

**UNIVERSITY OF BANJA LUKA
SENATE OF THE UNIVERSITY**

**R U L E S
OF STUDYING AT I AND II
CYCLES OF ACADEMIC STUDIES**

Banja Luka, October 2022

According to Article 54, paragraph 1, item 16, of the Law on Higher Education ('Official Gazette of the Republic of Srpska', 67/20) and Article 34, paragraph 1, point 18, of the Statute of the University of Banja Luka, the Senate of the University of Banja Luka, at its 86th session, held on 27 October 2022, adopted the

R U L E S OF STUDYING AT I AND II CYCLES OF ACADEMIC STUDIES

I GENERAL PROVISIONS

Article 1

These rules define in more detail the organisation, the student status, the evaluation of a student's work, the public documents, as well as other relevant issues significant for the realisation of I and II Cycles of Academic Studies at the University of Banja Luka (hereinafter: the University).

Article 2

The Academic Studies of I and II Cycles, as well as the integrated studies (hereinafter: Studies of I and II Cycle), according to the Law on Higher Education ('Official Gazette of the Republic of Srpska', 67/20) (hereinafter: the Law) and the Statute of the University (hereinafter: the Statute), are organised and realised in accordance with the European Credit Transfer System – ECTS.

II ORGANISATION OF I AND II CYCLES OF ACADEMIC STUDIES

Article 3

- (1) At the level of its member units, the University shall organise and realise the approved academic study programmes of I and II cycles, which are harmonised with the Law and the Statute by the scope expressed in ECTS credits (30 ECTS credits per semester and 60 ECTS credits per one academic year).
- (2) The approved study programme shall imply the study programme for whose realisation a license has been obtained from the competent ministry.
- (3) In the curriculum, the course units of the study programme are classified by the semester and year of studies (2 semesters per academic year), with the designated status (compulsory, elective, or optional) and designated ECTS credits.

Duration of studies

Article 4

- (1) According to the Law, to the Statute of the University, and to the Statute of the University member unit, three-year and four-year studies of the I cycle are realised in order to obtain 180 and 240 ECTS credits respectively, as well as one-year and two-year studies of the II cycle in order to obtain respective 60 and 120 ECTS credits.

- (2) As an exception to the provisions stated in the previous paragraph of this Article, the integrated six-year studies of Medicine and Dental Medicine featuring 360 ECTS credits and integrated five-year studies of Pharmacy featuring 300 ECTS credits are realised at the University.
- (3) Studies of the II cycle in the aggregate with the I cycle studies feature 300 ECTS credits.

Organisation of the teaching process

Article 5

- (1) Teaching process is connected to the academic year and includes the following:
 - 1) classes – lectures (L) and practicals (P);
 - 2) midterms (M);
 - 3) tests (T);
 - 4) design of graphic works (GW);
 - 5) design seminar papers (SP);
 - 6) field teaching (FT);
 - 7) professional practice (PP);
 - 8) making final papers (FP); and
 - 9) student's independent work.
- (2) As a rule, an academic year begins on 1 October and lasts for 12 calendar months, and it is organised in two semesters (winter and summer semester) or in blocks and trimesters; in each of the two semesters the teaching process lasts for 16 weeks, out of which classes last for 15 weeks per semester, which is 30 weeks per year, and during that period, in addition to classes, the obligations implied by a study programme from the previous paragraph are realised as well
- (3) The rest of the weeks within the academic year is scheduled for class compensation and pre-exam obligations that have not been finalised during 15 weeks of classes within winter and 15 weeks of summer semester, for examination periods, and for summer break.
- (4) The teaching process is realised in accordance with the academic calendar, which is defined and published by the University Senate not later than two months before the beginning of the academic year.

Article 6

- (1) The teaching process includes 40-hour working week, during which direct engagement with students lasts not less than 20 and not more than 25 hours per week within one semester.
- (2) As an exception to the provisions stated in the previous paragraph, the total number of classes of hours of direct engagement with students during one week may exceed the figures from the previous paragraph if it is a requirement of the respective study programme.
- (3) One class shall last for 45 minutes.

Completion of studies

Article 7

- (1) A student that has passed all the exams planned within the study programme they have enrolled and that has fulfilled all other obligations prescribed by the Statute and by these Rules shall obtain a degree for the completion of the I or II cycle of the study programme or a degree for the completion of integrated studies.
- (2) In addition to a degree, a diploma supplement shall be issued, and it shall contain the information on the acquired knowledge, skills, and competences of the degree holder, as well as other information in accordance with the Law, the Statute, and other bylaws.

Competition for the enrolment of students on the first year of I and II cycles of studies

Article 8

- (1) Enrolment of students on the first year of I and II cycles of studies is realised based on a public competition announced by the University, within deadlines defined by the Law and by the academic calendar, and on the decision of the Republic of Srpska Government on the number of students to be enrolled on the first year of studies for the respective academic year at public institutions of higher education.
- (2) The competition shall contain the following information on:
 - 1) the number of students per study programme and the number of students per all the categories (regular students whose education is financed by the Republic of Srpska budget, students who finance their education on their own, part-time students, and students who are foreign citizens);
 - 2) the manner of application;
 - 3) the necessary documents to apply for the competition;
 - 4) conditions, manner, and terms for taking an entrance exam, or an aptitude and ability exam;
 - 5) standards for determining the ranking list of the candidates;
 - 6) the manner and deadlines for submitting a complaint to the results of an entrance exam or an aptitude and ability exam, as well as the ranking list of the candidates;
 - 7) conditions and deadlines for enrolment; and
 - 8) other provisions defined by the Senate of the University.

Article 9

- (1) In order to apply for the competition, the candidate shall submit a proof on paying the fee for technical services rendered and direct material costs related to taking an entrance exam or an aptitude and ability exam.
- (2) The candidate shall submit their application and the rest of the necessary documentation to the Registrar's office of the member unit of the University where the study programme the candidate is applying for is realised.
- (3) The candidate shall have the option of submitting their application electronically in the manner defined by the competition.
- (4) The Registrar's office of the University member unit shall enter the information into the Faculty Information System (hereinafter: FIS) on the candidates who submitted their application, including the information on the success achieved during earlier

education.

Article 10

With the aim of meeting specific requirements of the study programme, a member unit of the University may add a provision that it is compulsory for the candidates to submit a proof on their health condition..

Conditions for the enrolment on the I cycle of studies

Article 11

- (1) All persons that have completed a four-year secondary education in the Republic of Srpska and Bosnia and Herzegovina shall have an access to the study programme of the I cycle, including the persons that have gained appropriate secondary school education abroad.
- (2) Evidence on the completed secondary education, such as grade certificates and diplomas obtained abroad shall be subject to a compulsory recognition procedure, in accordance with the Law.
- (3) Grade certificates and diplomas obtained in the Republic of Serbia shall not be subject to a recognition procedure, in accordance with the Agreement on Mutual Recognition of Documents in the Field of Education and Regulation of Status Issues of Students ('Official Gazette of the Republic of Srpska', No. 79/05).

Article 12

- (1) In order to enrol on the first year of I cycle of studies, an entrance exam, that is, an aptitude and ability exam is compulsory.
- (2) As an exception to the provisions stated in the previous paragraph, the candidates that have taken one of the first three positions at state-level, entity-level, or region-level competitions during their secondary school education in the fields defined by the academic council of a University member unit (hereinafter: member unit council) do not have the obligation of taking an entrance exam in order to enrol on the first year of I cycle studies.
- (3) The candidates from paragraph 2 of this Article shall be recognised as having achieved the maximum number of points at an entrance exam, that is, an aptitude and ability exam.
- (4) The candidate shall bring an identification document – a valid identity card or a passport to an entrance exam.

Article 13

- (1) A disabled person may take an entrance exam in a manner adjusted to their needs and in accordance with objective possibilities of the University member unit.
- (2) When applying to the competition, the person from the previous paragraph of this Article shall submit a written proposal on the manner of taking an entrance exam.

Article 14

- (1) The preliminary, as well as the final results of an entrance exam shall be published on the bulletin board and on the web page of the University member unit.

- (2) The final results of an entrance exam shall be entered into the FIS database by the Registrar's office, which makes it possible for the office to issue the ranking list of the candidates considering the number of points they have scored based on the following:
 - 1) type and level of their previous education,
 - 2) achievement during their previous education, and
 - 3) the results achieved at an entrance exam, that is, an aptitude and ability exam.

Article 15

- (1) A candidate to enrol on a certain study programme can score not more than 100 points based on the following:
 - 1) grade average in their previous education (not more than 50 points), and
 - 2) results achieved at an entrance exam, that is, an aptitude and ability exam (not more than 50 points).
- (2) A grade average in secondary school is calculated by rounding it to two decimal places.
- (3) In case where a University member unit applies additional criteria while creating their respective enrolment ranking list of candidates, the maximum number of points based on the grade average from the previous educational level and on additional criteria shall not exceed 50.
- (4) A candidate may enrol on a study programme if they score at least 15 points at an entrance exam or an aptitude and ability exam and if they take a position on the enrolment ranking list within the designated number of students approved by the Decision of the Government of the Republic of Srpska with regard to enrolment on the respective study programme.

Article 16

- (1) The right to enrol on a respective study programme is acquired by a candidate who is ranked within the number of students defined by the Decision of the Republic of Srpska Government on the number of students to enrol on the first year of I cycle studies for the corresponding academic year at public institutions of higher education.
- (2) The ranking list of the candidates shall be published on the bulletin board and on the web page of the University member unit.
- (3) The candidates for enrolment on a study programme of the I cycle of studies may submit a written complaint to the Dean of the University member unit within 24 hours from the moment of publishing the ranking list of the candidates on the bulletin board and on the web page of the University member unit
- (4) The Dean shall make a decision on the complaint of the candidate within 48 hours from the moment the complaint was submitted, and this decision shall be final.
- (5) The candidate who is entitled to, but has not managed to enrol on a certain study programme within the stipulated period shall lose their right to enrolment, and the next qualified candidate according to the ranking list shall obtain the right to enrol.
- (6) As an exception to the provisions stated in the previous paragraph is the situation when a candidate has not managed to enrol for legitimate reasons, and when they have informed the University member unit about the situation in a written form.

Conditions to enrol on II cycle of studies

Article 17

- (1) The candidates that have acquired not less than 180 ECTS credits or 240 ECTS credits during the I cycle of their academic studies may enroll on the study programmes of the II cycle of studies, provided that the University member units may define additional conditions for enrolment on the II cycle of studies applying their own rules of studying.
- (2) The candidates that have previously completed the corresponding four-year academic studies of the I cycle featuring 240 ECTS credits shall be entitled to apply for a competition for one-year studies of the II cycle studies, featuring 60 ECTS credits.
- (3) The candidates that have previously completed the corresponding three-year academic studies of the I cycle featuring 180 ECTS credits shall be entitled to apply for a competition for two-year studies of the II cycle studies, featuring 120 ECTS credits.

Article 18

- (1) If a candidate has completed the I cycle of studies abroad, it is necessary for them to initiate the procedure of evaluation of the degree obtained at a foreign higher education institution, in accordance with the general act stipulating the procedure of recognising foreign educational qualifications for the purpose of continuing the education at the University and the equivalence procedure of the previously acquired academic titles at the University.
- (2) In exception from the previous paragraph, the degrees obtained in the Republic of Serbia shall not be subject to the procedure of recognising a foreign higher education institution, which is in accordance with the provisions of the Agreement on Mutual Recognition of Documents in the Field of Education and Regulation of Status Issues of Students ('Official Gazette of the Republic of Srpska', No. 79/05).

Article 19

In case a student has completed a study programme of the I cycle of studies that belongs to a different scientific/artistic field or they have completed undergraduate studies in accordance with the pre-Bologna declaration curriculum at the University or at some of other universities in the country or abroad, the University member unit shall state the conditions for enrolment on the II cycle of studies by applying their own rules.

Article 20

- (1) In case that the number of the applied candidates is larger than the number defined in the competition, the selection of the candidates to enrol on the II cycle of studies shall be executed on the competitive basis.
- (2) The University member units shall use their own statutes to define more detailed criteria for the enrolment of candidates on the II cycle of studies.
- (3) In case the number of the applied candidates is smaller than the number defined by the competition, the ranking of the candidates may be realised only based on the grade average on the I cycle of studies.

Article 21

For all other issues related to the enrolment on the first year of the II cycle of studies the appropriate provisions from articles 12, 13, 14, 15 and 17 of these Rules shall be applied.

Article 22

The candidates that have studied at the University or at other universities with similar studies in accordance with the curriculum that was valid before the introduction of the ECTS system (Bologna Declaration system) or have completed their academic studies in accordance with the ECTS system at other universities in similar fields may require that the results they have achieved at the aforementioned studies be evaluated in accordance with the respective curriculum of a University member unit for the purpose of enrolment on or continuation of their studies on the II cycle and in accordance with the general act stipulating the procedure of recognition of foreign educational qualifications for the purpose of continuation of education at the University and the equivalence procedure of the previously acquired academic titles at the University.

Implementation of the enrolment to the first year of the I and II cycles of study

Article 23

- (1) The implementation of the enrolment on I and II cycles of studies at the level of a University member unit shall be within the competence of the Commission appointed by its Dean, and its task shall be to organise an entrance exam and rank the candidates that fulfilled the conditions necessary for enrolment.
- (2) The office of the Vice-Rector for Education and Student Affairs shall coordinate the activities of commissions of University member units, provide further instructions for the implementation of the enrolment procedure, provide press releases regarding the enrolment, prepare a report on the enrolment, and perform other activities entrusted to them by the Senate of the University.

Organisation of classes

Article 24

- (1) Depending on the number of students, the classes shall be organised in such a manner that all students enrolled on a certain year of studies form one or multiple groups in accordance with a bylaw.
- (2) A University member unit shall prepare and publish the class timetable on the bulletin board and on the web-page not less than 10 days before the classes start.

Article 25

- (1) It is compulsory for students to attend lectures, practicals, seminars, and other forms of classes in accordance with their status.
- (2) It is compulsory to attend all forms of classes, and the attendance record, confirmed by the student with their signature, shall be kept by the staff member in charge.
- (3) During one semester, a regular student may be unjustifiably absent for not more than 20% of the total number of classes for every form of classes per one subject, except:

- laboratory practicals and
 - in case defined in Article 45, paragraph 1 of these Rules.
- (4) The maximum period of justified absence of a regular student may extend up to 40% out of the total number of classes for every form of classes (except laboratory practicals that have to be compensated for).
 - (5) A regular student who is unjustifiably absent for more than 20% out of the total number of classes within a semester is not entitled to get a signature of the member of staff who is in charge of the course and they cannot attend the final exam.
 - (6) The organisation and the manner of realisation of classes at part-time studies are regulated by the general act issued by the University.

Article 26

- (1) The classes are realised according to the previously defined timetable.
- (2) As a rule, changes in timetable and curriculum during classes are not allowed, except in cases where visiting professors are engaged.
- (3) If there is a need for changes as a result of an illness of a staff member or other justified cases, the Vice-Dean for Education shall be responsible for determining changes in cooperation with the staff member in charge.

Article 27

- (1) It is obligatory for the member of staff who is in charge of the course unit to introduce the students with the syllabus during the first class.
- (2) Students are entitled to have an insight into the syllabus, where they can see the details regarding the respective unit, as well as the name of the staff member who is in charge of the course unit and their teaching assistant.
- (3) Terms for midterms and terms for written tests must be separated and they cannot be held on the same day. In addition, they cannot be held in the terms of classes, and the Vice-Dean for Academic Affairs of the University member unit shall be in charge for these.

Article 28

- (1) Tasks intended for an individual student's work (seminar paper, graphical work, project, elaboration, etc.) should be evenly distributed during one semester.
- (2) The total scope of these tasks should be in compliance with the load planned for the course unit, which is in accordance with the number of ECTS credits designated for this course.
- (3) It is obligatory for staff members to provide support to the students during classes, as well as during fulfilling their independent tasks and during preparations for knowledge tests by organising office hours
- (4) Exam and midterm terms and office hours should not interfere with classes so the students may take and attend them freely, and their respective dates shall be published on the web page and/or the bulletin board of the University member unit.

Article 29

A study programme of a University member unit may approve a student's personal request for optional attendance of a course unit, if it is their assessment that there are

organisational possibilities and that the request is justified.

Practical work and professional practice

Article 30

- (1) Practical work and professional practice are realised in accordance with the Law, the Statute, and general act of a University member.
- (2) It is compulsory for the staff member in charge to enter the information on the finished practical work and realised professional practice into the student's booklet.

Applying for elective course units and records

Article 31

- (1) A student shall apply for elective course units they are going to attend during the following semester before the classes in that semester start, and they may apply only for the course units for which they have met requirements in accordance with the propositions of the study programme.
- (2) The course unit election is realised in such a manner that the total number of credits for the semester is 30 ECTS, or 60 ECTS credits for the whole academic year, except in cases where rules stipulate otherwise.

Article 32

- (1) Upon the expiration of the terms planned for applying for elective courses, a list of students for each of the course units is formed for the following semester and then published on the bulletin board and on the web page of the University member unit for each of the study programmes and their respective elective course units.
- (2) A student cannot change an elective course(s) after its verification is realised by the Registrar's office of a University member unit.

Enrolment on the following year of study

Article 33

- (1) A student shall meet requirements to enroll on the following year of their studies if they scored not less than 45 ECTS credits out of the total number of 60 ECTS credits in the previous year of their studies.
- (2) In exceptional cases, with the aim of completing their studies sooner, a successful student may be given a possibility to realise even more than the total of 60 ECTS credits per one academic year, but not more than 90 ECTS, under the following conditions:
 - 1) that they have passed all the exams from the previous years of studies planned by the curriculum not later than during the October exam term with the average grade not lower than 9.00, and
 - 2) that they have not enrolled again on a single year of their studies.
- (3) On the occasion of their enrolment on the following year of studies, students who transfer a certain number of ECTS credits to the following year of studies shall be introduced to their obligations regarding the transfer of credits in that academic year by

the staff member in charge of the course unit.

- (4) On the occasion of their enrolment on the following year of studies, a student is allowed to transfer ECTS credits from the previous year of studies only.

Repeated enrolment on a year of study

Article 34

- (1) In case a student does not meet the requirements to enrol on the following year of study, they shall repeat the enrolment on the current year and they have the right to attend classes and pass exams from the following year of study until reaching the number of ECTS credits they scored in the previous year of study, in accordance with the Law.
- (2) The council of the University member unit shall determine the course units the students from paragraph 1 of this Article may attend and take exams from in the following year of study, in accordance with the Law.
- (3) When enrolling on an academic year again, a student may choose different elective course units.
- (4) It is compulsory for the staff member in charge to introduce the students enrolling on the current year of studies again to their obligations for the respective academic year.
- (5) A student enrolling on the current year of studies again or a student who has transferred an exam to the following year of studies shall be recognised the credits they have scored and the obligations they have fulfilled, and these are valid through the academic year the candidate enrolls on again.
- (6) On the occasion of every new enrolment on the course unit the student is attending again, it is compulsory for the student to settle the costs of the tuition, in accordance with the Law.

Repeated enrolment on the final year of the I cycle of study

Article 35

- (1) A student of the final year of the I cycle of study who has not fulfilled all the obligations defined by the study programme and who has enrolled on the final year of studies for the first time shall have the status of a regular student financed from the budget of the Republic of Srpska.
- (2) On the occasion of every new enrolment of the final year of studies, a student shall retain the status of a regular student, but it shall be compulsory for them to settle the costs of the repeated enrolment of a study year in accordance with the Pricelist of the University.

the final year of the II cycle of study

Article 36

- (1) A student of the final year of the II cycle of study who did not fulfill all the obligations defined by the study programme shall enroll on the final year of studies and retain the status of a regular student.
- (2) A student enrolling on the final year of the II cycle of studies shall settle the costs in accordance with the decision of the Republic of Srpska Government.

Certification of the semester and academic year

Article 37

- (1) The Registrar's office of a University member unit and staff members shall keep the complete records of the realised teaching process.
- (2) It is compulsory for the Registrar's office to verify the pre-exam duties in a student's booklet at the end of the semester and academic year by entering the scored ECTS credits per semester and academic year.

Quality assessment of the teaching process

Article 38

Quality assessment of the teaching process shall be implemented by polling students, which is in accordance with the provisions of the general act defining the process of polling students on the quality of teaching process.

III STUDENT STATUS AT I AND II CYCLES OF ACADEMIC STUDIES

Article 39

- (1) The status of a student shall be obtained under the conditions defined by the Law, the Statute, and the statute of a University member unit.
- (2) On the occasion of the enrolment, a student shall obtain one of the following statuses:
 - 1) regular student:
 - a student whose studies are financed from the budget of the Republic of Srpska,
 - a student who finances their own tuition and
 - a student who is a foreign citizen and
 - 2) part-time student.
- (3) A part-time student shall have the opportunity to change their status into the status of a regular student only once during their studies, which is in accordance with the Statute and the general act of the University member unit.

Article 40

- (1) The status of a student is terminated under the following conditions defined by the Law, the Statute, and the Statute of a University member unit:
 - 1) by completing a study programme and holding a title they have studied for;
 - 2) by dropping out of the University member unit before completing their studies;
 - 3) when a student does not enrol on the following year of studies within the deadline defined by the academic calendar or is unduly late for more than 15 days, and their rights and obligations are not suspended;
 - 4) when a student does not enroll on the same year of studies within the deadline defined by the academic calendar or is unduly late for more than 15 days, and their rights and obligations are not suspended;
 - 5) when a student is sentenced to a discipline measure of being expelled from a member unit of the University.
- (2) The status of a regular student shall cease in case when a student does not complete their studies within double the amount the time necessary for the realisation of the respective study programme.

Article 41

- (1) A student who interrupts their study within the first year of studies in which they exercised the right of being financed from the budget of the Republic of Srpska shall be under obligation to pay the amount of the tuition fee for that year before withdrawing from the respective University member unit, the exact amount of which shall be defined by the Decision of the Republic of Srpska Government, as well as other expenses defined by the Pricelist of the University.
- (2) Other students shall pay the withdrawing expenses in accordance with the Pricelist of the University.

Reacquiring the student status

Article 42

- (1) A student whose student status has ceased may reacquire their student status as a student who finances their education on their own or as a part-time student.
- (2) The decision on the approval of reacquiring the student status shall define the obligations of a student in the continuation of their studies.
- (3) The decision on the approval of reacquiring the student status shall be adopted by the Dean of the respective University member unit.
- (4) A student who has been approved to reacquire their student status shall pay the expenses in accordance with the Pricelist of the University.
- (5) A student may exercise the right to reacquire the student status only once during their study.
- (6) A regular student whose student status has ceased upon the expiration of double the amount of time necessary for the completion of the study programme may acquire the status of a part-time student, in accordance with the Law.

Article 43

- (1) If a student does not regulate their status by enrolling on the following year of studies or enrolling on the same year of studies, their student status shall cease and they shall have the right to enroll on the same year of studies under the following conditions:
 - 1) enrolment only at the beginning of the academic year,
 - 2) payment of the expenses defined by the Pricelist of the University.

Article 44

- (1) A student who has the officially verified status of a top athlete, an artist, or a student with disability may obtain the approval to enrol on a study programme under special conditions, defined by the studying rules of the respective University member unit.
- (2) Persons with disability shall have the right to enrol and fulfil their student obligations and realise other activities and be equally included in all teaching processes, taking into account all their specific needs.
- (3) It shall be obligatory for the respective University member unit to, with the support of the University, adjust their teaching process and exam procedures to the abilities and needs of students with disabilities.

Students entitled to get funded from the Budget of the Republic of Srpska

Article 45

- (1) Regular students of the I cycle that are enrolled as students who get funded by the budget of the Republic of Srpska exercise this right in the first year of their studies and in any of the following academic years that they have enrolled for the first time.
- (2) A regular student whose studies are not funded by the budget of the Republic of Srpska may, at the proposal of the University member unit staff council and with the consent of the Ministry of Scientific-Technological Development, Higher Education, and Information Society of the Republic of Srpska, attain the status of a student funded by the budget of the Republic of Srpska as of the third year of their studies, providing they have not repeated the enrolment on any of the previous academic years and that their average grade throughout the course of studies is at least 8.00.

A student's rights and duties in abeyance

Article 46

- (1) A student's rights and duties may be in the state of abeyance according to the Law and the Statute of the University.
- (2) A student is entitled to have their rights and duties in abeyance in the following cases:
 - 1) grave illness;
 - 2) internship within the range of 3-12 months;
 - 3) taking care of a child up to one year of age;
 - 4) maintaining pregnancy;
 - 5) occupying the position of the chairperson or the secretary of the Students' Parliament; and
 - 6) other cases sanctioned by respective statutes of university member units;
- (3) The abeyance of a student's rights and duties is approved at their personal request.
- (4) Along with the request for the approval of abeyance of their rights and duties, a student is required to submit the necessary documentation to prove the existence of the circumstances referred to in the previous paragraph.
- (5) The request for the approval of abeyance of a student's rights and duties is submitted prior to the instance of abeyance, and after the student has enrolled on the academic year during which they are going to exercise the aforementioned right.
- (6) As an exception to the provisions stated in the previous paragraph, the request for the approval of abeyance of a student's rights in case of hospital treatment or pregnancy can be submitted within 30 days of the termination of the reason for its submission.

- (7) The request from the previous paragraphs is approved based on the decision made by the Dean of a university member unit.
- (8) A complaint against the decision from the previous paragraph can be filed to the staff council of the University member unit within 15 days upon the receipt of the decision.
- (9) The decision of the staff council on the matter of the complaint from the previous paragraph is final.
- (10) Upon the termination of the reasons for abeyance of a student's rights and duties, the student continues their studies according to the curriculum which was valid at the time they enrolled on the respective study programme.

Change of a study programme/ study course – transfer of a student

Article 47

- (1) A student may exercise their right for a transfer from one study programme/ study course to another prior to the onset of a semester by submitting a request to the Dean of a university member unit where the desired study programme is realised.
- (2) Along with the request from the previous paragraph, a student encloses the documents verifying the academic achievement made at the original study programme.
- (3) Upon the reception of the request from the previous paragraph, the Dean appoints a three-member commission that executes the procedure of recognition of the exams passed and the ECTS credits scored.
- (4) The Dean of a University member unit, based upon the request of a student and upon the report of the commission from the previous paragraph, makes a decision in the subject matter.
- (5) The duration of studies realised at the original study programme is calculated into the overall duration of studies.

Article 48

- (1) If a student who is enrolled on one of the universities whose seat is either in the Republic of Srpska or the Republic of Serbia submits a request for a transfer to one of University member units and is found to be, upon the recognition of the exams and the ECTS made, eligible for enrolment on a first year of academic studies, they will be offered the following:
 - 1) possibility of enrolment as a regular student, whose academic studies are financed by the budget of the Republic of Srpska, if there are vacant positions left;
 - 2) possibility of enrolment as a self-financed student, that is, a part-time student if there are vacant positions.

Article 49

- (2) If a student who is enrolled on one of the universities whose seat is either in the Republic of Srpska or the Republic of Serbia is, upon the recognition of the exams passed and the ECTS credits made, found eligible for the enrolment on a senior year of studies, they may enrol as a self-financed student, who pays for their scholarship in the amount defined by the Steering Committee of the University of Banja Luka, providing that such a category of students is planned for the respective study programme and that there are vacant positions.

- (3) If a foreign student submits a request for a transfer to one of the member units of the University of Banja Luka and is found, upon the recognition of the exams passed and the ECTS credits made, eligible for the enrolment on a first year, that is, a senior year of studies, they may enrol as a foreign student, who pays for their scholarship in the amount defined by the Steering Committee of the University of Banja Luka, providing that such a category of students is planned for the respective study programme and that there are vacant positions.

Student exchange

Article 50

- (1) Every student is entitled, within the course of their studies, to spend an academic year per the cycle of studies in the longest on another higher education institution in the country or abroad, either by means of some international student exchange programmes or based upon bilateral contracts between the University of Banja Luka and other higher education institutions, that is, other forms of international cooperation.
- (2) All issues related to student exchange shall be regulated by a general act concerning the issues of international staff and student exchange.

IV ASSESSMENT OF A STUDENT'S WORK

Assessment of a student's work and knowledge

Article 51

- (1) A student's work and knowledge is supervised and assessed continually over the course of a semester and in a final exam.
- (2) Upon the first meeting with their students, the member of staff in charge of the respective course unit is obliged to provide them with the information on the teaching methods, on the mid-term exams and final exam terms, on the contents of the final exam, on the number of points for respective pre-exam and exam duties, and the structure of the final grade.
- (3) The final exam, as an examination method, is mandatory.
- (4) Every member unit of the University of Banja Luka is obliged to announce the schedule of exam terms on its official website by the end of November of the current year.

Article 52

- (1) A student signs up for the final exam of the respective course unit in an electronic form, by means of the FIS system.
- (2) A student is entitled to withdraw their electronic sign-up form 48 hours prior to the final exam in the latest.
- (3) In case a student has not withdrawn their electronic sign-up form from the previous paragraph timely, they will be regarded as a no show for the exam designated.

A student is eligible for taking the exam designated if their name is entered into a list generated by the FIS system.

Article 53

- (1) It is obligatory for a staff member to enter the information on a student who has passed the final exam into the FIS database, such as points scored during pre-exam obligations and points scored at the final exam, and then form the corresponding grade.
- (2) In addition to entering the points from the previous paragraph, the following information shall be entered:
 - 1) 'grade 5' – for a student who did not pass the final exam;
 - 2) 'no show' – for a student who applied for, but did not appear for the final exam;
 - 3) 'disqualified' – for a student who was removed from the final exam due to the use of means that are not allowed during an exam or inappropriate behavior and disturbing other students;
 - 4) 'withdrawn' – for a student who gave up from taking the final exam after seeing the questions/test;
 - 5) 'fulfilled the requirement' or 'did not fulfill the requirement' – in accordance with Article 57, paragraph 3 of these Rules.
- (3) After completing the database, the records on taking the exam shall be made in FIS, as well as the reports on taking an exam for students who passed the exam in accordance with Article 57, paragraph 2 of these Rules.
- (4) Printed and signed records on taking an exam, as well as printed and signed exam applications shall be submitted by the staff member to the Registrar's Office of a University member unit within 7 days from the day the exam was held.

Article 54

- (1) The staff member in charge of a course unit is under obligation to publicly inform students on the results and to reveal the number of points they have scored after every knowledge check, as well as the total number of points a student scored from the beginning of classes.
- (2) A student has the right to approach each pre-exam knowledge test until the final exam under the conditions defined by the study programme and the course unit syllabus.

Article 55

Only the passing grades verified by the signature of the examiner shall be entered in a student's booklet.

Grading

Article 56

- (1) Grading and evaluation shall be realised in accordance with the Law and the Statute, using the grades from 5 to 10:
 - 10 – *exceptional*; for scoring from 91 to 100 points;
 - 9 – *excellent*; for scoring from 81 to 90 points;
 - 8 – *very good*; for scoring from 71 to 80 points;
 - 7 – *good*; for scoring from 61 to 70 points;
 - 6 – *sufficient*; for scoring from 51 to 60 points;
 - 5 – *insufficient*; for scoring from 0 to 50 points.
- (2) Passing grades range from 6 to 10, and a failing grade is 5.
- (3) For certain course units or obligations that students have, in accordance with the

curriculum of the study programme, such as professional practice, obligatory work in a clinic, success evaluation and grading does not have to be expressed in figures.

Exam location

Article 57

- (1) Exams are taken at the headquarters of the University, and they can be taken outside the headquarters only in exceptional cases, in accordance with the approved study programme.
- (2) The exams from artistic courses may be taken outside the headquarters of the University, in case of public manifestations such as concerts, exhibitions, plays, and alike.
- (3) The decision on taking an exam outside the headquarters of the University in every individual case shall be adopted by the Dean of a University member unit, which is regulated in further details by the statutes of respective University member units.
- (4) A student with disability shall have the right to be appointed a mentor in accordance with their needs, to take an exam in the manner that is adapted to their abilities, and to be equally included in all processes at the University that are related to students.

Public aspect of an exam

Article 58

- (1) Exams, just like all forms of knowledge tests, shall be public, with the presence of not less than three persons.
- (2) If it is an oral exam that is being organised, a staff member should enable all the interested persons to attend the exam.
- (3) In addition to a candidate and an examiner, it is also obligatory for at least one person (a student, a staff member or an associate) to attend an oral exam.
- (4) If it is a written exam that is being organised, a staff member shall introduce students to the aids they are allowed to use.
- (5) If there is a circumstance that may bring the impartiality and objectivity of a staff member into question, including being married to a student and related to a student in the direct line of descent and in the collateral line, conclusive with the fourth degree, the Dean of a University member unit shall issue a decision on appointing a three-member commission or a different staff member to organise an exam in each individual case.

Article 59

- (1) It is obligatory for the staff member in charge of a course unit to inform students on the results of the final oral exam or practical final exam, as well as the results of the main art exam immediately after the exam.
- (2) The results of the final written exam and final grades shall be published not later than 7 (seven) days from the day of the final exam, by putting them on the bulletin board of a University member unit, or in another appropriate manner.

- (3) It is obligatory for a staff member to introduce a student to the deficiencies of their work at the student's request.

Article 60

- (1) If a student considers they have been wronged in the process of implementing and grading an exam, or during other forms of knowledge test, or if they believe that an exam has not been implemented in accordance with the Law, the Statute and these Rules, they can submit a complaint to the Dean of a University member unit regarding the grade they have scored not later than two days after the day the grade was announced publicly.
- (2) A student shall elaborate the complaint from the previous paragraph.
- (3) The Dean of a University member unit shall consider the complaint from paragraph 1 of this Article and adopt a decision on it not later than three days from receiving the complaint.
- (4) It is allowed to submit a complaint against the Dean's decision to the council of a University member unit, and its decision is final.
- (5) If they find the complaint from paragraph 1 of this Article is grounded, the Dean of a University member unit shall, within 48 hours, adopt a decision on retaking the exam and form a three-member exam commission, and introduce the staff member in charge of the course unit and the student on their decision.
- (6) The term for the repeated exam shall be defined in the decision, considering that taking an exam before the exam commission shall be implemented not later than seven days from receiving the decision on repeating the exam.
- (7) The staff member who has graded the student in the way they are not satisfied with cannot be the chairperson of the commission.
- (8) The decision on the grade shall be made by majority vote.
- (9) The record on the course of the exam and on the final grade shall be submitted by the commission to the Registrar's office of the University member unit.
- (10) A student who is not satisfied with their grade may annul their grade
- (11) The procedure of annulling the grade and repeating an exam is in further details defined by the statutes of the respective University member units.

Article 61

- (1) After three failed attempts to pass a single exam, a student has the right, at their own request, to take an exam before an exam commission appointed by the Dean of a University member unit.
- (2) After a failed attempt to pass an exam before the commission, a student shall enrol again on the course unit they have not managed to pass.

Article 62

- (1) In case the staff member in charge of the course unit is not able to organise the final exam, the organisation of the final exam shall be entrusted to another staff member from the same or a related scientific/artistic field, or to a commission appointed by the Dean of a University member unit.
- (2) The commission from paragraph 1 of this Article shall have not less than three

members.

- (3) Members of the commission shall be staff members of the same or similar scientific field.
- (4) The decision on the grade shall be made by majority vote.
- (5) The decision of the commission is final.
- (6) The provisions from Article 61 of these Rules shall accordingly apply to the communication of grades of the commission from the oral or written final exam.
- (7) The record on the course of the exam and final grade shall be submitted by the commission to the Registrar's office of the University member unit, not later than 7 days from the end of the examination period.

Examination terms at I and II cycles of study

Article 63

- (1) Examination terms for students of I and II cycles shall be defined by the Statute.
- (2) The duration of every examination term is defined by the academic calendar of the University.

Final exam

Article 64

- (1) The final exam may be organised in the form of a:
 - 1) written exam,
 - 2) oral exam,
 - 3) written and oral exam,
 - 4) practical work,
 - 5) the main artistic exam.

Final paper at I cycle of study

Article 65

- (1) The study programme of the I cycle may include the final paper.
- (2) The final paper represents an independent professional research of a certain issue, and it shall be validated with 5 to 10 ECTS credits.
- (3) With their final paper, based on the knowledge acquired during their study, a student proves that they have researched the assigned topic in accordance with the planned methodology and that they know how to use professional literature and terminology and quote it properly.
- (4) The topic of the final paper is chosen from a course unit or a specific scientific/artistic field within the study programme.
- (5) The procedure of submitting the thesis proposal and the designing and defending of the final paper shall be regulated with an internal document of the University member unit.

Article 66

During one study year, a staff member in the capacity of mentor may accept not more than 10 final papers at I cycle of study, unless the rules of studying of the University member unit define the number to be lower.

Article 67

- (1) A student may change the topic of the final paper only once.
- (2) When changing the topic of the final paper, the procedure of submitting the proposal shall be repeated.

Article 68

- (1) A student shall independently make their final paper of the I cycle of study.
- (2) It is obligatory for the mentor to monitor the work of a student, support them with advice, and introduce them to appropriate literature.

Final paper at II cycle of study

Article 69

- (1) The final paper the II cycle of study is a master thesis.
- (2) It is obligatory to design a master thesis.
- (3) The master thesis represents an independent scientific and/or professional research of a certain issue and it shall be validated with 10 to 20 ECTS credits.
- (4) The number of credits to be obtained for completing a master thesis or the final part of the study programme adds up to the total number of credits necessary to complete II cycle of study.
- (5) The work on master thesis is planned for the last semester of the II cycle of study and with this paper a student proves that, based on the knowledge they have acquired during their studies, they have researched the assigned topic in accordance with the planned methodology and that they know how to use professional literature and terminology and quote it properly.
- (6) The topic of the master thesis is chosen from specific scientific/artistic field within the study programme of a University member unit where the classes are realised, except in case of a combined study programme.
- (7) The procedure of submitting the proposal of the thesis and the designing and defending of the master thesis shall be regulated with an internal document of the University member unit.

Article 70

- (1) The proposal of the topic for master thesis at II cycle of study shall contain the following information:
 - 1) explanation of the thesis title,
 - 2) research topic,
 - 3) hypothesis with explanation,
 - 4) purpose and goal of research,
 - 5) methods to be applied,
 - 6) paper content,
 - 7) list of primary literature.

Article 71

During one study year, a staff member in the capacity of mentor may accept not more than 5 final papers at II cycle of study.

Article 72

- (1) A student may change the topic of their master thesis only once, with the consent of the council of the University member unit.
- (2) When changing the topic of a master thesis, the procedure of submitting the proposal shall be repeated.

Article 73

- (1) A student shall independently work on their master thesis.
- (2) It is obligatory for the mentor to monitor the work of a student, support them with advice, and introduce them to appropriate literature.
- (3) A master thesis that is ready for printing shall be checked for plagiarism and corrected if necessary.

Article 74

- (1) Information on the defense of the final paper shall be published on the bulletin board and the web page of the University member unit.
- (2) Not less than 7 days shall pass from the Council's approval of the final version until its defense date.
- (3) The defense of the master thesis shall be oral and public, whereas the announcement of the defense of the master thesis shall be published on the bulletin board and on the web page of the University member unit not later than 7 days before the scheduled defense term.

Article 75

- (1) If a student does not get a passing grade at the defense of their master thesis, they shall have the right to ask for the approval to choose a new topic within the same or different scientific/artistic field.
- (2) Master thesis and the defense shall be graded with a unique grade ranging from 5 (five) to 10 (ten).
- (3) The grade shall be adopted by majority vote of the members of the commission.

V PUBLIC DOCUMENTS

Article 76

- (1) Public documents, in the sense of the provisions of the Law and the Statute are the following:
 - 1) student's booklet,
 - 2) degree on acquired profession,
 - 3) addition to the degree,
 - 4) withdrawal letter
 - 5) certificate on the passed exams,
 - 6) certificate on the acquired academic vocation,
 - 7) transcript of records
 - 8) decision on acknowledging the period of exchange,
 - 9) certificate on the participation in certain forms of professional training,
 - 10) decision on the equivalence of the previously acquired vocation with the new vocation,

- 11) decision on acknowledging foreign education qualifications,
- 12) certificate on the completed programme of life-long learning

Degree

Article 77

- (1) A degree on completing I or II cycle of study shall be issued to a student who has completed I or II cycle of study.
- (2) In addition to a degree, a diploma supplement shall be issued to a student.
- (3) A degree and a diploma supplement shall be written in the Cyrillic alphabet in the Serbian language.
- (4) At a student's request, a degree and a diploma supplement shall be made in the Latin alphabet in one of the languages of other constitutional peoples in Bosnia and Herzegovina.
- (5) At a student's request, a degree and a diploma supplement shall be made in the English language.
- (6) A degree on the completed I or II cycle of study and a diploma supplement shall be signed by the Rector and the Dean of a University member unit.
- (7) A degree shall be verified by the dry stamp of the University.
- (8) A diploma supplement shall be verified by the stamp of the University.

Other documents

Article 78

- (1) At a student's request, other documents confirming their status and regarding their rights during studies shall be issued.
- (2) Students may submit all their requests in a written form to the competent service of the University member unit.

Student identification card

Article 79

- (1) A University member unit may issue a student identification card which proves that the person is registered as a student of the University, and this card provides a student with the following:
 - 1) access to all premises where student programmes of the University are organised;
 - 2) use of libraries, computer classrooms, unless special rules for registration are required;
 - 3) access to sports and other facilities that are at disposal to the students of the University; and
 - 4) other activities within the scope of activities of the University.

VI TRANSITIONAL AND FINAL PROVISIONS

Article 80

All the issues that refer to the I and II cycles of study and that are not regulated by these rules shall be subject to the appropriate provisions of the Law, the Statute, and the Statute of the respective University member unit and special rules of studying at I and II cycles of study of the respective University member unit.

Article 81

By entering into force of these Rules, the following documents shall cease to be valid: the Rules of Studying at I and II cycles of study, no: 02/04-3.2551-17/15 from 3 September 2015; the Decision on the Amendment to the Rules of Studying at I and II Cycles of Study, no: 02/04-3.2973-70/15 from 30 September 2015; and the Decision on the Amendment to the Rules of Studying at I and II Cycles of Study, no: 02/04-3.464-5/20 from 27 February 2020.

For the students who enrolled on I and II cycles of study before and including the academic year of 2019/2020, the following documents shall be applied: the Rules of Studying at I and II Cycles of Study, no: 02/04-3.2551-17/15 from 3 September 2015; the Decision on the Amendment to the Rules of Study at I and II Cycles of Study, no: 02/04-3.2973-70/15 from 30 September 2015; and the Decision on the Amendment to the Rules of Studying at I and II Cycles of Study, no: 02/04-3.464-5/20 from 27 February 2020.

For the students who enrolled on I and II cycles of study in the academic years of 2020/2021 and of 2021/2022, the provisions from the following documents shall be applied: the Rules of Studying at I and II Cycles of Study, no: 02/04-3.2551-17/15 from 3 September 2015; the Decision on the Amendment to the Rules of Study at I and II Cycles of Study, no: 02/04-3.2973-70/15 from 30 September 2015; and the Decision on the Amendment to the Rules of Studying at I and II Cycles of Study, no: 02/04-3.464-5/20 from 27 February 2020, but only the provisions that are not contrary to the provisions of the Law on Higher Education (Official Gazette of the Republic of Srpska, 67/20).

Article 82

These Rules shall enter into force on the eighth day from being published on the web page of the University, and they shall be applied from the beginning of the academic year of 2022/2023.

Number: 02/04-3.2179-1/22

Date: 27 October 2022

**CHAIRPERSON OF THE SENATE
RECTOR
Prof. Radoslav Gajanin, PhD**

