

**RULEBOOK ON THE STUDY RULES
THE FACULTY OF ECONOMICS OF THE UNIVERSITY OF
KRAGUJEVAC**

Article 1.

This Rulebook regulates the rules of study at the undergraduate and master academic studies of the Faculty of Economics in Kragujevac, starting from academic year 2006/2007. године.

Article 2.

Candidates can enroll in approved or accredited study programs organized by the Faculty under the conditions and in the manner established by the Law, the general act of the University, the Statute of the Faculty and this Rulebook.

A foreign citizen can enroll in study programs from paragraph 1 of this article under the same conditions as a domestic citizen, in accordance with the Statute of the Faculty.

A person who enrolls in the study programs referred to in paragraph 1 of this article acquires the status of a student.

The student is enrolled as a student financed from the budget or as a self-financed student.

1. UNDERGRADUATE ACADEMIC STUDIES

Article 3.

First degree studies are undergraduate academic studies that last 4 years and consist of 240 ECTS points.

Undergraduate academic studies are organized and conducted within the field: Social and humanistic sciences, in the scientific field: Economic sciences

Enrollment of students in the first year of study is done on the basis of a competition announced by the University.

The competition includes: the number of students for certain study programs, enrollment requirements, criteria for determining the order of candidates, the procedure for conducting the competition, the method and deadlines for submitting an appeal to the established order, as well as the amount of tuition paid by self-financed students.

The competition is announced no later than five months before the beginning of the school year.

Ranking and enrollment of candidates

Article 4.

The right to enroll in the first year of first-degree studies is for a person who has completed a four-year high school of any kind, who passes the entrance exam and

occupies a place on the ranking list within the number of students approved by the Government for enrollment in the first year of study.

The order of candidates for admission to first degree studies is determined based on the general success achieved in secondary education and the results achieved in the entrance exam.

The right to enroll in first degree studies is acquired by a candidate who is ranked in the ranking list within the number of students from Article 84 of the Law on Higher Education.

Article 5.

A participant in the competition for admission to one of the forms of study has the right to submit an objection to the Dean on the order of candidates for admission to the first year of study, within three days of the publication of the ranking list on the Faculty's notice board.

Upon the objection of the competition participant, the Dean makes a decision within three days from the day of receipt of the objection.

The Dean's decision is final.

Article 6.

A person who obtained a four-year secondary education abroad, i.e. higher education, before applying for admission to the first year of study must nostrify the certificate obtained abroad, i.e. the diploma.

Article 7.

The Faculty Council, by its decision, determines the teaching subjects from which the candidate chooses the prescribed number of subjects from which he takes the entrance exam.

The entrance exam is taken according to secondary education programs.

For a candidate who, as a student of the third or fourth grade of high school, won one of the first three individual places in a national competition organized by the Ministry of Education and Sports, i.e. in an international competition, from the subject for which he applied for the entrance exam, the part of the entrance exam is evaluated with the maximum number of points for that subject.

Article 8.

Enrollment of accepted candidates is carried out on the basis of original documents, determined by the competition.

Study rules

Article 9.

The study program prescribes which courses are mandatory for a specific year of study.

The student is obliged to pass all mandatory and the number of elective courses prescribed by the study program for a specific year of study.

When enrolling in each year of study, the student chooses courses from the study program.

A student who is financed from the budget opts for as many courses as are necessary to achieve at least 60 ECTS points, for enrollment the following year without changing status.

A self-financed student opts, in accordance with the study program, for as many courses as are necessary to achieve at least 37 ECTS points, for enrollment the following year without changing status.

A self-financed student pays a part of the tuition calculated according to the courses he has chosen.

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

A student who does not pass an exam in a mandatory course by the beginning of the next school year, enrolls in the same subject.

A student who does not pass an elective course can re-enroll in it or choose another elective course.

Upon the submitted request of the student, the dean or vice-dean for teaching will approve the change of elective course if there is a possibility for the student to attend at least 2/3 of the classes, in the elective course for which he subsequently decided.

Article 10.

Students who are financed from the budget and students who are self-financed have the same exam and pre-exam obligations determined by the enrolled study program.

Students who are self-financed and employed, as well as students who, for justified reasons, are unable to attend classes regularly, study according to a special plan for teaching, in accordance with the decision of the Faculty Council.

On the justification of the reasons from paragraph 2 of the previous article, based on the reasoned request of the student, the Dean of the Faculty decides.

A student who is financed from the budget and who during the school year, within the enrolled study program, after passing the exams, obtained 60 ECTS points, has the right to be financed from the budget in the next school year as well.

A student who is financed from the budget and who during the school year achieves less than 60 ECTS points can continue his studies in the status of a self-financed student.

A self-financed student who achieves 60 ECTS points during the school year can be financed from the budget in the following school year.

The right from paragraph 4 and paragraph 6 of this article is exercised by the student if he is ranked within the total number of students whose studies are financed from the budget.

In case that that in the same exam period in October more students realize the right to be financed from the budget, the priority to transfer to the budget within the number from paragraph 7 of this article has a student with a higher overall average grade on the exams passed.

A student financed from the budget can have only one approved or accredited study program at the same level of study.

Enrollment in the next year of study

Article 11.

Enrollment is done by submitting a properly written index and enrollment material to the Department for Teaching and Student Affairs of the Faculty.

The enrollment is completed when it is certified by an authorized person with a signature in the index.

Enrollment of students in the next year of study takes place, as a rule, from September 15 to November 1 of the current year.

Change of the study program

Article 12.

Student has a right to change a study program.

An approved change of study program is written in the index.

The change of the study program is made upon personal request, when registering for the year.

A student who changes a study program, in addition to the subject of the study program to which he is transferring, enrolls in the same school year as well as the difference in the subject of the study program he is transferring from.

A student from paragraph 3 of this article can fulfill the pre-examination obligations from subjects that make up the difference, according to a special program for teaching that is valid for self-financed students in employment, i.e. students who, for justified reasons, are unable to regularly fulfill their teaching obligations, in accordance with the decision of the Faculty Council.

Academic year

Article 13.

The faculty organizes and conducts studies during the academic year, which, as a rule, begins on October 1 of the current year and ends on September 30 of the following year.

Teaching in the academic year takes place in two semesters, lasting 15 weeks each.

In the winter semester, classes are conducted as a rule, from October 1 of the current year to January 15 of the following year, and in the summer semester from February 16 to May 31 of the following year.

As a rule, the summer vacation lasts from July 10 to August 25.

Forms of teaching

Article 14.

Teaching is conducted in the form of lectures, exercises, consultations, colloquiums, exams and other forms of educational and scientific work suitable for the realization of the educational activity of a higher education institution.

Classes are conducted according to the schedule published on the notice board of the Faculty no later than 7 days before the start of classes.

Lectures

Article 15.

Lecture is the basic form of teaching in which the teacher teaches students the material of the curriculum.

At the beginning of the lecture, the teacher briefly introduces the students to the work plan for the course and the dynamics of its implementation, the chosen method of work in lectures and exercises, and the students' obligations in order to achieve the expected competencies.

The work plan for the course is published on the website of the Faculty.

Exercises

Article 16.

The exercises consist of clarification of material from textbooks and lectures, practical application of acquired knowledge through the processing of cases from practice, knowledge verification through tests, questioning or in other ways adapted to the nature of the subject and the size of the group.

Consultations

Article 17.

The purpose of consultations is to enable students to clarify certain parts of the material and to provide the necessary assistance in the preparation of seminar and final papers.

The consultation time of teachers and associates, which lasts at least 4 hours a week, is announced on the doors of their offices and on the Faculty's website.

Colloquiums

Article 17a.

Colloquiums are a form of pre-exam obligations that test students' knowledge acquired during classes.

Students' knowledge is tested through the colloquium in two colloquium weeks, in accordance with the Faculty's Term Plan.

In the written and oral part of the exam, the student is exempt from the teaching material that he passed through the colloquium.

Colloquiums, as well as other forms of pre-exam obligations, are not mutually conditional.

Students who have not passed the colloquiums take the entire exam material on the final exam.

Exams

Article 18.

The exam is unique and is taken written and oral; oral; written, i.e. practical; and electronic.

If the exam is written, i.e. practical, and oral, the oral part of the exam must be scheduled within five days of passing the written, i.e. practical part of the exam.

The oral part of the exam is taken by a student who passes the written or practical part of the exam.

The results of the written part of the exam are published on the notice board and the website of the Faculty, no later than five days after the day of the exam.

All students must be given right to have an insight into the written part of the exam.

If the teacher examined the written part negatively, at the request of the student, he is obliged to inform him of the shortcomings.

Exceptionally, at the request of the teacher of the course or student, the Dean of the Faculty can decide that, during the exam period, the written part of the exam is taken orally and the oral exam or the oral part of the exam is taken in writing.

Article 19.

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

The Faculty can organize an exam outside the seat, if it is an exam in a course whose nature requires it.

The exam is public. The publicness is assured by highlighting the time and place of the exam on the notice board and the website of the Faculty.

The exam is taken in front of the subject teacher or the exam committee, in the classroom of the Faculty. It is forbidden to take the exam in the offices.

The student takes the exam immediately after the end of classes in that course, and no later than the beginning of classes in that subject in the following school year.

A student can be exempted from part of the exam if he has fulfilled the conditions stipulated in the curriculum.

Article 20.

Exam terms are: January, April, June, September, October I and October II.

Students who are renewing the fourth year of undergraduate academic studies, in order to complete their studies at a faster pace, have the right to take the exams in the additional terms: November, December and March.

The examination period, as a rule, lasts 20 days. The beginning and duration of the examination period is determined by the dean of the Faculty.

If there are two or more dates for taking an exam in one course, the student has the right to take the exam only in one term within the exam period.

The last exam period in the school year ends no later than October 10.

After three unsuccessful attempts at the same exam, the student can ask to take the exam before the committee.

A student with a disability has the right to take the exam in a way adapted to his abilities, which is decided by the dean of the Faculty, based on the submitted request of the student.

Article 21.

The student is obliged to register for the exam no later than three working days before the start of the exam period.

Article 22.

The exam schedule, time and venue and the names and surnames of the candidates who registered for the exam are published no later than 24 hours before the start of the exam on the notice board and the website of the Faculty.

A student whose name is not listed in the schedule does not have the right to take the exam.

Assessment

Article 23.

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

The working program on the teaching course defines: educational goal, educational outcomes, course content, dynamics of teaching by thematic units (dates of teaching topics), forms of teaching, method of assessment, literature, data on teachers and associates in the teaching subject.

The final grade represents the sum of points achieved by activities during classes and on the exam.

The pre-examination requirements count for a minimum of 30 and a maximum of 70 points.

By completing the pre-examination obligations and passing the exam, the student can achieve a maximum of 100 points.

Article 24.

The student's success in the exam is expressed by a grade, from 5 (did not pass) to 10 (excellent).

When determining the student's overall grade for the course, the grade of the student's work during the course (exercises, colloquiums, tests, seminar work, and other forms of teaching) and the grade of the student's knowledge demonstrated in the final exam are taken into account.

For students who do not attend classes for justified reasons, the grade consists of the knowledge demonstrated in the final exam.

The total grade of the student in the course is determined based on the total number of points the student achieved during the course and in the final exam, as follows:

- up to 50 points - grade 5;
- from 51 to 60 points - grade 6;
- from 61 to 70 points - grade 7;
- from 71 to 80 points - grade 8;
- from 81 to 90 points - grade 9;
- from 91 to 100 points - grade 10.

The grade on the exam is given by the teacher, that is, the exam committee. The grade is written in the index, exam record, exam application and student register. A grade of 5 (five) is not written in the index and register of students.

Objection

Article 25.

The student has the right to submit an objection to the dean of the Faculty, if he believes that the exam was not conducted in accordance with the law, Statute or other general act of the Faculty, within 36 hours of receiving the grade.

Non-working days of the Faculty are not counted in the deadline.

Within 24 hours of receiving the complaint, the Dean of the Faculty considers the complaint and makes a decision based on the complaint.

If the student's objection is accepted, the student retakes the exam before the Commission appointed by the Dean, within three days of receiving the decision from paragraph 3 of this article.

The committee consists of three members, and the member of the committee is, as a rule, the teacher with whom the student took the exam and whose grade he objected to.

In the event that the exam was taken only in writing, the exam will not be repeated, but the appointed Committee will re-evaluate the same written exam.

The Commission will proceed in the same way with written and oral exams, and only the oral part of the exam will be repeated.

The Commission's decision is final.

Special study opportunities

Article 26.

At his request, a student may be allowed to study several study programs at the same level of study. This student can be enrolled in only one study program in the status of a student financed from the budget.

Student from paragraph 2 of this article, can study one of the enrolled study programs according to the teaching program that is valid for self-financing students who are employed, i.e. students who, for justified reasons, are unable to regularly fulfill their teaching obligations.

Inaction of students' rights and obligations

Article 27.

Upon his request, the student is granted an inaction of rights and obligations, in case of serious illness, referral to professional practice for at least six months, serving and completing military service, child care up to one year of age, maintenance of pregnancy and in other cases in accordance with the law.

A student whose rights and obligations are inactive has the right to take the exams for which he attended classes.

The request, along with the documentation that constitutes the basis for the inactiveness, must be submitted within 30 days of learning about the circumstances that

constitute the basis for the inactiveness, i.e., as soon as possible.

Visiting student

Article 28.

A visiting student is a student of another higher education institution who enrolls in parts of the study program at this Faculty, in accordance with the agreement between the higher education institutions.

The status of visiting student lasts for a maximum of one academic year.

The rights and obligations of a visiting student, the method of paying study costs, the eventual possibility of continuing studies at this Faculty and other issues related to the status of a visiting student, are prescribed by the agreement between the higher education institutions.

Class attendance and passed exams of the student referred to in paragraph 1 of this article are recorded in the register book, index, record of taking the exam and the guest student's exam application.

Exam recognition

Article 29.

A student who passed the exam at another higher education institution is recognized if the curriculum of the course from which the exam was passed corresponds to the curriculum of the Faculty, to the extent of at least 2/3.

Exam recognition is done at the student's personal request.

The student is obliged to attach the course program and the certificate of passing the exam with the request.

The decision on the recognition of the exam is made by the dean of the Faculty, based on the prior consent of the teacher in regard to the recognition.

During the recognition of the exam, the student is recognized for the grade he achieved on the passed exam and the number of points that the course from which the exam was passed, values at the Faculty.

If the course from which the exam was passed does not correspond to the curriculum of the Faculty, in accordance with paragraph 1 of this article, the teacher can demand that the student take the exam as a whole or pass the exam with differential.

Index loss or damage

Article 30.

If the student loses or damages the index, he is obliged to submit a request for a new index.

The request, along with a confirmation of the settled costs of issuing a new index, is submitted to the student service of the Faculty.

In case of damage to the index, the damaged index is attached to the request.

The faculty issues a new index after declaring the original invalid in «Official Gazette of the Republic of Serbia».

On the public document from paragraph 4 of this article, it is indicated that this is a new public document that was issued after the original of the public document was declared invalid.

Rights and obligations of the students

Article 31.

A student of this Faculty has the rights and obligations established by the Law, general acts of the University, the Statute of the Faculty and this Rulebook.

A student has a right:

1. on enrollment, quality education and objective assessment;
2. on timely and accurate information on all issues related to studies;
3. to actively participate in decision-making, in accordance with the law;
4. to self-organization and expression of one's own opinion;
5. to the benefits arising from the status of a student;
6. to equally high-quality study conditions for all students;
7. on diversity and protection against discrimination;
8. to elect and be elected to the Student Parliament and other bodies of the Faculty

The student also has the right to:

1. participate in educational and professional projects in accordance with his own capabilities and needs of the Faculty;
2. change the elective course;
3. choose the teacher according to his/her own choice, if two or more teachers teach the same course;
4. enroll and take courses of another study program of the Faculty according to his own choice, in order to acquire supplementary knowledge, with reimbursement of expenses regardless of status;
5. choose mentor;
6. be rewarded, i.e., praised for his work, achievements and contribution to the affirmation of the Faculty, in accordance with the decision of the Teaching and Research Council of the Faculty.

In the case from paragraphs 3, point 4 of this article, the grade obtained on the exam is not included in the average grade of the course of the enrolled study program.

Article 32.

The student is obliged to:

1. fulfills teaching and pre-examination obligations;
2. respect the general acts of the Faculty;
3. respect the rights of employees and other students of the Faculty;;
4. participate in decision making in accordance with the law.

The student is also obliged to:

1. enroll in the senior year of studies, within the period prescribed by this Rulebook
2. take exams in the manner prescribed by the curriculum and within the

deadlines prescribed by the Law, the Statute of the Faculty and this Rulebook;

3. complete studies within the deadline determined as the double number of school years required for the realization of the study program.

Article 33.

The student has the right to appeal if the Faculty violates any of the obligations from paragraph 2, points 1-3, Article 31 of this Rulebook.

The complaint is submitted to the Dean of the Faculty within 3 days from the day of learning about the violation of rights.

The Dean of the Faculty decides on the appeal within 3 days from the date of receipt of the appeal.

The Dean's decision is final.

Termination of student status

Article 34.

The status of a student terminates in case:

1. completion of studies;
2. withdrawal from studies;
3. non-enrolling in the school year
4. when a student does not finish his studies before the deadline, determined as the double number of school years required for the realization of the study program
5. imposing a disciplinary measure of exclusion from studies.

At the student's personal request, the deadline for completing studies from paragraph 1, point 4 of this article can be extended, for the reasons stated for the inaction of the rights and obligations of students.

A student whose student status has ended due to reasons from paragraph 1, points 2 and 3 of this article has the right to continue the studies started in the status of a self-financed student and does not have the right to change the status.

Continuation of studies is carried out at the personal request of the student.

Seminar paper

Article 35.

The student is obliged to prepare and present a seminar paper required by the study program of the corresponding year of study.

The student and the teacher or associate agree on the topic of the paper and then the teacher or associate approves the topic.

After finishing the paper, the student hands over one copy of the paper to the teacher and, on that occasion, also attaches and approves the completed form for the seminar paper (obtainable in student services).

The presentation of the paper is carried out, as a rule, within 15 days after the submission of the paper.

The student is obliged to prepare and present the seminar paper during the same semester of the school year in which the topic of the seminar paper was approved.

Otherwise, the topic will be invalidated.

Final thesis of undergraduate academic studies

Article 36.

The preparation and presentation of the final thesis is carried out at the end of the study program of undergraduate academic studies.

A student has the right to do a final thesis on the course of the enrolled study program, provided that he has passed the exam in that course.

A student has the right to choose the topic for the final thesis if he has attended all the subjects.

Article 37.

The teacher consults the list of topics for final thesis, in order to make sure that the topic chosen by the student has not already been approved to another student, approves the work on the topic and hands the Instructions for preparing the final paper to the student.

The deadline for preparing the final thesis is 6 months. After this deadline, the application of the topic is cancelled, and the student can apply for the same topic again.

After finishing the thesis, the student hands one copy to the teacher.

The teacher is obliged to review the thesis within two weeks and point out to the student its shortcomings, if any.

After the approval of the final thesis, the teacher-mentor, within at least one and at most three weeks from the date of acceptance of the thesis, appoints the commission for the presentation of the thesis and determines the date of the presentation in agreement with the student. The deadline for the presentation of the thesis cannot be shorter than one week, nor longer than three weeks starting from the day of submission of the thesis to the Service for Teaching and Student Affairs.

The student submits the application for the presentation of thesis by filling out the appropriate forms, which he submits to the student service.

The Service publishes all approved topics for final theses on the Faculty's website, in order to prevent multiple students from taking the same topic from different teachers.

Article 38.

The presentation of the final thesis is performed before a two-member committee consisting of a mentor teacher and another teacher. Presentation of thesis is public.

The presentation of the final thesis consists of an oral presentation of the work by the student, asking questions by the committee members regarding the topic of the work and the student's answers to those questions.

The commission evaluates the final thesis with a descriptive grade: "failed", "passed" or "passed with honors". The grade is entered in the report on the presentation of the final thesis and in the student's index.

The content, form, procedure for preparation and quality control of final theses are more closely prescribed in the Standards and procedures for quality assurance of undergraduate and master academic studies at the Faculty of Economics University of

Kragujevac.

Transfer of students

Article 39.

A student of another higher education institution can continue his studies at this Faculty. The transfer of the student is done at personal request, within the period prescribed for the enrollment for the next year.

With the request, the student attaches an index, a certificate of passed exams and a certificate of withdrawal.

The Dean makes a decision on the recognition of exams taken at another higher education institution if their curricula correspond to the curricula of the courses of this Faculty to the extent of at least 2/3.

The student from paragraph 1 of this article enrolls in the year of study depending on the number of recognized exams, i.e. the next year of study in relation to the year from which he has the number of non-passed exams with which, in accordance with the positive regulations, he can enroll in the next year of study.

This student can be enrolled at the expense of the budget if, at the institution from which he transfers, he has fulfilled the requirement for enrollment of the year at the expense of the budget and if, after the enrollment of students of this Faculty for the same year of study, the number of students who are financed at the expense of the budget remained unfilled.

Article 40.

Students of other higher education institutions, as well as persons who have completed their studies at another higher education institution, can, in order to supplement their knowledge, enroll and take certain courses at this Faculty, with reimbursement of costs.

The application for enrollment is submitted to the Dean of the Faculty.

The student from paragraph 1 of this article is issued a certificate of passed exams.

Completion of the studies

Article 41.

The studies are completed by taking all the exams provided for in the study program and writing the final thesis.

Upon completion of studies, a student is issued a diploma, as well as a supplement to the diploma containing information about the holder of the qualification, the level of the qualification, the content of the study program and the results achieved, information about the purpose of the qualification and additional information.

The diploma and diploma supplement are public documents signed by the Rector of the University and the Dean of the Faculty.

Monitoring the quality of teaching

Article 42.

The student has the right to comment on the quality of teaching and the work of teachers and associates.

The evaluation of studies is carried out by the Faculty through a survey or in another appropriate way.

Evaluation of studies is carried out according to the procedure prescribed by a special general act of the Faculty.

The results of the student evaluation are used to plan measures to eliminate identified deficiencies and improve teaching.

2. MASTER ACADEMIC STUDIES

Article 43.

The Faculty organizes master academic studies for the duration of one academic year, according to the study programs adopted by the University, on the proposal of the Faculty Council.

Master's academic studies are organized and conducted within the field: Social and humanistic sciences, in the scientific field: Economic sciences.

Enrollment in master academic studies is done once a year, as a rule in September, on the basis of a competition.

Before the announcement of the competition for admission to master academic studies, the amount of tuition paid by the self-financed students is determined.

Candidates who have completed undergraduate academic studies and have obtained at least 240 ESPB points can enroll in master academic studies.

Master academic studies can be enrolled by persons who have completed undergraduate academic studies in the fields of economics, management and business, as well as persons who have completed undergraduate academic studies in other areas of social-humanities and other sciences, provided they pass certain exams from the economics study program, which, on the proposal of the Commission for undergraduate and Master Academic Studies, is determined by the Teaching and Research Council of the Faculty.

Article 44.

The study program of the master academic studies prescribes the mandatory and elective courses of the program.

The student is obliged to pass all mandatory and the number of elective courses prescribed by the study program.

Instead of one elective course, the student can, in agreement with the mentor, choose and take a course from the master study program of one of the related faculties in the country or abroad, provided that the chosen course corresponds to the course of the Faculty in terms of content, with a permitted difference of up to 1/3.

In the case from the previous paragraph, the student is recognized for the number of points that the elective course being replaced carries at the home Faculty.

Article 45.

A student has the right to take a topic for the final master thesis if he has a maximum of two non-passed courses.

A student has the right to prepare a master thesis on a course if it is included in the module of the study program he enrolled in and if he passed it.

The student, in agreement with the mentor, submits a request to the Commission for Undergraduate and Master Academic Studies on the approval of the proposed topic of the master thesis and on the appointment of the Commission for the evaluation and presentation of the master thesis, which consists of the mentor teacher and two other teachers.

The committee for undergraduate and master's studies submits the proposed decision to the home department for further consideration.

At the proposal of the home department, the Faculty's Teaching and Research Council makes a decision on approving the topic for the preparation of the master thesis and on the appointment of the Commission for the evaluation and presentation of the master thesis.

The deadline for preparation of a master thesis is 9 months from the date of approval of the topic. After the expiration of the specified deadline, the Teaching and Scientific Council of the Faculty (or the Committee for the evaluation and presentation of the master thesis) may extend the deadline for the preparation of the master thesis to the student by up to 3 months.

If the master's thesis is at a satisfactory level of quality, the Committee for the evaluation and presentation of the master thesis submits a report on the evaluation of the master thesis to the home department and the Teaching and Research Council of the Faculty.

The presentation of the master thesis must be scheduled within at least one and at most three weeks from the date of acceptance of the Commission's Report on the evaluation of the master thesis.

Article 46.

The commission evaluates the master thesis with a descriptive grade: "failed", "passed" or "passed with honors". The grade is recorded in the report on the presentation of the master thesis and in the student's index.

Instructions for the preparation of the final thesis of master academic studies, content, form, preparation, presentation and quality control procedures are more closely prescribed in the Standards and procedures for quality assurance of undergraduate and master academic studies at the Faculty of Economics in Kragujevac..

Final provision

Article 47.

This Rulebook enters into force on the eighth day from the day of its publication in the Faculty Library.

Teaching and Scientific Council, number 225/11 date 31.01.2007, 1444/10 date 09.06.2008 and 1220/V-2 date 24.04.2013

The accuracy of the revised text of the Rulebook is

certified by:

Faculty secretary

Irena Lazarević