

Pursuant to the article 26 paragraph 4 of the Law on Higher Education (“Official Gazette of Republic of Srpska”, no. 85/06 and 30/07) and the article 34 of the Statute of the University of Banja Luka, Senate of the University of Banja Luka on the meeting, held on 17th March 2008, has adopted

RULES OF THE FIRST AND SECOND CYCLE OF THE STUDIES

I GENERAL CLAUSES

Article 1

These Rules closely regulate: organization and performance of I and II study cycle, students advancement during the studies, valuation of students work, issuance of degrees and diplomas, issuance of the study documents, duration of the studies, procedure of examination and grading, terms and procedure of the final work, as well as other relevant issues for the implementation of these studies of I and II cycle at the University of Banja Luka.

Article 2

Studies of I and II cycle at the University are organized and implemented in accordance with the regulations of studying based on the European Credit Transfer System (ECTS).

II ORGANIZATION OF STUDIES

Article 3

The University, namely faculty, academy shall organize and perform academic studies of I and II cycle for accredited scientific, artistic and professional fields.

Study programs shall be divided in study years and semesters.

In accordance with the ECTS the scope of the study program is 60 ECTS credits in one study year, as to 30 ECTS credits in one semester. One credit refers to 30 working hours of the students work.

Number of the credits for each subject is designed by the number of classes (theoretical or practical, exercises, seminars and similar) and the time necessary for learning and preparation for the knowledge examination and grading (tests, colloquiums, final exams).

Duration of studies

Article 4

Academic study programs for obtaining diploma of the I cycle studies shall last at least three study years, i.e. at least 180 ECTS credits, or up to the number of credits required for the enrolled study program.

Academic study programs for obtaining diploma of the II cycle studies, after the end of I cycle of studies (bachelor), shall last one or two study years, and shall be valued with

60, as to 120 ECTS credits, in such way that together with the first cycle amounts to 300 ECTS credits.

Article 5

Study year shall be organized in two semesters, where in each semester is planned 15 weeks of lectures (winter and summer semester), in total 30 weeks in year during which student attends lectures in form of: lessons (P), exercises (V), seminars (S) and field lectures (TN). Weeks that are left over are predicted for keeping other forms of lectures in a form of group consulting, finishing particular study commitments, final exams and brakes between semesters.

Article 6

In a frame of teaching process predicted weekly fund is 40 hours, from which direct work with student is 20-25 hours weekly in a frame of a one semester. One teaching hour lasts 45 minutes.

Time and way of implementation of particular forms of studies shall be described in the academic calendar and yearly schedule of work defined by study program, and in accordance with the amount of work necessary for successful completion of each particular subject expressed through ECTS credits.

Article 7

Student that has passed all the exams envisaged for enrolled study program and fulfilled all other obligations prescribed by the University Statute and these Rules shall obtain diploma of I and II cycle studies of appropriate study program.

Together with the diploma of I and II cycle of study, the diploma supplement shall be issued for the purpose of the detailed overview of a level, nature, content, system and regulations of studies and accomplished results during studies.

Terms of enrollment

Article 8

All persons who have completed secondary four years education shall have access to the study programs of I cycle study, however the selection of the candidates for enrollment shall be performed on the basis of the entrance examination or the abilities and talent testing and achieved results in previous education.

Candidates who have obtained at least 180 ECTS credits, as up to 240 ECTS credits during the bachelor academic studies of I cycle, shall have the right to enroll at the study programs of II study cycle (with possibility of taking additional exams).

Candidates who have studied at the University of Banja Luka or at other universities of related studies according to the curriculum existing before introducing the ECTS credits or have finished basic academic studies in accordance with ECTS system on the other universities from related fields, have the right to request the evaluation of indicated studies and achieved study results in equivalent number of the ECTS credits in compliance with the curriculum of some of the faculties/Academy of the University of Banja Luka.

Structure of the study program

Article 9

Study program contains general and special terms that need to be fulfilled by the student for acquiring certain knowledge, i.e.:

1. Review of compulsory and optionally subjects by study years and semesters;
2. Number of individual workload hours of students by subject;
3. Number of ECTS credits allocated to every subject;
4. Review of obligatory terms for attending lectures and passing subjects;
5. Review of modules and sub-modules, if lectures are organized in that manner;
6. Final paper – review of final paper, specialist's and master thesis with the number of ECTS credits and planned dates for beginning and ending of its completion.

Study programs are designed for adequate outcome profiles, with specifically indicated obligatory terms for transition between particularly bachelor's and master's (first cycle) study programs.

Article 10

Data on subject contain:

1. Name of the subject and adequate code for easier identification of the subject;
2. Other forms of teaching designed for acquisition and improvement of the professional knowledge and proficiencies (seminars, thematic clinics, debate classes, practical work, field work and other);
3. Short description of the subject program that enables students and other potential partners to understand its content;
4. Valuation of the subject level, which implies distinctive indicator of the required previous knowledge (if that is needed for preparation), assigned aims and list of the professional literature;
5. Indication of compulsory and optional subjects;
6. Name(s) of the teachers and assistants;
7. Duration of lectures – year of study, semester, number of week classes, the place of the subject in the overall review (diagram of the study structure);
8. Teaching methods and learning activities – lessons, consultations, exercises, laboratory exercises, seminars, field work and similar, with the number of weekly classes and total duration of weeks for the each activity;
9. The way of taking exams and duration of exams – forms of testing of knowledge during lectures, their frequency and valuation of the practical work and other forms of individual work (seminar works, projects and other), way of taking exams and duration of exams;
10. Special indication of the subject for which lectures are kept in some of the foreign languages;
11. ECTS credits allocated for specific subject, in accordance with general postulates of ECTS, with the indicator of the credit number for important activities required in the subject program (laboratory work, field work).

Students shall be informed about the character of subjects and thus the objective possibilities of attending those subjects in respect to the number of students that will attend them are defined.

Faculties/Academy of the University of Banja Luka shall reserve the right that at the beginning of each semester decide on the subject structure of the study programs for which lectures will be organized, on the basis of the candidates' interest and available.

Organization of teaching

Article 11

Within a framework of teaching process consultations, hospitations, work in the phono laboratory, work in a media-library or computer center, work in the reading-room and the library of the faculty/academy, individual and/or group participation in professional and scientific projects and/or researches and other forms of occasionally organized lectures shall be organized.

Article 12

Attending all forms of lectures is obligatory. At the end of semester student shall get signature from the subject teacher as the evidence of lecture attendance.

During semester student can unjustifiably be absent the most 20% of the total fund of hours for each form of lecture by one subject (in exception of the laboratory exercises). Student that has been unjustifiably absent from lectures for more than 20% of the total hours during semester shall not get signature, and thus he/she shall lose the possibility of admission to the final exam. Formally and in practice such student shall lose semester that he/she has been enrolled in and shall need to address in writing the Council of the faculty/academy with the request to restore the status in that semester.

The University Senate establishes and declares the exact calendar of organization and realization of the study programs for each study year, no later than fourteen (14) days before the beginning of the lectures.

Article 13

Lectures shall be performed according to the determined class schedule. Faculty/academy is obliged to publish the class schedule at least 10 days before the beginning of lectures.

For each subject, subject teacher shall determine and harmonize work plan and he/she is obliged to submit it to competent department of the faculty/academy, no later than fourteen (14) days before the beginning of lectures.

Article 14

At the first class of lectures, the teacher is obliged to inform students about the work plan concerning that subject. Students have the right to get the work plan in written form.

Vice-dean for teaching of the faculty/academy shall make sure during scheduling the colloquiums and final exams, that two colloquiums or two exams are not scheduled for the same day.

Colloquiums shall be organized on dates determined for lectures for subjects that have envisaged colloquiums.

Article 15

Tasks envisaged for individual student work (seminars, home-works, graphics, projects and other) have to be equally divided during semester. Total amount of these tasks has to be harmonized with predicted workload on the subject, in accordance with ECTS.

Teacher, by organizing consultations, is obliged to help the students during lectures, preparing the individual tasks and preparing for the examination of the knowledge. Dates and time for consultations need to be harmonized with lectures so that they are available to students.

Generally, the change of the class schedule and work plan during lectures is not allowed. If there is the necessary need for change (because of the illness of a teacher or likewise) vice-dean for teaching shall assign the change.

Article 16

Certain forms of lectures can be organized as the “distant learning”, but exams must be organized in a place of lecture performance.

Exams from the artistic subjects can be taken outside the academy premises if it is in the form of public manifestation such as concert, exhibition, drama performance and likewise.

Practical work and professional practice can be organized and performed as a part of regular lectures but also as a separate activity.

Applying for the subjects and register

Article 17

Student applies for subjects that he/she wants to attend and take in the next semester and in the first study year after enrollment, before of the beginning of winter semester lectures.

Choosing of subjects is done up to at least 30 ECTS credits of workload for semester and 60 ECTS credits for a year, unless otherwise stipulated in these Rules.

Article 18

After expiration of dates for applying for subjects, lists of students by the subjects for the next study year are formed and published at the faculty/academy for each study program and subject. Study subjects that the students applied for cannot be changed after their verification at the Scientific/Artistic-Educational Council of the faculty/Academy.

Information on workload shall be entered into the student registration file.

Reapplying for the subject

Article 19

Student enrolls the year of the study in which he/she has accomplished less than 60 ECTS credits. By enrollment in the school year, student registers for all subjects of the

study year on which he/she is enrolling, and on which he/she has unfulfilled ECTS credits. By renewed enrollment of the study year, student can change optional subjects. Student can enroll the subjects from the next study year in accordance with the terms of a study program. In any case, the total workload of the student (with exception of the students from Article 22) during one semester cannot be over 30 ECTS credits.

On personal request faculty/Academy Council can approve facultative listening of subjects for the student, if it estimates that organizational resources allow that.

In the case of changes of study program or subjects student that have renewed attendance to the lectures is obliged to accept existing changes.

By each renewed enrollment of the subject (repeated by the student) student is obliged to pay adequate fee, the amount of which is determined by a decision of the University Steering Board.

Verification of the semester and the school year

Article 20

At the end of semester and study year student index is verifies, by entering the number of achieved ECTS credits by semester and in total.

Verification of semester and year is obligatory for all students. On the basis of the verified semester and year it is certified how much of the ECTS credits student has achieved, in order to enable the student to use the corresponding rights.

Evaluation of lectures

Article 21

Monitoring of success of teaching process is conducted by the students through the questionnaire, as a part of the regular supervision in regard to the grading of lectures, programs, professors and their teaching abilities.

Questionnaire is anonymous.

The Committee for Quality Assurance, the University Office for Quality Assurance and the Coordinator for Quality Assurance of the faculty/academy are responsible for questionnaire implementation.

Rules of implementation, content and modalities of processing the results are defined in the Rules on the Self-evaluation that is adopted by the University Senate.

III PROGRESSION DURING THE STUDIES

Student's status

Article 22

Status of student is acquired by enrollment to the adequate study program.

Students are choosing envisaged part of the study program of at least 30 ECTS credits for semester, and of 60 ECTS credits for a year. Exceptionally, if the student (ambitious student) with average mark 8.5, in some way wants to "beat" the system by signing up for more subjects than prescribed in the plan and program, that is taken into consideration at

possibility of continuing of the new study and obtaining of the new qualification, as to diploma created.

Student that has officially recognized status of professional athlete or the status of a student with special needs, could be granted special conditions in implementation of a study program, upon a decision of University Senate. Student with physical disability has the right to a mentor and the right to take exam in a manner that it is adjusted to his/hers abilities, which is regulated by a decision of the dean of the faculty/academy.

Article 23

Terms of enrollment to the next semester/study year, which have to be satisfied by the student, are:

- That he/she has accomplished semester's progression and
- Progression in the next school year of studies with accomplished 100% of obligatory study credits in both semesters of the current study year.

Change of the study program

Article 24

The transition from one study program to another can be granted to the student under conditions determined by the University Senate, upon the proposal by the faculty/academy Council.

A right to change the study program could be obtained before the beginning of lectures. Together with the request for a study change or study program change, the student encloses documents on accomplishments during the studies, or the study program from which he/she is transiting.

Duration of the studies at the study program from which he/she is transiting will be accrued in a total duration of the studies.

University mobility

Article 25

The student has the right of recognition of passed exam from the other study program, if the subject from which the exam is passed, by its content and ambit corresponds to the subject which student has enrolled, which is proved by documents envisaged in ECTS regulations.

If the subject from which the exam is passed in its scope and content corresponds in 80% to the subject which student has enrolled, teacher can recognize the exam in a total if he/she estimates that student through processed and passed program acquired knowledge and capability to the extent necessary for exam recognition.

Article 26

Along with the exam recognition, the mark with which the student was graded on the exam is recognized. Number of the credits of the recognized exam is established in accordance with the ECTS regulations.

Mobility between universities

Article 27

Student has a right to spend certain time (semester or the study year) at the other higher education institution in the country or abroad, via the international programs for student exchange, or on the basis of bilateral agreements between universities.

In accordance with the agreement that student concludes with the university, equivalent number of acquired credits shall be recognized.

Article 28

Student mobility between universities does not imply the diploma issuance, or the degree acquiring, by the university on which student is staying, unless the agreement between the universities on issuance a joint degree, or of degree recognition stipulates otherwise.

Article 29

Request for stay at another institution of higher education, should be accompanied with original documents prescribed by the ECTS regulations regarding the change of the place of studying, namely:

- Entrance of student at the other higher education institution form;
- Agreement on studying at another higher education institution;
- Marks transcript;
- Information package.

Tasks related to an administrative and academic aspects of the ECTS regulations (informing students, help with documents preparation, communication between the home university unit and institution, help with inclusion of guest students in educational program) shall be performed by ECTS coordinators of the study programs at the faculty/academy.

Adjournment of the student status

Article 30

Rights and obligations of student could be adjourned.

Rights and obligations of student are adjourned:

- During pregnancy of the female student and up to one year of the child;
- In case of the constant hospital treatment in duration of at least one semester (which has to be proved by a certificate);
- If student is enrolled at the same study program at the university abroad, under the procedure that is provided by the ECTS regulations on enrollment at another university;
- In case of the special personal reasons.

The request for adjournment of the rights and obligations should be submitted before the beginning of the adjournment, and after the enrollment of the study year in which this right will be enjoyed. Exceptionally, request for adjournment on the basis of the hospital treatment or pregnancy can be submitted during the study year.

The decision upon the request for adjournment of student's rights and obligations shall be issued by the dean of the faculty/academy.

Student will continue studies according to the current study program after the termination of reasons due to which he/she applied for adjournment.

IV EVALUATION OF STUDENT'S WORK

Following student's work

Article 31

Work and knowledge of the student shall be followed and graded continuously during semester and at the final exam.

The teacher is obliged, during the first class of lectures, to inform the students about the modalities of following their work, terms of the knowledge testing, character and contents of the final exam, structure of the total number of credits and modalities of creating the final mark.

In accordance with the ECTS regulations student is awarded credits for each separate form of work and knowledge grade, for example:

- Student should get at least 10% from the total mark for lecture activities;
- At least 20% for two colloquiums during semester and
- At the final exam 50% the most.

Article 32

Teacher is obliged to openly announce to students the results of achieved credits after each test, as well as the total number of credits that student has achieved from the beginning of lectures.

In the structure of the total credit number, at least 50% has to be reserved for activities and testing of the knowledge during semester.

Teacher, at the student request, is obliged to explain in detail the mark of student's work.

During teaching process in each semester, regular and extraordinary testing, in a form of a test, quizzes, dictates, conversations and at least two colloquiums, can be organized within the teaching process during each semester (15 weeks of lectures).

Article 33

Students are obliged to be present at each knowledge testing. First ordinary knowledge testing is performed after seven weeks of lectures at latest.

All forms of knowledge tests are accepted as cumulative exam, if achieved result is positive after each separate test and is at least 51% in total value from 100% of prescribed and/or required total fund of knowledge and ability.

Article 34

Faculty/academy Council closely regulates study rules and specific features for certain subjects and additional requirements that student needs to meet as a condition for attending lectures and taking exams in those particular subjects in current study year, and which are in accordance with these Rules.

Final exams

Article 35

The teacher is obliged to inform students at the first class of lectures about the way of taking final exam and dates of those exams.

Final exams can be valued with the most 50% of the total number of credits in the structure of the credits and shall be held in January-February, Jun-July and September terms.

Article 36

Student can sit in the final exam, if he/she has fulfilled all obligations regulated by the program, and has been registered beforehand for taking that exam, at least 1 (one) week before the term of exam.

Results of the written exam for each exam term are kept until the next study year.

Grading

Article 37

The teacher shall enter the results of the work and knowledge testing of the student during lectures in the student's booklet (index).

After the end of lectures and final exam teacher shall determine the total number of gained credits and shall form the final mark for each student. Total number of gained credits and final mark will be entered by the teacher in the booklet, exam application and joint list/report of students, which shall be submitted to enrollment office of the faculty/academy.

Grading and valuating shall be done in accordance with the Statute of the University, with marks from 5 to 10. Positive marks are from 6 to 10:

- 10 – splendid-excellent, from 91 till 100 credits achieved;
- 9 – splendid, from 81 till 90 credits achieved;
- 8 – very good, from 71 till 80 credits achieved;
- 7 – good, from 61 till 70 credits achieved;
- 6 – enough, from 51 till 60 credits achieved;
- 5 – didn't pass, from 0 till 50 credits achieved;

Article 38

In generation with more than 30 students who has successfully obtained all predicted forms of knowledge testing and passed the exam, recommended mark structure tending to normal distribution.

By ECTS regulations normal distribution of marks structure is the following:

- Mark A – closely 10% of total number of students;
- Mark B – closely 25% of total number of students;
- Mark C – closely 30% of total number of students;
- Mark D – closely 25% of total number of students;

Mark E – closely 10% of total number of students.

If the marks structure significantly deviates from normal distribution, faculty/academy Council shall consider the report for purpose of analyzing the level of student's work and of teacher's grading criteria.

Article 39

Exams and all forms of knowledge testing are public.

Forms of knowledge testing can be written, oral and practical. Exam can be written, oral and practical.

If the exam is organized as oral, teacher should give opportunity to all interested students to attend the examination. At least one more person from the students, teachers or assistants shall attend oral exam, beside the candidates and examiner.

If the exam is written, teacher shall inform the students what tools they are allowed to use.

Article 40

Teacher has an obligation to inform students about the results of oral final exam at the end of the exam. Teacher is obliged to declare a final mark of the exam within two days after the final exam.

Results of written final exam and final mark are declared within five days from the day of the exam, by putting them on the information board of the faculty/academy or in another appropriate manner.

If the student is graded with the mark 5 – not enough, upon his/her request, the teacher is obliged to inform him/her about the work deficiencies.

If the exam has passed by less than 50% of students who have attended lectures regularly and have took the final exam, the teacher is obliged to stage group consultations with students before the corrective final exam.

Article 41

If the student finds that he/she has been damaged in a process of staging and grading at the final exam, he/she has right to take a repeated exam in front of a commission.

The student requests the repetition of the exam before the commission in writing, within 24 hours after the grade has been communicated to him/her.

The Dean of the faculty/academy shall issue a decision on repeated exam, if he/she estimates that request is justified, about what he/she shall inform the subject teacher and student. The decision contains an obligation to stage the repeated exam within 48 hours.

The decision contains the names of the members of the commission and their obligation to repeat the exam within 48 hours.

Article 42

In the case of impossibility of a subject teacher to hold the final exam, organization and holding of the final exam is assigned to another teacher from the same or related field, or to the commission that is appointed by the Dean of the faculty/academy.

The commission has at least three members. Teachers from the same or related specific field of science are nominated members of the commission Examiner with whose mark student is not satisfied cannot be a president of the commission.

The commission decide on the mark by majority.

The decision of the commission is final.

Article 34 of these Rules applies accordingly to the issue of declaring marks for oral or written final exam.

The commission submits records on exam procedure and final grade to competent department of the faculty/academy.

Student can request the commission exam not more than for two subjects at the end of one semester.

Final paper

Article 43

Final paper represents an independent professional elaboration of a certain problem, valued with (5-10) ECTS credits in I cycle, as with (10-20) ECTS credits in II cycle of studies.

With final paper student demonstrates that on the basis of the knowledge acquired during studies s/he has elaborated given theme, using the required methodology, used the necessary literature and terminology, as well as quoted it correctly.

Theme of the final paper is chosen from subjects that are contained in study program.

Subject teachers recommend possible themes of the final paper. Exceptionally, theme of the final paper suggested by student can be approved, with previous consultation with a teacher with whom he/she wants to do the final paper.

The basic literature is listed with each theme of the final paper.

Article 44

Final paper shall be reported to the competent department of the faculty/academy, on prescribed form.

Student shall acquire the right to report the final paper if workload from subjects and predicted workload based on final paper does not exceed 30 ECTS credits, or 60 ECTS credits.

Application form of the final paper includes following data: working title, subject, date of reporting and mentor's signature for I cycle, or: biography, theme title, work structure and education for II cycle.

Theme explanation of the final paper in II cycle consists of:

- Explanation of the title,
- Object of research,
- Hypothesis with explanation,
- Purpose and aim of the research,
- Methods that will be used,
- Content of the paper,
- List of basic literature.

Filled out and signed application is certified and enclosed in the student's file.

Article 45

During study year teacher can accept, as a mentor, 10 final papers most in I cycle for study programs of technical, bio-technical, natural-mathematics and medical sciences, and 15 final paper most for study programs of social, humanistic and artistic sciences.

During study year a teacher can accept, as a mentor, at least 5 final works of II cycle for study programs of technical, bio-technical, natural-mathematics and medical sciences, and at least 10 final papers for study programs of social, humanistic and artistic sciences.

Article 46

Student can change theme of the final paper only once.

Article 47

Final paper should be a result of students own work.

Mentor is obliged to follow student's work, to help him/her with advices and recommend literature.

Article 48

Student drafts final paper with all necessary parts. The draft is delivered to the teacher-mentor for insight and review. Student is obliged to act upon instructions and comments of a teacher-mentor. If that is not the case, the paper shall be returned for further handling.

Teacher is obliged to review the work and return it with comment at latest two weeks from a day of the work has been delivered.

Article 49

After passing the last exam, the student is entitled to check any inconsistencies in his/her personal file within 10 days at the relevant department of the faculty/academy.

Student shall submit required number of copies of the final paper to the competent department of the faculty/academy.

After submission of the paper in necessary number of copies, upon mentor suggestion the dean of the faculty/academy shall form commission and appoint the public presentation of the paper. The mentor, president and at least one more member shall constitute the commission.

Information on the presentation shall be published on informational board of the faculty/academy. At least 5 days must pass from the paper submission and its public presentation.

Article 50

The public presentation of the final paper consists of oral interpretation of the work results and explanation of the separate conclusions, as well as the answers to questions of the commission about results of the paper and conclusions.

The student shall publicly present the final paper (master thesis) before the Commission after positive report of the Commission and approval/decision of the faculty/academy Council for public presentation of the paper,

If student doesn't does not satisfy during the public presentation of his final paper, he/she has the right to request for approval of new theme in the frame of the same or another subject.

Final paper and public presentation are graded with a single mark from 5 (five) to 10 (ten).

Grade is decided by the majority of votes of the commission members.

V DOCUMENTS ON STUDIES

Diploma

Article 51

Diploma on finished I and II study cycle shall be signed by the rector and the dean of the faculty/academy.

Diploma supplement shall be signed by the dean of the faculty/academy.

Diplomas shall be delivered at the promotion ceremony.

Other documents

Article 52

Upon the request by a student, other documents which certify the status or other rights of the student during studies shall also be issued.

The requests shall be in writing and submitted to the competent department of the faculty/Academy.

Student identifications card

Article 53

University can issue student identification card as a proof that a person is registered as student of the University. The card ensure:

- Access to all spaces in which students University programs are implemented;
- Use of libraries, computer classrooms, unless they fall under special rules of registration;
- Access to sports and other objects that are at the University disposal.

VI TRANSITIONAL AND FINAL CLAUSES

Application of the Rules

Article 54

These Rules shall apply to the student generation enrolled in the first study year in the school year of 2007/2008.

Provisions of these Rules shall also be applied to students who have been enrolled in the studies according to the Bologna principles before the beginning of the study year 2007/2008.

Students from generation from paragraph 2 of this article can take exams in January, April, June and September terms, on two dates (with exception of the April term, with only one date).

Status of full time student, in the sense of Article 22 of these Rules, can be achieved by a student of generation from paragraph 2 of this article if s/he fulfils the terms for enrollment for the next study year, according to regulations that were in force at the time of his/her enrollment in the first study year.

Entry into force

Article 55

These Rules shall enter into force on the day of its adoption by the Senate.

PRESIDENT OF THE SENATE
R E C T O R

Prof. dr. Stanko Stanić