



UNIVERSITY OF BELGRADE
**FACULTY OF MECHANICAL
ENGINEERING**



THE RULEBOOK
ON MASTER ACADEMIC STUDIES AT THE
UNIVERSITY OF BELGRADE – FACULTY OF
MECHANICAL ENGINEERING

BELGRADE, 2023

Pursuant to Article 64 of the Statute of the Faculty of Mechanical Engineering – the consolidated text (No. 1136/4 dated 28/06/2021), the Teaching-Scientific Council of the University of Belgrade – Faculty of Mechanical Engineering, at its session held on January 19, 2023, adopted:

THE RULEBOOK ON MASTER ACADEMIC STUDIES

at the University of Belgrade – Faculty of Mechanical Engineering

A. GENERAL PROVISIONS

Article 1.

The Rulebook on Master academic studies (hereinafter: the Rulebook) closely regulates Master academic studies (hereinafter: the studies) at the University of Belgrade – Faculty of Mechanical Engineering (hereinafter: the Faculty).

The Rulebook regulates: 1) the conditions and the method of enrolment in study programmes of Master academic studies, 2) organisation of studies, 3) the ways of informing students about the way in which classes are held, their time and place, the aims, methods and contents of classes, 4) the rules of studying and enrolment in the next year of studies, as well as all other issues of importance for the realisation of Master academic studies.

All terms in the Rulebook have equal reference to gender regardless of whether they are used in the masculine or feminine grammatical gender and apply equally to all genders.

Article 2.

Studies are organised within accredited study programmes at Master academic studies, in accordance with the Law on Higher Education ("Official Gazette of the RS", no. 88/2017, 73/2018, 27/2018, 67/2019, 6/2020-*other laws*, 11/2021-*authentic interpretation*, 67/2021 and 67/2021- *other law* (hereinafter: the Law), the Statute of the University of Belgrade and the Statute of the Faculty.

Two study programmes of Master academic studies are accredited at the Faculty:

- Master academic studies – Mechanical Engineering, in the scope of 120 ECTS, i.e. lasting for two years,
- Master academic studies – Industry 4.0, in the scope of 120 ECTS, i.e. lasting for two years.

Master academic studies – Industry 4.0 is a multidisciplinary study programme that the Faculty implements jointly with the University of Belgrade – Faculty of Mathematics.

Language of studies

Article 3.

Studies at the Faculty are organised in the Serbian language, and can also be organised in the English language if the study programme is accredited for being implemented in this language.

In order to enrol in the study programme, the candidate must have the knowledge of the language in which the study programme is implemented.

Testing of knowledge of the language from the previous paragraph of this article, i.e. compliance of the submitted language knowledge certificates with the Standard of the Rulebook on the Standards and the Procedure for the Accreditation of Study Programmes ("Official Gazette of the RS", No. 13/2019, 1/2021 and 5/2021), hereinafter: the Standard, for the candidates enrolling in the studies in English, is carried out by a special committee appointed by the Dean of the Faculty.

The student enrolled in studies in the English language can transfer during the course of studies to a study programme conducted in the Serbian language after the testing of his/her knowledge of the Serbian language. The testing of knowledge of the language, i.e. compliance of the submitted language knowledge certificates with the Standard, is carried out by a special committee appointed by the Dean of the Faculty.

The Faculty can also accredit new study programmes in accordance with the Law and the Rulebook on Adopting a Study Programme at the University of Belgrade ("Gazette of the University of Belgrade", No. 139/2007).

The Committee for Master academic studies

Article 4.

The Teaching-Scientific Council, upon the proposal of the Dean or any other member of the Teaching-Scientific Council, forms a permanent Committee for Master academic studies. The committee consists of the Vice-Dean for Teaching (ex officio), who is also the Chair of the committee, and four other members.

The Vice-Dean for Teaching coordinates the teaching process that takes place at the Faculty and takes care of the proper and consistent implementation of the curricula.

The Vice-Dean for Teaching is responsible for the organisation of enrolment, realisation of teaching and compliance with the general acts of the Faculty and the University and the legal norms during the implementation of studies.

Tuition fee

Article 5.

Tuition fee includes fees for regular services that the Faculty provides to the student within the implementation of the study programme during one year of studies.

The amount of tuition fee for self-financing students and the amount of other fees for studies is determined by the Council of the Faculty on the proposal of the Teaching-Scientific Council. Based on the decision of the Council, a Price list of services at the Faculty is formed, which is publicly available at the Faculty's website.

B. ORGANISATION OF STUDIES

Article 6.

Studies are organised and carried out by semesters in accordance with the Plan of teaching, as a rule, in the premises of the Faculty.

The schedule of courses by semesters, the number of hours of active teaching and the worth of each course expressed via ECTS credits are defined by the study programme.

The total number of ECTS credits per semester must be 30.

Academic year

Article 7.

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

As a rule, the academic year has 42 working weeks, out of which 30 teaching weeks and 12 weeks for the consulting hours, exam preparation and exams.

The academic year is divided into the autumn and spring semester.

Curriculum

Article 8.

Studies are implemented according to the curriculum defined by the study programme.

The curriculum determines: the duration of studies, compulsory and elective courses and their order by years of studies and semesters, the number of classes of active teaching (lectures, exercises, other forms of teaching and study and research work) and other classes, as well as the number of ECTS credits that the course is worth.

The curriculum of the course determines: the aim and outcome of the course, the contents of theoretical and practical classes, the prerequisites of taking the course, the methods of teaching, basic and supplementary literature, resources and status (compulsory/elective) of the course, pre-exam and exam obligations of students (being active during lectures, test/colloquium, laboratory exercises, calculation tasks, seminar work, project, oral and written exam, etc.).

Amendments to the curriculum and introduction of new study programmes

Article 9.

The Faculty can make amendments to the curriculum according to the procedure for implementing minor changes to study programmes defined by the National Entity for Accreditation and Quality Assurance in Higher Education (hereinafter: NEAQA).

Amendments to the curriculum and the syllabi of courses, including the addition of new courses to the groups of elective courses in order to harmonise the study programmes with the organisation of

work at the Faculty and science achievements, are made by the Teaching-Scientific Council with the consent of the University.

Harmonisation of the curriculum and harmonisation of the syllabi of individual courses with the organisation of work at the Faculty and science achievements is not considered as their significant change, and the Teaching-Scientific Council implements them without the consent of the University.

Article 10.

The procedure for amending the curriculum and course syllabi, as well as the procedure for introducing a new study programme of Master academic studies, can be initiated on the basis of a precisely documented proposal by: the parent department, a group of departments, a group of teachers, the Teaching-Scientific Council and the Dean.

A well-documented proposal from the previous paragraph should be:

- in keeping with the interests of the Faculty,
- harmonised with the plans for developing the economy and
- based on a realistic assessment of the state's capabilities.

The proposal for initiating the procedure for amending the curriculum, as well as the proposal for introducing a new study programme of Master academic studies, is submitted to the Vice-Dean for Teaching.

Harmonisation of the teaching plan and harmonisation of the syllabi of individual courses are carried out during the creation of the Plan of teaching for each academic year.

If the existing curriculum is changed by the adopted amendments or by harmonisation, the new curriculum enters into force in the following academic year.

Skill praxis

Article 11.

Skill praxis is a mandatory part of the curriculum of the study programmes of Master academic studies and its realisation is defined by the Rulebook on Skill Praxis at the University of Belgrade – Faculty of Mechanical Engineering.

Master's thesis

Article 12.

Master academic studies are completed by passing all the required exams and fulfilling other study obligations and preparing and publicly defending a final thesis, in accordance with the study programme.

Master's thesis (MSc thesis) is the final work at Master academic studies, which is carried out through the Course of Master's thesis and Master's thesis.

Master's thesis is written either in the compulsory course or in the elective course that students passed during Master academic studies.

If the study programme is structured in the form of modules, the departments that are heads of the modules determine the courses mentioned in paragraph 3 of this Article in which the student can undertake the Master's thesis.

Within the Course of Master's thesis, the student conducts a study research work in the function of the Master's thesis, which includes studying the pertinent literature related to the Master's thesis, conducting analyses aimed at finding the solutions to the specific task defined by the given topic of the Master's thesis, tests and measurements, conducting, analysing and interpreting experiments and applying experimental results, using methods and tools for analysis, synthesis, design and other activities aimed at solving the engineering problem defined by the given topic of the Master's thesis.

Master's thesis is student's independent work produced in written form, with the help of instructions and consultations with the supervisor.

Master's thesis must include at least two of the following areas: the material on the studied and covered topic, own numerical calculations, own experimental work, and/or own design.

The supervisor of the Master's thesis

Article 13.

The Course of Master's thesis and Master's thesis are carried out under the guidance of the supervisor of the Master's thesis. The supervisor of the Master's thesis is a teacher of the course in which the Master's thesis is being written.

The topic of the Master's thesis is determined by the supervisor together with the student.

A teacher can supervise a maximum of eight Master's theses during one academic year. If the need occurs, a teacher may mentor a larger number of Master's theses in one academic year with the prior approval of the Vice-Dean for Teaching.

Registering for the Course of Master's thesis and Master's thesis

Article 14.

A student may register for the Course of Master's thesis and Master's thesis once he/she has passed all the other courses prescribed by the study programme.

When registering for the Course of Master's thesis and Master's thesis, the student submits the following to the Student Affairs Office:

- an application for the Course of Master's thesis,
- an application for the Master's Thesis, and
- a form for the assignment of the Master's Thesis.

The template for issuing the Master's thesis (posted on the Faculty's website) also serves as the cover page of the Master's thesis and must contain the following:

- the topic of the Master's thesis,
- the date of assigning the topic of the thesis,
- the signature of the supervisor who assigned the topic of the thesis,

- the signature of the Head of the department or the Head of the module or the study programme the student is enrolled in,
- the signature of the Vice Dean for Teaching.

The Student Affairs Office provides confirmation on the applications that the student has fulfilled the requirements to begin working on the Course of the Master's thesis and the Master's thesis.

Work on the Course of the Master's thesis and writing of the Master's thesis

Article 15.

The work on the Course of the Master's thesis and the process of writing the Master's thesis can last for a maximum of 20 weeks starting from the verification of the registering for the Course of the Master's thesis and the Master's thesis by the Student Affairs Office.

In the case of illness or other justified reasons arising after registering for the Course of the Master's thesis and the Master's thesis, the student may request an extension of the deadline for completion, which may be granted after the decision by the Vice-Dean for Teaching in agreement with the supervisor.

The Master's thesis must be submitted in written form.

At the end of the text of the Master's thesis, the student confirms with his/her signature that the work was completed on his/her own.

The student must certify at least three bound copies of the completed Master's thesis at the Student Affairs Office and, after certification, deliver them to the supervisor. One copy of the completed Master's thesis in electronic form must be submitted by the student to the Library of the Faculty.

The form and method of archiving the Master's thesis are determined by the Rulebook on the Form, Content and Method of Archiving Master's Theses.

Public Defence of the Master's Thesis

Article 16.

The public defence of the Master's thesis is performed before the Committee for the Defence of the Master's thesis (hereinafter: the Committee), which consists of the supervisor of the thesis and two members. A member of the Committee can be:

1. a teacher employed at the Faculty, i.e. who is a teacher involved in a joint study programme,
2. a teacher of the University of Belgrade specialised in the field related to the topic of the Master's thesis,
3. a researcher who has acquired a scientific title in the manner and procedure prescribed by the law regulating the scientific and research activities in the field related to the topic of the Master's thesis,
4. Professor Emeritus of the University of Belgrade,
5. an assistant or an assistant with a doctorate employed at the Faculty.

Besides the supervisor, at least one more member out of the three members of the Committee must be a teacher employed at the Faculty, or a teacher involved in a joint study programme.

If teaching in the study programme is organised in the form of modules, at least one member of the Committee must be a teacher of the module in which the student is enrolled.

The members of the Committee for the Defence of the Master's thesis are appointed by the supervisor of the Master's thesis with the consent of the Head of the department, i.e. the Head of the module or the study programme in which the student is enrolled.

The date and time of the defence of the Master's thesis are scheduled by the Committee, and the defence must take place within a maximum of 15 days from the date of the submission of the thesis.

The assessment of the candidate's achievement in the Master's thesis and the Course of the Master's thesis is given to the candidate immediately after the defence, along with an appropriate explanation.

Upon the completed defence of the Master's thesis, the supervisor submits the following to the Student Affairs Office:

- the filled-in application for the Course of the Master's thesis, signed by the supervisor, and
- the filled-in application for the Master's thesis, signed by the members of the Committee.

A student who has not submitted the Master's thesis within the prescribed deadline or a student whose Master's thesis has not been accepted by the Committee or who has not defended it may register again for a new Course of the Master's thesis and Master's thesis.

A once assigned topic of the Master's thesis cannot be reassigned to the same candidate.

The Academic Studies Guide

Article 17.

The Faculty of Mechanical Engineering Academic Studies Guide is a basic document containing pieces of information on all teaching activities at the Faculty.

The Academic Studies Guide contains basic pieces of information pertaining to the curriculum of all study programmes that are implemented in the academic year.

The compiling of the Academic Studies Guide is the responsibility of the Vice-Dean for Teaching. Upon the proposal of the Vice-Dean for Teaching, the Guide is adopted by the Teaching-Scientific Council before the beginning of the academic year.

The Academic Studies Guide is posted on the Faculty's website at the beginning of the academic year.

Plan of teaching

Article 18.

The Plan of teaching is adopted by the Teaching-Scientific Council.

The Plan of teaching is specified for each academic year in accordance with the dynamics defined by the Vice-Dean for Teaching and it contains:

1. Detailed plan of teaching,
2. Book of courses,
3. Calendar of teaching,
4. Class schedule, and
5. Exam schedule.

1. Detailed plan of teaching

Article 19.

For each academic year, the detailed Plan of teaching specifies the teachers and associates who hold classes in all forms of teaching (lectures, auditory exercises and other forms of teaching: laboratory exercises, project assignments, seminar papers, calculation tasks and discussion/workshop), as well as knowledge tests, etc. in accordance with the study programme.

For each course, one teacher is specified as the head teacher of the course, who is responsible for conducting all forms of teaching in the course in accordance with the Plan of teaching. In one course, classes can be held and student knowledge tested by a larger number of teachers – course teachers.

One teacher cannot be the head teacher and/or course teacher in more than four courses in one study programme of Master academic studies.

Head teachers of the course are specified by the Teaching-Scientific Council on the proposal of the Vice-Dean for Teaching before the beginning of the academic year.

Lectures are given by the teachers employed at the Faculty, i.e. the teachers employed at the University of Belgrade – Faculty of Mathematics for the courses taught within the joint study programme of Master academic studies – Industry 4.0, in accordance with the study programme, as well as Professors Emeriti of the University of Belgrade.

Exceptionally, by the decision of the Teaching-Scientific Council, lectures can be given by:

- the teachers of other faculties within the University of Belgrade in accordance with the Rulebook on Granting Consent for the Work of Teachers and Associates of the University of Belgrade in Another Higher Education Institution ("Gazette of the University of Belgrade", no. 132/2006 and 153/2010),
- the teachers of other universities,
- researchers who have acquired scientific titles in the manner and procedure prescribed by the law regulating the scientific and research activities.

Exercises and other forms of teaching are performed by the teachers and associates of the Faculty, i.e. the teachers and associates of the University of Belgrade – Faculty of Mathematics for the courses taught within the joint study programme of Master academic studies – Industry 4.0, in accordance with the study programme, as well as Professors Emeriti of the University of Belgrade.

Exceptionally, by the decision of the Teaching-Scientific Council, exercises and other forms of teaching can also be performed by:

- the teachers and associates of other faculties within the University of Belgrade in accordance with the Rulebook on Granting Consent for the Work of Teachers and Associates of the University of Belgrade in Another Higher Education Institution ("Gazette of the University of Belgrade", no. 132/2006 and 153/2010),
- the teachers and associates of other universities,

- researchers who have acquired scientific titles in the manner and procedure prescribed by the law regulating the scientific and research activities,
- non-employed lecturers who have a high education diploma of at least Master academic level – up to one third of classes during the semester.

A detailed Plan of teaching is created on the initiative and within the deadlines set by the Vice-Dean for Teaching.

The departments submit a detailed Plan of teaching to the Vice-Dean for Teaching; the plan is specified based on the existing syllabi of the courses and the official schedule of classes.

Article 20.

Lectures and exercises in compulsory courses are held in groups formed based on the Plan of teaching in modules, in accordance with the study programme.

An elective course is implemented in the current academic year if at least 5 students choose the given course. The maximum number of students in the elective course group is 32.

Other forms of teaching are conducted in groups of up to 8 students, with a tolerance of 10%.

2. Book of Courses

Article 21.

For each academic year and study programme, a Book of Courses is compiled, containing the syllabi of all courses in the given study programme, head teachers and course teachers in the given course in the current academic year.

During the compiling of the Book of Courses, the departments harmonise the curriculum and the syllabi of individual courses, within the deadlines defined by the Vice-Dean for Teaching.

If the curriculum and/or syllabus of one of the courses has been amended in accordance with Articles 9 and 10 of this Rulebook, the Book of Courses will contain new course syllabi.

Upon the proposal of the Vice-Dean for Teaching, the Book of Courses is adopted by the Teaching-Scientific Council before the beginning of the academic year.

The Faculty informs the NEAQA about the changes in the Book of Courses in accordance with the instructions for implementing minor changes to study programmes.

The Book of Courses is posted on the Faculty's website at the beginning of the academic year.

3. Calendar of Teaching

Article 22.

The Calendar of Teaching defines the start and end dates of the academic year, as well as the schedule of teaching weeks and exam periods within this year.

The Calendar of Teaching is adopted by the Teaching-Scientific Council on the proposal of the Vice-Dean for Teaching before the start of the academic year.

The Calendar of Teaching is posted on the Faculty's website at the beginning of the academic year.

If required by the circumstances, changes to the Calendar of Teaching are also possible, and they are adopted by the Teaching-Scientific Council on the proposal of the Vice-Dean for Teaching.

Changes to the Calendar of Teaching are posted on the Faculty's website no later than three days after their adoption.

4. Schedule of classes

Article 23.

The schedule of classes specifies the place where classes are held, the time of their beginning and end, as well as the time schedule of classes.

The schedule of classes is created before the beginning of the semester by the Committee for the Schedule of Classes, appointed by the Teaching-Scientific Council on the proposal of the Vice-Dean for Teaching, in cooperation with the secretaries of the departments.

The Committee answers to the Vice-Dean for Teaching.

The schedule of classes is posted on the website of the Faculty before the beginning of the semester.

The schedule of classes is made per years of study and modules, with the designated place and time of holding classes. At the request of the Head of the Department, a change in the schedule of classes can be made during the ongoing semester, with the approval of the Head of the Committee for the Schedule of Classes and the Vice-Dean for Teaching.

Changes to the schedule of classes are posted on the Faculty's website no later than three days after their adoption.

If, due to specific circumstances, there is an unforeseen change in the schedule of classes, teachers and associates are obliged to inform the Head of the Department and the Vice-Dean for Teaching about this in writing.

5. Exams and the schedule of exams

Article 24.

Exam periods are determined by the Statute of the Faculty and the Calendar of teaching.

The conditions and ways of taking exams at the Faculty, the schedule of exams, the organisation and procedure of taking exams, the way of determining the exam grade, the protection of students' rights, as well as other issues of importance for taking exams and grading exams are defined by the Rulebook on Taking Exams and Grading Exams at the University of Belgrade – Faculty of Mechanical Engineering

Teaching implementation

Article 25.

Departments conduct classes in accordance with the existing curricula and the official schedule of classes.

The following persons are responsible for the appropriate and consistent implementation of teaching:

1. course teacher,
2. associate,
3. head teacher of the course and
4. Head of the department.

Teachers and associates have the following obligations related to teaching at Master academic studies:

- to hold classes and exams regularly, in accordance with the established schedule of classes and schedule of exams;
- to adhere to the time set for the beginning and end of lectures or exercises, whereby they are obliged to hold a class lasting for 45 minutes;
- not to teach during the period of rest between classes;
- to keep records of students' attendance at classes.

In the event that irregularities and inconsistencies are noticed in the implementation of teaching, each member of the department is obliged to inform the Head of the department, who, after verification, is obliged to inform the Vice-Dean for Teaching.

Article 26.

If, for justified reasons, a teacher or an associate is absent from classes for a period of less than 7 days, the parent department gives consent and approval for their replacement. For an absence that is longer than 7 days, the Dean and Vice-Dean for Teaching can give approval for the replacement of the teacher or the associate in lectures and exercises, upon the proposal of the parent department.

In case of sudden inability to hold classes (due to illness, an accident or other justified reason), the teacher or the associate notifies the secretary of the parent department at least one hour before the scheduled start of the class, who then informs the students and the Vice-Dean for Teaching about the given situation.

Article 27.

At the beginning of the semester, for each course, teachers are obliged to inform students about the following:

- the basic pieces of information about the course (including the number of ECTS credits and the prerequisites for taking the exam),
- the aims and content of the course,
- the plan and schedule of teaching,
- the date and time of consulting hours,
- the methods of grading in the course,
- literature (mandatory and supplementary).

The implementation of the curriculum is systematically monitored, and teachers and associates who do not adhere to the plan of work in their course shall receive a warning.

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

Article 28.

Course teachers and associates have an obligation to hold consulting hours regarding the course with students at least once a week in their offices.

Course teachers and associates have an obligation to announce the dates for consulting hours with students in an appropriate manner and to adhere to these dates.

The Head of the department ensures that all teachers and associates of the department conscientiously comply with this obligation.

Article 29.

Teachers and associates of the Faculty are obliged to keep records of teaching activities according to the syllabus of a specific course (example: "lecture number ..., the lesson entitled ..."), based on which they submit a report on completed teaching for the semester at the end of each semester.

Individual reports of teachers and associates comprised in the summary form of the *Report of the Department on completed teaching*, checked and signed by the Head of the Department, are submitted to the Vice-Dean for Teaching by the secretary of the department.

The Vice-Dean for Teaching, after the inspection, forwards these reports to the *Centre for Teaching Quality and Accreditation*.

The Vice-Dean for Teaching monitors the effectiveness of the teaching process and harmonises it with the objective capabilities of students and proposes appropriate measures to the Dean.

Article 30.

The department makes a decision on the uniform criteria according to which the students get certification for the completed pre-exam obligations and in keeping with which all the teachers and associates of the department are obliged to act.

Fulfilment of all pre-exam obligations for one course is verified by the course teacher for that academic year by entering them into the electronic database included in the Employee Service.

C. STUDENTS

Article 31.

A student is a person enrolled in studies at the Faculty in a study programme implemented at the Faculty.

The student is enrolled in the status of a student financed from the budget (hereinafter: a budget student) or a student financing him/herself (hereinafter: a self-financing student).

The rights and obligations of the student are defined by the Law and the Statute of the Faculty.

Conditions and procedure of enrolment into a study programme

Organisation of enrolment

Article 32.

The procedure of enrolment is carried out by the Committee for Master academic studies.

The Vice-Dean for Teaching coordinates the work of all organisational units of the Faculty with the aim of successfully completing enrolment, prepares reports on the course of enrolment and has the sole authority to provide information on enrolment in studies to the media.

Within seven days of receiving information about the details of the Call for the Enrolment of Students in Master academic studies at the Faculties of the University of Belgrade, the Vice-Dean for Teaching is obliged to organise the publication of the Information booklet on the conditions for enrolment of students in the first year of Master academic studies.

The Vice-Dean for Teaching is obliged to fully implement the enrolment protocol within the enrolment deadlines stipulated by the Law and the general acts of the University.

The Head of the Student Affairs Office is obliged to coordinate the work of the Committee for Master academic studies and the work of the Student Affairs Office in the enrolment process and bears all responsibility in this process.

Article 33.

Enrolment in studies is performed on the basis of the Call for Enrolment of Students in Master Academic Studies of the University of Belgrade (hereinafter: the Call), which is announced by the University of Belgrade.

Based on the work permit and in accordance with social needs, the Teaching-Scientific Council establishes the proposal for the number of students enrolled in the study programmes of Master academic studies. The faculty submits the proposed number of students to the University before the Call has been announced.

Right to enrolment

Article 34.

The right to enrol in the first year of the study programme of Master academic studies is granted to a person who meets the conditions set by the Law on Higher Education, the Statute of the University, the Statute of the Faculty, the Rulebook on Student Enrolment in Study Programmes at the University of Belgrade and this Rulebook.

The person from paragraph 1 of this article acquires the right to enrol in the study programme if he/she submitted an application to the Call for enrolment and if he/she is ranked on the ranking list within the number prescribed for enrolment in accordance with this Rulebook.

In exercising the right to enrol in the study programme, candidates have equal rights that cannot be limited on the basis of gender, race, marital status, skin colour, language, religion, political convictions, national, social or ethnic origin, disability or other similar basis, position or circumstances.

*Enrolment of persons who completed their previous education or a part of their education abroad***Article 35.**

A person who has completed previous education or a part of education abroad can enrol in a study programme if the recognition of the acquired foreign high education certificate is performed and if he/she fulfils the prerequisites prescribed by the Law and the general act of the University.

The person referred to in paragraph 1 of this article can also apply for the study programme if he/she has an appropriate certificate that the process of recognition of the acquired foreign high education certificate has been initiated in accordance with the Law and the general act of the University.

High education certificates from the Republic of Srpska are not subject to the recognition procedure.

Article 36.

The person referred to in Article 35 of this Rulebook may be provisionally enrolled in a study programme in the event that the procedure for the recognition of a foreign high education certificate has not been completed before the deadline for submitting an application for enrolment, if he/she has a confirmation that the recognition procedure has begun.

If the request for recognition is rejected or if the recognition of a foreign high education certificate does not provide the right to enrol in the study programme to which the person applied, it will be deemed that the person has not been enrolled.

The person referred to in paragraph 2 of this Article will be refunded the amount of tuition fee paid minus the enrolment costs.

*Enrolment of foreign citizens***Article 37.**

A foreign citizen can enrol in a study programme under the same conditions as a domestic citizen if his/her acquired foreign high education certificate gets recognised in accordance with the Law and the general act of the University.

A foreign citizen can enrol in a study programme if he/she provides proof of knowledge of the Serbian language in accordance with the Statute of the University, i.e. knowledge of the language in which classes are carried out in accordance with accreditation and if he/she is medically insured.

A foreign citizen pays tuition fees during the entire schooling period, unless otherwise stipulated by an international agreement.

*Right to enrolment in Master academic studies – Mechanical engineering***Article 38.**

The right of enrolment in the first year of Master academic studies – Mechanical engineering is granted to:

1. the person who completed Bachelor academic studies at one of the faculties of the technical and technological sciences group, the Faculty of Physics, as well as the person who graduated

- from the Faculty of Science (department/module of physics) with at least 180 ECTS credits;
2. the person who completed integrated, i.e. Master academic studies at one of the faculties of the technical and technological sciences group, the Faculty of Physics, as well as the person who graduated from the Faculty of Science (department/module of physics) with at least 300 ECTS credits;
 3. the person who acquired higher education at the University of Belgrade – Faculty of Mechanical Engineering according to the regulations that were valid until the date of entry into force of the Law on Higher Education (“Official Gazette of RS”, no. 76/05, 100/07 – authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 – authentic interpretation, 68/15 and 87/16) lasting less than eight semesters.

The right to enrol in the first year of Master academic studies – Mechanical Engineering of the module of Mechanics is also granted to the persons who completed Bachelor academic studies at the Faculty of Mathematics, as well as the candidates who graduated from the Faculty of Science (mathematics department/module) with at least 180 ECTS credits.

The right to enrol in the first year of Master academic studies – Mechanical Engineering of the modules of Weapon Systems, Motor Vehicles and ICE Engines is also granted to the persons who completed Bachelor academic studies at the Military Academy (the Military Mechanical Engineering study programme) with at least 180 ECTS credits.

The right to enrol in the first year of Master academic studies – Mechanical Engineering of the module of Weapon Systems is also granted to the persons who completed Bachelor academic studies at the Academy of Criminalistics and Police Studies with at least 180 ECTS credits, if they pass the entrance exam in this module’s courses.

Right to enrolment in Master academic studies – Industry 4.0

Article 39.

The right of enrolment in the first year of Master academic studies – Industry 4.0 is granted to:

1. the person who completed Bachelor academic studies at the Faculty of Mechanical Engineering or some other faculty of the technical and technological sciences group, the Faculty of Physics, as well as the candidates who graduated from the Faculty of Science (department/module of physics) with at least 180 ECTS credits;
2. the person who completed integrated, i.e. Master academic studies at the Faculty of Mechanical Engineering or some other faculty of the technical and technological sciences group with at least 300 ECTS credits;
3. the person who acquired higher education at the University of Belgrade – Faculty of Mechanical Engineering according to the regulations that were valid until the date of entry into force of the Law on Higher Education (“Official Gazette of RS”, no. 76/05, 100/07 – authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 – authentic interpretation, 68/15 and 87/16) lasting at least eight or less than eight semesters.
4. the person who completed Bachelor academic studies at one of the faculties of the sciences group with at least 180 ECTS credits;
5. the person who completed Bachelor academic studies at one of the faculties of the information technologies group with at least 180 ECTS credits;
6. the person who completed Bachelor academic studies at the Military Academy (the Military Mechanical Engineering study programme) with at least 180 ECTS credits;

7. the person who completed Bachelor academic studies at the Academy of Criminalistics and Police Studies with at least 180 ECTS credits, if they pass the entrance exam in mathematics.

Article 40.

Students who completed Bachelor vocational studies enrol in Bachelor academic studies at the Faculty and do not have the right of direct enrolment in Master academic studies.

Criteria for determining the ranking of candidates

Article 41.

The ranking of candidates for the enrolment in the first year of Master academic studies is determined based on the overall average grade, the duration of study at previous studies, and compatibility with the study programme that is enrolled.

For a person who completed Bachelor academic or integrated studies or is being enrolled based on Article 38, paragraph 1, item 3 or Article 39, paragraph 1, item 3, the overall average grade (OAG) is the average grade achieved in those studies.

For a person who completed Master academic studies, the overall average grade (OAG) is calculated based on the average grade of studying achieved at Bachelor academic studies (GrBSc) and at Master academic studies (GrMSc), weighted by the duration of the study programmes at Bachelor academic and Master academic studies, expressed via ECTS credits (BSccred and MSccred):

$$\text{Overall average grade (OAG)} = \frac{\text{GrBSc} \times \text{BSccred} + \text{GrMSc} \times \text{MSccred}}{\text{BSccred} + \text{MSccred}}$$

The overall grade is weighted based on the duration of study by multiplying it by the ratio of the duration of study prescribed by the study programme to the duration of study achieved by the candidate, and it represents the number of points based on success (WG).

For the candidates who completed Bachelor academic or integrated studies, or are enrolling based on Article 38, paragraph 1, item 3 or Article 39, paragraph 1, item 3, WG is calculated as follows:

$$\text{WG} = \frac{\text{OAG} \times \text{DS}}{\text{DCS}}$$

where:

- DS – stands for the duration of the study programme of Bachelor academic, i.e. integrated academic studies expressed in days,
- DCS – stands for the duration of candidate's studies at Bachelor academic, i.e. integrated academic studies expressed in days, where if DCS is shorter than DS, DCS is taken as DS.

For the candidates who completed Master academic studies, PO is calculated as follows:

$$\text{WG} = \frac{\text{GrBSc} \times \frac{\text{DSBSc}}{\text{DCSBSc}} \times \text{DSBSc} + \text{GrBSc} \times \frac{\text{DSMSc}}{\text{DCSMSc}} \times \text{DSMSc}}{\text{DSBSc} + \text{DSMSc}}$$

where:

- DSBSc and DSMSc – stand for the duration of the study programme of Bachelor academic, i.e. Master academic studies expressed in days,
- DCSBSc and DCSMSc – stand for the duration of candidate's studies at Bachelor academic, i.e. Master academic studies expressed in days, where if DCSBSc, i.e. DCSMSc is shorter than DSBSc, i.e. DSMSc, it is taken that DCSBSc = DSBSc, i.e. that DCSMSc = DSMSc.

When enrolling in Master academic studies – Mechanical Engineering, the compatibility factor (CF) for the persons who completed Bachelor academic studies – Mechanical Engineering or Bachelor academic studies – Information Technologies in Mechanical Engineering is $CF=0.3$, while, for the persons who completed Bachelor academic studies at other faculties, $CF=0$.

When enrolling in Master academic studies – Industry 4.0, the compatibility factor of the study programme for the persons who completed Bachelor academic studies – Mechanical Engineering or Bachelor academic studies – Information Technologies in Mechanical Engineering, Bachelor academic studies – Information Technology or Bachelor academic studies – Mathematics is $CF=0.3$, while, for the persons who completed Bachelor academic studies at other faculties, $CF=0$.

Ranking of the candidates is performed according to the total number of points:

$$\text{Number of points (NP)} = WG \times (1 + CF)$$

The candidate can be enrolled in the study programme if he/she is ranked in the ranking list up to the number of students envisaged for enrolment by the Call.

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

The candidate can be enrolled in the study programme as the student who pays tuition fee if he/she is ranked in the ranking list up to the number approved for the enrolment of the self-financing candidates.

Documents for the application of candidates

Article 42.

When applying for the Call, the candidates must submit photocopies of their diploma and diploma supplement, or a certificate of completion of the academic studies of the first or second level, along with presenting the original documents for inspection.

The diploma and diploma supplement submitted during the application process will be considered acceptable higher education documents if they have been issued by an accredited higher education institution for an accredited study programme.

The candidate who completed the studies according to the regulations that were valid until the date of entry into force of the Law on Higher Education ("Official Gazette of RS", No. 76/05, 100/07 – authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 – authentic interpretation, 68/15 and 87/16), besides the diploma, submits a certificate of passed exams instead of a diploma supplement.

A candidate who has not been issued a diploma must submit a certificate of graduation and a certificate of passed exams when enrolling; he/she is required to submit to the Faculty the diploma and the diploma supplement of the completed previous level of higher education within a year at the latest.

A diploma of the first level of higher education at academic studies that a candidate acquired with the recognition of a part of the study programme of the first level vocational studies is considered valid for enrolment in the second level of studies only if the scope of the exams recognised from the study programme of vocational studies does not exceed 30% of the total scope of the study programme of academic studies at which the diploma was acquired (72/240 ECTS credits, or 54/180 ECTS credits) in accordance with the Rulebook on the Standards and Procedures for the Accreditation of Study Programmes.

The Faculty verifies the submitted higher education document, and, if it is determined that the document was not issued in accordance with the valid regulations, the candidate does not have the right to enrol.

If it is subsequently determined that the document of the completed previous level of studies has deficiencies, a procedure for the annulment of enrolment is conducted in accordance with the Law.

Article 43.

When applying for the call, candidates submit proof of payment of the fee for the costs involved in the implementation of the procedures of the Call, in accordance with the adopted Price List from Article 5 of this Rulebook.

Candidates who have completed their previous education abroad also submit a photocopy of the decision on the recognised high education certificates or a confirmation that the process of recognition of foreign high education certificate has been initiated.

By participating in the call, the candidate confirms that he/she accepts the rules of the call.

The candidate provides a statement authorising the Faculty and the University to enter the personal data provided by the candidate into an electronic database and to use these data for generating necessary statistical information, providing requested data to the Ministry without personal identifiers, as well as that the data will not be accessible to unauthorised persons.

Forming the ranking list

Article 44.

The Faculty posts the lists of the registered candidates for each study programme separately on the notice board and the website. Candidates can submit complaints about these lists in case of technical errors within 24 hours. After this period, the data regarding the success at previous levels of education are considered final.

The Faculty announces the preliminary ranking list for each individual study programme on the notice board and the website of the Faculty within the timeframe specified by the Call for Enrolment.

Candidates' complaints

Article 45.

A candidate can lodge a complaint regarding the regularity of the procedure established by the Call or their place in the ranking list within 36 hours of the preliminary ranking list being announced at the Faculty.

The complaint is submitted to the Committee for Master academic studies, which makes a decision on the complaint within 24 hours of receiving it.

A candidate who is dissatisfied with the decision from paragraph 2 of this Article has the right to lodge a second-instance complaint to the Dean of the Faculty within 24 hours of the expiration of the deadline for making a decision from paragraph 2 of this Article.

The Dean makes a final decision within 24 hours of receiving the appeal and delivers the decision to the candidate and the Committee for Master academic studies.

Article 46.

After deciding on the appeal, the Committee for Master academic studies finalises and announces the final ranking list of all candidates for each study programme and submits it to the University.

The University announces the final ranking lists for each study programme on the University's website.

Upon the publishing of the final ranking list for the study programme on the University's website, the enrolment of candidates takes place.

A candidate who has gained the right to enrol submits the documents defined by the Call for Enrolment.

Article 47.

When applying for the study programmes within elective areas – modules, candidates indicate their preference for enrolment in specific modules by priority.

Based on the expressed priority, a candidate will be enrolled in the module at which, according to the ranking list, they are included within the number of students designated for enrolment in that particular module.

Rules of studying

Enrolment in the next year of the study programme

Article 48.

A student who has earned at least 48 ECTS credits in the study programme can enrol in the second year of the study programme of Master academic studies.

Article 49.

Upon the enrolment in each academic year, students choose courses determined by the study programme.

The study programme prescribes compulsory courses for each year of the programme.

A budget student, upon the enrolment in the corresponding academic year, chooses, in accordance with the study programme, as many courses as necessary to earn at least 60 ECTS credits, unless there are fewer than 60 ECTS credits remaining until the end of the study programme.

A self-financing student, upon the enrolment in the corresponding academic year, chooses, in accordance with the study programme, as many courses as necessary to earn at least 37 ECTS credits, unless there are fewer than 37 ECTS credits remaining until the end of the study programme.

A student who works and studies at the same time, upon the enrolment in the corresponding academic year, chooses, in accordance with the study programme, as many courses as necessary to earn at least 30 ECTS credits, unless there are fewer than 30 ECTS credits remaining until the end of the study programme.

A self-financing student referred to in paragraphs 4 and 5 of this article pays a portion of the tuition fee calculated proportionally to the number of ECTS credits for the courses they have chosen.

By passing exams, the student earns a certain number of ECTS credits in accordance with the study programme.

A student who does not pass an exam in a compulsory course by the beginning of the next academic year must take the same course again in the following academic year.

A student who does not pass an elective course by the beginning of the next academic year must choose the same or another elective course from the same group of elective courses in the following academic year.

Students who did not fulfil the requirements for enrolment in the next year of the study programme may choose courses from the next year of the study programme if the attendance of those courses is not conditioned by any of the courses the student has not passed.

The prerequisite for a student to choose a course from a certain year of the study programme in the academic year is that, in that particular academic year, the student has chosen all the courses he/she has not passed in the previous years of the study programme.

A student who has achieved a weighted average grade of at least 8 in previous academic years, in accordance with Article 50 of this Rulebook, may be allowed to choose as many additional courses as necessary to achieve more than 60 ECTS credits, but not more than 90.

The student pays a portion of the tuition fee calculated proportionally to the number of ECTS credits for the additional courses they have chosen, in accordance with the previous paragraph of this article.

Status of the student

Article 50.

A student who has achieved 48 ECTS credits in the current academic year is entitled to be financed from the state budget in the next academic year if he/she is ranked within the total number of students whose studies are financed from the state budget, in accordance with the Law.

The ranking of students from paragraph 1 of this article includes students who enrol in the same year of studies in a particular study programme, and it is performed based on the number of earned ECTS credits, the total number of years of studies, and the achieved success in mastering the curriculum in previous academic years.

The ranking order in the list is determined according to the weighted average grade (WAG), which is calculated as follows:

$$WAG = \frac{\sum(\text{The number of ECTS the course is worth} * \text{Grade in the course})}{N * 60}$$

where N stands for the number of years of studies since the moment of enrolment, while the sum includes all courses the student has passed.

A student who has the status of a budget student in the final year of studies preserves the right to be financed from the budget for up to one year after the regular duration of the study programme has expired.

A student who does not secure the right from paragraph 1 of this Article will continue their studies in the next academic year as a self-financing student.

Students with disabilities and students admitted through affirmative action who have earned 36 ECTS credits in the current academic year are entitled to be financed from the budget in the next academic year.

A student can be financed from the budget only once at the same level of studies.

Students' rights and obligations on hold

Article 51.

At the request of the student, in the cases specified by the Law and the Statute of the Faculty, student's rights and obligations can be put on hold, as well as in other cases, when the justification of the request is assessed by the Committee for Master academic studies.

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

During the approved period of students' rights and obligations on hold, the student cannot take exams or fulfil pre-exam obligations and other obligations in the teaching process.

In the event that a student believes that his/her right to put rights and obligations on hold has been violated, he/she can file a complaint to the Dean of the Faculty. The Dean's decision is final.

Termination of the status of a student

Article 52.

The status of a student is terminated in cases established by the Law and the Statute of the Faculty.

A student may, on a personal request, extend the deadline for the completion of studies in cases where the justification of the request is assessed by the Committee for Master academic studies.

Article 53.

A student who does not enrol in any year of studies or withdraws from the Faculty can continue the studies after a break for which he/she had justifiable reasons, which is assessed by the Committee for Master academic studies.

During the break from studies, the student has no right to take exams or fulfil any requirements pertaining to courses.

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

1. the obligation to pay tuition fee, as decided by the Committee for Master academic studies, and
2. the performed harmonisation with the valid curricula.

Disciplinary responsibility of students

Article 54.

The disciplinary responsibility of students, the measures and the procedure for determining responsibility, are determined by the Rulebook on the Disciplinary Responsibility of Students of the University of Belgrade ("Gazette of the University of Belgrade", No. 189).

Academic title

Article 55.

Upon the completion of Master academic studies at the University of Belgrade – Faculty of Mechanical Engineering, at the study programme Master academic studies – Mechanical Engineering, a diploma with the title of a Master mechanical engineer (M.Sc.ME) is acquired, with an indication of the title of the second level of academic studies (in English: Master of Science in Mechanical Engineering).

Upon the completion of Master academic studies at the University of Belgrade – Faculty of Mechanical Engineering, at the study programme Master academic studies – Industry 4.0, a diploma with the academic title of a Master mechanical engineer – information scientist (M.Sc.ME – IS) is acquired, with an indication of the title of the second level of academic studies (in English: Master of Science in Mechanical Engineering and Informatics).

Until the issuing of the diploma of acquired higher education, a certificate of completed Master academic studies is issued.

The Student Affairs Office is responsible for the processing of data for the diploma and diploma supplement, for verifying their accuracy, and for producing them.

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

The ceremony of awarding the diplomas is public and it is performed periodically.

D. TRANSITIONAL AND FINAL PROVISIONS

Article 56.

With the adoption of this Rulebook, the Rulebook on Teaching at Master academic studies – the Consolidated Text, No. 2177/11 dated 9/12/2021, ceases to be valid.

Article 57.

This Rulebook shall be enforced on the eighth day from the day of its publication on the notice board and the website of the Faculty.

Chair of the Teaching-Scientific Council
of the Faculty of Mechanical
Engineering

Prof Dr Vladimir Popović