FACULTY OF ORGANIZATIONAL STUDIES "EDUKA" IN BELGRADE

University Business Academy in Novi Sad

Reference No.: 185a

Date: 29 April 2026

Pursuant to Article 102, paragraph 12 of the Law on Higher Education (Official Gazette of the Republic of Serbia, Nos. 88/2017, 73/2018, 27/2018 – other law, 67/2019, 6/2020 – other laws, 11/2021 – authentic interpretation, 67/2021, 67/2021 – other law, 76/2023 and 19/2025) (hereinafter: the Law), and Article 29 of the Statute of the Faculty of Organizational Studies "Eduka" in Belgrade, the Teaching and Research Council of the Faculty of Organizational Studies "Eduka" in Belgrade, at its meeting held on 29 April 2026, hereby adopts:

RULEBOOK ON THE RULES AND ORGANISATION OF MASTER'S ACADEMIC STUDIES

AT THE FACULTY OF ORGANIZATIONAL STUDIES "EDUKA"

General Provisions

Article 1

This Rulebook on the Rules and Organisation of Master's Academic Studies at the Faculty of Organizational Studies "Eduka" in Belgrade (hereinafter: the Rulebook) regulates the conditions and procedure for enrolment; the organisation and delivery of studies; study rules; pre-examination and examination requirements; the submission and defence of the final thesis in master's academic studies; and other matters relating to teaching in master's academic studies at the Faculty of Organizational Studies "Eduka" in Belgrade (hereinafter: the Faculty).

Article 2

The Faculty organises master's academic studies within accredited study programmes, in accordance with its operating licence and accreditation.

Master's academic studies may last one academic year (at least 60 ECTS credits).

The Faculty may organise master's academic studies in cooperation with another higher education institution in Serbia or abroad, provided that the study programme is accredited.

The relationship between the Faculty and the other higher education institution referred to in paragraph 3 of this Article shall be regulated by an agreement, which shall in particular specify the arrangements for staffing, premises, equipment, teaching, scientific and other literature, mobility, the issuing of a joint or double degree, financial obligations, and other matters of interest to the contracting parties.

Call for Applications for Admission

Article 3

The University Business Academy in Novi Sad and the Faculty issue a call for applications for admission to master's studies for each academic year.

The call shall specify, in particular: the number of students and the total number of students per study programme, which may not exceed the number approved by the programme's accreditation; admission requirements; clear criteria for ranking applicants; application deadlines; dates of entrance examinations or tests of aptitude and ability; publication of preliminary and final ranking lists; the procedure for objections to the preliminary ranking list; and the tuition fee payable by students.

Article 4

The Faculty Council determines the tuition fee for the following academic year.

Application Deadlines

Article 5

The Faculty shall establish deadlines for submitting applications, taking entrance examinations, publishing the preliminary ranking list, submitting objections to the preliminary ranking list, determining the final ranking list, and enrolment in accordance with that list.

The preliminary ranking list shall be signed by the Dean and published on the Faculty notice board and website. The notice shall inform applicants that they may challenge the regularity of the admission procedure, any preliminary assessment of aptitude, the entrance examination, or their position on the ranking list within 36 hours of publication of the preliminary list on the Faculty website or notice board.

Within this period, applicants who have applied to, and taken entrance examinations, tests, interviews, essays or other assessments for, more than one Faculty study programme must state in writing which programme they intend to enrol in.

The Dean shall issue a decision on an objection submitted to the Dean within 24 hours of receiving it.

After deciding on objections, the Faculty shall establish and publish the final ranking list of all applicants, showing the total number of points earned under the criteria specified in the call.

The final ranking list shall serve as the basis for enrolment.

Contents of the Application

Article 6

The Faculty prescribes the application form.

Together with the application, the applicant must submit a certified copy of the certificate confirming completion of undergraduate academic studies; a certified copy of the transcript of examinations passed at the previous level of higher education or, alternatively, a certified copy of the diploma and diploma supplement for completed undergraduate academic studies; a copy or scanned version of an identity card; a motivation letter; and any other documents specified in the call.

Personal data shall be processed in accordance with the Law on Personal Data Protection and the Law on Higher Education of the Republic of Serbia.

Admissions Committee

Article 7

The Dean appoints the Admissions Committee for the master's academic study programme upon the proposal of the Teaching and Research Council.

The Committee shall have at least three members.

Admission to the Faculty's Master's Academic Studies

Article 8

A person who has completed undergraduate academic studies and earned 240 ECTS credits, as well as a person who completed four-year undergraduate studies under regulations in force before the Law on Higher Education entered into force, may enrol in the Faculty's master's academic studies lasting one academic year (60 ECTS credits).

The ranking list shall be compiled on the basis of the criteria specified in the call and the results of a test or interview with applicants.

Foreign Nationals

Article 9

Foreign nationals may enrol in the Faculty's master's academic studies under the same conditions as Serbian nationals.

A foreign national holding a foreign higher education qualification may be conditionally enrolled in a study programme if the procedure for recognition of that qualification has not been completed by the application deadline.

If recognition is refused, or if recognition of the foreign qualification does not entitle the applicant to enrol in the study programme applied for, the conditional enrolment shall be deemed not to have taken place.

A foreign national may enrol in the Faculty's master's academic studies upon providing proof of proficiency in Serbian or in the language in which the programme is delivered, and proof of health insurance valid in the territory of the Republic of Serbia.

Enrolment of Citizens of the Republic of Serbia Holding a Foreign Higher Education Qualification

Article 10

A citizen of the Republic of Serbia holding a foreign higher education qualification may apply for admission to the Faculty's master's academic studies by submitting confirmation issued by the University that the recognition procedure has been initiated. Enrolment may take place only on the basis of a final or provisional decision issued by the University Rector, or a decision recognising the diploma for employment purposes in the territory of the Republic of Serbia.

Transfer from Another Higher Education Institution or between the Faculty's Study Programmes

Article 11

A student may request recognition of examinations passed at the same level and type of study at another higher education institution, during previous studies, or within another study programme delivered by the Faculty, subject to the Law on Higher Education, the Faculty's general acts, or an agreement concluded with another higher education institution.

A student may be permitted to transfer between the Faculty's study programmes or from another higher education institution, using the credit transfer system for the same or related courses.

Article 12

A student referred to in Article 11 who wishes to transfer from another study programme or higher education institution shall submit a written request to the Student Services Office. The request shall be accompanied by a transcript of examinations passed in the programme currently or previously attended and certified curricula and syllabi of the institution from which the student is transferring.

After comparing the course content, the Admissions Committee shall decide which examinations and ECTS credits may be recognised. On that basis, the student shall be enrolled. An examination may also be recognised in part.

For each recognised course, the Admissions Committee shall assign the ECTS credits applicable to that course in the Faculty's study programme, rather than the credits awarded by the other higher education institution or study programme.

By way of exception, ECTS credits may be transferred between different study programmes and levels or types of study for students participating in international mobility programmes.

Students whose transfer or enrolment has been approved must attend classes and pass all courses required to make up differences in the curriculum and pay the corresponding tuition fee, calculated according to the number of ECTS credits and the Faculty's fee schedule.

The Admissions Committee shall issue a document listing the examinations recognised within the Faculty's study programme (subject to prior consultation with course instructors where appropriate), the number of ECTS credits for each course, and the total number of credits determining the year or semester of study into which the student is admitted.

Article 13

Upon enrolment, students receive instructions and access credentials for their electronic student records, sign study agreements, and receive clear and detailed instructions on how and when to select elective courses in the Faculty's database, together with all information necessary to begin their studies.

Students shall submit the required documents and proof of payment at enrolment.

Students' Rights and Obligations

Article 14

Students' rights and obligations are governed by the Law, the Faculty Statute and this Rulebook.

Termination of Student Status

Article 15

Student status shall cease in the following cases:

1) withdrawal from studies;

2) completion of studies;

3) failure to enrol in an academic year;

4) failure to complete studies within the prescribed period, which is twice the number of academic years required to complete the study programme, or three times that number for a student who is employed, a student with a disability, a student admitted under an affirmative action measure, or a student with the status of a categorised elite athlete;

5) imposition of a disciplinary measure of expulsion from the higher education institution, in accordance with the Faculty's general act.

Extension of the Period for Completing Studies and Continuation of Studies after Loss of Student Status

Article 16

At a student's personal request, submitted before expiry of the period referred to in Article 15, paragraph 1, item 4 of this Rulebook, the deadline for completing studies may be extended.

The Dean shall decide on the request referred to in paragraph 1 of this Article within five working days of its submission.

A student whose request for an extension has been approved must conclude a new study agreement and pay tuition in accordance with the fee schedule in force at the time the new agreement is concluded. The amount shall be proportionate to the number of remaining ECTS credits, as determined after recognition of previously earned credits.

Following an extension, the period for completing studies shall be set at the number of academic years necessary to complete the enrolled study programme.

A student who loses student status in accordance with the Law and the Faculty Statute may resume studies under the same procedure as that provided for an extension of the completion deadline.

The Dean shall formally establish the termination of student status under Article 15, paragraph 1, items 3, 4 and 5 by issuing a decision.

Academic Year

Article 17

The Faculty organises and delivers studies during an academic year which, as a rule, begins on 1 October and lasts 12 calendar months.

Teaching is organised and delivered by semesters, in accordance with the teaching implementation plan. Each semester lasts 15 working weeks.

Elective Courses

Article 18

Students select elective courses electronically through their account in the electronic database, within the prescribed deadline.

An elective course shall be delivered in an academic year if at least five students have selected it for attendance and assessment.

A student who selects an elective course at the beginning of a semester may not change that selection during the academic year.

Forms of Teaching

Article 19

Teaching and student work may take the form of lectures, practical classes, seminars, seminar papers, mid-term tests, consultations, practical training, mentoring and other activities.

Article 20

At the beginning of a course, the teacher must inform students of the course objectives and content, required literature, the organisation of teaching by week or day, student obligations, planned pre-examination activities, methods for monitoring and assessing student work, the structure and content of the examination, the allocation of total points, the method of calculating the final grade, and other relevant matters.

Language of Study

Article 21

Studies at the Faculty are organised in Serbian.

Accredited master's programmes may be delivered in the foreign language in which they have been accredited.

Pre-examination Requirements and Examinations

Article 22

Pre-examination requirements are forms of student activity during the delivery of teaching, as specified in the accredited course syllabus.

Article 23

Students must complete pre-examination requirements on time and in the manner specified in the course syllabus.

Article 24

Teachers must maintain records of students' pre-examination requirements, including student work and a list of students with the points earned, and retain those records until student status expires.

Examinations

Article 25

Examinations are held during the academic year in scheduled examination periods, on the dates designated for examinations within those periods.

The Faculty organises examination periods in accordance with the Faculty Statute.

An examination is taken after teaching in the relevant course has been completed.

In every examination period, teachers must provide at least one examination date.

Examination content must be consistent with the curriculum and syllabus of the course being examined.

Organisation of Examinations

Article 26

Teachers delivering master's-level courses must establish provisional examination dates for the examination periods no later than 1 November of the academic year.

Teachers must submit examination records to the Faculty Student Services Office within three days after the end of the examination period.

Examinations for Students with Disabilities

Article 27

A student with a disability has the right to take an examination in a manner adapted to their abilities, by agreement with the course instructor and subject to the Faculty's capabilities.

Article 28

The course syllabus determines the proportion of points earned through pre-examination requirements and the examination. Pre-examination requirements account for at least 30 and no more than 70 points.

By completing the pre-examination requirements and passing the examination, a student may earn a maximum of 100 points.

Article 29

A student may receive a passing final grade only if the pre-examination requirements have been assessed positively and the final examination has been passed, meaning that the required knowledge threshold has been met in completing these obligations.

Article 30

The final grade is a single grade expressed as a whole number from 5 (failed) to 10 (excellent). A grade of 5 (failed) is not entered in the student record book, but is entered in the examination register.

Article 31

The total number of points is calculated by adding the points earned through pre-examination requirements and the examination.

Provided that the student has met the required knowledge threshold in the pre-examination requirements necessary to sit the examination and in the examination itself, the final grade is determined as follows: up to 50 points – grade 5 (failed); 51–60 points – grade 6 (sufficient); 61–70 points – grade 7 (good); 71–80 points – grade 8 (very good); 81–90 points – grade 9 (excellent); 91–100 points – grade 10 (outstanding).

Consequences of Failing Examinations

Article 32

A student who fails a compulsory course before teaching in that course begins in the next academic year must enrol in the same course again.

A student who fails an elective course before the beginning of teaching in the relevant elective block may enrol in the same course again or select another elective course from that block.

Students referred to in paragraphs 1 and 2 of this Article must successfully complete all pre-examination requirements for the compulsory or elective course when re-enrolling in it.

Protection of Students' Rights

Article 33

A student may object to a final grade if they believe that the examination was not conducted in accordance with the Law, the Statute or this Rulebook.

The Dean shall decide on the objection by issuing a decision.

An objection submitted after the deadline, incomplete, or by an unauthorised person shall be dismissed.

If disciplinary proceedings have been initiated against the student lodging the objection due to a breach of examination rules, the Dean may suspend the grade-objection procedure until the disciplinary proceedings have been completed.

The student shall submit the objection to the Dean within 36 hours of receiving the final grade.

The Dean shall consider the objection and decide on it within 24 hours of receipt.

If the objection is upheld, the student shall retake the examination before a committee within three days of receiving the decision referred to in paragraph 6 of this Article.

Article 34

After three unsuccessful attempts at the same examination, or in the event of a conflict of interest, a student may ask the Dean to arrange for the examination to be taken before an examination committee.

The Dean shall appoint a three-member committee before which the student will take the examination. All three teachers should teach courses within the same or a related narrow scientific or artistic field; the committee shall include the teacher who awarded the student a failing grade on the three previous attempts.

In the circumstances referred to in paragraph 2, the student must pay a special fee, as determined by the Faculty Council's decision on study costs.

Article 35

A student who has passed an examination may request to retake it in order to obtain a higher final grade.

A request to retake an examination passed in the current academic year must be submitted to Student Services no later than 1 September of that academic year.

In the circumstances referred to in paragraph 2, the student must pay a special fee determined by the Faculty Council's decision on study costs.

Master's Thesis and Supervision

Article 36

A master's student shall submit a proposal for the topic of the final thesis (hereinafter: the final thesis).

The proposal shall include the subject and objective of the thesis, the main assumptions and social-science methods to be applied by the candidate, a brief outline of the content, a selected bibliography, and a short biography.

The topic of the final thesis must fall within the field of the study programme in which the student is enrolled.

In the thesis proposal, the master's student must state the full name of the teacher proposed as supervisor.

A teacher who has taught a course within the Faculty's study programme may be proposed as supervisor.

Article 37

A student becomes eligible to submit and defend the final master's thesis after passing all course examinations and fulfilling all other teaching obligations specified by the study programme.

A student may defend the master's thesis before the end of the standard period of study if the relevant conditions are met, including:

• examinations completed at another higher education institution have been recognised and a decision on recognition is included in the student's file;

• accelerated study is required for enrolment in doctoral studies or for employment, at the student's request;

• at least three months have elapsed since enrolment, or the first semester and the relevant examination periods have been completed.

Article 36 (submission and assessment procedure)

The final-thesis proposal shall be submitted to the Faculty Student Services Office, which shall forward it to the Teaching and Research Council.

Students shall complete the proposal together with their supervisor. The proposal form is included in Appendix 1 to this Rulebook.

The completed working version shall be submitted electronically and in hard copy and shall not be bound.

After completing the final version, the student must sign the Declaration of Academic Integrity (Appendix 3).

The Teaching and Research Council shall consider the proposed topic and, on the supervisor's recommendation, appoint a committee of at least three members to review, assess and conduct the defence of the master's thesis.

The committee referred to in paragraph 2 of this Article shall prepare a report (Appendix 5).

The committee shall adopt the report by a majority vote. A member who disagrees with the majority proposal must submit a reasoned dissenting opinion.

Contents of the Final Thesis

Article 37

The final thesis shall include a title page, abstract, table of contents, introduction, main text, conclusion and references.

The title page shall contain the essential details: University Business Academy in Novi Sad – Faculty of Organizational Studies "Eduka" in Belgrade; the thesis title and study programme; the student's full name; the supervisor's full name; and the place and year.

The thesis shall include the student's consent for the work to be entered into the Faculty's electronic database of final theses.

Instructions for writing the final thesis are included as Appendix 2 and form an integral part of this Rulebook.

Article 38

The final version shall be checked using plagiarism-detection software.

If, following an additional check, the supervisor identifies errors in the software check, the supervisor shall submit a detailed written report to the committee members.

The software-check report and any report by the supervisor shall be permanently retained in the student's file together with the master's thesis.

Article 39

Committee members shall be teachers employed by the Faculty who have been elected to a teaching position.

One committee member may be a person elected to a teaching position who is not employed by the Faculty.

Article 40

The report on the completed final thesis, signed by all committee members, together with a copy of the thesis, shall be sent to the library. The library shall make the thesis publicly available on the Faculty website for seven (7) days.

The report may be negative.

If the report is negative, the student shall submit a new master's thesis topic.

Article 41

The student shall submit four (4) copies of the final thesis: one for each committee member and one for the Faculty library.

The thesis shall also be submitted electronically for permanent retention by the Faculty (Appendix 4).

Article 42

If an objection to the completed thesis is submitted during the public-inspection period, the Teaching and Research Council shall consider the objection, the report on the thesis and the thesis itself.

Article 43

The date of the final-thesis defence shall be scheduled no later than one week before the defence.

Article 44

The master's thesis defence is public and shall be announced on the Faculty website.

A successfully defended master's thesis shall be graded from 6 to 10.

Entry into Force

Article 45

This Rulebook shall enter into force on the eighth day following its publication on the Faculty website.

Chair of the Teaching and Research Council of the Faculty

Prof. Filip Đoković, PhD