

UNIVERSITY OF BELGRADE  
FACULTY OF MECHANICAL ENGINEERING

# Rulebooks and Booklets for Students



Belgrade, 2018

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3. The Rulebook on Teaching at Bachelor Academic Studies;
4. The Rulebook on Teaching at Master Academic Studies;
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6. The Rulebook on Student Evaluation of the Pedagogical Work of Teachers and Associates.

UNIVERSITY OF BELGRADE  
FACULTY OF MECHANICAL ENGINEERING

# INFORMATION BOOKLET

ON THE CONDITIONS FOR THE ADMISSION OF  
STUDENTS TO THE FIRST YEAR OF  
BACHELOR ACADEMIC STUDIES  
in the school year 2018/2019



Belgrade, 2018

## REQUIREMENTS FOR THE ADMISSION TO BACHELOR STUDIES

All information on enrolment can be found:

- 1) on the website of the Faculty of Mechanical Engineering [www.mas.bg.ac.rs](http://www.mas.bg.ac.rs), and
- 2) on the bulletin board at the entrance to the faculty.

### THE NUMBER OF STUDENTS WHO CAN BE ENROLLED

The number of students whose studies are financed from the state budget .....	520
- the number of students with disabilities .....	5
- the number of Roma students .....	5
- the number of students who are citizens of the Republic of Serbia who graduated from secondary school abroad in the school year 2017/2018 .....	5
The number of students who pay tuition fee .....	20

Tuition fee for the school year 2018/2019 for the students who pay tuition fee is **66,000.00** dinars (payable in up to ten instalments).

### PREVIOUS EDUCATION REQUIRED

A person who completed four-year secondary education can be enrolled in the first year of bachelor academic and integrated academic studies carried out by the University, i.e. the Faculty. The previously acquired appropriate education is determined by the study programme in which candidates are enrolled.

### ENROLMENT WITHOUT ENTRANCE EXAMINATION

Without the entrance examination, the first year of studies can be enrolled by:

1. the person who obtained higher education at the academic studies of the first degree, as well as the person who graduated from bachelor studies according to the regulations that were valid until the entry into force of the Law on Higher Education ("Official Gazette of the Republic of Serbia" No. 76/05, 100 / 07-authentic interpretation, 68/15 and 87/16);
2. the student of another higher education institution who achieved at least 60 ECTS points at a study programme of academic studies at another higher education institution under the conditions prescribed by the faculty or the University;
3. the student of the faculty within the University who is enrolled in one study programme can be enrolled in the second study programme within the same faculty under the conditions determined by the study programme, or in the manner of and according to the procedure determined by the general acts of the faculty;
4. the student whose status of the student has been terminated in accordance with the Law because of dropping out of the faculty or failing to enrol into a school year, if he/she has achieved 60 ECTS points, under the conditions prescribed by the faculty. Such a person can only be enrolled as a student who pays tuition fee and maintains this status until the end of the studies and is not included into the approved number of students for a particular study programme.

If the public document, or a diploma or a certificate of the accomplished part of the study programme has been obtained at the territory of the Republic of Serbia, the decision on the recognition of the passed exams, i.e. ECTS points, is passed by the Teaching-Scientific Council of the faculty, that is, the Study Council of the University.

The person provides:

1. a written request for enrolment no later than the expiration of the second call for enrolment;
2. a request for recognition of the exams, study programme, the certificate of passed exams and the proof that he/she paid the costs, i.e. the fee for the recognition of exams.

If the public document with which the candidate applies for enrolment without the entrance exam was acquired abroad, it is mandatory to conduct the recognition procedure in accordance with the Law and the general act of the University. When applying, candidates are obliged to submit to the faculty a confirmation of the initiated recognition procedure, along with other documentation.

A student of another university, or other independent higher education institution, cannot enrol in the University, i.e. the higher education institution which is its part, if he/she has 60 or fewer ECTS points remaining until the completion of the study programme at the higher education institution where he/she is enrolled.

Persons who have the right to enrol without taking the entrance exam can exercise this right if the faculty has spatial and other conditions.

The deadline for the completion of enrolment of the candidates who are enrolled without the entrance exam is October 15<sup>th</sup>, 2018.

## APPLICATION OF CANDIDATES

Application of candidates will be conducted on **June 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> and on Saturday, 23<sup>rd</sup> June 2018** at the Faculty of Mechanical Engineering in Belgrade, Kraljice Marije No. 16, from **9:00 to 15:00** at the reception desks of the Office for Student Affairs.

When applying, a candidate submits (photocopies of documents are not returned):

1. a filled out **application** to the call for enrolment (the application form is included in this Information Booklet),
2. a filled out **confirmation** of application to the call for enrolment (the confirmation form is included in this Information Booklet),
3. ORIGINAL DOCUMENTS for inspection (see items 4 to 6),
4. a photocopy of the birth certificate (not officially certified, but legible),
5. photocopies of the certificates of completion for all four years of high school (not officially certified, but legible),
6. a photocopy of the diploma on the passed final high school exam (not officially certified, but legible),
7. a filled out **statement** on the voluntary submission of personal data to an authorized person (the form of the statement is included in this Information Booklet),
8. proof of payment of the fee for taking the entrance exam on the basis of the "Pricelist of studies and services at the Faculty of Mechanical Engineering",
9. diplomas from republic or international competitions for the candidates who, as third and fourth grade high school students, won one of the first three awards in the subject which frees them from taking the entrance examination (a photocopy and the original for inspection).

For taking the entrance exam and other expenses of the Faculty related to the application process and taking the entrance exam, candidates pay a fee in the amount of **3.000,00** dinars to the **bank account** of the Faculty of Mechanical Engineering **840-1876666-10** with the purpose of payment stated as **fee for the entrance exam** and the payment code **121** (the payment slip is included in this Information Booklet).

During the submission of the documents and **application** to the call for enrolment, the candidate's **CONFIRMATION OF APPLICATION TO THE CALL FOR ENROLMENT** will be verified and **the number of application** will be entered. This **confirmation** should be kept by the candidate as proof that he/she submitted the documents and **the candidate must bring it with him/her to the entrance examination!**

Information about the applied candidates will be announced no later **than June 24<sup>th</sup> 2018 until 14:00** on the bulletin board at the entrance to the faculty and on the Faculty website. Written complaints on the accuracy of the published information should be lodged no later than **25<sup>th</sup> June 2018 until 14:00** at the Office for Student Affairs of the Faculty of Mechanical Engineering in Belgrade. The sitting schedule and the final list of candidates will be announced on **June 25<sup>th</sup>, 2018 until 16:00**.

## TAKING THE ENTRANCE EXAMINATION

Candidates who apply for enrolment take an entrance exam in **MATHEMATICS ONLY**.

The candidates who, as third and fourth grade high school students, individually won **one of the first three awards** in the subjects: mathematics, physics, electrical engineering/electronics, 2D computer graphics, modelling of machine members and assemblies, informatics or statics at the republic competition organized by the Ministry of Education, Science and Technological Development, or at an international competition, **do not take the entrance exam**, but obtain the maximum number of points at the entrance exam (60) due to this fact.

## THE RULES ON CONDUCTING THE ENTRANCE EXAMINATION

1. The exam lasts for 3 (three) hours effectively.
2. At the exam, candidates are only allowed to have a document for identification (identity card or passport), a Confirmation of application (verified when submitting the documents) and are allowed only to use the pen received from the monitoring person, i.e. the pen which was on the bench together with the notebook and the answer form.
3. The text of the task, the notebook for solving the tasks and the answer form are received by the candidate from the monitoring person.
4. On the answer form, in the envisaged place, the candidate enters the surname, the name of one parent (**as in the application form**), his/her name and the **number of the application** from the confirmation of application. The candidate is obliged to **enter the code** of the assigned task on the answer form. A form that does not have a code yields the same number of negative points as the task in which all the answers are incorrect.

5. It is forbidden to bring and use any additional aids (mobile phones, pocket computers etc.) at the exam. No smoking is allowed during the exam.
6. Immediately after the beginning of the exam, the monitoring persons check the identity of the candidates as well as the information that the candidate entered to the answer form. Upon the completion of identification, the candidate **MUST** remove the ID card or passport from the table, so that only the ballpoint pen, the confirmation of application and the material received from the monitoring person remain on the table.
7. The candidate **MUST NOT** sign his/her name or put any other sign on the answer form other than what has been envisaged. The candidate who additionally marks the form **IN ANY WAY** will be disqualified.
8. The number of tasks in the exam is 20. The correct task will be awarded by 3 points.
9. The candidate solves the tasks in the notebook. Based on the obtained solution and the offered answers, the candidate circles only one answer for each task in the answer form under the number corresponding to the number of the task.
10. There are **6 responses** offered for each task, out of which only **1 is correct**. THE CORRECT answer IS AWARDED by **3 POINTS**. The INCORRECT answer yields negative points (-0.3 points). The answer "I DO NOT KNOW" (marked as "N" on the answer form) does not yield any points.
11. It is **ALLOWED** to circle **ONLY ONE** of the offered answers. Circling no answer, circling two or more answers, as well as circling one or more answers, yields negative points envisaged for an incorrect answer.
12. Candidates are warned that the answer forms should be filled out very carefully. **IT IS NOT ALLOWED TO ERASE OR CORRECT THE ALREADY CIRCLED ANSWERS**. The candidate **HAS THE RIGHT** to replace the answer form by raising this/her hand to inform the monitoring person and request the replacement of the answer form.
13. No conversation between the candidates is allowed from the moment of task delivery. If candidates talk to each other or use non-allowed means, they will be removed from the exam and disqualified.
14. It is allowed to leave the exam room one hour after the beginning of the exam at earliest, and it is mandatory to hand in the filled out answer form, the task text and notebook. Return to the exam room is not allowed. In the case that the candidate has forgotten some of his/her personal belongings in the exam room, he/she must wait for the exam to finish and then, accompanied by one monitoring person, return to the place in the exam room where he/she was sitting.
15. When the candidate decides that he/she has completed the exam, he/she invites the monitoring person by raising his/her hand. The monitoring person takes over the completed answer form, the text of the task and the notebook, signs the Confirmation of application and writes down the number of the exam room. The signed Confirmation of application is returned to the candidate. **The signed Confirmation of application should be kept by the candidate until the completion of enrolment in the faculty, since it is evidence that the candidate handed in the task.**
16. **Notices on the beginning of the exam, the time that has passed, and the time when candidates may start leaving the exam room will be given in the exam room by the monitoring person.**
17. During the entrance exam, only the Dean of the Faculty and the members of the Committee for entrance examination for the enrolment of students in the Faculty can enter the exam room.

CONTEMPT OF ANY OF THE ABOVE-MENTIONED RULES ENTAILS DISQUALIFICATION OF CANDIDATES, REGARDLESS OF THE PREVIOUSLY ATTAINED POINTS, AND A DISQUALIFIED CANDIDATE CANNOT BE ENROLLED IN THE FACULTY OF MECHANICAL ENGINEERING.

Once again, we remind you that the Information Booklet contains the examples of the correctly and incorrectly filled out answer forms.

The entrance exam in mathematics is held on **Thursday, June 28<sup>th</sup>, 2018** at the Faculty of Mechanical Engineering in Belgrade starting at **10:00**. All candidates should arrive **IN FRONT OF** the appropriate exam room (in accordance with the published sitting schedule) **not later than 9:45 am**. Being late to the exam is not tolerated. The correct solutions to the tasks in the mathematics entrance exam will be published (on the bulletin board at the entrance to the Faculty building and on the website of the Faculty) on the same day at **14:00**.

#### FORMING THE RANKING LIST

The selection of candidates for the enrolment in the first year of the Bachelor Academic Studies is performed on the basis of: **a)** the results achieved at the entrance exam, and **b)** the overall success achieved in high school. The **RANKING LIST** is formed according the total number of points of each candidate, in keeping with the determined scoring method. The candidate can win a maximum of 100 points in total.

#### SCORING METHOD

- a)** At the entrance exam, the candidate can score a maximum of 60 points (20 tasks x 3 points = 60 points).
- b)** General success in high school entails the number of points that is obtained as a sum of the average grades in all subjects in the first, second, third and fourth grade, multiplied by 2 (two). On these grounds, the candidate can acquire at least 16, and at most 40 points. The average grade in high school is calculated by rounding up to two decimal places.

## FORMATION OF THE RANKING LIST AND THE STATUS IN WHICH THE CANDIDATE MAY BE ENROLLED IN STUDIES

The Committee compiles a unique **RANKING LIST**. The place at the **RANKING LIST** and the total number of achieved **points** determine whether a candidate can be enrolled in the first year of Bachelor Academic Studies, as well as whether the candidate will be financed from the state budget, or will pay tuition fee.

The candidate can be enrolled **as the student whose studies are financed from the state budget** if he/she is ranked in the **RANKING LIST** up to the number approved for the enrolment of the candidates whose studies are financed from the state budget, which is determined by this Call for enrolment to the Faculty, **if he/she attains at least 51 points**.

The candidate can be enrolled **as the student who pays tuition fee** if he/she is placed on the **RANKING LIST** up to the number approved for the enrolment of the candidates who pay tuition fee, which is determined by this Call for enrolment to the Faculty, **if he/she attains at least 30 points**.

If the candidate who has achieved the right to enrol does not enrol within the prescribed timeline, another candidate may be enrolled instead of him/her, according to the order in the **RANKING LIST**.

If there are vacancies for enrolment, the candidates who took entrance exam in mathematics at another faculty of the University of Belgrade **can apply for these vacancies with the number of points achieved at the entrance exam in mathematics at another faculty of the University of Belgrade**. It is necessary for such candidates to produce an appropriate certificate of the success achieved at that entrance exam **or the number of the application from the entrance exam that they took at another faculty and the web address where the final ranking list of that particular faculty has been posted**.

### PUBLISHING OF THE RANKING LIST

The preliminary ranking list will be published no later than **Friday, June 29<sup>th</sup>, 2018 until 8:00 am** on the bulletin board and the website of the Faculty.

The candidate who thinks that the order of the candidates in the **RANKING LIST** has not been determined in the manner envisaged by the Call for enrolment may file a **complaint** to the Committee for admission **by June 30<sup>th</sup>, 2018 until 20:00** (the complaint is submitted to the Office for Student Affairs of the Faculty of Mechanical Engineering in Belgrade).

The Committee makes a decision on the complaint **on July 1<sup>st</sup>, 2018 until 10:00 am**.

The candidate may file an appeal to the decision of the Committee to the Dean of the Faculty **on July 2<sup>nd</sup>, 2018 until 12:00**, and the Dean will decide on the received appeals **on July 3<sup>rd</sup>, 2018 until 14:00**.

The final ranking list will be published **on July 3<sup>rd</sup>, 2018 until 15:00**.

Candidates cannot file complaints to the final ranking list.

THE PROCESS OF SUBMITTING THE COMPLAINTS AND THEIR RESOLUTION IS PERFORMED IN A STRICTLY SPECIFIED TIMELINE. CANDIDATES ARE WARNED TO STRICTLY ADHERE TO THE GIVEN TIMELINE SINCE THE COMPLAINTS THAT HAVE NOT BEEN SUBMITTED ON TIME WILL NOT BE TAKEN INTO CONSIDERATION.

## ENROLMENT

Student enrolment according to the final ranking list will be conducted **from July 4<sup>th</sup> through 7<sup>th</sup> 2018, at the time indicated in the table**, at the reception desks of the Office for Student Affairs. Each enrolled student should register with the student service in order to access his/her electronic index. Registration is done at the reception desks of the Office for Student Affairs every working day from 12.30 to 14.30. After the registration with the student service has been completed, an e-mail account will be automatically created for every student. This is the official e-mail address which will be used to contact the staff of the Faculty of Mechanical Engineering.

**NOTE:** After enrolling in the 1<sup>st</sup> (first) semester of studies at the Faculty of Mechanical Engineering, the student does not have the right to drop out of the Faculty until the beginning of the 2<sup>nd</sup> (second) semester or the right to the refund of the tuition fee for the 1<sup>st</sup> semester.

## THE ENROLMENT OF STUDENTS WHOSE STUDIES ARE FINANCED FROM THE STATE BUDGET

The candidates who have earned the right to enrolment in this category submit the following:

1. the confirmation of application to the call for enrolment (verified when submitting the documents for the call for enrolment)
2. original certificates (for inspection) and certified photocopies of the certificates of completion for all grades of the previously completed secondary school, as well as the original diploma (for inspection) and a certified photocopy of the diploma on the passed final high school exam
3. birth certificate
4. 3 (three) photos 45 x 35 mm (one for ŠV-20, the second for the student book and the third for the student ID chip card)
5. Fill in and sign the ŠV-20 form and glue the photo to the designated place in the ŠV-20 form (the ŠV-20 form is obtained in the FME bookstore)
6. Fill in and sign the student book, and glue the photo to the designated place in the student book (**DO NOT GLUE THE FOIL**)
7. payment to the Career Development Centre of the University of Belgrade (payment slip is provided with the ŠV-20 form)

The prices are published on the website of the Faculty of Mechanical Engineering ("Pricelist of studies and services at the Faculty of Mechanical Engineering").

To receive the Student ID Card, payment in the amount of 1.600,00 dinars (800.00 din is the cost of issuing the Student ID Chip card and 800.00 din is an annual membership fee for ISIC and EVCA) should be made in the FME bookstore, and the fiscal account should be submitted together with a photograph in the room on the first floor opposite to the FME library.

**Note:** Candidates who intend to apply for accommodation in the facilities of the Student Centre should timely certify the photocopies of the certificates of completion for all four grades and the diploma on the passed final high school exam.

The candidate who has achieved the right to enrol and does not enrol within the prescribed timeline, forfeits the right to enrolment and another candidate **WILL** be enrolled instead of him/her, according to the determined order.

## THE ENROLMENT OF STUDENTS WHO PAY THE TUITION FEE (TUITION-PAYING STUDENTS)

The candidates who have earned the right to enrolment in this category submit the following:

1. the confirmation of application to the call for enrolment (verified when submitting the documents for the call for enrolment)
2. original certificates (for inspection) and certified photocopies of the certificates of completion for all grades of the previously completed secondary school, as well as the original diploma (for inspection) and a certified photocopy of the diploma on the passed final high school exam
3. birth certificate
4. 3 (three) photos 45 x 35 mm (one for ŠV-20, the second for the student book and the third for the student ID chip card)
5. Fill in and sign the ŠV-20 form and glue the photo to the designated place in the ŠV-20 form (the ŠV-20 form is obtained in the FME bookstore)
6. Fill in and sign the student book, and glue the photo to the designated place in the index (**DO NOT GLUE THE FOIL**)
7. payment to the Career Development Centre of the University of Belgrade (payment slip is provided with the ŠV-20 form)
8. payment for the supplementary part of tuition fee for the University of Belgrade (payment slip is provided with the ŠV-20 form)
9. payment of the first instalment of the tuition fee in the amount of 6,600 dinars (payment slip is provided with the ŠV-20 form)

The prices are published on the website of the Faculty of Mechanical Engineering ("Pricelist of studies and services at the Faculty of Mechanical Engineering").

To receive the Student ID Card, payment in the amount of 1.600,00 dinars (800.00 dinars is the cost of issuing the Student ID Chip card and 800.00 dinars is an annual membership fee for ISIC and EVCA) should be made in the FME bookstore, and the fiscal account should be submitted together with a photograph in the room on the first floor opposite to the FME library.



### **Enrolment of the members of the Serbian ethnic minority from neighbouring countries**

Members of the Serbian ethnic minority from neighbouring countries are educated in the Republic of Serbia under the same conditions as the citizens of the Republic of Serbia, including the right to be financed from the state budget during studies. When these candidates apply, it is necessary to submit acknowledged school documents or a confirmation that the acknowledgement of the required school documents has started. The public document obtained in the Republic of Srpska is not subject to the acknowledgement procedure.

In addition to the prescribed documentation, these candidates also submit a **statement** to the faculty. The neighbouring countries include: the Republic of Hungary, the Republic of Romania, the People's Republic of Bulgaria, Macedonia, the Republic of Albania, Bosnia and Herzegovina, the Republic of Slovenia, the Republic of Croatia and Montenegro.

### **Enrolment of persons with disabilities**

Persons with disabilities can take the entrance exam in the manner adapted to their abilities, that is, in the form suitable for them, in accordance with the objective possibilities of the faculty. A person with disabilities is obliged to explain in writing the way in which it is necessary to adjust the taking of the entrance exam and to submit this explanation when applying for enrolment in the study programme. For additional information and consultations, persons with disabilities can contact the University Centre for Students with Disabilities by phone 011-3370-686 or by sending an e-mail to [ucsh@rect.bg.ac.rs](mailto:ucsh@rect.bg.ac.rs). The University Centre for students with Disabilities is located at the premises of the University Library "Svetozar Markovic" in Bulevar kralja Aleksandra 71. Persons with disabilities can be enrolled through the Programme of Affirmative Entry Measures for enrolling the persons with disabilities.

### **Enrolment of the members of the Roma ethnic minority**

Candidates who are the members of the Roma ethnic minority can apply for enrolment in the study programmes of the University of Belgrade through the Programme of Affirmative Entry Measures adopted by the Government of the Republic of Serbia, implemented by the Ministry of Education, Science and Technological Development. This programme implies support for candidates when enrolling in the study programme, as well as during the course of studies. Candidates who are the members of the Roma ethnic minority can be enrolled through the Programme of Affirmative Entry Measures for enrolling the members of the Roma ethnic minority.

### **Enrolment of the citizens of Serbia who completed secondary school abroad**

The citizens of the Republic of Serbia who completed their previous education or part of education abroad or at a foreign secondary school in the Republic of Serbia may apply for enrolment in the study programme if the foreign secondary school diploma they acquired is acknowledged in accordance with the law and a special general act of the University. The citizens of the Republic of Serbia who, in the school year 2017/2018, completed secondary school abroad or a foreign secondary school in the Republic of Serbia or have an IB graduation degree, can attain the right of enrolment within the budget quota determined by the Government Decision for this category of candidates in the second enrolment period.

### **Enrolment of foreign students**

A foreign citizen can be enrolled in a study programme under the same conditions as the citizens of the Republic of Serbia. A foreign citizen pays tuition fee. When applying, the candidate who is a foreign citizen submits an acknowledged diploma of the completed high school or a confirmation that the acknowledgement of the necessary school documents has started. Before the enrolment, the candidate who is a foreign citizen is obliged to submit to the faculty/University the following evidence:

- that he/she has health insurance for the school year he/she enrolls;
- that he/she has mastered the Serbian language or the language in which the study programme is conducted.

These candidates finance their education on their own (the studies in the Serbian language) in the amount of **1,800 Euros** per year.

IMPORTANT DATES AND DEADLINES FOR THE FIRST CALL FOR ENROLMENT – THE JUNE CALL

**June 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> and Saturday, 23<sup>rd</sup> June 2018**

9:00 – 15:00 Candidates submit applications.

**24<sup>th</sup> June 2018**

14:00 Posting of information on the applied candidates.

**25<sup>th</sup> June 2018**

until 14:00 Submitting written complaints to the accuracy of information at the Office for Student Affairs of the Faculty of Mechanical Engineering in Belgrade.

until 16:00

Posting of information on the applied candidates, and the schedule of sitting in the classrooms for the entrance exam.

**28<sup>th</sup> June 2018**

until 9:45

Candidates' arrival to the scheduled classrooms.

10:00

The beginning of the entrance exam.

14:00

Publishing of the task solutions.

**29<sup>th</sup> June 2018**

until 8:00

Publishing of the preliminary ranking list.

**until 30<sup>th</sup> June 2018**

until 20:00

Receiving the written complaints to the results.

**1<sup>st</sup> July 2018**

until 10:00

The Committee decides on the complaints.

**2<sup>nd</sup> July 2018**

until 12:00

Submitting the written appeals to the Committee decisions to the Dean.

**3<sup>rd</sup> July 2018**

until 14:00

The Dean decides on the appeals.

**3<sup>rd</sup> July 2018**

until 15:00

Announcement (publishing) of the final ranking list.

**4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> July 2018**

Student enrolment according to the plan in the table:

date	time	Took the entrance exam at the FME	Took the entrance exam in mathematics at some other faculty of the University of Belgrade – transfer to the FME
4 <sup>th</sup> July	at 10:00	Calling according to the list, from 1 to 260 from the final ranking list, followed by enrolment	-
5 <sup>th</sup> July	at 10:00	Calling according to the list, from 261 to 520 from the final ranking list, followed by enrolment	-
6 <sup>th</sup> July	at 10:00	Calling of the candidates who were justifiably absent from the calling on July 4 <sup>th</sup> and 5 <sup>th</sup> , followed by enrolment	-
6 <sup>th</sup> July	at 11:00	Calling of the candidates according to the final ranking list until the approved number of places have been fulfilled, followed by enrolment	-
6 <sup>th</sup> July	at 13:00		Receiving written requests for transfer (if there are any vacancies)

The candidate who has acquired the right of enrolment, and does not enrol in the prescribed deadline, loses the right to enrol and the next candidate according to the determined order will be enrolled instead.

It is necessary for the candidates to strictly adhere to all deadlines because subsequent appeals will not be acknowledged!

**NOTES ON FILLING OUT THE ANSWER FORM AT THE ENTRANCE EXAM**  
(an example is given on page 10)

1. The candidate fills in his/her **FAMILY (LAST) NAME, THE NAME OF ONE PARENT** (as in the application form), and his/her **PERSONAL (FIRST) NAME**.
2. During the application process, the candidate will be given the number of application on the confirmation of application to the call for enrolment, which he/she should enter in the designated boxes.
3. In every task form, there is the **task code** which is written in the designated boxes.
4. Tasks are solved in the notebook that candidates receive at the exam. The candidate brings the following to the exam:
  - **personal identification document (ID card or passport)**
  - **the confirmation of application to the call for enrolment to the Faculty of Mechanical Engineering**

In the answer form shown on page 10, the answers to the first 6 tasks serve as the examples of a **CORRECTLY FILLED-IN FORM**:

- correct answers yield points
- incorrect answers yield negative points
- the answer "N" stands for **I DO NOT KNOW** and it neither yields positive or negative points.

In the answer form shown on page 10, the answers to the tasks from 7 to 20 serve as the examples of an **INCORRECTLY FILLED-IN FORM**.

- not circling any of the answers is punished by negative points,
- circling two or more answers is punished by negative points,
- crossing, erasing or marking the answers in any other way except circling is punished by negative points,
- additional writing of any signs is punished by negative points.

**IN CASE OF MAKING A MISTAKE, THE CANDIDATE CAN ASK THE MONITORING PERSON IN THE EXAM ROOM FOR A NEW ANSWER FORM!**

ПЕТРОВИЋ, ПЛАЉЕ, ПЕТАР

Prezime, ime jednog roditelja, ime

1 2 3 4

Broj prijave

3 8 2 7 6

Šifra zadatka

Redni broj zadatka	Odgovor je:					
1	A	<input checked="" type="radio"/> B	C	D	E	N
2	A	B	<input checked="" type="radio"/> C	D	E	N
3	<input checked="" type="radio"/> A	B	C	D	E	N
4	A	B	C	D	E	<input checked="" type="radio"/> N
5	A	B	C	D	<input checked="" type="radio"/> E	N
6	A	B	C	<input checked="" type="radio"/> D	E	N
7	A	B	C	D	E	N
8	A	B	C	D	E	N
9	<input checked="" type="radio"/> A	B	<input checked="" type="radio"/> C	D	E	N
10	A	<input checked="" type="radio"/> B	C	<del>D</del>	E	N
11	A	B	C	D	E	N
12	A	B	C	D	E	N
13	A	B	C ✓	D	E	N
14	A	B	C	<del>D</del>	E	N
<input checked="" type="radio"/> 15	A	<input checked="" type="radio"/> B	C	D	E	N
16	A	B	C	D	E	N
17 ✓	A	B	C	D	<input checked="" type="radio"/> E	N
18	A	B	C	<del>D</del>	E	<input checked="" type="radio"/> N
19	A	<del>B</del>	<del>C</del>	D	<input checked="" type="radio"/> E	N
20	<del>A</del>	B	C	D	E	N

The following page is the look of application form and confirmation of its receipt.

Број пријаве \_\_\_\_\_ Фасцикла \_\_\_\_\_ Документ \_\_\_\_\_ Школска 2012/2013.

**ПРИЈАВА НА ЈУНСКИ КОНКУРС**  
ЗА УПИС У ПРВУ ГОДИНУ ОСНОВНИХ АКАДЕМСКИХ СТУДИЈА  
НА МАШИНСКОМ ФАКУЛТЕТУ У БЕОГРАДУ

Презиме и име кандидата	Име једног родитеља	Лични број

Пол	Држављанство	Шифра места сталног боравка	Шифра занимања оца	Шифра занимања мајке
М Ж	СРБ Страно			

Шифра средње школе	Година завршетка средње школе

**ОСТАЛИ ПОДАЦИ О КАНДИДАТУ**

**Подаци о рођењу**

Датум	Место	Општина	Република	Држава

**Адреса сталног боравка**

Место	Општина	Улица и број	Телефон

**Подаци о завршеној средњој школи**

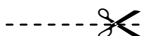
Држава	Место	Општина	Република	Страни језик

**Пуни назив средње школе**

--

Изјављујем да сам упознат са поступком спровођења пријемног испита и уписа. Изјављујем да сам упознат са свим правилима и терминима у вези са пријемним испитом и да ћу их се придржавати.

Београд, \_\_\_\_\_ 2012. год. Потпис кандидата: \_\_\_\_\_



**ПОТВРДА О ПРИЈАВИ НА ЈУНСКИ КОНКУРС**  
ЗА УПИС НА МАШИНСКИ ФАКУЛТЕТ У БЕОГРАДУ  
школске 2012/2013. године

Презиме и име кандидата	Име једног родитеља (као на пријави)

**ПРЕДАО ДОКУМЕНТА**

Број пријаве	Потпис службеника и печат

**ПОЛАГАО ПРИЈЕМНИ ИСПИТ ИЗ МАТЕМАТИКЕ**

Број сале	Потпис дежурног на испиту

Ова потврда служи као доказ да се кандидат пријавио на конкурс и да је полагао пријемни испит. Упозоравају се кандидати да ову потврду морају имати са собом при полагању. Кандидати су обавезни да на полагање пријемног испита понесу са собом личну карту или пасош.

UNIVERSITY OF BELGRADE  
FACULTY OF MECHANICAL ENGINEERING

# INFORMATION BOOKLET

ON THE CONDITIONS FOR THE ADMISSION OF  
STUDENTS TO THE FIRST YEAR OF  
MASTER ACADEMIC STUDIES  
in the school year 2018/2019



Belgrade, 2018

# REQUIREMENTS FOR THE ADMISSION TO MASTER STUDIES

Faculty of Mechanical Engineering of the University of Belgrade, in the school year 2018/2019, enrolls students in the first year of Master Academic Studies at the study programme of Mechanical engineering in one of the 21 fields (study specializations).

A maximum of 416 students will be enrolled in the master study programmes, out of whom 384 will be financed from the state budget and 32 will pay tuition fee.

Upon the completion of Master Academic Studies at the Faculty of Mechanical Engineering in Belgrade, the students obtain the academic title of a master mechanical engineer.

## I General conditions of the Call for enrolment

1. The right of enrolment in the first year of Master Academic Studies which carry 120 ECTS points is given to a person:
  - o who has completed appropriate Bachelor Academic Studies at the Faculty of Mechanical Engineering or some other similar faculty and achieved at least 180 ECTS points.
  - o who has acquired higher education at this Faculty lasting for 8 semesters, according to the regulations that were valid until the date of entry into force of the Law on Higher Education.
2. Only candidates who are not or have not been enrolled in Master Academic Studies at the Faculty of Mechanical Engineering in Belgrade can apply in the first enrolment period.
3. The Rulebook on Teaching at Master Academic Studies defines the study programmes of Bachelor Academic Studies which are eligible for the continuation of studies at the study programme of Master Academic Studies of mechanical engineering. The right of enrolment in the first year of Master Academic Studies is given to:
  - the candidates who have completed Bachelor Academic Studies at one of the faculties of the technical and technological sciences group, the Faculty of Physics, as well as the students who have graduated from the Faculty of Science (department/study specialization of physics) with at least 180 ECTS points.
  - the candidates who have completed Bachelor Academic Studies at the Faculty of Mathematics, as well as the students who have graduated from the Faculty of Science (department/study specialization of mathematics) with at least 180 ECTS points, have the right to enrol in the Mechanics study specialization.
  - the candidates who have completed Bachelor Academic Studies at the Military Academy (the Military Mechanical Engineering study programme) with at least 180 ECTS points, have the right to enrol in the Weapon Systems, Motor Vehicles and ICE Engines study specializations.
  - the candidates who have completed Bachelor Academic Studies at the Academy of Criminalistics and Police Studies with at least 180 ECTS points, have the right to enrol in the Weapon Systems study specialization if they pass the entrance exam in the study specialization subjects.

The candidates from these categories are ranked in the category of the students who pay tuition fee.

Students who have completed Vocational Studies do not have the right to enrol in Master Academic Studies.

## II Study programme

1. At Master Academic Studies, the subjects that are passed as exams are worth a total of 94 ECTS points. The work on the master thesis bears additional 26 ECTS points.
2. Within each study specialization, there is a list of compulsory and elective subjects that are chosen by the student.
3. The list of elective courses offered by study specializations is updated every school year with the aim of following the trends in the profession. At the beginning of each semester, the Faculty reserves the right to decide which study specializations and subjects will be active, based on the expressed interest of candidates and available resources.
4. The administrative procedure related to the registration, development and defence of the master thesis is defined by the Rulebook on Teaching at Master Academic Studies.

## III Criteria for determining the order of candidates

The order of candidates for the enrolment in the first year of Master Academic Studies is determined on the basis of the grade point average at the previously completed studies, and in case two candidates have the same grade point average, the candidate who has completed the previous level of studies in a shorter period will have priority.

In the event that there are vacant (free) places after the ranking of the students who have completed the Faculty of Mechanical Engineering to the status of the students whose studies are financed from the state budget, the students from point 3 (General Conditions of the Call for enrolment) will be allowed to exchange the status of the student who pays tuition fee for the status of the student whose studies are financed from the state budget, according to the order in the ranking list.

#### **IV Deadlines and the procedure for filing complaints**

Faculties publish the lists of candidates, as well as the preliminary ranking list for each study specialization, based on the success achieved at the previous level of education on the bulletin board and on the website, to which candidates can file complaints within the defined timeline in case of technical errors. Upon the expiry of this deadline, the data that reflect success achieved at previous levels of education are considered final.

The candidate may file a complaint on the regularity of the procedure determined by the call for enrolment, or his/her position in the ranking list within 36 hours from the publication of the preliminary ranking list at the faculty.

The complaint is submitted to the appropriate committee of the Faculty, which shall make a decision on the complaint within 24 hours from the receipt of the complaint.

The candidate has the right to file an appeal to the Dean of the Faculty in the appeal procedure within 24 hours from the expiration of the deadline for the decision of the committee of the Faculty on the complaint of the candidate.

The Dean of the Faculty makes the final decision within 24 hours from the receipt of the appeal and delivers the decision to the candidate and the committee of the Faculty.

After deciding on the complaint, the Faculty determines and publishes the final ranking list of all candidates for the study programme-study specialization.

#### **V Student enrolment**

A person has achieved the right to enrolment if he/she is ranked in the ranking list within the number of candidates envisaged for enrolment by the call for enrolment.

The candidate can enrol in a study programme in the status of a student whose studies are financed from the state budget (a budget student) if he/she is ranked in the final ranking list up to the number approved for the enrolment of candidates who are financed from the state budget.

The candidate can enrol in a study programme in the status of a student who pays tuition fee (tuition-paying student) if he/she is ranked in the final ranking list up to the number approved for the enrolment of candidates who pay tuition fee.

Persons with disabilities, that is, the members of the Roma ethnic minority, who have enrolled in and completed Bachelor Academic Studies in the status of a student whose studies are financed from the state budget, are enrolled in Master Academic Studies according to the Programme of Affirmative Measures, if they opt for such a programme.

A contract is made with the students enrolled in Master Academic Studies, and this contract governs mutual rights and obligations.

##### **a) Enrolment of foreign students**

A foreign citizen can apply to and enrol in a study programme under the same conditions as the citizens of the Republic of Serbia.

The status of a foreign citizen may only be that of a student who pays tuition fee.

When applying, the candidate who is a foreign citizen submits a **certificate of acknowledgement of the foreign public document or the confirmation that the process of acknowledgement has started**.

Before the enrolment, the candidate who is a foreign citizen is obliged to submit to the faculty/University the following evidence:

- that he/she has health insurance for the school year he/she enrolls;
- that he/she has mastered the Serbian language or the language in which the study programme is conducted.

##### **b) Enrolment of the citizens of Serbia who completed previous education abroad**

The citizen of the Republic of Serbia who has completed his/her previous education abroad may apply for enrolment in the study programme if he/she has a **document on the recognition of the foreign higher education certificate for the continuation of education at the University of Belgrade** and the enrolment in the specific study



programme. If the recognition procedure has not been completed, these candidates, along with their application, submit a confirmation that the procedure is ongoing.

Persons who have a foreign higher education certificate must begin the recognition process no later than 30<sup>th</sup> September 2018. Foreign documents submitted after September 30<sup>th</sup> will only enable application for the admission to the next academic year.

### **c) Enrolment of persons with disabilities**

Persons with disabilities are obliged to explain in writing the way in which it is necessary to adjust the admission of documents and the attendance of lectures. For additional information and consultations, persons with disabilities can contact the University Centre for Students with Disabilities by phone 011-3370-686 or by sending an e-mail to [ucsh@rect.bg.ac.rs](mailto:ucsh@rect.bg.ac.rs). The University Centre for Students with Disabilities is located at the premises of the University Library "Svetozar Markovic" in Bulevar kralja Aleksandra 71.

### **VI Tuition fee**

Tuition fee for the tuition paying students who are citizens of the Republic of Serbia is 66,000 dinars.

Tuition fee for foreign citizens is EUR **2,400**.

Tuition fee can be paid in six equal instalments, three in the autumn and three in the spring semester.

### **VII Timeline for the Call for enrolment**

#### The first enrolment period

**24<sup>th</sup> September – 5<sup>th</sup> October 2018**

12:30 – 14:30

Candidates submit applications.

**6<sup>th</sup> October 2018**

8:00

Posting of information on the applied candidates and the preliminary ranking list.

**until 8<sup>th</sup> October 2018**

until 10:00

Submitting written complaints to the accuracy of information at the Office for Student Affairs of the Faculty of Mechanical Engineering in Belgrade.

**8<sup>th</sup> October 2018**

until 12:00

The Committee decides on the complaints.

**9<sup>th</sup> October 2018**

until 12:00

Submitting the written complaints to the Committee decisions to the Dean.

**10<sup>th</sup> October 2018**

until 8:00

The Dean decides on the complaints.

**10<sup>th</sup> October 2018**

until 12:00

Publishing of the final ranking list..

**11<sup>th</sup> and 12<sup>th</sup> October 2018**

Candidate enrolment

In the event that there are vacancies after completing the enrolment, the Faculty will announce and organize the second enrolment period.

#### The second enrolment period

**16<sup>th</sup> and 17<sup>th</sup> October 2018**

12:30 – 14:30

Candidates submit applications

Candidates who have already been enrolled in Master Academic Studies at the Faculty of Mechanical Engineering in Belgrade have the right to apply in the second enrolment period, and they are admitted in the status of the students who pay tuition fee.

The fee for the application costs is **4,000** dinars and it is paid to the **bank account** of the Faculty of Mechanical Engineering **840-1876666-10** with the purpose of payment **Application for the enrolment in Master Academic Studies** and the payment code **121**.

Students who are in the status of harmonization have to pay additional **7,000** dinars for passing of the decision on the recognition of exams to the bank account of the Faculty of Mechanical Engineering **840-1876666-10** with the purpose of payment stated as **The adjustment of curricula** and the payment code **106**. For each non-passed exam students pay 1,100 dinars per ECTS point. If a student has not registered the topic of Master Thesis, he/she has a discount of 1/3 of the tuition fee. If the student has registered the topic, he/she has a further discount of one third of the tuition fee.

## **VIII Other regulations**

### **a) Application of candidates**

1. When applying, the candidates who have completed Bachelor Academic Studies at the Faculty of Mechanical Engineering in Belgrade need to fill in the application form (it should be downloaded from the website) and submit the filled-in form in the Office of Student Affairs.
2. In addition to the filled-in application, the candidates who have not completed Bachelor Academic Studies at the Faculty of Mechanical Engineering in Belgrade submit for inspection the ORIGINAL DOCUMENTS and leave the certified photocopies of the following documents:
  - o the diploma and diploma supplement, i.e. the certificate of the completed study programme of the first degree of studies,
  - o a photocopy of the ID card and a photocopy of the birth certificate,
  - o a certificate on the acknowledgement of a foreign higher education document or a confirmation that the acknowledgement process for the purposes of the continuation of education has begun (only for the candidates who hold a foreign higher education document).
3. Evidence of payment of the application fee.

During the application, the candidates who have a foreign higher education diploma submit a certificate confirming that the acknowledgement procedure at the University has begun.

The candidate gives a statement which authorizes the Faculty and the University that the personal data that he/she provided can be entered into an electronic database and that these data can be used for generating the necessary statistics, and for submitting the required data to the Ministry of Education, Science and Technological Development without giving personal data, and that they will not be available to unauthorized persons.

**During the application, the candidates who completed the previous level of studies before the school year 2017/2018 also submit a signed statement that they were not enrolled in the first year of the level of studies for which they apply in the status of students whose studies are financed from the state budget.**

### **b) Enrolment**

The candidates who have the right to enrolment submit the following:

- certified photocopies of documents and original documents for inspection,
- birth certificate,
- a filled-out ŠV-20 form (the form is filled out electronically),
- student book,
- two photos 4.5x3.5 cm,
- proof of payment of the fee for the students who pay tuition fee,
- proof of payment of the fee to the Career Development Centre,
- if necessary, other evidence.

The candidates who have completed the previous level of studies abroad also need to submit the decision of the Rector on the acknowledgement of the foreign higher education document when enrolling.

The candidate who has achieved the right to enrol and does not enrol within the prescribed timeline, forfeits the right to enrolment and another candidate will be enrolled instead of him/her, according to the determined order.

University of Belgrade  
Faculty of Mechanical Engineering

**THE RULEBOOK ON TEACHING AT BACHELOR ACADEMIC STUDIES**

The refined text

Pursuant to Article 63 of the Statute of the Faculty of Mechanical Engineering of the University of Belgrade, the Teaching-Scientific Council at its session held on March 30<sup>th</sup> 2017 passed

**THE RULEBOOK ON TEACHING AT BACHELOR ACADEMIC STUDIES**  
of the Faculty of Mechanical Engineering in Belgrade

The refined text

The refined text of the Rulebook on Teaching at Bachelor Academic Studies of the Faculty of Mechanical Engineering contains:

The basic Rulebook No. 1120/10 dated 29/10/2007

Amendments and additions – No. 303/9 dated 09/02/2017

1. Basic articles of the Rulebook

1.1. Introductory articles

Article 1.1.1.

*The Rulebook on Teaching at Bachelor Academic Studies* is one of the general Acts of the Faculty. It is passed by the Teaching-Scientific Council of the Faculty

*The Rulebook on Teaching at Bachelor Academic Studies* is delivered to all teachers and associates, the General, Legal and Personnel Affairs Offices, the Accounting and Finance Office, the departments, the Archive, the Head of the Student Affairs Office, and the Student Parliament of the Faculty of Mechanical Engineering.

Teachers and associates, non-teaching staff and students of the Faculty of Mechanical Engineering are obliged to comply with this *Rulebook*.

Article 1.1.2.

Within the framework of its parent - educational activity, the Faculty carries out Bachelor Academic Studies.

The content and the structure of the study programme, the method and the procedure for its adoption, as well as other issues of relevance to the study programme, are regulated by the Rulebook on the establishment of the study programme of the University of Belgrade.

### Article 1.1.3.

*The Guide through Bachelor and Master Studies* at the Faculty of Mechanical Engineering is the basic document for information on all teaching activities at the faculty.

Important notifications pertaining to teaching are published in the written form or on the website of the faculty [www.mas.bg.ac.rs](http://www.mas.bg.ac.rs). This is performed by the heads and secretaries of the department and the Vice-Dean for Teaching, in cooperation with the faculty website operator.

## 1.2. On teaching activities and extracurricular activities.

### Article 1.2.1.

In order to successfully implement the curriculum, teachers and associates working at the Faculty of Mechanical Engineering in Belgrade have the following working duties within the framework of the forty-hour working week:

- to hold classes regularly in accordance with the established timetable;
- to spend at least 4 hours at the Faculty each working day in the period from 8 to 16, working on the improvement and innovation of teaching, their own professional advancement and improvement of their associates;
- to display the time of office hours on notice boards in front of the cabinet - laboratory in the form of notifications and strictly adhere to these terms;
- to adhere to the time determined for the beginning and completion of lectures or exercises, whereby they are obliged to maintain a 45-minute class period;
- principally, not to hold classes during the breaks between classes;
- to keep records on the attendance of classes (based on these records, the teacher verifies the attendance in the student book by signing it);
- the parent Department agrees on and approves the replacement of teachers and associates if the absence from teaching (lectures and exercises) is shorter than 7 days, and for a leave longer than 7 days the approval for the replacement of teachers or associates in lectures and exercises can be approved by the Dean and Vice-Dean for Teaching, with the proposal of the parent department;
- In the event of a sudden inability to hold classes (due to illness, accident, or some other justified reason), the teacher or the associate is obliged to personally notify the Secretary of the parent department at least one hour prior to the planned start of the classes, who is then obliged to personally inform the students and the Vice-Dean for Teaching about the situation that has occurred.
- For failing to fulfil obligations, the teaching staff is accountable to the Head of the Department, the Vice-Dean for Teaching and the Dean.

### Article 1.2.2.

Within the extracurricular activities at the Faculty, teachers and associates are obliged to:

- regularly attend the meetings of professional bodies and management bodies whose members they are (the Teaching-Scientific Council with the Election Council, the Research-Expert Council, the Faculty Council, the Department Council, the Collegium or the Commission);
- if, in the event of illness or other justified reason, they are unable to attend the scheduled session/meeting, they are obliged to inform the chairperson or the secretary, either personally or through another person, at least one hour before the planned beginning of the session.

### Article 1.2.3.

Teaching and non-teaching staff are not permitted to perform, at the Faculty's premises, the extracurricular activities belonging to the Faculty's activities on the territory of the Republic of Serbia on their own behalf and for their own account, as well as on the behalf of and for the account of another legal or natural person, without the knowledge and approval of the administration of the Faculty.

## 2. The curriculum

### Article 2.1.

The studies are carried out on the basis of the curriculum.

The parent status of the Faculty for the implementation of the curriculum is determined by the Statute of the Faculty.

The decision on the organization of studies and courses is made by the Teaching-Scientific Council of the Faculty on the basis of the documented proposal of the parent Department.

### Article 2.2.

The curriculum determines: the duration of studies, the teaching subjects and their schedule according to the years of studies and semesters, as well as the number of hours envisaged for lectures and exercises. The curriculum of the course determines: the objective, the content and the status (compulsory-elective) of the course, the methods of teaching, the number of classes, the number of ECTScredits, the basic and supplementary literature, the pre-examination and examination obligations of students (design exercises, assignments, projects, laboratory exercises, colloquiums, oral and written examinations, etc.).

### Article 2.3.

The Faculty may change and supplement the curriculum according to the procedure for adopting a new curriculum prescribed by this Rulebook.

## 3. The procedure for passing a new curriculum

### Article 3.1.

By amendments and supplements, or by harmonization, the existing curriculum becomes a new curriculum.

The Decision on the adoption of a new curriculum is passed by the Teaching-Scientific Council of the Faculty.

### Article 3.2.

Amendments and supplements to the curriculum of the studies and the curricula of individual courses are interpreted as their significant change and are carried out with the consent of the University.

### Article 3.3.

Harmonization of the curriculum of studies and harmonization of the curricula of individual courses with the organization of work at the faculty and the achievements of science are not considered as significant changes, and the Teaching-Scientific Council applies them without the consent of the University.

### Article 3.4.

The amendment and supplementation procedure, as well as the procedure for harmonizing the curriculum, can be initiated based on a precisely documented proposal of: the parent department, the group of departments, the group of teachers, the Teaching-Scientific Council and the Dean.

### Article 3.5.

The precisely documented proposal from the previous article should be:

- compliant with the interests of the Faculty,
- compliant with economic development plans, and
- relying on a realistic assessment of the capabilities of the state.

Article 3.6.

The proposal to initiate the procedure for passing a new curriculum is submitted to:

- the Vice-Dean for Teaching (who discusses the issues of the new curriculum and gives an opinion);
- the Secretary of the Faculty (who considers the issues of legality and jurisdiction, and gives an opinion), and
- the Dean (who decides whether the proposal will be submitted to the Teaching-Scientific Council or not).

Article 3.7.

If the current curriculum is changed into the new curriculum by the adopted amendments and supplements, the new curriculum will enter into force in the next school year.

The new curriculum for special forms of studies shall enter into force on the date determined by the Teaching-Scientific Council.

#### 4. On the studies

##### 4.1. General provisions on teaching

Article 4.1.1.

The objective of the Bachelor Academic Studies at the Faculty of Mechanical Engineering is the education of higher education specialists in the field of mechanical engineering with the professional title of a mechanical engineer.

Article 4.1.2.

The Bachelor Academic Studies at the Faculty of Mechanical Engineering last for three academic years (six semesters), they have 180 ECTS credits, and, upon their completion, the degree of a mechanical engineer (shortened mech. eng.) is obtained.

Article 4.1.3.

The school year starts on October 1<sup>st</sup> and ends on September 30<sup>th</sup> next year.

In the school year, classes take place during two semesters (winter and summer).

The semester lasts for 15 working weeks.

A student who successfully completes all his/her semester obligations defined by the curriculum acquires 30 ECTS credits, i.e. 60 ECTS credits for one academic year.

The decision about the number of groups and the number of students in groups is made by the Teaching-Scientific Council, adhering to the corresponding Standards.

Article 4.1.4.

The Vice-Dean for Teaching proposes the Calendar of Teaching which is adopted by the Teaching-Scientific Council before the beginning of the school year, and the Commission for the Schedule of Classes, which is also appointed by the Teaching-Scientific Council on the proposal of the Vice-Dean for Teaching, creates the schedule of classes.

All schedules (classes, practice, exams, office hours) are available to students on time (on the appropriate bulletin boards and the faculty website) and are consistently implemented. At the beginning of the semester, the teachers for each course inform the students about the following:

- basic data about the course (with ECTS credits and conditions),
- course objectives and contents,
- teaching plan and schedule,
- office hours,
- the method of grading at the course,
- literature (compulsory and supplementary).

The implementation of the curricula is systematically monitored, and the teachers who do not comply with the work plan of their course will be warned, and if necessary, further measures will be taken.

- rules on *Professional practice*

#### Article 4.1.5.

A student is required to complete one professional practice at the Bachelor Academic Studies (*Professional Practice B*).

*Professional Practice B* lasts for 45 classes and it is the student's independent work. The grade of the course *Mechanical Engineering in Practice* and the grade of *Professional Practice B* are reduced to one grade that corresponds to the grades of other courses, and the average grade is arrived at by weighting the ECTS credits.

*Professional Practice B* is performed outside of active classes. If, out of a total of 45 classes that are envisaged, about 5 classes are spent on testing of the knowledge and skills acquired during practice, there are 40 more classes left (about 30 working hours) for working time in practice, which is approximately 7 working days.

The student chooses the professional practice organized by individual departments or the professional practice organized by the Faculty (a general type of practice).

*Professional Practice B* is organized by individual departments and conducted in a way that they find most appropriate for the student and which is, at the same time, technically feasible for the departments. For example: a visit to one or more laboratories, laboratory work, visits and work in individual companies or factories, visits (excursions) to individual facilities, etc.

The time allotted for conducting practice is also adapted to the capabilities of the department: either on a specific day, or every working day during the hours when students have no classes, or at once at the end of the semester in the form of a block, or during the semester if there is a period when there is no teaching, and so on.

Each Department that offers and organizes *Professional Practice B* appoints a teacher (and an associate) who will be in charge of and control the conducting of practice.

*Professional Practice B* offered and organized by the Faculty is carried out in the laboratories at the Faculty and/or in one of the factories that cooperate with individual laboratories.

The Faculty appoints a teacher (and an associate) who is in charge of the conducting the *Professional Practice B* which is offered and organized by the Faculty.

A teacher and an associate who are in charge of and control the conducting of the *Professional Practice B* keep the appropriate records and deliver their report to the Student Affairs Office.



Article 4.1.6.

The Departments carry out semester instruction by precisely adhering to the existing curricula and the official schedule of classes.

The Secretaries of the Department submit to the Vice-Dean for Teaching a plan of semester teaching, precisely devised on the basis of the existing course curricula, the official schedule of classes and the agreement of all members of the department at the meeting with the Head of the Department.

The responsibility for proper and consistent implementation of teaching belongs to:

1. subject teacher,
2. associate, and
3. Head of the Department.

In case of irregularities and inconsistencies in the implementation of teaching, each member of the department is obliged to notify the Head of the appropriate department, who, after checking, notifies the Vice-Dean for Teaching.

Teachers and associates of the Faculty of Mechanical Engineering are obliged to keep a personal record of teaching activities according to the curriculum of a particular course (for example, "lecture number ..., lesson with the title ...") and, based on this, submit a report at the end of each semester about the completed semester teaching.

The individual report is compiled by all the teachers and associates personally in the form of the *Report on completed teaching*, it is signed in person, and then it is delivered through the Secretary of the Department as a part of the overall form of the *Department's report on completed teaching*, which is controlled and signed by the Head of the Department, to the Vice-Dean for Teaching. Upon controlling these reports, the Vice-Dean for Teaching, together with his/her written report, forwards them to the Centre for Teaching and Accreditation Quality.

The Vice-Dean for Teaching monitors the efficiency of the teaching process and harmonizes it with the students' objective possibilities and proposes to the Dean the appropriate measures.

Article 4.1.7.

The Vice-Dean for Teaching coordinates the teaching process within the Faculty and takes care of the regular and consistent implementation of the curricula.

Article 4.1.8.

In case of irregular and inconsistent teaching in some courses, the Dean initiates appropriate procedures.

Article 4.1.9.

Subject teachers and associates are obliged to hold consultations during office hours with students regarding the courses at least once a week in their cabinets.

Subject teachers and associates are obliged to specify the office hours at the door of their cabinets.

The Head of the Department takes care of whether all the teachers and associates of the department conscientiously observe these obligations.

With the exception of justified circumstances, in the event that a member of the department neglects this obligation, the Vice-Dean for Teaching raises the issue of violation of the working discipline of the Head of the Department and that particular member of the department.

#### Article 4.1.10.

The Commission for the Schedule of Classes provides a precise schedule of classes in cooperation with the secretaries of the departments. For its work, the Commission is directly responsible to the Vice-Dean for Teaching.

The Commission for the Schedule of Classes is awarded for its work according to the *Rulebook on acquisition and distribution of salaries*.

The schedule of classes is made according to the years of studies and groups, with the indicated place and time of holding classes. At the request of the Head of the Department to make a change in the schedule of classes during the current semester, the approval is given by the Chairperson of the Commission for the Schedule of Classes and the Vice-Dean for Teaching.

If certain circumstances arise that lead to unforeseen changes in the schedule of classes, teachers and associates are obliged to notify the Head of the Department and the Vice-Dean for Teaching about it in writing.

#### Article 4.1.11.

The Department passes a precise decision on the uniform criteria used by all its teachers and associates that serve to verify student's completed work tasks by teacher's signatures in the student book.

The fulfilment of all obligations for one course is finally verified by the subject teacher for that school year, by entering data into an electronic database.

For the student to complete the semester, it is necessary for him/her to fulfil all the obligations stipulated by the curriculum for that semester.

The student who during the winter semester does not fulfil all obligations stipulated by the curriculum for that semester, on a personal request, can attend classes in the summer semester, as well as fulfil the missing pre-examination obligations, with the reimbursement of the appropriate expenses.

#### Article 4.1.12.

The tuition fee and all other costs determined by the Pricelist of studies and services at the Faculty of Mechanical Engineering are determined by the Faculty Council. The pricelist proposal is provided by the Dean's Collegium.

The Pricelist of studies and services for studying at the Faculty of Mechanical Engineering determines the monetary amounts and payment codes, and their content consists of the following items:

- tuition fee
- tuition fee for the second repeated year, determined by the price and the number of missing ECTScredits
- subsequent enrolment of the year
- subsequent verification of the semester
- request for transfer from another faculty
- issuing non-standard certificates
- issuing documents with a sign-out sheet
- certificate of passed exams (with the curricula)

- certificate of passed exams
- withdrawal from the faculty
- duplicate index
- issuing certificates of graduation
- issuing a diploma and a diploma supplement
- issuing duplicate certificates of graduation
- issuing duplicate diplomas and diploma supplements
- costs for the delay in applying for the exam
- costs for harmonization with the new curriculum
- total costs for issuing a diploma and diploma supplement.

#### 4.2 Enrolment in the first year of Bachelor Academic Studies

##### Article 4.2.1.

The enrolment of students in the first year of Bachelor Academic Studies is conducted in accordance with the *Rulebook on the Enrolment of students in the first-level studies of the University of Belgrade*.

The Teaching-Scientific Council of the Faculty regulates more closely the manner of awarding points and the criteria for determining the order for the enrolment of candidates by the Decision on the Enrolment of Students, as part of a joint announcement of vacancies advertised by the Senate of the University of Belgrade.

##### Article 4.2.2.

The Vice-Dean for Teaching is obliged to: organize the publishing of the *Information Booklet on the conditions for admitting students to the first year of the Bachelor Academic Studies*, propose to the Dean the members of the Commission for the entrance examination for the enrolment of students in the Faculty, to coordinate, as a member of the Commission, the work of all faculty services with the aim of achieving successful enrolment, prepare reports on the course of enrolment even while the enrolment is on-going, be the only person who communicates with the media regarding enrolment.

The President of the Commission for the entrance examination for the enrolment of students in the Faculty is obliged to fully implement the enrolment protocol in the enrolment periods envisaged by the Law, to determine the content of the Mathematics Examination together with the Vice-Dean for Teaching, and to take full responsibility for this activity.

The Head of the Student Affairs Office coordinates the work of the Commission for enrolment with the activities of the Student Affairs Office and takes full responsibility regarding this matter.

The Dean organizes the first lecture for the new generation of students and a ceremonial awarding of student books, together with the Chairperson of the Commission for the entrance examination for the enrolment of students in the Faculty. At the Faculty of Mechanical Engineering, a new academic year begins with this traditional lecture every autumn. This lecture is delivered by the Dean, the Vice-Dean for Teaching and the Chairperson of the Commission for the entrance examination for the enrolment of students in the Faculty. A new generation of students is then acquainted with the contents of life and work at the faculty.

Activities in the Commission for Enrolment are awarded according to the *Rulebook on acquisition and distribution of salaries*.

#### Article 4.2.3.

A special prerequisite for the enrolment in the first year of studies conducted in a foreign language is the knowledge of the language in which the teaching is carried out.

The assessment of the knowledge of the language referred to in paragraph 1 of this Article is carried out by a special commission appointed by the Teaching-Scientific Council of the Faculty.

During the course of studies, a student enrolled in the studies referred to in paragraph 1 of this Article cannot switch to the curriculum of the studies conducted in the Serbian language.

#### Article 4.2.4.

Only a student who was previously enrolled in the first year of studies at the Faculty of Mechanical Engineering in Belgrade can enrol for the second time in the first year of studies.

### 4.3 The rules of Bachelor Academic Studies

- student's rights and obligations

#### Article 4.3.1.

The student of the Faculty of Mechanical Engineering in Belgrade has the rights and obligations determined by Article 86 of the Law on Higher Education.

- enrolment in the next year of studies

#### Article 4.3.2.

A student may enrol in the next year of study if he/she meets the requirements determined by Article 87 of the Law on Higher Education.

- the status of a student

#### Article 4.3.3

The status of the student of the Faculty of Mechanical Engineering is determined on the basis of Article 88 of the Law on Higher Education.

- transfer from similar faculties

#### Article 4.3.4.

A student of another Faculty of Mechanical Engineering or any other faculty in the field of technical and technological sciences, in the country or abroad, can apply for the transfer to this Faculty only at the beginning of the school year and provided that he/she had earned an appropriate number of ECTS credits, not less than 37.

Together with the request, the student submits a certificate of passed exams and a certificate of the number of ECTS credits earned.

The Dean of the Faculty, on the basis of the opinions given by the departments and the Commission for Bachelor Academic Studies on the extent of overlap of the curricula of the courses the student had passed with the curriculum of this faculty, makes the decision to enrol such a student in the appropriate year of

studies. The Dean's decision is final.

#### Article 4.3.5.

The recognition of the exams passed at another Faculty of Mechanical Engineering or at another faculty in the field of technical and technological sciences in the country or abroad is performed on the basis of a comparison of the certificate of passed exams with the curricula of the faculty and the corresponding number of ECTS credits.

An exam may be recognized in full or with an appropriate supplement. The extent and type of the supplement, as well as the way of taking the exam, are determined by the parent department, which submits its opinion to the Dean.

If an exam is recognized as the exam with the compulsory taking of a supplementary part of the exam, it is considered as an exam passed when assessing the enrolment requirements for this Faculty, and, later, when transitioning to the next year of studies at this faculty, this particular exam is considered as not passed until the envisaged supplement has been passed and the prescribed number of ECTS credits therefore earned.

#### Article 4.3.6.

A student who has paid the tuition fee at the faculty from which he/she transfers may acquire the right to continue his/her studies within the budget quota under the same conditions under which the students of the Faculty of Mechanical Engineering in Belgrade earn this right.

- students' rights and obligations on hold

#### Article 4.3.7.

At the request of the student, in the cases specified in Article 92 of the Law on Higher Education, student's rights and obligations can be put on hold, as well as in other cases, when the Commission for Bachelor Academic Studies assesses the justification of the request.

The student activates the option of putting on hold the rights and obligations referred to in paragraph 1 of this Article on a personal request, which in due time, together with the necessary documentation, he/she submits to the Student Affairs Office.

#### Article 4.3.8.

In the event that a student considers that his/her rights have been violated, he/she can appeal to the Dean of the Faculty of Mechanical Engineering. The dean's decision is final.

- termination of the status of a student

#### Article 4.3.9.

The status of a student is terminated in cases established by Article 94 of the Law on Higher Education. A student may, on a personal request, extend the deadline for the completion of studies in cases where the justification of the request is assessed by the Commission for Bachelor Academic Studies.

#### Article 4.3.10.

A student who does not enrol in any year of studies, or withdraws from the Faculty, can continue the studies after a break for which he/she had justifiable reasons, according to the Commission for Bachelor Academic Studies.

During the interruption of studies, the student has no right to take exams or accomplish any requirements pertaining to courses.

The student from the previous paragraph may continue studies only with:

1. the obligation to pay tuition fees, as decided by the Commission for Bachelor Academic Studies, and
2. harmonisation with the valid curricula.

#### 4.4 Examinations

Article 4.4.1.

Exam periods are set by the Faculty Statute and the Calendar of Teaching.

Article 4.4.2.

*The final subject* (B.Sc. thesis) is the last exam in the study programme of Bachelor Academic Studies.

*The final subject* (B.Sc. thesis) is an elective course that a student chooses from the compulsory or elective subjects he/she has passed during the studies, or is currently attending.

Teaching in this course is conducted through instructions for project preparation or a seminar paper and passing the exam is performed exclusively through the defence of the final printed paper (a project or seminar paper).

*The final subject* (B. Sc. thesis) must be a course belonging to the field of mechanical engineering.

As far as the number of students is concerned, the same conditions apply to this course as for the other courses in the sixth semester.

Taking *The final subject* (B.Sc. thesis) cannot be started until all other exams have been passed.

#### 4.5. Completion of Bachelor Academic Studies

Article 4.5.1.

Upon completion of the Bachelor Academic Studies at the Faculty of Mechanical Engineering, a diploma with the title of a mechanical engineer (mech. eng.) is acquired.

The Commission for awarding the diplomas consists of the Vice-Dean for Teaching (President of the Commission), the Secretary of the Faculty and the Head of the Student Affairs Office.

The Commission for awarding the diplomas is obliged to organize data processing for the diploma and the diploma supplement, for checking their accuracy and for making and awarding the diploma and the diploma supplement.

The awarding of diplomas is done periodically and publicly.

#### 4.6 Student evaluation of the pedagogical work of teachers

Article 4.6.1.

Students evaluate the pedagogical work of each teacher and associate for each course separately.

The process of student evaluation of the pedagogical work of teachers and associates at the Faculty of Mechanical Engineering is carried out according to the Rulebook on Student Evaluation of the Pedagogical Work of Teachers.

#### 5. Disciplinary responsibility of students

Article 5.1.

The disciplinary responsibility of students, the measures and the procedure for determining responsibility, are determined by the Rulebook on the Disciplinary Responsibility of Students of the University of Belgrade, which is (in accordance with the Law on Higher Education) applied in its integrity.

#### 6. Transitional and final provisions

##### Article 6.1.

All the provisions of this Rulebook are compliant with the Law on Higher Education (Official Gazette of the Republic of Serbia No. 76/05) and they will apply to the curriculum of the Bachelor Academic Studies.

As far as the generations of students enrolled in studies according to the curricula adopted before the entry into force of the Law on Higher Education are concerned, the provisions of the Rulebook on Teaching Activity (743/1 dated 19/05/2003) are applied and will be applied until further notice (the official position of the State pending).

##### Article 6.2.

This Rulebook shall enter into force on the date of its adoption at the meeting of the Teaching-Scientific Council of the Faculty.

DEAN  
OF THE FACULTY OF MECHANICAL ENGINEERING

prof. Radivoje Mitrović, PhD

University of Belgrade  
Faculty of Mechanical Engineering

THE RULEBOOK ON TEACHING AT MASTER ACADEMIC STUDIES  
**March 2017**



Pursuant to Article 63 of the Statute of the Faculty of Mechanical Engineering of the University of Belgrade, the Teaching-Scientific Council, at its session held on March 30<sup>th</sup>, 2017, passed

**THE RULEBOOK ON TEACHING AT MASTER ACADEMIC STUDIES**  
of the Faculty of Mechanical Engineering in Belgrade  
(the refined text)

The refined text of the Rulebook on Teaching at Master Academic Studies of the Faculty of Mechanical Engineering contains:

- The basic text - adopted on July 29<sup>th</sup>, 2007
- Amendments - no. 1655/5 dated 14/07/2016
- Amendments - no. 308/8 dated 09/02/2017

Belgrade, 30/03/2017

THE RULEBOOK ON TEACHING AT MASTER ACADEMIC STUDIES  
of the Faculty of Mechanical Engineering in Belgrade  
(the refined text)

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## 1. Basic articles of the Rulebook

### 1.1. Introductory articles

#### Article 1.1.1.

*The Rulebook on Teaching at Master Academic Studies* is one of the general acts of the Faculty. It is passed by the Teaching-Scientific Council of the Faculty.

*The Rulebook on Teaching at Master Academic Studies* is delivered to all teachers and associates, the Secretariat, the Accounting and Finance Office, the departments, the archives, the Head of the Student Affairs Office, and the Student Parliament of the Faculty of Mechanical Engineering.

Teachers and associates, non-teaching staff and students of the Faculty of Mechanical Engineering are obliged to comply with this *Rulebook*.

#### Article 1.1.2.

Within the framework of its parent - educational activity, the Faculty carries out Master Academic Studies.

The content and the structure of the study programme, the method and the procedure for its adoption, as well as other issues of relevance to the study programme, are regulated by the *Rulebook on the establishment of the study programme of the University of Belgrade*.

#### Article 1.1.3.

*The Guide through Bachelor and Master Studies* at the Faculty of Mechanical Engineering is the basic document for information on all teaching activities at the faculty.

Important notifications pertaining to teaching are published in the written form or on the website of the faculty [www.mas.bg.ac.rs](http://www.mas.bg.ac.rs). This is performed by the heads and secretaries of the department and the Vice-Dean for Teaching, in cooperation with the faculty website operator

### 1.2. On teaching activities and extracurricular activities

#### Article 1.2.1.

In order to successfully implement the curriculum, teachers and associates working at the Faculty of Mechanical Engineering in Belgrade have the following working duties within the framework of the forty-hour working week:

- to hold classes regularly in accordance with the established timetable;
- to spend at least 4 hours at the Faculty each working day in the period from 8 to 16, working on the improvement and innovation of teaching, their own professional advancement and improvement of their associates;
- to display the time of office hours on notice boards in front of the cabinet - laboratory in the form of notifications and strictly adhere to these terms;
- to adhere to the time determined for the beginning and completion of lectures or exercises, whereby they are obliged to maintain a 45-minute class period;
- principally, not to hold classes during the breaks between classes;
- to keep records on the attendance of classes (based on these records, the teacher verifies the attendance in the student book by signing it);
- the parent Department agrees on and approves the replacement of teachers and associates if the absence from teaching (lectures and exercises) is shorter than 7 days, and for a leave longer than 7 days the approval for the replacement of teachers or associates in lectures and exercises can be approved by the Dean and Vice-Dean for Teaching, with the proposal of the parent department;
- In the event of a sudden inability to hold classes (due to illness, accident, or some other justified reason), the teacher or the associate is obliged to personally notify the Secretary of the parent department at least one hour prior to the planned start of the classes, who is then obliged to personally inform the students and the Vice-Dean for Teaching about the situation that has occurred.
- For failing to fulfil obligations, the teaching staff is accountable to the Head of the Department, the Vice-Dean for Teaching and the Dean.

#### Article 1.2.2.

Within the extracurricular activities at the Faculty, teachers and associates are obliged to:

- regularly attend the meetings of professional bodies and management bodies whose members they are (the Teaching-Scientific Council with the Election Council, the Research-Expert Council, the Faculty

- Council, the Department Council, the Collegium or the Commission);
- if, in the event of illness or other justified reason, they are unable to attend the scheduled session/meeting, they are obliged to inform the chairperson or the secretary, either personally or through another person, at least one hour before the planned beginning of the session.

#### Article 1.2.3.

Teaching and non-teaching staff are not permitted to perform, at the Faculty's premises, the extracurricular activities belonging to the Faculty's activities on the territory of the Republic of Serbia on their own behalf and for their own account, as well as on the behalf of and for the account of another legal or natural person, without the knowledge and approval of the administration of the Faculty.

## 2. The curriculum

#### Article 2.1.

The studies are carried out on the basis of the curriculum.

The parent status of the Faculty for the implementation of the curriculum is determined by the Statute of the Faculty.

The decision on the organization of studies and courses is made by the Teaching-Scientific Council of the Faculty on the basis of the documented proposal of the parent Department.

#### Article 2.2.

The curriculum determines: the duration of studies, the teaching subjects and their schedule according to the years of studies and semesters, as well as the number of hours envisaged for lectures and exercises.

The curriculum of the course determines: the objective, the content and the status (compulsory-elective) of the course, the methods of teaching, the number of classes, the number of ECTS credits, the basic and supplementary literature, the pre-examination and examination obligations of students (design exercises, assignments, projects, laboratory exercises, colloquiums, oral and written examinations, etc.).

#### Article 2.3.

The Faculty may change and supplement the curriculum according to the procedure for adopting a new curriculum prescribed by this Rulebook.

## 3. The procedure for passing a new curriculum

#### Article 3.1.

By amendments and supplements, or by harmonization, the existing curriculum becomes a *new* curriculum. The Decision on the adoption of a new curriculum is passed by the Teaching-Scientific Council of the Faculty.

#### Article 3.2.

Amendments to the curriculum of the studies and the curricula of individual courses are interpreted as their significant change and are carried out with the consent of the University.

#### Article 3.3.

Harmonization of the curriculum of studies and harmonization of the curricula of individual courses with the organization of work at the faculty and the achievements of science are not considered as significant changes, and the Teaching-Scientific Council applies them without the consent of the University.

#### Article 3.4.

The amendment and supplementation procedure, as well as the procedure for harmonizing the curriculum, can be initiated based on a precisely documented proposal of: the parent department, the group of departments, the group of teachers, the Teaching-Scientific Council and the Dean.

#### Article 3.5.

The precisely documented proposal from the previous article should be:

- compliant with the interests of the Faculty,
- compliant with economic development plans, and
- relying on a realistic assessment of the capabilities of the state.

#### Article 3.6.

The proposal to initiate the procedure for passing a new curriculum is submitted to:

- the Vice-Dean for Teaching (who discusses the issues of the new curriculum and gives an opinion);
- the Secretary of the Faculty (who considers the issues of legality and jurisdiction, and gives an opinion), and
- the Dean (who decides whether the proposal will be submitted to the Teaching-Scientific Council or not).

#### Article 3.7.

If the current curriculum is changed into the new curriculum by the adopted amendments and supplements, the new curriculum will enter into force in the next school year.

The new curriculum for special forms of studies shall enter into force on the date determined by the Teaching-Scientific Council.

### 4. On the studies

#### 4.1. General provisions on teaching

##### Article 4.1.1.

The objective of the Master Academic Studies at the Faculty of Mechanical Engineering is the education of higher education specialists in the field of mechanical engineering with the professional title of a master mechanical engineer.

##### Article 4.1.2.

The Master Academic Studies at the Faculty of Mechanical Engineering last for two academic years (four semesters), they have 120 ECTS credits, and, upon their completion, the degree of a master mechanical engineer (shortened MSc mech. eng.) is obtained.

##### Article 4.1.3.

The school year starts on October 1<sup>st</sup> and ends on September 30<sup>th</sup> next year.

In the school year, classes take place during two semesters (winter and summer).

The semester lasts for 15 working weeks.

A student who successfully completes all his/her semester obligations defined by the curriculum acquires 30 ECTS credits, i.e. 60 ECTS credits for one academic year.

The decision about the number of groups and the number of students in groups is made by the Teaching-Scientific Council, adhering to the corresponding Standards.

##### Article 4.1.4.

The Vice-Dean for Teaching proposes the Calendar of Teaching which is adopted by the Teaching-Scientific Council before the beginning of the school year, and the Commission for the Schedule of Classes, which is also appointed by the Teaching-Scientific Council on the proposal of the Vice-Dean for Teaching, creates the schedule of classes.

All schedules (classes, practice, exams, office hours) are available to students on time (on the appropriate bulletin boards and the faculty website) and are consistently implemented. At the beginning of the semester, the teachers for each course inform the students about the following:

- basic data about the course (with ECTS credits and conditions),
- course objectives and contents,
- teaching plan and schedule,
- office hours,
- the method of grading at the course,
- literature (compulsory and supplementary).

The implementation of the curricula is systematically monitored, and the teachers who do not comply with the work plan of their course will be warned, and if necessary, further measures will be taken.

#### 4.2 Enrolment in the first year of Master Academic Studies

##### Article 4.2.1.

The enrolment of students in the first year of Master Academic Studies is conducted in accordance with the Rulebook on the conditions, manner and procedure of enrolment in the second and third level of studies of the University of Belgrade.

The students who completed Bachelor Academic Studies at one of the faculties of mechanical engineering, with at least 180 ECTS credits, have the right of direct enrolment in the first year of Master Academic Studies.

The students who completed Bachelor Academic Studies at one of the faculties of the technical and technological sciences group, the Faculty of Physics, as well as the students who completed the Faculty of Science (department/study specialization of physics), with at least 180 ECTS credits have the right to enrol in the first year of Master Academic Studies. The right to enrol in the first year of Master Academic Studies of the study programme - the Mechanics study specialization is also given to the students who completed Bachelor Academic Studies at the Faculty of Mathematics, as well as to the students who completed the Faculty of Science (department/study specialization of mathematics) with at least 180 ECTS credits.

The right to enrol in the first year of Master Academic Studies of the study programmes – the Weapon Systems and Motor Vehicles study specializations is also given to the students who completed Bachelor Academic Studies at the Military Academy (the Military Mechanical Engineering study specialization), with at least 180 ECTS credits.

The right to enrol in the first year of Master Academic Studies of the study programme – the Weapon Systems study specialization is also given to the students who completed Bachelor Academic Studies at the Academy of Criminalistics and Police Studies, with at least 180 ECTS credits.

The students who completed Vocational Studies enrol in Bachelor Academic Studies at the Faculty (they do not have the right to enrol directly in Master Academic Studies).

The Teaching-Scientific Council of the Faculty regulates more closely the manner of awarding points and the criteria for determining the order for the enrolment of candidates by the Decision on the Enrolment of Students, as part of a joint announcement of vacancies advertised by the Senate of the University of Belgrade.

#### Article 4.2.2.

The Vice-Dean for Teaching is obliged to: organize the publishing of the *Information Booklet on the conditions for admitting students to Master Academic Studies*, propose to the Dean the members of the Commission for the entrance examination, coordinate, as a member of the Commission, the work of all faculty services with the aim of achieving successful enrolment, prepare reports on the course of enrolment even while the enrolment is on-going, be the only person who communicates with the media regarding enrolment.

The criterion for determining the order of the enrolment of candidates in the Master Academic Studies at the Faculty is the average grade at the Bachelor Academic Studies, and in case when two candidates have the same average grade, priority is given to the candidate who completed the previous level of studies in shorter time.

Candidates are ranked within each of the selected study specializations of the study programme they applied for.

Candidates from the category of article 4.2.1, paragraphs 3, 4 and 5, are ranked in the category of students who pay the tuition fee.

Candidates from the category of article 4.2.1, paragraph 6, can be enrolled if they pass the entrance exam in the courses belonging to the study specialization.

Candidates from paragraph 5 of this Article are ranked in the category of students who pay the tuition fee. Candidates take the entrance exam in front of the commission comprised of the Vice-Dean for Teaching, the Head of the study specialization, one teacher who lectures at the study specialization and the President of the Commission for Master Academic Studies.

In the event that, after the ranking of the students who completed the Faculty of Mechanical Engineering into the status of the students who are financed from the budget, there remain free (not filled) places, the students from the previous paragraph shall be allowed to exchange the status of the student who pays the tuition fee for the status of the student who is financed from the budget, according to the ranking list.

The Head of the Student Affairs Office coordinates the work of the Commission for enrolment with the activities of the Student Affairs Office and takes full responsibility regarding this matter.

Activities in the Commission for Enrolment are awarded according to the Rulebook on acquisition and distribution of salaries of the Faculty of Mechanical Engineering of the University of Belgrade.

#### Article 4.2.3.

A special prerequisite for the enrolment in the first year of Master Academic Studies conducted in a foreign language is the knowledge of the language in which the teaching is carried out.

The assessment of the knowledge of the language referred to in paragraph 1 of this Article is carried out by a special commission appointed by the Teaching-Scientific Council of the Faculty.

During the course of studies, a student enrolled in the studies referred to in paragraph 1 of this Article cannot switch to the curriculum of the studies conducted in the Serbian language.

### 4.3 Elective study specializations

#### Article 4.3.1.

At Master Academic Studies, the student is required to choose an elective study specialization when enrolling in studies.

The elective study specialization comprises a set of compulsory and elective courses, which defines a narrower professional orientation in the field of mechanical engineering.

The elective study specialization has nine compulsory subjects prescribed, one of which is the *Professional Practice* of the selected study specialization, four elective courses and two guided elective courses (*Mechanics M* or *Fluid Mechanics*, and *Thermodynamics M* or *Mechatronics*), as well as the Master Thesis (M.Sc. thesis).

- rules on *Professional practice*

#### Article 4.3.2.

A student is required to complete one professional practice at Master Academic Studies (*Professional Practice M*).

*Professional Practice M* lasts for 45 classes and it is the student's independent work. When calculating the grade point average at the end of Master Academic Studies, the grade of the *Master (MSc) thesis* and the grade of *Professional Practice M* are reduced to one grade (by weighting according to the appropriate number of ECTS credits), and then this grade is used in calculating the total grade point average weighed by 25 classes.

*Professional Practice M* is organized by heads of study specializations.

*Professional Practice M* is performed outside of active classes. If, out of a total of 45 classes that are envisaged, about 5 classes are spent on testing of the knowledge and skills acquired during practice, there are 40 more classes left (about 30 working hours) for working time in practice, which is approximately 7 working days.

*Professional Practice M* is organized by heads of study specializations and conducted in a way that they find most appropriate for the student and which is, at the same time, technically feasible for the departments. For example: a visit to one or more laboratories, laboratory work, visits and work in individual companies or factories, visits (excursions) to individual facilities, etc.

The time allotted for conducting practice is also adapted to the capabilities of the department: either on a specific day, or every working day during the hours when students have no classes, or at once at the end of the semester in the form of a block, or during the semester if there is a period when there is no teaching, and so on.

Each Head of the study specialization appoints a teacher (and an associate) who will be in charge of and control the conducting of practice.

A teacher and an associate who are in charge of and control the conducting of the *Professional Practice M* keep the appropriate records and deliver their report to the Student Affairs Office.

- rules on Master Thesis (*MSc thesis*)

#### Article 4.3.3.

*Master Thesis (MSc thesis)* is the final examination at Master Academic Studies.

*Master Thesis (MSc thesis)* is written either in compulsory courses of the study specialization or elective courses which the student had passed during Master Academic Studies, and it has to be the course from the field of mechanical engineering.

The heads of study specializations specify the courses from paragraph 2 of this article in which the student can write the *Master*

*Thesis (MSc thesis)*, and the topic of the thesis is given by the teacher in agreement with the student.

With the consent of the parent department, a student may write the master thesis in the course he/she had passed at another study specialization.

One teacher can be a mentor to up to 8 master theses during the school year, and more than this number can be undertaken only with the consent of the Vice-Dean for Teaching.

The work on Master Thesis can last for a maximum of 20 weeks.

In case of illness or other justifiable reasons that arose after a student had taken the topic of master thesis, the student may request an extension of the deadline for submitting the thesis, which is decided by the Vice-Dean for Teaching in agreement with the subject teacher.

*Master Thesis (MSc thesis)* must contain at least two of the following fields: the material on the investigated and covered topic, own numerical calculation, own experimental work and/or own design.

*Master Thesis (MSc thesis)* is the student's independent work which is done in writing with the help of instructions and consultations with the teacher.

The form for the *Master Thesis (MSc thesis)* (published on the Faculty's website [www.mas.bg.ac.rs](http://www.mas.bg.ac.rs)) is also the front page of the *Master Thesis (MSc thesis)* and it is mandatory that it contains:

- the topic of the *Master Thesis (MSc thesis)*
- the date of issuing of the topic of the thesis
- the signature of the teacher who issued the topic of the thesis
- the signature of the Head of the Department, i.e. the Head of the study specialization which the student attends
- the signature of the Vice-Dean for Teaching.

The defence of the *Master Thesis (MSc thesis)* cannot be completed until all other exams have been passed.

In order to defend the *Master Thesis (MSc thesis)*, the student submits to the Student Affairs Office the Application for Master Thesis (MSc thesis) which can be found on the website of the Faculty ([www.mas.bg.ac.rs](http://www.mas.bg.ac.rs)). The Student Affairs Office confirms that the student has the right to defend the *Master Thesis (MSc thesis)*.

At the end of the text of *Master Thesis (MSc thesis)*, the student confirms with his/her signature that the thesis is the product of independent work.

The student submits at least three bound copies of the completed *Master Thesis (MSc thesis)* for verification to the Student Affairs Department, and upon verification, they are further submitted to the subject teacher. A copy of the completed *Master Thesis (MSc thesis)* in the electronic form is submitted by the student to the Faculty's Library.

The form and method of archiving of *Master Thesis (MSc thesis)* are defined by the *Rulebook on the Form and Method of Archiving Doctoral and Master Theses in the Library of the Faculty of Mechanical Engineering*.

The public defence of *Master Thesis (MSc thesis)* is conducted in front of the Commission comprised of three members, out of whom, in addition to the subject teacher, at least one member should have the title of a teacher.

The Commission for the defence of *Master Thesis (MSc thesis)* is formed by the subject teacher who was the mentor of *Master Thesis (MSc thesis)*, with the approval of the Head of the Department or the Head of the study specialization the student attends.

The date and time of the defence of *Master Thesis (MSc thesis)* are scheduled by the Commission and the defence of the thesis must be held within a maximum of 15 days from the day of thesis reception.

The date and time of the defence of *Master Thesis (MSc thesis)* are announced on the bulletin board of the Faculty at least two working days before the scheduled date of the defence, and this activity is performed by the Student Affairs Office.

The assessment of the success of the candidate in *Master Thesis (MSc thesis)* is given to the candidate immediately after the completed defence, along with an appropriate explanation.

Upon the completion of the defence of *Master Thesis (MSc thesis)*, the Commission submits a filled in Application to the Student Affairs Office.

The student who did not submit his/her *Master Thesis (MSc thesis)* within the prescribed deadline, or, the student



whose *Master Thesis (MSc thesis)* was not accepted by the Commission or who did not defend the thesis, can apply again for writing a new *Master Thesis (MSc thesis)*.

The once assigned topic of *Master Thesis (MSc thesis)* cannot be repeated for the same candidate.

#### 4.4 Organization of teaching

##### Article 4.4.1.

The Departments carry out semester instruction by precisely adhering to the existing curricula and the official schedule of classes.

The Secretaries of the Department submit to the Vice-Dean for Teaching a plan of semester teaching, precisely devised on the basis of the existing course curricula, the official schedule of classes and the agreement of all members of the department at the meeting with the Head of the Department.

The responsibility for proper and consistent implementation of teaching belongs to:

1. subject teacher,
2. associate, and
3. Head of the Department.

In case of irregularities and inconsistencies in the implementation of teaching, each member of the department is obliged to notify the Head of the appropriate department, who, after checking, notifies the Vice-Dean for Teaching.

Teachers and associates of the Faculty of Mechanical Engineering are obliged to keep a personal record of teaching activities according to the curriculum of a particular course (for example, "lecture number ..., lesson with the title ...") and, based on this, submit a report at the end of each semester about the completed semester teaching.

The individual report is compiled by all the teachers and associates personally in the form of the *Report on completed teaching*; it is signed in person, and then it is delivered through the Secretary of the Department as a part of the overall form of the *Department's report on completed teaching*, which is controlled and signed by the Head of the Department, to the Vice-Dean for Teaching. Upon controlling these reports, the Vice-Dean for Teaching, together with his/her written report, forwards them to the Centre for Teaching and Accreditation Quality.

The Vice-Dean for Teaching monitors the efficiency of the teaching process and harmonizes it with the students' objective possibilities and proposes to the Dean the appropriate measures.

##### Article 4.4.2.

The Vice-Dean for Teaching coordinates the teaching process within the Faculty and takes care of the regular and consistent implementation of the curricula.

##### Article 4.4.3.

In case of irregular and inconsistent teaching in some courses, the Dean initiates appropriate procedures.

##### Article 4.4.4.

Subject teachers and associates are obliged to hold consultations during office hours with students regarding the courses at least once a week in their cabinets.

Subject teachers and associates are obliged to specify the office hours at the door of their cabinets.

The Head of the Department takes care of whether all the teachers and associates of the department conscientiously observe these obligations.

With the exception of justified circumstances, in the event that a member of the department neglects this obligation, the Vice-Dean for Teaching raises the issue of violation of the working discipline of the Head of the Department and that particular member of the department.

##### Article 4.4.5.

The Commission for the Schedule of Classes provides a precise schedule of classes in cooperation with the heads of study specializations and secretaries of the departments. For its work, the Commission is directly responsible to the Vice-Dean for Teaching.

The Commission for the Schedule of Classes is awarded for its work according to the Rulebook on acquisition and

distribution of salaries.

The schedule of classes is made according to the years of studies and groups, with the indicated place and time of holding classes. At the request of the Head of the study specialization or Head of the Department to make a change in the schedule of classes during the current semester, the approval is given by the President of the Commission for the Schedule of Classes and the Vice-Dean for Teaching.

If certain circumstances arise that lead to unforeseen changes in the schedule of classes, teachers and associates are obliged to notify the Head of the Department and the Vice-Dean for Teaching about it in writing.

#### Article 4.4.6.

Together with the Head of the study specialization, the Department passes a precise decision on the uniform criteria used by all its teachers and associates that serve to verify student's completed work tasks by teacher's signatures in the student book.

The fulfilment of all obligations for one course is finally verified by the subject teacher for that school year, by signing the student book.

The requirements for the verification of the semester and years of study are the following:

- fulfilled pre-examination obligations for all courses in that semester, as well as
- payment of a tuition fee (for the students who pay a tuition fee), or
- payment of the appropriate fee determined by the Pricelist of studies and services for studying at the Faculty of Mechanical Engineering.

For the student to complete the semester, it is necessary for him/her to fulfil all the obligations stipulated by the curriculum for that semester.

The student who, during the winter semester, does not fulfil all obligations stipulated by the curriculum for that semester, on a personal request, can attend classes in the summer semester, as well as fulfil the missing pre-examination obligations, with the reimbursement of the appropriate expenses.

#### Article 4.4.7.

The tuition fee and all other costs determined by the Pricelist of studies and services at the Faculty of Mechanical Engineering are determined by the Faculty Council. The pricelist proposal is provided by the Dean's Collegium.

The Pricelist of studies and services for studying at the Faculty of Mechanical Engineering determines the monetary amounts and payment codes, and their content consists of the following items:

- tuition fee
- tuition fee for the repeated year, determined by the price and the number of missing ECTS credits
- subsequent enrolment of the year
- subsequent verification of the semester
- request for transfer from another faculty
- issuing non-standard certificates
- issuing documents with a sign-out sheet
- certificate of passed exams (with the curricula)
- certificate of passed exams
- withdrawal from the faculty
- duplicate index
- issuing certificates of graduation
- issuing a diploma and a diploma supplement
- issuing duplicate certificates of graduation
- issuing duplicate diplomas and diploma supplements
- costs for the delay in applying for the exam
- costs for harmonization with the new curriculum
- total costs for issuing a diploma and diploma supplement.

#### 4.5 The rules of Master Academic Studies

- student's rights and obligations

##### Article 4.5.1.

The student of the Faculty of Mechanical Engineering in Belgrade has the rights and obligations determined by Article 86 of the Law on Higher Education.

- enrolment in the second year of Master studies

##### Article 4.5.2.

The student may enrol in the second year of studies if he/she meets the requirements determined by Article 87 of the Law on Higher Education.

- the status of the student

##### Article 4.5.3.

The status of the student of the Faculty of Mechanical Engineering is determined on the basis of Article 88 of the Law on Higher Education.

- transfer from similar faculties

##### Article 4.5.4.

A student of another Faculty of Mechanical Engineering or any other faculty in the field of technical and technological sciences, in the country or abroad, can apply for the transfer to this Faculty only at the beginning of the second year of studies and provided that he/she had earned an appropriate number of ECTS credits, with a mandatory step of harmonizing curricula, based on which there is a subsequent determination of the number of possibly necessary additional exams, i.e. the number of ECTS credits.

Together with the request, the student submits a certificate of passed exams and a certificate of the number of ECTS credits earned.

The Dean of the Faculty, on the basis of the opinions given by the departments, heads of study specializations and the Commission for Master Academic Studies on the extent of overlap of the curricula of the courses the student had passed with the curriculum of this faculty, makes the decision to enrol such a student. The Dean's decision is final.

#### Article 4.5.5.

The recognition of the exams passed at another Faculty of Mechanical Engineering or at another faculty in the field of technical and technological sciences in the country or abroad is performed on the basis of a comparison of the certificate of passed exams with the curricula of the faculty and the corresponding number of ECTS credits.

An exam may be recognized in full or with an appropriate supplement. The extent and type of the supplement, as well as the way of taking the exam, are determined by the parent department, which submits its opinion to the Dean.

#### Article 4.5.6.

A student who has paid the tuition fee at the faculty from which he/she transfers may acquire the right to continue his/her studies within the budget quota under the same conditions under which the students of the Faculty of Mechanical Engineering in Belgrade earn this right.

- student's rights and obligations on hold

#### Article 4.5.7.

At the request of the student, in the cases specified in Article 92 of the Law on Higher Education, student's rights and obligations can be put on hold, as well as in other cases, when the Commission for Master Academic Studies assesses the justification of the request.

The student activates the option of putting on hold the rights and obligations referred to in paragraph 1 of this Article on a personal request, which in due time, together with the necessary documentation, he/she submits to the Student Affairs Office.

#### Article 4.5.8.

In the event that a student considers that his/her rights have been violated, he/she can appeal to the Dean of the Faculty of Mechanical Engineering. The Dean's decision is final.

- termination of the status of the student

#### Article 4.5.9.

The status of a student is terminated in cases established by Article 94 of the Law on Higher Education. A student may, on a personal request, extend the deadline for the completion of studies in cases when the justification of the request is assessed by the Commission for Master Academic Studies.

#### Article 4.5.10.

A student who does not enrol in the second year of studies, or withdraws from the Faculty, can continue the studies after a break for which he/she had justifiable reasons, according to the Commission for Master Academic Studies.

During the interruption of studies, the student has no right to take exams or accomplish any requirements pertaining to courses.

The student from the previous paragraph may continue studies only with:

1. the obligation to pay tuition fees, as decided by the Commission for Master Academic Studies, and
2. harmonization with the valid curricula

## 4.6 Examinations

#### Article 4.6.1.

Exam periods are set by the Faculty Statute and the Calendar of Teaching, and taking exams is regulated by the Rulebook on Taking Exams and Grading Exams of the Faculty of Mechanical Engineering.

## 4.7 Completion of Master Academic Studies

#### Article 4.7.1.

A student who has successfully defended Master Thesis acquires a second degree of higher education and obtains a degree with the academic title Master Mechanical Engineer (MSc mech. eng.). A diploma supplement is issued together with a diploma.

Until the issuance of a diploma on the acquired level of higher education, a certificate of completed master academic studies is issued.

The Commission for awarding the diplomas consists of the Vice-Dean for Teaching (President of the Commission), the Secretary of the Faculty and the Head of the Student Affairs Office.

The Commission for awarding the diplomas is obliged to organize data processing for the diploma and the diploma supplement, for checking their accuracy and for making and awarding the diploma and the diploma supplement.

The awarding of diplomas is done periodically and publicly.

#### 4.8 Student evaluation of the pedagogical work of teachers

##### Article 4.8.1.

Students evaluate the pedagogical work of each teacher and associate for each course separately. The process of student evaluation of the pedagogical work of teachers and associates at the Faculty of Mechanical Engineering is carried out according to the *Rulebook on Student Evaluation of the Pedagogical Work of Teachers*.

#### 5. Disciplinary responsibility of students

##### Article 5.1.

The disciplinary responsibility of students, the measures and the procedure for determining responsibility, are determined by the *Rulebook on the Disciplinary Responsibility of Students of the University of Belgrade*, which is (in accordance with the *Law on Higher Education*) applied in its integrity.

#### 6. Transitional and final provisions

##### Article 6.1.

All the provisions of this Rulebook are compliant with the *Law on Higher Education* (Official Gazette of the Republic of Serbia No. 76/05) and they will apply to the curriculum of Master Academic Studies.

As far as the generations of students enrolled in studies according to the curricula adopted before the entry into force of the *Law on Higher Education* are concerned, the provisions of the Rulebook on Teaching Activity (743/1 dated 19/05/2003) are applied and will be applied until further notice (the official position of the State pending).

##### Article 6.2.

This Rulebook shall enter into force on the date of its adoption at the meeting of the Teaching-Scientific Council of the Faculty.

DEAN  
OF THE FACULTY OF MECHANICAL ENGINEERING

prof. Radivoje Mitrović, PhD

Pursuant to Articles 89 and 90 of the Law on Higher Education ("Official Gazette of the Republic of Serbia" No. 76/2005, 100/2007 - authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 - authentic interpretation, 68/15 and 87/16), Articles 99, 100, 101 and 102 of the Statute of the University of Belgrade and Articles 94, 96, 97 and 98 of the Statute of the Faculty of Mechanical Engineering, the Teaching-Scientific Council at the meeting held on 09/02/2017 passed

## **THE RULEBOOK ON TAKING EXAMS AND GRADING EXAMS**

### Article 1.

This Rulebook details the conditions and the manner of taking exams at the University of Belgrade - Faculty of Mechanical Engineering (hereinafter: the Faculty), the organization and the procedure for taking exams, the way of forming the grade of the exam, the protection of students' rights, as well as other issues of importance for taking exams and grading exams.

### Article 2.

The approximate schedule of exams for all exam periods is defined by the Calendar of Teaching and Examination, which is adopted by the Teaching-Scientific Council before the beginning of the school year. The exam schedules for each course are determined by the Commission for Examination Schedule and published at least one month before the start of the exam period. The Vice-Dean for Teaching coordinates the work of the Commission for Examination Schedule. Exceptionally, in justified cases, the time period for taking the exam may be replaced by another time period within the same examination period with the consent of the Vice-Dean for Teaching. The exam time schedule for each course are published on the Faculty's website and on the central notice board.

### Article 3.

It is the duty of the subject teacher at the beginning of the course to introduce students to the course curriculum, the schedule of classes per week, i.e. days, the envisaged forms of active teaching (pre-examination obligations) and the manner of their evaluation, the character and content of the exam, the list of fields and/or exam questions, the structure of the total number of points and the way in which grades are formed. The subject teacher is obliged to inform the student at the end of the realization of active teaching about the total number of points that the student had achieved by the fulfilment of pre-examination obligations. The teacher is obliged to keep records of pre-examination obligations of students and to preserve them by the end of their validity period, defined by the organization of the course. At the end of realization of active teaching, the subject teachers should enter into the electronic database the data on the students who achieved the preconditions for taking the final exam in that school year.

#### Article 4.

Student's success in mastering the course is continuously monitored during classes and is expressed by points. By fulfilling pre-examination obligations and passing the final exam, the student can earn a maximum of 100 points, with the pre-examination obligations participating with at least 30 and maximally up to 70 points. The proportions of the points from paragraph 2 of this article are determined by the study programme. The pre-examination obligations referred to in paragraph 2 of this Article are determined by the study programme, the course curriculum and the acts of the Faculty. The student takes the exam immediately after the classes in this course have been finished, within the exam periods set by the Law and the Statute of the Faculty. It is considered that the student took the exam if he/she had begun taking the exam.

#### Article 5.

The Faculty conducts statistical analyses of taking the exams at bachelor, master and doctoral academic studies (by courses and by exam periods). The Dean of the Faculty is obliged, by March the 15<sup>th</sup> of the current year, to submit to the Senate of the University the Report on the rate of passing the exams by courses in the previous school year, which needs to be adopted by the Teaching-Scientific Council of the Faculty. The Teaching-Scientific Council of the Faculty shall discuss the causes and consequences of poor success in the course if the success of passing the exam at the annual level is less than 30%, and propose appropriate measures. The Teaching-Scientific Council of the Faculty discusses the data regarding the courses where the pass rate in the first exam period is more than 90%. The Council analyses the impact of high pass rate on the quality of learning outcomes and acquired knowledge, as well as on the teaching of the subjects that are interconnected, and proposes appropriate measures.

#### Article 6.

The Faculty is obliged to keep records of the pass rate and success in studying of each enrolled generation of students. By March the 15<sup>th</sup> of the current year, the Dean of the Faculty is obliged to submit to the Senate of the University the Report on the rate of passing the exams of students per generation, i.e. the number of students per generation who achieved less than 48 ECTS, from 48 to 59 ECTS, 60 or more ECTS credits in the previous school year.

#### Article 7.

The student can take the exam if he/she has passed all the courses serving as a pre-condition, defined by the curriculum, and has achieved a sufficient number of pre-examination points, clearly defined by the rules of the given course. Only students who have applied for the exam can take the exam. The application for taking the exam is submitted electronically, in terms defined by the Calendar of Teaching and Examination. After three exam applications, the student pays the exam application according to the Price List of studies and services for studying at the Faculty. The Student Affairs Office publishes the lists of applied students on the website of the Faculty, at the latest five working days after the final day for exam applications. This job is the responsibility of the Student Affairs Office. The Head or Secretary of

the Department downloads the lists of applied students through the teacher service (employee service) no later than three days before the beginning of the exam period.

#### Article 8.

The student can subsequently apply for the exam after the expiration of the deadline for application defined by the Calendar of Teaching and Examination. The student referred to in paragraph 1 of this Article shall apply for the exam in person at the Student Affairs Office and pay the financial compensation prescribed by the Price List of studies and services for studying at the Faculty. The student with the verified application is obliged to report to the subject teacher, who will then allow him/her to take the exam.

#### Article 9.

If the examination room is not accessible to students with disabilities, the Faculty is obliged to provide another suitable room at the request of the student with disabilities.

#### Article 10.

The final exam is unique, it is taken orally, in writing, or in writing and orally, and it is determined by the study programme, course curriculum and the acts of the Faculty. When taking the exam, the student's identity is determined on the basis of the student book. The student is obliged to bring a Student Workbook for the exam. The teacher decides whether and which aids (books, tables, diagrams, computers, etc.) can be used in the exam. When the exam is taken in writing, the exam begins by handing out assignments on the forms that have been prepared in the appropriate number by the subject teacher; dictating the tasks is not allowed. Written exam assignments are kept until the deadline defined by the organization of the course. When the exam is taken orally, the Faculty is obliged to provide the publicity of the exam. The publicity of the exam is provided by publishing the time and place of the exam and by enabling the possibility of other persons' presence at the exam.

#### Article 11.

During the exam, the student is obliged to act in accordance with the established rules of conduct that prohibit: - leaving the room and returning to the room where the exam is held, getting up and moving around the room; - any communication, unless it concerns asking the teacher in charge for clarification of the ambiguity in the formulation of the task; - any other activities and behaviour that disturb the course of the exam; - use of any non-allowed means. In case the student does not behave in accordance with the established rules of conduct, teachers and associates act in accordance with the provisions of the Rulebook on disciplinary responsibility of students of the University of Belgrade.

#### Article 12.

Monitoring of the written/oral examinations is a working obligation of the teaching staff, teaching associates and students of doctoral studies who are engaged in the realization of teaching in the current school year. The monitoring persons at the exam make a schedule of sitting in the room where they are



on duty, sign the signed workbook, and, immediately after the exam, they are obliged to submit the scheme and the counted assignments to the subject teacher. If the Department cannot provide a sufficient number of monitoring teachers/associates, the Head of the Department informs the Vice-Dean for Teaching about the required number of exam monitoring persons. The Commission for schedules of monitoring at the exams delivers the list of monitoring persons by departments/courses. The Head of the Department submits to the Vice-Dean for Teaching a report on the engagement of persons from other departments, or persons employed at the Innovation Centre of the Faculty of Mechanical Engineering for monitoring the examinations.

#### Article 13.

Oral examination is conducted by the subject teacher, i.e. the examination committee, and when the exam is taken in writing, the subject teacher appoints the monitoring person, an expert for the course in which the exam is taken, who ensures the regularity of the exam. The teacher, i.e. the monitoring person, is obliged to be in the room where the exam is held no later than the time when the exam starts. During the written examination, only the subject teachers and monitoring persons, and exceptionally other persons employed at the Faculty, may be admitted to the room, with the approval of the monitoring person. In the event that a person who is not employed at the Faculty enters the room where the written examination is held, the monitoring person is obliged to immediately remove the person and make a note thereof.

#### Article 14.

The results of the written part of the exam must be published no later than at half the time period between the written and oral part of the exam, if the exam is taken both in writing and orally.

#### Article 15.

The students of doctoral academic studies are entitled to apply for and take the exams after having attended the classes envisaged by the curriculum for the given course. In special cases. The student applies for the exam at the appropriate department, or with the subject teacher.

#### Article 16.

When taking the oral exam, the student has the right: - to prepare an oral answer (draft a concept) for at least 15 minutes for all questions, when the exam is oral; - to see his/her written assignment from the exam in the envisaged time periods, and before the oral part of the exam if the exam is taken both in writing and orally.

#### Article 17.

Student's success in the exam is expressed by a grade from 5 (failed) to 10 (excellent-exceptional). The final grade of the exam is based on the total number of points that the student had obtained by fulfilling

pre-examination obligations and taking the exam, according to the quality of the acquired knowledge and skills; it contains a maximum of 100 points and is determined according to the following scale:

up to 50 points - grade 5 (failed)

from 51 to 60 points - grade 6 (sufficient)

from 61 to 70 points - grade 7 (good)

from 71 to 80 points - grade 8 (very good)

from 81 to 90 points - grade 9 (exceptionally good)

from 91 to 100 points - grade 10 (excellent).

#### Article 18.

The grade for the exam is entered into the Examination Record and in the software of the Faculty of Mechanical Engineering for entering grades, into the application form at the bottom of the title page of the Student Workbook and in the student book. Grade 5 (failed) is not entered in the student book. If the final exam is taken only in writing, after passing the written exam, the student is obliged to submit the student book for the purpose of entering the grade, in the time periods determined for that particular purpose by the subject teacher.

#### Article 19.

The subject teachers are obliged to submit the Examination Record, the slips of the Student Workbook and the electronic record, to the Head of the Department, who submits them jointly, in the form of reports, personally or through the Secretary of the Department, to the Student Affairs Office immediately after the completion of the exam. Individual exam applications are filled in by the subject teacher and submitted personally or through the Secretary of the Department to the Student Affairs Office.

#### Article 20.

The student has the right to object to the grade obtained in the exam if he/she considers that the exam has not been conducted in accordance with the Law, the Statute of the Faculty and this Rulebook. The complaint is submitted to the Dean within 36 hours of receiving the grade. The Dean examines the student's complaint and makes the appropriate decision within 24 hours of receiving the complaint. If the student's complaint is accepted, the student takes the exam again in front of the commission, within three days from the date of receipt of the decision from the previous paragraph. The commission of three members is appointed by the Dean from among the teachers. The Commission makes a decision by a majority vote. The grade given by the commission is final. The grade in the student book and in the examination application is signed by the president of the commission, who is also the subject teacher.

#### Article 21.

The student who is not satisfied with the passing grade in the exam has the right to apply for re-taking the examination. The student submits a request to the Student Affairs Office by the end of the school year in which he/she passed the exam. The Vice-Dean for Teaching makes the decision about the

retaking of the exam. The student who retakes the exam pays a special fee in accordance with the Price List of studies and services at the Faculty of Mechanical Engineering. It is considered that the student thus exercised the right of one attempt to take the exam. The student retakes the exam, whereby he/she may receive a lower grade than the previously obtained grade, including a negative grade.

Article 22.

This Rulebook shall be enforced on the eighth day after the publication on the Bulletin Board of the Faculty.

CHAIR OF THE TEACHING-SCIENTIFIC COUNCIL

Prof. Radivoje Mitrović, PhD

Pursuant to Article 65, paragraph 11 of the Law on Higher Education ("Official Gazette of the Republic of Serbia" No. 76/05, 100/07 - authentic interpretation, 97/08 and 44/10) and Article 12.2 of the Statute of the Faculty of Mechanical Engineering in Belgrade, the Teaching-Scientific Council of the Faculty of Mechanical Engineering at a session held on 14/04/2011 has adopted

## **THE RULEBOOK ON STUDENT EVALUATION OF THE PEDAGOGICAL WORK OF TEACHERS AND ASSOCIATES**

### **I Basic provisions**

#### **Article 1.**

This Rulebook regulates the method and procedure of student evaluation of the pedagogical work of teachers of the Faculty of Mechanical Engineering of the University of Belgrade (hereinafter: the Faculty).

#### **Article 2.**

Student evaluation of the pedagogical work of teachers and associates of the Faculty (hereinafter: evaluation of teachers and associates) is carried out for the purpose of regular monitoring and quality control of the teaching process, as part of the general policy in the field of quality assurance of higher education at the University of Belgrade.

The evaluation of teachers and associates is also carried out in order to obtain an insight into the attitude of students towards the pedagogical work of teachers and associates, which is taken into account when teachers and associates are appointed.

The Faculty is obliged to inform students about the subject, purpose and significance of student evaluation of the pedagogical work of teachers and associates.

#### **Article 3.**

The process of student evaluation is carried out for all teachers and associates who teach at the Faculty's study programmes.

The conditions and means for financing, organizing and conducting the student evaluation referred to in Article 1 of this Rulebook are provided by the Faculty.

### **The Centre for Teaching Quality and Accreditation, the Quality Assurance Committee, the Subcommittee for the organization and implementation of the student evaluation process**

#### **Article 4.**

The Teaching-Scientific Council of the Faculty forms the Subcommittee for the organization and implementation of the student evaluation process (hereinafter: the Subcommittee). The Subcommittee consists of the representatives of teaching staff and students.

### **The method of conducting student evaluation**

#### **Article 5.**

The evaluation of teachers and associates is carried out via a survey, using the forms that are an integral part of this Rulebook – Forms 1a and 1b.

In accordance with its acts, in addition to the survey referred to in paragraph 1 of this Article, the Faculty may organize the evaluation of teachers and associates using an additional questionnaire as well.

The survey referred to in paragraph 1 of this Article is a questionnaire which, besides general information on the student, study programme and the teacher or the associate, contains the elements relevant for the evaluation of the pedagogical work of teachers and associates, and the student expresses his/her attitude by circling the grade from 1 (the lowest) to 5 (the highest).

At the end of the survey, the student can provide comments or give a suggestion in the appropriate space.

In accordance with its technical capabilities, the Faculty may conduct the survey electronically, provided that anonymity is provided and there is only one access to the survey.

#### **Article 6.**

Students evaluate the pedagogical work of each teacher and each associate for each course separately. The survey is anonymous.

The survey is valid if at least 30% of the total number of students enrolled in the course participated in the survey. If the survey involved less than 30% of the total number of students enrolled in the course, the survey is repeated, provided this is feasible.

#### **Article 7.**

The survey is conducted every year, during regular classes, in the last two weeks of the semester or the period of the semester in which the instruction for the given course is completed.

The Faculty is obliged to inform students about the subject, purpose and significance of the survey and the instructions for completing it.

#### **Article 8.**

The Subcommittee, together with the secretaries of the department, determines timely the time slots during the classes during which the survey of students will be conducted. When determining the time slot, the secretary of the department consults each teacher (or an associate at the course if the teacher is absent) about the time slot when the survey of students would take place.

The Subcommittee, on behalf of the faculty, determines the person who would be in the room during conducting the survey (hereinafter: the interviewer).

The teacher or associate whose work is evaluated is not present in the room during the survey.

Upon expiry of the time allotted for completing the Forms 1a and 1b, the interviewer collects all the questionnaires and submits them to the Subcommittee.

In case the survey is conducted electronically, the Faculty is obliged to provide to all students a computer access to the survey and the secrecy of data entry.

#### **Article 9.**

After the survey of students has been conducted, the Quality Assurance Committee, together with the Subcommittee for the organization and implementation of the student evaluation process, compiles a protocol, which must contain the number of distributed questionnaires, the number of filled in questionnaires and the number of empty questionnaires, as well as other relevant data prescribed by the Faculty for the survey.

#### **Article 10.**

The report on the results of student evaluation of the pedagogical work of teachers and associates consists of a general and special part.

In the general part, general information about the organization and implementation of the process of student evaluation is entered, referring to:

- the person who is responsible for organizing and conducting the process of student evaluation;
- the time when the student evaluation was performed;
- the number of teachers and associates whose work was evaluated, with the total number of courses;
- the number of teachers and associates from a given study programme whose work was not evaluated and the reasons why that was not the case.

A special part of the Report includes a statistical presentation of individual reports for each teacher and associate, and for each course of the particular teacher and associate whose pedagogical work was evaluated. The special part of the Report is completed and processed in the Forms 2a and 2b, which are an integral part of this Rulebook and into which individual statistical reports are entered.

#### **Article 11.**

At the end of the Report, an overview of the average overall grade of each teacher and associate whose pedagogical work was evaluated by students is provided.

The grade referred to in paragraph 1 of this Article expresses students' opinion on the pedagogical work of teachers and associates, which is taken into account in making an assessment of the results of the pedagogical work of teachers and associates when teachers and associates are appointed.

In case the survey is conducted electronically, the Subcommittee compiles a protocol that must contain the number of students who filled in the survey, the number of students who did not fill in the survey and the total number of students enrolled in the course.

#### **Article 12.**

The Centre for Teaching Quality and Accreditation processes and analyses the data and publishes the data publicly according to the pre-defined form.

At the request of the Dean, the Centre for Teaching Quality and Accreditation prepares the Report on the results of student evaluation of the pedagogical work of teachers and associates.

At the request of the teacher/associate, the Centre for Teaching Quality and Accreditation creates the Report on the results of student evaluation of pedagogical work that only applies to that particular teacher/associate.

The Dean of the Faculty is obliged to carry out a meeting with a teacher or an associate who has received a low grade for his/her work, and after two warnings of the Dean, if the same teacher or associate still receives low grades, the Teaching-Scientific Council of the Faculty discusses his/her work and proposes appropriate measures.

The Dean of the Faculty is responsible for the implementation of measures regarding the teacher or an associate, in accordance with his/her authority stemming from the Law on Higher Education and the Statute of the Faculty.

#### **Article 13.**

The entire documentation on the conducted survey is secured by the Faculty in the manner prescribed by the general act of the faculty and can be submitted to the University at its request.

#### **Article 14.**

The provisions of the Rulebook on Student Evaluation of the Pedagogical Work of Teachers and Associates of the University of Belgrade shall apply to everything that is not regulated by this Rulebook.

#### **Article 15.**

This Rulebook shall be enforced on the day of its adoption at the Teaching-Scientific Council of the Faculty.

By the enforcing of this Rulebook, the Rulebook on Student Evaluation of the Pedagogical Work of Teachers dated 14/04/2011 shall cease to apply.

In Belgrade, \_\_\_\_\_.

Dean of the Faculty of Mechanical Engineering

Prof. Radivoje Mitrović, PhD