **Teacher Titles**

### **Article 115**

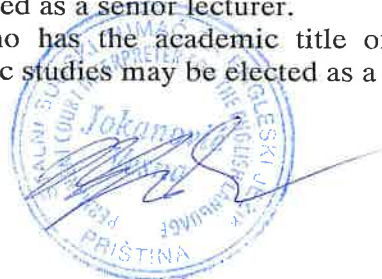
Teacher titles are:

- professor of applied studies / professor of applied studies in the field of art,
- senior lecturer / senior lecturer in the field of art,
- lecturer in the field of art,
- foreign language teacher and
- skills teacher.

A person who has the scientific degree of a Doctor of Science, i.e. Doctor of Art from the scientific field for which he/she is elected and has scientific or professional papers published in scientific journals or collections, with reviews, i.e. art achievements, may be elected as a professor of applied studies.

A person who has the scientific title of Doctor of Science, i.e. the art title of Doctor of Arts, may be elected as a senior lecturer.

A person who has the academic title of master or the professional title of a specialist in academic studies may be elected as a lecturer.



A person who has a higher education of the first or second degree of academic studies and recognized art achievements may also be elected as a lecturer, senior lecturer and professor of applied studies in the field of art.

A person who has higher education of the first degree of academic studies, has published professional papers in the appropriate field and has the ability to teach can also be elected to the title of foreign language teacher, i.e. skills teacher.

A teacher of skills can be chosen only in those scientific, professional and art fields for which there are no doctoral studies in the Republic of Serbia.

More detailed conditions for the election to the title of teacher in applied studies, in accordance with the minimum conditions for the election to the title of teacher determined by the National Council for Higher Education, the manner and procedure of acquiring the title and employment shall be regulated by the general act for teachers and associates.

#### Article 116

The teacher is elected to the title for a narrow scientific, art or professional field within the educational-scientific, i.e. educational-art fields according to the general act on the narrower scientific, art or professional fields.

### **Election to the Title of Teacher and Employment**

#### Article 117

A foreign language teacher and a skills teacher acquire titles and establish employment for a period of 5 (five) years.

The person elected to the title of lecturer acquires the title and establishes an employment relationship for a period of 5 (five) years.

A person elected to the title of senior lecturer acquires the title and establishes an employment relationship for a period of 5 (five) years.

A person elected to the title of professor of applied studies acquires the title and establishes an employment relationship for an indefinite period of time.

The President concludes the employment contract with the persons elected to the title of teacher in applied studies.

### **Lecturer Out of Employment**

#### Article 118

The President of the Academy may, at the proposal of the Council of the Department, hire in active teaching, including lectures and exercises, at the first and second level of study, with up to one third of the teaching hours during the semester or trimester a person who is a master of academic studies, or above, and who has the necessary knowledge and skills in the relevant field and shows a sense of teaching.

The lecturer outside the employment relationship can be engaged exclusively in professional/applied subjects.

Course holders are responsible for ensuring the quality of teaching provided by lecturers outside employment.

The general act of the Academy regulates in more detail the manner of election and the time for which the lecturer is hired outside the employment relationship.

A contract on engagement for a maximum of one school year with the possibility of extension is concluded with the person referred to in Paragraph 1 of this Article, and payments based on that contract are made from the Academy's own revenues.

### **Hiring Teachers from Other Higher Education Institutions**



#### Article 119

The President of the Academy may, at the proposal of the Department Council, without announcing a call, hire a teacher from another higher education institution to teach in an appropriate subject, from a certain scientific, professional or art field.

The President of the Academy concludes an engagement contract with the teacher referred to in Paragraph 1 of this Article.

### Visiting Professor

#### Article 120

The President of the Academy, without announcing a competition, with the consent of the Council of the Academy, may hire a teacher from another independent higher education institution outside the territory of the Republic of Serbia, as a visiting professor.

The rights and obligations of the person elected to the title referred to in Paragraph 1 of this Article shall be regulated by the contract on engagement for teaching.

More detailed conditions and the manner of hiring a visiting professor are regulated by the general act of the Academy.

### Associates

#### Titles of Associates

#### Article 121

The titles of associates are:

- Teaching Associate;
- Teaching associate in the field of art: art associate, senior art associate, independent art associate, professional associate, senior professional associate and independent professional associate;
- assistant;
- assistant with a doctorate.

The associate is elected to the title and establishes an employment relationship on the basis of a call.

### Teaching Associate

#### Article 122

A student of master academic studies or specialist academic studies, who has completed the studies of the first degree of studies with an average grade of at least 8 (eight), may be elected as an associate in teaching at first-degree studies.

A student of master applied studies or specialist applied studies, who has completed the studies of the first degree of studies with an average grade of at least 8 (eight), may also be elected as an associate in teaching at first-degree studies.

A person who has higher education of the first degree, a total average grade of at least 8 (eight) and at least 9 (nine) from the group of subjects for which he/she is selected, in accordance with the general act of the Academy, may be elected as a teaching associate in the field of art, if master academic studies are not provided in this area.

The President of the Academy concludes an employment contract with a teaching associate for a period of one year, with the possibility of extending the contract for another year during the duration of studies, and no longer than until the end of the school year in which the studies are completed.





## **Assistant**

### **Article 123**

A doctoral student who has completed each of the previous degrees with an average grade of at least 8 (eight) and who shows a sense of teaching can be elected as an assistant.

Under the conditions referred to in Paragraph 1 of this Article, the Academy may elect an assistant and a master of science, i.e. a master of arts, for whom the topic of the doctoral dissertation, i.e. the doctoral art project has been accepted.

An employment contract is concluded with a person elected to the title of assistant for a period of 3 (three) years, with the possibility of extension for another 3 (three) years.

The possibility of extending the employment contract referred to in Paragraph 3 of this Article shall also apply to assistants who have acquired the scientific title of Doctor of Science, that is, the art title of Doctor of Arts.

More detailed conditions for contract extension are regulated by the general act. The President of the Academy concludes the employment contract with the assistant.

## **Assistant with a PhD**

### **Article 124**

A person who has acquired the scientific title of Doctor of Science, i.e. the art title of Doctor of Arts and who shows a sense for teaching, may be elected to the title of assistant with a doctorate.

Special conditions for the election to the title of assistant with a doctorate are determined by the general act of the Academy.

An employment contract is concluded with a person elected to the title of assistant with a doctorate for a period of 3 (three) years, with the possibility of extension for another 3 (three) years.

The contract referred to in Paragraph 3 of this Article shall be concluded by the President of the Academy.

## **Associate out of Employment**

### **Article 125**

A student of the first, second or third degree may be elected to the title of associate outside the employment relationship (demonstrator, etc.) for teaching assistance in first-degree studies, provided that he/she has achieved at least 120 (one hundred and twenty) ECTS points with the total with an average grade of at least 8 (eight).

Special conditions for election to the title of associate outside the employment relationship are determined by the general act of the Academy.

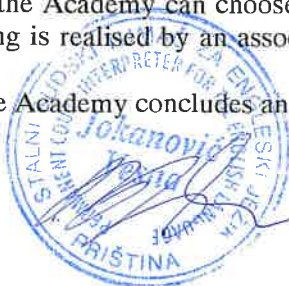
The President of the Academy concludes an engagement contract with the person referred to in Paragraph 1 of this Article for a maximum of one school year, with the possibility of extension for another school year.

## **Associate for a Part of Practical Classes**

### **Article 126**

For the needs of realisation of a part of practical teaching, which is realised at the Academy and outside the Academy, the Academy can choose a person employed in the institution where one part of the practical teaching is realised by an associate outside employment (associate practitioner, etc.).

The President of the Academy concludes an engagement contract with the associate for a part



of the practical classes.

Special conditions for election to the title referred to in Paragraph 1 of this Article shall be determined by the general act.

### **The Process of Selecting Teachers and Associates**

#### **Article 127**

The Academy may announce a call for employment and election to the title of teacher and associate for a field and a narrower field (if any) only if that position is provided by an appropriate general act and if funds are provided for the financing.

The Academy announces a call for employment and election to the title of teacher and associate, taking care that the teaching process is organised in a quality, rational and efficient way.

The decision on announcing the call is made by the President of the Academy in accordance with the determined plan of employment and engagement of teachers and associates of the Academy, according to the determined needs of the Council of the Academy.

If it is a call for the selection of a teacher to which a person who is employed for a definite period of time as a teacher can also apply, the call is announced no later than 6 (six) months before the expiration of the time for which the teacher was elected, i.e. on which he/she bases his/her employment.

If it is a call for the selection of associates to which a person who is employed for a certain period of time as an associate can also apply, the competition is announced no later than 3 (three) months before the expiration of the time for which the associate was selected.

The election to the title and employment of teachers is made no later than nine months from the day of announcing the call, and the election to the title and employment of associates and assistants no later than 6 (six) months from the day of announcing the call.

The vacancy must be published in the publication of the National Employment Service and on the website of the Academy and lasts at least 10 (ten) days from the date of publication.

#### **Article 128**

The vacancy referred to in Article 127 of this Statute contains the title to which the teacher or associate is elected, the name of the field and the narrower field (if any) and is determined by the general act of the Academy, conditions for election to the title, data on employment and the scope of work time, deadlines for submitting the application and proof of fulfillment of the conditions submitted in the application.

Along with the proposal for announcing the competition, the Council of the Department proposes to the Council of the Academy of the President the members of the Commission for the preparation of the report on the registered candidates in the selection process.

The Commission for the preparation of the report, after receiving the proposal referred to in Paragraph 2 of this Article, shall be formed by the Council of the Academy.

The Commission for the preparation of the report for the election to the title of teacher consists of at least 3 (three) teachers from the narrow, i.e. related field, for which the teacher is elected, of which at least 1 (one) is not employed at the Academy. The members of the commission are of the same or higher title than the title in which the teacher is elected.

The commission for the preparation of the report for the election to the title of associate consists of at least 3 (three) teachers from the narrow, i.e. related field, for which the associate is elected.

The Report Preparation Commission compiles and submits a report on all registered candidates in the manner and in accordance with this Statute and the general act of the Academy, which further regulates the manner and procedure of election to the title of teacher and associates, and their employment.

The report of the commission on the registered candidates is made available to the public for a period of 15 (fifteen) days, and the notice is published on the website of the



Academy.

Complaints on the report, during the public inspection, are sent to the Commission for preparation of the report and are treated in accordance with the provisions of this Statute and the general act of the Academy which regulates the manner and procedure of election to the title of teacher and associate.

Complaints and statements of the Commission for the preparation of reports on these complaints are submitted to the Council of the Department for consideration and opinion.

After the expiration of the deadline for public inspection of 15 (fifteen) days, in which the report was available to the public, the Academy Council considers the report, possible objections to the report, the Commission's responses to the objections and the opinion of the Department Council and makes a decision.

A candidate who has not been elected to the title from the competition has the right to object to the Council of the Academy within 15 (fifteen) days, from the day of receipt of the notification that he/she has not been elected.

The decision of the Council of the Academy made upon the objection of the candidate for election to the title is final.

#### Article 129

With the person elected to the title of teacher, that is, associate, the President of the Academy concludes a work contract, i.e. the employment contract, no later than 30 (thirty) days from the final decision on candidate selection.

#### Article 130

The Council of the Academy adopts a general act which determines more detailed conditions, manner and procedure of election to the titles of teachers and associates, and rights and obligations of teachers and associates.

#### Article 131

Teachers have the right and obligation to:

- 1) fully hold classes according to the class schedule, in the prescribed number of hours and according to the content determined by the study programme;
- 2) keep records of class attendance, exams performed and student achievement;
- 3) perform applied research, professional and art work;
- 4) recommend available textbooks and manuals for the subjects which they teach;
- 5) regularly hold exams for students according to the schedule within the prescribed exam deadlines;
- 6) hold consultations with students in order to help them master the study programme;
- 7) propose improvement and review of the study programme;
- 8) be mentors to students in the preparation of final papers;
- 9) accept assessment of the success of their work in teaching;
- 10) perform other tasks determined by the Law, this Statute and other general acts of the Academy.

Associates have the right and obligation to:

- 1) perform preparations and exercises under the professional supervision of teachers;
- 2) assist the teacher in preparing the teaching process;
- 3) assist the teacher in holding exams in all exam terms, in accordance with the study programme;
- 4) perform consultations with students;
- 5) work on their own professional development;
- 6) accept assessment of the success of their work in teaching;
- 7) perform other tasks in accordance with the Law, this Statute and other general acts of the Academy.



With regard to the rights, obligations and responsibilities of teachers and associates, the provisions of the law, this Statute, the collective agreement and other general acts of the Academy shall apply.

Teachers and associates, as a rule, establish a full-time employment relationship.

### **Work Engagement outside the Academy and Prevention of Conflict of Interest**

#### **Article 132**

Scientific, teaching, professional, art or economic activities of teachers and associates outside the Academy, as well as the interests arising from those activities, must not conflict with the interests of the Academy, nor damage the reputation of the Academy.

In order to prevent conflicts of interest, a teacher, that is, an associate of the Academy may conclude a contract by which he/she is employed at another higher education institution with the prior approval of the Council of the Academy with the prior opinion of the Council of the Department.

The conditions and procedure for giving consent for hiring teachers and associates referred to in Paragraph 2 of this Article shall be regulated by the general act issued by the Council of the Academy.

Failure to comply with the obligations referred to in Paragraphs 1 and 2 of this Article is a violation of work discipline.

### **Suspension of Employment and Election Period of Teachers and Associates**

#### **Article 133**

To a teacher and associate who is on military service, maternity leave, leave from work for child care, leave from work for special care of a child or other person, or on sick leave longer than 6 (six) months, leave from work for engagement in state bodies and organizations, or who is on unpaid leave, the election period and employment is extended during that time.

### **Paid Teacher Leave**

#### **Article 134**

After five years of work spent in teaching at the Academy, that is, the Department, the teacher of the Academy may be granted paid leave for up to one school year for the purpose of professional, scientific, or art training.

The decision on approving paid leave, at the reasoned proposal of the employee and the Council of the study programme, is made by the President of the Academy.

### **Discontinuation of Employment**

#### **Article 135**

Teacher's employment is terminated at the end of the school year in which he/she reached the age of 65 and at least 15 (fifteen) years of insurance experience.

A teacher, that is, an associate who is employed for a definite period of time at the Academy, and who is not re-elected, shall lose his/her employment upon the expiration of the period for which he/she was elected.

Employment is terminated in other cases in accordance with the law.





## **Non-Teaching Staff**

### **Article 136**

The non-teaching staff of the Academy consists of persons who perform professional, administrative, technical and other tasks at the headquarters of the Academy and the office of professional services of the Department.

The UEN description of non-teaching staff, by specific UENs, is determined by the Rulebook on the organization and systematization of UENs of the Academy, which is adopted by the President of the Academy with the prior consent of the Council and the opinion of the union.

With regard to the rights, obligations and responsibilities of employed non-teaching workers, the law governing work shall apply, unless otherwise provided by law, as well as the provisions of this Statute and general acts of the Academy.

## **VII REALIZATION OF STUDIES**

### **Academic Year**

#### **Article 137**

The studies are realised during the school year, which, as a rule, begins on October 1 of the current year, and ends on September 30 of the following year.

The school year consists of winter and summer semesters, that is, three trimesters. The semester lasts 15 (fifteen) weeks, the trimester 10 (ten) weeks, and the teaching of individual subjects is organised and conducted, in principle, during one semester or trimester, and exceptionally in two semesters (foreign languages, etc.) or more trimesters.

Classes can also be organised in blocks with a total duration, as a rule, of 30 weeks, the individual duration of which is determined by a general act.

#### **Article 138**

Classes are organised by study programmes, years of study and groups, in accordance with the schedule of classes and exams.

The schedule of classes and exams is adopted by semesters or trimesters and is published on the bulletin board and on the website of the Academy and the Department. The Academy has the obligation to publicly announce (on the website of the Academy, by printing brochures and other publications, through the bulletin board and in other ways) issues of importance for studying at the Academy.

Organising lectures and other forms of teaching is mandatory for all students, except for the realization of a distance learning programme.

The Academy may organise part-time studies for students who are employed or who for some other reason are not able to attend classes regularly.

More detailed conditions and ways of organising studies with work are regulated by the general act of the Academy.

#### **Article 139**

Distance learning is a form of realization of the study programme of the Academy using information and communication technology, such as e-mail, Internet, electronic library, print and other media and other means in the field of distance learning technology.

Students who attend distance learning take exams on the premises of the Academy, with the proviso that for a foreign student, the Academy may also enable exams via electronic communications, provided that the application of appropriate technical solutions ensures control of student identification



and work.

Detailed conditions and ways of organising distance studies are regulated by a general act of the Academy.

#### Article 140

Studies are realised by personal work of students, by studying theoretical aspects and gaining practical experience and applying these experiences in practice, in lectures, laboratory and other exercises, seminars, consultations and other forms of work, which is determined by the study programme.

#### Article 141

Theoretical classes, professional practice and practical work of students are organised in semesters, that is, trimesters, according to the study programme, which is regulated in more detail by the general acts of the Academy.

### **Plan and Programme of Realisation of Study Programmes**

#### Article 142

The plan and programme for the realisation of study programmes is adopted by the Council of the Academy, at the proposal of the Council of the Department in accordance with the general act of the Academy.

The plan and programme of realisation of study programmes determine:

- 1) teachers and associates who will teach;
- 2) place of teaching;
- 3) beginning and end, as well as the time schedule of teaching;
- 4) forms of teaching (lectures, exercises, study groups, consultations, etc.);
- 5) manner of taking the exam, exam deadlines and examination criteria
- 6) list of literature for studies and exams;
- 7) the possibility of teaching in a foreign language;
- 8) the possibility of conducting distance learning;
- 9) other important facts for proper teaching.

The recommended literature for a particular exam must be harmonized with the scope of the study programme, in the manner determined by that programme.

The plan and programme for the realization of a study programmes is published on the website of the Academy and is public.

The plan and programme of realization of study programmes can be changed during the school year, in justified cases, whereby the changes must be published in the way in which the original plan was published.

### **Admission to Studies**

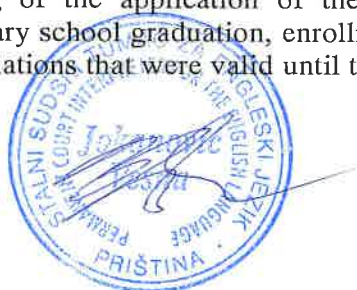
#### Article 143

The Academy enrolls in higher education applied studies on the basis of a public competition, in accordance with the Law, this Statute and other general acts.

Students have equal rights that cannot be restricted on the basis of gender, race, marital status, skin color, language, religion, political beliefs, national, social or ethnic origin, disability, etc.

A person with a completed secondary education has the right to apply for enrollment in undergraduate applied studies at the Academy.

Until the beginning of the application of the regulations governing the general, professional and art secondary school graduation, enrollment in undergraduate studies is done in accordance with the regulations that were valid until the entry into force of the Law and the general act of the Academy.



Candidates are enrolled in a specific accredited study programme implemented by the Academy in accordance with the results achieved in previous education and the entrance exam.

By enrolling in studies, one acquires the status of a student.

### **Protection of Persons with Disabilities**

#### **Article 144**

Persons with disabilities have the rights prescribed by law when enrolling and performing student obligations and other activities, with respect and appreciation of their special needs, and the Academy is obliged to adjust the teaching process to their abilities and needs.

### **Enrollment in Studies**

#### **Article 145**

The Academy announces a call for enrollment in studies, no later than 4 (four) months before the beginning of the school year.

The call referred to in Paragraph 1 of this Article shall contain: the number of students for given study programmes, enrollment requirements, criteria for determining the order of candidates, the procedure for conducting the call, the manner and deadlines for filing an appeal against the established ranking list, and the amount of tuition fee paid by students not financed from the budget.

The Council of the Academy determines the number of students who enroll in the study programme, that is, in the first year of the study programme, and which cannot be higher than the number determined in the work permit.

The decision on the number of students for enrollment in the first year of study in the status of students financed from the budget is made by the Government.

In the following years of study, the number of students from Para. 4 of this Article may be increased by a maximum of 20% (twenty percent) compared to the previous year, which is decided by the Council of the Academy.

Enrollment in accredited study programmes is realised under the conditions and in the manner regulated by the Law, this Statute and the general act of the Academy which regulates enrollment in studies and which is passed by the Council of the Academy. The general act on the enrollment in studies determines in particular:

1) the content of the entrance exam, the manner of taking and the criteria for determining the ranking of candidates for enrollment in the first year of undergraduate applied studies;

2) the manner of evaluating the results of the general secondary school graduation instead of the results achieved at the entrance exam;

3) detailed conditions and manner of enrollment in first-degree studies of a student enrolled in the same or related first-degree study programme of another independent higher education institution, a person who has acquired education in first degree studies and a person whose student status has ceased in accordance with the Law and this Statute;

4) conditions, manner and procedure of enrollment in second-degree studies;

5) other issues of importance for enrollment.

### **Enrollment in Undergraduate Applied Studies**

#### **Article 146**

The candidate for enrollment in first-degree studies takes the entrance exam and the ranking of candidates is determined on the basis of the general success achieved in secondary



education and the results achieved at the entrance exam.

The right to enroll in first-degree studies is acquired by a candidate who is ranked on the ranking list within the number of students determined by the call, in accordance with the work permit.

Based on the criteria determined by the call, the Academy compiles a ranking list of registered candidates for each accredited study programme.

The ranking of candidates for enrollment in the first year of undergraduate studies is determined on the basis of the results achieved at the entrance exam and the general success achieved in secondary education.

The candidate can apply for enrollment in several study programmes at the Academy.

#### Article 147

Candidates who apply for enrollment in the first year of undergraduate studies take the entrance exam in the areas determined by the general act of the Academy.

The general act of the Academy on enrollment regulates in detail the manner of choosing the subject for taking the entrance exam, as well as the procedures related to taking and enrolling in studies.

A candidate who, as a student of the third or fourth grade of secondary school, won one of the first three places in the national competition organised by the Ministry of Education, Science and Technological Development, or in an international competition, does not take the entrance exam but is awarded the maximum number of points a student can obtain on the entrance exam.

The date, place and time of the entrance exam and other conditions for participation in the competition are determined in the text of the call for enrollment.

#### Article 148

The competition procedure and enrollment in the first year of undergraduate studies is conducted by the Enrollment Commission, appointed by the President of the Academy.

The Commission referred to in Paragraph 1 of this Article shall appoint sub-commissions for enrollment in the Departments.

The sub-commissions referred to in Paragraph 2, in accordance with the criteria from the conditions of the call, determine the number of points for each candidate, compile and publish preliminary and final ranking lists for the enrollment of candidates.

The President of the Academy and the Enrollment Commission are responsible for the accuracy of the data from the ranking list of the Academy.

The competence and tasks of the Commission and sub-commissions shall be determined by the decision on appointment, in accordance with this Statute.

#### Article 149

The candidate may file an objection to the Enrollment Commission on the established order in the preliminary ranking list.

The Enrollment Commission considers the candidate's complaint.

The candidate may appeal the decision of the Enrollment Commission to the President of the Academy.

The President of the Academy decides on the candidate's appeal. The decision of the President of the Academy on the manner of realising the call is final.

Deadlines for submitting complaints and resolving complaints are determined by the call for student enrollment.

Upon completion of the procedure for possible objections, i.e. complaints of candidates, the final ranking list with the order of candidates for enrollment in the first year of undergraduate studies is published.

In the procedure for legal remedies referred to in this Article, the provisions of the Law on General Administrative Procedure shall apply accordingly.





## **Enrollment in Studies without Taking the Entrance Exam**

### **Article 150**

A first-degree student of another independent higher education institution, a person who has acquired higher education in first-degree studies and a person whose student status has been terminated in accordance with the Law, may enroll in one of the first-degree study programmes realised at the Academy, under the conditions and in the manner prescribed by the general act on enrollment in studies.

The student referred to in Paragraph 1 of this Article is enrolled exclusively with the status of a self-financing student.

The decision on recognizing exams and transferring ECTS points between different study programmes, within the same degree and type of study, is made by the President of the Academy, at the proposal of the Department Council, which considers the proposal based on the opinion of course teachers on exam recognition.

Exceptionally, for students participating in international mobility programmes, ECTS credits may be transferred between different study programmes within all degrees and types of studies.

The right referred to in Paragraph 1 of this Article shall be exercised by the candidate upon his/her personal request submitted to the President of the Academy.

## **Enrollment in Specialist Applied Studies**

### **Article 151**

A person who has previously completed undergraduate studies, that is, achieved 180 (one hundred and eighty) ECTS points, can enroll in specialist applied studies.

The ranking of candidates for enrollment in specialist applied studies is determined on the basis of the general average grade achieved in undergraduate studies, the duration of previous studies and the professional field, i.e. the completed study programme.

## **Enrollment in Master Applied Studies**

### **Article 152**

A person who has completed first-degree studies of at least 180 (one hundred and eighty) ECTS credits, as well as a person who has completed four years of undergraduate studies according to the regulations in force before the entry into force of the Law on Higher Education, may enroll in the first year of master applied studies, i.e. until September 10, 2005.

The ranking of candidates for enrollment in the first year of master applied studies is determined on the basis of the general average grade achieved in undergraduate studies, the duration of previous studies, that is, the completed study programme.

## **Enrollment of Foreign Nationals**

### **Article 153**

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

A foreign citizen can enroll in a study programme if he/she knows the Serbian language and if he/she has health insurance.

The test of knowledge of the Serbian language is performed by an appropriate professional institution, which issues the candidate a certificate of knowledge of the Serbian language.

The certificate of knowledge of the Serbian language is submitted to the Enrollment Commission and the student service of the Academy and is kept in the student's file.



#### Article 154

A foreign citizen cannot have the status of a student financed from the budget of the Republic of Serbia, unless otherwise determined by an interstate agreement.

### VIII STUDENTS

#### Student Status

#### Article 155

A student of the Academy is, in terms of this Statute, a natural person who enrolls in an accredited study programme that the Academy implements, in accordance with the Law.

The student enrolls in the status of a student whose studies are financed from the budget (hereinafter: budget student) or a student who finances his/her studies from personal sources (hereinafter: self-financing student).

Student status is proven by a student index booklet.

#### Article 156

A student which has the status of a budget student:

- enrolled in studies of the first or second degree, ranked in the competition for enrollment within the number determined for the enrollment of budget students, in the school year in which he/she was enrolled in the call;
- who in the current school year has achieved at least 48 (forty-eight) ECTS points in the enrolled study programme, and who is ranked within the approved number of places for the budget;
- with a learning disability and a student enrolled according to the affirmative measure who achieves 36 (thirty-six) ECTS in the current school year;
- who in the last year of study had the status of a student financed from the budget, has the right to be financed from the budget for a maximum of one year after the expiration of the regular duration of studies.

A student can be funded from the budget only once at the same level of studies.

#### Article 157

The status of a self-financing student has a student who has not exercised the right to funding from the budget, in accordance with Article 156 of this Statute.

A student who did not obtain 37 (thirty-seven) ECTS points re-enrolls in the same year of studies.

#### Article 158

A budget and self-financing student who achieves at least 48 (forty-eight) ECTS points in the current school year based on taking the exam has the right to be financed from the budget in the next school year, if it is ranked within the total number of students in the study programme whose studies are financed from the budget. .

The ranking of students referred to in Paragraph 1 of this Article includes students who enroll in the same year of study in a particular study programme, and is based on the number of ECTS credits, total years of study and success in mastering the study programme, in the manner and procedure established by a general act of the Academy which regulates the rules of studies.

A student who does not exercise the right referred to in Paragraph 1 of this Article in the next school year continues his/her studies in the status of a self-financing student.

#### Article 159

Student status terminates in the case of:

- 1) dropping out of studies;



- 2) completion of studies;
- 3) non-enrollment in the school year (enrollment in the next year or renewal of the same year of study);
- 4) when the student does not complete the studies by the expiration of the deadline determined in double the number of school years required for the implementation of the study programme;
- 5) imposing a disciplinary measure of expulsion from studies.

Notwithstanding Paragraph 1, Item 4 of this Article, a student who studies part-time, a student with a disability, a student who is enrolled in studies affirmatively and a student who has the status of a categorised top athlete, retains student status until the expiration of the term which is the triple number of school years required for the implementation of the study programme.

A student whose status has been terminated because he/she did not enroll in the school year may submit a request to the President of the Academy to approve his/her enrollment and regain his student status, if there are justified reasons for that.

#### Article 160

The President of the Academy may, at the personal request of the student, extend the deadline for completion of studies under the following conditions:

- 1) if on the day of expiration of the deadline for completion of studies he/she has a maximum of 60 (sixty) ECTS points left until the completion of studies;
- 2) if the student during the studies fulfilled the conditions for approving the suspension of rights and obligations, and did not use that right, that is, did not use it for the duration that, given the circumstances, could have been granted to him/her;
- 3) if, during the duration of studies, he/she has enrolled in and completed another approved or accredited study programme at the same or higher level of studies at the Academy or at another accredited higher education institution in the country or abroad;
- 4) and in other justified cases.

#### Article 161

A student whose student status has been terminated may regain student status provided that:

- 1) the Academy has the spatial and other conditions to enable the continuation of studies;
- 2) that the student enrolls in a study programme that is realised at the time of re-acquiring student status.

By the decision of the President of the Academy on approving the re-acquisition of the student status, the exams and other performed obligations that are recognized to the student and the obligations of the student in the continuation of studies are determined.

### Visiting student

#### Article 162

The visiting student is a student of another higher education institution who enrolls in a part of the study programme of the Academy, in accordance with the agreement between the Academy and another higher education institution on the recognition of acquired ECTS credits.

The rights and obligations of a visiting student, the length of study at the Academy, the manner of covering the costs of his studies, the possibility of continuing studies and other issues related to the status of a visiting student, are regulated by a contract concluded by higher education institutions.



## Study rules

### Article 163

The student is obliged to attend classes and perform other pre-examination obligations determined by the study programmes of the Academy, except in other cases prescribed by the general act of the Academy or the Law.

Exceptionally, if a student, for justified reasons, does not fulfill the pre-examination obligations from a certain subject, he/she can submit a reasoned request for compensation of those obligations.

The head of the relevant Department shall decide on the request referred to in Paragraph 2 of this Article.

### Article 164

The subject teacher, or associate, keeps records and confirms that the student has fulfilled his/her obligations for a certain course of the study programme during the semester, i.e. trimester.

A student can take the exam if he/she has fulfilled all pre-exam obligations.

### Article 165

The student opts for the subjects from the study programme at the enrollment of each school year, with the proviso that he/she must opt for the subjects prescribed by the study programme as compulsory subjects for a certain year of study, and for elective subjects he can decide, in accordance with the study programme. The selection of elective courses is done in accordance with the general act of the Academy which regulates the rules of study.

When enrolling in the year of study, a budget student decides on as many subjects as necessary to achieve at least 60 (sixty) ECTS points from the year of study he/she enrolls, unless he/she has less than 60 (sixty) ECTS points left by the end of the study programme.

When enrolling in the year of study, a self-financing student decides on the appropriate number of courses necessary to achieve at least 37 (thirty seven) ECTS points from the year of enrollment, unless he/she has less than 37 (thirty seven) ECTS points left by the end of the study programme.

The student referred to in Paragraph 3 of this Article pays a portion of the tuition fee calculated according to the number of ECTS points carried by the courses for which he/she has opted.

A student who studies and is employed at the time of enrollment in the appropriate year of study opts, in accordance with the study programme, for as many subjects as necessary to achieve at least 30 (thirty) ECTS credits, unless he/she has less than 30 (thirty) ECTS points.

By taking the exam, the student acquires a certain number of ECTS points in accordance with the study programme.

A student who does not pass the exam in the compulsory subject, enrolls in the same course at the beginning of the next school year.

A student who does not pass an elective course, at the beginning of the next school year may re-enroll the same or opt for another elective course.

The study programme may condition the student's choice for a certain subject by previously passed exams in one or more courses determined by the study programme.

The Council of the Academy adopts general acts which determine in more detail the organization and conduct of studies, study rules, student progress, enrollment in the next year of studies, monitoring and evaluation of students, including final thesis and other issues related to teaching, in accordance with this Statute.





## **Suspension of Student Rights and Obligations**

### **Article 166**

The rights and obligations of the student may be suspended:

- 1) if he/she is prevented from studying due to a serious illness;
- 2) due to maintenance of pregnancy and childbirth;
- 3) due to the care of a child up to one year of age;
- 4) due to special care of a child that lasts longer than his/her first year of life;
- 5) if, due to the status of a top athlete, he/she is preparing for the Olympic Games, the World, European or Balkan Championships, the Universiade, etc.;
- 6) due to serving and completing military service;
- 7) referrals to student internships lasting at least six months;
- 8) in other justified cases on which the decision is made by the President of the Academy.

The student realises the suspension of the rights and obligations from Paragraph 1 of this Article on a personal request which is submitted in the manner and within the deadlines determined by the general act of the Academy.

A student who is in the process of biomedically assisted fertilization, at her request, is granted suspension of rights and obligations in accordance with the general act of the Academy.

A student who has been prevented from attending classes, fulfilling pre-examination obligations and taking the exam due to illness or absence due to professional training for at least 3 (three) months, may take the exam in accordance with the general act of the Academy.

The decision on the suspension of students' rights and obligations is made by the President of the Academy.

## **Final Work**

### **Article 167**

The final work is mandatory at all levels of study and all study programmes.

The manner and procedure of preparation and defense of the final work is regulated by a general act issued by the Council of the Academy.

### **Article 168**

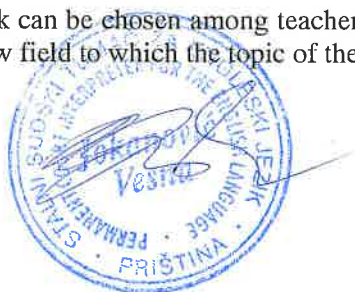
By preparing and defending the final work, the student shows that he/she has satisfactory theoretical and practical knowledge in the field, the ability to independently solve professional problems and apply the acquired knowledge in practice.

The student can enter the process of defending his/her final work if he/she has passed all the exams provided for in the study programme and fulfilled all the obligations determined by the general acts of the Academy.

### **Article 169**

The Council of the Department approves the topic of the final work and appoints the Commission for the Defense of the Final Work.

A mentor for the final work can be chosen among teachers employed at the Academy, or hired part time, and engaged in the narrow field to which the topic of the final work belongs.



#### Article 170

The student approaches the preparation of the final paper in the last semester, i.e. trimester. The final work of the first- and second-degree studies is defended before a commission of at least three members.

#### Article 171

The final grade of the final paper is formed on the basis of the grade for the written part of the final paper and the grade for the oral defense.

If the committee does not evaluate the final paper positively or the student does not defend the final paper, he/she must re-apply for the final paper.

The topic of the new final paper is, as a rule, given from another professional field.

### **Rights and Obligations of the Student**

#### Article 172

The student has the right to:

1) to enroll in the appropriate study programme in accordance with the Law, this Statute, general acts of the Academy, i.e. on the basis of fulfilled conditions determined by the competition for enrollment in the first year of study;

2) quality education and objective assessment;

3) timely and accurate information on issues related to studies;

4) actively participate in decision-making in accordance with the law;

5) self-organise and express one's own opinion;

6) benefits arising from student status;

7) equal quality of study conditions for all students;

8) diversity and protection against discrimination;

9) elect and be elected to the Student Parliament and other bodies of the Academy;

10) respect of person, reputation, honour and dignity;

11) be approved the right to suspend rights and obligations in accordance with this Statute;

12) appeal, if the Academy violates any of the obligations from Items 1.-4. of this Paragraph.

The complaint is submitted to the President of the Academy, who resolves it within 15 (fifteen) days from the day of its submission.

A student who has been prevented from taking the exam due to illness or absence due to professional training for at least 3 (three) months, may take the exam in the first following exam period in accordance with the general act on the rules of study.

The student has the obligation to:

1) fulfills teaching and pre-examination obligations;

2) respects the general acts of the Academy;

3) respects the rights of employees and other students in the Academy;

4) participates in decision-making in accordance with the law.

### **Student Disciplinary Responsibility**

#### Article 173

The student is responsible for the violation of discipline which at the time of execution was determined by the general act of the Academy.

Disciplinary proceedings may not be initiated after the expiration of three months from the day of finding out about the violation of discipline and the perpetrator, and no later than



one year from the day when the violation of discipline was committed.

The general act of the Academy passed by the Council determines minor and serious violations of student discipline, disciplinary bodies and disciplinary procedure for determining student disciplinary responsibility.

### **Exams and Other Knowledge Assessment**

#### Article 174

By taking the exam, the student acquires a certain number of ECTS points in accordance with the study programme.

After 3 (three) failed exams, the student may request to take the exam before the Commission of 3 (three) members, one of whom is a course teacher, and the decision on appointment is made by the President of the Academy.

The exam is taken at the seat of the Academy, i.e. the seat of the Department or in the facilities specified in the work permit.

The provision from Paragraph 3 of this Article also refers to conducting a distance learning programme, with the proviso that for a foreign student, the Academy may enable exams via electronic communication, provided that the application of appropriate technical solutions provides control of student identification and work.

The exam is unique and is taken in the manner determined by the study programme and the general act of the Academy.

The student can take the exam immediately after the end of classes and fulfillment of all pre-examination obligations in that subject.

Students with disabilities have the right to take the exam according to their abilities and in an appropriate manner, in accordance with the general act.

Forms of testing students' knowledge are: exams, colloquia, seminars and other papers, project assignments and other forms of testing the knowledge provided by the study programme.

The subject teacher has the right to check the knowledge and assess the student's knowledge during each form of teaching, and the final grade is determined at the exam.

The student's success in mastering an individual subject is continuously monitored during classes and is expressed in points.

By fulfilling pre-exam obligations and taking the exam, the student can achieve a maximum of 100 (one hundred) points.

The study programme determines the proportion of points obtained in pre-examination obligations and in the exam, whereby pre-examination obligations participate with a minimum of 30 (thirty) and a maximum of 70 (seventy) points.

The curriculum must prescribe that the assessment of the student's knowledge in certain forms of teaching is included in the final grade achieved in the exam.

The study programme and the general act of the Academy regulate in more detail the manner of taking the exam and grading on the exam, which can prescribe another non-numerical way of grading, by determining the ratio of non-numerical grades, with grades expressed numerically, etc.



## Exam Terms

### Article 175

Number of exam terms and dates:

- at the Department School of Electrical and Computer Engineer of Applied Studies in Belgrade, 5 (five) exam terms - January, February, June, September and October;
- at the Department School of Applied Studies for Information and Communication Technologies, 6 (six) exam terms - December, April, June, July, September and October;
- at the Department School of Civil Engineering and Geodesy, 6 (six) exam terms - January, April, June, July, September and October;
- at the Department Railroad Transport of Applied Studies, 5 (five) exam terms - January, April, June, September and October;
- at the Department Textile School of Applied Studies for Design, Technology and Management, 5 (five) exam terms - January, April, June, September and October.

By the decision of the Council of the Academy, the dates of the beginning and end of the exam terms are determined. By the decision of the Council of the Academy, extraordinary exam terms can be introduced.

## Grading

### Article 176

The success of students in mastering an individual subject is continuously monitored and checked and evaluated during classes and is expressed in points, while the grade is determined at the final exam.

The student's success on the exam is expressed by a grade from 5 (five) to 10 (ten).

A student who did not achieve satisfactory success on the exam receives a grade of 5 (five). Grades are entered in the index booklet, the minutes of the exam and the student's registry book.

Grade 5 (five) is not transitional and is not entered in the index.

The number of points is entered in the minutes of the exam and the index. Grades can be numeric or alphanumeric.

Grades are given according to the following rating scale:

Grade 5 (five)	0-50 points
Grade 6 (six)	51-60 points
Grade 7 (seven)	61-70 points
Grade 8 (eight)	71-80 points
Grade 9 (nine)	81-90 points
Grade 10 (ten)	91-100 points.

### Article 177

The student acquires the right to take the exam when he/she fulfills all pre-examination obligations determined by the subject programme and fulfills other conditions prescribed by the subject programme, in accordance with the study programme and general acts of the Academy.

### Article 178

The exam is public. Teachers are responsible for the publicity of the exam. The exam is taken in the presence the course teacher, and exceptionally in the presence of the commission.

### Article 179

A student cannot take the exam without an index. In case of doubt in the





identity, the student can be asked for an ID card for inspection, and if necessary, identity of the student may be checked by inspecting the student file.

The exam starts when the student is given exam questions, that is, the exam tasks.

If the student does not take the exam at the time scheduled for the exam, it is considered that he/she has given up the exam.

#### Article 180

The oral part of the exam, if provided by the study programme, the student takes after publishing the results of the written part of the exam.

A student who has taken the exam or part of the exam in writing has the right to inspect their work, and teachers are obliged to enable that, immediately after the publication of the results and no later than 5 (five) days from the day of the written exam or part of the exam.

### Objection to the Assessment

#### Article 181

The student has the right to submit an objection to the received grade to the head of the Department within 36 (thirty six) hours from the announcement of the exam results, i.e. from the announcement of the grade, if he/she believes that the exam was not conducted in accordance with the Law, this Statute and the general act of the Academy.

The Head of the Department, within 24 (twenty-four) hours from the received complaint, considers the complaint and makes a decision on the complaint.

If the student's objection is accepted, the student takes the exam again before the examination commission, which is appointed by a decision of the President of the Academy, at the proposal of the Head of the Department.

The student shall take the exam referred to in Paragraph 3 of this Article within 3 (three) days from the day of receipt of the decision on the complaint.

Deadlines from Paragraphs 1-3 of this Article do not run on non-working days.

#### Article 182

The student has the right to submit a written request for annulment of the passing grade on the exam no later than the end of the current school year, for the exam passed in that school year.

#### Article 183

The manner of taking the exams, the time and schedule of their holding, postponing the exams, canceling the exams, providing the public, the manner of keeping records, as well as other issues related to taking pre-exam obligations, exams and assessments, are regulated in more detail by the General Act of the Academy.

### Enrollment in a Higher Year of Studies

#### Article 184

The student acquires the right to enroll in several years of study when he/she obtains at least the prescribed number of ECTS credits and when he/she meets other conditions for enrollment in a higher year of study in accordance with the study programme and the general act of the Academy.

A student who has not fulfilled the conditions for enrollment in several years of study referred to in Paragraph 1 of this Article shall re-enroll in the same year of study.



## Successful Students

### Article 185

A student who achieves an average grade of at least 9 (nine) in one year of study may, if there are conditions for that, be allowed to continue or complete his/her studies before the deadline set by the study programme, in accordance with the general act of the Academy study rules.

### Article 186

For the achieved results in studying, students can receive recognitions in the form of written praise and awards.

The awarding of recognitions and prizes to students is regulated by a general act.



## IX RECORDS AND PUBLIC DOCUMENTS

### Records

#### Article 187

The Academy keeps the prescribed records in paper and electronic form, in accordance with the law. All types of data collection, processing, publication and use are carried out in accordance with the law governing the protection of personal data and the Law.

#### Article 188

The academy keeps:

Student register;

- records of issued diplomas and diploma supplements;
- records of employees;
- records of recognized foreign higher education documents for the purpose of continuing education;
- exam reports.

In addition to the records referred to in Paragraph 1 of this Article, the Academy shall also keep records on:

- 1) candidates for enrollment;
- 2) enrolled students;
- 3) enrolled students of Academy programmes which do not have the character of studies;
- 4) graduate students;
- 5) financial accounts;
- 6) scientific research, professional, art and other projects;
- 7) research, consulting and commercial contracts;
- 8) property;
- 9) persons who perform activities of the Academy under a contract;
- 10) other data determined by the President of the Academy.

The records referred to in Paragraph 1 of this Article shall be kept in the Serbian language, in the Cyrillic alphabet.

The student's registry book and records on recognized foreign higher education documents for the purpose of continuing education are permanently kept.

The records referred to in Paragraph 2 of this Article shall be kept according to a unique methodological principle, by entering data into books, forms, means for automatic data processing and other means for keeping records.

### Unique Information System of Education

#### Article 189

The data entered in the records of the Academy are submitted to the Ministry in accordance with the Law.

The Academy enters and updates the data from the records referred to in Paragraph 1 of this Article in the Unified Information System of Education within the appropriate register, in electronic form.

### Unique Educational Number

#### Article 190

For the needs of keeping the student register and protection of personal data, a unique



educational number (UEN) is formed, which accompanies its holder through all levels of education and is the key to connecting all data about the student from the single educational information system.

UEN is awarded to a student in an automated procedure through a single educational information system, at the first enrollment of a student at the Academy.

If a student has been assigned a UEN in a previous education institution, the Academy will not require the unified information system to assign a new UEN.

A temporary UEN is granted to a student until he/she receives a unique personal identification number, a foreign citizen, a stateless person, an exiled and displaced person.

In the request for the assignment of UEN from Paragraph 2 of this article, the Academy enters data on the student's identity in the unique information system of education (name, surname, name of one parent, unique personal identification number, number and issuer of passports for foreign citizens).

The personal data referred to in Paragraph 5 of this Article shall be collected exclusively for the purpose of assignment UEN.

The authorized person of the Academy is obliged to deliver the UEN to the student in a sealed envelope, together with the data for personal access to the register in accordance with the Law and to keep records on that.

UEN and temporary UEN data is stored permanently.

The Ministry is the controller of personal data referred to in Paragraph 5 of this Article.

## Data in Student Records

### Article 191

Data on students kept by the Academy in the records referred to in Article 113, Paragraph 1 of the Law represent a set of personal data which determines their identity, educational and social status and the necessary educational, social and health support.

Personal data on students are collected by the Academy through a form whose layout is prescribed by the Minister and which is filled in paper form when enrolling in the year of study.

To determine the student's identity, the following data are collected: name, surname, name of one parent, gender, unique personal identification number, passport and issuer number for foreign citizens, date of birth, place of birth, country and address of permanent residence, residential address, nationality in accordance with the law, marital status, citizenship, address, contact telephone number, photo and other data in accordance with this law.

To determine the educational status of students, data are collected on previously completed education, language in which primary and secondary education was acquired, the enrolled study programme, type of study, year of study and year of first enrollment in the study programme, participation in international mobility programmes, year of study programme completion, the language in which the study programme is conducted, data on the achieved ECTS points, data on awards and commendations won during studies and issued public documents.

To determine the social status of students, data are collected on the manner of financing studies, the manner of subsistence during studies, residential address during studies, type of accommodation during studies, student status during studies, dependents, education of both parents, employment status of parents (caregivers) and occupation of parents or caregivers.

To determine the health status of students, data are collected on the need to provide additional support when performing daily activities at the Academy. Academy in accordance with the provisions of Paragraphs 3 and 4 of this Article, keeps records of enrolled students in short study programmes and the issued certificates.





## **Data in the Register of Students**

### **Article 192**

The Academy enters and updates the data from Article 118, Paragraphs 3 - 6 of the Law in the register of students through its access order through UEN, as follows:

1) data on the student: age, place and country of birth, place and country of permanent residence, nationality in accordance with the law, marital status;

2) data for determining the educational status of students: previously completed education, language in which primary and secondary education was acquired, enrolled study programme, type of study, year of study and year of first enrollment in the study programme, year of completion of study programme, average grade during studies, the language in which the study programme is conducted, data on achieved ECTS credits and issued public documents;

3) data for determining the social status of students: the manner of financing studies, the manner of subsistence during studies, the working status of students during studies, the highest level of education of parents or caregivers;

4) data for determining the health status of students, i.e. the need to provide additional support when performing daily activities at a higher education institution.

The data controller referred to in Paragraph 1 of this Article is the Ministry.

## **Data in the Records and Register of Employees in the Academy**

### **Article 193**

Data on employees about which the Academy keeps records from Article 113, Paragraph 1 of the Law and which enters into the unique information system of education, i.e. in the register of employees represent a set of personal data which determines their identity, level and type of education, employment status, salary and data for its calculation and payment, professional training, passed exams for work in education, career advancement and professional engagement

Data on teachers, associates and other employees include: name, surname, name of one parent, gender, unique personal identification number, citizenship, passport number for foreign nationals, date and place of birth, country of permanent residence, nationality in accordance with the law, official contact telephone and e-mail address, level of education, language in which primary and secondary education was acquired, year, country, place and institution where he/she has acquired the highest level of education, current teaching-scientific, i.e. teaching-art title, type of employment contract, percentage of employment in the institution, position and other data in accordance with the law as well as employment in another higher education institution in the Republic of Serbia and abroad.

The Academy also keeps data on employees, namely: the coefficient on the basis of which the salary is calculated in accordance with the regulation, the coefficient on the basis of which the salary is calculated from the collective agreement, or the general act of the Academy.

## **Purpose of Data Processing**

### **Article 194**

The purpose of data processing on which the Academy keeps records is to monitor and improve the quality, efficiency and effectiveness of the Academy and its employees, monitor, study and improve the educational level of students in the educational process and exercise the right to issue public documents.



## **Use of Data**

### **Article 195**

The user of all data from the registers referred to in Article 114, Paragraph 3 of the Law is the Ministry.

The Academy is the user of the data it enters into the registers and statistical reports arising from them.

A student or an employee of the Academy may obtain data kept about him/her in the register referred to in Article 114, Paragraph 3 Item 3), i.e. from Article 114, Paragraph 3, Item 4) of the Law, in accordance with the law which regulates the protection of personal data.

The user of data from the registers referred to in Article 114, Paragraph 3 of the Law may be a state and other body and organization, as well as a legal and natural person, provided that the law or other regulations authorize to request and receive data, that these data are necessary for performing tasks within its competence or serving the needs of research, while ensuring the protection of personal identity data.

Data are collected and processed in accordance with the law governing the protection of personal data and information security.

## **Data Update**

### **Article 196**

The data in the records are updated on the day of the change, and no later than 15 days from the day of the change. The Academy enters, that is, updates the data in the registers from the Article 114, Paragraph 3 of the Law on the day of the change, and no later than 30 days from the day of the change.

Data from the registers referred to in Articles 116 and 117 of the Law shall be kept permanently. Personal data from the records kept by the Academy are kept permanently, except for data on the social and health status of students which are kept until the termination of the status of the student about whom they are kept.

Data from the student register are kept permanently.

## **Protection of Data in Records and Registers**

### **Article 197**

All types of data collection, storage, processing and use are carried out in accordance with the law governing the protection of personal data and the highest standards of data protection.

The Academy provides measures for protection against unauthorized access and use of data from the records it keeps.

For the needs of scientific-research, i.e. art-research work and during data processing and analysis, personal data are used and published in a way that ensures the protection of personal identity.

### **Article 198**

A unique information system is being formed and maintained at the Academy for the purpose of electronic record keeping determined by this Statute.

An appropriate professional service is in charge of the functioning of the information system, in accordance with the general act on the organization and systematization of the Academy's workplaces.



## **Public Documents**

### **Article 199**

Based on the data from the records it keeps, the Academy issues public documents, namely: student booklet (index), diploma on acquired higher education and diploma supplement.

The Academy issues public documents in the Serbian language in Cyrillic.

At the request of the student, the Academy issues a public document on the mastered part of the study programme, which contains data on the level, nature and content of studies, as well as the achieved results.

The diploma and the diploma supplement can also be issued in English.

Until the diploma is issued, the student is issued a certificate of graduation with the acquired professional title, in accordance with the Law and this Statute.

## **Diploma and Diploma Supplement**

### **Article 200**

Diplomas and diploma supplements issued by the Academy are signed by the President of the Academy.

The authenticity of the diploma referred to in Paragraph 1 of this Article shall be certified by a dry stamp of the Academy.

A description of the higher education system in the Republic of Serbia at the time of the education specified in the diploma must be attached to the diploma supplement.

When the Academy organizes and conducts studies together with another higher education institution or international organization, the joint diploma and diploma supplement are signed by the President of the Academy and the authorized person of that institution or organization.

## **Diploma Annulment**

### **Article 201**

The diploma, i.e. the supplement to the diploma of completed studies, issued by the Academy, are null and void and can always be annulled:

- 1) if they are issued by an unauthorized organization;
- 2) if they are signed by an unauthorized person;
- 3) if the holder of the diploma has not fulfilled all examination obligations in the manner and according to the procedure determined by the Law and the study programme of the Academy;
- 4) if the holder of the diploma did not meet the conditions for enrollment in studies of the first and second degree, i.e. the conditions for acquiring the appropriate professional title.

The Academy annuls the diploma, i.e. the diploma supplement for the reasons determined in Paragraph 1, Items 2-4 of this Article.

The Minister of Education ex officio annuls the diploma, i.e. the diploma supplement for the reasons determined in Paragraph 1, Item 1 of this Article.

### **Article 202**

The Academy annuls the diploma of the acquired first or second degree of professional studies, if it is determined that the final work is not the result of the candidate's independent work.

The decision on annulment of diplomas referred to in Paragraph 1 of this Article shall be made by the Council of the Academy.



A reasoned proposal for annulment of the diploma referred to in Paragraph 1 of this Article can be provided by Council of the Department, other professional bodies of the Academy or an individual.

The proposal with explanation is submitted in writing to the Council of the Academy.

The Council of the Academy forms a commission of 3 (three) professors of applied studies in relevant fields who consider the proposal for annulment of the diploma and submit a report to the Council of the Academy.

The Council of the Academy considers the report of the commission and if it determines that there are grounds for annulment, it makes a decision on annulment of the diploma.

### **Issuance of a New Public Document**

#### Article 203

The Academy issues a new public document after declaring the original public document invalid in the "Official Gazette of the Republic of Serbia", based on the data from the records it keeps.

The public document referred to in Paragraph 1 of this Article has the significance of the original public document.

The public document referred to in Paragraph 1 of this Article shall be marked as a new public document issued after the original public document has been declared invalid.

#### Article 204

In the event that the records referred to in Article 113 of the Law and archives are destroyed or missing, a person who does not have a public document issued by the Academy, or legal predecessors of the Academy, may submit a request to the basic court in whose territory the Academy is located and determine the acquired education.

The request contains evidence on the basis of which it can be established that the person has acquired the appropriate education and a certificate that the archives have been destroyed or have disappeared.

The certificate is issued by the Academy or another institution that has taken over the records, i.e. archives, and if such an institution does not exist, the certificate is issued by the Ministry.

The decision on determining the acquired education is made by the basic court in a non-litigious procedure.

The decision referred to in Paragraph 4 of this Article replaces the public document issued by the Academy.

### **Promotion**

#### Article 205

Promotion is a solemn act of awarding diplomas of completed studies of the first and second degree.

The promotion is performed by the President of the Academy, at the premises of the Academy at least once a year.





## **X RECOGNITION OF FOREIGN DOCUMENTS AND EVALUATION OF FOREIGN STUDY PROGRAMMES**

### **Article 206**

Recognition of a foreign higher education document is a procedure by which the holder of that document is determined to have the right to continue his/her education at the Academy.

The procedure of recognition of a foreign higher education document is carried out in accordance with the provisions of the Law, unless otherwise provided by an international agreement.

A higher education public document acquired in the SFRY until 27 April 1992, in the Federal Republic of Yugoslavia, i.e. the State Union of Serbia and Montenegro until 16 June 2006, i.e. in the Republic of Srpska, is not subject to the procedure of recognition of a foreign higher education document.

A recognized foreign higher education document has the same legal effect as a public document issued in the Republic of Serbia.

### **Article 207**

The evaluation of a foreign study programme, i.e. a part of the study programme, for the purpose of continuing education, is performed by the Council of the Academy in the manner and according to the procedure prescribed by the Law and the general act of the Academy. Once the evaluation of a certain foreign study programme is done, it is valid for all subsequent cases of recognition of a foreign higher education programme, when a foreign higher education document is acquired by completing the same study programme.

The costs of the procedure shall be borne by the applicant, and the amount of the costs of the procedure shall be determined by a decision of the Council.

The law governing the general administrative procedure shall apply to the academic recognition procedure.

### **Article 208**

The authorized body of the Academy keeps records and permanently keeps documentation on the conducted recognition procedures.

The records referred to in Paragraph 1 of this Article shall be kept in electronic and written form and shall include: surname, name of one parent and name, date and place of birth, citizenship, address and telephone number of the holder of the foreign higher education document - applicant, name of the higher education institution document, place and country, duration of studies (study programme), type and level of studies, field of study (programme, discipline), professional, name, number and date of the act on evaluation of the foreign study programme and name of the body that passed it, number and date acts on additional exams, number and date of acts on passed additional exams, number and date of the decision on recognition of a foreign higher education document and a brief content of the dispositive of the decision.

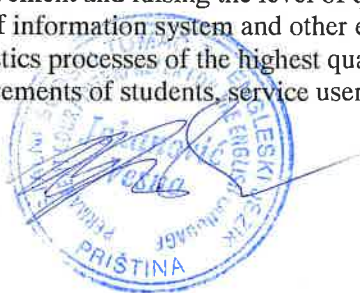
The authorized body of the Academy shall enter the records referred to in Paragraph 2 of this Article into the unified information system of the Ministry in accordance with the Law.

## **XI QUALITY SYSTEM AND QUALITY POLICY**

### **Article 209**

The basic commitments of the Academy in defining and continuous development of quality policy are:

- monitoring of modern world tendencies in the field of education;
- application of scientific research results in teaching processes;
- application of modern methods and techniques of student education;
- continuous improvement and raising the level of quality of work of employees;
- raising the level of information system and other equipment;
- providing all logistics processes of the highest quality;
- meeting the requirements of students, service users, society and the environment.



#### Article 210

All employees are responsible for the development and quality assurance of work and provide full contribution to the quality policy of the Academy by appropriate personal, scientific, professional and Art development and contribution to work and improvement of work processes, achieving high standards in all business processes of the Academy.

The Council of the Academy forms a special body that deals with the monitoring, development and provision of quality systems at the Academy.

The quality assurance system of higher education at the Academy is regulated by a general act issued by the Council on the proposal of the Council of the Academy.

#### Article 211

In order to check, control and evaluate the quality, the Academy conducts the procedure of self-evaluation and evaluation of the quality of its study programmes, teaching and working conditions, obligatorily in intervals of three years.

The Academy submits to the National Accreditation Body a report on the procedure and results of self-evaluation, as well as other data of importance for quality assessment in a period of three years.

The Council of the Academy also forms special bodies for the implementation of the self-evaluation procedure, defines their composition, scope, dynamics and manner of work.

The Council of the Academy appoints the Commission for Self-Evaluation.

The procedure of self-evaluation at the Academy is regulated by a general act passed by the Council upon the proposal of the Council of the Academy.

### **XII INFORMATION AND PUBLICITY IN WORK**

#### Article 212

Employees, members of the body, students and the public have the right to accurate, complete, timely and clear information necessary for their work, education, exercise of rights and performance of duties and tasks.

The Academy provides information about its work, with the approval of the President of the Academy, through special publications and editions, through press conferences, issuing special announcements, providing personal insight into the acts and documents of the Academy to persons who have legal interest, through the Academy bulletin board and others convenient ways.

#### Article 213

The Academy has its official, publicly available website, in Serbian, and may have it in English or another foreign language.

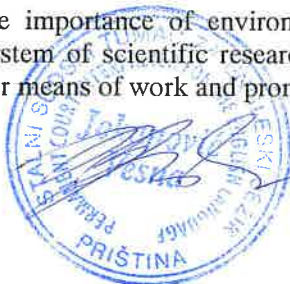
The website of the Academy contains: basic information about the Academy and its activities, such as: information about the founder, study programmes, research and development projects, international cooperation, schedule of teaching activities, results of student testing, schedule of consultations, information about teachers, information about textbooks and literature, data on study costs, current activities and other data.

### **XIII ENVIRONMENTAL PROTECTION**

#### Article 214

The Academy is obliged to take care of environmental protection in performing its activities, in accordance with the law and special regulations, and to strengthen the environmental awareness of employees and students.

Raising awareness of the importance of environmental protection is provided through the educational process through a system of scientific research, professional or art work, improving the work process, equipment and other means of work and promoting environmental protection.



## XIV BUSINESS SECRET

### Article 215

Documents and data are considered business secrets:

- 1) which is declared a business secret by the competent body of the Academy;
- 2) which the competent authority communicates to the Academy as confidential;
- 3) relating to the affairs of the Academy, if they are designated as a military secret;
- 4) which contain bids for a public call or public tender, until the announcement of the results of the call or public tender;
- 5) other documents and data whose communication to an unauthorized person, due to their nature and significance, would be contrary to the interest of the Academy.

### Article 216

Employees are obliged to keep information that is a business secret, regardless of the source and manner of knowledge.

The duty to keep business secrets lasts even after the termination of employment.

Employees are obliged to keep as confidential documents they learn in doing business with other bodies, companies or institutions.

### Article 217

The President of the Academy, i.e. the person authorized by him/her, may disclose a business secret to an authorized person.

Documents that represent a business secret and that are marked as such are recorded and kept by the employee of the Academy who is responsible for keeping them.

### Article 218

Violation of professional secrecy is a serious violation of work obligations.

Disclosure of data, i.e. disclosure of documents that represent a business secret, shall not be considered a violation of keeping a business secret, if:

- he/she discloses a business secret to persons, bodies or organizations to which it must or may be disclosed on the basis of regulations or authorizations arising from the functions they perform, i.e. the position they hold, with the prior approval of the President of the Academy;
- he/she informs the members of the Council, at the sessions of the Council, if such communication is necessary for the purpose of performing the functions of the Council, provided that those present are warned to consider these documents and data as a business secret;
- he/she informs the competent authority when reporting criminal offenses, economic offenses or misdemeanors;
- he/she informs the supervisory body.

## XV GENERAL ACTS OF THE ACADEMY

### Article 219

The general acts of the Academy are:

- Statute;
- regulations;
- branches;
- decisions;
- other general acts.

### Article 220

The initiative for the adoption, amendment or supplementation of the general act of the Academy may be given by the bodies, organizational units of the Academy and employees of the Academy.



General acts of the Academy are adopted by the bodies of the Academy on the basis of legal regulations and this Statute.

#### Article 221

The Statute and other general acts of the Academy are displayed on the bulletin board of the Academy, and can also be published on the website of the Academy.

General acts enter into force, as a rule, on the eighth day from the day of publication or in another, shorter period determined in the general act, that is, they can enter into force on the day of adoption if there are reasons of urgency and interest of the Academy.

The general act or individual provisions may enter into force on a later date. The interpretation of the general act is given by the body that passed it.

### **XVI TRANSITIONAL AND FINAL PROVISIONS**

#### **Transitional Provisions**

##### Article 222

Provisions of general acts of the legal predecessors of the Academy (School of Electrical and Computer Engineering of Applied Studies, School of Applied Studies for Information and Communication Technologies, School of Civil Engineering and Geodesy of Applied Studies, School of Railroad Transport of Applied Studies and Textile Applied School of Design, Technology and Management) which were applied until the beginning of the application of this Statute, and are not in conflict with it, shall be applied, in the work of the relevant Departments, until the adoption of general acts of the Academy on the basis of this Statute.

##### Article 223

On the day of registration in the court register, the Academy takes over employees, property, rights and obligations, student registers and all other records of the School of Electrical and Computer Engineering of Applied Studies, School of Applied Studies for Information and Communication Technologies, School of Civil Engineering and Geodesy of Applied Studies, School of Railroad Transport of Applied Studies and Textile School of Applied Studies for Design, Technology and Management.

Teachers and associates of the School of Electrical and Computer Engineering of Applied Studies, School of Applied Studies for Information and Communication Technologies, School of Civil Engineering and Geodesy of Applied Studies, School of Railroad Transport of Applied Studies, Textile School of Applied Studies for Design, Technology and Management, teacher and associate titles and their employment status are regulated by an annex to the employment contract.

Employment status of non-teaching staff of the School of Electrical and Computer Engineering of Applied Studies, School of Applied Studies for Information and Communication Technologies, School of Civil Engineering and Geodesy of Applied Studies, School of Railroad Transport of Applied Studies, Textile School of Applied Studies for Design, Technology and Management is regulated by signing an annex to the employment contract.

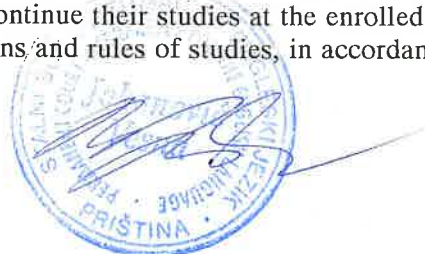
The annex to the employment contract is signed on behalf of the Academy by the President of the Academy.

##### Article 224

The internal organization of the financial and accounting service of the Academy will be regulated by a special rulebook on budget accounting and accounting policies of the Academy

##### Article 225

Students of the School of Electrical and Computer Engineering of Applied Studies, School of Applied Studies for Information and Communication Technologies, School of Civil Engineering and Geodesy of Applied Studies, School of Railroad Transport of Applied Studies, Textile School of Applied Studies for Design, Technology and Management enrolled at study programmes concluding with the school year 2019/2020 continue their studies at the enrolled study programmes according to the started curriculum, conditions and rules of studies, in accordance with the Law, statutes and





general acts of the School of Electrical and Computer Engineering of Applied Studies, School of Applied Studies for Information and Communication Technologies, School of Civil Engineering and Geodesy of Applied Studies, School of Railroad Transport of Applied Studies, Textile School of Applied Studies for Design, Technology and Management, which were in force at the time of enrollment.

Students enrolled at undergraduate studies at the above schools by September 10, 2005 complete those studies according to the started curriculum, conditions and rules of studies in accordance with the Law.

Students of specialist applied studies of the second degree which enrolled by 2018/2019 school year complete their studies according to the started study programmes and study rules that were in force at the time of enrollment.

#### Article 226

Disciplinary proceedings for violations of the rights and obligations of students initiated before the beginning of the application of this Statute shall end according to the regulations to which it began.

Disciplinary proceedings for violations of the rights and duties of employees initiated before the beginning of the application of this Statute shall end according to the regulations to which it began.

#### Article 227

Procedures for the election to the title and employment of teachers and associates that began before the implementation of this Statute shall be terminated in accordance with the regulations under which these procedures were initiated.

### Final Provisions

#### Article 228

This Statute enters into force on the eighth day from the day of publication on the bulletin board of the Academy, and is applied after the entry of the Academy in the court register.

PRESIDENT OF THE  
PROVISIONAL COUNCIL OF  
THE ACADEMY



Prof. Nenad Radovic, PhD

The end of translation.

I, Vesna Jokanović, duly admitted and sworn court interpreter for the English language by Decision of the Ministry of Justice of Republic of Serbia number 740-06-683/98-04 dated 08/10/1998, do herewith testify that the above document is the true and faithful translation of its Serbian original. In testimony whereof I hereon to set my hand and official seal.



Vesna Jokanović  
Permanent Court Interpreter