



Pursuant to Article 87, paragraph 6, of the Law on Higher Education ("Official Gazette of Montenegro", No. 042/17, of 30 June 2017) and Article 46 of the Statute of the HEC Faculty of International Tourism and Hotel Management, the Teaching Council of the Faculty, at its session held on 13 December 2017, adopts the following

RULES OF STUDY FOR MASTER STUDIES

1. GENERAL PROVISIONS

Article 1

These Rules regulate the organization and delivery of master studies, enrollment in studies, student progression during studies, the evaluation of student work, the awarding of degrees, the issuing of study documents, as well as other matters of importance for the realization of master studies at the HEC Faculty of International Tourism and Hotel (hereinafter: the Faculty).

Article 2

Master studies are carried out within postgraduate study programs and entitle the holder to acquire the title of Master, in accordance with the Law, the Statute of the Faculty and these Rules.

Master studies are organized and carried out in accordance with rules of study based on the European Credit Transfer System (ECTS).

Article 3

On matters concerning the status, suspension of rights and obligations, and mobility of students, the organization of instruction, progression during studies and evaluation of student work in master studies, as well as on other matters not regulated by these Rules, the provisions of the Law, the Statute and the Faculty's Rules of Study for Undergraduate Studies apply accordingly.

Article 4

The master thesis represents an independent scientific-research or professional work of the candidate, by which he/she demonstrates that he/she has mastered a given subject matter and is capable of independently posing and solving scientific-research and professional problems/tasks.

2. ORGANIZATION AND DELIVERY OF MASTER STUDIES

Article 5

The Faculty organizes and carries out master studies for the acquisition of an education based on scientific/professional research and the awarding of a degree in applied master studies, within the study programs for which it is accredited.

At the end of the studies, together with the acquired degree in applied master studies, a diploma supplement is also issued, for the purpose of providing more detailed insight into the level, nature, content, system and rules of study, and the results achieved during the studies.

Article 6

Master study programs are divided into study years and semesters.

In accordance with the ECTS rules, the scope of a study program amounts to 60 ECTS credits per study year, i.e. 30 ECTS credits per semester.

One ECTS credit corresponds to 30 hours of student work needed for one or more of the following activities: contact instruction, study, practical work, preparation and defense of independent papers, and taking mid-term examinations and examinations.

The number of credits for an individual subject (course) is determined according to the number of teaching hours (theoretical and/or practical classes, exercises, seminars, etc.), the time the student spends on independent assignments (homework, projects, seminar papers, etc.), and the time needed for study in preparation for knowledge assessment and grading (tests, mid-term examinations, final examination). The master thesis is valued at 30 ECTS credits.

Duration of master studies

Article 7

Master studies are organized following the completion of undergraduate studies and last two study years (four semesters), i.e. have a study-program scope of 120 ECTS credits.

Structure of the study program

Article 8

The master study program contains:

- the name and objectives of the study program;
- the professional, i.e. academic, title acquired upon completion of the studies;
- the knowledge, skills and competences acquired through the qualification (degree);
- the curriculum, containing a list of compulsory and elective subjects and the number of hours required for their delivery, as well as the content of the subjects;
- the credit value of each subject and of the master thesis, expressed in ECTS credits;

- the specific conditions for enrollment in the study program;
- the conditions for enrollment in the following semester, and the manner of fulfilling obligations;
- the conditions for transferring between individual modules of the study program;
- the conditions under which studies may be continued after an interruption;
- other matters of importance for the delivery of the study program (the optimal number of enrolled students, teaching coverage, cost of studies, etc.).

Article 9

The curriculum and syllabus of the master studies contains the general and specific conditions that a student must satisfy in order to acquire particular knowledge, skills and competences within the study programs, namely:

an overview of subjects (courses) systematized by: study year, semester and module, and by their belonging to compulsory common subjects and module subjects, common elective professional subjects, and elective module subjects;

- the number of hours of individual student workload per subject (course);
- the number of ECTS credits for each subject (course);
- the fund of active teaching hours;
- an overview of the organization and forms of instruction (seminars, discussion classes, practical work, etc.);
- an overview of the compulsory conditions for attending classes and taking examinations in subjects (courses);
- an overview of the structure of the master thesis, with the number of ECTS credits and the planned dates for the beginning and completion of its preparation.

Students are acquainted with the curriculum and syllabus at the beginning of the study year.

3. ENROLLMENT IN MASTER STUDY PROGRAMS

Article 10

Enrollment in postgraduate study programs is carried out on the basis of a public call for applications published by the Faculty. The Management Board of the Faculty, upon the

proposal of the Council, determines the number of students to be enrolled in the study programs. The call for applications is published before the beginning of the study year. The call for applications is published in a daily newspaper circulated in Montenegro and on the Faculty's website.

The call for applications contains the name of the study program, the number of places available, the minimum number of candidates for which the studies will be organized, the conditions of enrollment, and the enrollment deadlines.

Article 11

Candidates who have completed undergraduate studies of at least 180 ECTS credits in a corresponding scientific field are entitled to apply for enrollment in master studies.

Candidates who have completed undergraduate studies of 180 ECTS (CSPK) credits in other fields of social sciences and humanities are also entitled to apply for enrollment in master studies, provided they have worked in managerial positions in hotel management, hospitality and gastronomy for at least the previous 3 years.

If a candidate satisfies the other conditions for enrollment in master studies, he/she is obliged to pass differential examinations during the master studies.

The decision on differential examinations is made by the Council of the Faculty upon the proposal of the Dean. To prepare the proposal, the Dean forms an expert commission of three members from among the academic staff of the Faculty.

The total number of differential subjects may not exceed a scope of 30 ECTS credits.

Subject teachers in the master studies shall determine which subjects they teach are conditional upon the prior passing of differential examinations.

A candidate for enrollment must have an active command of two world languages.

A candidate for enrollment is obliged to submit an application together with evidence of meeting the conditions.

Article 12

Enrollment is carried out on a competitive basis, in accordance with the results achieved in undergraduate studies of 180 ECTS credits and the results achieved in the entrance examination, following a ranking procedure.

3.1. Entrance examination for enrollment

Article 13

The entrance examination for enrollment in master studies is taken in the following subjects:

English language;

Hotel Management or Gastronomy, depending on the module for which the candidate is applying.

Further details on the dates and content areas of the entrance examination in the above subjects shall be specified in a decision of the Council and posted on the notice board and website of the HEC Faculty.

The entrance examination is administered by a commission composed of the teachers of English, Hotel Management and Gastronomy, and the Vice-Dean for Teaching, who is also the chairperson of the commission.

The questions for the entrance examination are prepared by the relevant subject teacher. The examination is taken in the form of a test. The test indicates the number of points awarded for each question and the distribution of grades based on the total number of points earned. The test is graded by the subject teacher, who presents and explains the results to the members of the commission. The report on the results of the entrance examination is signed by all members of the commission.

The grading of the subject tests is carried out according to the grading scale adopted for examinations at the HEC Faculty:

A (excellent) – for a result of 90 to 100 points;

B (very good) – for a result of 80 to 89 points;

C (good) – for a result of 70 to 79 points;

D (satisfactory) – for a result of 60 to 69 points;

E (sufficient) – for a result of 50 to 59 points;

F (fail) – for a result below 50 points.

Grade F is a failing grade and eliminates the candidate from further scoring and ranking in that enrollment period.

A foreign national may enroll in the master study program under the same conditions and criteria as a citizen of Montenegro, subject to the prior nostrification of the diploma from the previously completed cycle/degree/level of study.

3.2. Scoring and ranking

Article 14

The scoring of academic performance during studies is carried out by assigning to the numerical equivalent of the grade-point average, according to the ECTS scale, the same number of points. The scoring of performance on the entrance examination is likewise carried out by assigning a number of points corresponding to the numerical equivalent of the grade obtained, according to the ECTS scale.

The numerical equivalents are as follows:

grade A (excellent) is equivalent to grade 10;

grade B (very good) is equivalent to grade 9;

grade C (good) is equivalent to grade 8;

grade D (satisfactory) is equivalent to grade 7;

grade E (sufficient) is equivalent to grade 6.

The total number of points (TNP) used to rank candidates for enrollment is calculated according to the formula:

$$TNP = 8 \times NEGA + NEEE1 + NEEE2$$

where: NEGA represents the Numerical Equivalent of the Grade-point Average during undergraduate studies, NEEE1 represents the Numerical Equivalent of the Entrance-Examination grade in subject 1, and NEEE2 represents the Numerical Equivalent of the Entrance-Examination grade in subject 2.

Article 15

The result of the ranking procedure is published on the Faculty's website.

A candidate who believes that the grading of the entrance examination and the ranking procedure was not carried out properly has the right to lodge a complaint with the Dean, within 24 hours of the publication of the ranking list.

The Dean's decision on the complaint referred to in paragraph 3 of this Article is issued within 24 hours of the submission of the complaint and is final.

The Council verifies the enrollment decisions.

Article 16

A candidate has acquired the right to enroll if he/she is placed on the ranking list within the number of places envisaged by the call for applications.

Candidates with the same number of points, following the completed admissions procedure, have the right to enroll under equal conditions.

A candidate who has acquired the right to enroll but has not completed enrollment within the prescribed period loses that right, and the next qualified candidate on the ranking list acquires the right to enroll in his/her place.

Article 17

The student concludes a study agreement with the Faculty, which more closely establishes their mutual rights and obligations and the amount of the tuition fee.

4. EXPERT BODIES OF THE MASTER STUDIES

Article 18

The expert bodies of the master studies are: the Council of the Faculty, the Vice-Dean for Teaching, and the Master Studies Commission.

The Master Studies Commission is composed of one teacher employed at the HEC Faculty, who also serves as chairperson, one teacher from the partner Algonquin College, one prominent manager from the tourism and

hospitality industry of Montenegro, and one teacher holding an academic title with distinguished credentials in the field of quality assurance in higher education and scientific-research work.

The Commission and the head of the master studies are appointed by the Council of the Faculty, upon the proposal of the Dean.

The Master Studies Commission provides expert assistance in the organization and management of the master studies, and in particular:

- proposes the organization of instruction;
- carries out preparations for the beginning of instruction;
- prepares proposals for teaching mentors for students after enrollment;
- proposes the amount of the tuition fee;
- prepares decisions on student petitions and complaints;
- proposes the engagement of teachers;
- monitors the delivery of the study program;
- prepares annual reports on the work of the master studies;
- proposes measures for the improvement and advancement of the master studies;
- assists the Dean in preparing research tasks of the HEC Faculty of importance for the realization of the master studies;
- assists mentors and candidates in the preparation and proposal of master theses;
- coordinates other tasks of importance for the realization of the master studies.

Article 19

Instruction in the postgraduate studies may be delivered by academic staff holding an academic title.

5. REGISTRATION AND DEFENSE OF THE MASTER THESIS

Article 20

A student chooses the topic of the master thesis after completing the second semester. The topic of the master thesis may be chosen from among the subjects of the study program.

The student first chooses the subject in which he/she wishes to write the master thesis and submits to the teacher an Initiative for defining the topic. The initiative form is provided in the annex and forms an integral part of these Rules.

On the basis of the student's initiative, the teacher agrees to define the topic for the master thesis, to act as mentor for the chosen topic, and to provide the student with the necessary instructions and assistance in preparing the topic registration for submission to the Council of the Faculty.

Article 21

For the topic chosen and agreed with the mentor, the student carries out the necessary preparations for submitting the registration to the Council of the Faculty. The registration should contain: a biography, the title and elaboration of the topic, the structure of the thesis, and a rationale.

The title of the master-thesis topic must precisely and clearly express the essential content of the master thesis.

The rationale for the master-thesis topic contains:

- a rationale for the title of the thesis;
- the subject matter and relevance of the research;
- the motive and objective of the research;
- a review of publications relating to the planned research program;
- the research task;
- the hypothesis, with a rationale;
- the methods to be applied;
- an elaboration of the content (structure) of the thesis, with the necessary rationale;
- the expected results of the research;
- a list of available literature.

The teacher/mentor in the chosen subject provides the student with the necessary assistance in preparing the rationale for the topic.

The registration and rationale for the topic are submitted on the form "Request and Form for Registration of the Master-Thesis Topic", provided in the annex, which forms an integral part of these Rules.

Article 22

The submitted registration is considered by the Master Studies Commission. The Commission, in the presence of the teacher/mentor and the Vice-Dean for Teaching of the Faculty, invites the student to present the content and rationale of the master-thesis topic.

On the basis of the comments and suggestions made during the presentation, the student prepares the final documents for the registration of the master-thesis topic and submits them to the teacher/mentor.

On the basis of the prepared registration, the teacher/mentor signs his/her consent to the registration and agrees to act as mentor for the future thesis. The student submits this consent, together with the topic registration, to the Council of the Faculty. The consent form is provided in the annex and forms an integral part of these Rules.

The Council of the Faculty gives its consent to the proposed topic and issues a decision appointing the mentor, co-mentor, and the commission for the assessment and defense of the future thesis.

A co-mentor may be appointed from institutions of higher education that have a partnership agreement with the Faculty for the delivery of study programs. The conditions for the appointment of a co-mentor are identical to the conditions for a mentor.

The assessment commission is, as a rule, also the commission for the defense of the master thesis. The commission has three members. The members of the commission are the mentor and the co-mentor for the preparation of the master thesis.

Article 23

The master thesis may be submitted only after all examinations have been passed and all other obligations envisaged by the study program have been fulfilled.

The student submits the master thesis to the Council together with a request for assessment of the thesis. The request contains:

- the registration;
- the written consent of the mentor and co-mentor confirming that the thesis contains all elements prescribed for the rationale of the topic;
- copies of the thesis (unbound) for the members of the commission and the library;
- a report from the official records on the candidate's examinations and ECTS credits.

Article 24

The master thesis should be an independent piece of work in which the master's candidate demonstrates that he/she has mastered the curriculum and syllabus of the studies, has acquired the necessary knowledge, and has become qualified to apply it.

In addition to the requirement of paragraph 1 of this Article, the master's candidate should, in the thesis, provide evidence that he/she successfully uses methods in professional or scientific work, analyzes research results, and is qualified to draw conclusions on the basis of the research tasks so carried out.

The results presented in the master thesis should contribute to:

- the systematization of scientific or professional tasks and existing solutions for a given field;
- the resolution of a current scientific or professional task set as the objective of the thesis;

- the application of existing scientific achievements in resolving a complex professional task.

The mentor and co-mentor for the preparation of the master thesis are obliged to assist the master's candidate in the selection of scientific-research methods and literature, in the preparation of the structure of the thesis, and with other professional assistance.

A mentor may independently supervise at most 6 master's candidates at the same time, or 10 master's candidates where the thesis is prepared with the assistance of a co-mentor.

Article 25

The master thesis should, as a rule, be between 60 and 80 pages in length, written on A4-format paper, and correctly formatted in terms of language, style and technical presentation, in accordance with contemporary practices, techniques and technology for the preparation of publications in the field of scientific, i.e. professional, work.

The cover of the master thesis contains the following text:

At the top: HEC FACULTY OF INTERNATIONAL TOURISM AND HOTEL MANAGEMENT

In the middle: First and last name of the master's candidate

Two lines below, in the middle: TITLE OF THE THESIS (in large, bold letters)

One line below: MASTER THESIS

At the bottom: place, year

The first inside page carries the same text as the cover.

Following the first page there should be a separate page with data and information about the master's candidate, the master thesis, the commission, and the defense of the master thesis:

DATA AND INFORMATION ABOUT THE MASTER'S CANDIDATE

- First and last name
- Name of the completed undergraduate study program and year of completion
- INFORMATION ABOUT THE MASTER THESIS
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- Name of the master study program
- Title of the thesis
- UDC, ASSESSMENT AND DEFENSE OF THE MASTER THESIS
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- UDC

- Date of registration of the master thesis
- Date of the Council session at which the topic was approved
- Commission for the assessment of the topic and the candidate's eligibility
- Mentor and co-mentor
- Commission for the assessment of the thesis
- Commission for the defense of the thesis
- Proofreader
- Date of defense
- Date of the graduation ceremony

After the page with data and information about the master's candidate and the master thesis, the following follow:

- LIST OF SYMBOLS, FIGURES AND TABLES
- PREFACE
- ABSTRACT OF THE THESIS
- SUMMARY IN ENGLISH
- TABLE OF CONTENTS
- ORIGINAL FINAL TEXT OF THE MASTER THESIS

The master thesis should include a SUMMARY in English, setting out the task, the isolated research results, the analysis, and the conclusions.

The summary is prepared in a length of 5–8 pages and is placed after the Abstract of the thesis.

Article 26

The thesis is submitted to the members of the commission for the assessment of the master thesis. One copy of the thesis is placed on display in the Faculty's library.

A notice that the master thesis has been placed on display in the library is published on the Faculty's website.

Comments on the master thesis may be submitted within 15 days of the date the notice referred to in paragraph 3 of this Article is posted.

Article 27

The commission for the assessment of the master thesis is obliged, within 30 days of receiving the thesis, to submit to the Council of the Faculty a report on the master thesis (a brief overview of the thesis: the objective set, the methods applied, the results obtained, and the conclusions concerning the research carried out), together with a concluding opinion and a proposal.

The commission also submits its response to any comments made on the thesis.

The Council considers the commission's report and issues a decision on the acceptance or rejection of the thesis, no later than 60 days from the submission of the commission's report.

Upon issuing the decision accepting the master thesis, the Council appoints the commission for the defense of the thesis.

Article 28

The accepted master thesis is submitted in seven copies, bound in hard cloth covers.

If the assessment commission or the Council of the organizational unit rejects the master thesis, the master's candidate may submit a new registration for a master-thesis topic.

Article 29

The master's candidate may proceed to the defense of the master thesis after the expiry of seven days from the date on which the Council of the Faculty issued its decision accepting the report of the assessment commission, i.e. accepting the master thesis.

The decision on the defense of the master thesis is delivered to the master's candidate and published on the Faculty's website.

Article 30

The defense of the master thesis before the commission proceeds as follows: the chairperson of the commission presents the data and information about the master's candidate and gives a brief overview of the thesis, after which the master's candidate presents a brief summary of the results and conclusions reached, and the members of the commission then put questions (in written form).

Following the procedure, the commission for the defense of the master thesis decides whether the master's candidate has successfully defended the thesis and with which grade.

In deciding on the grade, both the quality of the master thesis and the quality of its defense are taken into account.

The grade for the thesis is decided by majority vote of the commission and must be in accordance with the ECTS scale:

GRADE A – defended with outstanding success;

GRADE B – defended with above-average success;

GRADE C – defended with average success.

The master thesis may be defended only once.

A record is kept of the proceedings of the defense commission, on the master-thesis defense form.

Article 31

The master thesis is a public document and may be published after the defense.

Article 32

The master's candidate is issued a certificate confirming the date on which the submitted master thesis was received.

Article 33

The Dean sets the date of the formal graduation ceremony, at which candidates who have passed all examinations, fulfilled all other obligations under these Rules, and defended the master thesis are awarded the degree confirming completion of the master studies, together with the right to the corresponding professional, i.e. academic, title in the relevant field, in accordance with the postgraduate study program.

Pending the award of the degree, a certificate confirming completion of the master studies is issued.

Article 34

One copy of the master thesis is submitted to the Faculty's library and to the National Library of Montenegro.

The text of the defended master thesis (in PDF format) is published on the Faculty's website within 30 days of the date of the defense.

Article 35

Master's candidates who have defended their master thesis are entered in the Register of Masters of Science, kept at the Faculty.

Article 36

In addition to the cases established by law, the Council may declare void a degree confirming the acquired title of Master, where the degree was signed by an unauthorized person, or where the holder of the degree has not fulfilled all examination and other obligations in the manner and according to the procedure established by law, the Statute and these Rules.

Article 37

The Faculty may issue a new degree and diploma supplement, or replace a degree and diploma supplement, in accordance with the law.

6. FINAL PROVISIONS**Article 30**

These Rules enter into force on the eighth day from the date of their adoption by the Council and their publication on the Faculty's website.