



## **RULES OF STUDY FOR UNDERGRADUATE STUDIES**

*Miločer, June 2013*

The Scientific-Teaching Council of the HEC Faculty of International Management in Tourism and Hotel Industry, pursuant to Article 46 of the Statute of the HEC Faculty, and in accordance with Article 82 of the Law on Higher Education ("Official Gazette of the Republic of Montenegro" No. 60/03), at its 2nd session held on 05 June 2013, adopts the following:

## **RULES OF STUDY FOR UNDERGRADUATE STUDIES**

### **GENERAL PROVISIONS**

#### ***Article 1***

These Rules more closely regulate the organization and delivery of undergraduate studies, student progression during studies, evaluation of student work, the awarding of degrees and diplomas, the issuing of study documents, as well as other matters of importance for the realization of undergraduate (first-cycle) studies at the HEC Faculty of International Management in Tourism and Hotel Industry in Miločer (hereinafter: the Faculty).

Attached to these Rules are certain printed forms/annexes which form an integral part thereof.

#### ***Article 2***

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

### **II ORGANIZATION OF STUDIES**

#### ***Article 3***

Studies at the Faculty are organized and carried out on the basis of the accredited study program for applied undergraduate studies in tourism and hotel management for which the Faculty is accredited.

Study programs are divided into years of study and semesters.

In accordance with ECTS, the scope of a study program amounts to 60 ECTS credits per study year, i.e. 30 ECTS credits per semester. One credit corresponds to 30 hours of student work.

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.) and the time needed for study in preparation for assessment and grading (tests, mid-term examinations, final examination).

By a special decision, the Scientific-Teaching Council of the Faculty determines the ratio between one hour of instruction and the number of hours required for individual student work, which is valued as one credit point.

#### **Duration of studies**

#### ***Article 4***

Undergraduate studies within applied study programs, leading to the degree of applied undergraduate studies, last three study years, i.e. 180 ECTS credits.

#### ***Article 5***

A student who has passed all examinations envisaged for the enrolled study program and has fulfilled all other obligations prescribed by the Statute of the Faculty and these Rules acquires an undergraduate (Bachelor) degree in the corresponding study program.

Together with the undergraduate degree, a diploma supplement is also issued, for the purpose of providing detailed insight into the level, nature, content, system and rules of study, and the results achieved during the studies.

#### **Structure of the study program**

#### ***Article 6***

The study program contains the general and specific conditions that a student must satisfy in order to acquire a given body of knowledge, namely:

- an overview of compulsory and elective subjects (courses) by study year and semester;

- the number of hours of individual student workload per subject (course);
- the number of ECTS credits for each subject (course);
- other forms of instruction intended for the acquisition and development of professional knowledge and skills (seminars, thematic clinics, discussion classes, practical work, etc.);
- an overview of the compulsory conditions for attending classes and taking examinations in subjects (courses);
- an overview of modules and blocks, where instruction is organized in such a manner;
- the final thesis or final examination of the studies, where these are planned.

The final thesis, i.e. the final examination of the studies, is valued at a maximum of 15 ECTS credits.

The study program is presented in the form of tables and diagrams.

Information about a subject (course) includes:

- the name of the subject (course) and the corresponding code (identification) for easier identification of the subject (course);
- a brief description of the subject (course) syllabus (Description) enabling students and other potential partners to understand its content;
- an assessment of the level of the subject (course level), meaning a clear indication of the prerequisite knowledge required, listing the subjects (courses) that must be passed beforehand, and a recommendation of the literature to be used in preparing for the set objectives and the same professional literature;
- an indication of whether the subject (course) is compulsory or elective;
- the name(s) of the teacher(s) and associate(s) (Teaching staff);
- the duration of instruction (Length) – year of study, semester, number of weekly hours, and the place of the subject (course) within the overall study structure diagram;
- the teaching and learning methods – lectures, consultations, exercises, laboratory exercises, seminars, field work and the like, with the number of weekly hours and the total number of weeks of duration of a given activity;
- the manner and duration of examinations (Assessments) – forms of knowledge assessment during instruction, their frequency and the evaluation of practical work and other forms of individual work (seminar papers, projects, etc.), and the manner and dates of examinations;
- a special indication of subjects (courses) taught in a foreign language (The language);
- the ECTS credits allocated to a given subject (course) (ECTS credit allocation), in accordance with the general ECTS provisions, indicating the number of points for the essential activities envisaged by the subject (course) syllabus (laboratory work, field work).

## Organization of instruction

### *Article 7*

The study year is organized into two semesters: winter and summer.

The start and duration of the semester is determined by the Scientific-Teaching Council of the Faculty.

Instruction in the winter semester begins in September and ends in December of the current year.

Instruction in the summer semester begins in February and ends in May of the current year.

The delivery of the study program in one semester lasts 16 weeks, of which the last week is intended for the final examination.

Resit examinations are organized in January and June.

The exact calendar for the organization and delivery of study programs for the study year is determined and published by the Scientific-Teaching Council of the Faculty no later than 60 days before the start of instruction, according to the established schedule.

### *Article 8*

Instruction is organized and carried out according to the established class schedule.

The teacher and teaching associate are obliged to record student attendance at lectures and exercises.

The Faculty is obliged to publish the class schedule no later than 7 days before the start of instruction.

The class schedule contains: the name of the study program, the study year, the name of the subject (course), the time (day, hour) of the class, the place (room, laboratory) where the class is held, the teachers, and any other instructions concerning the instruction.

For each subject (course), the subject teacher determines a work plan and is obliged to submit it to the Vice-Dean for Teaching of the university unit no later than eight days before the start of lectures.

The subject teacher is obliged to acquaint the students with the work plan for the subject (course) at the first class. Students are entitled to a written excerpt of the work plan.

When establishing the plans, care must be taken to coordinate the dates of mid-term examinations and final examinations so that two mid-term examinations or two examinations are not held on the same day; the Vice-Dean for Teaching of the university unit is responsible for this.

Mid-term examinations are organized within the time slots established for instruction in the subjects for which mid-term examinations are envisaged.

Tasks intended for the individual work of a student (seminar papers, homework, projects, etc.) must be evenly distributed throughout the semester. The total scope of these tasks must be aligned with the workload envisaged for the subject, in accordance with ECTS.

The teacher and teaching associate are obliged, during the course of instruction, to assist students in preparing independent assignments and preparing for examinations by organizing consultations. The times and schedule for consultations should be aligned with instruction so as to be accessible to students, by posting the schedule on the notice board.

A change to the class schedule and work plan during instruction is, as a rule, not permitted. Should the need for a change arise (due to a teacher's illness or similar), the Vice-Dean for Teaching of the organizational unit shall determine the times for make-up classes.

#### ***Article 9***

By decision of the Scientific-Teaching Council of the Faculty, instruction may be organized as mentoring instruction, also for a smaller number of students.

This decision specifies the teaching workload relating to mentoring instruction. The number of students in individual elective subjects (courses) may not exceed 40.

#### ***Article 10***

Certain forms of instruction may be organized in the form of "distance learning" (distance learning, virtual teaching), but examinations must be held at the seat of the institution.

Practical work and professional placement may be organized and carried out either as an integral part of regular instruction or as a separate unit.

### **Registration of subjects (courses) and records**

#### ***Article 11***

A student registers the subjects (courses) he/she wishes to attend and take in the upcoming study year two weeks before the start of instruction in the winter semester, and for the first study year, after enrollment.

The choice of subjects (courses) is made up to a workload of 30 ECTS credits per semester and 60 ECTS credits per year, except in cases where these Rules provide otherwise.

A student may register to attend subjects (courses) not yet passed from previous semesters, as well as subjects (courses) from the following study year for which he/she has fulfilled the conditions envisaged by the rules of the study program.

Upon expiry of the deadlines envisaged for the registration of subjects (courses), lists of students by subject (course) for the upcoming study year are compiled and published on the notice board of the organizational unit for each study program and subject (course). Subjects (courses) that a student has registered may not be changed after their verification.

Data on the registered workload are entered into the student's record card. The form and content of the student's record card is determined by a special act of the Scientific-Teaching Council of the Faculty.

## Repeated registration of subjects

### *Article 12*

A student registers for repeated attendance of instruction in subjects (courses) that he/she has not passed in previous study years. The workload for repeated subjects for a full-time student may amount to at most one third of the total number of ECTS credits in the study year.

If the organization of repeated attendance requires a change to the class schedule or other specific conditions, the Scientific-Teaching Council of the Faculty shall determine in a timely manner the manner and conditions of organizing instruction.

In the event of a change to the study program or subject (course), a student repeating attendance is obliged to accept the changes made.

## Verification of the semester and year

### *Article 13*

At the end of the semester and study year, the student's record card is verified, by entering the total number of ECTS credits earned per semester.

Verification of the semester and year is compulsory for all students.

On the basis of the verified semester and year, the number of ECTS credits earned by the student is confirmed, thereby enabling the student to exercise the prescribed student rights.

## Evaluation of instruction

### *Article 14*

Monitoring of the success of instruction is carried out through student surveys.

The survey is anonymous.

The student representative and the Vice-Dean for Teaching of the organizational unit are responsible for conducting the survey. Other members of the academic staff and students designated by the Dean may also take part in conducting the surveys.

The survey monitoring the success of instruction is conducted during each semester (winter and summer) for each study year.

The decision on conducting the survey, its content and the manner of processing it, is made by the Scientific-Teaching Council of the Faculty.

A teacher elected for the first time to an academic title, as well as a teacher teaching a given subject (course) for the first time, has the right to request that data concerning the first year of his/her teaching not be entered into the file.

The Dean of the organizational unit is obliged to invite for an interview a teacher whose ratings are significantly below average, to point out the shortcomings to him/her, and to communicate recommendations for eliminating those shortcomings.

The Scientific-Teaching Council of the Faculty is obliged to organize a council session at which the results of the student survey will be analyzed.

## III PROGRESSION DURING STUDIES

### Student status

#### *Article 15*

Student status is acquired upon enrollment in the corresponding study program.

Upon enrolling in a study year, a student opts for the envisaged portion of the study program amounting to 30 ECTS credits per semester, i.e. 60 ECTS credits per year. Exceptionally, a student who has completed all obligations from the previous year may enroll for up to 80 ECTS credits. A student may exercise this right with the approval of the Dean of the Faculty, starting from the second year.

#### ***Article 16***

A student who has registered at least two thirds of the total number of ECTS credits for the first time in a given study year is considered a full-time student with respect to the exercise of rights for which this status is a prerequisite.

There is no difference between students with respect to rights and obligations in instruction.

#### ***Article 17***

Full-time student status may be retained until the undergraduate degree is obtained, provided that the student regularly attends studies and passes examinations.

Full-time student status is also recognized for a student, a citizen of the Republic, who transfers from another university, provided that he/she meets the prescribed criterion for that status. In such a case, the time of study at the other university is counted towards the total duration of studies.

A full-time student holding officially verified elite-athlete status may be granted approval to complete the study program under special conditions, as determined by the Scientific-Teaching Council of the Faculty.

### **Mobility within the University**

#### ***Article 18***

A student may be allowed to transfer from one study program to another, under conditions determined by the Scientific-Teaching Council of the Faculty.

The right to change a study program may be exercised before the start of instruction.

A request for a change of studies or study program must be accompanied by documents on the results achieved in the studies, i.e. the study program, from which the student is transferring. The time of study in the study program from which the student is transferring is counted towards the total duration of studies.

#### ***Article 19***

A student who has passed an examination in another study program is recognized for that passed examination, if the subject (course) in which the examination was passed corresponds, in its content and scope, to the subject (course) enrolled by the student, as evidenced by documents prescribed under the ECTS rules.

If the subject (course) in which the examination was passed approximately corresponds, in its content and scope, to the subject (course) enrolled by the student, the subject teacher may recognize the examination in full, if he/she assesses that the student has, through the syllabus covered and the examination passed, acquired knowledge and skills sufficient for familiarity with the examination.

By recognizing an examination, the grade with which the student was assessed in that examination is also recognized, in accordance with the grading rules of the Faculty. The number of credits for a recognized examination is determined in accordance with the ECTS rules.

The decision on transfer and recognition of examinations is issued by the Dean of the Faculty, upon the proposal of the Vice-Dean for Teaching.

The decision on subsequent enrollment is issued by the Dean of the Faculty.

### **Mobility between universities**

#### ***Article 20***

A student has the right, during the course of studies, to spend a certain period (a semester or a study year) at another higher-education institution in the country or abroad, through international student exchange programs (SOCRATES, ERASMUS, DAAD, and the like) or on the basis of bilateral agreements between faculties.

In accordance with the agreement concluded between the student and the Faculty, the number of credits achieved is recognized.

Student exchange does not imply the issuing of a diploma, i.e. the acquisition of a degree, by the faculty at which the student is staying, unless the issuing of a joint diploma, i.e. the recognition of a degree, is regulated by an agreement between the faculties.

#### ***Article 21***

A request to stay at another higher-education institution must be accompanied by the original documents prescribed by the ECTS rules for a change of place of study, namely:

- Student Application Form;
- Agreement on study at the other higher-education institution;
- Transcript of Records;
- Information Package.

Tasks relating to the administrative and academic aspects of ECTS (informing students, assisting in the preparation of documents, communication between the home organizational unit and the host institution, assisting with the integration of visiting students into the educational program) are performed by the ECTS coordinators of the study programs at the faculties.

#### ***Article 22***

A student who has stayed at another faculty may return to the study program at the Faculty which he/she originally began. The provisions of these Rules apply to his/her status.

### **Suspension of student status**

#### ***Article 23***

The rights and obligations of students may be suspended.

Upon cessation of the reasons for which suspension was requested, the student continues his/her studies in accordance with the applicable study program.

#### ***Article 24***

The rights and obligations of students are suspended:

- during military service;
- if the student, as a military conscript, has been called up for continuous service for a period of at least one semester;
- during a female student's pregnancy and until the child reaches one year of age;
- due to continuous hospital treatment lasting at least one semester (evidenced by a certificate);
- if the student enrolls in the same study program of the Faculty abroad, following the procedure prescribed by the ECTS rules on enrollment at another university;
- for other special reasons of a personal nature, which must be assessed on a case-by-case basis.

A request for suspension of rights and obligations is submitted before the suspension begins, and after enrollment in the study year in which that right will be used. Exceptionally, a request for suspension on the grounds of hospital treatment, pregnancy or another duly justified reason may be submitted during the course of the study year.

The decision on the suspension of a student's rights and obligations, upon the student's request, is issued by the Dean of the organizational unit.

### **Continuation of studies after exclusion**

#### ***Article 25***

After the period for which he/she was excluded has expired, a student has the right to continue his/her studies.

The decision on a student's request to continue studies is issued by the Dean of the Faculty.

If a student is granted re-enrollment, he/she may enroll at the start of the following study year and is obliged to continue his/her studies according to the study program in force in the study year in which he/she resumes studies.

## **IV EVALUATION OF STUDENT WORK**

### **Monitoring of student work**

#### ***Article 26***

The work and knowledge of students is monitored and assessed continuously during the semester and at the final examination.

The subject teacher is obliged, at the first class, to acquaint students with the forms of monitoring their work, the dates of assessment, the nature and content of the final examination, the structure of the total number of points, and the manner of forming the grade.

Students are awarded points for each separate form of monitoring of work and assessment of knowledge, in accordance with the ECTS rules.

The teacher is obliged to publicly announce to students the results regarding the number of points earned after each assessment, as well as the total number of points earned by the student, at the beginning of instruction.

In the structure of the total number of points, at least 50% must be allotted to activities and knowledge assessments during the semester.

At the student's request, the teacher is obliged to provide a detailed explanation of the assessment of his/her work.

#### ***Article 27***

The Scientific-Teaching Council of the Faculty determines more lenient rules of study, subjects, and additional conditions that a student must fulfill as a prerequisite for attending lectures and taking examinations in individual subjects (courses) in the current study year.

### **Final examinations in subjects (courses)**

#### ***Article 28***

The subject teacher is obliged, at the first class, to acquaint students with the manner of taking the final examination (written, oral) and the dates for its administration (regular and resit).

The final examination may be valued, in the structure of points, at a maximum of 50% of the total number of points.

After the end of the semester, an additional examination period (resit) is organized.

The resit examination is organized in a period of 10 to 30 days after the final examination in that subject has been held.

### **Grading**

#### ***Article 29***

The subject teacher enters the results of the monitoring of the student's work and knowledge during instruction into the student's work card.

After the end of instruction and the completed examination, the teacher determines the total number of points earned and forms the final grade for each student. The teacher enters the total number of points earned and the final grade into a joint list of students and submits it to the Vice-Dean for Teaching of the Faculty. Grades verified by the Scientific-Teaching Council of the Faculty are entered into the student's record card.

Grading and evaluation are carried out in accordance with the ECTS scale of grades: A, B, C, D, E and F.

The passing grades are: A, B, C, D and E, and according to the ECTS scale have the following meaning:

- A – Excellent (outstanding performance with only minor errors);
- B – Very good (above average, with some errors);
- C – Good (average, with noticeable errors);
- D – Satisfactory (generally good, but with significant shortcomings);
- E – Sufficient (meets the minimum criteria);
- F – Fail (considerably more work is required).

#### ***Article 30***

In a generation of more than 20 students who have successfully completed all envisaged forms of knowledge assessment and passed the examination, the grade structure should correspond to a normal distribution.

According to the ECTS rules, a normal distribution of grades envisages the following structure:

- GRADE A – approximately 10% of the total number of students;
- GRADE B – approximately 25% of the total number of students;
- GRADE C – approximately 30% of the total number of students;
- GRADE D – approximately 25% of the total number of students;
- GRADE E – approximately 10% of the total number of students.

If the grade structure deviates significantly from the normal distribution, the Scientific-Teaching Council of the Faculty may align the examination results with the ECTS grading scale and carry out the distribution of grades on the basis of the total number of points earned.

### ***Article 31***

Examinations and all forms of knowledge assessment are public.

If an examination is organized orally, the examining teacher shall enable students to attend the examination. In addition to the candidate and the examining teacher, the oral examination must be attended by at least one further person from among the students or teachers.

If an examination is organized in writing, the teacher informs students of the aids they may use during the examination.

### ***Article 32***

The taking of mid-term examinations and the final examination is organized in regular and resit sessions.

Regular and resit sessions for mid-term examinations are organized within the periods envisaged for instruction.

The regular session for the final examination is in the 16th week of instruction.

For students who did not sit the final examination in the regular session, or who did not pass it, or who are not satisfied with the grade obtained at the final examination in the regular session, a resit final examination is organized. The final examination is organized between semesters, lasting three weeks, at a time determined by the Scientific-Teaching Council of the Faculty at the beginning of the study year.

### ***Article 33***

The teacher is obliged to inform students of the result of an oral final examination immediately after the examination has been held (passed or not passed), and is obliged to announce the final grade within two days of the final examination. The results of a written final examination and the final grades are announced within five days of the date of the examination, by posting on the Faculty's notice board or in another appropriate manner.

If the teacher is prevented from announcing the examination results within the period referred to in the preceding paragraph, the announcement of the examination results may be made by the teaching associate.

If a student has been assessed with the grade (F) – Fail, the teacher is obliged, at the student's request, to acquaint him/her with the shortcomings of his/her work.

If fewer than 50% of the students who regularly attended instruction and sat the final examination have passed it, the teacher is obliged, before the resit final examination is held, to organize consultations with the students.

### ***Article 34***

A student has not passed the examination if he/she has not earned the minimum number of points required by the teacher for a passing grade.

If, in the resit session as well, the student has not earned the minimum number of points required for a passing grade, the student has "lost" the subject (course) and must register for repeated attendance of instruction in that subject in the following study year.

### ***Article 35***

If a student believes that he/she has been disadvantaged in the conduct or grading of the final examination, he/she has the right to request that the examination be retaken before a commission.

A request for the examination to be retaken is submitted to the Dean within 24 hours of the grade being announced.

If the Dean of the organizational unit assesses the request as justified, he/she issues a decision, with which the subject teacher and the student are informed. The decision establishes the obligation to repeat the examination within 3 days and appoints an examination commission.

The examination commission consists of subject teachers from the same or related fields. The subject teacher may not be the chairperson of the commission. The commission decides by majority vote.

The decision of the commission is final.

#### ***Article 36***

In the event that the subject teacher is prevented from holding the final examination, the organization and holding of the final examination is entrusted to another teacher from the same or a related field, or to a commission appointed by the Dean of the Faculty.

The commission has at least three members. Teachers from the same or related fields may be appointed to the commission.

The commission decides on the grade by majority vote.

The decision of the commission is final.

The provisions of Article 34 of these Rules apply accordingly to the announcement of grades by the commission for an oral or written final examination.

The commission submits the record of the examination proceedings and the grade to the Dean of the Faculty.

### **Final thesis**

#### ***Article 37***

The final thesis represents an independent professional treatment of a given problem.

The topic of the final thesis is chosen from among the subjects contained in the study program.

Through the final thesis, the student demonstrates that, on the basis of the knowledge acquired during studies, he/she has mastered the assigned topic, that he/she has treated the topic according to the prescribed methodology, and that he/she knows how to use, and correctly cite, professional literature and terminology.

Possible topics for final theses are proposed by subject teachers. Exceptionally, a student may be approved a topic for the final thesis that he/she proposes independently, following prior consultation with the teacher with whom he/she wishes to write the final thesis.

Basic literature is indicated alongside each topic of the final thesis.

#### ***Article 38***

The final thesis is registered with the competent service of the Faculty.

A student acquires the right to register a final thesis when the workload from subjects (courses) together with the workload envisaged for the final thesis does not exceed 30 ECTS credits.

The final-thesis registration includes the following information: working title of the topic, subject (course), date of registration, and the mentor's signature.

The completed and signed registration is verified and placed in the student's file.

#### ***Article 39***

In a study year, a teacher may take on a maximum of 10 final theses for study programs in the social-science field.

#### ***Article 40***

A student may change the topic of the final thesis once, and this at the latest within 30 days of the date on which the first topic was approved.

#### ***Article 41***

The student writes the final thesis independently.

The teacher is obliged to monitor the student's work, assist him/her with advice, and guide him/her in the selection of literature.

#### ***Article 42***

The student forms a concept for the final thesis. The concept is submitted to the teacher for review. The student is obliged to act in accordance with the teacher's instructions and comments; otherwise the work is returned for further revision.

The teacher is obliged to review the work and return it with comments no later than three weeks from the date the work was submitted.

#### ***Article 43***

After passing the last examination, the student may, within 10 days, check with the competent service of the Faculty for any discrepancies in his/her personal record card.

The student submits three copies of the final thesis to the Faculty's student service.

After the required number of copies of the thesis has been submitted, upon the mentor's proposal, the Dean or Vice-Dean of the Faculty forms a commission and schedules the defense.

The commission is composed of the mentor, a chairperson, and at least one member, as a rule a teaching associate for the subject in which the thesis was written.

Information on the defense is published on the Faculty's notice board. At least 5 days must pass between the submission of the thesis and its defense.

The cover page of the final thesis contains the following text:

At the top:

- HEC Faculty of International Management in Tourism and Hotel Industry – Miločer
- \_\_\_\_\_ organizational unit – location

In the middle:

- Student's first and last name
- Title of the thesis
- Subtitle: FINAL THESIS

At the bottom:

- Place, year

#### ***Article 44***

First inside page

At the top:

- HEC Faculty of International Management in Tourism and Hotel Industry – Miločer
- \_\_\_\_\_
- Faculty – location

In the middle:

- Title of the thesis
- Subtitle: FINAL THESIS

One line below (left):

- Subject
- First and last name of the mentor

One line below (right):

- First and last name of the student
- Field of study
- Student ID number

At the bottom:

- Place, month, year

The content of the thesis is presented through the following chapters: 1. Introduction; 2. Table of contents; 3. Body of the thesis, divided into logical chapters and sub-chapters. At the end of the thesis, conclusions are given, along with a list of references and sources in accordance with the adopted standard, and a list of appendices, tables, figures, diagrams, and the like.

#### ***Article 45***

The defense of the final thesis consists of an oral presentation of the results of the thesis and its rationale, of the conclusions reached, comments by the members of the commission, as well as answers to questions put by members of the commission concerning the results of the thesis and its conclusions.

If a student does not satisfy the requirements at the defense of the final thesis, he/she has the right to request approval to choose a new topic within the same or another subject.

The final thesis and its defense are assessed with a single grade, from “Excellent” (A) to “Fail” (F).

The grade is decided by majority vote of the members of the commission.

## **V STUDY DOCUMENTS**

### **Diploma**

#### ***Article 46***

The diploma for completed undergraduate studies is signed by the Dean of the Faculty.

The diploma is presented at a formal graduation ceremony.

### **Other documents**

#### ***Article 47***

At the student’s request, other study documents are also issued, confirming the student’s status and other rights during the course of studies. Students submit all petitions and requests in written form to the competent service of the Faculty.

### **Student card**

#### ***Article 48***

The Faculty may issue a student card as proof that a person is registered as a student of the Faculty, which provides him/her with:

- access to all premises in which the Faculty’s student programs take place;
- use of libraries and computer classrooms, unless special registration rules are envisaged;
- access to sports and other facilities available to the Faculty.

The detailed conditions for the issuing and use of the student card are determined by the Faculty’s Management Board by a special decision.

## **VI TRANSITIONAL AND FINAL PROVISIONS**

### **Application of the Rules**

#### ***Article 49***

These Rules apply from the generation of students enrolling in the first year at the Faculty in the 2013/2014 study year.