

***Rulebook on the  
Integrated  
Studies at the School  
of Medicine of the  
University of  
Mostar***

*Mostar, November 2016*

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Pursuant to Article 60 of the Act on Higher Education in Herzegovina-Neretva Country („Official Gazette of Herzegovina-Neretva Country” no. 04/12), Article 61 of the Articles of Incorporation of the University of Mostar (no. 01-283/13 as of February 12<sup>th</sup> 2013) and Article 67 of the Rulebook on Study of the University of Mostar (no. 01-1033/15 as of June 17<sup>th</sup> 2015), the Scientific -Teaching Council (hereinafter referred to as: the Council) of the School of Medicine of the University of Mostar at the session held on November 16<sup>th</sup> 2016 approved the following:

**RULEBOOK**  
**ON THE INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY**  
**PROGRAM IN MEDICINE AND IN DENTAL MEDICINE**

**GENERAL**  
**PROVISIONS**

**Article 1**

- (1) Rules of studying at the integrated undergraduate and graduate university study program at the School of Medicine of the University of Mostar (hereinafter referred to as: the School) are regulated in the Rulebook on Studying at the University of Mostar.
- (2) The Rulebook on the Integrated Undergraduate and Graduate University Study Program prescribes additional requirements for studying in accordance with specificities of School of Medicine of the University of Mostar (hereinafter referred to as: the School)
- (3) All expressions used in masculine gender in this Rulebook shall refer equally to masculine and feminine gender.

**STUDENT**  
**ENROLLMENT**

**Article 2**

- (1) All applicants within the number established for enrollment of full-time students who have completed a secondary school in duration of least four years, who attended biology, chemistry and physics classes in duration of at least two years have the right to enroll in the first year of studies at the School of Medicine, under equal conditions established in the Law, the Articles of Incorporation and other general legal acts.
- (2) The applicants who enrolled in the School and did not take Latin for at least two years in the course of their previous education, are obliged to take a Latin course in the first year of the study in duration of 12 hours of lectures and to take a preliminary examination in Latin until enrollment in the second year of study.
- (3) The applicants who did not attend the classes in biology, chemistry and physics according to Paragraph 1 of this Article are obliged to pass the examinations in biology, chemistry and physics according to the High School Curriculum, no later than the date of the application for the entrance procedure.
- (4) Fulfillment of the criteria referred to in Paragraph 2 of this Article is to be proved by a document issued and certified by a secondary school, which shall contain information on the performance shown, i.e. the grade obtained.

**Article 3**

- (1) The number of vacancies for the first year of study for each academic year is determined by means of a decision on the enrollment and in accordance with the capacity of the School.

- (2) The capacity of the School is determined by the School Council upon a consent of the Senate of the University of Mostar.
- (3) The decision on the enrollment is issued by the Senate of the University of Mostar, while an approval of the Decision is provided by the competent Ministry of Education, Science, Culture and Sports of Herzegovina-Neretva County.
- (4) The enrollment at the study is carried out on the basis of a public contest and the conducted entrance procedure.

#### **Article 4**

- (1) The Senate of the University of Mostar pursuant to a decision publishes a call for contest for student enrollment in the first year of study.
- (2) The contents of the contest is determined by the Senate of the University of Mostar in accordance with the Law, the Articles of Incorporation and other general legal acts of the School and of the University.

#### **Article 5**

- (1) The selection of applicants for enrollment in the first year of studies is conducted by means of an entrance procedure and the right of enrollment is acquired by the applicant pursuant to the results of the entrance procedure.
- (2) More detailed provisions on the entrance procedure are established by the School Council, based on the Decision on the entrance procedure and Conditions for Admission of Students to the School of Medicine of the University of Mostar.

#### **Article 6**

- (1) The entrance procedure is carried out by the Committee for the Implementation of the Entrance Procedure appointed by the School Council out of academic faculty.
- (2) Based on the results of the entrance procedure, the Committee for the Implementation of the Entrance Procedure forms ranking list and determines the candidates who acquired the right to enroll at the School in accordance with the contest.
- (3) Results of the entrance procedure shall be published on the Notice Board and the School's website within 48 hours of the entrance procedure.
- (4) By enrolling at the School, the student acquires student status.

#### **Article 7**

- (1) The applicant who acquired the right to enroll, but failed to enroll within the deadline specified in the contest, loses the right to enroll.
- (2) Instead of the applicant referred to in Paragraph 1 of this Article the right to enroll shall be acquired by the next candidate according to the ranking who exceeded the qualifying threshold.

#### **Article 8**

- (1) The applicant who went through the entrance procedure has the right to have an insight into their test results.
- (2) The applicant has the right to file a complaint in writing regarding the regularity of the implementation of the entrance procedure to the Committee for the Implementation of the Entrance Procedure within 24 hours of the publication of the ranking on the Notice Board.
- (3) The Committee's duty is to consider the applicant's complaint within 24 hours of the submission, to draft Minutes thereof and to notify the applicant.

### **Article 9**

- (1) Citizens of Bosnia and Herzegovina, foreign citizens, as well as persons without citizenship have the right to enroll at the study under the same conditions, in accordance with the Law, the Articles of Incorporation and other general legal acts of the School and the University.

## **COURSE CURRICULA**

### **Article 10**

- (1) The School conducts the integrated undergraduate and graduate study programs for acquiring a University degree for the professional title Doctor of Medicine and Doctor of Dental Medicine.
- (2) The integrated undergraduate and graduate study programs for acquiring the professional titles Doctor of Medicine and Doctor of Dental Medicine last six years and upon the completion of study program 360 ECTS points are awarded.
- (3) The study programs are carried out solely as full-time studies.

### **Article 11**

- (1) The School conducts the integrated undergraduate and graduate courses on the basis of study program, curriculum and syllabus.

### **Article 12**

- (1) Contents, method of approval and other details of the study program, curriculum and syllabus are prescribed by the Law, the Articles of Incorporation, the Rulebook on Studying of the University of Mostar and the Rulebook on the Procedure for Approval and Evaluation of the Study Programs of the University of Mostar.

## **ORGANIZATION OF CLASSES**

### **Article 13**

- (1) The academic year begins on October 1<sup>st</sup> of the current year, and ends on September 30<sup>th</sup> of the following year, as a rule.
- (2) In the winter semester, the courses typically lasts from October 1<sup>st</sup> of the current year to January 31<sup>st</sup> of the following year, and in the summer semester from March 1<sup>st</sup> to June 15<sup>th</sup>. The Scientific-Teaching Council may make corrections up to one week, depending on the calendar of the year in question.
- (3) The courses performed by order of rotation are carried out in accordance with a special schedule which to be established for each academic year.
- (4) Students enroll in an academic year in the regular enrollment period from September 15<sup>th</sup> to September 30<sup>th</sup>, as a rule.

### **Article 14**

- (1) The institution administering studies is to draft an information package for the transfer of ECTS points as instruction for potential partners, i.e. for students and teachers of partner institutions.
- (2) The information package must contain the following instructions on the study:
  - a) Study description, general information on study programs, details of examination system and manner of grade award, description of grade award system;
  - b) description of the study program, description of the qualifications obtained upon completion, diagram of the study structure and
  - c) description of each individual study course within the study program.

- (3) The information package must contain the following information about the institution administering studies:
- a) Name and address of the institution
  - b) Academic calendar
  - c) Name and address of ECTS coordinator
  - d) Short description of the institution
  - e) Enrollment procedure.

#### **Article 15**

- (1) Teaching by means of lectures, seminars and exercises in basic medical and public health courses may last not less than 20 and not more than 30 hours per week. The students' daily workload cannot exceed 8 hours. As an exception, students' workload may be higher if the curriculum prescribes more hours of field classes and practical lessons.
- (2) The work of students in the clinical part of teaching in all forms of work shall be organized within a 40-hour working week, including students' on-call duty in teaching bases of the School.

#### **Article 16**

- (1) Teaching is carried out by means of lectures, seminars, practical instruction, consultations, mentoring, expert excursions, continuous knowledge checking, preliminary examinations and examinations.
- (2) Practical teaching is considered as follows: regular work of students in teaching bases, including on-call duty, exercises, hospitations, rounds, expert practical training, field work and other forms of teaching contributing to the acquisition of the prescribed knowledge, skills and habits.

#### **Article 17**

- (1) In order to implement the curriculum at the School by means of lectures, groups of up to 60 students are formed. A new group is formed once the number of students exceeds 80.
- (2) In seminars, the number of students in the group is up to 25 students, and a new group is formed once the number of students in a group exceeds 35.
- (3) For classes which are realized as exercises, the number of students in the group is up to 15 students, as a rule, and in clinical classes 4-6 students, and new groups are formed once the number of students in a group exceeds 15. The above mentioned size of classes is calculated according to the number of 60 enrolled students.

#### **Article 18**

- (1) Expert offices of School and Chair organize the classes and are in charge of their implementation in accordance with the Law, the Articles of Incorporation and other general legal acts of the School and of the University.
- (2) The classes held are recorded in the classes records book, which includes date and time of the course, topic and form of classes, student group indication, number of attending students and name (signature) of the professor.
- (3) The classes records books are located and archived at the office of clerk for academic affairs or at the Student's Affairs Office, i.e. in the offices of the Chair or in teaching bases of the School, and are kept for each individual course.
- (4) Teaching is conducted at the School and at other organizational units of the University, as well as in teaching bases, which the School of Medicine has established contractual relations with.

## **Lectures**

### **Article 19**

- (1) Lecture is the form of teaching in which a teacher, by using modern teaching aids, introduces a larger group of students with theoretical settings and contents of a particular course or of scientific-teaching units.
- (2) In lectures, students are introduced to seminar and practical work (exercises).
- (3) The share of lectures in overall teaching is not to be less than 15% of the total fond of the course, as a rule, with an exception of the courses Physical and Health Culture, Foreign Language, Expert Field Practice and on-call duties in Emergency rooms, and in other cases defined by a special decision of the School.
- (4) Subject matter from the lectures for which the notes were provided is to be included in the examination.

### **Article 20**

- (1) The lectures include those topics for which that particular form of teaching is more rational than other forms.
- (2) In principle, the lectures are to include as follows:
  - a) a synthesized overview of subject matter of a certain domain that will be explained in other forms of teaching, which determines the scope and emphasizes the essence of the material,
  - b) new understandings that change, modify or deepen important concepts included in the objectives of graduate course teaching,
  - c) topics included in the objectives of graduate teaching which are not appropriately explained in the existing mandatory textbooks,
  - d) subject matter that is particularly difficult for students, judging from experience.

### **Article 21**

- (1) Before the beginning of lectures, notes with lectures can be distributed to students.
- (2) The notes summarize the contents and essential messages from the lectures (including schemes and important data). The subject matter of lectures for which the notes were distributed shall be included in the examination.
- (3) Notes to lectures are mandatory for courses which do not have textbooks.

### **Article 22**

- (1) The classes are carried out by the faculty of the School of Medicine in appropriate teaching and research professions (Assistant, Senior Assistant, Assistant Professor, Associate Professor, Full Professor) and associates in teaching.
- (2) Assistants and Senior Assistants participate in the preparation of lectures and attend the lectures. Senior Assistants may, under supervision of a professor, hold up to two lectures annually as part of their education in teaching.
- (3) The School may entrust certain lectures according to the Curriculum to teachers or scientists from other higher education institutions or their organizational units or scientific and research institutes, or to prominent experts elected to the teaching and research positions, which were confirmed by the School Council.

## **Seminars**

### **Article 23**

- (1) Seminar is a form of classes in which a small group of students led by a supervisor actively discusses a certain subject matter. Students are to prepare the announced subject matter in forward.

- (2) The objective of the seminar is to study in-depth and critically discuss some of the thematic contents and to introduce students to the manner of understanding and concluding in a particular teaching and research field.
- (3) In the course of a seminar, the supervisor formulates issues and raises questions that direct the active work of students, helping them make conclusions or formulate the problem independently. The supervisor answers students' questions.
- (4) The Chairs may, depending on the specificities of the subject matter, introduce different forms (methods of conducting) of seminars, such as problem seminars, seminars with video or computer simulations, etc.
- (5) The supervisor monitors and evaluates the work of the students at the seminar as part of continuous knowledge check.
- (6) Supervisors of seminar classes may be Senior Assistant, Assistant Professor, Associate Professor, Full Professor.

### **Exercises**

#### **Article 24**

- (1) Exercises are a form of classes in which students solve practical assignments from the subject matter with help and advice of teachers. In frames of exercises one can acquire skills and attitudes mentioned in the goals of medical education.
- (2) The share of exercises in the total fond of classes is generally not less than 15% in basic medicine and public health courses and not less than 30% in clinical courses. Exercises are managed by persons elected to the teaching and research positions and associates in teaching, as a rule.
- (3) The exercises supervisor is obliged to actively assist and work with the students during the exercises.

### **Hospitation**

#### **Article 25**

- (1) Hospitation is a form of clinical classes in which a student under the direct supervision of a teacher or associate in teaching works with a patient at a clinical department.
- (2) Clinical courses can organize their classes either in the form of classical exercises or in the form of hospitations. Hospitation may also be voluntary, outside the mandatory time schedule, upon agreement between the students and the clinical teaching base.
- (3) During the hospitation, the student is present at the clinical department throughout the working hours and on-call duty, participating in all forms of work at the department: getting acquainted with patients' admittance, getting introduced with ethical and legal problems in treating the patients, participating in patient care. On top of that, students attend expert meetings, clinical rounds and clinical-pathological conferences, as well as other professional activities of relevant institution.
- (4) Individual teacher supervises the work of a group of five students simultaneously.
- (5) Teaching in frames of hospitation shall not exceed 40 hours per week.
- (6) Hospitation is carried out at clinics and clinical institutes, as well as in hospitals and health care institutions with whom a special contract was concluded.

### **Clinical Round**

#### **Article 26**

- (1) Clinical round is a specific form of teaching exercises in which a student presents to the teacher a patient who has been entrusted to them during the hospitation at a clinical department.
- (2) Clinical rounds include the same group of students as exercises.

## **Clinical Conference**

### **Article 27**

- (1) Clinical Conference is a specific form of seminar teaching in which specialists of different professions, in the presence of students, advise on determining the diagnosis, treatment and prognosis for a particular patient. The size of student group attending a clinical conference is the same as for seminars.

## **Clinical-Pathological Conference**

### **Article 28**

- (1) Clinical-Pathological Conference is a form of teaching in which clinical and laboratory findings are compared with pathological-anatomical findings. The size of a student group attending a clinical-pathological conference is the same as for seminars.

## **Expert Practical Training in the Community**

### **Article 29**

- (1) Expert practical training is a form of teaching which is performed in health institutions for general medicine, counseling centers, outpatient clinics, laboratories, hygienic-epidemiological, social-medical and other health care units, participation in home-based healthcare and healthcare activities in urban and rural areas. In the course of practical training, other forms of teaching are also organized: seminars, exercises, consultations, etc. apart from lectures.

## **Demonstration**

### **Article 30**

- (1) Demonstrations are a form of practical teaching in which teaching units processed by special methodics are presented to students. They cannot be included in regular exercises because they require longer preparation. Demonstrations are carried out in front of a group of up to 30 students.

## **Consultations**

### **Article 31**

- (1) Consultations are part of teaching work with students, and are held by teachers and associates in accordance with an established and pre-announced schedule.
- (2) Consultation schedule is published on the website of the Chair of School or on the notice board.
- (3) During the consultations the student is provided assistance and instructed regarding preparation of exercises, seminars, preliminary examinations and examinations.

## **Other Forms of Teaching**

### **Article 32**

- (1) For the purpose of improvement of teaching, along with the above mentioned forms of teaching, special forms of practical work are also organized, according to the curriculum of the School during student's work at clinical departments, outpatient clinics and summer work in health care institutions.



## **Students' Expert Excursions**

### **Article 33**

- (1) Students' expert excursions may be organized as a supplement to classes in order to get acquainted with significant health institutions and methods of work and for other reasons important for a more complete professional education and training of students.
- (2) Expert excursions can be organized in the country and abroad. The plan of excursion is approved by the School Council in frames of the curriculum before the beginning of the current academic year.

## **Students' Absence from Classes**

### **Article 34**

- (1) A student may be absent with a reasonable excuse from classes of an individual course during a semester, which is conducted in the form of lectures, seminars, demonstrations and exercises up to 20% of the fond of teaching hours as established in the curriculum. The student may, without a reasonable excuse, be absent from 10% of lectures, seminars and exercises. All absences must be compensated according to the decision of the Head of the Chair.
- (2) The Chair shall at the beginning of each semester, establish in absolute numbers the possibility of absences with a reasonable excuse and the method of compensation. The manner of attendance check is determined by each Chair.
- (3) As an exception, students may be entitled to a compensation of up to 50% of classes in cases when the student was absent due to:
  - a) maternity leave,
  - b) longer treatment and stay at hospital,
  - c) participation in sports competitions in the status of a top athlete,
  - d) for family reasons and other justified reasons.
- (4) The compensation for absences in the cases referred to in Paragraph 3 of this Article shall, on the basis of an application in writing and a credible document, be approved by the Vice-Dean of Academic Affairs upon a proposition by the Chair. The manner of compensation is determined by the Chair.
- (5) If the Chair is unable to provide compensation of absence of more than 20% and less than 50% of classes to a particular student, the student may file an application for an approval to freeze their student rights and obligations.

## **KNOWLEDGE CHECK**

### **Article 35**

Students' knowledge is checked and evaluated in the course of an academic year, and the final grade is awarded at the examination.

- (1) During the classes, knowledge is checked in preliminary examinations and other forms of continuous knowledge checking, and at the end of classes by means of examinations.

## **Preliminary Examinations**

### **Article 36**

- (1) Preliminary examinations are used to check the knowledge of one part of the subject matter that a student acquired during the classes of a particular course.
- (2) According to the types of knowledge checking, preliminary examinations may be as follows: small preliminary examinations, large preliminary examinations and final preliminary examinations.

(3) The preliminary examinations are carried out in writing, verbally or as practical work.

### **Other Forms of Continuous Knowledge Checking**

#### **Article 37**

(1) Students' knowledge may be checked during the classes by continuous monitoring of overall work and knowledge of students in all forms of teaching. For that purpose, special questionnaires (forms) are drafted, which include observations (notes) on the work of students at the clinical department and practical work, results of short knowledge checking and skills acquisition. The results of these checks are stated in points and included in the final grade.

### **Examinations**

#### **Article 38**

(1) Examination is the final knowledge check, in one or more related courses, obtained during the teaching process.

(2) Examinations are taken in compulsory and elective courses.

(3) The student who fulfilled all prescribed obligations may take an examination.

(4) As a rule, examinations are public and the student is entitled, if the examination is verbal, to request the presence of the public.

Practical parts of anatomy, pathology, court medicine and all clinical courses are not public.

(5) Practical part of the examination of these courses may only be attended by teachers and other authorized staff of the School, as well as the students. The present persons are liable for violation of official and professional secrets.

(6) As an exception, the Council may, by a special decision, allow that all students take an examination in a particular course verbally. Such a decision is approved by the Council at the beginning of the academic year.

(7) The right of insight into results of the examination may be granted to a person who proves their legal interest. An insight into the records is approved by the Vice-Dean of Academic Affairs or the Secretary General of the School of Medicine.

#### **Article 39**

(1) Examinations are individual or joint and may be theoretical or theoretical and practical.

(2) Theoretical examinations are taken in writing or in writing and verbally.

(3) If an examination is combined, the written part thereof shall be taken first.

(4) The practical part of the examination may be conducted separately from the theoretical part, and the entire examination must be completed within seven (7) days.

(5) Subject matter for the examination is determined in the curriculum; method of examination implementation and evaluation, time of written exams, duration of the individual parts of the examination and duration of the entire examination is determined in the curriculum at the beginning of each school year.

#### **Article 40**

(1) Student's performance at an examination is stated by grades: excellent (5), very good (4), good (3), sufficient (2) and insufficient (1).

(2) If the examination is combined (written and verbal, or written, verbal and practical), the final grade is the average of knowledge shown in all parts of the examination. The examination grade may also include part of the continuous knowledge check.

(3) In the combined forms of examinations referred to in Paragraph 2 of this Article, the student cannot pass the entire examination if they have not passed the written examination.

(4) If the examination is written and verbal, the grade from the written examination makes up at least 50% of the total grade.

If a practical part of the examination is included with the verbal examination, the grade from the written examination makes up at least 1/3 of the total grade.

(5) The minimum number of points for a passing grade in the written part of the examination is 55% of the total number of points.

(6) According to the Rulebook on Studying of the University of Mostar, the range of points from the lowest to the highest passing grade and numerical, descriptive and literary expression of the grades is determined as follows:

0-54% - insufficient (1)

55-66% - sufficient (2)

67-78% - good (3)

79-90% - very good (4)

91-100% - excellent (5)

(7) A subject teacher may have a higher threshold at the examination part than the one referred to in Paragraph 6, but not lower.

(8) At the beginning of the academic year, the Chair is obliged to publish on the website clear instructions on the manner of student's knowledge check and the manner of student grading.

#### **Article 41**

(1) Grades excellent (5), very good (4), good (3) and sufficient (2) are passing grades and are entered in the student's record book, in the application form and in the student's personal records.

(2) Grade insufficient (1) is not a passing grade and is entered only in the application form and in the student's personal record.

(3) If the test is in writing, the grade is entered in the student's record book only after the expiry of the student appeal period.

(4) If the grade recorded in the student's record book does not correspond to the one in the application form and in the student's personal record, the relevant grade is the one entered by the examiner or the teacher's committee into the application form and verified by their signatures.

#### **Examination before the Examination Panel of the School**

#### **Article 42**

(1) The student may take an examination from the same course up to four times in the academic year in which the subject is enrolled, under the same conditions as in the previous terms at that Chair - course, with an exception that a minimum threshold of 50% at the written examination must be obtained if the examination is taken before the Examination Panel of the School of Medicine.

(2) The fourth and eighth time the examination is taken before the Examination Panel.

(3) The examination Panel is appointed by the Dean or, in his absence, by the Vice-Dean of Academic Affairs, and it consists of two course teachers and another teacher from another Chair, who is the Chairman of the Examination Panel.

(4) No appeals may be filed regarding the note awarded by the Examination Panel.

(5) If a student fails to pass the examination (the eighth time) after the repeated enrollment in the course and after taking the examination in the manner specified in Paragraph 1 of this Article, they lose the right to study at that course of study.

#### **Examination Terms Article 43**

- (1) Examination terms may be regular and extraordinary.
- (2) Regular examinations are carried out immediately upon completion of a rotation teaching or a course and in regular examination terms.
- (3) Regular examination terms are: after the completion of a rotation teaching or a course, summer and autumn terms respectively.
- (4) Winter examination term may be organized in February for students who repeat the year in order to exercise the right to partial enrollment for the summer semester of the next year.
- (5) For students whose rotation ends after June 15<sup>th</sup>, the summer examination term is extended by the same number of days as the extension of the rotation.
- (6) The examination schedule must be such as to enable taking the examinations for all the students who registered for an examination and have the right to take the examination in that particular course.
- (7) Time between taking the examinations in the regular term should not be shorter than 14 days.
- (8) The regular examination term may be organized for courses from the winter semester in February upon a written request with signatures of more than 50% of students. Such examination term may be organized so as not to disturb the regular teaching in other courses. It is necessary to obtain the consent of Dean, Vice-Dean of Academic Affairs, Head of the Chair conducting the examination, and Head of the Chair having regular rotation at the time of organizing the examination.
- (9) Only a single time period may be provided for taking the examination lasting a maximum of three working days in the regular examination term in February.
- (10) Other extraordinary terms are determined by a decision of the School Council.

#### **Article 44**

- (1) Student is registered for taking an examination by using ISS system no later than five (5) days prior to the beginning of examination term.
- (2) Time for taking examinations in writing, i.e. the written parts of written and verbal examinations, is determined by the Academic Affairs Committee in agreement with the Chairs or Councils for particular courses.
- (3) The Chair or the Councils for particular courses shall determine the time schedule for taking the verbal and practical part of the examination by registered candidates after taking the written part of the examination, and the entire examination shall be completed within seven (7) days from the beginning of the examination.
- (4) The schedule of registered applicants for taking the examination must be announced at the earliest on the last day of the registration for examination if the examination is conducted in groups. In case that all students are registered for the examination, the schedule of taking the examination is not published.

#### **Article 45**

- (1) If the student is unable to take the examination they were registered for, for any reason, they are obliged to cancel the examination in ISS system no later than two (2) days prior to taking the examination.
- (2) The student who fails to cancel the examination in timely manner shall bear the costs of preparing the examination in the amount determined by the Dean's Committee.
- (3) If, for justified reasons, the student is unable to take the examination or to cancel it on time, they may request that the claim for compensation of costs be suspended. The application is submitted to the Vice-Dean of Academic Affairs by means of the Secretariat of the School, which decides on the justification of the reasons. In case of a justified omission, a claim for costs will be cancelled.

- (4) The student who withdraws from an already started examination, whether verbal or written, must contact the subject teacher and state the reason for withdrawal and in that case the grade to be entered is "insufficient (1)"
- (5) The student who behaves inappropriately during an examination, interferes with other students' work or uses unauthorized aids may be removed from the examination by the subject teacher and the grade "insufficient (1)" can be entered.

#### **Article 46**

- (1) The records of student performance in examination are kept by using the Information System of the University (ISS).
- (2) Application forms of the examinations which were held and filled-out examination lists shall be submitted by the teacher to the Office for Students' Affairs within 7 days of the final examination date.
- (3) In the case of discrepancies between the grade entered in the student's record book and the one entered in the application form, the credible grade is the one entered in the application form.

#### **Article 47**

- (1) Examination in a course passed at another higher education institution can be acknowledged in full or partly, depending on the matching of the curricula.
- (2) An appeal may be filed to the Academic Affairs Committee of the School regarding a decision on the acknowledgment of examinations taken.

#### **Student's Objection to the Grade**

#### **Article 48**

- (1) Student's objection to the grade is discussed by the Academic Affairs Committee of the School pursuant to Article 59 of the Rulebook on Studying of the University of Mostar.

#### **Examiners**

#### **Article 49**

- (1) Examiners are the teachers with the appropriate teaching and research title: Assistant Professor, Associate Professor and Full Professor.
- (2) A candidate who is unable to pass the examination twice before the same examiner may be granted a third-time examination before another examiner.
- (3) Taking an examination before another examiner shall be considered and approved by the Dean on the basis of a substantiated application filed by the student.

#### **Partial Examination with a Final Synthesized Examination**

#### **Article 50**

- (1) Examinations are individual or group and can be theoretical and/or practical.
- (2) Examinations are taken in writing, verbally, as practical, or combined.
- (3) The practical part of the examination can be carried out separately from the theoretical part.
- (4) If an examination consists of two parts, the student who passes one part but not the second part does not have to take the part he passed again, except in the case of re-enrollment in the course.
- (5) Written part of the examination may be eliminative.
- (6) At least four examination terms are organized for each course during the academic year.
- (7) The student who fulfilled all the prescribed obligations as established by the curriculum of a particular course may take the examination.

- (8) Examinations are public. Student and/or examiner have the right to demand the attendance of other students and members of the academic community.
- (9) The student has the right to have an insight into their examination documents within 48 hours of the publication of the examination results (non-working days of the School excluded).
- (10) For the purpose of facilitating the examination, parts of the subject matter may be passed in several partial examinations.
- (11) The Chair may organize a final synthesized examination, which has an integration form. In order to preserve the integrity of the examination, the partial examination checks detailed knowledge in some field, and in the synthetic examination the full application of this knowledge. The partial examinations / partial tests that the student passed during the course are acknowledged only in the current academic year.
- (12) A student who repeats the year is not obliged to re-attend teaching classes, unless they wish to take partial examinations or if they request to attend classes. The student who takes the classes again is obligated to submit an application in writing to the Head of the Chair on the first day. The Head of the Chair must sign the application and indicate that he agrees. This application is then submitted to the Office for Students' Affairs.
- (13) The student who repeats the year may take the examination terms in that academic year, including the term after the classes, regardless of how many times the examination was taken, up to a total of eight times, when the right to attend the School is denied.

### **Diploma Thesis**

#### **Article 51**

- (1) The student who has completed all obligations as prescribed in the curriculum, the Article of Incorporation and other general legal acts and acquired all the necessary ECTS credits, may draft and defend their Diploma Thesis.
- (2) The Diploma thesis represents a problem in the area of the study program elaborated in written form.
- (3) The Diploma thesis is defended before a Panel appointed by the School Council.
- (4) Drafting and defending the Diploma thesis is to be carried out in accordance with the provisions of a special rulebook or another general legal act.

### **ASSESSMENT OF EFFICACY OF TEACHING**

#### **WORK**

#### **Article 52**

- (1) Assessment of efficacy of teaching work in individual courses is conducted at least once a year by students and by the School of Medicine.
- (2) Assessment by students is done by means of a survey (questionnaire), and by the School of Medicine by means of evaluation forms.
- (3) Student surveys (questionnaires) shall assess the content and organization of teaching, the appropriateness of examinations and the work of individual teachers.
- (4) The evaluation forms of the School evaluate the teaching work of individual teachers and the percentage of students passing the examinations.

#### **Article 53**

- (1) Contents and manner of conducting the student survey (questionnaire) are regulated by the Council by means of a special Rulebook or by other general legal act upon a proposition of the Academic Affairs Committee.
- (2) The contents of the evaluation form for the assessment of teaching at a Chair is determined by the Council upon a proposition of the Academic Affairs Committee.
- (3) Evaluation is performed by the Head of the Chair and the evaluation results are reported by the Dean by submitting an evaluation form for each teacher.

#### **Article 54**

- (1) The results of assessment of efficacy of teaching work affect the election of persons to the relevant teaching and research titles, as prescribed by a special Rulebook on the elections to the teaching and research positions at the School of Medicine or by other general legal act.

### **STUDENT STATUS AND RULES OF STUDYING**

#### **Article 55**

- (1) Student of the School is a person enrolled at the School.
- (2) On the occasion of enrolling in the first year of study, the student is issued a student's record book in which all courses prescribed by the curriculum are entered, and attendance, performance and grades in individual courses, as well as the results obtained in the expert practical training are recorded.
- (3) Student status at the School is awarded to the person enrolled at the School of Medicine under the conditions regulated by the Law, Articles of Incorporation and other general legal acts of the School and of the University.
- (4) Enrollment in the first year of study shall be conducted after the entrance procedure, within the deadlines determined by the University.

#### **Certification of Semester**

#### **Article 56**

- (1) After finishing the classes, the student will receive a signature. If a student did not fulfill the obligations during the semester prescribed in the curriculum, they will be denied the second signature.
- (2) The requirements for the signature shall be determined by the curriculum at the beginning of the academic year.

#### **Article 57**

- (1) Student's obligation is to certify every semester. The requirements for the certification are signatures of the teachers from all the courses taken.
- (2) As an exception, a semester may be certified without the signature of one teacher, with the Dean's approval.

#### **Enrollment in Higher Years of Study**

#### **Article 58**

- (1) The student gains the right to enroll in a higher year of study if they acquired 60 (sixty) ECTS credits from the previous year of study by the end of the enrollment period.
- (2) A list of compulsory courses for enrollment in a higher year of study is prescribed by a curriculum.

#### **Repeating a Year**

#### **Article 59**

- (1) The student repeats a year if they did not pass the same examination during the academic year after taking the examination four times.
- (2) The student may repeat the same year twice or take the examination eight times. The fourth and eighth time the student takes the examination before the Examination Panel.

- (3) The student who did not gain the right to enroll in a higher year of study repeats the same year of study and does not have to enroll in the higher year courses.
- (4) As an exception, students who repeat a year of study and pass all examinations from the previous year of study till end of the winter semester, may enroll in the higher year courses which are taken only in the summer semester.

### **Student Status**

#### **Article 60**

- (1) Students can only study in the status of a full-time student.
- (2) Full-time students are the students who attend a full-time program.
- (3) The cost of studying for full-time students is funded with the financial support of the Ministry or paid by the students themselves.
- (4) A full student studying with the support of the Ministry has the status of a full-time student:
  - If they enroll in a higher year of study on time,
  - If they enroll in the same year of study due to the freezing of rights and obligations.
- (5) If the student referred to in Paragraph 4 of this Article fails to meet one of the conditions, they will lose the status of a full-time student with the support of the Ministry and may continue their study in the status of a full-time student with payment obligation.

#### **Article 61**

- (1) Students have the right to freeze their rights and obligations in accordance with provisions of the Rulebook on Studying of the University of Mostar.

#### **Article 62**

- (1) The student who has lost the right to study with the Ministry of Finance's financial support has the right to complete the education that was started, with ensuring the covering of study costs.

#### **Article 63**

- (1) Student status ceases in the following cases:
  - a) upon completing the study program and the degree of the educational cycle for which they are being educated,
  - b) withdrawal from the School of Medicine before the completion of the study without losing the right to education,
  - c) when a student fails to enroll in the next year of study, fails to repeat the enrollment in the same year within the prescribed period and fails to freeze their rights and obligations,
  - d) fails the examination for the eighth time or repeats the same year twice and does not acquire the conditions for the enrollment in a higher year of study,
  - e) in the case of a disease making them unable to study medicine,
  - f) if the School imposes a disciplinary measure of termination of student status in the procedure determined by a general act of the University.
- (2) The person who loses the student status due to Subparagraphs (a), (d), (e) and (f) of the preceding Paragraph shall not continue their study at the School at any later period.
- (3) As an exception, if the person referred to in Paragraph 1, items b) and c) of this Article loses the student status, they may be allowed to re-enroll in the academic year in accordance with the current curriculum, if conditions exist. If the curriculum changes during the interruption of the study, the student shall take classes and take the examinations to make up for the differences in the curriculum that arose in the meantime. Such a student continues the study with payment of the cost of studies.



- (4) The student who withdraw from the study shall be issued a withdrawal certificate with an indication of time of study, total number of ECTS credits acquired, and list of passed examinations with the corresponding ECTS credits and grades gained.
- (5) An indication on the withdrawal is to be entered in the student's document and in their personal file.

#### **Article 64**

- (1) The student who withdraws from the study shall be issued a withdrawal certificate with an indication of certified semesters and a list of passed examinations. Upon a request, the School may also issue a Curriculum in accordance to which classes were taken and examinations were passed.
- (2) An indication on the withdrawal is to be entered in the student's record book.

#### **Student Transfer**

#### **Article 65**

- (1) Students from other Schools of Medicine may be transferred to the Study of Medicine at the School of Medicine, and Students from other Schools of Dental Medicine may be transferred to the Study of Dental Medicine at the School of Medicine if there is correspondence between curricula and programs for obtaining the professional title of a doctor of medicine or doctor dental medicine.
- (2) Transfer can only be carried out after the first year of study.
- (3) Correspondence between curricula and programs is considered the possibility that students making the transfer make up for the difference in curricula and programs, that is, to complete the classes and pass the examinations necessary for the continuation of the study, provided that this does not disturb the regular course of study and that the fond of classes of the subjects that must be attended in order to pass the differential and supplemental examinations does not exceed 40% of the fond of classes of the year of study in which they are enrolled.
- (4) If there is no correspondence between the curricula for the current year, the student may be granted a transfer in the lower year of study.
- (5) Conditions for student transfer from other Schools of Medicine and Schools of Dental Medicine, in addition to the correspondence between the curricula are as follows:
  - justifiability of the transfer,
  - grade point average at least good (3).
- (6) The student cannot exercise the right of transfer to the first and sixth year of study at the School of Medicine of the University of Mostar.
- (7) The student cannot exercise the right of transfer from a study on which the entrance examination was not conducted or the enrollment was not carried out on the basis of results from the national secondary school leaving examination.
- (8) The Academic Affairs Committee shall decide on the fulfillment of these conditions and the justification of the transfer.

#### **Article 66**

- (1) Opinion and proposition on the correspondence of the curricula and the need to supplement the curriculum by passing an additional examination for the individual courses (in consultation with the Head of the Chair) is determined by the Academic Affairs Committee.

#### **Article 66**

- (1) The total number of students who may transfer from other higher education institutions for each academic year is determined by the Dean upon the proposal of the Academic Affairs Committee of the School of Medicine.

- (2) The number of transferred students and the number of full-time students shall not exceed the capacity of the School of Medicine.

#### **Article 67**

- (1) If more students comply with the general conditions than the number determined by the decision referred to in Article 66 of this Rulebook, priority shall be given to the candidates who achieved a better GPA at the study from which they are transferring.
- (2) When calculating the GPA of the study, all grades of passed exams at the study from which a transfer is requested are taken into account, and their sum is divided by the total number of courses passed.

#### **Article 68**

- (1) The students who are foreign citizens acquire the right to transfer to the School under the same conditions as domestic citizens, based on the special quota and ranking.

#### **Article 69**

- (1) Applications for student transfer are to be submitted from 1 (first) to 15 (fifteenth) of September of the current year to the Secretariat of the School.
- (2) In addition to the substantiated application, the student shall submit:
  - a) student's record book,
  - b) certificate of passed examinations with GPA,
  - c) detailed curriculum.

#### **Article 70**

- (1) The final selection of candidates for transfer to the School shall be made by the Dean on the basis of the proposal by the Academic Affairs Committee.
- (2) The candidate who acquires the right of transfer on the basis of Dean's decision may enroll at the School within 3 days upon the approval of the said decision.

#### **Diploma**

#### **Article 71**

- (1) The student who passed all prescribed examinations and fulfilled all obligations shall be issued a diploma.
- (2) The diploma is signed by the Dean of the School and the Rector of the University.
- (3) The diploma is certified by an embossed seal of the University.
- (4) Diploma is a public document and is handed to the student at a promotion.
- (5) Promotion of students is carried out by the Dean, or by a Vice-Dean upon Dean's authorization, by a solemn act of promotion.

#### **Disciplinary Liability of Students**

#### **Article 72**

- (1) Students are required to comply with the provisions of the Law, the Articles of incorporation and other general legal acts of the School of Medicine and of the University of Mostar.
- (2) Due to violation of duty and non-fulfillment of obligations, a disciplinary measure may be imposed on the student in accordance with the provisions of a Special Rulebook.

## **STUDENTS' PARTICIPATION IN SCHOOL'S WORK**

### **Article 73**

- (1) Students participate in the work of the School through selected student representatives.
- (2) The work of student representatives is to be regulated by a special Rulebook.
- (3) Student representatives participate in the work of the School Council.

### **Election and Work of Demonstrators**

#### **Article 74**

- (1) Demonstrators are the students who assist teachers in performing practical exercises.
- (2) Demonstrators shall be selected out of excellent and very good students showing a preference for pedagogical and scientific work, in accordance with the provisions of a special Rulebook or other general legal act.
- (3) The status of the demonstrator shall be acquired with at least 20 hours of teaching in the course of the academic year, while the total number of hours in the course of the study must be at least 40 hours.

### **Students' Professional and Scientific and Research Work**

#### **Article 75**

- (1) in the course of the study students may be included in professional and scientific and research work in accordance with the provisions of a special Rulebook or other general legal act.

### **Awards and Scholarships for Students**

#### **Article 76**

- (1) In the course of the study students are entitled to awards, acknowledgments and scholarships in accordance with the provisions of a special Rulebook or other general legal act.

## **TRANSITIONAL AND FINAL PROVISIONS**

### **Article 77**

(1)

On the date of entry into force of this Rulebook, the Rulebook on Undergraduate Study as of July 18<sup>th</sup> 1998 and Amendments to the Rulebook on Integrated Graduate Study as of June 27<sup>th</sup> 2015 at the School of Medicine of the University of Mostar cease to be valid.

### **Article 78**

- (1) For all issues which were not regulated by this Rulebook, the provisions of the Law, the Articles of Incorporation and the Rulebook on Studying of the University of Mostar shall apply.

### **Article 79**

(1) This Rulebook enters into force on the date of its adoption and will be published on the notice board and on the website of the School of Medicine.

No.: 01- /16  
Mostar, November 16<sup>th</sup> 2016

Milenko Bevanda, Ph.D., Full Professor

Dean

I, Ivana Bevanda-Lesko, Certified Court Interpreter for English and German, as appointed by the Decree of the Federal Minister of Justice no. 01-06-3-927-5/10 as of December 27<sup>th</sup> 2010, hereby certify that the above text is a true and complete translation of the original document written in the Croatian language.  
Mostar, July 18<sup>th</sup> 2019