

Pursuant to Article 54 of the Act on Higher Education in Herzegovina-Neretva Country („Official Gazette of Herzegovina-Neretva Country” no. 4/12) and Article 55 of the Articles of Incorporation of the University of Mostar (no. 01-283/13 as of February 12th 2013) the Senate of the University of Mostar at the 17th session, held on June 17th 2015 approved the following:

RULEBOOK ON STUDYING

I.1. GENERAL PROVISIONS

Article 1

(1) The Rulebook on Studying of the University of Mostar (hereinafter referred to as: the Rulebook) closely defines the rules of studying for students at undergraduate university study program (first cycle), graduate university study program (second cycle), integrated undergraduate and graduate university study program (first and second cycle) and postgraduate specialist study program, as well as at professional study program of the first cycle, which are organized and carried out at the University of Mostar (hereinafter referred to as: the University)

I.2. ABOUT THE STUDIES IN GENERAL

Article 2

- (1) Higher education is implemented at the University through university study programs.
- (2) Pursuant to the Act on Higher Education in Herzegovina-Neretva Country and the Articles of Incorporation of the University of Mostar, professional studies of the first cycles are also administered at the University.

II.1. TYPES AND LEVELS OF STUDY PROGRAMS

Article 3

- (1) The university study programs are organized and administered as follows:
 - undergraduate study program (first cycle)
 - graduate study program (second cycle)
 - integrated study program (first and second cycle)
 - and postgraduate specialist study program.
- (2) Certain university study programs may be carried out as integrated though undergraduate and graduate level of study.
- (3) Professional studies of the first cycle are organized and administered at the University.
- (4) Postgraduate doctoral study program (third cycle) is regulated by a special Rulebook.

II.1.1. Undergraduate Study Program (First Cycle)

Article 4

(1) Undergraduate study program (first cycle) leads to the academic title of Bachelor - the degree of Bachelor or equivalent, acquired after a minimum of 3 (three) and a maximum of 4 (four) years of study, evaluated with a minimum of 180 ECTS and a maximum of 240 ECTS points.

(2) Upon completion of an undergraduate study program (first cycle) a person acquires the academic title of Bachelor (of the undergraduate study program), with a designation of profession or another professional orientation, which corresponds to the Curricula of the Higher Education Institution on the one hand and academic needs and needs for workforce on the market on the other hand.

II.1.2. Graduate Study Program

Article 5

(1) Graduate study program (second cycle) lasts one or two years and leads to the academic title of Master of Arts or its equivalent, acquired after a completed second cycle of study program, and is evaluated with 60 ECTS or 120 ECTS points respectively, in such manner that the sum with the first cycle amounts to 300 ECTS points.

II.1.3. Postgraduate Specialist Study Program

Article 6

(1) Postgraduate specialist study program lasts at least one year and leads to the academic title of specialist or its equivalent, with a designation of profession or another professional orientation, and is evaluated with 60 ECTS at the least.

II.1.4. Integrated Undergraduate and Graduate Study Program

Article 7

(1) Integrated undergraduate and graduate study program lasts five to six years, as a rule, and upon completion thereof one acquires 300 or 360 ECTS points respectively.

II.1.5. Professional Study Program

Article 8

(1) Professional undergraduate study program lasts three to four years, and upon completion thereof one acquires 180 or 240 ECTS points respectively, as well as the title of professional Bachelor or its equivalent, with a designation of profession or another professional orientation.

II.2. INSTITUTIONS ADMINISTERING STUDIES – INDEPENDENT AND JOINT STUDY PROGRAMS

Article 9

(1) If several organizational units of the University carry out a study program, the institution administering the study is determined by means of a Senate's decision.

(2) The university study programs may be partly carried out in cooperation with university-based and scientific institutes (hereinafter referred to as: the Institutes), on the basis of a special Contract between the University and the Institutes, upon an approval of the Senate. The Contract regulates in detail the manner and conditions of administering the study program.

(3) On the basis of the Agreement on Cooperation upon an approval of the Senate, the University may organize and conduct a study program together with a domestic or foreign university as a joint study program. The Contract on the Joint Study Program specifies as follows: institution administering studies, conditions and manner of administering the study program, joint use of premises and equipment, conditions for acquiring and allocating the funds, and other rights and obligations of the institutions administering the joint study program.

(4) The institutions administering the joint study program may found a committee for the joint study consisting of representatives of the institutions participating in classes teaching.

(5) The institutions administering undergraduate, graduate, integrated and university professional studies outside the official seat are organizational units based on the decision of the Senate.

II.3. STUDY PROGRAM

Article 10

(1) The Senate of the University, upon a proposal of the organizational units, determines the study programs of the first and second cycle of study by means of the Rulebook on the Procedure for Approval and Evaluation of Study Programs, which is transparent and available to students.

(2) The study program is a set of compulsory and elective fields of study, i.e. courses with framework contents, the completion of which provides the necessary knowledge and skills for acquiring a degree of an appropriate level and type of studies.

(3) The study program is carried out according to the Curriculum and Syllabus and contains as follows:

- a) professional and academic title acquired upon completion of a study,
- b) requirements for the enrollment in a study program;
- c) list of compulsory and elective courses and number of classes necessary for the realization thereof;
- d) scores for each course and final thesis stated in ECTS points;
- e) requirements for a transfer from other study programs within the same or related fields of study;
- f) manner of selecting courses from other study programs;

- g) requirements for the enrollment in the next semester or quarter or in the next year of study and the manner of completion of the study;
- h) manner of administering the studies and manner of checking the knowledge for each course;
- i) learning outcomes and competencies;
- j) other issues relevant to the implementation of the study program.

(4) Compliance of the study program with the organization of work and achievements in sciences and arts is not to be considered as a new study program.

(5) In determining the study program, the organizational unit should particularly make sure that the study program is:

- a) contemporary and adapted to the capabilities and interests of students and the needs of employers;
- b) comparable to related programs at the higher education institutions in question; and
- c) within the scientific area and field.

Article 11

(1) Independent university and professional study programs are carried out according to the curriculum approved by the Senate upon a proposal of the organizational units of the University.

(2) The curriculum regulates as follows:

- teaching courses;
- total hours of lectures, seminars and exercises;
- other forms of teaching work.

(3) The curriculum is published prior to the beginning of classes in a current academic year and is available to the public. The curriculum is to be published on websites of the organizational units administering the study program.

As an exception, the curriculum may be published in the course of an academic year, if the curriculum is changed due to justified reasons. The amended curriculum is published in the manner as established in Paragraph 2 of this Article.

(4) The curriculum prescribes the contents of a teaching course, manner of executing classes and taking examinations and other types of knowledge check, compulsory textbooks, handbooks and other compulsory bibliography serving as a basis for taking an examination in a particular course, as well as the number of ECTS points.

(5) All issues regarding curricula and syllabi are regulated in the Rulebook on the Procedure for Approval and Evaluation of Study Programs.

(6) The application of curricula and syllabi is monitored by the Senate of the University, which is obliged to initiate a procedure for their complete evaluation and improvement every four years, starting from the beginning of their application.

II.4. ORGANIZATION OF CLASSES

Article 12

- (1) Classes and examinations are carried out in the course of an academic year.
- (2) The academic year begins on October 1st of the current year and ends on September 30th of the following calendar year.
- (3) Classes are organized by semesters.

II.5. INFORMATION PACKAGE FOR THE TRANSFER OF ECTS POINTS

Article 13

- (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 be prepared in Croatian and published on the websites of the institution administering studies.
- (4) Updated data for the information package shall be submitted by the organizational units to the Rector's Office of the University end of June for the upcoming academic year.

II.5.1. Information on the Institution Administering Studies

Article 14

- (3) The information package is to 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.

II.5.2. Other Information

Article 15

(1) The information package should also contain information regarding:

- a) administrative formalities regarding the stay of foreigners in our country;
- b) transportation lines to Mostar;
- c) prices and conditions of housing and renting, as well as furnishing of the apartment;
- d) prices and living conditions: food and meals, day care for children, temporary employment for spouses;
- e) health insurance: insurance policies, medical services, assistance for disabled students;
- f) means of study: libraries, specialist laboratories;
- g) spare time activities: entertainment and possibilities for passive and active participation in cultural and sports life;
- h) other practical matters.

III.1. ACQUIRING STUDENT STATUS AT THE UNIVERSITY

Article 16

(I) The status of a student is acquired by enrollment in undergraduate, graduate, integrated undergraduate and graduate, postgraduate specialist studies or at professional study program.

III.1.1. Student's Record Book

Article 17

(1) A Student's Record Book is a public document proving the status of a student.

(2) In case of loss or damage to the Student's Record Book by the student, in a special procedure, and upon a request of the student, a duplicate Student's Record Book may be issued. The costs of issuing a duplicate Student's Record Book shall be borne by the student.

(3) In case of loss or damage to the Student's Record Book the student's obligation is to publish the loss of the Student's Record Book in the Official Gazette in a special procedure. Issuing a duplicate Student's Record Books is recorded on the first page of a new Student's Record Book with a designation "DUPLICATE".

(4) The decision on the issue of a duplicate Student's Record Book is reached by the dean of the organizational unit after the public announcement in the Official Gazette, and it is to contain the number of the publication, which is recorded on the last page of the Student's Record Book.

(5) The damaged Student's Record Book is disposed to the student's file.

III.2. STUDENT STATUS

Article 18

(1) Students may be full time students, part time students or students studying by distance learning.

(2) Full-time students are those studying under full-time program and schedule. The cost of studying for full-time students is funded with the financial support of the Ministry or paid by the students themselves.

(3) Part-time students are those attending the study program alongside their job or some other activity. Part-time students must fulfill all their academic obligations according to the curriculum. The cost of part-time studies is entirely borne by the student in accordance with the acts of the University.

(4) Students studying by means of distance learning are those attending the study program alongside their job or some other activity. Students studying by distance learning study pursuant to a special program. The cost of the studies is entirely borne by the student.

(5) The decision on distance learning study programs is approved by the Senate, upon a proposal of the Scientific-Teaching Council and Artistic-Teaching Council (hereinafter referred to as: the Council) of the organizational units of the University.

(6) Classes are held with the use of modern aids and tools for distance learning, and examinations must be held at the official seat of the University.

(7) A special general act will regulate the manners and forms of performing such classes and other issues relevant to this manner of study.

III.2.1. Guest Student

Article 19

(1) Guest student is a student from another university in the country or abroad who enrolls in a part of the study program at the university studies which are organized and administered at the University, on the basis of a special contract with other universities for the acknowledgment of ECTS credits.

(2) The rights of guest student, the manner of covering the costs of their studies and other issues regarding guest student status are regulated by contract.

(3) All other issues regarding student mobility shall be prescribed by the Rulebook on Student Mobility.

Article 20

(1) The status of a full-time student ceases if the full-time student repeats the same academic year twice and fails to meet the requirements for enrollment in a higher year of study.

(2) A full-time student may study at only one university study program in such status.

III.3.1. Full-Time Student Studying with the Support of the Ministry

Article 21

(1) 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.

(2) If the student referred to in Paragraph 1 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 or as a part-time student if the University administers a part-time study program.

III.3.2. Full-Time Student Bearing the Costs of their Studying

Article 22

(1) A full-time student bearing the costs of their studying may enroll in the next year of undergraduate, graduate, integrated undergraduate and graduate study program without payment obligation in accordance with the decision of the Council of the organizational unit of the University.

III.3.3. Top Athletes and Artists

Article 23

The full-time student who was approved the status of a top athlete or artist may be allowed by the Council of the institution administering studies to master the enrolled study program under the conditions prescribed for part-time students (by the curriculum).

III.3.4. Particularly Successful Students

Article 24

(1) Particularly successful students, upon request, may be allowed to complete their studies within a time period shorter than the prescribed duration of the study program.

(2) A particularly successful student is considered the student who has passed all examinations from the previous year of study with an average grade of at least 4.00 and did not repeat any year of study.

(3) A particularly successful student may be granted enrollment of additional 30 ECTS points.

(4) For particularly successful students referred to in this Article, the organization unit may determine stricter criteria.

III.3.5. Part-Time Student

Article 25

(1) Part-time students study alongside working or having other activity that requires a special program and have the status of part-time students on the basis of enrollment in the study

program, which is paid in accordance with the decision of the Governing Council, at the proposal of the organizational unit.

(2) The part-time student enrolls in a higher year of study in accordance with the study program.

(3) The part-time student who terminated their studying may, upon a personal request, regain student status, provided that they take the examinations according to the curriculum valid at the time of regaining the student status and cover the costs of studying.

(4) The organizational unit may by its act prescribe the length of the part-time study, as well as the change of student status.

III.4. Right to Enroll in the Study Programs

Article 26

(1) The persons who completed a four-year secondary school in Bosnia and Herzegovina, as well as the persons who completed a four-year secondary school abroad, are entitled to enroll in the university undergraduate and integrated undergraduate and graduate, as well as professional study program.

(2) The students who completed a secondary school abroad shall submit educational documents and a decision on equivalence, i.e. degree acknowledgment, to the higher education institution, and if the procedure is ongoing, they are obliged to submit proof of the filed application.

(3) The higher education institution shall provide access to study to foreign citizens, as well as persons without citizenship, in accordance with the principles of the European higher education system, ensuring the study program under the same conditions as to citizens of Bosnia and Herzegovina.

III.4.1. Enrollment in the Study Programs

Article 27

(1) The student acquires the right to enroll in undergraduate, integrated undergraduate and graduate study programs and in professional study programs accordingly to the enrollment quotas issued by the Senate upon the proposal of the organizational unit that organizes and conducts the study programs.

(2) Enrollment in the study program is carried out by a public contest, which, based on its decision and with the approval of the founder, is announced by the Senate for undergraduate, graduate, integrated undergraduate and graduate, and professional study programs.

(3) The contest includes as follows:

number of vacancies for the enrollment in each study program by types and levels of study program;

number of vacancies for the enrollment of full-time students who will study with the support of the Ministry;

number of vacancies for the enrollment of full-time students who bear the costs of their studying;
number of vacancies for the enrollment of part-time students;
number of vacancies for the enrollment of foreign students;
number of vacancies for the enrollment of students studying by distance learning;
enrollment requirements;
data on the entrance procedure;
scholarship amount;
data about the documents that are attached to the application to the contest;
deadlines for filing an application to the contest;
terms of entrance procedures i.e. deadlines for enrollment in the study program;
selection criteria for the candidates (type of secondary school graduation, evaluation of performance in secondary school, evaluation of performance at the entrance examination);
competences acquired upon completion of the relevant study program and other information.

(4) The contest is to be published in the daily press, on the University's website, on the organizational units' websites and on their notice boards.

(5) Foreign citizens may enroll in status of full-time students with payment obligation or as part-time students.

They have the right to enroll in the study program under the same conditions as citizens of Bosnia and Herzegovina, with the obligation of bearing the costs of their studying, in accordance with the decision of the Senate.

III.4.2. Application to the Contest for the Enrollment in Undergraduate, Graduate, Integrated Undergraduate and Graduate Study Programs and Professional Study Programs

Article 28

(1) Applicant's duty is to submit the application to the contest for the enrollment into the study by the date determined in the contest.

(2) In the application, the applicant shall indicate which study program they are applying to and whether they are applying to a full-time or part-time study program.

(3) Along with the application to the contest, the applicant is obliged to enclose the documents prescribed in the contest.

(4) Foreign citizens studying at the University may not study as full-time students with the support of the Ministry.

III.4.3. Entrance Procedure

Article 29

(1) The entrance procedure for the enrollment of students in the university undergraduate, as well as integrated undergraduate and graduate and professional study programs is based on the following:

- in the field of natural and engineering sciences, biomedicine and health, and biotechnical sciences, on the evaluation of performance in secondary school and/or on checking the knowledge of applicants for the study (entrance examination) if it is required in the enrollment conditions;

- in the field of social sciences and humanities, on the evaluation of performance in secondary school and/or on checking the knowledge of applicants for the study (entrance examination) if it is required in the enrollment conditions;

- in the field of art, on the evaluation of performance in secondary school and/or on checking the knowledge of applicants for the study (entrance examination), previous works (painting, sculpture, etc.), talent and inclination for acting and puppet animation (voice, speech, movement and appearance), improvisational skills, imagination and creativity.

(2) The entrance procedure for the enrollment of students at the professional study programs consists of the evaluation of performance in secondary school and performance at the entrance examination if it is required in the enrollment conditions.

(3) The enrollment conditions at the graduate study programs are determined by each organizational unit by its act.

Article 30

(1) In frames of the entrance procedure, the relation between the elements of knowledge checking and performance in secondary school is determined by each organizational unit by its act.

(2) A more detailed regulation of the elements for the selection of applicants, as well as contents and manner of conducting the entrance examination for the enrollment of students at the studies is determined by each organizational unit of the University by its general act.

III.4.3.1. Committee for the Implementation of the Entrance Procedure

Article 31

(1) The entrance procedure is carried out by the Committee for the Implementation of the Entrance Procedure (hereinafter referred to as: the Committee) appointed by the Council of the organizational unit out of academic faculty.

(2) The Committee reports to the Council of the organizational unit on the results of the entrance procedure and on the enrollment of students.

(3) Results of the entrance procedure shall be published on the notice board and the website of the University or of the organizational unit within 48 hours of the entrance procedure

III.4.3.2. Right of Complaint Regarding the Implementation of the Entrance Procedure

Article 32

(1) Applicant has the right to file a complaint in writing regarding the regularity of the implementation of the entrance procedure to the Committee within 24 hours of the publication of the ranking on the notice board of the organizational unit of the University which organizes and administers the study program.

(2) 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.

III.4.3.3. Enrollment

Article 33

(1) The right to enroll in the study program is acquired by the candidates who exceeded the qualifying threshold and achieved the scoring as established in the decision of the organizational unit, according to the published ranking list for the enrollment.

(2) The applicant who acquired the right to enroll, but failed to enroll within the deadline specified in the contest, loses the right to enroll.

III.5. RIGHT TO ENROLL IN THE GRADUATE STUDY PROGRAM

Article 34

(1) The person who completed a relevant undergraduate study program may enroll in a graduate study program. Each organizational unit shall determine what is considered a relevant undergraduate program.

Article 35

(1) Persons who did not complete a relevant undergraduate study, but some other undergraduate or graduate study, may enroll in the graduate study program under the conditions prescribed by the decision of the Council of the organizational unit.

Article 36

(1) Persons who completed a professional study program may continue their education at the university study programs under the conditions prescribed by the Council of the organizational unit.

III.5.1. RIGHT TO ENROLL IN THE POSTGRADUATE SPECIALIST STUDY PROGRAM

Article 37

(1) The person who completed a relevant graduate study program may enroll in a postgraduate specialist study program. Each organizational unit shall determine what is considered a relevant graduate program.

(2) Persons who did not complete a relevant graduate study, but some other graduate study, may enroll in the postgraduate specialist study program under the conditions prescribed by the decision of the Council of the organizational unit.

III.6. STUDENTS' RIGHTS AND OBLIGATIONS

Article 38

(1) In addition to the rights determined by the Law and Articles of Incorporation of the University of Mostar the student has the following rights:

- to be present at all lectures, seminars and other forms of classes organized within their courses in accordance with their positions and depending on the possibilities and other forms of classes organization;
- to use the libraries and other student's services at the University's disposal;
- to participate in elections for students' positions in student representative and other bodies;
- to acknowledgment and transfer of points between accredited higher education institutions, in accordance with the decision of the organizational unit;
- to freedom of speech, organizing and gathering;
- to protection from discrimination on any grounds such as race, gender, marital status, color of skin, language, religion, political or other opinion, ethnic or social origin, affiliation to any national community, property, birth or any other status;
- to provision of fair i.e. impartial mechanisms of solving disciplinary issues;
- to a high quality educational process, consultations and mentoring;
- to complete the study program in a shorter deadline;
- to enroll in courses from other (elective) programs, in accordance with the regulations of the University;
- to state the opinion on quality (assessment) of teaching and teachers;
- to freeze rights and obligations in cases prescribed in the laws and acts of the University;
- to protection of rights prescribed in the laws and other general acts of the University and its organizational units.

(2) Along with the obligation established in Paragraph 1 of this Article, the student also has the following obligations:

- to comply with all rules established in the laws, these Articles of Incorporation and other acts of the University and its organizational units;
- to fulfill all teaching obligations and other students' obligations;
- to participate in decision-making, in accordance with the laws and these Articles of Incorporation;
- to respect the rights of University staff and other students;
- to pay due attention to their studies and to participate in academic activities;
- to participate in students' questionnaires.

III.6.1. The Right to Freeze Rights and Obligations

Article 39

(1) Student's rights and obligations shall be frozen while the student is on a maternity leave and/or until their child is one year old, during the time of a longer illness and in other justified

cases when the person is unable to attend classes and take examinations, the existence of which is determined by the dean on the basis of a submitted doctor's opinion. Under a longer illness in the sense of acknowledgment of the right to freeze rights and obligations, one assumes an illness in duration of no less than 60 days without interruptions or 90 days with interruptions during an academic year, as well as a medical treatment in hospital in duration of no less than 15 days at the time of regular examination terms (on the basis of a discharge letter).

(2) The right to freeze student's rights and obligations is counted and achieved on the basis of an application in writing, substantiated with an explanation and corresponding credible documents. The application for freezing student's obligations is filed within 30 days as of the beginning of the case for freezing or within the deadlines for the enrollment in the next year, no later than the beginning of the following academic year.

(3) The time while the obligations are frozen is not counted into the time of studying.

(4) The student may be approved the freezing of obligations in duration of one semester or one academic year.

(5) Upon a student's request, they may be allowed to freeze rights and obligations outside the cases referred to in Paragraph 1 due to other justified reasons, for a period of one year, at the longest. The decision in such case shall be made by the dean of the organizational unit.

(6) The student to whom the freezing of an academic year or semester is approved by means of a dean's decision, may repeat the enrollment in the same year (semester) of study program, and such repetition is not taken as a used right to repeat a year. This produces effects from the beginning of the year for which the application was filed.

(7) The time in such status is not taken into account while determining the participating in costs of studying.

(8) During the time while the rights and obligations are frozen the student may not take the examinations.

(9) If during the time while the rights and obligations are frozen the curriculum is changed up to 20%, the student is obliged to enroll and take examinations referring to the changes which have arisen in the meantime.

(10) The organizational unit may regulate the rights and obligations during the period of freezing in different manner.

III. 7. STUDENTS' WORKLOAD AND SCORING SYSTEM ECTS

Article 40

(1) Workload of full-time students within an academic year is realized through 30 weeks of classes and 12 weeks during which time for preparing for examinations and taking examinations is ensured.

(2) Total obligations of full-time students are defined in the curriculum of organizational units.

(3) Weekly workload of full-time students may be not less than 20 hours, and not more than 30 hours in lectures and other forms of classes. Daily workload shall not exceed 8 hours.

(4) As an exception to the provisions referred to in Paragraphs 1, 2 and 3 of this Article, student's obligations may be more than mentioned, if the curriculum prescribes more hours of field classes and practical lessons.

(5) If the curriculum prescribes that classes are organized as rotation teaching, weekly obligations may be higher than the ones referred to in Paragraphs 1, 2 and 3 of this Article.

(6) The share of field classes/practical lessons is determined in ECTS points.

(7) One semester of study program is evaluated with 30 ECTS points.

(8) A particularly successful student may be granted enrollment of more than 30 ECTS points, to facility a quicker completion of the study than the prescribed duration, which is decided on by the organizational unit.

III. 7.1. Transcript of ECTS credits

Article 41

(1) The institution administering the study shall provide every student with a transcript of all elements necessary for transfer and recognition of ECTS credit.

III.8. ENROLLMENT IN A HIGHER YEAR OF STUDY

Article 42

(1) Requirements for the enrollment in a higher year of study are determined by each organizational unit with its act, presuming that the student may enroll in a higher year if they achieve a minimum of 42 ECTS in the current year.

(2) The student may transfer in a higher year of study only the ECTS from the previous year of study.

(3) Students' enrollment in a higher year of study is carried out by October 1st of the academic year, as a rule, and exceptionally by October 15th, which is decided on by the Senate of the University.

Article 43

(1) The application for enrollment from other higher education institutions is filed to the dean of the organizational unit. The requirements of the enrollment are decided on by the organizational unit with its act.

III.9. REPEATING A YEAR

Article 44

- (1) The student who did not gain the right to enroll in a higher year of study repeats the year.
- (2) The requirements for the repetition of the year are defined by each organizational unit with its act.

III. 9.1. Repeating a Year and Change of Curriculum

Article 45

(1) If during the time while the student repeated a year or while the rights and obligations were frozen the curriculum is changed up to 20%, the student is obliged to take examinations referring to the changes according to the amended syllabus.

III.10. CERTIFICATION OF MODULES, SEMESTERS AND TEACHERS' SIGNATURES

Article 46

(1) A full-time student certifies a semester of the study program if all teachers with their signatures in Student's Record Book certified an orderly completion of all obligations in all courses of that semester, as prescribed in the curriculum. As an exception, a semester may be certified without the signature of one teacher, with the dean's approval.

(2) The teacher may deny their signature (certification of a course) to the student who was absent from over 20% of teaching classes as established in the curriculum and the person may not take the examination.

III.11. EXAMINATIONS AND OTHER KNOWLEDGE CHECKS AND OBLIGATORY CHARACTER AND TYPES OF EXAMINATIONS

Article 47

(1) The student takes examinations in the course/module of the study program they enrolled in, after having fulfilled all prescribed obligations as prescribed in the curriculum.

(2) Examinations can be theoretical and practical, and they may be taken in writing, verbally or in writing and verbally, or by performing/presenting a practical work or by performing/presenting a work of art.

(3) The curriculum may prescribe that some forms of teaching classes are carried out without grading or that they are evaluated descriptively.

(4) Verbal examination is taken in the presence of two or more applicants. The subject teacher is obliged to ensure the publicity for the verbal part of the examination. In case that publicity was not ensured, the student has the right to request publicity at the examination or refuse to take the verbal examination until the publicity is ensured.

(5) The entire examination shall be completed within seven days.

(6) For the fourth time, the examination is taken before the Examination Panel consisting of three members.

(7) The Examination Panel referred to in Paragraph 6 of this Article is appointed by the dean of the organizational unit. The subject teacher may be a member, but not the Chairman of the Examination Panel.

(8) The Examination Panel carries out the examination and awards the final grade with the majority vote.

(9) The Examination Panel's grade is final.

(10) The organizational unit shall, by its decision, prescribe how many times a student may take an examination.

III.11.1. Entrusting the Conducting of Examination

Article 48

(1) The student takes the examination at the subject holder determined by the curriculum.

(2) In the case of the subject holder's inability to organize the examination for more than 30 days, the dean of the organizational unit shall be obliged to provide an adequate replacement for holding the examination and other obligations.

III.11.2. Examination Terms and Types of Examination Terms

Article 49

(1) Examination terms may be regular and extraordinary.

(2) Regular examinations are winter, summer and autumn terms. A regular examination term lasts at least four weeks.

(3) Extraordinary terms are determined by a decision of the Council of organizational units.

Article 50

(1) Students who fail to pass the examination within the prescribed deadline shall re-enroll in the course, if it is from the group of compulsory courses, and if it is from the group of elective subjects they may re-enroll in the same course again or choose another elective course in order to obtain the required ECTS credits/points.

(2) Each time when the student repeats the year and re-enrolls in the same teaching course, they are obliged to pay the appropriate fee, the amount of which is determined by the Council of the organizational unit.

III.11.2.1. Examination Calendar and Schedule

Article 51

(1) The examination calendar is published at the beginning of each academic year and is an integral part of the syllabus, which is published on the websites of the organizational unit.

(2) The examination schedule is determined in such manner that the number of examination terms for each course within each examination term may encompass all students who are entitled to take that examination. The teacher is obliged to provide at least two examination terms within each regular examination term.

(3) Time between taking the examinations in the same course in the regular term should not be shorter than 14 (fourteen) days.

III.11.2.2. Schedule of Taking the Examinations

Article 52

(1) The Schedule of taking the examinations for registered students must be announced at the latest one day before the examination on the website of the University and/or on the notice board of the University or its organizational unit.

III.11.2.3. Registration of Examinations

Article 53

(1) The student who is recorded in the University Information System (ISS) registers for the examination by means of this system, and other students (unrecorded) through the Student's Affairs Office.

(2) Within the examination term, the student is obliged to register for the examination no later than five days prior to taking the examination.

III.11.2.4. Cancellation of Examinations

Article 54

(1) The students are entitled to cancel the examination no later than two (2) days prior to taking the examination, and in that case it is assumed that they were not registered for taking the examination.

(2) The student who is registered through the University Information System (ISS) cancels the examination by using the system.

(3) If the student fails to cancel the examination, subject teacher shall enter that the student did not take the examination, in the application form or in the examination list.

III.11.2.5. Grades

Article 55

(1) Student's knowledge may be checked and graded during the classes (preliminary examinations, practical part of examination, artistic performances, artistic teaching production, etc.), and the final grade is determined at the examination.

(2) The curriculum of an individual course may prescribe that the student's knowledge in the individual forms of classes mentioned in the previous paragraph shall be included in the final grade at the examination and/or in other knowledge checks.

(3) Student's performance at the examination and/or in other knowledge checks is stated with the following grades:

- excellent (5)
- very good (4)
- good (3)
- sufficient (2)
- insufficient (1)

(4) Grades excellent (5), very good (4), good (3) and sufficient (2) are passing grades.

(5) Only the passing grades and are entered in the Student's Record Book.

(6) Grade insufficient (1) is not a passing grade and is entered only in the records.

(7) If a grade is awarded on the basis of several individual grades, it is determined as an average grade as follows:

- average grade equal to or above 4.50 - excellent (5)
- average grade equal or above 3.50 to 4.49 - very good (4)
- average grade equal or above 2.50 to 3.49 – good (3)
- average grade equal or above 2.00 to 2.49 - sufficient (2)
- average grade below 2.00 - insufficient (1)

(8) When determining the average grade, only the first decimal place after a comma is taken into account, all other places are deleted.

(9) The numerical grading system is comparable to the ECTS rating system as follows:

5 = A.....	A	= 5
4 = B	B	=4
3 = C	C	= 3
2 = D.....	D	= 2
1 = F, FX.....	F, FX	= 1

Article 56

(1) Students' performance is monitored continuously during the classes and is stated in points.

(2) The study program determines the ratio between the points earned in the pre-examination obligations and at the exam, presuming that the pre-examination obligations cannot be less than 50% of the points.

(3) Student's performance at the written examination is evaluated by a numerical, descriptive or literary expression/grade.

(4) The minimum number of points for a passing grade is evaluated with 55% of the total points.

(5) Range of points from lowest to highest passing grade and numerical, descriptive and literary expression/grade is determined in the following manner:

- 0-54% - insufficient (1)
- 55-66% - sufficient (2)
- 67-78% - good (3)
- 79-90% - very good (4)
- 91-100% - excellent (5)

III.11.2.6. Grading

Article 57

(1) The teacher is obliged to notify the student of the result of the verbal examination immediately after the examination, and of the result of the written part of the examination within seven days from the examination day by publishing the results on the official website and on the notice board of the organizational unit, with the obligation to determine the term for insight into examination.

(2) The teacher will grade the student's examination with grade insufficient (1) in the following cases:

- if the student leaves the room in which the written part of the examination is held or withdraws from an already started examination;
- if the student, after the written part of the examination fails to take the verbal part of the examination;
- the student who behaves inappropriately during an examination, interferes with other students' work or uses unauthorized aids may be removed from the examination.

III.11.2.7. Student's Objection to the Grade

Article 58

(1) The student who believes that they received a negative grade due to an irregularity in the examination or grading may, within 24 hours (the first following business day), after the notification of the grade, request by means of an objection in writing, to take the examination before the Examination Panel.

(2) The request to repeat the examination stated in the objection must be substantiated.

(3) The dean appoints an Examination Panel consisting of three members within 2 (two) working days of the receipt of the objection.

(4) The teacher with whose grading the student was not satisfied with may be a member, but not the Chairman of the Panel.

(5) The dean determines place and time of repetition of the examination.

(6) The repeated examination must be held within five working days from the date of receiving the student's objection, and the deadline may be extended for justified reasons.

(7) The written examination shall not be repeated before the Panel, but it will be re-evaluated.

(8) The Panel makes the decision by a majority vote.

III.11.2.8. Objection from a Student who Wants a Higher Grade

Article 59

(1) The student who wants a higher grade than a positive grade received at a written examination, and does not believe there were any irregularities in the examination or grading, is entitled to request in writing from the subject holder within 24 hours from the notification of the grade, to take the examination within the next scheduled term.

(2) The student who wants a higher grade than a positive grade received at a verbal examination, and does not believe there were any irregularities in the examination or grading, is obliged to immediately inform the teacher that they want their knowledge checked again for a higher grade and request in writing from the subject holder within 24 hours from the notification of the grade, to take the examination within the next scheduled term.

(3) In the cases referred to in Paragraphs (1) and (2) of this Article, the subject holder shall enter on the application form for the examination the note "The student refused the grade". That grade is not considered final and it is considered that the student used the right to take the examination one time.

(4) When taking the examination again, the student may receive even a lower grade than the previously rejected grade, including a negative grade.

III.11.2.9. Records of Performance at the Examination

Article 60

(1) Official records are kept of Performance at the examination.

(2) Teachers are obliged to submit the application form for the held examinations and the filled out examination lists to the Student's Affairs Office within 15 days from the day of the finishing of the examination.

(3) In the event of a discrepancy between the grades entered in the Student's Record Book and in the application form, the more credible grade is the one entered in the application form.

III.11.2.10. The Right to have Insight into Written Examination

Article 61

(1) Only the student has the right to have insight into their written examination, and the teacher is obliged to provide the insight into documentation, upon publication of the place and time for the insight.

III.12. Cessation of Student Status

Article 62

(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 University before the completion of the study,
- 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) if the University imposes a disciplinary measure of termination of student status in the procedure determined by a general act of the University.

(2) As an exception, if the person referred to in Paragraph 1, items b) and c) of this Article loses 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 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.

(3) The student who withdraws 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.

(4) An indication on the withdrawal is to be entered in the student's document and in their personal file.

III.13. COMPLETION OF STUDY PROGRAM

Article 63

(1) Undergraduate study program may be completed by drafting the Final Thesis and/or by passing the final examination, upon previously fulfilling all obligations prescribed in the curriculum.

(2) The final thesis/examination is defended/taken by the student before their mentor or before the Examination Panel, which is a decision to be made by the Council of the organizational unit, and the mentor/Examination Panel is appointed by the dean.

(3) Graduate study program is completed by the student by drafting and defense of the diploma thesis, upon previously fulfilling all obligations prescribed in the curriculum. The council of the organizational unit forms Panels and appoints mentors in the process of obtaining the academic Master's degree.

(4) The graduate specialist study program is completed by the student by drafting and defense of specialist thesis, upon previously fulfilling all obligations prescribed in the curriculum.

(5) The mentor in the final, graduate and specialist thesis must be a person in teaching and research profession of assistant professor, as a minimum.

Article 64

(1) The student of the final year of study program who fails to pass all examinations by September 30th and as an exception by October 15th of the current year, shall repeat the year.

(2) The student of the final year of study program who passed all examinations but failed to defend their final/graduation thesis by September 30th and as an exception by October 15th of the current year, may, until the beginning of the enrollment in the summer semester of the current year, defend their final/ graduate thesis without repeating the year of study.

(3) After the expiry of the deadline referred to in paragraph 2 of this Article, the student shall repeat the year.

III.14. SOLEMN PROMOTION

Article 65

(1) The diploma is awarded at a solemn promotion.

(2) The diploma is awarded by the dean.

(3) Along with the diploma, the student is issued a diploma supplement.

(4) Upon completion of the study program, the study organizer is obliged to issue a diploma supplement in the Croatian language without charge. If a student requires a diploma supplement in another language, a fee may be requested.

(5) Each subsequent issue of a diploma supplement shall be charged, and the amount of the fee shall be determined by the organizational unit.

Article 66

(1) The diploma is issued in the Croatian language.

(2) At student's request and at their expense, the diploma may be issued in English or in Latin.

IV.1. TRANSITIONAL AND FINAL PROVISIONS

Article 67

The organizational units of the University may, by their acts, prescribe additional conditions in accordance with their specifics, which shall not contravene the provisions of this Rulebook.

Article 68

On the date of entry into force of this Rulebook, the Rulebook on Studying no. 01-1111/11 as of July 14th 2011 cease to be valid. On the occasion of student enrollment in a higher year of study in the academic year of 2015/2016 the criteria set out in the Rulebook on Studying no. 01-1111/11 as of July 14th 2011 shall apply.

Article 69

This Rulebook enters into force on the 8th day after its publication on the notice board of the University and its organizational unit, and shall be applied starting from the academic year of 2015/2016.

No.: 01-1033/15
Mostar, June 17th 2015

Ljerka Ostojić, Ph.D., Full Professor
Rector
(hand signature and
official stamp)

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 27th 2010, hereby certify that the above text is a true and complete translation of the original document written in the Croatian language.

Mostar, August 14th 2019