

Pursuant to Article 102, paragraph 12 of the Law on Higher Education (*Official Gazette of the Republic of Serbia* 88/2017) and paragraph 79 of the Statute of the College of Professional Studies for Pre-school Teachers in Pirot, and in conjunction with Articles 143 and 155, paragraph 2 of the Law on Higher Education (*Official Gazette of the Republic of Serbia* 88/2017) the Teaching Council of the College of Professional Studies for Pre-school Teachers in Pirot at the session held on February 26th, 2018 adopted the following

STUDY RULES AND REGULATIONS

GENERAL PROVISIONS

Article 1

Study rules and regulations, according to the Law on Higher Education and the Statute of the College of Professional Studies for Pre-school Teachers in Pirot, deal with the rules of studies as well as with organisation and implementation of the teaching process at the first and second level of studies at the College of Professional Studies for Pre-school Teachers in Pirot (hereinafter: the College).

The studies at the College are organised and implemented on the basis of approved and accredited study programmes:

- Work permit 612-00-639/2007-04: Vocational pre-school teacher educated to work in pre-school institutions
- Supplement to work permit 612-00-03439/2016-06: Specialist vocational studies for education of pre-school teachers-co-ordinators for the development of an integrated curriculum

STUDY PROCESS: ORGANISATION AND MANNERS OF IMPLEMENTATION

Organisation, type and scope of studies

Article 2

- The College organises and implements the following types of vocational studies:
- First-degree studies – undergraduate vocational studies. Upon completing these studies one becomes a vocational pre-school teacher. Undergraduate vocational studies last for three years (six semesters), and upon graduating one acquires 180 ECTS
 - First-degree studies – specialist vocational studies which last for a year and enable one to acquire 60 ECTS upon their completion
 - Second-degree studies – specialist vocational studies (available as second-degree studies until the end of 2018/2019, according to the Law on Higher Education (*Official Gazette of the Republic of Serbia* 88/2017))
 - Second-degree studies – master vocational studies which last for two years (four semesters) and enable one to acquire at least 120 ECTS upon their completion.
- The school organises and implements study programmes in Serbian language.

Ordinarily, the academic year begins on October 1st and ends on September 30th of the following year.

An academic year encompasses two semesters (winter and summer) and each lasts for 15 weeks.

Ordinarily, courses in the winter semester begin on October 1st and end on January 15th.

Ordinarily, courses in the summer semester begin on February 16th and end on June 1st.

All courses within accredited study programmes are one-semester courses.

The teaching process is carried out within accredited study programmes based on ECTS credit points which reflect the "volume of learning based on the defined learning outcomes and their associated workload"¹.

Every course within our study programmes is defined in line with the European Credit Transfer and Accumulation System (hereinafter: ECTS credit points), and the volume of studies is expressed through the accumulation of ECTS credit points.

The total of 60 ECTS credit points corresponds to the average total student's workload within a forty-hour workweek during one academic year.

The total student's workload comprises the following: active teaching/learning process (lectures, tutorials, practical training, etc.), independent work, seminar papers/essays, revision tests, exams, final papers, voluntary work in the local community and other forms of engagement.

Voluntary work is defined as work performed by students, free of charge, and organised by the College within projects of importance for the local community, and it is valued in the system of higher education (participation in humanitarian activities, Red Cross activities, etc.).

A student can attend minimum of 20 hours and maximum of 30 hours of lectures and tutorials per week by attending courses foreseen by the curriculum.

The timetable within a study programme follows a certain scientific logic that relates to professional training of students.

A study programme comprises mandatory and elective courses.

A student chooses one elective course per semester.

Study programmes are implemented through lectures, tutorials, consultations, mentoring, practical work, revision, etc.

THE COURSE OF A STUDY PROCESS

Article 43

Lectures and other forms of teaching are organised at the seat of the College for all students, regardless of their status.

At the beginning of each academic year it is an obligation of the College to inform students on the manner, time and place of lectures, as well as on objectives, methods and contents of the courses, criteria for evaluation, on the manner of gaining insight into results, as well as on other significant issues.

The Information Package referred to in the paragraph 2 of this Article is published at the beginning of an academic year on the College website or in any other appropriate manner.

Article 44

¹ "[ECTS Users' Guide](#)" (PDF). Publications Office of the European Union. 2015. p. 10.

The teaching process is organised according to the timetable.
The timetable is a precise schedule of lectures and it is published on the College bulletin board.

Students' workload

Article 45

The total student's workload comprises the following:

- active teaching/learning process (lectures, tutorials, practical training, etc.)
- independent work (seminar papers/essays, presentations, projects, practice (pedagogical and integrative))
- revision tests
- exams,
- final paper
- voluntary work in a local community (humanitarian activities, support for persons with disabilities)

All forms of students' engagement are envisioned by study programmes and their respective curricula.

The total number of active teaching/learning hours cannot comprise less than 600 hours nor can it exceed 900 hours per academic year.

Lectures

Article 46

Lectures are the main teaching/learning form. Course teachers are obliged to introduce students to the course contents.

Aside from the contents envisaged by the curriculum, the subject matter may encompass new scientific and professional knowledge, as well as analyses of current issues which are related to the course in question.

At the beginning of a course the course teacher presents the summary of the course contents as well as its dynamics, methods of work, examination forms, the reading list and other information which can help students become introduced to the process of lectures, tutorials and practical training.

Tutorials

Article 47

Tutorials are a part of the teaching process which can help students, depending on the course, to practice and test the acquired knowledge and gain new knowledge through discussion.

Tutorials are prepared and implemented by teachers and teaching assistants, whereas the course teacher is responsible for their contents.

Seminar papers/essays

Article 48

Seminar papers/essays are produced for the purpose of a wider and deeper acquaintance of students with the course contents, as well as for the purpose of analysing selected issues or matters covered by the curriculum and introducing students to their prospective vocation by helping them acquire knowledge of the research methodology in a specific field.

Consultations

Article 49

Consultations are a part of the teaching process by means of which teacher, through an individual approach to students, explains primary the more complex parts of the course and offers the necessary assistance in designing projects and producing seminar papers/essays and final papers.

Consultations are carried out by teachers and teaching assistants.

The timetable of consultations is published on the College bulletin board and the website.

Revision tests

Article 50

By means of revision tests one revises the knowledge of students regarding the specific parts of the subject matter envisaged by the syllabi. The success at a revision test is expressed in points.

Revision tests can be performed in a written or oral form, or they can be practical and combined.

The course teacher sets the time and date of the revision test, depending on their number envisioned by the syllabus. The teacher needs to bear in mind the rhythm of the teaching process, as well as the timetable of other courses taught in that particular semester.

Presentation

Article 51

Presentation is an oral report of the work written according to the selected topic.

Project

Article 52

A project is a specific work prepared according to the pre-determined project task.

Practical training and vocational practice

Article 53

Practical training (professional practice, teaching visits and other forms of teaching which enable one to acquire the necessary knowledge and skills) is a form of training by means of which students acquire new knowledge and skills or compare theory to the context in which it is applied, all under the supervision of the course teacher.

Vocational practice is performed with the aim of introducing students to the manner in which activities are organised in pre-school institutions, as well as to the role of a pre-school teacher in the process of education and upbringing in pre-school institutions.

Vocational practice is mandatory and its contents are envisaged by the curriculum.

Vocational practice is performed in kindergartens under the authority of umbrella pre-school institutions which have signed co-operation agreements with the College.

Exams

Article 54

Course exams are the final examination of students' knowledge regarding the course subject matter. The examination process is explained in detail in the Rulebook on Examination Process.

Final paper

Article 55

The final paper is an independent student's work under the guidance of a course teacher. It serves as an affirmation that the student possesses abilities and competences to apply the acquired knowledge in practice.

THE CREDIT SYSTEM – ECTS WORKLOAD

The credit system

Article 56

The curriculum of undergraduate vocational studies is based on a workload a maximum of 40 hours per week, whereby active teaching comprises at least 20 hours, but not more than 30 hours.

One ECTS credit point amounts to approximately 27 working hours. ECTS credit points encompass active teaching, exams and all other necessary activities relating to exams, and they are acquired by a student in the course of a semester.

Article 57

A student can acquire ECTS credit points by attending all courses, whether they be mandatory or elective (lectures, tutorials, seminar papers/essays, final paper, practical training, as well as other activities envisaged by the curriculum).

The acquired ECTS credit points are acknowledged only after a student passes exams, i.e. when he/she has fulfilled all requirements of a certain course, in accordance with the curriculum.

It is considered that a student has completed all his/her obligations within an academic year if he/she passes exams, i.e. fulfils other requirements in accordance with the curriculum so that the sum of his/her credit points is ordinarily 30 ECTS credit points per semester, i.e. 60 ECTS credit points per academic year.

EXAMS AND OTHER FORMS OF STUDENT EVALUATION

Exams

Article 58

Students' knowledge is assessed during the exam, when the final grade is established.

The success of students in mastering the contents of every particular course is followed and assessed continuously during the course and it is expressed in points.

During the first lecture the course teacher is obliged to introduce students to the manner in which their work is to be monitored and evaluated, as well as to the approximate schedules and manners of examination (written or oral), the character and contents of the exam, the structure of the total number of points and to the manner in which the final grade is established.

Students are assigned points for each separate form of work and presented knowledge, in accordance with the curriculum.

The course teacher is obliged to publicly inform a student of the number of earned points after each evaluation phase, as well as the total number of points the student acquired since the beginning of the course.

By complying with the pre-exam obligations and by passing the exam a student can earn the maximum of 100 points.

The ratio of points acquired through pre-exam and exam obligations is determined by the curriculum.

A student has the right to apply for an exam if he/she had previously completed all course obligations envisaged by the curriculum, which is confirmed by the teacher's signature in a student's transcript.

Article 59

During the first lecture the course teacher is obliged to introduce students to the manner in which the exam is to be organised (written or oral), as well as to the possible time and date of its administration.

Article 60

Exams are a public matter.

Exams are taken in written, oral or practical form.

The manner in which students' knowledge is evaluated is ascertained by the study programme.

Exam periods

Article 61

Students take exams upon the completion of the teaching process within particular courses.

The exam periods are as follows: January, April, June, September and October.

At students' request, the Teaching Council can approve of an additional exam term.

The exam schedule for the particular academic year is published on the College bulletin board and the website in a timely manner.

Exams can be taken only by those students who have managed to complete all pre-exam obligations envisaged by the syllabus and the curriculum.

Assessment

Article 62

When assessing students one needs to take into consideration the total number of points that the student had acquired by complying with the pre-exam obligation (active participation in the teaching process, revision tests, seminar papers/essays, presentations and other obligations envisaged by the syllabus), as well as the points acquired at the exam.

The sum of the points acquired through pre-exam and exam obligations is 100. The ratio of the points acquired through pre-exam and exam obligations is determined by the curriculum.

A student cannot be given positive assessment without taking the exam.

Upon the completion of a course – pre-exam and exam obligations – the course teacher presents the sum of scored points and forms the final grade for each student. The total number of scored points and the final grade are entered into the official record by the course teacher.

The assessment and evaluation are carried out in accordance with the envisaged ECTS credit points.

It is considered that a student failed to pass the exam if he/she obtains the grade 5 (F), i.e. earns up to 51 points.

A student obtains the grade 6 (D) if he/she earns from 51 to 60 points.

A student obtains the grade 7 (C) if he/she earns from 61 to 70 points

A student obtains the grade 8 (B) if he/she earns from 71 to 80 points

A student obtains the grade 9 (A) if he/she earns from 81 to 90 points.

A student obtains the grade 10 (A+) if he/she earns from 91 to 100 points.

The student's transcript shall only contain positive assessment confirmed with the signature of the course teacher.

The grade 5 (F) is only entered into the official record.

Article 66.

The course teacher is obliged to inform the students of the results of the oral exam immediately after the completion of the exam. As to the results of the written exam, the course teacher is obliged to inform the students within the three working days from the day of the exam by publishing the results on the College bulletin board or by some other appropriate means.

If the written exam has been assessed negatively, the course teacher needs to enable a student to become familiar with the shortcomings of his/her written exam.

The course teacher is obliged to assess a student with the grade 5 (F) (0-50 points) when a student:

- fails to present sufficient knowledge necessary for the positive assessment
- leaves the room in which the written exam takes place, i.e. withdraws from the oral/written exam
- fails to appear for the oral part of the exam upon completing the written one (in case there are oral exams)
- is asked to leave the exam due to improper behaviour, interference or the use of unauthorised tools/devices during the exam.

Article 67

The course teacher is obliged to keep record on the examination process.

The course teacher is obliged to provide official records and students' score records to the Student service office within three days from the exam.

The course teacher is obliged to keep record on students who did not pass the exam, but also on students who did not take the exam, as well as to enter correct information into the official record regarding the aforementioned (he/she did not pass (5), or he/she did not take the exam).

In the event that the grade in the student's transcript does not correspond to the grade in the official record, the grade in the official record is to be considered authentic.

Grade Appeal

Article 68

The course teacher is obliged to explain the final grade.

A student who is not satisfied with the final grade and who believes that the exam had not been conducted in accordance with the Law and the Statute of the College has the right to appeal against the grade entered into the official record.

By signing his/her name in the student's score record the student confirms that he/she agrees with the grade.

A student who is not satisfied with the grade obtained during the oral exam is obliged to inform the course teacher that he/she disagrees with the grade. In that event, the grade is not to be entered into the official record and the student has the right to take the exam in the upcoming exam period.

An appeal to retake the exam the student submits to the College director within 36 hours from the hour of receiving the grade. The appeal needs to be presented and explained in a written form.

The director will make the decision within 24 hours from the hour of receiving the appeal. Should the appeal be upheld, the student shall take exam again in three days from the day of receiving the positive decision. The exam is taken in front of an exam committee which is formed by the director. The course teacher cannot be the president of the committee.

On the basis of the suggestions offered by every member of the committee, the president of the committee presents the final grade and, in the event of a positive assessment, he/she enters the grade into student's transcript. The final grade obtained in front of the committee cannot be positive if two members of the committee suggested negative assessment.

The committee is obliged to keep record during the exam. The grade presented by the committee is final.

The very act of issuing an appeal implies that the grade to which the student had objections is no longer valid.

The number of times one can take the same exam

Article 69

A student can take an exam immediately upon the completion of the course instruction, and at the latest until the beginning of the course instruction in the following academic year.

If the student fails to pass the exam after taking it three times, he/she can require to take the exam in front of a committee.

If students fail to pass an exam three times, be they budgeted or self-financed, they are required to pay the exam application.

A student who did not pass an exam in a mandatory course until the beginning of the following academic year, he/she is obliged to enrol for that course again.

A student who did not pass an exam in an elective course until the beginning of the following academic year, he/she can enrol for the same course again, or take a different elective in the upcoming academic year.

STUDENTS' RIGHTS AND OBLIGATIONS

Article 70

A student is entitled to:

- enrol at the College, have a quality education and objective assessment
- be informed correctly and in a timely manner regarding all issues relating to his/her studies
- self-organise and express his/her opinion
- actively participate in making decisions, according to the Law and Statute
- participate in professional work
- have consultations and mentor support
- to freely express opinions and attitudes during the teaching process and other activities at the College

- privileges which the status of a student implies
- equally good conditions of studying for all students alike
- be educated in a language of a minority, according to the Law and a respective accredited study programme
- be respected, dignified, honoured and appreciated
- be different and protected against discrimination
- choose and be chosen into the Student Parliament and other College bodies
- complete the studies in a period shorter than envisaged
- freely use the library, Internet and other sources of information
- complete the studies, at his/her personal request, according to the newly accredited study programme, according to the Statute
- express his/her opinion regarding the quality of teachers and the teaching process
- appeal in case of violation of some of his/her rights guaranteed by the Law or general acts
- the suspension of obligations in cases determined by the Law, Statute and this Rulebook
- organise sports activities for the purpose of a comprehensive personality development
- other rights envisaged by the Statute and other general acts of the College.

A student is obliged to:

- respect the study regime and general acts of the College
- regularly complete his/her pre-exam and exam obligations at the College
- respect the rights of employees and other students at the College
- participate in the process of evaluation of the quality of study programmes, teaching process, teachers, associates and administration offices at the College as it is required by the Statute
- participate in making decisions in accordance with the Law and Statute of the College
- preserve reputation and dignity of the College, students, teachers and other members of the academic community
- behave in accordance with the ethical code of the members of the academic community.

The violations of student's obligations are regulated by a special Rulebook on Students Disciplinary Regulations.

A student has a right to appeal to the director if he/she believes that the College has violated some of its obligations referred to in the paragraph 1, items 1-3 of this Article.

The appeal is to be submitted in a written form within three days starting from the day when, in a student's opinion, the College violated some of its obligations. If the student is not satisfied with the decision of the director, the student can appeal to the College Council within eight days from the day he/she received the decision.

MOBILITY OF STUDENTS IN THE COUNTRY AND ABROAD

The subject of regulation

Article 78

This segment regulates the following forms and issues of student mobility:

- when students from other higher education institutions in the country and abroad attend the College
- when the College students attend other higher education institutions in the country and abroad

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Visiting students

Article 79

A visiting student is a student from other teacher training colleges in the country and abroad who enrolls for a part of a study programme at the College on the basis of either a mobility project or a bilateral agreement with other higher education institution which regulates the transfer and/or recognition of ECTS credit points.

The status of a visiting student can last a minimum of one semester or a maximum of one academic year.

The rights of a visiting student, the manner of paying the costs of his/her studies and other issues relating to his/her status are arranged by means of the agreement referred to in the paragraph 1 of this Article.

The course attendance and the passed exams are confirmed by the student's transcript or some other corresponding document.

Decision on application

Article 80

The ECTS co-ordinator shall consider the received application, check whether there are signed inter-college agreements which regulate the transfer and/or recognition of ECTS credit points, as well as the contents of the agreement. He/she shall also consider the student application and supplementary certificate of academic success. Then he/she shall contact the ECTS co-ordinator of a student's higher education institution, perform a comparative analysis of study programmes with the help of the info-package and consider financial and other aspects of the student's visit.

When reaching the decision regarding the relevance of the application one should bear in mind whether the visiting student possesses an adequate level of knowledge and skills for the study programme he/she applied for.

Upon the completion of the procedure the ECTS co-ordinator provides the director with the application along with the explanation and suggestion of a decision which is to be made.

An individual agreement regulating the study of the visiting student

Article 81

On the basis of the decision referred to in the Article 80 which confirms the acceptance of the application of a visiting student, an agreement is concluded and signed by three contracting parties: visiting student, home institution which sends the student and the College who receives the student.

By means of the agreement referred to in the paragraph 1 of this Article it is ensured that the courses taken at the home institution carrying the respective number of ECTS credit points are recognised at the visiting studies, as well as that, upon returning to the home institution with the respective number of ECTS credit points, the courses attended during the mobility are recognised without the procedure of recognition.

Supplementary Certificate of Academic Success upon returning to the home institution

Article 82

After the visiting student had completed all his/her obligations at the College, he/she is issued a supplementary certificate of academic success on the studies at the College.

The contents and form of the supplementary certificate referred to in the paragraph 1 of this Article corresponds to a diploma in contents and form.

Studying of the College student at some other higher education institution

Article 83

A student of the College who wishes to spend a period of his/her studies at another higher education institution needs to contact the College ECTS co-ordinator and then both of them need to contact the ECTS co-ordinator of the higher education institution at which the student intends to study. Furthermore, the student needs to obtain Supplementary Certificate of Academic Success from the home institution, the info-package of the studies at the institution to which he/she intends to study and to submit a proposal for the approval of the application.

The College ECTS co-ordinator shall consider the application, check whether there is an institutional agreement on the transfer and recognition of ECTS credit points and its contents. He/she shall also consider the student application and supplementary certificate of academic success, contact the ECTS co-ordinator of the institution to which the student wishes to go, perform a comparative analysis of study programmes on the basis of an info-package and consider the financial and other aspects of student mobility.

When reaching the decision regarding the relevance of the application one should bear in mind whether the outgoing student possesses an adequate level of knowledge and skills for the study programme he/she applied for.

If the College ECTS co-ordinator decides that the application is relevant, he/she signs a proposal for approving the application which needs to be explained in detail and which the student needs to submit to the director for the final decision.

Upon receiving the positive decision referred to in the paragraph 3 of this Article the student has a right to submit an application to other higher education institution which needs to be signed by the ECTS co-ordinator and the College director.

An individual study agreement

Article 84

On the basis of the decision from other higher education institution which confirms the acceptance of the application of an outgoing student, an agreement is concluded and signed by three contracting parties: the College student, home institution which sends the student and the institution which receives the student.

By means of the agreement referred to in the paragraph 1 of this Article it is ensured that the courses taken at the home institution carrying the respective number of ECTS credit points are recognised at the visiting studies, as well as that, upon returning to the home institution with the respective number of ECTS credit points, the courses attended during the mobility are recognised without the procedure of recognition

Supplementary Certificate of Academic Success upon returning to the home institution

Article 85

After the outgoing student had completed all his/her obligations at the other higher education institution, he/she is issued a supplementary certificate of academic success at the institution where he was a visiting student.

Inter-institutional agreement on ECTS credit points recognition

Article 86

The entire inter-institutional student mobility is ordinarily based on the previously signed agreements which constitute the basis for individual mobility agreements.

The College can sign various agreements on student mobility, professional recognition and the like with other higher education institutions.

ECTS CO-ORDINATION

ECTS co-ordination

Article 87

The College has an ECTS co-ordination committee as a permanent body.

The ECTS co-ordination committee comprises three members, two of them being the representatives of teachers and one representative of students. Teacher representatives are selected by the Teaching Council, and the representative of students is selected by the Student Parliament.

Article 88

The committee members are chosen for the period of two years.

Article 89

The tasks of the committee are as follows:

- offering advice on the functioning of the implementation of the Bologna Process and ECTS credit points at the College
- suggesting general acts relating to the issues of studying and student mobility

ECTS co-ordinator

Article 90

The College has an ECTS co-ordinator.

The tasks of the ECTS co-ordinator are as follows:

- mediating between students and teachers
- informing teachers and students about ECTS credit points and the rules of their application at the College
- informing students about partner institutions and the procedure of ECTS credit points recognition earned at the partner institution
- preparing info-packages for study programmes organised by the College
- providing information about integration and affirmation of the visiting students
- providing a transcript of grades and other documents for the visiting students, etc.

INFORMATION PACKAGE

Article 91

The College provides an info-package as a guide for potential partners, i.e. for students and teachers.

The Info-package comprises all important information regarding the process of studying (study programmes and courses), information about the College, useful information and general conditions of studying.

The Info-package should be prepared in Serbian and English and published on the College website.

Information on the study process

Article 92

The Info-package needs to comprise the following information about the undergraduate, specialist and master vocational studies:

- description of studies, general information on study programmes and details on exams and teaching process
- titles of courses taught at the study programmes, along with the workload coefficient per semester.

Information on the College

Article 93

The Info-package needs to contain the following information about the College which implements the study programmes:

- name and address of the institution
- the College calendar
- name and address of the ECTS co-ordinator
- short description of the institution and of the enrolment procedure