



**UNIVERSITY
"VITEZ"**

RULES OF STUDY

**1ST, 2ND AND 3RD
CYCLE OF STUDIES**

**FACULTY OF INFORMATION TECHNOLOGIES
FACULTY OF BUSINESS ECONOMICS
FACULTY OF HEALTHCARE
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FIRST (1st), SECOND (2nd) AND THIRD (3rd) CYCLE OF
STUDIES

Travnik, September 2021

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Based on Article 64 of the Law on Higher Education SBK/KSB ("Official Gazette of SBK/KSB", number 4/13), Articles 43 and 173, paragraph 6, item b.) of the Statute of the University "VITEZ" (hereinafter to the text University), Senate of the University at the 13th session held on September 30, 2021. adopts:

RULES OF STUDY FOR THE FIRST, SECOND AND THIRD CYCLE OF STUDIES

I GENERAL PROVISIONS – FIRST (1st) CYCLE OF STUDIES

Article 1.

These Rules of Study regulate studying at the University for the first cycle of studies.

Article 2.

These Rules regulate the organization and implementation of the first cycle of studies leading to the title of Bachelor/Baccalaureate with 180 ECTS and 240 ECTS, as well as other issues related to the organization of studies, duration of studies, examination and assessment procedures, conditions and procedure for equivalence, transfer from other higher education institutions, extension of studies, final thesis procedure, certificates of studies, and other issues relevant to the first cycle of studies.

II EDUCATIONAL OUTCOMES AND PEDAGOGICAL PRINCIPLES

Article 3.

Within the parent scientific field, education is provided according to educational, academic and professional profiles in accordance with the Curriculum. The basis for defining educational profiles and academic programs are the goals and mission of the University.

The study program consists of an approved set of courses recognized as a requirement for the award of a diploma or qualification, defined by a set of educational outcomes and competencies that must be achieved to obtain the prescribed number of ECTS credits (European Credit Transfer and Accumulation System). For the entire study program and each educational element of the program, educational outcomes that students must achieve and the corresponding competencies that students must possess by the end of the educational process are defined.

Educational outcomes are appropriate educational achievements of students that define the expected knowledge and level of understanding of the subject and the ability to express and use that knowledge after completing the learning/study process. Educational outcomes imply appropriate assessment criteria used to judge whether the expected outcomes have been achieved.

Skills and competencies represent a set of student capabilities (capacities) expressed through a dynamic combination of attributes (properties), specific abilities, and student skills related to theoretical knowledge and understanding of the subject, its practical and operational application, attitudes, skills, and responsibilities of students described in the defined outcomes of achieving the appropriate educational program, which together enable competent performance of certain tasks (jobs) in a manner that allows assessment of the degree of ability to perform these tasks. Competencies are part of the educational process, whose final product is a diploma or qualification

III ORGANISATION OF STUDIES

Article 4.

The University, through its members - faculties, organizes and conducts three-year (180 ECTS) and four-year (240 ECTS) first-cycle studies in scientific fields for which they are accredited.

1. CURRICULUM

Article 5.

The curriculum determines the schedule of course units (courses and other teaching forms) by semesters and years of study with the corresponding dynamics of studies, as well as the structure of course units by type, belonging to the subject area, or broader and narrower scientific field, level of complexity, and course obligation.

Article 6.

Courses at the studies are organized on a one-semester basis.

Article 7.

The teaching plan of mandatory and elective courses for the first cycle of studies is adopted by the University Senate upon the proposal of the Scientific-Teaching Council.

2. STUDY PROGRAM

Article 8.

The study program determines:

- The name and objectives of the study program;
- The type of study and the outcome of the learning process with defined competencies that the student must acquire after completing the program;
- The academic, professional, or scientific title/qualification;
- Admission conditions for the study program;
- The list of mandatory and elective study areas or courses that make up the study program with a framework content, objectives, and course description;

- Learning outcomes of each course with the competencies that the student must acquire after completing the course;
- The method of conducting studies and the necessary time for the implementation of individual study forms;
- The method of conducting exercises;
- The method of assessing the results of each study form and each course;
- The credit value of each course expressed in accordance with ECTS;
- The credit value of the final thesis in the first cycle of studies expressed in ECTS credits;
- Prerequisites for enrolling in individual courses and groups of courses;
- Literature and sources needed to master the study program of each course;
- Pathways to further studies and professional status;
- The method of choosing courses from other study programs;
- Conditions for transferring from other study programs within the same or related study fields;
- Other issues relevant to the implementation of the study program.

Article 9.

The curriculum is adopted by the University Senate, and all proposals related to the subject are submitted to the Senate by the Scientific-Teaching Council of the faculty. The teaching plan and program are designed according to modern pedagogical principles, considering the semester-based character of the courses and structural requirements related to the method of studying in the first cycle.

3. METRICS AND METHODOLOGY OF STUDIES

Article 10.

The academic year lasts from October 1 of the current year to September 30 of the following year. The academic year lasts from October 1 of the current year to July 15 of the following year.

There are summer holidays in the month of August, and winter holidays in the month of February.

Annual classes are formally organized in two semesters. The start and end dates of classes during the semester are regulated by the study calendar adopted by the Senate

Work on one course lasts eight weeks, during which lectures, exercises, and other forms of teaching provided by the teaching plan/syllabus are organized, as well as the assessment and grading of all students in that course.

The University will calculate the students' workload and the corresponding ECTS credits for individual course units based on the following study metrics parameters:

- Total weekly student engagement: 40 hours
- Number of hours of teaching (in-class and online) per course: 30-60 hours
- Number of hours of lectures per course: 10-30 hours
- Number of hours of exercises per course: 12-20 hours
- Number of hours of group exercises: 8-30 hours
- Duration of the semester: 21 weeks
- Duration of the teaching block: 7 weeks
- Duration of the work activity of one course: 8 weeks
- Summer semester teaching: 21 weeks
- Winter semester teaching: 21 weeks
- Examination periods in April/June: 6 weeks
- Examination periods in September/October: 6 weeks
- Summer break: 6 weeks
- Winter break: 2 weeks
- Total working weeks in the academic year: 45 weeks
- Total working hours in the academic year: 1,800 hours
- Total hours per 1 ECTS: 30 hours
- Standard annual number of ECTS credits (European norm): 60 ECTS
- Standard semester number of ECTS credits (European norm): 30 ECTS

Possible forms of teaching and learning activities include lectures (in-class and online), exercises (in-class and online), consultations (in-class and online), practical teaching, clinical practice, projects, seminars, professional practice, internship, student participation in scientific and professional work, etc.

Lectures (in-class and online) are a form of teaching at the University where the lecturer orally and/or through recorded materials presents the content of the topic in the manner and amount determined by the study program.

At in-class and online lectures, guest lecturers can participate upon the invitation of the course holder and in accordance with the course content.

At the beginning of the lectures, the lecturer informs the students about the teaching plan/syllabus of the course, i.e., the content and dynamics of the teaching, pre-exam and exam activities, working methods, primary and supplementary literature, and other important information.

Exercises (in-class and online) are a form of teaching where, depending on the course, basic knowledge is practiced, examples from the material presented in the lectures are elaborated, practical or theoretical problems, tasks, and cases from practice are solved, programs from the course material are created, etc. The content of the exercises is the responsibility of the lecturer - course holder and the assistant or professional associate who conducts the exercises. Other persons may participate in the exercises upon the invitation of the course holder, as well as student demonstrators and professional associates in courses that require a practical approach to the problem.

The assistant is required to monitor and maintain the course page on the Student Information System and must familiarize students with the dynamics of conducting exercises, working methods, consultation schedules, and other important information during the first exercises.

Attendance at exercises and the assessment of individual activities are regulated by Article 18 of the Rules of Study.

Consultations (in-class and online) are a form of teaching work that takes place in individual contact between the lecturer/assistant and the student.

The purpose of the consultations is to provide students with an explanation of certain particularly complex parts covered by the course program, assist with the preparation of pre-exam activities, help with the preparation of the final thesis, and the creation and implementation of a project. Lecturers and assistants are required to publish consultation schedules through the information system and the University website.

Professional practice represents a form of teaching process in the first cycle of studies during which students acquire practical knowledge from the field covered by the study program through direct contact and participation in the work process.

Professional practice is carried out under the supervision of professional associates/mentors and coordinators of professional practice who are required to keep records of professional practice by hours.

Clinical practice represents a form of teaching process in the first cycle of studies conducted at the Faculty of Health Studies for each course whose content requires such a form of teaching. Clinical practice is carried out in clinics, hospital centers, nursing homes, laboratories, and institutes. Clinical practice is mandatory for students of the Faculty of Health Studies.

The head of professional and clinical practice at the Faculty of Health Studies is required to monitor the implementation of professional and clinical practice and record the level of student competence for performing practical tasks in the Student's Book. The performance of clinical practice, schedule, and dynamics are defined by the Teaching Plan and Program.

Practical teaching represents a form of teaching process in the first cycle of studies during which students visit banks, companies, factories, ministries, courts, notary and law offices, etc. At the beginning of each academic year, a plan for practical teaching and the courses for which practical teaching can be organized is determined. Practical teaching is provided for in the Teaching Plan and Program of the faculty.

Professional excursions are organized according to the content of the course and are organized by the course lecturer. The plan of the professional excursion must include a list of students, the method of organization, and the topics that students will address during the professional excursion.

Teaching at the University is organized into three blocks per semester, and the details of conducting lectures, exercises, pre-exam and exam activities are specified in the teaching schedule.

The University Senate adopts the Academic Calendar and the assignments of teaching staff for the courses of the faculties at least thirty days before the start of the semester.

The University Senate adopts the teaching schedule at least seven days before the start of the semester.

The teaching schedule contains information about the level and type of study, year of study, place and time of teaching, courses, lecturers and associates, and other data about teaching necessary for students and is published on the notice board and the University website at least five days before the start of teaching.

The University Senate may decide to conduct combined teaching (Online/In-Class) as needed. The head of the teaching service reviews the fulfillment of the conditions for conducting combined teaching and submits an opinion to the Scientific-Teaching Council of the faculty and the University Senate.

Article 11.

The workload represents the total time required to complete all study activities to achieve the planned pedagogical and educational outcomes. This includes all aspects that affect the time required to achieve those pedagogical outcomes, i.e., the duration of all course forms applied in teaching, the duration of various types of teaching activities and exercises, and activities related to learning and individual work, the method of presentation and delivery of educational activity results, and the time required for all types of assessment of results.

Faculties will calculate the students' workload and the corresponding ECTS credits for individual course units based on the study metrics parameters and the assessment of student workload as well as the significance of the course for the educational outcome.

4. ECTS – CREDIT POINTS

Article 12.

Credit points (ECTS) are numerical values assigned to individual courses or individual pedagogical activities of students, which are separately evaluated and represent a quantitatively expressed standard of work required to successfully complete the specified course or educational module or perform the required student activity. Credit points reflect the quantitative amount of work required to successfully complete each individual course, educational module, or pedagogical activity in relation to the total quantitatively expressed work required to complete a full year of academic studies. The assessment of the work invested includes measuring student participation in lectures, practical work, seminars,

exercises, projects, individual learning, research, workshops, and simulations, as well as the time required for evaluation and other forms of student activity assessment.

The total number of credit points for an individual course or individual pedagogical activity depends on the type and nature of the course and the total workload provided for in the teaching program necessary for the successful completion of the specified program and the assessment of student success.

Article 13.

The number of credit points from the previous article ranges between 2 and 8 ECTS points. Credit points are generally expressed as whole numbers.

The study program as a whole, in relation to the academic and professional profiles achieved by the program, represents the starting basis for assigning ECTS credits to individual courses.

The total number of ECTS points for an individual course, educational module, or individual pedagogical activity depends on the type and nature of the course and the total workload provided for in the Teaching Plan and Program necessary for the successful completion of the specific study program.

The assigned ECTS credit points with the methodology and study metrics parameters for individual courses or individual pedagogical activities are an integral part of the teaching plan and program within which they are adopted.

Article 14.

The ECTS credit system within the teaching plan and program simultaneously represents a system of credit transfer within the European student mobility and higher education transparency system and a credit accumulation system within the study program metrics and vertical student progression in studies.

The methodology for application and the amount of assigned credits are aligned with the recommendations of the ECTS (European Credit Transfer System).

5. DURATION OF STUDIES

Article 15.

The study of the first cycle lasts three years (six semesters) and four years (eight semesters). Each semester carries 30 ECTS points, and the total study for three years is 180 ECTS points, or 240 ECTS points for a four-year study.

Article 16.

The diploma of the first cycle of studies is issued in accordance with the University Academic Titles Regulations.

IV EXAMINATION & ASSESSMENT OF STUDENTS

Article 17.

Examinations are taken for each course individually.

Examinations can be written, oral, or combined.

Examinations are registered through the Student Information System no later than three (3) days before the examination date.

The student is required to have an index (student record book) for identification purposes at oral and written exams.

The lecturer may allow a student to take a written exam with another public identification document (ID card, passport, driver's license).

A student has the right to take an exam early if they have a justified reason. The student's written request for early examination is decided by the faculty dean within three (3) days from the date of receipt of the request. The justified decision of the dean is delivered to the student and the course lecturer. The student can appeal the dean's decision to the Scientific-Teaching Council of the faculty within three (3) days from the receipt of the dean's decision.

Article 18.

Student knowledge is continuously checked and evaluated during the teaching of each course, and the final grade is determined in the exam and entered into the index.

The exam is a comprehensive knowledge check.

Exams are taken for all courses enrolled by the student according to the established teaching plan and program.

Exams are public with prior notification to the course lecturer who conducts the exam.

Article 19.

The student's success in the exam and other knowledge tests is expressed in grades:

ECTS GRADE	GRADE	POINT RANGE	DESCRIPTION
A	10	95-100	Excellent (outstanding performance with minor errors)
B	9	85-94	Very Good (above average with some errors)
C	8	75-84	Good (generally sound with notable errors)
D	7	65-74	Satisfactory (fair but with significant shortcomings)
E	6	55-64	Sufficient (meets the minimum criteria)
FX	5	0-54	Fail (requires considerable further work)

Article 20.

Exams may consist of only theoretical parts or both theoretical and practical parts.

Written and oral exams are conducted by the course lecturer or a committee.

The exam content is determined by the Teaching Plan and Program or the course syllabus, which defines the method, conduct, and duration of the exam, whereby students can achieve up to 70 points during the teaching process (pre-exam activities) and up to 30 points in the exam. The student must achieve at least 15 points in the exam to be eligible to add points from pre-exam activities.

The time and place of the exam are determined by the Teaching Service in agreement with the course lecturer.

The lecturer is required to enter the grade in the index and records within eight (8) days of the exam if it is written, and immediately after the oral exam.

Article 21.

For students of all four faculties of the University, points are collected as follows:

ACTIVITY DURING TEACHING (PRE-EXAM ACTIVITIES)	POINTS
Attendance	0-70
Tests	
Practical work	
Experimental work	
Research	
Report	
Seminar paper	
Case study	
Essay	
Project	
Continuous work	
Oral presentation	
EXAM (comprehensive material)	POINTS
Written, oral, or combined	0-30

TOTAL: 0-100 POINTS

The grade depends on the points collected during lectures and exercises.

Students will not be awarded points for activities in which they did not participate, and it is not possible to retroactively recognize points for pre-exam activities.

Exceptionally, at the student's request, the faculty dean may, for justified reasons, allow the collection of points for pre-exam activities and taking exams within three (3) days from the submission of the request. The student is required to provide evidence with the request. The justified decision of the dean is delivered to the student and the course lecturer. The student can appeal the dean's decision to the Scientific-Teaching Council of the faculty within three (3) days from the receipt of the dean's decision.

Regular – full time students of all four faculties of the University are required to attend at least 70% of all teaching forms provided by the Teaching Plan and Program, and attendance is recorded.

Part-time students attend classes in addition to work or other activities. They are required to attend all forms of teaching for at least 40% of the total number of hours provided for in the Curriculum, which is recorded.

DL students (those who attend distance learning) follow classes using modern distance learning tools. They are required to attend at least 40% of all teaching forms provided by the Teaching Plan and Program through modern distance learning tools, and attendance is recorded. DL study enables students to access teaching materials at any time and from any location, available 24/7.

After attending the course, the lecturer signs the index confirming the student's (regular/part-time/DL) attendance, which is a prerequisite for taking the exam.

Attendance records for all teaching forms (Online/In-Class) and material review are maintained for each course on the adopted form. Attendance records for all teaching forms (Online/In-Class) are also kept electronically through the Student Information System.

Article 22.

During the teaching period, students collect points according to the teaching plan/syllabus of the course, and if they are not satisfied with the number of points collected from pre-exam activities and exams in the regular exam period, they can repeat those pre-exam activities in the remedial exam period. According to Article 10 of these Rules, the remedial exam period is organized during the eighth week of the course.

The remedial exam is registered through the University Student Information System no later than three (3) days from the date of the announcement of the regular exam period results. The remedial exam period is held seven (7) days after the regular exam period. Additional classes may be organized for the remedial exam period.

Students who enroll on a deferred basis are required to attend at least 40% of all teaching forms provided by the Teaching Plan and Program through modern distance learning tools. In consultation with the course lecturer, students prepare pre-exam activities and take exams in the next available exam period.

Article 23.

In the April, June, September, and October exam terms, exams are organized for all courses studied during the current academic year, in accordance with Article 21 of these Rules. The student is required to recognize the points earned in all items from Article 21, based on which they collected points.

Article 24.

Exams can only be taken in official University premises or facilities listed in the operating permit.

The metrical characteristics of written tests (reliability, validity, objectivity), the credibility of oral exams, and the methodology for assessing various sources of student grades are subject to periodic evaluation by an independent body in accordance with the University Quality Assurance Regulations.

Article 25.

Student knowledge assessment during the academic year is conducted in a manner determined by the course syllabus. The course lecturer is required to familiarize students with the requirements and methodology to be applied during the examination. The exam content must be in accordance with the Teaching Plan and Program and with the content of lectures and exercises organized during the studies and in accordance with the required literature.

In addition to individual student assessment, for each course, additional student assessment is performed using the presented ECTS grading scale:

ECTS GRADE (CLASS)	REQUIRED PERCENTAGE OF STUDENTS PASSING THE COURSE	FINAL PERCENTAGE OF KNOWLEDGE/SKILLS & COMPETENCIES ACQUIRED DURING STUDIES
A - I. class	10%	- 100%
B - II. class	25%	85% - 94%
C - III. class	30%	84%
D - IV. class	25%	65% - 74%
E - V. class	10%	60% - 64%

In the A-I class, 10% of students who have achieved the highest number of points, regardless of their grades, are included. This 10% is calculated only from the total number of students who have passed the exam. Students who have not passed the exam are excluded from this calculation method. All other ECTS grades (classes) are calculated in the same manner.

At the end of each academic year, the dean of the faculty awards the dean's commendation to the best students with an average grade of 9.0 or higher.

At the end of the first cycle of studies, the rector of the university awards commendations to the best students based on their overall grades:

- For the A-I class: the highest commendation (*SUMMA CUM LAUDE*) for an average grade of 10.0
- For the B-II class: high commendation (*MAGNA CUM LAUDE*) for an average grade of 9.8-9.9
- For all other classes: commendation (*CUM LAUDE*) for an average grade of 9.5-9.7.

Article 26.

The April, June, September, and October exam periods are organized for all study group courses studied during the academic year and are intended for taking remaining exams required for enrollment in the next year, in accordance with Article 21 of these Rules. The student is required to recognize the points earned in all items from Article 21, based on which they collected points.

The October exam period can be organized until October 15 for uncompleted exams from the previous academic year. The student has the right to carry a maximum of 15 ECTS points into the next year from the previous academic year.

If a student repeats the final year of studies and the exam periods for the courses they must take are scheduled in the academic calendar in the summer semester, the student is allowed to take exams in the winter semester with written approval from the faculty dean.

Article 27.

All student knowledge tests are public. Students have the right to attend the taking of any exam if the taking of the exam is organized orally and in accordance with spatial possibilities.

Article 28.

The regular and remedial exam schedules are announced on the University website and notice board.

Article 29.

The University keeps records of exams and processes documentation on passed exams as prescribed by laws, by-laws, statutes, and other acts.

In addition to electronic and auxiliary records, the faculties also keep the following documents on passed exams: exam application, list of students taking the exam in a given term, student record book (index), book of records on passed exams, and the main book.

The final student grade is entered in the index and exam application. The "insufficient" grade (FX-5) is not entered in the index.

Authorized Student Service referents maintain the records and documentation on passed exams. Access to the documentation and records on passed exams is allowed only to authorized Student Service referents.

Article 30.

A student can appeal the grade received on the exam if they believe the exam was not conducted in accordance with the Law or these Rules.

The student submits the appeal to the faculty dean within three (3) days from the date of grade announcement.

The dean issues a decision on the student's appeal within five (5) days from the date of receipt of the appeal.

The student has the right to review the written exam. The request for review must be submitted no later than five (5) days after the announcement of the results.

If a student fails the exam three times, the next exam will be conducted before a committee of three members appointed by the faculty dean.

V FINAL THESIS

Article 31.

The final thesis represents an independent expression of knowledge acquired during studies.

The student has the right to choose the topic of the final thesis and propose a mentor after enrolling in the VII or VIII semester of a 4+1 study program or the V or VI semester of a 3+2 study program.

The student writes the final thesis in the field of the study program and course they have chosen.

The dean, at the student's proposal, approves the proposed topic and mentor for the final thesis or refers the proposal to the Scientific-Teaching Council of the faculty for consideration. The period between the topic application, mentor appointment, and submission/defense of the final thesis is at least 30 days.

The mentor is required to review the final thesis within 15 days from the date of submission.

The final thesis is prepared in accordance with the Instructions for Writing the Final Thesis.

Article 32.

The final thesis must be an independent work for which a maximum of six months is provided. If a student does not submit the final thesis on time for justified reasons, it will be considered that the work was submitted on time. The mentor evaluates the justification of the reasons.

The four-year study (VIII semesters) ends with the passing of all exams and the preparation and defense of the final thesis. The student gains the right to defend the final thesis if the written part of the thesis is positively evaluated.

The final thesis is evaluated by the Committee for the Evaluation and Defense of the Final Thesis, which consists of three members. The members of the Committee are appointed by the dean upon the proposal of the mentor for the final thesis (the Committee Chairman is from the narrow scientific field of the mentor), while the third member of the Committee can be from another scientific field, at least with the academic title of senior assistant.

Article 33.

The final thesis is defended within 15 days from the date of evaluation if the thesis is positively evaluated.

The defense procedure for the final thesis is regulated by the appropriate protocol.

Article 34.

The final thesis is defended before the Committee for the Evaluation and Defense of the Final Thesis. The final thesis in a three-year study program (3+2) is not defended before the Committee but is submitted exclusively to the mentor for evaluation.

A student in the study program (3+2) is required to submit one printed copy (hard cover, dark blue color) of the final thesis to the University library and an electronic version of the final thesis on an electronic medium, which is stored in the student's file.

A student in the study program (4+1) is required to submit one printed copy (hard cover, dark blue color) to the University library and an electronic version of the final thesis on an electronic medium, which is stored in the student's file.

During the defense of the final thesis, the student must demonstrate mastery of the material from the field in which the final thesis is defended, explain the conclusions and findings they have reached, and defend them.

The grade for the final thesis is formed based on the evaluation of the written final thesis and the evaluation of the oral defense.

Article 35.

If the Committee does not positively evaluate the final thesis or the student does not defend the final thesis, the student can reapply for the preparation of the final thesis. A new task is usually given from another course, with the appointment of a new mentor..

Article 36.

The final thesis is registered with the Student Service.

The final thesis application includes the following information: thesis title, course, application date, and mentor's signature.

Based on the approved, completed, and signed application by the dean or the Scientific-Teaching Council of the faculty, the dean of the faculty issues a decision, which is filed in the student's file.

Article 37.

The student can change the topic of the final paper no later than within 30 (thirty) days from the date of approval of the first topic.

Article 38.

The mentor is required to monitor the student's work, provide advice, and guide them to literature.

Article 39.

The student prepares the final thesis with all the associated parts. The draft is submitted to the mentor for review. The student is required to follow the mentor's instructions and comments; otherwise, the work is returned for further revision.

The Student Service submits the draft version of the final thesis to the library, which checks for plagiarism using a plagiarism detection program.

The library submits the plagiarism report to the mentor, and after the mentor's approval, to the Student Service within five working days.

The mentor is required to review the work and return it with comments within 15 days from the date of submission.

The plagiarism report and the final version of the final thesis are submitted by the Student Service to the members of the Committee for the Evaluation and Defense of the Thesis.

VI ADMISSION TO STUDIES - 1st YEAR

Article 40.

Candidates who have completed a four-year high school can enroll in the first year of the first cycle of studies.

Article 41.

Foreign nationals can enroll in the first year of studies under the same conditions as citizens of Bosnia and Herzegovina, subject to prior recognition of their diploma.

Article 42.

Based on the decision of the Senate, the University announces a call for student enrollment for all faculties and study directions.

Article 43.

Upon enrollment in the first year of the first cycle of studies, candidates do not take an entrance or qualification exam if the number of applicants who meet the requirements is less than the number of candidates planned for enrollment in the first year of studies as indicated in the call.

Candidates who applied for enrollment in the first year of the first cycle of studies take a qualification exam if the number of applicants is greater than the planned number of candidates for enrollment.

The qualification exam covers general knowledge and program content from high school education. The qualification exam is taken in written form.

The qualification exam and the determination of the candidate ranking list are conducted by a Committee appointed by the University rector.

The dean may decide on the subsequent extraordinary enrollment of a student if there are justified reasons for it. Justified reasons can be a death case, illness, work obligations, staying abroad, and other reasons that can be justified in writing.

Article 44.

If not otherwise determined by a legal act or other binding act of the competent ministry, the ranking of candidates for enrollment in the first year of the first cycle of studies is determined based on the sum of points earned from:

- The overall success in high school, where the average grade of all subjects from the four-year high school, summed to two decimals, is multiplied by ten. The maximum number of points earned on this basis is 50.
- Success in the qualification exam. The maximum number of points on this basis is 50.

A candidate can earn a maximum of 100 points from both bases.

VII ADMISSION TO 2nd AND 3rd YEAR OF STUDIES

Article 45.

To enroll in the next year of studies, the student must fulfill all the previous obligations provided by the teaching plan and program.

A student can enroll in the next year of studies with a maximum of 15 ECTS points from the previous academic year.

A student can submit a Request for Status Change only once during the academic year, and this must be done at the end of the teaching block.

Students of the Faculty of Health Studies cannot enroll in the third year of studies if they have not fulfilled the obligation to attend practical classes in the second year of studies.

A student who does not fulfill the obligations from paragraphs 1, 2, and 3 of this article re-enrolls in the current year of studies.

A student who repeats a year of studies is required to re-attend classes for the specific course if they did not attend it in the previous year.

Regular students who do not gain the right to enroll in the next year of studies can repeat the same year once or enroll as part-time students.

Transfer from another higher education institution and extension of studies are carried out in accordance with Articles 60-64 of these Rules.

Article 46.

A student has the right to enroll in the next academic year (if they have met the previously mentioned conditions) 30 days from the official start of the new academic year, or after the completion of the October exam periods.

At the student's written request, the dean may approve enrollment after the deadline from paragraph 1 of this article if they consider that there were justified reasons for the delay, but no later than the end of November of the current year.

The dean may decide on the subsequent extraordinary enrollment of a student if there are justified reasons for it. Justified reasons can be a death case, illness, work obligations, staying abroad, and other reasons that can be justified in writing.

Article 47.

Uncompleted exams from the previous year of studies can be taken in accordance with Article 21 of these Rules.

A student who validates the last semester of studies and fulfills all obligations provided by the Teaching Plan and Program, except for the final thesis, acquires the status of an "absent student" in the next two semesters.

Upon the expiration of the "absent student" status, the student is required to re-enroll in the year and retains the right to defend the final thesis.

Students who do not re-enroll in the year after the expiration of the "absent student" status lose their student status and do not have the right to apply for the final thesis topic. The student can submit a request to the Scientific-Teaching Council of the faculty for an extension of the "absent student" status.

Article 48.

The dean of the faculty can approve the suspension of rights and obligations for a certain period, but not longer than one year, at the student's request for justified reasons. The request for the suspension of rights and obligations is submitted at the time of enrollment in the first semester of the current academic year.

VIII ADMISSION TO THE 4th YEAR OF STUDIES

Article 49.

A student can directly enroll in the fourth year after completing a three-year study and obtaining the title of Bachelor/Baccalaureate with 180 ECTS. Students of the four-year study enroll in the fourth year under the same conditions as the second and third years.

The Academic Committee evaluates the acquired degree and entry level in accordance with the provisions of Articles 60-64 of these Rules.

IX INTERNSHIP, PROFESSIONAL PRACTICE & PROJECT DEVELOPMENT

Article 50.

During the sixth semester at the Faculty of Health Studies, the student is required to complete an internship lasting 30 working days, seven hours a day, or 210 hours in total.

Article 51.

To acquire practical knowledge, the student completes an internship/professional practice and keeps a daily work diary. After completing the internship/professional practice, the student prepares a report on the internship, which is submitted through the Student Service to the mentor/professional practice coordinator for evaluation. The internship/professional practice is conducted in accordance with the Instructions/Regulations for conducting the internship/professional practice published on the University website.

Students employed in the field they are studying provide the mentor/professional practice coordinator with a certificate from the employer confirming the performance of tasks in professional fields. Based on the submitted certificate, the mentor/professional practice coordinator can recognize and evaluate the practice with a descriptive grade of "satisfactory".

At the Faculty of Health Studies, in addition to the internship, the student also completes practical classes regulated by the Regulations on conducting practical classes and clinical practice, the scope and content of which are regulated by the course content..

Article 52.

During the fifth semester, a group of students (3-5 students) jointly works on a project. The mentor determines the topic and approves the group composition. The project is prepared in writing and defended before a Committee of three professors. The Committee evaluates the group of students and determines individual grades from 5 to 10 for each student.

The project is prepared in accordance with the Instructions for Preparing the Project published on the University website. The project is not a mandatory part of the teaching plan and program at all faculties.

X STUDY COSTS & FEES

Article 53.

Enrollment in the first year of studies, as well as in subsequent years, is conditioned by the payment of enrollment fees or study fees in accordance with the Decision on the Amount of Study Fees and Service Prices adopted by the University Management Board before the start of each academic year.

The candidate concludes a Study Contract upon enrollment, which both contracting parties, the University and the enrolled student, take on obligations and acquire rights during the study period.

Article 54.

The student can pay the fee and/or other services in installments, in accordance with the Decision on the amount of the study fee and the price of the services to be charged.

If the student pays the obligations based on the study fee in installments, then he is obliged to pay the amounts according to the dynamics provided for in the Decision on the amount of the study fee and the price of services charged at the University. Payment of the first installment is a condition for enrollment in the academic year. Payment of the third installment is a condition for certification of the winter semester and extension of studies in the summer semester. Payment of the fifth installment is a condition for certification and completion of the current academic year.

Article 55.

Categories of service users determined by the University Management Board have the right to appropriate discounts on study fees in accordance with the Decision on Discounts adopted by the University Management Board before the start of each academic year.

Article 56.

A student who withdraws from one of the faculties is entitled to a refund of the paid study fee according to the following rules:

- Refund of the paid amount of the study fee minus the amount of administrative costs if the withdrawal request is submitted within 15 days from the start of the academic year.
- In the case of discontinuation of the first cycle of studies, the student is required to settle the due installments up to the moment of submitting the withdrawal request or terminating the Study Contract.

XI DISTANCE LEARNING (DL)

Article 57.

Students access all educational content from remote locations via the University website and the Student Information System on a 24/7 basis (seven days a week, 24 hours a day), structured to allow:

- Access to digitized teaching content through audio media, visual media, text media, and animated lessons.
- Access to lectures by professors from remote locations via online video conferences with multiple participants and asynchronous access to cataloged lectures on the University's server.
- Joint work of students on exercises, projects, and consultations using telecommunications media and internet technology.

The University provides online video communication not only for professor lectures but also for video conferences that support promotional lectures by guest professors, panel discussions within VIP panels, and business roundtables.

Article 58.

1. The fully accredited Teaching Plan and Program for regular studies is applied. Students access recorded lectures and consult posted teaching materials available through the Student Information System.
2. Student and exam records are maintained in accordance with the existing organization of faculties and regulations on record keeping.
3. DL students earn identical diplomas as regular students.
4. Students take exams in pre-determined and published exam periods on the website.
5. Direct consultations with the lecturer are provided according to the scheduled program and dynamics or daily use of the discussion forum.
6. Students have access to self-assessment questions for acquired knowledge and progress in mastering and understanding the material, as well as exercises in accordance with lecturer requirements to prepare better for exams.
7. Students also have access to multimedia didactic materials that encourage dynamism and motivation.
8. Various student activities whose results are part of the final grade are planned in the teaching organization.
9. The collection of points in DL study is carried out in accordance with Article 21 of the Rules.

XII TRANSFER FROM OTHER HIGHER EDUCATION INSTITUTIONS & EXTENSION OF STUDIES

Article 59.

Students transferring from another university during the current academic year or students with completed exams in previous education have their exams recognized by the Decision of the dean, based on the proposal of the academic Committee for the first cycle of studies appointed by the dean on the proposal of the Scientific-Teaching Council.

Recognition of exams from previous education is based on a review of authenticated and original documents proving the plan and program of previous education, passed exams, and achieved success, such as: transcripts of grades, certificates of passed exams, original student record books, diploma supplements, transcripts of records, and other documents recognized as public documents established by laws and regulations.

The Committee recognizes passed exams from courses whose content according to the teaching plan and program corresponds to at least 55% of the teaching program of the corresponding course at the University.

In accordance with the principle of lifelong learning and recognition of the right to education as a fundamental human right, the University will enable the extension of education and will not discriminate against students transferring from another university, students with a diploma from previous education, students with completed exams in previous education on any basis (diploma obtained in any of the former Yugoslav republics, diploma obtained from a higher school, diploma obtained from a school that has ceased to operate, political structure of lecturers, etc.), in accordance with the core areas of the University and the provisions of these Rules.

Article 60.

If the transferred exams are passed at a higher education institution that is core in the same scientific fields in which a particular faculty of the University is core, the student at the University faculty can enroll in the next year of study relative to the year of study recognized at the higher education institution.

If the transferred exams are passed at a higher education institution that is not core in the same scientific fields in which a particular faculty of the University is core, the student at the specific University faculty can enroll in the year of study corresponding to the number of recognized credit points, i.e.:

- At least 40 recognized ECTS credit points for enrollment in the second year of study.
- At least 90 recognized ECTS credit points for enrollment in the third year of study.
- At least 150 recognized ECTS credit points for enrollment in the fourth year of study.

The University rector can approve the enrollment of students in the second, third, or fourth year of study with fewer ECTS recognized credit points by the value of one course that the student will pass within 60 days of enrollment.

For the enrolled year of study based on transfer from another higher education institution or extension of education, the student pays the full study fee.

The student is required to pass all differential courses and earn the number of credit points required for enrollment in the next years of study in accordance with the provisions of these Rules. Passing differential courses can be done outside regular exam periods with written approval from the faculty dean, provided they have proof of previous attendance of the course.

If a student has passed a course at another faculty that is mandatory in the study program they have enrolled in, but the teaching program differs from the program at the specific faculty of the University, the student will take only the difference in the teaching program in an oral exam to acquire the competencies and skills provided by the program at the specific faculty of the University.

Article 61.

Students with a diploma from a two-year or three-year study or students who have staged their acquired education at any faculty in Bosnia and Herzegovina can extend their education in the third or fourth year of the faculty and study groups organized at the University if the core of the higher education institution is in accordance with the core of a specific faculty of the University.

The core of the higher education institution and alignment with the core of a specific faculty of the University is determined by the Academic Committee of the faculty. If the Committee determines the core alignment of the higher education institution where the student obtained the diploma in previous education with the core of a specific faculty of the University, the student is allowed to extend education in the fifth (V) or seventh (VII) semester of the core faculty and the student's entry level is recognized with 120 or 180 ECTS credit points based on previous education.

Students who obtained their diploma at higher education institutions or universities whose core does not align with the core of a specific faculty of the University can extend education in the fifth (V) or seventh (VII) semester of all four faculties of the University, provided they pass differential courses that complete the core qualification essence of the profession.

Students who obtained their diploma at a higher education institution whose core aligns with the core of a specific faculty of the University but change the study program relative to the obtained diploma can extend education in the fifth (V) or seventh (VII) semester, provided they pass differential courses determined by the Academic Committee.

The Academic Committee for core alignment is required to define the content of the differential module by analyzing the program of the previously completed study and the types and levels of knowledge and skills achieved by the student. The student is required to pass courses from the differential module if they are a prerequisite for access to certain courses in the fifth (V), seventh (VII), or a subsequent semester. The decision on the enrollment of the student with the differential program enables the enrollment of the student in the fifth (V) or seventh (VII) semester of study and determines the differential program. Thus, passing the

differential program courses, the student earns additional ECTS points, which are not added to the total number of earned ECTS points.

In the process of assessing the alignment of the core of the higher education institution where the student obtained the diploma in previous education with the core of a specific faculty of the University, the Committee evaluates the study program of the higher education institution, the types, and levels of knowledge and skills achieved by the student.

Article 62.

Students from the previous paragraph prove the legality of their diplomas from previous education with appropriate documents recognized as public documents under legal regulations and issued by the higher education institution or another competent authority or institution.

Article 63.

Students who obtained education in the territory of the former SFRY can extend education at a specific faculty of the University under the same conditions as students from Bosnia and Herzegovina in accordance with the applicable Higher Education Law in Central Bosnia Canton.

Students who obtained education in the territories of the newly formed states of the former SFRY after April 27, 1992, can extend education at a specific faculty of the University after the prior recognition procedure of the higher education document in accordance with the Higher Education Law.

Based on the Committee's proposal, the University rector issues an appropriate decision on the conditions for enrollment and extension of education for students extending their education. Students are required to earn a total of 240 ECTS credit points before graduation, mastering the program of the appropriate study group from the seventh (VII) and eighth (VIII) semesters and mastering the differential study program if such a program is determined by the decision on extending education at a specific faculty of the University.

XIII SEMESTER & YEAR VALIDATION

Article 64.

Semester and year validation is mandatory for all students.

Based on the validated semester and year, the number of ECTS study points achieved by the student is determined, allowing enrollment in the next year.

The validation of the summer semester and enrollment in the winter semester is carried out from September 8 to 30, and the enrollment in the summer and validation of the winter semester is carried out from February 10 to 28/29.

The procedures for semester validation and enrollment are detailed and explained in the Instructions for Semester Validation and Enrollment.

XIV CERTIFICATES OF STUDIES

Article 65.

A student who has passed all the exams required for the enrolled study program and fulfilled all other obligations prescribed by the University's Statute and these Regulations obtains a diploma for the first cycle of studies of the respective study program.

Along with the undergraduate diploma, a diploma supplement is issued to provide a more detailed insight into the level, nature, content, system, and rules of studying, as well as the results achieved during the studies..

I GENERAL PROVISIONS - SECOND CYCLE OF STUDIES

Article 66.

These Regulations govern the study process at the University for the second cycle of studies.

Article 67.

The Regulations further detail the organization and implementation of the second cycle of studies leading to the academic title of Master, as well as other issues related to the organization of studies, duration of studies, examination and evaluation procedures, conditions and procedures for the application and defense of the master's thesis, study documents, and other relevant matters significant for the second cycle of studies at the University.

II EDUCATIONAL OUTCOMES OF MASTER'S STUDIES

Article 68.

Master's studies at the University are efficient, individualized, and credible programs designed to meet the needs of the master's candidate. These studies are conducted through a system of personal mentorship, teaching, and exercises.

The primary goal of these studies is for the candidate to acquire a higher level of specialized knowledge in the specific area in which they are preparing their master's thesis. Additionally, the candidate will gain the necessary knowledge to use scientific methods and research techniques in their specific field of study, enabling them to creatively solve complex problems in their practice and to prepare for further scientific research work.

III EDUCATIONAL OUTCOMES OF MASTER'S STUDIES

Article 69.

Through its member faculties, the University organizes and conducts master's studies in the scientific fields for which they are accredited.

Article 70.

The second cycle of studies is organized and carried out for academic study programs that give the right to award a diploma with the academic title of Master.

Article 71.

The second cycle study programs are divided into an academic year (first year) and semesters (first and second). The academic year runs from October 1st of the current year to September 30th of the following year.

The teaching year runs from October 1st of the current year to July 15th of the following year. Summer holidays are in August (after the end of the teaching year), and winter holidays are in February.

Instruction is organized into two semesters. The start and end dates of instruction during the semester are regulated by the academic calendar issued by the Senate. Semester verification is conducted in accordance with Article 118 of the Study Rules.

The coursework for each subject lasts eight weeks, during which lectures are organized, and all students are graded and evaluated for that subject.

The University will calculate the students' workload and the corresponding ECTS credits for individual course units in the second cycle of studies based on the following study metric parameters:

- Total weekly student engagement (in class and online): 40 hours
- Number of teaching hours (in class and online) per course: 30-60 hours
- Number of lecture hours per course (in class and online): 10-30 hours
- Duration of the semester: 21 weeks
- Duration of the teaching block (4+2): 6 weeks
- Duration of the workload for one course: 7 weeks
- Teaching period of the summer semester: 21 weeks
- Teaching period of the winter semester: 21 weeks
- Examination period for retakes - September/October: 3 weeks
- Summer break: 6 weeks
- Winter break: 2 weeks
- Total working weeks in the academic year: 45 weeks
- Total working hours in the academic year: 1,800 hours
- Total working hours per 1 ECTS credit: 30 hours
- Standard annual number of ECTS credits (European norm): 60 ECTS
- Standard semester number of ECTS credits (European norm): 30 ECTS

The forms of instruction include: lectures, consultations, projects, seminars, student participation in scientific and professional work, conferences, and similar activities.

Lectures (in class and online) are a form of instruction at the University where the instructor presents the content of the topic orally and/or through recorded materials, in the manner and scope determined by the study program.

Guest lecturers may participate in class and online lectures by invitation from the course coordinator, in accordance with the course content.

At the beginning of the lecture, the instructor introduces the students to the course plan/syllabus, including the content and schedule of instruction, pre-exam and exam activities, working methods, primary and supplementary literature, and other important information.

Consultations (in class and online) are a form of instructional work conducted in individual contact between the instructor/assistant and the student.

The purpose of consultations is to provide students with explanations of particularly complex parts covered by the course program, assist with pre-exam tasks, support the preparation of final papers, and help with project creation and implementation. Instructors and assistants are required to publish the consultation schedules through the University's information system and website.

Instruction in the second cycle is organized in blocks, and the details of the instruction schedule are specified in the class schedule and academic calendar.

The University Senate adopts the academic calendar, class schedule, and teaching staff assignments for the courses at least seven (7) days before the beginning of the semester.

The class schedule contains the following information: level of study (cycle of study), academic year, mode of study (regular and part-time), study program, name of the faculty and department, semester designation, course name, titles and names of instructors, location and time of classes, start and end dates of teaching activities, and the dates of the first and second examination periods, as well as the date of the additional examination period which is announced at the beginning of September and October of the current academic year. The schedule is published on the University's website at least five (5) days before the start of classes. The dates for the teaching sessions of each course are posted on the Student Information System.

The schedule for the September and October exam periods is published in the first week of the mentioned months, and exams are held during the remaining three weeks of these months. An additional exam period can be organized in agreement with the instructor for exams not passed from the previous academic year.

The Senate makes the final decision on the commencement of instruction for the study program and the forms of instruction for individual courses.

Article 72.

In accordance with the European Credit Transfer System (ECTS), the scope of the study program amounts to 60 ECTS credits in one academic year, or 30 ECTS credits in one semester. The number of study credits for each course is determined based on the total student

workload, the time students spend on independent tasks, and the time required for learning in preparation for knowledge assessments and evaluations.

The total number of ECTS credits for each course, educational module, or individual pedagogical activity depends on the type and nature of the course, the level of abstraction of the course, and the total workload anticipated by the curriculum. This workload is necessary to successfully complete the program and to assess the student's proficiency in mastering the program.

Article 73.

The second cycle of studies for obtaining the academic title of Master is organized after the completion of the first cycle of studies, so that together with the first cycle, it amounts to 300 ECTS credits. By passing the differential program, the student earns additional ECTS credits which are not included in the total number of ECTS credits.

The study program is organized as both regular and part-time studies.

Article 74.

A student who has passed all exams required for the second cycle study program, defended their thesis, and fulfilled all necessary obligations prescribed by the University's Statute and these Regulations, obtains the corresponding degree, i.e., the diploma for the completed second cycle study program.

Along with the degree and diploma, a diploma supplement is issued to provide a detailed insight into the level, nature, content, system, and rules of study as well as the results achieved during the studies.

The master's degree diploma is confirmed by the title of Master, in accordance with the articles of the Regulations on Academic Titles at the University.

IV STRUCTURE OF THE STUDY PROGRAM

Article 75.

The curriculum and program of the second cycle of study contains general and special conditions that the student must meet in order to acquire certain knowledge in the second cycle of the study program, namely:

1. Presentation of subjects systematized by study years, semesters;
2. Number of hours of individual workload of the student per subject;
3. The number of ECTS points for each subject stated in the Curriculum;
4. Other forms of teaching intended for the acquisition and improvement of professional knowledge and skills (seminars, projects, practical work, etc.);
5. Presentation of the mandatory conditions for attending classes and passing the course;
6. Presentation of the master's thesis with the number of ECTS credits;
7. The total workload of a student to earn 1 ECTS point is 30 academic hours.

V. CURRICULUM

Article 76.

The curriculum of the Master's study is adopted by the Senate of the University on the proposal of the Scientific and Teaching Council of the Faculty.

Article 77.

The curriculum determines the schedule of subject units (subjects and other forms of teaching) according to semesters and years of study, with the associated dynamics of study, as well as the structure of subject units according to type and affiliation to the subject area, i.e. broader and narrower scientific area, according to the level of complexity/abstraction and according to the obligation of the subject.

Article 78.

Courses at the studies are organized on a one-semester basis.

In addition to regular classes, combined classes can also be organized.

VI. TESTING AND EVALUATION OF STUDENTS

Article 79.

Examination of a master's student is carried out according to the principle of scoring various activities of the student in mastering a particular subject.

Article 80.

The grade depends on the points collected during lectures and exams as follows:

- | | |
|--|---------------|
| 1. ACTIVITIES DURING LESSONS
(PRE-EXAM ACTIVITIES) which may include: | 0-70 points |
| a) Attending classes | |
| b) Colloquies | |
| c) Practical work | |
| d) Experimental work | |
| e) Research | |
| f) Report | |
| g) Seminar paper | |
| h) Case studies | |
| i) Essay | |
| j) Project | |
| k) Continuous work | |
| l) Oral presentation | |
| 2. EXAM (entire material)
Written, oral or combined | 0 - 30 points |

TOTAL: 0-100 points

The teacher scores the pre-exam activities with a maximum of 70 points. Full-time students are required to attend classes for at least 70% of the total number of scheduled teaching hours. Part-time students are obliged to attend classes for at least 30% of the total number of scheduled teaching hours.

The exam is conducted orally, written or combined and is scored with a maximum of 30 points.

Classes in the subject last for seven weeks, and exam dates are organized in the following terms:

- I. exam period - the fourth week from the day of the last lecture;
- II. exam deadline - the seventh week from the day of the last lecture;
- an additional exam period is organized in September;
- an additional exam period is organized in October.

A student who has not fulfilled the obligations established by the study program and the teaching plan for a particular subject cannot take the exam.

Article 81.

The student has the right to four exam dates, with the fourth time taking the exam in front of the Committee. The three-member committee is appointed by the dean of the faculty, taking into account that one member of the committee is the subject teacher.

Article 82.

A student can submit an objection to the grade achieved on the exam, if he believes that the exam was not conducted in accordance with the Law or these Rules.

The student submits a complaint to the dean of the faculty within three (3) days of the announcement of the grade.

The dean makes a decision on the student's complaint within five (5) days from the day of receipt of the complaint.

Article 83.

Students are evaluated according to the number of accumulated points, as follows:

ECTS GRADE	GRADE	NUMBER OF POINTS	DESCRIPTIVE GRADE
F,FX	5	0 – 54	Insufficient, much more work needed
E	6	55 – 64	Sufficient, meets the lowest criteria

D	7	65 – 74	Satisfactory, generally good, but with significant flaws
C	8	75 – 84	Good, average, with noticeable faults
B	9	85 – 94	Very good, above average, with a few faults
A	10	95 – 100	Excellent, outstanding success with minor flaws

Article 84.

At the University, records of passing exams are kept and documentation of passed exams is processed, which is prescribed by law, by-laws, statutory and other acts.

In addition to electronic and auxiliary records, the following documents are kept on passed exams at the faculty: application for taking exams, student booklet - index, record book on passed exams and register book.

The student's final grade is entered in the index, application and passing record and the record book of passed exams.

The rating "insufficient" Fx-5 is not entered in the index.

The teacher is obliged immediately after the exam for each student:

1. Enter in the index the number of points earned, the grade and the number of ECTS points;
2. Fill out the application for taking the exam (scoring and evaluation);
3. Enter the grade in the record book of passed exams;
4. Enter points in the Student Information System.

Records and documentation of passed exams are maintained by the Office for Master's and Doctoral Studies. Access to documentation and records of passed exams is allowed only to officials of the Office for Master's and Doctoral Studies.

Article 85.

Passing of all exams is public and transparent. Exams can only be taken in the official premises of the University, i.e. in the facilities specified in the work permit.

The metric characteristics of written tests (reliability, validity, objectivity), the credibility of oral exams and the methodology of evaluating different sources of student grades are subject to periodic evaluation by an independent body in accordance with the Regulation on Quality Assurance at the University.

In addition to the individual evaluation of students for each course, additional evaluation of students is carried out using the presented ECTS scale:

ECTS grade (class)	Mandatory percentage of students who passed the course	The final percentage of acquired knowledge, skills and
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		competencies of students during their studies
A – I. class	10%	95% - 100%
B – II. class	25%	85% - 94%
C – III. class	30%	75% - 84%
D – IV. class	25%	65% - 74%
E – V. class	10%	60% - 64%
Passed the exam in total	100%	Above 60% to 100%

In A-I. the class includes 10% of students who won the highest number of points, regardless of the level of the grade. The result of 10% is calculated only from the total number of students who passed the exam. Students who did not pass the exam are excluded from this calculation technique. All other ECTS grades (classes) are calculated in the same way.

To the best students with overall grades at the end of II. of the study cycle, the rector of the University awards the commendation:

- for A-I. class: the highest praise (Latin SUMMA CUM LAUDE) for an average grade of 10.0
- for B-II. class: high praise (Latin MAGNA CUM LAUDE) for an average grade of 9.8-9.9
- for all other classes: commendation (Latin CUM LAUDE) for an average grade of 9.5 – 9.7.

Article 86.

An additional September and October deadline is organized for all subjects of the study group that were studied in the academic year and is intended for taking unpassed exams in order to enable students to complete their studies.

VII. MASTER'S THESIS - MENTOR, APPLICATION AND DEFENSE

Article 87.

The master's thesis is an independent work in which the student works on a chosen topic using scientific methods, proving that he has mastered the curriculum, acquired the necessary knowledge and trained for its application.

In addition to the requirements from paragraph 1 of this article, the student should provide evidence in the work that he successfully uses methods in professional or scientific work, in presenting research results, and that he is qualified to draw conclusions based on the research tasks thus realized.

The results presented in the master's thesis should represent a contribution:

- systematization of scientific or professional tasks and existing solutions for a specific field;
- solving the current scientific or professional task that was set as the goal of the work;
- application of existing scientific or professional achievements in solving a complex professional task.

Article 88.

The student chooses the topic of the master's thesis at the beginning of the second year semester.

The topic of the master's thesis can be chosen from the field of the study program of the second cycle of studies - the master's study or the scientific field that includes the enrolled study program of the master's study.

In agreement with the mentor, the student first chooses the narrower scientific field in which he wants to write his master's thesis.

The title of the topic of the master's thesis is determined by the mentor in agreement with the student. The mentor can accept the topic proposed by the student if he judges that it meets the necessary conditions.

Article 89.

For the chosen topic, the student submits a written application to the Scientific Council of the home faculty of the University through the Service for Master's and Doctoral Studies on the PTMR Form.

A student cannot choose a master's thesis topic that has been defended in the last 5 (five) years.

The registration of the subject of the master's thesis must include the following information:

- the title of the paper,
- name and surname of the candidate,
- index number,
- department,
- the scientific field from which the topic is approved,
- first and last name, title of the proposed mentor,
- mentor's signature,
- candidate's signature,
- date of application,
- candidate's biography,
- explanation of the topic,

- the subject and goal of the research,
- work structure,
- hypotheses and research methodology,
- expected research results i
- proposal of the literature that will be used.

Article 90.

Based on the submitted application, the Scientific and Teaching Council of the faculty appoints a mentor and the Committee for the evaluation and defense of the master's thesis (the chairman of the Committee is from a narrower scientific field, as is the mentor), while the third member of the Committee can be from another scientific field.

Article 91.

The master's thesis mentor is the subject teacher from whose field the master's thesis is defended, he can be a full professor, associate professor, assistant professor and emeritus.

The mentor guides the candidate in his theoretical and research work and provides him with assistance in the entire process of creating the work.

The system of appeals and complaints, as well as the possibility of changing mentors, is considered and resolved by the Scientific and Teaching Council of the faculty.

Article 92.

After completing the work, the student submits a written request for evaluation and defense of the Master's thesis to the Service for Master's and Doctoral Studies. Along with the written request, the student submits:

- the written consent of the mentor that the work meets the criteria stated in the explanation of the topic,
- a written statement that the master's thesis is his authentic work,
- certificate of passed exams,
- The Master's thesis on CD/USB (electronic working version).

Article 93.

The master's thesis should be correctly linguistically, stylistically and technically designed in accordance with modern procedures, techniques and technology for producing publications in the field of scientific and professional work.

Rules on the technical layout and processing of the master's thesis are adopted by the University Senate.

The procedures for applying, submitting and defending the master's thesis are an integral part of these Study Rules.

Article 94.

After submitting the final version of the master's thesis, the work is submitted to the members of the Committee for the evaluation and defense of the master's thesis.

The Chairman of the Committee is obliged, in cooperation with the other members, to draw up the Report on the assessment of the master's thesis using the IOMR Form, which includes:

- information about the Commission,
- information about the candidate,
- title of master's thesis,
- presentation of master's thesis,
- set goals,
- applied methods,
- conclusions, i.e. research results,
- evaluation of the master's thesis i
- proposal

Article 95.

The completed Report signed by the members of the Commission is submitted by the president to the Service for Master's and Doctoral Studies within a period of no longer than 15 (fifteen) days from the date of receipt of the final version of the Master's thesis, excluding annual vacation, sick leave and other justified absences of mentors and members of the Commission.

The scientific and teaching council of the faculty makes a decision on accepting or not accepting the Report of the Commission for Evaluation and Defense of the Work no later than within 30 (thirty) days from the date of its submission.

The Senate of the University makes the final decision on accepting or not accepting the Commission's Report.

Article 96.

If the Committee for Evaluation and Defense of the Thesis does not accept the Report, the master's student can correct the work in accordance with the objections or submit a new application for the subject of the master's thesis, within 40 (forty) days from the date of receipt of the decision on non-acceptance.

The period referred to in paragraph 1 of this article does not include the period of annual leave at the University.

Article 97.

The master's student can start the defense of the master's thesis after fifteen (15) days from the day when the Senate made a decision on accepting the Committee's Report and scheduling the defense date. The maximum deadline for scheduling the defense of the master's thesis is 90 (ninety) days from the date of the Senate session.

The notification about the defense of the master's thesis is published on the notice board of the University, that is, the organizational unit of the University.

Article 98.

The defense of the master's thesis before the Committee for the Evaluation and Defense of the Master's Thesis takes place in such a way that:

- the president of the Committee presents data and information about the master's student and gives a brief presentation of the work, after which the master's student presents a brief summary, the results and conclusions he reached, and then the members of the Committee ask questions.

The committee for the defense of the master's thesis, after the procedure, decides whether the master's thesis was successfully defended.

Article 99.

The master's thesis is public and can be published after the defense.

The defense of the master's thesis is public.

Article 100.

When approving a new thesis topic, the Scientific and Teaching Council of the organizational unit of the University also determines the deadline by which the master's student must submit the master's thesis.

Article 101.

Master's students who have defended their master's thesis are registered in the register of master's students maintained by the University.

Article 102.

The master's thesis is submitted in two copies, in hard covers, as well as one copy in electronic form on an electronic medium.

Article 103.

The Senate of the University determines the date of the formal promotion, on which candidates who have passed all exams, fulfilled other obligations set out in these Rules, defended their master's thesis, are awarded a diploma on the completion of the second cycle of studies, with the right to an academic title of the corresponding field, in accordance with the program of the second cycle of studies .

Until the diploma is awarded, a certificate of completion of the second cycle of studies is issued.

Article 104.

The Office for Master's and Doctoral Studies of the University is obliged to leave one copy of the master's thesis in the University's library, and the other copy remains in the student's file.

VIII. ENROLLMENT IN THE SECOND CYCLE OF STUDIES

Article 105.

Students who have completed the first cycle of studies, obtained an undergraduate degree with 180 or 240 ECTS credits are entitled to enroll in the second cycle of studies.

1. Master's studies at the Faculty of Business Economics can be enrolled by students who have graduated from the Faculty of Business Economics.

In addition to the students from the previous paragraph, students who have completed a three-year or four-year study at faculties of other specializations can enroll in the master's program, with the completion of a differential program:

- a) Introduction to economics;
- b) Entrepreneurship;
- c) Financial management.

The Scientific and Teaching Council forms the Academic Committee, which makes a decision on enrollment and determination of the differential program for the second cycle of studies at the beginning of each academic year, students are obliged to pass the differential course by the end of the academic year. Students take the difference in subjects according to the exam system for II. study cycle.

2. Master's studies at the Faculty of Law in the field of general law can be enrolled by students who have graduated from the Faculty of Law.

In addition to the students from the previous paragraph, students who have completed a three- or four-year study at one of the faculties of social sciences or other sciences can enroll in the master's program, with the completion of a differential program:

- a) Roman law;
- b) History of the state and law;
- c) Introduction to law.

Students who have graduated from the Faculty of Law, the Faculty of Social Sciences or other sciences can enroll in the Master's program at the Faculty of Law, majoring in forensic science, with the completion of a differential program:

- a) Introduction to law;
- b) Criminal law;
- c) Criminal procedural law.

The Scientific and Teaching Council forms the Academic Committee, which makes a decision on enrollment and determination of the differential program for the second cycle of studies at the beginning of each academic year, students are obliged to pass the differential course by the end of the academic year. Students take the difference in subjects according to the exam system for II. study cycle.

3. Master's studies at the Faculty of Information Technologies can be enrolled by students who have graduated from the Faculty of Information Technologies.

In addition to the students from the previous paragraph, students who have completed a three- or four-year study at the faculties of other disciplines can enroll in the master's program at the Faculty of Information Technologies, with the completion of a differential program:

- a) Designing information systems;
- b) Databases;
- c) Data mining.

The scientific and teaching council of the faculty forms the Academic Committee, which issues a decision on enrollment and determination of the differential program for the second cycle of study at the beginning of each academic year, students are obliged to pass the differential course by the end of the academic year. Students take the difference in subjects according to the exam system for II. study cycle.

4. Master's studies at the Faculty of Health Studies can be enrolled by students who have graduated from the Faculty of Health Studies.

In addition to the students from the previous paragraph, students who have completed a three- or four-year study at one of the related faculties can enroll in the Master's program at the Faculty of Health Studies, with the completion of a differential program, which is determined by the Academic Committee formed by the Scientific and Teaching Council of the Faculty at the beginning of each academic year.

In addition to the students from the previous paragraph, students who have completed a three-year or four-year study at one of the related faculties can enroll in the Master's study at the Faculty of Health Studies, study program Cosmetology, with passing the differential program:

- a) Faculty of Health Studies;
- b) Pharmacy;
- c) Faculty of Medicine;
- d) Faculty of Science and Mathematics;
- e) Faculty of Chemistry;
- f) Dentistry;
- g) Faculty of Agriculture and Food.

Students based on transcripts from other higher education institutions also have the right to enroll in the second cycle of studies. For a student who transfers from another university or faculty during the year, the passed exams are recognized by the decision of the dean, based on the proposal of the Academic Committee for the recognition of exams appointed by the dean on the proposal of the Scientific and Teaching Council at the beginning of the academic year. The Academic Committee recognizes exams from those subjects whose content, according to

the Curriculum, coincides at least 55% with the content of the corresponding subject studied at the faculty the student is enrolled in.

The scientific-teaching council of the faculty forms the Academic Commission for Matriculation, which issues a decision on enrollment and determination of the differential program for the second cycle of study at the beginning of each academic year, students are obliged to pass the differential course by the end of the academic year. Students take the difference in subjects according to the exam system for II. study cycle. The academic commission for matriculation is obliged to define the content of the differential program by analyzing the program of the previously completed study.

Article 106.

Enrollment in the second cycle of studies is done on the basis of a public tender published by the University.

The Senate of the University, on the proposal of the Scientific and Teaching Council of the Faculty, determines the number of students for admission to study programs organized by the University.

Selection and assignment of teachers for lectures at II. study cycle is carried out by the Senate of the University, at the proposal of the Scientific and Teaching Council of the faculty.

The admissions competition is published in a daily newspaper published in Bosnia and Herzegovina and on the University's website.

IX. RIGHTS AND OBLIGATIONS OF STUDENTS

Article 107.

Full-time students can renew the same year once or enroll in the renewal of the year in the status of a part-time student.

Article 108.

The dean of the faculty can, at his request, grant the student that, for justified reasons, his rights and obligations are suspended for a certain period of time, for a maximum of one year.

Article 109.

A student who has fulfilled all the obligations stipulated in the Curriculum acquires the status of a graduate student until he defends his master's thesis. The student is obliged to defend the master's thesis within two years from the date of taking the last exam. If he does not defend his master's thesis within the specified period, the student can submit an application to the Scientific and Teaching Council for an extension of the post-graduate internship.

Article 110.

Students have the right to finish their studies according to the Curriculum and Program that was in effect before the published change within the deadline set by the University Statute.

A student who studies without repetition and without interruption has the right to finish according to the enrolled study program.

X. TRANSFER FROM ANOTHER HIGHER EDUCATION INSTITUTION AND EXTENSION OF STUDIES

Article 111.

For a student who transfers from another higher education institution during the year, the passed exams are recognized by the dean's decision.

The recognition of exams passed at another higher education institution is done on the basis of an inspection of certified and authentic documents proving the education plan and program, exams passed and success achieved, such as: transcript of grades, certificate of passed exams, original student booklet, diploma supplement (diploma supplement), transcript of records and other documents that have the character of a public document and that are determined by legal and by-laws.

The commission recognizes the student's passed exams from those subjects whose content, according to their curriculum, coincides at least 55% with the curriculum of the corresponding subject studied at the University.

In accordance with the principle of lifelong learning and recognition of the right to education as a basic human right, the University will enable the extension of education and will not discriminate against students who transfer from another university, students who have a diploma from previous education, students who have passed exams in previous education according to any basis (diploma obtained in one of the Republics of the former Yugoslavia, diploma obtained in a higher school, diploma obtained in a school that has ceased to operate, political structure of lecturers, etc.) in accordance with the home fields of the University and the provisions of these Rules.

Article 112.

In the event that the student continues his education and if the exams that are transferred were taken at the higher education institution that is the parent from the same scientific fields as the parent faculty of the University, then the student can enroll in the University faculty for the next year of study in relation to the year of study that was recognized for him at that higher education institution.

If a student has passed a subject at another faculty that is mandatory for the major he enrolled in, and the curriculum differs from the program at the University faculty, the student takes only the difference in the curriculum in the oral exam with the aim of acquiring competencies and skills that are provided for in the University faculty program.

XI. COSTS OF STUDIES - FEE

Article 113.

Enrollment in the second cycle of study - master's degree is conditional on the payment of the study fee, according to the Decision on the amount of the study fee made by the University's Governing Council.

Article 114.

The student can pay the fee and/or other services of the faculty in installments in accordance with the Decision on the amount of the study fee and the price of the services charged.

If the student pays the obligations based on the fee in installments, he is obliged to pay the amounts according to the dynamics foreseen in the Decision on the amount of tuition fees and the price of services charged at the University. Settlement of the obligation to pay the first installment is a condition for enrolling in the academic year. Payment of the second installment is a condition for certification of the first semester and extension of studies in the second semester. Settlement of the obligation to pay the third installment is a condition for certification and for the end of the current academic year.

Article 115.

The categories of users of the University's services determined by the Governing Council of the University are entitled to appropriate discounts on the study fee, in accordance with the Decision on discounts made by the Governing Council of the University before the beginning of each academic year.

Article 116.

The student concludes a study contract with the University, which defines their mutual rights and obligations in more detail.

The study agreement determines the amount of the study fee and the method of payment.

Article 117.

Foreign citizens have the right to enroll in the second cycle of study under the same conditions as citizens of Bosnia and Herzegovina, with prior certification of the diploma of the previously completed study cycle.

A foreign student has the status of a student who pays a fee for studying.

XII. CERTIFICATE OF THE SEMESTER

Article 118.

Verification of the summer semester and enrollment in the winter semester takes place in the period from September 8 to 30, and enrollment in the summer and winter semester takes place in the period from September 10 to 28/29. February. Enrollment and certification of the

semester are regulated and explained in detail in the Instructions for certification and enrollment of the semester.

I. GENERAL PROVISIONS THIRD (3rd) CYCLE OF STUDY

Article 119.

The main goal of the doctoral studies is for the candidate to acquire specialist knowledge in the narrower field in which he is preparing the doctoral thesis, and to acquire the necessary knowledge of using scientific methods and research techniques in the narrower field of research, in order to be trained to creatively solve complex problems from his practice, that is, to be trained for further scientific - research work.

Through the study of mandatory courses, doctoral students will master the modern methodology of scientific research as well as modern quantitative and qualitative research methods.

Through the study of elective subjects and the writing of seminar papers in the field of doctoral dissertation, doctoral students will master the level of knowledge on the subject of a specific narrow scientific field..

Article 120.

Doctor of Science is the highest educational degree obtained at the University. The doctoral dissertation is the result of the original scientific work of the doctoral student in the relevant scientific field, and is based on the Bologna Process and the European Credit Transfer System - ECTS.

Article 121.

These Rules regulate the organization and implementation of the third cycle of studies, enrollment in the third cycle of studies, the method of conducting examinations and research work, the procedure for applying for and defending a doctoral dissertation, the procedure for the promotion of a doctor of science, as well as other matters of importance for the realization of doctoral studies.

II ORGANIZATION OF THE THIRD CYCLE – DOCTORAL STUDY

Article 122.

The University organizes doctoral studies in the scientific disciplines for which the University is registered, in accordance with the Statute and legal provisions defining doctoral studies.

Article 123.

In the third cycle of studies for obtaining the academic title of Doctor of Science, education in scientific fields of study is acquired by participating in organized scientific research work and independent realization of scientific research..

Article 124.

The University organizes a practice-oriented doctoral study lasting 3 years (six semesters) and carrying 180 ECTS credits. By passing the differential program, the student has additional ECTS points that are not added to the total number of ECTS points.

Article 125.

Doctoral study is organized as the third (III) study cycle and is a continuation of the second (II) study cycle.

Doctoral studies are realized through:

- first year of study: I and II semester;
- second year of studies: III and IV semester;
- third year of study: V and VI semester.

Article 126.

Doctoral studies amount to 180 ECTS points, or 30 ECTS points per semester (six semesters of 30 ECTS).

In accordance with the European Credit Transfer System (ECTS), the scope of the study program is 60 ECTS credits in one study year, or 30 ECTS credits in one semester. The number of study points for a particular subject is determined according to the student's total workload (theoretical and/or practical classes, exercises, seminars, etc.), the time the student works on independent tasks (homework, projects, seminar papers, etc.) and the time for studying. when preparing for knowledge testing and evaluation (tests, final exam, etc.). Individual courses are scored between 5 and 10 ECTS points. The doctoral thesis is evaluated with 90 ECTS points.

III STRUCTURE OF ECTS POINTS FOR THE DOCTORAL STUDY

Article 127.

Out of a total of 180 ECTS points that can be obtained in the doctoral study, the structure of the activities is as follows:

- 2 compulsory subjects each 10 ECTS 20 ECTS
- 4 optional courses of 10 ECTS each 40 ECTS
- 3 seminar papers of 5 ECTS each 15 ECTS
- published work in a journal represented in the SCOPUS database 10 ECTS
- participation in a scientific conference 5 ECTS
- selection and application of doctoral dissertation 10 ECTS
- work on doctoral dissertation 70 ECTS
- doctoral dissertation defense 10 ECTS

TOTAL 180 ECTS

Scoring, grade level and number of ECTS points is performed by:

- a) for two compulsory subjects: responsible professors who hold classes;
- b) for four elective courses: Committee for Doctorate;
- c) for three seminar papers: Committee for Doctorate;
- d) for a published work in a journal represented in the SCOPUS database: Committee for Doctorate;
- e) selection and application of doctoral dissertation: Committee for Doctorate;
- f) work on a doctoral dissertation: mentor;
- g) defense of the doctoral dissertation: the president of the Defense Commission and members of the Commission.

At the Faculty of Health Studies, the structure of activities out of a total of 180 ECTS points earned in the doctoral studies is as follows:

- 4 compulsory subjects each 10 ECTS 40 ECTS
- 3 elective courses 10 ECTS 30 ECTS
- 2 seminar papers each 5 ECTS 10 ECTS
- published work in a journal represented in the SCOPUS database 5 ECTS
- participation in a scientific conference 5 ECTS
- selection and application of doctoral dissertation 10 ECTS
- work on doctoral dissertation 70 ECTS
- doctoral dissertation defense 10 ECTS

TOTAL 180 ECTS

Scoring, the grade level and the number of ECTS points is carried out:

- a) for compulsory courses: responsible professors who hold classes;
- b) for elective courses: Committee for Doctorate;
- c) for seminar papers: Committee for Doctorate;
- d) for a published work in a journal represented in the SCOPUS database: Committee for Doctorate;
- e) selection and application of doctoral dissertation: Committee for Doctorate;
- f) work on a doctoral dissertation: mentor;
- g) defense of the doctoral dissertation: the chairman of the Defense Commission and the members of the Commission.

Grading and number of ECTS points for the course: International Business (in English and DL) is done in accordance with Article 159 of these Study Rules.

IV DURATION OF DOCTORAL STUDY

Article 128.

The third cycle - doctoral study lasts three years or six semesters. By defending the doctoral dissertation, the student receives a total of 480 ECTS points (240 + 60 + 180).

Doctoral study is organized after the completion of the second cycle - master's study and after collecting 300 ECTS points (240 ECTS points in the first cycle and 60 ECTS points in the second cycle).

For non-economic faculties, the Academic Committee can determine the difference in exams, in accordance with Article 150 of these Study Rules.

The recognition of the Master's study automatically represents the recognition of the second cycle of studies in the amount of 60-120 ECTS credits. In this way, by enrolling in a doctoral study, students are awarded a total of 300 ECTS points (180 + 120 ECTS points).

Article 129.

A student who has passed all the exams provided for the enrolled study program, defended his doctoral dissertation and fulfilled all other obligations prescribed by the University Statute and these Rules, obtains a Doctor of Science diploma after completing a doctoral program for a specific field, in accordance with the Regulations on Academic Titles at the University.

Along with the diploma, a supplement to the diploma is issued for a more detailed insight into the level, nature, content, system and Rules of study and the results achieved during the studies.

V AREAS OF DOCTORAL STUDY

Article 130.

Na Sveučilištu se organiziraju i realiziraju doktorski studij na sljedećim fakultetima i studijskim programima:

1. FACULTY OF BUSINESS ECONOMICS:

- Entrepreneurial management
- Finance, accounting and auditing
- International business (in English)

2. FACULTY OF LAW:

- General Law

3. FACULTY OF INFORMATION TECHNOLOGIES:

- Business informatics
- Information technologies

4. FACULTY OF HEALTH STUDIES

- Nursing
- Physiotherapy and occupational therapy
- Sanitary engineering

VI STRUCTURE OF THE DOCTORAL

Article 131.

The structure of the doctoral study is defined by the Curriculum for the third (III) cycle - doctoral study.

Article 132.

The study program of doctoral studies contains general and special conditions that the student must meet in order to acquire certain knowledge, namely:

1. presentation of subjects systematized by: study years, semesters and optional professional subjects;
2. presentation of seminar papers by semester;
3. number of ECTS points for each subject and seminar paper;
4. Presentation of teaching organization;
5. presentation of the doctoral dissertation with the number of ECTS points and dates for the start and completion of its preparation.

Article 133.

The doctoral study program is realized in the following way:

- At the Faculty of Information Technologies, in the 1st semester, a doctoral student attends and passes two compulsory courses in accordance with the Curriculum,
- At the Faculty of Law, in the 1st semester, a doctoral student attends and passes two compulsory courses in accordance with the Curriculum,
- At the Faculty of Business Economics in the 1st semester, the doctoral student attends and passes two compulsory courses in accordance with the Curriculum,
at the international business major, the doctoral student attends and passes the course "Action research and case study";
- At the Faculty of Health Studies, in the 1st and 2nd semesters, a doctoral student attends and passes four compulsory courses in accordance with the Curriculum,

- in II. semester, the doctoral student attends and takes one elective course and writes and defends a seminar paper in the field of the doctoral dissertation, reports the topic of the doctoral dissertation and continues work on the doctoral dissertation to the Faculty of Information Technologies, the Faculty of Business Economics and the Faculty of Law,
- in III. per semester, the doctoral student takes one elective course and writes and defends a seminar paper in the field of the doctoral dissertation, and continues work on the doctoral dissertation;
- in IV. per semester, the doctoral student takes one elective course, participates in an international conference and continues work on the doctoral dissertation;
- in the 5th semester, the doctoral student takes one elective course and writes and defends a seminar paper (with the exception of the Faculty of Health Studies) in the area of the doctoral dissertation, publishes the work in a journal represented in the SCOPUS database and continues work on the doctoral dissertation and takes one elective course;
- in VI. semester, the doctoral student completes the work on the doctoral dissertation and submits and defends the doctoral dissertation.

VII METHOD OF REALIZING THE DOCTORAL STUDY

Article 134.

The academic year is organized in two semesters - winter and summer.

The doctoral study program is implemented through:

- classes for compulsory subjects;
- taking exam;
- research work;
- writing and defending seminar papers in the field of doctoral dissertations;
- participation in an international conference;
- publication of work in a journal represented in the SCOPUS database;
- selection and application of the topic of the doctoral dissertation;
- work on a doctoral dissertation;
- defense of the doctoral dissertation.

The implementation of doctoral studies based on the principle of distance learning (DL) is carried out in accordance with Articles 155-162 of these Rules.

Article 135.

The study program of the doctoral study consists of compulsory and elective courses, which are approved by the Committee for the Doctorate and which represent the scientific and specialist environment of the subject of the doctoral study.

Article 136.

Regular classes (online and in class) are held in compulsory subjects. Doctoral students are obliged to attend all forms of teaching, 70% of the total number of hours.

Article 137.

From the list of proposed elective courses, the doctoral student chooses and takes the predetermined number of subjects. Elective courses are proposed individually for each faculty and major that is enrolled as a doctoral study.

Article 138.

During his studies, the doctoral student writes, presents and defends:

- seminar papers;
- elective courses;
- the topic of the seminar work is related to the topic of the doctoral dissertation;
- takes elective courses by writing access papers. The entrance paper is a form of a seminar paper with a topic from the content of the elective course;
- the topics of the seminar papers are determined by the mentor from the content of the doctoral dissertation in agreement with the doctoral student, and the topics of the entrance papers are determined by the Doctoral Commission from the content of the elective course. The doctoral student proposes the topics of the entrance papers to the Doctorate Committee.

Article 139.

The doctoral student deals with preliminary research related to the doctoral dissertation in order to prepare the doctoral dissertation.

The initial research and scientific research work for the doctoral thesis is carried out by the doctoral student under the supervision of the mentor, and the results of the research work are published in scientific and professional journals.

VIII EXAMINATION AND ASSESSMENT

Article 140.

When determining the final grade for a particular subject, i.e. the doctoral student's activity being evaluated, the evaluator is obliged to evaluate the results of the student's overall work during the processing of the subject, i.e. not only the knowledge and skills that the student acquired and learned during the processing of that subject, but also the student's results achieved in all forms of educational and pedagogical work that are planned and carried out for the respective subject, including the assessment of student activity and interaction at seminars,

workshops, round tables and other forms of teaching and pedagogical work. The evaluator is the PhD Committee, which also includes a mentor.

Article 141.

The examination of the student is carried out on several grounds, which are scored individually according to the points system. The number of points achieved determines the grade.

Accumulating points, taking exams and evaluating students who study via the distance learning system (DL) is done in accordance with Article 158 of these Rules.

Article 142.

Collecting points for each subject is done in the following way:

- | | |
|---|---------------|
| 1. Pre-examination activities (seminar paper and/or introductory paper) | 0 - 50 points |
| 2. Pre-exam activities – | |
| Presentation (seminar paper and/or approach paper) | 0 - 20 points |
| 3. Oral exam | 0 - 30 points |

TOTAL 0 -100 points

Based on the collected points, the grade level is determined in accordance with Article 148 of these Rules.

The topic from the seminar paper is assigned by the mentor from the content of the doctoral dissertation, while the topic from the introductory paper is assigned by the mentor and the PhD Committee from the content of the elective course.

Access paper is a special form of seminar paper with a topic from the course content. The topic is agreed upon by the doctoral student with the mentor and the Doctorate Commission. The entry paper is written in accordance with the Instructions for writing a seminar paper.

The presentation of the seminar and introductory work is done according to the Instructions for Making Presentations.

Oral defense is organized by the mentor.

Examination deadlines are organized during the semester for subjects provided for in the Curriculum, in accordance with the "Examination and Evaluation Schedule", as well as the realization of other obligations during the doctoral studies.

Article 143.

The grading system is based on a continuous knowledge check during and after scoring.

With 55 points and more, you get a positive grade.

Compulsory subjects are scored and evaluated by the teacher in charge of the subject.

Elective courses and seminar papers are scored and evaluated by the Doctorate Committee.

Seminar papers are written in accordance with the content of the doctoral dissertation, while access papers are written in accordance with the content of the elective course.

Article 144.

A doctoral student who is not satisfied with the number of points he obtained on the exam can cancel one or all of the pre-exam activities and take the exam again.

Cancellation of the exam is done within 3 (three) days from the date of publication of the results.

Article 145.

Students are provided with three regular deadlines for taking exams in compulsory subjects, namely:

- first deadline: four weeks from the end of the lecture;
- second term: eight weeks from the day of the completed lecture;
- the third deadline is organized in March (during the second semester).

The student takes the exam in the regular exam period immediately after graduation or during the semester.

The supplementary period is organized no earlier than 30 days and no later than 60 days after the regular exam period and is intended for doctoral students who did not pass the exam in the regular period, i.e. who did not take the exam in the regular exam period due to major reasons.

The September exam period is organized for all subjects of the study group that were studied in the academic year and is intended for taking unpassed exams in order to enable doctoral students to enroll in the following academic year.

Grades are entered in the index, application and exam minutes.

Grades are entered in an index signed by the mentor, and the application and the examination report are signed by all members of the PhD Committee.

Article 146.

If the doctoral student does not pass the exam in the third time, he has the right to take the exam before the examination committee of three members, which is appointed by the dean of the faculty in agreement with the doctoral student's mentor. The doctoral student bears the costs of taking the exam before the Committee according to the Rules on the amount of study fees and the price of services charged at the University.

After three failed repetitions of the same exam, the doctoral student can take that exam in an extraordinary period with reimbursement of costs, according to the Rules on the amount of study fees and the price of services charged at the University.

A doctoral student can enroll in the second or third year of doctoral studies with a maximum of one unpassed elective course and one unpassed seminar paper.

Article 147.

Based on the number of points collected, the teacher defines the grade as follows:

ECTS GRADE	GRADE	NO. OF POINTS	DESCRIPTIVE GRADE
F,FX	5	0 – 54	Insufficient, much more work needed
E	6	55 – 64	Sufficient, meets the lowest criteria
D	7	65 – 74	Satisfactory, generally good, but with significant flaws
C	8	75 – 84	Good, average, with noticeable faults
B	9	85 – 94	Very good, above average, with a few faults
A	10	95 – 100	Excellent, outstanding success with minor flaws

In addition to the individual evaluation of students for each course, additional evaluation of students is carried out using the presented ECTS scale:

ECTS grade (class)	Mandatory percentage of students who passed the course	The final percentage of acquired knowledge, skills and competencies of students during their studies
A – I. class	10%	95% - 100%
B – II. class	25%	85% - 94%
C – III. class	30%	75% - 84%
D – IV. class	25%	65% - 74%
E – V. class	10%	60% - 64%
Passed the exam in total	100%	Above 60% to 100%

In A-I. the class includes 10% of students who won the highest number of points, regardless of the level of the grade. The result of 10% is calculated only from the total number of students who passed the exam. Students who did not pass the exam are excluded from this calculation technique. All other ECTS grades (classes) are calculated in the same way.

To the best students with overall grades at the end of III. of the study cycle, the rector of the University awards the commendation:

- for A-I. class: the highest praise (Latin SUMMA CUM LAUDE) for an average grade of 10.0
- for B-II. class: high praise (Latin MAGNA CUM LAUDE) for an average grade of 9.8-9.9
- for all other classes: commendation (Latin CUM LAUDE) for an average grade of 9.5 – 9.7.

IX ENROLLMENT FOR DOCTORAL STUDY

Article 148.

Enrollment in the third cycle of studies - doctoral studies is done on the basis of a public tender published by the University.

The Senate of the University determines the number of doctoral students for enrollment in study programs of the third cycle of studies organized by the University.

The competition is published in a daily newspaper published in Bosnia and Herzegovina and on the University's website, and as necessary in other electronic media and foreign press.

The competition contains the number of students for enrollment, enrollment conditions, name of the study program and enrollment deadlines.

Article 149.

The right to apply to the competition for admission to the third cycle of studies is for candidates who have obtained a diploma with the academic title of Master and achieved the lowest average grade of 8 (eight). If the average grade is less than 8 (eight), the candidate is obliged to submit a recommendation for admission to doctoral studies by two professors from a narrow scientific field.

Students who have obtained a master's degree, or equivalent (academic title of master's degree), or an academic title of master of science before the application of the principles of the Bologna three-cycle study, can enroll in doctoral studies.

Candidates who have completed the II. (second) cycle of study or equivalent (academic master's degree) in the field of legal sciences.

The Council for Postgraduate and Doctoral Studies of the University can also grant admission to candidates who have obtained a master's degree (academic title of master of profession or master of science) of other related sciences in the humanities and social sciences.

The Council for Postgraduate and Doctoral Studies of the University may recognize the appropriate number of ECTS credits in accordance with the study program to candidates who have obtained the title of Master of Law or related sciences, before applying the principles of the Bologna three-cycle study system in areas relevant to the area from which the doctorate is organized study.

In principle, students who have obtained a master's degree in that field can enroll in doctoral studies. In addition to the students from the previous paragraph, doctoral studies at the Faculty of Business Economics can also be enrolled by students who have a master's degree in

another field, but apply an interdisciplinary topic for their doctoral dissertation that is closely related between the master's degree and the future doctoral field. In these cases, approval for enrollment in doctoral studies is granted by the Academic Committee appointed by the dean on the proposal of the Scientific and Teaching Council for each candidate applied for, on the basis stated, and which determines the student's difference in the exams he must pass, which are fundamental in the field of obtaining a doctorate.

At the Faculty of Business Economics, students who enroll in doctoral studies but have not obtained the title of Master of Economics must pass 2 (two) exams as a distinction. Two subjects are predefined:

1. Microeconomics
2. Macroeconomics.

Enrollment in doctoral studies, majoring in International Business according to the DL system, can be done by candidates who have a master's degree and:

1. Master's degrees from economic faculties who obtained their master's degree according to the Bologna principle of study or who obtained the title of master's degree according to the pre-Bologna system of study.

Students who obtained a master's degree based on a completed four-year study can enroll in doctoral studies, if their home country has a master's degree recognized on that basis.

2. Master's degrees from non-economic faculties, and for the sake of interdisciplinary studies, can enroll in this doctoral program on the condition that they pass the exam in the following subjects:

- a) Basics of economics;
- b) Basics of marketing;
- c) Macroeconomics;
- d) Finances;

3. Graduated students of the MBA in economics, which lasted one year, can enroll in doctoral studies on the condition that they pass the exam in the following subjects:

- a) Basics of marketing;
- b) Foreign trade operations.

4. Graduated students of the MBA economics course, which lasted for two years, can enroll in the course regularly and without passing the exam.

5. Graduated MBA students with a non-economic focus, which lasted one or two years, can enroll in doctoral studies on the condition that they pass the exam in three subjects, as well as masters from non-economic faculties.

Enrollment in doctoral studies is based on the equivalence of master's degrees from other countries and other fields of study, which is carried out by the Academic Committee of 3 (three) members appointed by the dean of the Faculty.

The academic commission for diploma equivalence must ask the candidate for an official transcript of the passed exams, curriculum, content of passed subjects, etc. in order to make a quality decision. Equivalence of diplomas serves only as a condition for admission to doctoral studies and cannot be used for other purposes.

Article 150.

The candidate for enrollment is obliged to submit an application and attach the documents provided for in the competition.

In the event that the number of registered candidates is greater than the number determined by the competition, the selection of candidates who have acquired the right to enroll is made on the basis of the results achieved in the second cycle of studies and on the basis of the duration of the second cycle of studies, after the ranking procedure has been carried out.

Article 151.

A candidate who transfers from another university during the academic year or a candidate who has passed exams in a previous education, the passed exams are recognized by the decision of the dean, based on the proposal of the Academic Committee for the recognition of exams appointed by the dean on the proposal of the Scientific and Teaching Council at the beginning of each academic year. The Academic Committee recognizes exams from those subjects whose content, according to the Curriculum, coincides at least 50% with the content of the corresponding subject studied at the faculty the student is enrolled in.

The recognition of exams from previous schooling is done on the basis of an inspection of certified and authentic documents that prove the plan and program of previous schooling, exams passed and success achieved, such as: transcript of grades, certificate of passed courses with achieved grades, transcript of records and other documents which have the status of a public document and which are determined by legal and by-laws.

In accordance with the principle of lifelong learning and the recognition of the right to education as a basic human right, the University will enable the extension of education and will not discriminate against students who transfer from another university or students who have a diploma in previous education on any basis, in accordance with the home fields of the University and provisions of these Rules.

If the transferred exams were taken at a higher education institution that is home to the same scientific fields as a specific University faculty, then a student at that University faculty can enroll in the next year of study in relation to the year of study that was recognized at that higher education institution.

For the enrolled year of study on the basis of transfer from another higher education institution or on the basis of extension of education, the student pays the full fee for studying.

A doctoral student can enroll in the year of study that corresponds to the number of recognized credit points, namely:

- At least 30 recognized ECTS credit points for enrollment in the second year of study;
- at least 50 recognized ECTS credit points for enrollment in the third year of studies.

If the exams that are transferred were passed at a higher education institution, the candidate enters the year of study according to the sum of ECTS points required for enrollment, regardless of the previously completed study, if the student has completed the study and is not registered with the faculty that enrolls, the candidate enters the year of study according to ECTS points without passing the differential program.

In further education at the University, the doctoral student must pass all exams and acquire the number of credit points provided for enrollment in the following years of study, in accordance with the provisions of these Rules.

Article 152.

The doctoral student concludes a Study Agreement with the University, which specifies their mutual rights and obligations and the amount of tuition fees.

A doctoral student acquires the right to enroll in a higher year of study if, by the deadline for enrollment in the next academic year, he has fulfilled the obligations established by the study program and passed the subjects that, according to the point system determined by the study program, enables him to enroll in the higher year of study.

A doctoral student who has not met the requirements from the previous article re-enrolls for the current year of study and pays the study fee.

The dean of the faculty can, upon request, grant the doctoral student, for justified reasons, a suspension of rights and obligations for a certain period of time, and a maximum of one year.

A doctoral student whose rights and obligations do not rest in accordance with the previous paragraph and who does not enroll in the next year of studies or does not renew his enrollment in the same year has the option of writing a petition to the Scientific and Teaching Council to enable him to complete his studies.

A doctoral student who repeats a year or continues his studies after an interruption in the case of a change of study program completes his studies according to the study program in which he enrolled.

A doctoral student who studies without repetition and without interruption has the right to finish according to the enrolled study program.

Article 153.

Foreign citizens have the right to enroll in third cycle studies under the same conditions as citizens of Bosnia and Herzegovina.

X DISTANCE LEARNING

Article 154.

The study program "International Business" is organized according to the principle of distance learning, and classes are conducted in English or German.

Students access all educational content via the Internet from remote locations on a 24/7 basis (seven days a week, 24 hours a day), which are structured in such a way as to enable:

- access to digitized teaching contents through auditory media, visual media, text media and animated lessons;
- access to teachers' lectures from remote locations through on-line video conferences with multiple participants and through asynchronous access to cataloged lectures on the University's computer server;
- Curriculum III is applied in its entirety. cycle of the Faculty of Business Economics, majoring in "International Business". Students have all the material available and offered on the website;
- direct consultations with the teacher (online and by phone) are planned according to the programmed schedule and dynamics, as well as the daily use of the discussion forum;
- records of students and exams are made in accordance with the existing organization of the faculty and regulations on documentation management;
- students on "distance learning" studies obtain identical diplomas as students on regular studies;
- students have at their disposal multimedia didactic materials that encourage students' dynamism and motivation;
- in the organization of classes, other forms of student work are planned, the results of which form part of the students' final grade.

Realization of doctoral studies based on the principle of distance learning (DL)

Article 155.

The doctoral study program in the field of "International Business" is realized in the following way:

- In I. semester, two compulsory courses are taken and passed:
 - 1) "Action research and case study"
 - 2) "Research methodology".
- In II. per semester, the doctoral student attends and passes one elective course and writes and defends a seminar paper from the elective course. In addition, in this semester, the doctoral student should choose and report the topic of the doctoral dissertation.
- In III. semester, the structure of work and activities is the same as in II. semester;
- In IV. per semester, the doctoral student attends and passes one elective course and must actively participate in an international conference;
- In V. semester, the doctoral student attends and passes one elective course, writes and defends a seminar paper from the elective course, publishes the paper in a journal represented in the SCOPUS database, and continues work on the doctoral dissertation;

- In VI. semester, the doctoral student completes the work on the doctoral dissertation and submits and defends the doctoral dissertation.

Article 156.

Out of a total of 180 ECTS points that are realized in the doctoral study, the structure of the activities is as follows:

1. Studying and passing 6 courses of 10 ECTS	60 ECTS
2. Writing seminar papers for 3 subjects of 5 ECTS	15 ECTS
3. Participation and publication of work at an international conference conference in the narrow field of international business	10 ECTS
4. Publication of one scientific article in a journal represented in the SCOPUS database on the subject of international business	10 ECTS
5. Selection and application of doctoral dissertation	5 ECTS
6. Work on doctoral dissertation	70 ECTS
7. <u>Defense of the doctoral dissertation</u>	<u>10 ECTS</u>
TOTAL	180 ECTS

The total workload of a doctoral student to earn 1 ECTS credit is approximately 30 academic hours. For the total doctoral study, the workload of the doctoral student is planned to be 5,400 academic working hours (180 ECTS x 30 hours = 5,400).

Student Evaluation

Article 157.

The evaluation of the doctoral student's work is carried out on the principle of scoring various activities of the student in mastering a particular subject or writing seminar papers.

Given that this study program is implemented as a distance study, the teaching methods will be appropriate for such a realization of studies, with the support of computer technology and the implementation of exams under controlled conditions. Multimedia, interactive teaching materials, thematic units and examples of tasks in digital form will be used.

Compulsory courses are evaluated by the teacher in charge of the course. With his signature, the guest lecturer certifies the student's participation in the activities led by the guest lecturer.

Article 158.

An additional September exam period is organized for all subjects of the study group that were studied in the academic year and is intended for taking unpassed exams in order to enable students to enroll in the next academic year.

Seminar papers from elective courses

Article 159.

Students are required to write three seminar papers from elective courses.

The teacher, in agreement with the student, defines the title of the topic of the seminar paper in the area of the elective subject. The seminar paper is written in accordance with the Instructions published on the University's website. The teacher assesses the quality and expertise of the seminar work and scores it from 0 to 100 points. 60 or more points are recognized for passing the seminar paper. Up to 60 points, the student must do a new seminar paper with a different or modified old topic.

The teacher can return the seminar paper to the student for certain corrections and finishing. The seminar paper is not defended, but only the written part is scored and evaluated.

Article 160.

It goes without saying that all interested candidates for admission to the doctoral program "International Business" should actively know business English or German - speaking, reading and writing.

Study literature as well as exams are in English or German.

XI APPLICATION AND DEFENSE OF DOCTORAL DISSERTATION, MENTOR AND COMMITTEE FOR DOCTORAL DEGREE

Article 161.

A doctoral student acquires the right to submit a doctoral thesis at the end of the first semester.

The doctoral thesis must be chosen from the scientific field of the chosen study program.

A doctoral thesis that has been previously defended cannot be repeated.

Article 162.

The mentor is appointed from among the teachers of the narrow scientific field of the doctoral dissertation.

The mentor must have published works in scientific and professional journals in the field of the third cycle of studies - doctoral studies.

Article 163.

The task of the mentor is to help the candidate in choosing and defining the topic of the doctoral thesis and analyzing the credibility of the doctoral thesis, in profiling the plan and program of the doctoral study, defining the pedagogical and didactic specifics of the individual doctoral study, assisting in the organization and execution of the study, in connection with the selection of seminar papers, assistance in the methodological profiling of the treatment of the topic that has been accepted for the doctoral thesis, help in defining, organizing and carrying out the research that is foreseen in the doctoral study, help in the

selection of basic and auxiliary literature and in the selection and finding of other sources necessary for the successful completion of the thesis, coordination with the Committees that are involved in various stages of the doctoral study, revision of the doctoral thesis by stages and revision of the completed thesis, preparation of the candidate for the defense of the thesis.

The mentor of a doctoral student is a teacher proposed by the doctoral student, who holds the title of associate or full professor in the narrower scientific field from which the student is preparing a doctoral thesis. A mentor can be an emeritus as well as a visiting teacher.

In addition to mentors, the Doctorate Committee also participates in the implementation of doctoral studies. The committee for the doctorate, which is appointed by the Senate on the proposal of the Teaching and Research Council, consists of:

- President of the Committee for a Doctorate in a Narrow Teaching-Scientific Field of a Doctoral Dissertation;
- mentor, member of the Committee from the narrow teaching-scientific field;
- the third member of the Committee who can be from a narrower or wider teaching-scientific field of the doctoral dissertation.

The chairman of the Doctoral Commission and the mentor must have a choice of full-time or part-time professor or emeritus teaching title, while the third member of the Commission can have a lower level of teaching title, i.e. choice of an assistant professor title.

The responsibilities of the Doctorate Commission are:

- assisting the mentor and the candidate in the preparation and realization of the doctoral study;
- consideration of the application of the topic of the doctoral dissertation and writing of a report on the suitability of the candidate and the suitability of the topic of the doctoral dissertation;
- consenting to the selection of topics for three seminar papers, acceptance of the seminar paper and defense with assessment;
- taking the exam through preparation, presentation and defense of the access paper
- scoring and evaluation of four elective courses.

Article 164.

The application of the topic of the doctoral dissertation is submitted via the Form PDD, which contains;

- a) General information and contact of the doctoral student
- b) Title of the proposed topic
- c) Biography of the doctoral student
- d) Data on the proposed mentor with competencies
- e) Explanation of the topic

1. Introduction and review of previous research
 2. Subject and problem of research
 3. Research hypotheses and objectives
 4. Content
 5. Material, respondents, methodology and research plan
 6. Expected scientific contribution of the proposed research
 7. List of cited literature
- f) Consent of the proposed mentor and doctoral student with the application of the topic
- g) Declaration

Article 165.

Submitted application for the topic of the doctoral dissertation, the scientific and teaching council of the faculty continues to consider its previous opinion and proposes the composition of the committee for the doctorate and sends the application to the Council of Postgraduate and Doctoral Studies. The Council of Postgraduate and Doctoral Studies sends the subject application to the Senate for approval.

The commission referred to in paragraph 1 of this article has, as a rule, a president and two members. By decision of the Senate, the composition of the Commission can be expanded. One of the members of the Committee is also a mentor. The Senate gives its approval for: a.) application of the topic of the doctoral dissertation; b.) the composition of the Commission for the Doctorate.

Article 166.

The President of the Doctorate Committee, with the consent of the members of the Committee, prepares an Evaluation of the topic of the doctoral dissertation on the Form OTDD, which contains an assessment of the suitability of the candidate and the suitability of the topic of the doctoral dissertation within 30 days. Before the evaluation of the topic of the doctoral dissertation, the candidate is obliged to present and defend his application of the topic in front of the Doctorate Commission.

The evaluation of the topic of the doctoral dissertation, signed by all members of the Committee, is referred to the agenda of the session of the Scientific and Teaching Council of the Faculty by the President of the Doctoral Committee. The scientific-teaching council sends the approved evaluation of the topic of the doctoral dissertation to the council for postgraduate and doctoral studies.

After considering the evaluation of the topic of the doctoral dissertation, the Council for Postgraduate and Doctoral Studies submits the evaluation to the Senate of the University for approval within 30 (thirty) days.

The Senate of the University approves the proposal of the Council for Postgraduate and Doctoral Studies, i.e. the Evaluation of the Committee for Doctoral Studies.

Article 167.

Based on the positive decision of the Senate of the University on the acceptance of the benefits of the doctoral thesis and the candidate, the doctoral student acquires the right to enroll in the next semester and to continue working on scientific and professional training.

Article 168.

The doctoral student acquires the right to present his doctoral dissertation to the Senate of the University in the course of VI. semester. Before handing in the doctoral dissertation, the mentor is obliged to review and revise the doctoral thesis and to approve the final version of the doctoral dissertation so that it can proceed to further procedures.

After completing the work, the student submits a written request for the evaluation of the doctoral dissertation.

The request contains:

- application;
- the mentor's written consent that the work meets the criteria stated in the explanation of the topic;
- four copies of the work (unbound) and one copy in electronic form;

When submitting a doctoral dissertation, the doctoral student must, as an author, have published or accepted work in a journal represented in the SCOPUS database, which must be related to the topic of the doctoral dissertation.

If the student does not fulfill the condition from paragraph 3 of this article, it is necessary to submit a special explanation on the equivalence of published and accepted papers in domestic journals, that is, at conferences with peer-reviewed papers. The justification is considered by the PhD Committee.

Article 169.

The doctoral dissertation is an independent work in which the student deals with a selected topic by applying scientific methods and proves that he has mastered the study plan and program, acquired the necessary knowledge and trained for its application.

In addition to the requirements from paragraph 1 of this article, the doctoral student should provide evidence in his work that he successfully uses methods and techniques in scientific work, in presenting the results of research, and that he is capable of drawing conclusions based on the research tasks thus realized.

The results presented in the doctoral dissertation should represent a contribution to:

- systematization of scientific tasks and existing solutions for a specific field;
- solving the current scientific task that was set as the goal of the work;

- application of existing scientific achievements in solving complex professional and scientific tasks in the field of business.

Article 170.

The doctoral dissertation should be linguistically, stylistically, and technically formatted in accordance with modern procedures, techniques and technology for producing publications in the field of scientific and professional work and in accordance with the Instructions for the preparation of doctoral dissertations.

The rules on the technical appearance and processing of the doctoral thesis are adopted by the Rector of the University.

Article 171.

The doctoral dissertation must be written in accordance with the Instructions for the Preparation of a Doctoral Dissertation. In the Instructions for writing a doctoral dissertation, the structure of the work, scope of work, citation of other people's knowledge, laws, theories, as well as the application of research methods and analysis of primary and secondary data are prescribed.

Article 172.

The Scientific and Teaching Council forms the Committee for the Evaluation and Defense of the Doctoral Dissertation.

Members of the Committee for Doctorate can be members of the Committee for Evaluation and Defense of Doctoral Dissertation.

The commission referred to in paragraph 1 of this article has at least three members.

The chairman of the committee and the mentor must be doctors of science from the narrower scientific field in which the doctoral dissertation is being defended and have the choice of the title of full or part-time professor or emeritus, while the third member can be from another scientific field and have a lower level of scientific-teaching title, i.e. election to the position of assistant professor. The second member of the Commission is, as a rule, a mentor.

The Committee is obliged to submit the Report on the Evaluation of the Doctoral Dissertation containing the evaluation of the Doctoral Dissertation within 30 days from the appointment of the Committee.

The report on the evaluation of the doctoral dissertation is submitted by the Committee via the Form ODD, which must contain:

1. General information and contact of the doctoral student
2. Information about the mentor and committee members
3. Evaluation of the doctoral dissertation with opinion and proposal.

The members of the Committee must clearly and concisely evaluate the quality of the doctoral dissertation in detail and as a whole, clearly and unequivocally in each part of their

evaluation. The Commission can give a positive or negative opinion with the signing of the Report by all three members of the Commission.

After considering the Report, the Scientific and Teaching Council sends the Report to the Council for Postgraduate and Doctoral Studies, which within 30 days submits the Committee's Report on the evaluation of the doctoral dissertation and its opinion to the University Senate for approval.

Article 173.

If the Senate of the University, the Council for Postgraduate and Doctoral Studies or the Scientific and Teaching Council returns the dissertation for amendment or amendment, then the candidate has the obligation to act on the remarks and suggestions within 6 (six) months from the date of receipt of the notification of such a decision.

Article 174.

By passing the decision of the Senate on the acceptance of the Report on the evaluation of the doctoral dissertation, the Committee for the Evaluation and Defense of the Doctoral Dissertation determines the place, day and time of the defense of the dissertation. The defense is organized no earlier than 30 (thirty) days after the day of the Senate session.

The doctoral dissertation is submitted: seven (7) copies in the printed version and one (1) copy in the electronic version.

The printed version is submitted: one (1) copy to the City Library, one (1) copy to the Sarajevo City Library, one (1) copy to the University Library, three (3) copies for the members of the Doctoral Dissertation Defense Committee.

For the student's file: One (1) copy in printed version and electronic version of the doctoral dissertation.

The Senate of the University informs the public about the defense of the doctoral dissertation through the University's website and bulletin board, as well as a press release.

The notice of defense contains:

- name and surname of the candidate;
- name of doctoral dissertation;
- composition of the Defense Commission;
- place and time of the defense of the dissertation.

Article 175.

The doctoral dissertation defense before the committee has the following course:

The President of the Commission presents data and information about the doctoral student and gives a brief presentation of the work, after which the doctoral student presents a brief summary, the results and conclusions he reached, and then the members of the Commission ask questions to which the doctoral student answers.

The committee for the defense of the doctoral dissertation, after the procedure, makes a decision whether the doctoral student defended or did not defend the doctoral dissertation.

The President of the Commission announces the decision and publicly declares the defense completed.

Minutes are kept on the progress of the defense of the doctoral dissertation, which are signed by the members of the Commission and the recorder.

Article 176.

The doctoral dissertation is public and can be published after the defense.

XII DOCTOR OF SCIENCE PROMOTION

Article 177.

The diploma on the acquired academic title of Doctor of Science is awarded during the public ceremonial announcement of the candidate for Doctor of Science.

The promotion of the Doctor of Science and the awarding of diplomas is performed by the rector of the University.

Article 178.

The promotion of the Doctor of Science ends with the University Rector's statement that all the conditions for declaring a candidate for a Doctor of a certain field of science have been met and with the awarding of a diploma.

Article 179.

Doctoral students who have defended their doctoral dissertation are entered in the Book of Doctors of Science, which is maintained by the University.

Article 180.

A certificate of completed doctoral studies is issued until the award of the Doctor of Science degree.

XIII TRANSITIONAL AND FINAL PROVISIONS

Article 185.

On the day of adoption of these Rules, Study Rules of the I. study cycle no: _____, since _____.

Article 186.

These Rules apply to all students studying at one of the faculties within the University, in accordance with the Bologna process.

Article 187.

These Rules enter into force on the day of their adoption and publication on the University's website, and will be applied from the academic year 2021/2022. years.

An integral part of the Rules are:

1. Procedure for application, preparation and defense of master's thesis with forms
2. Procedure for application, creation and defense of doctoral dissertation with forms;
3. Examination and evaluation schedule as well as the realization of other obligations during the doctoral studies.

President of the Senate

Prof.dr.sc Mirko Puljić, rektor

Number: _____/_____

Date: _____. _____. _____

The rules are published on the website and notice board of the University on _____.____.2021, and they entered into force _____.____.2021.

PROCEDURE OF APPLICATION, PREPARATION AND DEFENSE OF MASTER'S THESIS

Based on the Study Rules for I., II. and III. study cycle of the University "VITEZ" (hereinafter: University) below are the procedures for applying, preparing and defending the master's thesis at II. study cycle, as follows:

1. Application of the subject of the master's thesis

After passing the exams at II. of the study cycle, the student submits the master's thesis to the Service for Master's and Doctoral Studies through the "PTMR" form of the faculty he is studying. The application of the subject of the master's thesis must include the following information:

- the title of the paper,
- name and surname of the candidate,
- index number,
- department,
- subject from which the topic is approved,
- first and last name, title of the proposed mentor,
- mentor's signature,
- candidate's signature,
- application date,
- candidate's biography,
- explanation of the topic,
- subject and goal of the research,
- work structure,
- hypotheses and research methodology,
- expected research results and
- proposal of the literature that will be used.

At the University Protocol, the student submits two copies of the Application and a CD/USB with the electronic version, which are then delivered to the Service for Master's and Doctoral Studies. One copy of the Application is placed in the student's file. The Office for Master's and Doctoral Studies submits the Application to the Scientific and Teaching Council of the Faculty. The scientific and teaching council of the faculty considers the application at the first following session. The Scientific and Teaching Council is obliged to consider the received Application in detail and may accept, reject or request changes before sending the Application to further procedure. The Scientific and Teaching Council submits the final version of the Application and the proposal of the mentor and the Committee for the Evaluation and Defense of the Master's Thesis to the Service for Master's and Doctoral Studies. The Council for Postgraduate and Doctoral Studies, on the proposal of the Scientific and Teaching Council, approves the Master's Thesis Topic Application and appoints the Committee for the Evaluation and Defense of the Master's Thesis. The mentor of the work and the chairman of the Commission must be from the field from which the candidate defends the work, while the

third member of the Commission can be from a related field. The master's thesis is written independently by the student.

2. Handing in the master's thesis

The master's thesis is submitted to the mentor for inspection and review. The student is obliged to act according to the instructions and remarks of the mentor. The mentor is obliged to review the work and return it with a comment no later than four weeks from the date of submission of the work, excluding annual vacation, sick leave and other justified absences of the mentor. After completing the work, the student submits a written request for evaluation and defense of the master's thesis to the Office for Master's and Doctoral Studies. With the written request, the student submits:

- written consent of the mentor that the work meets the criteria stated in the explanation of the topic,
- a written statement that the master's thesis is his authentic work,
- certificate of passed exams,
- master's thesis on cd/usb (electronic working version).

The Office for Master's and Doctoral Studies submits the draft version to the Library, which checks for plagiarism using a plagiarism checker.

The Library submits the plagiarism check report to the mentor, and after the mentor's approval, to the Service for Master's and Doctoral Studies within a period of no longer than five working days.

The documentation submitted by the student and the report on plagiarism are submitted by the Office for Master's and Doctoral Studies to the members of the Commission.

The committee is obliged to review the work and submit any comments to the student and mentor in writing or by email within a period of no longer than two weeks from the date of receipt of the working version of the master's thesis.

The student, with the prior consent of the mentor, resubmits the Master's thesis with included comments to the Service for Master's and Doctoral Studies within a period of no longer than two weeks from the day of receipt of the comments from the Committee. If a longer period than the above is required for the inclusion of comments, the student is obliged to submit a request for an extension of the deadline to the University Protocol. The request is approved by the dean or vice dean for teaching. The Master's thesis with included comments is again forwarded by the Service to the members of the Commission for review.

After submitting the final version of the Master's thesis, the President of the Committee for the Evaluation and Defense of the Master's Thesis is obliged to prepare a Report on the Evaluation of the Master's Thesis using the "**OMR**" Form, which includes::

- information about the Commission,
- information about the candidate,
- title of master's thesis,
- presentation of master's thesis,
- set goals,
- applied methods,
- conclusions, i.e. research results,
- evaluation of the master's thesis and

- proposal.

The committee submits the completed report to the Office for Master's and Doctoral Studies within two weeks from the date of receipt of the final version of the master's thesis, excluding vacation, sick leave and other justified absences of mentors and members of the Committee.

The Office for Master's and Doctoral Studies submits the report to the Scientific and Teaching Council of the Faculty. The scientific and teaching council of the faculty makes a decision on the acceptance or rejection of the Report of the Commission for Evaluation and Defense of the Work no later than 30 (thirty) days from the date of its submission and forwards it to the Service for Master's and Doctoral Studies.

The Office for Master's and Doctoral Studies submits the Report together with the Decision of the Scientific and Teaching Council to the Senate for adoption.

The master's thesis defense is scheduled at least 5 (five) working days from the date of the Senate's decision on accepting the Report of the Committee for the Evaluation and Defense of the Master's Thesis. The decision on the adoption of the Commission's Report is delivered to the student, the members of the Commission and the competent service. The date of the master's thesis defense is published on the University's website and notice board. After the adoption of the Report, the final version of the work is submitted in five bound copies, as well as an electronic version on the appropriate electronic information carrier.

3. Defense of the Master's thesis

The master's thesis is defended before the Committee. The defense of the master's thesis consists of an oral presentation of the results of the work and an explanation of the isolated conclusions, as well as answers to questions related to the results and conclusions of the work. The Master's thesis and defense are evaluated with a single grade: successfully defended or not defended. The assessment is made by the majority of votes of the members of the Commission. The defense of the master's thesis is public. Records are kept during the defense. If the student is not satisfied with the defense of the master's thesis, he has the right to defend the same thesis again or to request that he be approved for the choice of a new topic and/or mentor.

A student can change the mentor and topic of the master's thesis twice, once after the topic has been approved and the second time in case of an unsuccessful defense of the thesis, within 30 (thirty) days after the unsuccessful defense of the thesis. The decision on the candidate's request to change the mentor or topic of the final thesis is made by the Faculty's Scientific and Teaching Council based on the student's request.

The student, mentor, dean(s), vice-dean(s) for teaching, vice-rector(s) and members of the Council for Postgraduate and Doctoral Studies are responsible for the correctness of the topic selection process and the application of the aforementioned procedures. The above procedures are applied to all programs of the second cycle of studies at the faculties of the University.

President of the Senate

Prof.dr.sc Mirko Puljić, rektor

PROCEDURE FOR APPLICATION, PREPARATION AND DEFENSE OF THE DOCTORAL DISSERTATION

Based on the Study Rules for I., II. and III. study cycle of the University "VITEZ" (hereinafter referred to as: University) below are the procedures for applying, preparing and defending a doctoral dissertation, as follows:

A. ACTIVITY RELATED TO TOPIC APPLICATION AND ITS APPROVAL

1. The potential mentor gives his consent to the "PhD Dissertation Topic Application" with his signature. The application of the topic must be signed by the mentor and the doctoral student.
2. The application for the topic of the doctoral dissertation is submitted on the Form PDD of the faculty where the doctoral student is studying, which contains;
 - h) General information and contact of the doctoral student
 - i) Title of the proposed topic
 - j) Biography of the doctoral student
 - k) Data on the proposed mentor with competencies
 - l) Explanation of the topic
 8. Introduction and review of previous research
 9. Subject and problem of research
 10. Research hypotheses and objectives
 11. Content
 12. Material, respondents, methodology and research plan
 13. Expected scientific contribution of the proposed research
 14. List of cited literature
 - m) Consent of the proposed mentor and doctoral student with the application of the topic
 - n) Declaration
3. The submitted Doctoral Dissertation Topic Application is considered and given its preliminary opinion by the Scientific and Teaching Council of the faculty and proposes the composition of the Doctoral Commission and sends the Application to the Postgraduate and Doctoral Studies Council. The Council of Postgraduate and Doctoral Studies sends the subject application to the Senate for approval.

The Scientific and Teaching Council considers:

- a) Application of the topic of the doctoral dissertation;
- b) Proposes the composition of the Committee for the Doctorate, the Committee for the Evaluation and Defense of the Doctoral Dissertation.

4. The Senate gives consent to
 - a) Subject application
 - b) the mentor's proposal and the composition of the Doctorate Commission
5. The Doctorate Committee considers the suitability of the candidate and the suitability of the topic of the doctoral dissertation, and after the presentation and defense before the Committee, the President of the Committee submits the Evaluation of the topic of the doctoral dissertation on the OTDD form. The Chairman of the Commission submits the Evaluation signed by all the members of the Commission for consideration by the Office for Master's and Doctoral Studies, which then submits the Evaluation to the Scientific and Teaching Council, which, after consideration and with its opinion, submits the Evaluation to the Council for Postgraduate and Doctoral Studies for adoption.
6. The Council for Postgraduate and Doctoral Studies submits to the Senate of the University for approval the Doctoral Committee's assessment of the suitability of the subject of the doctoral dissertation;

The Senate of the University can approve the proposals of the Council for Postgraduate and Doctoral Studies, but it can also reject them and send them back for corrections in certain elements or in their entirety.

B. ACTIVITY RELATED TO THE WORK AFTER THE COMPLETION OF WRITING THE DOCTORAL DISSERTATION AND ITS SUBMISSION AND DEFENSE

1. Upon completion of writing the doctoral dissertation and with the consent of the mentor, the doctoral student submits, in paperback (for possible corrections), two copies of the work in printed version and one in electronic form.
2. The Scientific and Teaching Council appoints the Committee for the Evaluation and Defense of the Doctoral Dissertation.
3. The President of the Committee prepares a Report on the Evaluation of the Doctoral Dissertation using the IODD form, and the Committee submits a Report on the Doctoral Dissertation.
4. The Scientific and Teaching Council considers the Doctoral Dissertation Report and sends it with its opinion to the Council for Postgraduate and Doctoral Studies.
5. The Council for Postgraduate and Doctoral Studies considers the Report on the Doctoral Dissertation with consideration of the opinion of the Scientific and Teaching Council on the Report in question and makes a decision to accept the Report or to reject the Report and send it back for revision;
6. The Senate of the University approves the decisions of the Council for Postgraduate and Doctoral Studies.

7. The doctoral student submits seven copies of the doctoral dissertation, in hardcover, as well as one copy in electronic form.

8. The defense of the doctoral dissertation is done publicly before the Committee for the Defense of the Doctoral Dissertation.

9. Upon completion of the defense, the Committee draws up a Record of the Defense of the Doctoral Dissertation, stating that the thesis was successfully defended or not, signed by all members of the Committee.

10. The authorities participating in the methodology of procedures for the doctoral dissertation are:

- Senate of the University;
- Council for postgraduate and doctoral studies;
- Scientific and teaching council of the faculty;
- Committee for doctorate;
- Mentor.

President of the Senate

Prof.dr.sc Mirko Puljić, rektor

DEADLINE FOR EXAMINATION AND ASSESSMENT AS WELL AS THE IMPLEMENTATION OF OTHER OBLIGATIONS FOR THE DOCTORAL STUDY

Based on the Study Rules at I., II. and III. cycle according to the Bologna Process, the rector of the University issues a Schedule for examination and evaluation as well as the realization of other obligations during the doctoral studies..

The examination is conducted in accordance with the Study Rules.

The doctoral dissertation is prepared according to the Instructions for preparing a doctoral dissertation.

DEADLINES IN THE I. SEMESTER

1. In the I. semester, the doctoral student attends and takes compulsory courses and writes and submits the "PhD Dissertation Topic Application".

2. The student writes and submits the "PhD Dissertation Topic Application" in accordance with the Study Rules. On the basis of the "Doctoral Dissertation Topic Application", the Doctorate Committee submits a Report containing an assessment of the candidate's suitability and suitability of the doctoral dissertation topic within 30 days. Before writing the Report, the doctoral student is obliged to present and defend the application of the topic in front of the Doctorate Committee. The application of the topic of the doctoral dissertation must be made in the first year of study.

3. Both compulsory courses are taken by the student through the collection of points in accordance with the Study Rules.

A student who has the obligation to take the difference exam must pass it by the end of the first semester and cannot take the exam from the second semester.

4. The student has three regular exam dates for taking compulsory subjects:

- first date: four weeks from the end of the lecture;
- second date: eight weeks from the day of the completed lecture;
- the third date is organized in March (during the second semester).

A doctoral student who does not pass the exam in the third time, takes the exam in front of the Committee, with payment of the fee.

5. Access paper is a special form of seminar paper with a topic from the course content. The admission paper is scored by the Doctorate Committee from 0-40 points, and is written in accordance with the Instructions for writing a seminar paper and the Technical Instructions for writing a seminar paper.

6. At the exam itself, the doctoral student presents and defends the thesis in front of the Doctorate Committee. The presentation is made and defended according to the Instructions for making and realizing the presentation and the Technical Instructions for making the presentation. For the presentation and defense, the doctoral student can earn from 0-20 points.

7. After the presentation and defense of the entry thesis, there is an oral exam, which is scored by the PhD Committee from 0-40 points. The committee for the doctorate organizes the oral exam through a free and scientific-expert discussion with the doctoral student on several topics from the subject area.

DEADLINES IN THE II. SEMESTER

8. In the II. semester, according to the Curriculum, doctoral students are obliged to:

- a) pass one elective subject from your field of study by the end of April;
- b) write and defend one seminar paper in the field of doctoral dissertation by the end of June;
- c) work on a doctoral dissertation during the semester.

9. The elective subject is proposed by the doctoral student from the list of elective subjects in the elective field of study. Elective courses must be related to the topic of the doctoral dissertation, and are taken through preparation of an introductory paper, presentation and defense of the presentation, as well as an oral exam. The supervisor and the Doctoral Committee approve the choice of course.

- a) The doctoral candidate agrees on the topic of the entrance thesis with the mentor, and the final approval is given by the Doctorate Commission. The entry paper is submitted to the mentor and all members of the Commission.
- b) At the exam itself, the doctoral student presents and defends the thesis in front of the mentor and the Committee for the Doctorate.
- c) The oral exam takes place immediately after the presentation and defense of the thesis in front of the mentor and the PhD Committee, which is scored from 0-40 points. The oral exam implies a scientific-professional discussion on other topics that are treated in the elective course.

10. The seminar work on the doctoral study implies a scientific and professional approach to writing, presentation and defense of the topic of the seminar work. The topic of the seminar paper must be related to the topic of the doctoral dissertation. The topic of the seminar paper is agreed upon by the doctoral student with the mentor, and the final approval is given by the Doctorate Committee. The seminar paper is presented and defended in front of the mentor and the PhD Committee.

- a) The seminar paper is written according to the Instructions in accordance with the Instructions for writing a seminar paper and the Technical Instructions for writing a seminar paper. The seminar paper must be submitted to the mentor and the Doctorate Committee no later than 8 (eight) days before the exam.
- b) At the exam itself, the doctoral student presents and defends the seminar paper in front of the mentor and the Doctorate Commission. The presentation is made and defended according to the Instructions for making and realizing the presentation and the Technical Instructions for making the presentation.
- c) After the presentation and defense of the seminar paper (scored from 0-60 points), there is an oral exam, which is scored from 0-40 points by the mentor and the PhD Committee. The

oral exam implies freedom and a professional-scientific conversation with the student on other applications that were treated by the seminar paper, as well as the connection of the seminar paper with the topic of the doctoral dissertation.

DEADLINES IN III. SEMESTER

11. In III. semester, according to the Curriculum, the doctoral student is obliged to:

- a) pass one elective course from your field of study by the end of November;
- b) write and defend one seminar paper in the field of doctoral dissertation by the end of January;
- c) work on a doctoral dissertation during the semester.

12. Elective subjects are chosen and taken according to the provisions specified in point 9 of this Schedule.

13. The seminar paper is defined, written and defended according to the provisions stated in point 10 of these Regulations.

DEADLINES IN IV. SEMESTER

14. In IV. semester, according to the Curriculum, the doctoral student is obliged to:

- a) pass one elective course from your field of study by the end of November;
- b) participate in a scientific conference in the field of study.

15. Elective subjects are chosen and taken according to the provisions specified in point 9 of this Schedule.

16. The seminar paper is defined, written and defended according to the provisions stated in point 10 of these Regulations.

DEADLINES IN THE V. SEMESTER

17. In the V. semester, according to the Curriculum, the doctoral student is obliged to:

- a) pass one elective course from your field of study by the end of November;
- b) write and defend one seminar paper in the field of doctoral dissertation by the end of January;
- c) publish the work in a journal represented in the SCOPUS database by the end of January;
- d) work on a doctoral dissertation during the semester.

18. Elective subjects are chosen and taken according to the provisions specified in point 9 of this Schedule.

19. The seminar paper is defined, written and defended according to the provisions stated in point 10 of these Regulations.

20. The publication of a work implies a scientific-professional work that will be published in a journal represented in the SCOPUS database, with the proviso that the topic of the work

must be from the topic and content of the doctoral dissertation and could have been treated in a seminar paper or doctoral dissertation during the doctoral studies.

DEADLINES IN VI. SEMESTER

21. In VI. semester, according to the Curriculum, the doctoral student is obliged to:

- a) finish work on the doctoral dissertation by the end of March;
- b) defend the doctoral dissertation by the end of July.

Remark:

In the process of realization III. of the study cycle – doctoral studies, all doctoral students are obliged to comply with:

- Study rules
- Curriculum for the III cycle;
- Procedure for application, creation and defense of doctoral dissertation with forms;
- This Schedule for examination and evaluation as well as the realization of other obligations during the doctoral studies;
- The instructions listed in this Schedule.

President of the Senate

Prof.dr.sc Mirko Puljić, rektor



UNIVERSITY "VITEZ"

FACULTY

APPLICATION FOR MASTER'S THESIS TOPIC

Title of the Thesis <i>(Times New Roman 14pt Bold)</i>	
Applicant <i>(Times New Roman, 12pt)</i> Index number,	
Program <i>(Times New Roman 12pt)</i>	
Scientific Field of the Approved Topic <i>(Times New Roman 12pt)</i>	
Proposed Mentor <i>(Times New Roman 12pt)</i>	
Mentor's Signature for Approval of the Proposed Topic	
Applicant's Signature	
Date	

CANDIDATE BIOGRAPHY *(Maximum 1000 characters, Times New Roman 12pt)*

--

SUBJECT AND OBJECTIVE OF THE RESEARCH (Maximum 1500 characters, Times New Roman 12pt)

|

STRUCTURE OF THE THESIS (Maximum 1000 characters, Times New Roman 12pt)

|

HYPOTHESES AND RESEARCH METHODOLOGY (Maximum 1000 characters, Times New Roman 12pt)

|

EXPECTED RESULTS OF THE RESEARCH (Maximum 700 characters, Times New Roman 12pt)

|

PROPOSED LITERATURE TO BE USED (Up to 20 selected sources, Times New Roman 12pt)

|



University "VITEZ"

Faculty

REPORT OF THE COMMITTEE FOR THE EVALUATION AND DEFENSE OF THE MASTER'S THESIS

COMMITTEE INFORMATION	
Date and number of the session at which the Committee was appointed <i>(Times New Roman 12pt)</i>	
Composition of the Committee, indicating each member's title, specific scientific field for which they were elected <i>(Times New Roman 12pt)</i>	1. 2. 3.
CANDIDATE INFORMATION	
Name and Surname <i>(Times New Roman, 12pt)</i>	
Personal identification number <i>(Times New Roman, 12pt)</i>	
Date and place of birth <i>(Times New Roman, 12pt)</i>	
Address <i>(Times New Roman, 12pt)</i>	
Year of admission to 2nd study cycle <i>(Times New Roman, 12pt)</i>	
Study program <i>(Times New Roman, 12pt)</i>	
TITLE OF MASTER'S THESIS	
B/H/S <i>(Times New Roman, 12pt, Bold)</i>	
English language <i>(Times New Roman, 12pt, Bold)</i>	

OVERVIEW OF THE MASTER'S THESIS

(Provide a brief summary with the number of pages, chapters, figures, diagrams, charts, etc. indicated. Times New Roman 12pt)

|

OBJECTIVES (*Times New Roman, 12pt*)

|

METHODS APPLIED (Times New Roman 12pt)

)

CONCLUSIONS OR RESEARCH RESULTS

(Times New Roman 12pt)

|

EVALUATION OF THE MASTER'S THESIS

(Is the thesis written in accordance with the topic proposal? Does the thesis contain all essential elements? What is the original scientific contribution of the thesis? What are the deficiencies of the thesis and how do they affect the research results? Times New Roman 12pt)

|

PROPOSAL

Based on the overall evaluation of the thesis, the Committee proposes:

- that the Teaching-Scientific Council of the Faculty of Information Technology and the Senate of the University "VITEZ" accept the master's thesis and schedule the defense for the candidate
- that the master's thesis be returned to the candidate for revision (to supplement or modify the thesis) or
- that the Teaching-Scientific Council of the Faculty of Information Technology and the Senate of the University "VITEZ" reject the master's thesis.

Signature:

(Name and surname of the Committee Chair)

Signature:

(Name and surname of the mentor and Committee member)

Signature:

(Name and surname of the mentor)



SVEUČILIŠTE/UNIVERZITET "VITEZ" – UNIVERSITY "VITEZ"
APPLICATION FOR THE TOPIC OF THE DOCTORAL DISSERTATION

GENERAL INFORMATION AND CONTACT OF THE DOCTORAL STUDENT

Title, name and surname of the doctoral student <i>(Times New Roman, 14pt)</i>	
Holder of studies <i>(Times New Roman, 12pt)</i>	
Name of the study <i>(Times New Roman, 12pt)</i>	
Doctoral student ID number <i>(Times New Roman, 12pt)</i>	
Name and surname of mother and / or father <i>(Times New Roman, 12pt)</i>	
Date and place of birth <i>(Times New Roman, 12pt)</i>	
Address <i>(Times New Roman, 12pt)</i>	
Phone no. <i>(Times New Roman, 12pt)</i>	
E-mail <i>(Times New Roman, 12pt)</i>	

TITLE OF THE PROPOSED TOPIC

B/H/S <i>(Times New Roman, 12pt, Bold)</i>	
English language <i>(Times New Roman, 12pt, Bold)</i>	
Title in the language in which the paper will be written – if not in B / H / S or in English <i>(Times New Roman, 12pt, Bold)</i>	

BIOGRAPHY OF PhD CANDIDATE

Education (chronologically, from newer to older date - <i>Times New Roman, 12pt</i>)	
Work experience (chronologically, from newer to older date - <i>Times New Roman, 12pt</i>)	
List of papers and active participation in scientific conferences : (<i>Times New Roman, 12pt</i>)	

SUGGESTED OR POTENTIAL MENTOR

	Title, name and surname	Institution, state	E-mail
Mentor (<i>Times New Roman, 12pt</i>)			

MENTOR COMPETENCES (list of up to five published papers in the last five years)

Mentor (<i>Times New Roman, 12pt</i>)	
---	--

EXPLANATION OF THE TOPIC

Abstract - B / H / S

(Maximum 1000 characters, with spaces – *Times New Roman, 12pt*)

Abstract - English language

(Maximum 1000 characters, with spaces – *Times New Roman, 12pt*)

Introduction and review of previous research on the topic (7000 characters recommended,, *Times New Roman, 12pt*)

Subject and problem of research (recommended 3000 characters , *Times New Roman, 12pt*)

Research goals and hypotheses (recommended 3000 characters , *Times New Roman, 12pt*)

Content (recommended 3000 characters , *Times New Roman, 12pt*)

Material, respondents, methodology and research plan (6500 characters recommended , *Times New Roman, 12pt*)

Expected scientific contribution of the proposed research (recommended 700 characters , *Times New Roman, 12pt*)

List of cited literature (maximum 30 references , *Times New Roman*, 12pt)

CONSENT OF THE PROPOSED MENTOR AND DOCTORAL STUDENT WITH THE TOPIC APPLICATION

I responsibly declare that I agree with the topic under research.

Signature:
(name and surname of the first proposed mentor)

Signature:
(name and surname of the doctoral student)

STATEMENT

I responsibly declare that I have not applied for a doctoral thesis with the same topic at any other university.

Travnik, | |]

Signature:
(name and surname of the doctoral student)



SVEUČILIŠTE/UNIVERZITET "VITEZ" - UNIVERSITY "VITEZ"

EVALUATION OF THE TOPIC OF THE DOCTORAL DISSERTATION

GENERAL INFORMATION AND CONTACT OF THE DOCTORAL STUDENT

Title, name and surname of the doctoral student <i>(Times New Roman, 14pt)</i>		
Holder of studies <i>(Times New Roman, 12pt)</i>		
Name of the study <i>(Times New Roman, 12pt)</i>		
Doctoral student ID number <i>(Times New Roman, 12pt)</i>		
Title of the proposed topic <i>(Times New Roman, 12pt)</i>	Language used for writing the topic	
	B/H/Slanguage	
	English language	

1. MENTOR

1.1. Mentor

Title, name and surname <i>(Times New Roman, 12pt)</i>	Institution, State	E-mail

1.2. Elected commission to evaluate the topic

Title, name and surname <i>(Times New Roman, 12pt)</i>	Institution, State	E-mail
1.		
2.		
3.		
4.		
5.		

1.3. Session of the competent body that appointed the Commission (name of the body and date of the session)*(Times New Roman, 12pt)*

--

A. Report on public defense of the topic of the doctoral dissertation
Place and time <i>(Times New Roman, 12pt)</i>
Duration of of the topic presentation <i>(Times New Roman, 12pt)</i>
Questions asked or submitted by commission members <i>(Times New Roman, 12pt)</i>
Topic defense completed at (time) <i>(Times New Roman, 12pt)</i>

B. Evaluation of the topic of the doctoral dissertation (original scientific contribution and evaluation of feasibility)
Opinion and proposal (explicitly state whether original scientific work on the proposed topic is possible in accordance with internationally accepted doctoral quality standards, and whether the candidate is able to achieve the set goal) <i>(Times New Roman, 12pt)</i>
Proposal to change or refine the title <i>(Times New Roman, 12pt)</i>
Proposal to change the mentor and / or appoint another mentor (enter title, name, surname, institution) <i>(Times New Roman, 12pt)</i>
Planned defense of the doctoral dissertation (specify year) <i>(Times New Roman, 12pt)</i>
Dissenting opinion (only if one of the members of the Commission for evaluation of the topic and proposing a mentor has a dissenting opinion) <i>(Times New Roman, 12pt)</i>
Signature: (name and surname of the commission member)
Remark (if applicable) <i>(Times New Roman, 12pt)</i>

Elected Commission to evaluate the topic and propose a mentor

Title, name and surname, institution, State <i>(Times New Roman, 12pt)</i>	Signature
1. (Chairman of the Commission) 2. 3. 4. 5.	

Travnik,



SVEUČILIŠTE/UNIVERZITET "VITEZ"-UNIVERSITY "VITEZ"
DOCTORAL DISSERTATION EVALUATION REPORT

GENERAL INFORMATION AND CONTACT OF THE DOCTORAL STUDENT

Title, name and surname of the doctoral student <i>(Times New Roman, 14pt)</i>		
Holder of studies <i>(Times New Roman, 12pt)</i>		
Name of the study <i>(Times New Roman, 12pt)</i>		
Doctoral student ID number <i>(Times New Roman, 12pt)</i>		
Title of the proposed topic <i>(Times New Roman, 12pt)</i>	Language used for writing the topic	
	B/H/S language	
	English language	

1. MENTOR AND COMMISSION FOR EVALUATION OF THE DOCTORAL DISSERTATION

1.1. Mentor

Title, name and surname <i>(Times New Roman, 12pt)</i>	Institution, State

1.2. Doctoral dissertation evaluation commission

Title, name and surname <i>(Times New Roman, 12pt)</i>	Institution, State
1.	
2.	
3.	
4.	
5.	

1.3. Session of the competent body and item on the agenda within which the Commission was appointed
(Times New Roman, 12pt)

--

2. EVALUATION OF THE DOCTORAL DISSERTATION

2.1. Assessment of the doctoral dissertation (the assessment must contain a conclusion in which the original scientific contribution and / or new discovery is explicitly stated)
(Times New Roman, 12pt)

|

2.2. Opinion and proposal *(Times New Roman, 12pt)*

2.3. Doctoral dissertation evaluation commission *(Times New Roman, 12pt)*

Title, name and surname, institution, State
(Times New Roman, 12pt)

Signature

1(Chairman of the Commission)

2. |

3. |

4. |

5. |

|

2.4. Remark (if applicable)

(Times New Roman, 12pt)

|

Travnik, |

EXAMINATION APPLICATION

....., a full-time/part-time/DL-year student;

I hereby apply to take the examination in: ,
taught during the academic year 20..../..... by the professor

.....
I take the examination for the time. I shall take the examination on the (day) of (month) 20..... (year)
Date: 20

For Student Services:

Signature of the Student:

.....

.....

On the of 20 the student	
took the examination integrating the overall course material for the time and achieved the following results:	
Final grade (descriptive) (numeric) (letter grade)(ECTS).	
Commission:	Signature:
.....
.....	Professor:
.....	Teaching assistant:

EXAMINATION APPLICATION

....., a full-time/part-time/DL-year student;

I hereby apply to take the examination in: ,
taught during the academic year 20..../..... by the professor

.....
I take the examination for the time. I shall take the examination on the (day) of (month) 20..... (year)
Date: 20

For Student Services:

Signature of the Student:

.....

.....

On the of 20 the student	
took the examination integrating the overall course material for the time and achieved the following results:	
Final grade (descriptive) (numeric) (letter grade)(ECTS).	
Commission:	Signature:
.....
.....	Professor:
.....	Teaching assistant:

EXAM APPLICATION

....., a full-time/part-time/DL-year student;

I hereby apply to take the examination in: ,
taught during the academic year 20..../..... by the professor

I take the examination for the time. I shall take the examination on the (day) of (month) 20..... (year)

Date: 20

For Student Services:

Signature of the Student:

.....

.....

On the of 20 the student
took the examination integrating the overall course material for the time and achieved the following results:
Final grade (descriptive) (numeric) (letter grade)(ECTS).

Commission:

Signature:

.....
.....
.....

Professor:
Teaching assistant:

EXAM APPLICATION

....., a full-time/part-time/DL-year student;

I hereby apply to take the examination in: ,
taught during the academic year 20..../..... by the professor

I take the examination for the time. I shall take the examination on the (day) of (month) 20..... (year)

Date: 20

For Student Services:

Signature of the Student:

.....

.....

On the of 20 the student
took the examination integrating the overall course material for the time and achieved the following results:
Final grade (descriptive) (numeric) (letter grade)(ECTS).

Commission:

Signature:

.....
.....
.....

Professor:
Teaching assistant: