UNIVERSITY BUSINESS ACADEMY IN NOVI SAD
Faculty of Organizational Studies "Eduka"
Belgrade

Reference No.: 287/1
Date: 25 August 2025

Pursuant to Articles 56, 57 and 63 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), the Council of the Faculty of Organizational Studies "Eduka", at its meeting held on 25 August 2025, adopts the following:

STATUTE
of the Faculty of Organizational Studies "Eduka"

GENERAL PROVISIONS

Article 1
The Statute of the Faculty of Organizational Studies "Eduka" (hereinafter: the Statute) regulates the legal status of the Faculty of Organizational Studies "Eduka" (hereinafter: the Faculty), its organization, operating procedures, governance, decision-making, and other matters relevant to the performance of its activities and operations in accordance with the law.

Article 2
The Faculty is a higher education institution with legal personality.
In legal transactions with third parties, the Faculty acts independently and is liable for its obligations with all its assets.
The Faculty of Organizational Studies "Eduka", as a higher education, educational and scientific institution with legal personality, shall carry out its registered activities as a constituent part of University Business Academy in Novi Sad (hereinafter: the University).
Within its principal activities, the Faculty organizes and delivers academic and professional study programmes at the first, second and third levels of study, in Serbian and English, as well as other forms of professional education and development.
The Faculty conducts basic, applied and developmental research within its field of activity. It also performs other activities serving its institutional purposes, in accordance with the law and this Statute.

Article 3
The founder of the Faculty is Eduka Logistic d.o.o., 15 Jastrebovljeva Street, Belgrade–Čukarica, registered in the Business Entities Register of the Serbian Business Registers Agency, registration number: 21593036, tax identification number (PIB): 112031018.

Article 4

The Faculty carries out its activities at its registered seat.

Political, party-political or religious organization or activity is not permitted at the Faculty.

Terms expressed in the grammatical masculine gender in this Statute shall be understood to refer to persons of both the male and female sexes.

ACTIVITIES, NAME AND REGISTERED SEAT OF THE FACULTY

Article 5

The Faculty organizes and carries out its principal activities through the implementation of study programmes, namely first- and second-cycle academic studies and first-cycle professional studies, in accordance with approved study programmes, its accreditation certificate and operating licence, within the educational and scientific field of social sciences and humanities.

The Faculty's activity is higher education – activity code 85.42.

The Faculty also carries out the following activities related to its principal activity:

- 85.59 – Other education;
- 85.60 – Educational support activities;
- 18.13 – Pre-press and pre-media services;
- 18.20 – Reproduction of recorded media;
- 47.61 – Retail sale of books in specialized stores;
- 47.62 – Retail sale of newspapers and stationery in specialized stores;
- 58.11 – Book publishing;
- 58.14 – Publishing of journals and periodicals;
- 58.19 – Other publishing activities;
- 70.22 – Business and other management consultancy activities;
- 72.20 – Research and experimental development in the social sciences and humanities;
- 73.11 – Advertising agencies;
- 73.12 – Media representation;
- 73.20 – Market research and public opinion polling;
- 82.30 – Organization of conventions and trade shows;
- 86.90 – Other human health activities;
- 91.01 – Library and archives activities.

The Faculty may, without entry in the court register, also perform other activities on a smaller scale or occasionally, provided that they contribute to the improvement of its registered activities.

Article 6

The name of the Faculty is: Faculty of Organizational Studies "Eduka" in Belgrade, University Business Academy in Novi Sad.

The name of the Faculty in English is: Faculty of organizational studies "Eduka" in Belgrade, University Business Academy in Novi Sad.

The abbreviated name of the Faculty is FOS EDUKA, under which it may also conduct legal transactions, together with the name of University Business Academy in Novi Sad.
The registered seat of the higher education institution is 15 Majke Jevrosime Street, Stari Grad, Belgrade.
Registration number: 17608088; tax identification number (PIB): 104045531; Faculty website: www.foseduka.edu.rs.
Decisions concerning changes in the Faculty's status, name or registered seat shall be made by the Founder.

Article 7

The Faculty has the following seals:
1. A round seal, 40 mm in diameter, bearing the coat of arms of the Republic of Serbia and the inscription following the circular border: REPUBLIC OF SERBIA, BELGRADE. Beneath that inscription, in smaller letters and also following the circular border, is the inscription: University Business Academy in Novi Sad. Beneath it, likewise following the circular border, is the inscription: Faculty of Organizational Studies "Eduka". The Roman numeral I appears beneath the coat of arms. The inscriptions are in Serbian and in Cyrillic script.
2. A round seal, 40 mm in diameter, bearing the coat of arms of the Republic of Serbia and the same circular inscriptions described in item 1, with the Roman numeral II beneath the coat of arms. The inscriptions are in Serbian and in Cyrillic script.
3. A round seal, 40 mm in diameter, bearing the coat of arms of the Republic of Serbia and the same circular inscriptions described in item 1, with the Roman numeral III beneath the coat of arms. The inscriptions are in Serbian and in Cyrillic script.
4. A small round seal bearing the coat of arms of the Republic of Serbia and the circular inscription: REPUBLIC OF SERBIA, BELGRADE. Beneath it, in smaller letters following the circular border, is the inscription: University Business Academy in Novi Sad, followed by: Faculty of Organizational Studies "Eduka". The Roman numeral I appears beneath the coat of arms. The inscriptions are in Serbian and in Cyrillic script.
5. A rectangular stamp bearing the inscription: UNIVERSITY BUSINESS ACADEMY IN NOVI SAD, beneath which appears: FACULTY OF ORGANIZATIONAL STUDIES "EDUKA", followed by: BELGRADE, 15 Majke Jevrosime Street. The inscriptions are in Serbian and in Cyrillic script.
6. A rectangular stamp bearing the inscription: UNIVERSITY BUSINESS ACADEMY IN NOVI SAD, beneath which appears: FACULTY OF ORGANIZATIONAL STUDIES "EDUKA", followed by spaces for the reference number and year and the inscription: BELGRADE, 15 Majke Jevrosime Street. The inscriptions are in Serbian and in Cyrillic script.
The Secretary, or an employee designated by the Dean by a formal decision, is responsible for the use and safekeeping of the seals.

Article 8

The Faculty has its own logo, which is round and features a lowercase letter "e" in the centre.
Faculty Day is the Day of Saints Cyril and Methodius, 24 May.

3. REPRESENTATION OF THE FACULTY

Article 9

The Dean of the Faculty and the President of the Faculty represent and act on behalf of the Faculty without limitation.

The Dean may authorize another person to represent the Faculty and perform certain tasks within the Dean's competence.

When granting such authorization, the Dean shall specify its content, scope and duration.

4. BODIES OF THE FACULTY

Article 10

The Faculty has:

1) a governing body;
2) an executive management body;
3) professional bodies; and
4) a Student Parliament.

GOVERNING BODY

Article 11

The governing body of the Faculty is the Faculty Council (hereinafter: the Council), consisting of seven members.

The Founder appoints six members of the Council, of whom three represent the Founder and three are members of the Faculty's teaching staff, while one member is a student representative. The Student Parliament appoints one representative.

The term of office of the Student Parliament representative is two years, while that of the other members of the Faculty Council is three years.

The Chairperson of the Council is elected from among the Faculty's teaching staff.

The members of the Council elect the Chairperson and Deputy Chairperson by a majority of the total number of members. Members may vote for only one nominated candidate. Voting is public, by a show of hands.

The Chairperson convenes and presides over Council meetings.

The Council conducts its work at meetings and adopts decisions by a majority of the total number of its members.

If the Chairperson is prevented from attending or is absent, a meeting may be convened and chaired by the Deputy Chairperson or by a Council member authorized by the Chairperson.

The Dean and Vice-Deans may not be elected to the Faculty Council, but must attend Council meetings and participate in its work without voting rights.

Constitutive Meeting of the Council

Article 12

Once all Council members have been elected and the Founder's representatives appointed, the Council shall hold its constitutive meeting. At that meeting, the mandates of Council members shall be verified.

Until the Chairperson is elected, the constitutive meeting shall be chaired by the oldest Council member.

Article 13

The Faculty Council shall:

1. adopt the Faculty Statute upon the proposal of the Teaching and Scientific Council;
2. elect and dismiss the Dean;
3. decide on appeals against first-instance decisions of the Dean;
4. adopt the financial plan upon the proposal of the Teaching and Scientific Council;
5. adopt the business report and annual financial statements upon the proposal of the Teaching and Scientific Council;
6. adopt the Teaching and Scientific Council's plan for the use of investment funds;
7. approve decisions concerning management of the Faculty's property;
8. approve the allocation of financial resources;
9. determine tuition fees upon the proposal of the Teaching and Scientific Council;
10. submit a business report to the Founder at least once a year;
11. select an external auditor of the Faculty's financial operations;
12. elect and dismiss the Chairperson and Deputy Chairperson of the Council;
13. adopt an act governing students' disciplinary liability;
14. supervise the actions of the executive management body in implementing measures ordered by the education inspector under Article 135, paragraph 3, items 5) and 6) of the Law;
15. adopt general acts in accordance with the law;
16. decide on the establishment and abolition of departments upon the proposal of the Teaching and Scientific Council; and
17. perform other duties prescribed by the Law and the Faculty Statute.

In performing its functions, the Council may establish working bodies. The Council decides on the matters referred to in paragraph 1 of this Article by a majority of the total number of its members. As a rule, Council decisions are adopted by public vote, except where the Law, this Statute or another general act provides for secret voting.

Article 14

The convening and conduct of meetings, decision-making and other matters relevant to the Council's work shall be governed by the Rules of Procedure of the Council.

Article 15

The Council shall call elections for Council members no later than 60 days before the expiry of the terms for which they were elected.

Dismissal of Council Members

Article 16

Council members may be dismissed if they fail to represent the interests of the Faculty or persistently fail to perform their duties without justification.

The mandate of a Faculty Council member may also terminate before the end of the elected term at the member's own request or:

1. by recall by the body that elected or appointed the member, if the member performs Council duties irregularly or negligently or damages the Faculty's reputation;
2. upon the occurrence of circumstances preventing continued Council membership (termination of employment at the Faculty, loss of student status, etc.);
3. upon death or in other cases prescribed by the Law and the Faculty's general acts.

An initiative to recall a Council member may be submitted by the Faculty Council or the body that elected or appointed that member. The decision to terminate a member's mandate shall be made by the body that elected or appointed the member, and the mandate shall terminate on the date on which its termination is formally acknowledged at the next Faculty Council meeting. If a Council member's mandate terminates before the end of the term, a replacement shall be elected for the remainder of that term through a supplementary election, using the same procedure and method prescribed for the election of Faculty Council members.

President of the Faculty

Article 17

The President of the Faculty represents the Faculty in matters relating to ensuring the financial stability of the Faculty and the human resources necessary for the successful performance of its activities.

The Founder elects the President of the Faculty from among the teaching staff employed full-time.

The President of the Faculty represents the Faculty with unrestricted authority.

Responsibilities of the President of the Faculty:

1. represents the Faculty before all institutions in both the public (state) and private sectors, domestically and abroad;
2. leads the Faculty, identifies its strengths, weaknesses, challenges and opportunities, and develops a strategy based on a defined vision, ensuring its implementation throughout the Faculty;
3. oversees the overall work of the Faculty and all its organizational units to ensure coordination;
4. manages the Faculty's entire operations when the Dean is unable to do so;
5. decides on all types of Faculty expenditure when the Dean is unable to do so;
6. determines the Faculty's financial needs, student discounts, tuition-fee exemptions and other matters relating to student financing;
7. may conclude employment contracts in the Dean's absence;
8. develops and implements the Faculty's investment and development policies;
9. decides on the rights, obligations and responsibilities of employees in the Dean's absence;
10. supervises the work of the Faculty;
11. ensures implementation of the Statute, general acts and decisions of the Council;

12. adopts urgent decisions to prevent threats to the property and integrity of the Faculty.

MANAGEMENT BODY

Article 18

The management body of the Faculty is the Dean.

The Dean is elected from among full professors employed full-time at the Faculty for a term of three years, with the possibility of one re-election.

The Dean is accountable to the Faculty Council for their work. The Faculty Council decides on the individual rights, obligations and responsibilities of the Dean.

The Dean shall suspend the implementation of any Faculty act that the Dean considers contrary to the law, the Statute or another regulation and shall inform the body that adopted the act without delay.

The Dean is elected and dismissed by the Faculty Council by public vote. Candidates for Dean are nominated by the Faculty Teaching and Scientific Council. The same person may be elected Dean no more than twice.

The Dean is elected without a public competition, by public vote at a meeting of the Faculty Council attended by at least two-thirds of the total number of Council members. The Council shall decide to initiate the procedure for electing the Dean no later than three months before the expiry of the term of office.

Article 19

A full professor who particularly distinguishes themselves through scientific work, organizational abilities and results in improving the Faculty's work may be elected Dean.

A person may not serve as Dean if they have been convicted by a final judgment of a criminal offence against sexual freedom, forgery of an official document issued by a higher education institution, or accepting a bribe in the performance of duties at a higher education institution; if they have been sentenced by a final judgment to imprisonment for another criminal offence; or if they have committed a serious breach of the code of professional ethics.

Article 20

The Dean:

1. represents the Faculty domestically and abroad and authorizes other persons to represent the Faculty in accordance with this Statute;
2. organizes and directly manages the Faculty's work and operations in accordance with the law and the Statute and is responsible for the performance of its educational and scientific activities;
3. proposes to the Council and the Faculty Teaching and Scientific Council the basic principles of business policy and measures to improve the Faculty's work;
4. initiates and proposes solutions to matters relevant to the Faculty's activities;
5. ensures and is responsible for the legality of the Faculty's operations;
6. proposes the annual work programme and development plan;
7. implements decisions of the Council and the Teaching and Scientific Council;
8. chairs the Teaching and Scientific Council and prepares and proposes agendas for its meetings;
9. adopts general acts (the Rulebook on Organization and Job Classification, the Employment Rulebook and other acts) in accordance with the law, the Statute and other acts;

10. concludes contracts on behalf of the Faculty;
11. ensures application of the Statute and other general acts of the Faculty;
12. ensures implementation of decisions of Faculty bodies;
13. manages the Faculty's finances and ensures implementation of its financial plan;
14. decides on the use of Faculty funds in accordance with the Founder's decisions on the use of such funds;
15. decides on exemptions from tuition fees, tuition discounts and other matters relating to student financing;
16. participates in the work of the Council without voting rights;
17. is an ex officio member of the University Senate;
18. submits an annual report on the Faculty's work and operating results to the Council;
19. announces competitions for employment and appointment to teaching and associate positions at the Faculty;
20. decides on the individual rights, obligations and responsibilities of all Faculty employees and concludes employment contracts in accordance with the law and the Faculty's general acts;
21. determines employees' disciplinary liability in accordance with the law and the Faculty's general acts;
22. appoints members of standing and ad hoc committees and working bodies;
23. issues decisions on student applications;
24. initiates and proposes solutions to matters relevant to the Faculty's activities;
25. signs diplomas and diploma supplements;
26. directs and coordinates the work of the Faculty's professional bodies;
27. initiates proceedings in cases of breaches of employment duties by Faculty employees and imposes measures prescribed by law;
28. appoints and dismisses Vice-Deans and Heads of Departments;
29. adopts and implements the Faculty's quality assurance policy;
30. approves teaching schedules at all levels of study, following prior consultation with Heads of Departments and the Vice-Dean for Teaching;
31. adopts rulebooks and rules of procedure in accordance with the law and this Statute;
32. performs other duties prescribed by the law, this Statute and the Faculty's general acts;
33. ensures implementation of the Statute, general acts and decisions of the Council;
34. adopts urgent decisions to prevent threats to the property and integrity of the Faculty;
35. performs other duties as authorized by the Chair of the Council and the Founder.

The Dean is accountable to the Council for their work. The Dean may, by a formal decision, delegate certain powers and duties within their remit to the Vice-Deans.

Article 21

The Dean's term of office ends:
- upon expiry of the term of office;
- upon meeting the conditions for an old-age pension.

The Dean may be dismissed before the expiry of the term for which they were elected:
- at their own request;
- if they perform the duties of Dean incompetently or negligently;
- if they fail to fulfil obligations established by law and other subordinate legislation, this Statute or other general acts;

• if they exceed their authority and thereby cause substantial damage to the Faculty.
The Faculty Council decides on the termination of the Dean's office or the Dean's dismissal before the expiry of the term.
The Council initiates dismissal proceedings on its own initiative.
The Council decides on the Dean's dismissal by public vote, by a majority of the total number of its members.
If the Dean is dismissed, the Council shall appoint an Acting Dean at the same meeting and initiate the procedure for electing a new Dean.

Vice-Dean

Article 22

The Vice-Deans assist the Dean in their work. The Faculty has at least one Vice-Dean selected from among the teaching staff employed full-time at the Faculty.
The Dean appoints a Vice-Dean from among the teaching staff employed full-time at the Faculty.
The Vice-Dean's term of office is three years.

Article 23

The Vice-Dean:
1. organizes and manages work in the specific areas for which they were appointed;
2. substitutes for the Dean in the Dean's absence, on the basis of delegated authority;
3. performs other duties assigned by the Dean.

The Vice-Dean is accountable to the Dean for their work.

Article 24

The Faculty has a Student Vice-Dean. The Student Vice-Dean is elected by the Faculty Student Parliament. The Student Vice-Dean's term of office is two years. A student may be elected Student Vice-Dean if they have not repeated any year of study and have achieved an overall average grade higher than 8 during their studies.
The procedure for electing and dismissing the Student Vice-Dean is governed by the Rules of Procedure of the Faculty Student Parliament.

Article 25

The Student Vice-Dean participates in the work of the Faculty's professional bodies without voting rights and represents students' interests in those bodies.

PROFESSIONAL BODY

Article 26

The professional body of the Faculty is the Teaching and Scientific Council.
The professional body may establish committees as its working bodies.

TEACHING AND SCIENTIFIC COUNCIL OF THE FACULTY

Article 27

The Faculty Council is responsible for the organization and delivery of teaching, scientific and educational work, scientific research, and the development of junior teaching and research staff. It decides independently on these matters or submits proposals for decisions to other competent bodies.

Student representatives participate in the Faculty Council and its bodies when discussing or deciding on matters concerning teaching quality assurance, reform of study programmes, analysis of study efficiency and determination of ECTS credits.

With respect to the matters referred to in paragraph 2 of this Article, students constitute 20% of the members of the Faculty Council and 20% of the members of its bodies.

The term of office of student representatives referred to in paragraph 3 of this Article is two years and may end earlier upon termination of their student status in a study programme offered by the Faculty.

Article 28

The Faculty Council consists of all teachers employed by the Faculty.

Meetings of the Faculty Council are convened and chaired by the Dean of the Faculty. In the absence of the Chair, a Vice-Dean chairs the meeting.

Council members serve for the duration of their employment.

Article 29

The Teaching and Scientific Council of the Faculty:

1. determines the draft Statute of the Faculty;
2. determines proposals for study programmes delivered at the Faculty;
3. adopts curricula for academic and applied studies;
4. adopts the Faculty's work plan and programme;
5. adopts programmes of scientific research, projects and programmes for the advancement of knowledge;
6. determines measures to encourage the development of exceptionally successful and gifted students;
7. reviews the report on implementation of the scientific research programme at least once a year;
8. nominates a candidate for Rector of the University;
9. proposes the Faculty's financial plan to the Council;
10. proposes the Faculty's business report and annual accounts to the Council;
11. proposes to the Council a plan for the use of the Faculty's investment funds;
12. proposes to the Council a decision on tuition fees;
13. elects Faculty representatives to University bodies;
14. makes proposals concerning the University's admissions policy;
15. decides on the allocation of courses to specific scientific fields;
16. adopts rules governing the work of organizational units;
17. determines standards and measures for monitoring, ensuring, improving, developing and controlling the quality of study programmes, teaching and working conditions;
18. approves topics for final papers in undergraduate academic studies and master's theses;
19. approves doctoral dissertation topics;

20. adopts the annual teaching delivery plan;
21. decides on the number of teaching groups for lectures and practical classes and the engagement of teachers and associates for each academic year;
22. decides on the engagement of distinguished scientists and experts;
23. proposes the announcement of competitions for the appointment of teachers and associates;
24. establishes proposals to the University Senate for awarding the title of Professor Emeritus;
25. considers and decides on student requests within its remit;
26. adopts its Rules of Procedure;
27. performs other duties prescribed by law and this Statute.

The Faculty Council makes decisions by a majority of the total number of its members.

As a rule, the Faculty Council adopts decisions by public vote, except where secret voting is prescribed by law, this Statute or another general act. The Rules of Procedure of the Faculty Council regulate the convening of meetings, working procedures, decision-making and other matters.

STUDENT PARLIAMENT

Article 30

The Faculty Student Parliament is established to exercise students' rights and protect their interests. Elections for members of the Faculty Student Parliament are held every second year in April by direct and secret ballot.

All Faculty students enrolled in the academic year in which elections are held have the right to vote and stand for election to the Student Parliament. The term of office of members of the Faculty Student Parliament is two years.

The Student Parliament has five members, who may come from any Faculty study programme.

The method and procedure for nominating and electing candidates are governed by the Rules of Procedure of the Faculty Student Parliament. The student affairs office prepares the electoral register and submits it to the Student Parliament and the Dean. A Student Parliament member whose student status ends shall cease to hold office on that date, and supplementary elections shall be held within 15 days.

Article 31

The Faculty Student Parliament:
1. elects and dismisses the President and Vice-President of the Faculty Student Parliament;
2. elects and dismisses the Student Vice-Dean;
3. adopts its Rules of Procedure;
4. establishes working bodies to deal with individual matters within its competence;
5. elects and dismisses student representatives to Faculty bodies and committees;
6. adopts the annual plan and programme of activities of the Faculty Student Parliament;
7. considers matters relating to ensuring and evaluating teaching quality, analysis of study efficiency, improvement of student mobility, encouragement of student scientific research, protection of student rights and improvement of student welfare;
8. organizes and implements extracurricular student activity programmes;
9. participates in the Faculty's self-evaluation procedure in accordance with the general act adopted by the Faculty Teaching and Scientific Council;

10. elects and dismisses student representatives to the bodies and committees of other institutions and associations in which Faculty students are represented, in accordance with the general acts of the institution, association, University and Faculty;
11. adopts the annual report on the work of the Student Vice-Dean;
12. adopts the financial plan and financial operations report of the Faculty Student Parliament;
13. adopts the annual activity report submitted by the President of the Faculty Student Parliament;
14. performs other duties in accordance with the law, this Statute and the Faculty's general acts.
The Student Parliament may submit proposals to the Teaching and Scientific Council concerning improvement of the quality of the educational process, reform of study programmes, analysis of study efficiency and determination of ECTS credits, and may lodge objections regarding the organization and delivery of teaching. The Teaching and Scientific Council shall consider such proposals or objections and state its position on them.

FINANCING OF THE HIGHER EDUCATION INSTITUTION

Article 32

The Faculty obtains funds for the performance of its activities in accordance with the Law and the Statute from the following sources:
- funds provided by the Founder;
- tuition fees;
- donations, gifts and bequests;
- funds for financing scientific research and professional work;
- projects and contracts relating to the delivery of teaching, research and consulting services;
- fees for commercial and other services;
- founding rights and contracts with third parties;
- other sources in accordance with the Law.

The Faculty obtains tuition-fee income on the basis of a decision determining tuition fees. The Faculty Council adopts the decision on tuition fees, upon the proposal of the Teaching and Scientific Council, for the following academic year and for all study programmes, before the announcement of the competition for admission of new students.
Tuition fees determine the cost of studies for one academic year, that is, for earning 60 ECTS credits. Tuition fees include charges for regular services provided by the Faculty to a student as part of a study programme during one year of study. Regular services are determined by a decision of the Faculty Council.
The Faculty allocates the funds it receives in accordance with the Faculty's Financial Plan.

FACULTY STAFF – TEACHING AND NON-TEACHING STAFF

Article 33

The teaching staff of the Faculty comprise persons engaged in teaching, scientific, research, artistic and innovation activities.
The teaching staff consist of teachers, researchers and teaching associates.
Non-teaching staff comprise persons performing professional, administrative and technical duties.

A person convicted by a final judgment of a criminal offence against sexual freedom, forgery of a public document issued by a higher education institution, or accepting a bribe in the performance of duties at a higher education institution may not acquire the title of teacher or teaching associate.

If a person referred to in paragraph 4 of this Article has already acquired such a title, the Faculty shall adopt a decision prohibiting that person from performing the duties of a teacher or teaching associate.

The employment of a person referred to in paragraph 5 of this Article shall terminate in accordance with the Law.

ACADEMIC TITLES OF TEACHERS

Article 34

The teaching titles at the Faculty are: lecturer, senior lecturer, professor of applied studies, skills instructor, foreign-language instructor, assistant professor, associate professor and full professor.

Teachers holding the titles of assistant professor, associate professor and full professor may teach in all types and levels of study.

Teachers holding the titles of lecturer, senior lecturer or professor of applied studies may teach only in applied studies.

REQUIREMENTS FOR APPOINTMENT TO A TEACHING TITLE

Article 35

A person may be appointed to a teaching title if they hold the appropriate professional, academic or scientific qualification and have the capacity for scientific work.

A person may be appointed lecturer if they hold the academic title of magister, or at least the professional title of specialist in academic studies, and have scientific or professional papers published in peer-reviewed scientific journals or proceedings.

A person may be appointed senior lecturer if they hold a doctoral degree and have scientific or professional papers published in peer-reviewed scientific journals or proceedings.

A person may be appointed professor of applied studies if they hold a doctoral degree and have scientific or professional papers published in peer-reviewed scientific journals or proceedings.

A person may be appointed assistant professor if they completed previous levels of study with an average grade of at least eight (8), or have at least three years of teaching experience at a higher education institution, hold a doctoral degree, and have scientific or professional papers published in peer-reviewed scientific journals or proceedings.

A person may be appointed associate professor if, in addition to the requirements under paragraph 5 of this Article, they have several scientific papers of importance for the development of science in the relevant narrower scientific field published in international or leading domestic peer-reviewed journals; an original professional achievement (project, study, patent, original method, new variety, etc.); or leadership of or participation in scientific projects; a published textbook or monograph, practical manual or collection of exercises in the narrower scientific field for which they are being appointed; and several papers presented at international or domestic scientific conferences.

A person may be appointed full professor if, in addition to the requirements under paragraph 6 of this Article, they have a substantial number of scientific papers contributing to the development of scientific thought in the relevant narrower field published in international or leading domestic peer-reviewed journals; a substantial number of scientific papers and presentations at international or domestic scientific conferences; a published textbook or monograph or an original professional achievement; demonstrated results in developing junior academic and teaching staff at the Faculty; and participation in final theses at specialist and master's academic studies.

More detailed requirements for appointment to teaching titles shall be established by a general act of the Faculty, in accordance with the minimum requirements for appointment to teaching titles of the University Business Academy in Novi Sad.

Article 36

The Dean of the Faculty concludes an employment contract with a person appointed to a teaching title.

Where a teacher employed by the Faculty has applied in a competition for appointment to a particular title but is not selected, the Dean shall issue a decision terminating that teacher's employment contract.

VISITING PROFESSOR

Article 37

Without announcing a competition, the Faculty may engage a teacher from another independent higher education institution outside the territory of the Republic of Serbia in the capacity of visiting professor. The decision on appointment to the title of visiting professor shall be adopted by the Faculty Council upon the proposal of the Teaching and Scientific Council.

The rights and obligations of the person appointed to the title referred to in paragraph 1 of this Article shall be regulated by a teaching engagement agreement signed by the Dean.

FOREIGN-LANGUAGE AND SKILLS INSTRUCTORS

Article 38

Foreign-language or skills instruction may also be provided by a foreign-language or skills instructor who has completed second-cycle higher education, published professional papers in the relevant field and demonstrated teaching ability.

A skills instructor referred to in paragraph 1 of this Article may be appointed only in scientific, professional and artistic fields for which doctoral studies do not exist in the Republic.

EXTERNAL LECTURER

Article 39

Upon the proposal of its professional body, a higher education institution may engage an external lecturer in active teaching, including lectures and practical classes, at first- and second-cycle studies, for no more than one-third of the teaching hours for a course during a semester, provided

that the lecturer has completed at least master's academic studies, possesses the necessary knowledge and skills in the relevant field and demonstrates aptitude for teaching.
An external lecturer may be engaged exclusively for professionally applied courses. Course coordinators employed by the higher education institution are responsible for ensuring the quality of teaching delivered by external lecturers.
An engagement agreement shall be concluded with the person referred to in paragraph 1 of this Article for a period of no more than one academic year, with the possibility of extension.

RESEARCHERS

Article 40

A person appointed to a scientific title in the manner and under the procedure prescribed by the law governing scientific research may participate in all forms of teaching in master's academic studies, serve as a supervisor and as a member of committees involved in the preparation and defence of final master's theses, serve on committees preparing proposals for the appointment of university teachers and associates, and participate in scientific research.
The decision to engage a person referred to in paragraph 1 of this Article shall be adopted by the Teaching and Scientific Council upon the proposal of one of its members.
If a person referred to in paragraph 1 of this Article is not employed by the higher education institution delivering the programme, that institution shall conclude a teaching engagement agreement with the person, signed by the Dean.

TITLES OF TEACHING ASSOCIATES

Article 41

The titles of associates are: external associate, associate for part of practical instruction, teaching associate, teaching assistant, and teaching assistant with a doctorate.

TEACHING ASSOCIATE

Article 42

The Faculty shall appoint as a teaching associate in first-cycle studies a student of master's academic studies or specialist academic studies who completed first-cycle studies with a grade point average of at least eight (8).
Exceptionally, the Faculty may also appoint a student of master's vocational studies or specialist vocational studies as a teaching associate in first-cycle studies, provided that the student completed first-cycle studies with a grade point average of at least eight (8).
Specific requirements for appointment to the title of teaching associate shall be established by a general act of the Faculty.
An employment contract shall be concluded with the person referred to in paragraphs 1 and 2 of this Article for one year, with the possibility of extension for one further year during the studies, but no longer than the end of the academic year in which the studies are completed.
The contract referred to in paragraph 3 of this Article shall be concluded by the Dean of the Faculty.

TEACHING ASSISTANT

Article 43

The Faculty shall appoint as a teaching assistant a doctoral student who completed each previous cycle of studies with a grade point average of at least eight (8) and demonstrates aptitude for teaching.

Specific requirements for appointment to the title of teaching assistant shall be established by a general act of the Faculty.

An employment contract shall be concluded with a person appointed as a teaching assistant for three years, with the possibility of extension for a further three years.

The contract referred to in paragraph 3 of this Article shall be concluded by the Dean of the Faculty.

TEACHING ASSISTANT WITH A DOCTORATE

Article 44

The Faculty may appoint as a teaching assistant with a doctorate a person who has obtained the scientific degree of Doctor of Science and demonstrates aptitude for teaching.

Specific requirements for appointment to the title of teaching assistant with a doctorate shall be established by a general act of the Faculty.

An employment contract shall be concluded with a person appointed as a teaching assistant with a doctorate for three years, with the possibility of extension for a further three years.

The contract referred to in paragraph 3 of this Article shall be concluded by the Dean of the Faculty.

EXTERNAL ASSOCIATE

Article 45

The Faculty may appoint a first-, second- or third-cycle student as an external associate (demonstrator or similar) to assist with teaching in first-cycle studies, provided that the student has earned at least 120 ECTS credits in first-cycle studies with an overall grade point average of at least eight (8).

Specific requirements for appointment to the title referred to in paragraph 1 of this Article shall be established by a general act of the higher education institution.

An engagement agreement shall be concluded with the person referred to in paragraph 1 of this Article for no more than one academic year, with the possibility of extension for one further academic year.

The agreement referred to in paragraph 3 of this Article shall be concluded by the Dean of the Faculty.

Article 46

For the part of practical instruction carried out outside the institution, the Faculty may appoint as an external associate (practical training associate, clinical assistant or similar) a person employed by the institution where that part of practical instruction takes place.

Specific requirements for appointment of the associate referred to in paragraph 1 of this Article shall be established by the Rulebook on the Appointment of Teachers and Associates.
The Dean shall conclude an engagement agreement with the person referred to in paragraph 1 of this Article.

RIGHTS AND OBLIGATIONS OF FACULTY EMPLOYEES

Article 47

The Labour Law shall apply to the rights, obligations and responsibilities of Faculty employees unless otherwise regulated by the Law on Higher Education.
The Dean shall decide on the individual rights, obligations and responsibilities of teaching and non-teaching staff employed by the Faculty.
The Faculty Council shall decide on the individual rights, obligations and responsibilities of the Dean of the Faculty.

WORK AT OTHER INDEPENDENT HIGHER EDUCATION INSTITUTIONS

Article 48

In order to prevent conflicts of interest and maintain teaching quality, a teacher or associate at the Faculty may enter into a contract for employment or engagement at another higher education institution in the Republic or abroad only with the prior approval of the Dean of the Faculty at which that person is employed.
The conditions and procedure for granting approval for the engagement of teachers and associates referred to in paragraph 1 of this Article shall be regulated by a general act of the Faculty.

NON-TEACHING STAFF

Article 49

Professional, administrative and technical tasks at the Faculty, including legal, accounting and financial, study and analytical, information technology, library and other tasks, shall be performed by employees who meet the requirements laid down in the general act on the organisation and classification of positions.
The Dean of the Faculty shall conclude contracts with the persons referred to in paragraph 1 of this Article.

QUALITY ASSURANCE

Article 50

The Faculty shall carry out self-evaluation and quality assessment of:

- - the higher education institution, its study programmes, teaching and working conditions;
- - each accredited programme;
- - each new study programme.

Self-evaluation shall be conducted in the manner and according to the procedure prescribed by the Faculty's general act, in accordance with the act establishing standards for self-evaluation and quality assessment of higher education institutions and study programmes.
The Faculty shall conduct self-evaluation in the fourth year following accreditation of the higher education institution or study programmes, covering the preceding three years, and shall publish on its website and submit to the National Accreditation Body the report on the procedure and results of self-evaluation and other information relevant to quality assessment.
The Faculty shall conduct the next self-evaluation when preparing for reaccreditation of the institution or study programmes, covering the preceding three years, and shall publish on its website and submit to the National Accreditation Body the report on the procedure and results of self-evaluation and other information relevant to quality assessment.

Article 51

The Quality Assurance Strategy shall be adopted by the Faculty Council upon the proposal of the Dean.
The Quality Assurance Strategy shall include:

- - a commitment to continuous and systematic improvement of programme quality;
- - quality assurance measures;
- - participants in quality assurance (professional bodies, students and non-teaching staff) and their rights and obligations in the process;
- - areas of quality improvement (study programmes, teaching, research, student assessment, textbooks and other literature, resources, non-teaching support and management processes);
- - a commitment to building an organisational culture of quality;
- - the interconnection of educational, scientific research, artistic and professional activities.

Article 52

The organisational structure for quality assurance shall comprise the Dean, the Teaching and Scientific Council, the Student Parliament and the Quality Assurance Committee.
Quality assurance methods and procedures shall be established separately for each area of quality assurance and shall regulate in detail the actions of participants in the institution's quality assurance system.
Quality assurance methods and procedures shall be adopted by the Teaching and Scientific Council upon the proposal of the Quality Assurance Committee.

Article 53

The Teaching and Scientific Council shall establish a Quality Assurance Committee (hereinafter: the Committee).
The Committee shall have nine members: four teachers, one associate, two members of non-teaching staff and two students elected by the Student Parliament. The Committee shall have a chairperson from among the teachers.
At least once a year, the Committee shall report to the Faculty's Teaching and Scientific Council on the state of quality assurance and improvement.
Committee members shall be appointed for three years, except for student representatives, who shall be elected for two years. The Committee shall elect its chairperson from among its teacher members.

In accordance with the specific standards and procedures laid down in the Rulebook on the Methods and Procedures for Quality Assurance, the Committee shall implement the Faculty's Quality Assurance Strategy as follows:

- - continuously monitor study programme quality in accordance with guidelines for applying the standards of the National Council for Higher Education and the National Accreditation Body;
- - determine progression rates from one study year to the next, average grades by study year, the number of graduates and their average grades in basic vocational and specialist vocational studies, and the proportion of graduates relative to students enrolled in the first year of each study programme;
- - directly monitor and supervise the teaching process and propose specific measures to the Teaching and Scientific Council to ensure its uninterrupted delivery;
- - monitor the implementation of scientific research programmes of teachers and associates;
- - systematically monitor the pedagogical and scientific research activities of teachers and associates;
- - monitor whether all courses in Faculty study programmes are supplied in a timely manner with textbooks and other literature needed to master the teaching material;
- - monitor and assess the quality of the library collection and whether the number and qualifications of library staff comply with national standards for this activity;
- - monitor compliance of Faculty organisation and management with the Law, the Statute and other general acts of the Faculty;
- - monitor whether premises are adequate in size, structure and functionality for quality performance of activities and whether appropriate modern equipment is available for quality teaching across all study programmes;
- - systematically collect necessary quality assurance information and conduct periodic reviews in all quality assurance areas;
- - submit a report on self-evaluation results with proposed measures to improve quality at the Faculty;
- - ensure implementation of the adopted measures.

Article 54

The duties and tasks of teachers, associates, students and professional bodies in adopting and implementing the quality assurance strategy, methods and procedures shall be as follows:

- - course teachers must prepare a teaching plan for each course in the study programme for the scheduled teaching period, teach interactively, include practical examples, encourage students to think creatively and independently, and apply acquired knowledge;
- - at the end of the academic year, teachers, associates and students shall assess the effectiveness and quality of the teaching process;
- - teachers, associates and non-teaching staff shall participate, through Faculty bodies, in decision-making and implementation of the strategy and in self-evaluation and quality assurance procedures;
- - students shall be assessed according to predetermined criteria, rules and procedures;
- - students, teachers and associates shall, through a survey conducted by the Committee, assess the quality and textbook coverage of courses, the scope and quality of textbook

holdings and scientific and professional databases, the work and motivation of library staff, and available information technology resources and access to them;

- - students shall express their opinions, in an appropriate manner, on the strategy, standards, procedures and documents ensuring the quality of the higher education institution;
- - a mandatory element of self-evaluation shall be a survey examining students' attitudes and opinions on matters in all areas under review and on the self-evaluation process;
- - students shall be actively involved in the continuous design, implementation, development and evaluation of study programmes within the curriculum and in the development of assessment methods.

ORGANISATIONAL UNITS OF THE FACULTY

Article 55

The Faculty shall perform its activities and operations through three organisational units:

- - Teaching Unit;
- - Teaching Process Support Unit;
- - Professional Service.

The Faculty Council shall decide on the establishment and abolition of Faculty organisational units.

Teaching Unit

Article 56

The Teaching Unit is an organisational structure through which the Faculty delivers study programmes at all study levels, forms of continuing education and training programmes for candidates for which the Faculty is authorised.

The Teaching Unit shall be organised through departments.

The Dean shall coordinate the work of the Teaching Unit.

Departments

Article 57

Departments shall be organised for one or more scientific fields (one or more related courses belonging to a narrower scientific field).

The Faculty shall have the following departments:

- - Department of Business Excellence;
- - Department of Excellence in Security Systems;
- - Department of Psychology.

The Teaching and Scientific Council shall determine the allocation of courses among departments by its decision.

Department members shall be teachers and associates appointed in a narrower scientific field covered by the department.

At the invitation of the Head of Department, teachers, researchers and other experts who are not employed by the Faculty may participate in the work and meetings of the department without voting rights if they have been entrusted with part of the teaching of a course or participate in a research project.

The department shall nominate a candidate for Head of Department by open vote and a majority of all its members.
The department shall be headed by a Head of Department elected by the Teaching and Scientific Council upon the department's proposal.
The Head of Department shall be elected from among full-time Faculty teachers for a term of three years.
The Head of Department's term may end early at their own request or through dismissal.
A person holding the office of Dean or Vice-Dean may not serve as Head of Department.
A dismissal decision shall be made in the same manner and according to the same procedure as the election of the Head of Department.
The department shall work at meetings convened and chaired by the Head of Department.
The Head of Department must convene a meeting at the request of one-third of department members, the Teaching and Scientific Council, the Dean or the Founder.
The department shall adopt decisions by a majority of the total number of its members.

Article 58

The department shall prepare proposals within its field on matters decided by the Faculty's Teaching and Scientific Council and perform tasks relating to the organisation and delivery of teaching in that field, including the following:

- - propose amendments and additions to the study programme it delivers in line with contemporary developments in the areas covered by the study programmes;
- - monitor the staffing of study programme courses with teachers and associates and initiate procedures for their appointment;
- - monitor the availability of appropriate literature for courses and propose measures to improve the quality of literature and accessible sources (scientific and professional databases);
- - monitor student admissions, propose measures and actively help attract high-quality prospective students within the accredited enrolment quota for the study programme;
- - propose the composition of committees for appointments to academic titles, evaluation and defence of final theses and other committees, as well as supervisors;
- - make proposals, offer suggestions and actively participate in all matters concerning the quality of teaching and learning outcomes in study programmes;
- - submit proposals and initiate action on other matters concerning the Faculty's work.

Article 59

Teaching Process Support Unit

Article 60

A Teaching Process Support Unit shall be organised to support teaching and shall comprise the following organisational units:

- - Computer Centre;
- - Library;
- - Centre for Business Excellence and Scientific Research;
- - Centre for International and Interfaculty Cooperation.

Computer Centre

Article 61

The Computer Centre is an organisational unit within the Teaching Process Support Unit, whose principal task is to ensure the high-quality delivery of teaching. It also supports professional placements and students' professional projects undertaken as part of the implementation of the Faculty's curricula and study programmes.

Library

Article 62

The Library is a teaching unit within the Teaching Process Support Unit, established to perform library and documentation services for the Faculty.

The Library serves as the Faculty's information and research collection. It collects, professionally processes, preserves and makes available all resources for teaching and learning, including textbooks and monographs; exchanges publications; and cooperates with relevant libraries and institutions in Serbia and abroad.

Centre for Business Excellence and Scientific Research

Article 63

The Centre for Business Excellence and Scientific Research is an organisational unit within the Teaching Process Support Unit, where professional and applied projects, feasibility analyses and other documents relevant to improving the quality of teaching and the business environment of the Republic of Serbia are prepared.

The Centre for Business Excellence carries out publishing activities and organises and conducts scientific research.

Publishing activities include publishing books, textbooks, monographs, studies, articles, course materials and other scientific and professional works, and promoting interest in Faculty publications through the media, fairs and other channels.

The Centre's scientific research activities include research and development (basic, applied and developmental research), scientific research projects, studies, analyses, reports and scientific and professional conferences, in the social sciences and humanities, with individual research in management, tourism, psychology and security studies.

Scientific research at the Faculty also includes organising continuing education programmes for graduates and supporting their professional development, organising scientific and professional meetings, preparing scientific and professional projects and providing consulting services.

Centre for International and Interfaculty Cooperation

Article 64

The Centre for International and Interfaculty Cooperation is an organisational unit within the Teaching Process Support Unit. Through this Centre, the Faculty undertakes activities to establish cooperation with other faculties in Serbia and abroad, with the aim of developing and exchanging scientific achievements and creating conditions for professional and scientific contacts among academic staff and students.

Professional Services

Article 65

The Professional Services organisational unit performs administrative, legal, financial and material, information, technical and other tasks for the Faculty.

The Professional Services organisational unit comprises:

- Legal Service;
- Student Affairs Service;
- Financial and Material Operations Service;
- Computer and Information Service;
- General Services.

STUDY REGIME

Article 66

The Faculty conducts higher education through two types of studies (academic and applied studies), on the basis of accredited or approved study programmes leading to higher education qualifications.

All types of studies offer study programmes intended to prepare students to achieve, develop and apply scientific and professional knowledge and accomplishments.

First-cycle studies comprise undergraduate academic studies, undergraduate applied studies and specialist applied studies.

Second-cycle studies comprise master's academic studies.

Third-cycle studies comprise doctoral academic studies.

Article 67

The Faculty may, independently or together with other faculties within or outside the University Business Academy in Novi Sad, conduct undergraduate academic, master's academic and doctoral academic studies in interdisciplinary, multidisciplinary and transdisciplinary scientific or artistic fields, in accordance with the law and the University Statute.

Article 68

The Faculty carries out higher education activities through accredited study programmes at the following levels:

1. First-cycle studies
   1.1. Undergraduate academic studies
   1.2. Undergraduate applied studies
   1.3. Specialist applied studies
2. Second-cycle studies
   2.1. Master's academic studies
3. Third-cycle studies
   3.1. Doctoral academic studies.

Article 69

Undergraduate applied studies comprise 180 ECTS credits.

Specialist applied studies comprise 60 ECTS credits.

Undergraduate academic studies comprise 240 ECTS credits.

Master's academic studies comprise at least 60 ECTS credits where at least 240 ECTS credits have previously been obtained in first-cycle studies.
Doctoral academic studies comprise 180 ECTS credits where at least 300 ECTS credits have previously been obtained in first- and second-cycle studies or integrated studies.
A short study programme may comprise between 30 and 60 ECTS credits.
Credits awarded for a final thesis or the final component of a study programme count towards the total number of credits required to complete the studies.
The method and procedure for preparing and defending a final thesis shall be regulated by a general act of the Faculty; a master's academic study programme shall require completion of a final thesis.
The Faculty may organise and deliver study programmes by distance learning, in Serbian or a foreign language, in accordance with its operating licence.

Article 70

The Faculty may offer a short study programme to provide vocational training to persons who have completed secondary education, with a view to their entry into employment.
A short study programme shall have a clearly defined structure, purpose and learning outcomes.
Upon completion, a certificate confirming completion of the programme and the competencies acquired shall be issued.
The Faculty shall maintain records of participants enrolled in short study programmes and of certificates issued.

Article 71

On the basis of cooperation agreements concluded with domestic and foreign higher education institutions, the Faculty may organise and implement study programmes leading to a double degree. A student may be simultaneously enrolled in a Faculty study programme and a corresponding programme at a partner institution, with mutual recognition of examinations and ECTS credits, in accordance with the cooperation agreement. Upon fulfilment of all obligations established by the study programmes and the cooperation agreement, the student shall obtain diplomas from the Faculty of Organizational Studies "Eduka" and the partner institution.
The Faculty's study programmes are delivered in Serbian and English. Study programmes implemented as double-degree programmes with a foreign partner shall be delivered entirely in English.
Detailed conditions for implementing double-degree programmes, the mode of teaching, enrolment, student status, and the procedures for recognising examinations and issuing diplomas shall be governed by the cooperation agreement between the partner institutions and the Faculty's general acts.

STUDENTS

Article 72

The general requirement for admission to undergraduate applied and undergraduate academic study programmes is completion of secondary school and passing an entrance examination, or passing the general, vocational or artistic school-leaving examination, in accordance with the Law on Higher Education and the law governing secondary education.

Admission to specialist applied study programmes requires completion of undergraduate applied studies, i.e. acquisition of 180 ECTS credits, and passing an entrance examination.
Admission to second-cycle study programmes requires completion of undergraduate academic studies, i.e. acquisition of 240 ECTS credits, and an entrance examination.
Admission to third-cycle study programmes requires completion of master's academic studies, i.e. acquisition of 300 ECTS credits.

Article 73

Student status shall terminate in the following cases:
1) withdrawal from studies;
2) completion of studies;
3) failure to enrol in the academic year;
4) failure to complete studies within a period equal to twice the number of academic years required for the study programme, except in the case of studies undertaken while employed (two academic years for a one-year programme, six academic years for a three-year programme and eight academic years for a four-year programme);
5) imposition of the disciplinary measure of expulsion from the Faculty.
A student studying while employed, a student with a disability, a student admitted under an affirmative action measure, and a student holding the status of a categorised elite athlete shall retain student status for a period equal to three times the number of academic years required to complete the study programme.
At the student's personal request, the deadline for completing studies may be extended in accordance with a general act of the Faculty.

Article 74

A student shall enrol in a study programme offered by the Faculty as a self-financing student (hereinafter: self-financing student).
Foreign nationals may enrol in study programmes offered by the Faculty under the conditions applicable to foreign nationals.
With regard to prior education, foreign nationals may enrol in study programmes under the same conditions as domestic nationals.
Foreign nationals may enrol in study programmes provided that they know the language in which instruction is delivered.
Knowledge of the Serbian language shall be assessed by a committee established by a decision of the Dean of the Faculty.
The Serbian-language assessment shall not be conducted if the applicant possesses a certificate issued by a competent authority or institution confirming knowledge of the Serbian language.

Article 75

Student enrolment shall be carried out on the basis of a published admission competition specifying: the number of students to be admitted to particular study programmes, admission requirements, criteria for ranking applicants, the procedure for conducting the competition, the method and deadlines for appealing the established ranking, and the amount of tuition fees payable by students.

Article 76

A first-cycle student of another independent higher education institution, a person who has obtained a first-cycle higher education qualification, or a person whose student status has terminated in accordance with the Law on Higher Education may enrol in first-cycle studies under the conditions and in the manner prescribed by the University's general act and in accordance with the Faculty's general act.

The right referred to in paragraph 1 of this Article shall be exercised upon personal request.

Article 77

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

An academic year comprises 42 working weeks: 30 teaching weeks and 12 weeks for consultations, examination preparation and examination periods.

The academic year is divided into a summer and a winter semester, each comprising 15 teaching weeks and six weeks for consultations, examination preparation and examination periods.

Article 78

Studies shall be conducted in accordance with a teaching implementation plan adopted by the Teaching and Scientific Council, which determines:

1) the teachers and associates who will deliver teaching under the study programme;
2) teaching locations;
3) the commencement and completion dates, or the teaching timetable;
4) the periods for enrolment and semester certification;
5) forms of teaching;
6) the method of taking examinations;
7) examination periods;
8) other matters important for the orderly delivery of teaching.

The teaching implementation plan shall be published before teaching begins and made available to the public by publication on the Faculty's official website.

In particularly justified cases, the Teaching and Scientific Council may decide to amend the teaching implementation plan during the academic year.

Article 79

Undergraduate academic studies last four years, or eight semesters, and carry 240 ECTS credits.
Undergraduate applied studies last three years, or six semesters, and carry 180 ECTS credits.
Specialist applied studies last one year, or two semesters, and carry 60 ECTS credits.
Master's academic studies last one year, or two semesters, and carry 60 ECTS credits.
Doctoral academic studies last three years, or six semesters, and carry 180 ECTS credits.

Each course in a study programme is assigned a number of ECTS credits, and the scope of studies is expressed as the sum of those credits. A total of 60 ECTS credits corresponds to the average overall student workload of a 40-hour working week during the academic year.

Student workload includes active teaching in the form of lectures, practical classes, seminar papers and similar activities, independent work, midterm tests, examinations, preparation of final theses and other forms of engagement.

The total number of hours of active teaching per year may not exceed 600 ECTS credits.

Article 80

Students' work and engagement in courses shall be monitored throughout the year and expressed in points. By fulfilling pre-examination obligations and passing an examination, a student may earn a maximum of 100 points.

Article 81

Grades from 5 to 10 shall be determined according to the following scale:
- 51 to 60 points – grade 6;
- 61 to 70 points – grade 7;
- 71 to 80 points – grade 8;
- 81 to 90 points – grade 9;
- 91 to 100 points – grade 10.

Article 82

An examination constitutes a single assessment and is taken orally or in writing.

The Faculty shall organise at least two examination periods per year, as a rule one after the completion of teaching in each semester.

The decision on organising examination periods shall be made by the Teaching and Scientific Council of the Faculty.

After three unsuccessful attempts to pass the same examination with the same examiner, a student may request to take the examination before a committee established by the Teaching and Scientific Council.

A student has the right to lodge an objection to the grade received if the student considers that the examination was not conducted in accordance with the Law and the Faculty's general act, within 36 hours of receiving the grade.

Within 24 hours of receipt of the objection, the Teaching and Scientific Council shall consider it and issue a decision. If the student's objection is upheld, the student shall retake the examination no later than three days after receipt of the decision.

Article 83

Studies are completed by fulfilling all obligations established by the study programme. Undergraduate academic studies, undergraduate applied studies and specialist applied studies are completed by passing all examinations prescribed by the study programme and preparing and defending a final thesis. Master's academic studies are completed by passing all examinations and preparing and defending a master's thesis. Doctoral academic studies are completed by passing all prescribed examinations, fulfilling scientific research obligations in accordance with the study programme, and preparing and publicly defending a doctoral dissertation.

The method of preparing and defending final theses, master's theses and doctoral dissertations shall be regulated in greater detail by the Faculty's general acts.

Article 84

Upon completion of studies, a student acquires the appropriate academic or scientific title, as well as other rights and obligations in accordance with the Law.

Article 85

The Faculty shall issue a diploma to a student who has completed studies, thereby certifying their completion. A diploma supplement shall also be issued together with the diploma. The diploma and diploma supplement have the status of public documents.

LIFELONG LEARNING

Article 86

The Faculty may, independently or in cooperation with other higher education institutions, implement lifelong learning programmes outside the scope of the study programmes for which it holds an operating licence.

The programmes shall be determined by the Teaching and Scientific Council of the Faculty.

Lifelong learning programmes shall be organised in the form of courses, seminars, workshops, professional and scientific consultations and other forms of professional development, through which participants become acquainted with various professional and scientific fields in order to deepen their knowledge.

SCIENTIFIC RESEARCH

Article 87

Scientific research shall be carried out at the Faculty with the aim of developing science, improving higher education activities, developing young researchers, and creating material conditions for the work and development of the Faculty.

Scientific research shall be organised and conducted at the Faculty through basic, applied and developmental research, in accordance with the Law.

Article 88

Scientific research is a fundamental right and obligation of the Faculty's teaching staff, exercised through the assumption of contractual obligations and participation in scientific research projects, individual research and creative work.

The Faculty supports the continuous professional activities of its teaching staff, as well as the public presentation and publication of the results of such activities, except where such activities are contrary to the fundamental principles of the Faculty's work as an educational institution.

GENERAL ACTS OF THE FACULTY, RECORDS AND PUBLIC DOCUMENTS

General Acts of the Faculty

Article 89

The general acts of the Faculty include the Faculty Statute, rulebooks, rules of procedure, decisions and similar acts.

General acts shall be adopted by the Faculty's bodies in accordance with the Law.

Article 90

The Faculty shall maintain: a student register, records of issued diplomas and diploma supplements, employee records, records of recognised foreign higher education documents for the purpose of continuing education, and examination records.

The Faculty shall maintain records of participants in short study programmes and of certificates issued upon completion of such programmes.
The records referred to in paragraph 1 of this Article shall be kept in Serbian, using the Cyrillic script, in printed form, and may also be kept electronically.
Data entered in the Faculty's records shall be submitted to the Ministry for the performance of duties prescribed by the Law.

Article 91

On the basis of the data in its records, the Faculty shall issue public documents.
Public documents issued by the Faculty within the meaning of the Law are: the student record book (indeks), the diploma certifying acquired higher education, and the diploma supplement.
At a student's request, the Faculty shall issue a public document certifying the completed part of a study programme, containing information on the level, nature and content of the studies, as well as the results achieved.
The diploma and diploma supplement may also be issued in English, in accordance with a general act of the Faculty.
The diploma shall be authenticated with the University's embossed seal.
The diploma supplement must be issued together with the diploma.
A description of the higher education system in the Republic at the time the qualification stated in the diploma was acquired must be attached to the diploma supplement.

Article 92

A diploma or diploma supplement shall be null and void and may be annulled at any time:
1) if issued by an unauthorised organisation;
2) if signed by an unauthorised person;
3) if the diploma holder has not fulfilled all examination obligations in the manner and according to the procedure established by the Law and the Faculty's study programme;
4) if the diploma holder did not meet the admission requirements for first- or second-cycle studies, or the requirements for acquiring the corresponding academic or scientific title.
The Faculty shall annul a diploma or diploma supplement for the reasons specified in paragraph 1, items 2)–4), of this Article.

Article 93

The Faculty shall issue a new public document after the original public document has been declared invalid in the Official Gazette of the Republic of Serbia, on the basis of the records it maintains.
The public document referred to in paragraph 1 of this Article shall have the same legal effect as the original public document.
The public document referred to in paragraph 1 of this Article shall bear an indication that it is a newly issued public document – a duplicate.

AUTONOMY OF THE FACULTY

Article 94

The autonomy of the Faculty includes:
1) the right to determine study programmes;
2) the right to determine study rules and student admission requirements;

3) the right to regulate its internal organisation;
4) the right to adopt its statute and elect its governing and other bodies, in accordance with the Law;
5) the right to select teaching staff and associates;
6) the right to issue public documents;
7) the right to dispose of financial resources, in accordance with the law;
8) the right to use property, in accordance with the law;
9) the right to decide on the acceptance of projects and on international cooperation.

Article 95

Academic integrity forms the basis for preserving the dignity of the profession, promoting moral values, protecting the value of knowledge, raising awareness of the responsibility of all members of the academic community, and advancing human rights and freedoms.

TRANSPARENCY OF OPERATIONS

Article 96

The work of the Faculty shall be public.
Transparency shall be ensured through:
1) announcements on the Faculty's official website;
2) publication of materials;
3) press releases, statements and interviews by the governing and management bodies;
4) compliance with the Law on Free Access to Information of Public Importance.

BUSINESS SECRETS

Article 97

The Faculty shall withhold information from the public if such information is considered a business secret.
Business secrets include all information whose disclosure or provision for inspection to an unauthorised person could have harmful consequences for the business interests and reputation of the Faculty, as well as for the interests and reputation of employees and students.
Business secrets include information designated as such by the Dean of the Faculty; information concerning procedures in extraordinary circumstances; information received by the Faculty from legal entities or entrepreneurs under an obligation of business secrecy; information concerning activities performed by the Faculty for the benefit and needs of other legal or natural persons and protected by an appropriate level of confidentiality; and information contained in submissions to a public competition until the results of the competition are announced.

Article 98

Persons employed at the Faculty are obliged to safeguard information designated as a business secret.
The obligation to maintain business secrecy shall continue after the termination of employment.
A breach of the obligation to maintain business secrecy constitutes a violation of work discipline.

RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS AND EVALUATION OF FOREIGN STUDY PROGRAMMES

Article 99

Recognition of foreign higher education documents is a procedure by which the holder's rights are determined with respect to continuing studies, continuing education and employment.

The recognition procedure shall not be conducted where a public document was acquired in the territory of the Socialist Federal Republic of Yugoslavia before 27 April 1992; such a document shall have the same legal effect as a public document issued in the territory of the Republic of Serbia.

The recognition procedure shall be conducted in accordance with the Law and the University's Rulebook on the Recognition of Foreign Higher Education Documents.

TRANSITIONAL AND FINAL PROVISIONS

Article 100

Upon the adoption of this Statute, Statute No. 56/1/24 of 26 February 2024 shall cease to be valid.

Article 101

This Statute shall enter into force on the eighth day following its publication on the Faculty's notice board.

Chairperson of the Council

Faculty of Organizational Studies "EDUKA"

Prof. Dr. Jelena Đorđević Boljanović