

In compliance with Article 65 of the Law on Higher Education (Official Gazette of RS, no. 88/2017, 27/2018 and 73/2018, 27/2018 - second law and 73/2018, 27/2018 – second law, 11/21 authentic interpretation, 67/21 и 67/21 – second law, Article 20 of the Rule Book on the admission to the study programme of the University Of Niš (Official Gazette of the University of Niš) and Article 120 of the Statute of the Faculty of Economics, the Academic Council at the session held on October 31, 2024. year adopts the following

## **RULEBOOK**

### **on the organization and implementation of the Economics study programme of undergraduate academic studies in English**

#### **Article 1**

The Faculty of Economics at the University of Niš (hereinafter referred to as the Faculty of Economics in Niš) has completed accreditation for the organization of lectures in Serbian and English within the Economics study programme of the undergraduate academic studies for obtaining the academic title – an economics graduate.

#### **Article 2**

The study programme Economics of undergraduate academic studies in English is implemented in compliance with the Law on Higher Education, the Statute of the Faculty of Economics, and the Rule Book on the organization and implementation of the Economics study programme of undergraduate academic studies and in English of the Faculty of Economics in Niš (hereinafter referred to as the Rule Book).

The Rule Book determines the special principles of the organization and implementation of the Economics study programme of undergraduate academic studies in English at the Faculty of Economics in Niš, in compliance with the general acts of the University of Niš and the Faculty of Economics in Niš.

#### **Article 3**

Teaching and exams in subjects implemented within the Economics study programme of undergraduate academic studies in English takes place in the Faculty's premises.

#### **Article 4**

The Economics study programme of undergraduate academic studies in English at the Faculty of Economics in Niš, in compliance with the accredited study programme, lasts four years or eight semesters of teaching, implemented in the form of:

- 1) lectures and practical coursework,
- 2) other forms of active learning (seminars, case studies),
- 3) individual student work (presentation, term papers, internship).

### **Article 5**

The total students' workload during the implementation of the Economics study programme in English is 240 ECTS (European Credit Transfer System) credits or 60 ECTS points per academic year. Teachers and associates of the Faculty who have obtained academic titles in relevant narrower scientific fields also teach economics in English, in accordance with the accreditation for teaching in English.

The Academic Council of the Faculty plays a vital role in the selection of teachers and associates for English-taught courses. The selection process is based on proposals from the relevant departments, with the prior consent of the teacher and associates. The Council requires that all teaching activities be conducted solely in English, as per the accredited study programme, to maintain a consistent and high standard of English-taught courses.

At the commencement of the academic (school) year, teachers and associates involved in English-medium instruction affirm a positive consent statement to conduct teaching activities in the English language.

Literature for teaching and preparing exams in studies in English should contain references in English.

### **Article 6**

Citizens of the Republic of Serbia and foreign citizens can enroll in the first year of the Economics study programme in English under equal conditions.

### **Article 7**

The maximum number of students eligible for enrollment in the first year of the Economics programme conducted in English must adhere to the prescribed limit stipulated by the work permit authorized by the Ministry of Education of the Republic of Serbia.

### **Article 8**

The English adaptation of the Economics study programme has been customized to meet the specific requirements of this academic course, as directed by the Academic Council upon the recommendation of the Dean.

### **Article 9**

At the beginning of the calendar year, the Faculty announces an invitation to register candidates, foreign citizens, interested in studying and enrolling in the Economics study programme in English. Candidates are registered by submitting an application form (located on the Faculty's website), a photocopy of their passport and documents on previous education.

Registration of candidates is charged in accordance with the Price List of services provided by the Faculty to foreign students studying in English.

### **Article 10**

Candidates who have registered must pass a pre-entrance exam in a subject determined by the Academic Council of the Faculty at the beginning of the school year. The pre-admission exam can be taken outside the Faculty's headquarters, through electronic means of communication, in written English.

Registered candidates who have passed the pre-admission exam and paid 50% of the tuition fee are entitled to conditional enrollment, which entails obtaining documents for regulating residence and studies in the Republic of Serbia (invitation letter, visa certificate, temporary residence certificate).

After receiving documents for the regulation of residence and studies in the Republic of Serbia, candidates are obliged to submit a request for recognition of a foreign public document on previous education to the Agency for Qualifications of the Republic of Serbia (ENIC/NARIC). The request can also be submitted electronically.

The ranking list for admission of candidates will be determined by evaluating their overall performance in higher education. Once finalized, the list will be displayed on the notice board of the Faculty and also published on the official website for easy access.

#### **Article 11**

The University of Niš announces the competition for admission to the first year of the Economics study programme in English based on the faculty proposal, which includes the number of students to enroll, conditions and detailed criteria for enrollment, criteria for scoring and ranking candidates, required documents for enrollment, and the tuition fee. Depending on the indicated needs, the Faculty of Economics may also announce a competition. Candidate application deadlines and entrance exams are determined by the general provisions of the competition and implemented in two terms, June and September.

The enrollment competition and entrance exam can be conducted at a different time than usual if required.

#### **Article 12**

Candidates can enroll in the first year of the Economics study programme in English according to the regulations set by the Law on Higher Education of the Republic of Serbia, the Admission Rule Book of the University of Niš, the Statute of the Faculty of Economics, and this specific Rule Book.

Serbian and foreign citizens who have four-year secondary education can apply for enrollment in the first year of the Economics study programme in English.

The candidate - a foreign citizen, when applying for the competition, submits a decision on the recognition of a foreign public document on previous education, or a confirmation that the recognition procedure has been initiated at the Agency for Qualifications of the Republic of Serbia.

Persons who possess a foreign document on previous education must start the recognition process no later than 15 days before the deadline set by the Faculty for applying to the competition.

Foreign documents submitted to the Agency for Qualifications of the Republic of Serbia after these deadlines allow enrollment only in the following school year.

When applying for enrollment, candidates must provide a suitable English language proficiency certificate or take an English language exam (both written and oral) administered by a committee appointed by the Dean of the Faculty.

After obtaining the necessary documents (visas, decisions on temporary residence, certificates/decisions from the Agency for Qualifications of the Republic of Serbia), in accordance with positive legal regulations, candidates take the entrance exam in the premises of the Faculty.

The total number of applicants for the entrance exam and the exam location will be published on the Faculty of Economics' website two working days before the entrance exam date.

The entrance exam is conducted in the presence of representatives of the Committee on Entrance Examination.

The Academic Council of the Faculty appoints the Committee on Entrance Examination for the Economics study programme in English.

The representative of the Committee on Entrance Examination meticulously verifies each candidate's personal documents to ensure a fair and thorough admission process and oversees the entrance exam in line with Article 7 of the University of Niš' Rule Book on student admission to study programmes.

After the entrance exam, the Faculty will compile and release the final list of candidates based on their academic performance and success in the entrance exam as specified in the competition call.

Candidates can submit an objection to the regularity of the entrance exam and their ranking on the final list to the Student Admissions Committee within 36 hours. Upon the Committee's proposal, the Dean submits the decision on the objection within 24 hours of complaint admission.

After the completion of the procedure based on received objections, the faculty determines and publishes the final ranking list of all candidates with the total number of points obtained according to all criteria. The final ranking list is the basis for enrolling candidates.

After completing the appropriate academic legal procedure, as well as receiving a positive decision from the Qualifications Agency of the Republic of Serbia (ENIC/NARIC) on the validity of the submitted documents of the applicants, the Faculty of Economics performs the enrollment of students. Enrollment implies that all the necessary conditions for candidates to enroll in Basic academic studies in English as self-financing students have been met.

The dean of the faculty concludes the contract with the students who have acquired the right to enroll and hands over the indexes.

A foreign citizen enrolled in the study programme Economics in English pays school fees during the entire education.

### **Article 13**

If the decision of the Agency for Qualifications of the Republic of Serbia is negative, the candidates do not have the right to apply to the Faculty of Economics, and the Faculty has no obligation to return the funds paid up to that time in the name of tuition fees.

### **Article 14**

Students from other economics faculties who have partially completed their study programme in English can transfer to the Economics programme in English at the Faculty of Economics in Niš without taking an entrance exam to earn the academic title of an economics graduate, only if

- they have accumulated at least 60 ECTS points from other academic study programmes;
- they submit a transfer request no later than the deadline for admission to the following school year, and
- they submit a request for transfer along with a request for recognition of the exam and documentation from Article 8 of the Rulebook on admission of students to study programmes at the University of Niš

The Dean of the Faculty appoints a Committee to assess if a student has met the requirements for exam recognition and admission. Based on the Committee's recommendation, the Dean decides on the

fulfillment of transfer criteria, recognition of exams, study programme obligations, requirements for further studies, and the student's status.

**Article 15**

This Rule Book enters into force on the eighth day after it is published on the Faculty's website.

Niš, 31.10.2024.

Dean of the Faculty of Economics

Prof. Vladislav Marjanović, PhD