

# **Pan-European University**

Multidiscipline & Virtual Studies



**Banja Luka**

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## **STATUTE**

*Pan-European University*

**“APEIRON”**

*Banja Luka*

Banja Luka, July 2011



**PAN-EUROPEAN UNIVERSITY**

**"APEIRON"**

*Pan-European University for Multidiscipline & Virtual Studies*

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In compliance with Law on Higher Education (Official Gazette of the Republic of Srpska, No. 73/10 and 104/11) and Agreement on Establishment of Pan-European University Banja Luka, University Senate at its 63<sup>rd</sup> meeting held on 14.07.2011. b r i n g s

# **S T A T U T E**

## **PAN-EUROPEAN UNIVERSITY**

### **I BASIC PROVISIONS**

#### **1. Vision, mission and objectives of Pan-European University**

##### **Mission statement**

Pan-European University "APEIRON" establishes its vision of the future on assumptions of society in the process of change, reformation and transition towards the civil democratic society, characterized by parliamentary pluralism, rule of law, the reign of law and market economy with domination of private ownership. There is no doubt that this new era needs the new profound knowledge, which primarily means a step forward from the present cultural and civil environment towards a new view of the world and a different approach to the economy, legal system, health care, information dissemination and gaining knowledge. A holistic approach to the phenomenon of "good" for each individual means promoting its individual and family health, democratization of knowledge, free will and responsibility, ensuring the quality of life and the integration of the individual with its social environment, family and local community. Within these tasks, Pan-European University tries to take the responsibility of the educator.

University with the slogan *"School of European knowledge"* is based on the experience of socially and economically successful and technologically developed countries. This means that the process of learning and educational standards should create personnel trained in multidisciplinary fields with operative knowledge and with the focus on the development of students' creative abilities.

The social mission of the university is to educate future personnel and leaders capable of creating sustainable social, economic and technological strategy of the country, valuing human resources that will qualify the young academic generation to face its civil and economic environment and the challenges of the future.

Therefore, we support mentoring dialogue education system designed as a creative workshop of the teaching staff that has the scientific and pedagogical competence, as well as the experience from the practice.

Education of students is conducted by applying contemporary standards in the system of evaluation, studies organization, didactic methods and curricula based on the best practices and traditions of American colleges, European universities and principles of reformation initiated by the Bologna process of restructuring the European system of higher education.

The optimal number of subjects is defined, a student is enabled freedom and initiative independently to select optional and elective courses within multidisciplinary study programs, in other words to acquire additional knowledge and skills within the vocational academies, institutes and functional academic units of the university, individualizing and designing their own study in accordance with the changes in their social environment.

Study programs at Pan-European University are focused on the acquisition of knowledge that will qualify students for jobs in high-tech environments requiring the understanding of processes and systems management capabilities that have the "target" of intelligence, but also the initiative, entrepreneurship, the ability of the associates psychological evaluation and implementation of work groups and teams, decision-making abilities in shortage of time, the opportunity to continue lifelong learning, the ability to recognize and focus on relevant information in the abundance of information and pollution, the ability of processing multiple simultaneous tasks and the ability of creative knowledge and practice integration.

For the purposes of education and scientific and academic research development, we employ the personnel with scientific dignity whose competence coefficient corresponds to their knowledge, ability and willingness to take risks and responsibility for their own lives as well for the restoration of their local and global communities by transforming the community into "*society of knowledge*" and "*society of learning*".

Therefore, the determination of Pan-European university is to develop a multidisciplinary study programs from the marginal areas of science that are neglected in studies of the established public universities, the studies which have the greatest potential for the future, and to implement contemporary pedagogic technologies based on the interactive teaching, modern pedagogical workshops, virtual teaching environments and the application of information and communication technologies in distance education.

The efficiency and effectiveness of the studies, attractiveness of multidisciplinary teaching programs, which correspond to the challenges ahead, and well as the psychological and entrepreneurial motivation of students through the application of the interactive pedagogical methods in the organization and teaching-scientific process, produce high transience as a function of gained knowledge and skills, and it is also a result of high motivation of the students, too.

In its practice University will apply the principles of lifelong learning in the realization of the basic human right for education and learning, promote transparency in European studies, mobility of students and professors, "European dimension" (the value of a united Europe) in higher education, the system of quality



assurance and management, control and evaluation of quality, education oriented towards the student (student-centered education), publicity, transparency and compilation of all forms of work in the system of evaluating knowledge, achievement of students, the educational process designed in the form of level spiral where the accumulation of credit-points for each form of the student work is the requirement for vertical mobility, individualized and credible studies designed on the intellectual and psychological measure of the students, and comprehensive research development and development of the business functions of University as the incubation and "career guidance "center.

## 2. Legal Basis

### Article 1.

Pan-European University "APEIRON" (hereinafter referred to as "Pan-European University") is a scientific higher education institution that, in the scope of its main activities, individually and / or in cooperation with partners, performs its basic academic and professional studies of the first cycle, the specialist graduate professional study oriented, professional and research studies of the second cycle and doctoral programs of the third cycle, lifelong learning programs and programs of the vocational qualification and training.

Pan-European University, independently or in cooperation with other educational and research organizations and institutions, carries out basic and applied research and research that support the development of the educational activities.

Pan-European University can perform other tasks, which are in a function of its registered activities, in accordance with the Law on Higher Education and the Statute.

Activities and Pan-European University organization are determined by this Statute.

### Article 2.

Pan-European University **will not make the discrimination** in terms of general and special human rights against any person based on race, religion, national or ethnic origin, age (*after the age of majority*), sex, sexual orientation, marital or parental status, disability or any physical disability, civil status and citizenship, income and financial status, especially the right to University admission, the right to extend studies and the right to education, studying conditions and assessment of student achievement, access to free resources of the University, treatments and engagement at the University, in other words employment opportunities at University.

Discrimination Protection in the previous paragraph applies to academic staff and other staff employed at Pan-European University.

### Article 3.

Pan-European University is a **legal entity**.

Pan-European University is a teaching-scientific, higher education institution and a private ownership, which performs its activity on the basis of the decision of the Ministry of Education and Culture of Republic of Srpska number **6-01-3535 / 05** dated **19.10.2005.** and license number: **07.2-4777 / 07 of 01.08.2007.** year, and the work permit no. **07.2-9624 / 07** dated **28.12.2007.** year for implementing study program at the headquarters and "distance education".

Pan-European University is also registered in the Register of higher education institutions under number **11 / I,** Decision of the Ministry of Education and Culture No. **07.023 / 600-3919 / 08** dated **10.06.2008.**

The University is registered as a Higher Education Institution in the Court Register of the Basic Court in Banja Luka under the number **U / I 4847/05** from the date of **17.03.2006.**

Pan-European University performs higher education activities outside the headquarters of the licensed study programs and cycles in Bijeljina, according to the Decision of the Ministry of Education and Culture of the Republic of Srpska no. **07.023 / 612-86-2 / 10** dated **06.09.2010.,** on locations in Novi Grad, according to the Decision of the Ministry of Education and Culture of the Republic of Srpska no. **07.023 / 612-35-2 / 10** dated **06.12.2010.**

The decision on eligibility and licensing and licensed study programs are public documents that Pan-European University exposes to the public through its website and in some other appropriate ways.

#### **Article 4.**

Other institutions, institutes and clinics whose activities are related to the activity of University and that have signed Agreement on Access, in accordance with the legislation, can be members of University and therefore become an organizational unit of University.

#### **Article 5.**

Pan-European University runs business with its own private property.

The university guarantees **freedom of education and scientific creativity**, which includes the right of academic staff and students critically to discuss gained knowledge, to offer new ideas and controversial opinions without being exposed to possible injustice, as well as the right -freedom of speech, which may be limited solely by law.

Pan-European University is **autonomous** in carrying out its activities.

University range is **inviolable** in accordance with Law.

## II ACTIVITIES, NAME AND HEADQUARTERS

### Article 6.

Pan-European University is **an independent educational institution** that operates on the principles of partnership between the public and private sectors.

Pan-European University operates in cooperation with domestic and international partners on the basis of signed agreements and contracts thus achieving the international and European characteristics of higher education institutions, as well as cooperation of educational, business, social and humanitarian effects in the work of the institution.

**Full name** of the institution of higher education is: Pan-European University "APEIRON" for Multidiscipline & Virtual Studies, Banja Luka.

The English name of University is: Pan-European University for Multidiscipline & Virtual Studies "APEIRON" Banja Luka,

Short name of University is the Pan-European University (hereinafter mentioned),, as a substitution for a long name, the term "University" can be used in the texts.

The headquarters of Pan-European University is in Banja Luka at Pere Krece No. 13.

### Article 7.

Pan-European University has its own **logo and sign**.

Pan-European University has **an emblem** (trademark).

Pan-European University has a **slogan**: "The School of European knowledge" which is printed below the emblem and on the other, for it designated locations.

Pan-European University has a **mascot**.

Pan-European University has its solemn song or anthem of University.

Pan-European University has university academic characteristics: Rector's chain and rector' toga.

The content and the use of logo type, characters, emblems, slogans, mascots and other characteristics are determined by University Senate.

Pan-European University has a "University Day," which is celebrated on February 15th of each school year. On the "Day of University" institution works part-time. The University Day is usually performed by a solemn academy, promotion of PhDs who defended their doctorates at Pan-European University, as well as honorary degrees awarding, rewards and acknowledgments.

### Article 8.

Pan-European University has 15 stamps and seals as follows: on oval stamp in wet performance diameter of 35 mm, six round stamps in wet performance of which four

are 40 mm and two are 45 mm diameters, three round stamps in the dry version of diameter of 45 mm and two 48 mm in diameter and five round stamps diameter of 20 mm in wet performance.

For stamp diameter of 40 mm, the text of the stamp is printed in an oval / concentric circles around the trademark of Pan-European University and starting from the outer circle it is written "Pan-European University" - the text is printed in the upper section of the circle, and the text "for Multidisciplinary and Virtual Studies " is printed in the lower section of the circle, in other words the inner circle of the stamp in the upper section of the circle there is the text "European School of Knowledge" and the text "European School of Knowledge" is printed in the lower section of the circle. At the bottom of the stamp under the registered trademark of the University's headquarters -Banja Luka is printed.

For stamp diameter of 20 mm, the text of the stamp is printed in concentric circles around the trademark of Pan-European University and starting from the outer circle it is written: "*Pan-European University*". At the bottom of the stamp the headquarters - Banja Luka is written.

The text of the stamp is printed in Serbo-Croatian-Bosnian language and it is written in Latin and Cyrillic script.

Depending on the shape and their size, the stamps are used as follows:

- ✂ Stamps diameter 40 and 45 mm (round and oval) are used for verification of public documents and other acts that are used to make decision and officially address other legal and persons.
- ✂ The stamp diameter of 20 mm is used for the registration and verification of the semester, labor books, legitimacy, passed exams certification and others.
- ✂ Stamp in dry performance diameters of 45 and 48 mm is used for verification of certificates (diploma) and other permanent documents

University has a seal for the purpose of receiving and sorting posts.

Each copy of the stamp has its own serial number. According to its number, every stamp is used personally by the authorized person for the stamp. Damaged stamps and seals that are not used shall be destroyed in the presence of the commission members. There is a special record of all made stamps which are being used and which are not being used. The introduction of new and additional seals shall be governed by the decision of the Managing Board of the University.

The way of usage of stamps that are used in Student Registry is determined by Rector.

University organizational units may have their own stamps and seals. Introduction, the form, content and manner of usage of the stamp and seals of individual organizational units are regulated by Decision on Founding an organizational unit.

Student Representative Body of Pan-European University has its own stamp. Introduction, the form, content and manner of usage of the stamp of Student Representative Body shall be governed by Statute of the Student Parliament of the University.

### **Article 9.**

**The business activities** of Pan-European University are determined by the basic founding document, the court registration documents and this Statute.

**The main activity** of Pan-European University is:

85.42 Higher Education.

*Upon secondary school graduation, it includes the acquisition of academic and professional education that will result in gaining a diploma for the first, second and third cycle of higher education at levels 5 and 6 of ISCED in accordance with the obtained licenses. It includes education that is gained by full time and part time studies as well as teaching in the system of distance learning.*

85.51 Education in the field of sport and recreation.

*It includes the provision of formally organized education, instruction, and training that does not belong to the higher education from different sports disciplines for groups or individuals, as well as preparatory training for admission exams and other specific examinations at the Faculty of Sport and Physical Education.*

85.59 Other education

*It includes activity centers for training and learning that offer help in learning, preparing courses for examinations, language courses and conversational skills training, training in the use of computers and IT technology.*

85.60 Additional educational support activities

*It includes services that help the educational process such as consulting in the field of education, counseling related to professional orientation, organization of exchange programs and mobility of students and professors.*

72.10 Research and experimental development of natural, technical and technological sciences

*It includes basic and applied research, theoretical work and experimental development aimed at acquiring new knowledge of the underlying foundations of scientific phenomena, original research intended for solving practical problems, as well as systematic work based on research directed to producing new materials, products or devices and new technologies.*

72.20 Research and experimental development of social and humanity studies

74.90 Other professional, scientific and technical activities

*It includes services that require greater professional, scientific and technical skills and technical consulting which are not directly covered in other specific classification categories.*

#### **Other activities of Pan-European University**

Among other activities, Pan-European University deals with scientific research, expert-consultant, computer and IT activities and publishing.

##### **58.11 Books publishing,**

*It includes the publishing of books, brochures and other publications in print, electronic or audio form and on the Internet.*

##### **58.14 Publishing of journals and periodicals (scientific and professional in printed or electronic form and on the Internet);**

##### **58.19 Other publishing activities.**

*It includes the issue of other printed materials (including the issue of publications on the Internet).*

##### **58.29 Other software publishing**

*It includes the issue of the standard system or application software, ready for use, including its adjustment.*

##### **59.11 Film production, video films and television programs**

*It includes the production of educational and documentary films, video films and television shows or television advertisements of film, video tape or disc for direct broadcast primarily on academic Television of University.*

##### **59.12 Activities post-production of films, video films and television programs**

*It includes activities of editing, film / tape burning, synchronization, add titles and subtitles, as well as translation, production of computer graphics, animation and special effects.*

##### **60 Program Broadcast**

*It includes the activities of creating educational and documentary content and broadcasting of that content using various technologies, via wireless, satellite, cable network or via the Internet.*

##### **60.10 Radio program Broadcast**

##### **60.20 Television program broadcast**

##### **62.01 Computer Programming**

*It includes the development (writing), modifying, testing and maintenance of the system or application software, database and Internet (web) pages, including designing the structure and content of computer code and customizing the software needs of the user.*

##### **62.02 Computers consulting activities, in other words of computer systems**

##### **62.03 Computer equipment and systems management**

63.11 Data processing, hosting and related activities

*It includes specialized activities websites hosting, hosting applications, service provisioning application and data processing activities:*

63.12 Web portals

*It includes the activities of web sites that act as portals on the Internet, primarily such as media sites and educational portals that periodically provide up-to-date content.*

70.22 Counseling relating to business and other management

*It includes counseling, guidance and operational assistance to businesses and other organizations related to the management, such as strategic and organizational planning, business process reengineering, change of management systems, cost reduction and other financial issues; marketing objectives and policies; policies, practices and planning relating to human resources; compensation and retirement strategies; production scheduling and control planning.*

73.20 Market research and public opinion research

*It includes market potential research, notification, acceptance and recognition of products and services, consumer buying habits in order to improve sales and development of new products and services, including statistical analysis of the results, investigate public opinion on political, economic and social issues, as well as statistical analysis of the tests.*

82.30 Organization of meetings and trade fairs

*It includes the organization, promotion and/or management of events such as business and trade fairs, congresses, conferences and meetings, with or without service management and assignment of personnel to conduct and furnish the space where these events will take place.*

91.10 Library and archives activities

*It includes documentation and information activities of the university library, of the reading room, of lecture halls and viewing rooms and public archives that provide special services to different users such as students, scientists, university staff and citizens as the external library users. It also includes lending and book storage, and storage of other publications in written and electronic form.*

Pan-European University can perform other tasks that are necessary for performing basic activities, such as printing of the professional literature and other forms for its needs, the issue of Internet periodicals of the professional character, photocopying, material duplicating, playback of audio, video and computer media related to authorized lectures and exercise, in other words other forms of training, repair their own funds, student restaurants and cafeterias service, and other support activities, which have the function of their core activity.

The University may, in its ordinary scope of business, perform other activities which commercialize the results of scientific research.

**Article 10.**

The founders make decisions on the change and supplement of the activities, which is regulated by the founding documents of University.

Activity changes will be registered in the appropriate Register.

In legal transactions with third parties, Pan-European University may enter into contracts and perform legal acts within the registered activities, as well as in connection with this activity, in accordance with Law.

### **III REPRESENTATION AND AUTHORITY**

**Article 11.**

Pan-European University is **represented by** University Director, and University, in its academic affairs, is represented by Rector of University.

Director has the authority established by Law, by the founding documents of University and by this Statute.

Director represents Pan-European University without any restrictions.

Director can transfer certain powers of attorney to another person by the authorization.

Director is responsible of and runs University in accordance with Law and Provisions of this Statute. Rector manages the professional work within the academic domain of Pan-European University in accordance with the provisions of this Statute.

**Article 12.**

In legal transactions with the third parties, Pan-European University steps forward in its own name and for its own behalf and in its own name, on behalf of others.

Pan-European University is responsible for the undertaken responsibilities with its entire estate. The founders are liable for the obligations of University, and bear the risk of its business to the amount of assets they invested.

Pan-European University deals with the business through a single bank account.

Pan-European University Business will be monitored analytically, and if necessary, by the special sub-transaction open for organizational units of University, which is regulated by Decision to establish the organizational unit in accordance with the provisions of this Statute.



The authorized persons for the transaction sub-accounts opened for the organizational units have their independent funds from the mutual account to the level defined in the cashier maximum.

### Article 13.

Pan-European University is authorized to:

- Own and manage land and buildings owned by University in accordance with Law and Statute;
- receive and manage funds from any legal source;
- determine and collect tuition and other fees in accordance with the Law;
- employ staff;
- enter into contracts for goods and services;
- create legal relationships with students;
- establish commercial enterprises for educational, consulting and research purposes;
- establish higher education departments in Republic of Srpska in accordance with the legal provisions of Departments, in other words higher education institutions abroad, in accordance with the regulations of those countries.
- enter into agreements and contracts with companies, agencies and other institutions for the improvement of teaching and research process, for providing student internship, and because of more complete performance of registered activities;
- enter into agreements with other higher education institutions in BiH and abroad;
- have other powers necessary for the efficient performance of its functions and activities;

## IV EDUCATIONAL ACTIVITY of Pan-European University

### 1. Learning outcomes and pedagogical principles

#### Article 14.

Study programs of the first and second cycles that are organized at Pan-European University provide development and gaining **general (generic) academic competencies** of students which include, but are not exhausted by the following skills and abilities: *the ability of analysis and synthesis, problem solving, ability to plan and organize, decision-making ability, the ability to create new ideas (creativity) and adaption to new situations, information management skills (ability to retrieve and analyze information from various sources), team work and the ability to work in interdisciplinary teams, interpersonal skills, ability to apply knowledge in*

*practice and research skills, abilities and knowledge creation and management projects, capability for independent learning, oral and written communication in native and foreign language, ethical commitment, then gaining a deeper basic general knowledge grounded on basic professional knowledge* related to the broader scientific field and scientific fields that are the subject of studies (involving theoretical and methodological knowledge essential to the understanding of broader theoretical assumptions and concepts and general methodological framework of scientific fields), as well as acquiring **specific academic professional competencies** related to specific scientific areas and subjects (*including theoretical and methodological, scientific-technical and general-professional background knowledge that is essential to the understanding of the subject content or specific scientific field, the up-to-date content of the specific knowledge or of the relevant subject/discipline, access to the subject, the development of specific methodologies of the subjects and ways of solving problems in this specific area, the application of knowledge*).

Study programs of studies of the third cycle that will be organized at Pan-European University in accordance with Article 12 of Law on High Education of the Republic of Srpska and according to the obtained licenses for the study of the third cycle at certain programs of study, provide the development and acquisition of **scientific competencies** that include, but are not exhausted: *the ability of doctoral students to carry out the independent and original research that can be published in one or more scientific areas related to either fundamental or applied knowledge, doctoral students have to possess research capabilities and creativity, they have to demonstrate a systematic understanding of the field of study and mastery of the skills and methods of research work, the ability to define the study project of research, to provide the original research scientific contribution that expands the boundaries of knowledge in a given area, they have to be capable of critical analysis, evaluation and synthesis of new and complex ideas and they have to be able to develop new ideas or approaches.*

#### Article 15.

In the process of study, University will apply **the methodological principles** that encourage interactive nature of the educational process, student autonomy and the role of the student as an active subject of the educational process:

- Changeable role of professors as mentors, advisors and motivators, the professors who allow the student to observe the importance and location of specific scientific discipline in the system of knowledge, who mediate in developing the skills of understanding, and application of knowledge, who take part as a mediator of interests and needs of the student, who examine specific skills of the student and his lack of knowledge in the current or in the previous curriculum and based on these insights the professors will assist the student in a critical selection of didactic materials and resources and in the organization of educational scenarios and situations;

- Education orientated towards the student and his actual abilities and skills or learning, in other words the level of his prior knowledge-requiring a higher degree of participation (interaction) of the students in teaching and research, in order to develop students' abilities in self-managing the information resources and projects, as well as the ability to evaluate information and research results;
- Achieving greater pedagogical relevance of the evaluation process of student knowledge by introducing a continuous and complex evaluation of all factors of student achievement and adding specific indicators that enable more accurate and more adapted measures of efficiency in the educational process;
- Change in access to educational activities through the mediation of the research work of students, encouraging personal systematic participation of students in the individual and group work in order to acquire pedagogical content, in individual and group presentations of these contents in the process of learning and a continuous review of research results and learning;
- Changes in the organization and methodology of the educational process through the development of interactive teaching and innovative ways of student participation in the educational process in the form of introducing elements of research in the learning system, changes in the context of learning, changes in the organization of learning, involving the concentrated program, rationalization and individualization of teaching plans, defining more flexible program and pedagogical methods in assisting teaching contents that provide direct consultation and direct support of the mentor to the students.

## **2. Studies at Pan-European University**

### **Article 16.**

In accordance with Law on Higher Education, Pan-European University organizes studies of the first cycle with:

- three years, as six-semester studies that are evaluated with a minimum of 180 ECTS credits;
- four years, as eight-semester studies with possibility of specialized orientations that are evaluated with a minimum of 240 ECTS credits;

Studies of the second cycle for a period of:

- two years, as four-semester studies that are evaluated with 120 ECTS credits for students who have completed three-years of the first cycle with 180 ECTS credits at admission;
- one year as a two-semester studies that are evaluated with a minimum of 60 ECTS-credits for students who have completed four-years of the first cycle with 240 ECTS credits at admission;

so that together, with the first cycle, the accumulated credits upon completion of the second cycle is 300 ECTS.

Pan-European University will, in accordance with Law on Higher Education, and upon obtaining a license for the study of the third cycle for certain study programs, organize these programs as the doctoral studies- the third cycle lasting for three years, as six-semester studies that are evaluated with a minimum of 180 ECTS credit-points so that the sum of the scores of the first and second cycles is at least 480 ECTS credits.

Pan-European University organizes the doctoral defenses in accordance with Law on University of the Republic of Srpska for persons who have acquired or will acquire the academic degree of Master or for the persons meeting the requirements for initiating process for the acquisition of scientific and academic PhD degree, according to Law on University if those persons start the process for obtaining the doctoral degree by the beginning of the academic 2015/2016 year at those programs of study where at least one generation of the students have graduated, and that doctoral degree can solely be acquired by 30 September 2018.

The requirement for the completion of the first cycle of studies - 4 years of 240 ECTS credits is writing and defense of graduation thesis.

The requirements for the completion of the second cycle - 5 years, evaluated with 300 ECTS credits together with the first cycle of studies is writing and defense of the final "Master" thesis.

The requirements for the completion of doctoral studies, in accordance with item 2 of this Article, is preparation and defense of a doctoral dissertation.

The person who completes the first cycle of academic studies and acquire a minimum of 180 credits, in accordance with this Statute and Law on Degrees that are to be acquired upon completion of higher education, acquires the academic degree in the specific field with 180 ECTS credits. In Diploma and Diploma Supplement the English term "***bachelor***" is used for these persons, with specific vocation in the relevant field of education, with 180 ECTS credits.

The person who completes the first cycle of academic studies and acquire a minimum of 240 credits, and writes and defended a final graduation thesis in accordance with this Statute, shall acquire the academic degree of "Bachelor" or "Graduate engineer" in the specific field with 240 ECTS credits. In Diploma and Diploma Supplement the English term "***bachelor***" is used for these persons, with specific vocation in the relevant field of education, with 240 ECTS credits.

The person who completes the second cycle of the academic studies and acquire a minimum of 300 ECTS credits in the sum of the first and second cycles, and writes and defends the thesis in accordance with this Statute shall acquire the academic degree of "**master**" with specific vocation in the relevant field of education. In Diploma and Diploma Supplement the English term "**Master**" is used for these persons, with specific vocation in the relevant field of education.

A person who finishes the doctoral studies in accordance with item 2 of this Article and successfully defends his doctoral dissertation acquires the academic degree "Doctor of Science" in specific field of education.

Degrees obtained in interdisciplinary, multidisciplinary and transdisciplinary degree programs are formed by combining the whole or parts of the two most important educational fields of the study programs that are determined together with their order based on the relative size of the subject matter and the number of credits that are to be allocated for the appropriate educational field contained in interdisciplinary study programs according to the International standard of Classification of Education - ISCED.

#### **Article 17.**

List of the academic, professional and scientific degrees that are obtained at the study programs at Pan-European University is determined by Senate of University in the Nomenclature of professional, academic and scientific degrees obtained at the study programs of Pan-European University, which is a public general act of the University.

The academic, professional and scientific degrees in the Nomenclature of professional academic and scientific degrees of the Pan-European University are determined based on degrees defined in the licensed programs of the study, in accordance with Law on Degrees acquired upon completion of higher education.

Academic or professional titles with the appropriate abbreviations shall be determined in English and shall be specified in the relevant public documents as well as Diploma Supplement.

#### **Article 18.**

In the first and second cycle of studies, where some specific educational orientation within the study programs exist, the name of that orientation of the study program is to be mentioned after mentioning the degree title in particular field of education, or in the particular scientific field, and after mentioning the number of credits.

#### **Article 19.**

Pan-European University deals with educational activities in the fields of science and scientific fields of the domestic licensed study programs for which the university has a license to work and there are also the organizational unit for **the realization of educational and other educational activities** that are part of the University.

Faculty registration is defined in the Curriculum of study programs at these organizational units.

#### **Article 20.**

Pan-European University deals with educational activity in the full-time and part-time study at the headquarters of University in Banja Luka, as well as outside the headquarters of University at its registered departments, having a permission issued by the competent Ministry for performing activities outside its headquarters, and in the higher education institutions that concluded Contracts on studying, or Agreements on academic, scientific-technical and business cooperation, and in the licensed and accredited higher education partner institutions where Pan-European University organizes and performs programs of study in order to acquire a joint degree, and at the examination centers outside the headquarters of University for those courses whose nature demands it, according to the study program, as well as at some other locations where University obtained a license to perform.

The University provides support to students in the scientific research, in the documentation research and academic resources, access to academic knowledge data bases and e-books, as well as support for certain forms of teaching that are organized via distance learning on Internet regional centers for support. Regional Internet centers for support do not have the status of departments.

#### **Article 21.**

Pan-European University deals with the educational activity, scientific research, expert-consulting and publishing activity. The University may, within its scope, to perform other tasks that are commercially recorded as the results of scientific research.

In the context of second and third cycle Pan-European University deals with other educational and research organizations independently or in cooperation, conducts basic and applicable research and research that support the development of educational activities.

#### **Article 22.**

In accordance with the obtained licenses, University has the academic and professional studies according to **the type of the study**, and according to **the manner of teaching** it has full-time and part-time studies. University implements certain forms of teaching and educational method of "*distance learning*" in scientific fields that are compatible with the way of teaching in the system of "*distance learning*" only when it is compatible with the nature of the study.

Manner of distance learning is defined by *the Regulations on the study of distance education at Pan-European University "APEIRON"* brought by University Senate.

The University deals with the educational process as a combination of dialogue systems of interactive teaching with mentoring students. University realizes the integrated mixed model of learning (**blended learning**) which assumes the synthesis

of contact teaching, distance education and mobile teaching, in other words the synthesis of different forms of educational content teaching, teaching methods, different teaching and learning styles where they prefer **the problem-based learning** and **project-based learning**.

#### **Article 23.**

Pan-European University works in cooperation with domestic and international partners on the basis of signed agreements and contracts thus achieving the international and European character of the study, and the synergy of education, business, social and humanitarian effects in the work of the institution.

The University may, in the framework of agreements with other higher education institutions in the country and abroad, organize joint study programs of the second cycle and provide personnel, technical and organizational services for the study of the second cycle.

A study program that is organized and conducted by two or more higher education institutions that have a license gives a chance for a student to be awarded by the **double** (*double degree*), **joint** (*joint degree*) or **multiple** (*multiple degree*) **diploma**.

The modes of the joint study program are defined by *Rules on joint research and mobility of students* brought by the University Senate.

#### **Article 24.**

At Pan-European University lecture are given in Serbian or Croatian or Bosnian language and / or one of the world's languages (*English, German, Russian, French*) for all types of studies.

Cyrillic and Latin alphabet are equally used at Pan-European University.

At the departments founded together with foreign partners classes are held in one of the world's languages (English, German, Russian, French), in other words in the language of the country where the lectures are given.

Students can take exams in one of **the languages of the constituent peoples** of their own choice or one of the world's languages.

### **3. Study program**

#### **Article 25.**

**The study program** determines the following:

- Name and the objectives of the program;
- Model of the study program;
- The study program registration according to the areas of education;
- Type of study and the outcome of the learning process with defined competencies of knowledge, skills and abilities to student should obtain after finishing the program;

- Professional, academic or scientific name of the qualification/title or degree;
- Requirements for program admission ;
- List of compulsory and elective study course, in other words programs that make up the study program with the framework content, objectives and description of the program;
- The outcomes of the learning process of each individual program with the competence that a student should obtain after completion of the course;
- Modes of study and the time necessary to perform certain forms of study;
- Estimated number of classes for individual programs and their schedule at different years of study;
- Language (s) used for teaching and evaluation of a particular program or of an individual study forms;
- The method of evaluating the results of each study and each program;
- Credit value of each program in accordance with ECTS;
- Credit value of the final work of the studies of second cycle in ECTS credits;
- Requirements for registration on the individual programs and groups of programs;
- Requirements of student registration in the following semester / trimester, or the following year of the study;
- Literature and resources required for mastering the curriculum of each program;
- The ability to enroll the next level of the studies and to gain the professional status;
- The method of selecting courses from other study programs;
- Requirement to transfer from other study programs within the same or related field of study;
- Criteria and ways for quality assurance;
- Students obligations and dynamics of studies;
- Other important issues to conduct the study program.

Pan-European University defines the structure of the study program, forms and methods of teaching for part-time studies, as well as special requirements and ways of distance learning.

Study program changes are carried out according to the procedure established for its adoption. Changes in the study programs that do not require corrections exceeding 20 ECTS credits do not require re-licensing.



## 4. Curriculum

### Article 26.

**The curriculum** (*curriculum*) determines the allocation of the courses (programs, modules and other teaching forms) according to the teaching modules, semesters and years of study with the appropriate study metrics, as well as the structure of the course units according to the type, to the subject area affiliation, in other words broad and narrow scientific field, according to the level of complexity / abstraction and according to the compulsory of the subjects.

The curriculum also includes the structure of the study program based on the teaching and the learning units, goals, resources, and the selection criteria for the elective program, original and modular elective program, a review of mutually compatible study programs, elective program from compatible study groups and elective curriculum for the studies of the elective courses.

The curriculum of Pan-European University defines the realization of the elective program, the regime of intensive study program specialization, mutual compatibility of study programs in the exchange of the program contents and list of elective and optional subjects systematized according to study areas with specific requirements related to the selection and the examination of the elective courses (*prerequisites*). Students are required to comply with the criteria and rules of the elective programs defined by Curriculum.

**The syllabus** (*syllabus*) defines the objectives and competencies, knowledge and skills framework content of the subject, forms and methodology of teaching, the method of knowledge evaluation, as well as a list of compulsory textbooks, manuals and other literature and other sources used for taking the exam of the subject.

### Article 27.

The curriculum of compulsory, elective and facultative courses and other program activities is brought by Senate of the University upon the proposals of Academic Council of the College and of Council of Doctoral Studies.

The curriculum of studies conducted according to the Agreement with other higher education institutions is brought by the authorities of those institutions or common authorities.

### Article 28.

The curriculum for certain subjects is brought by the University Senate, upon the proposal of the professors. The curriculum is designed according to modern pedagogical principles regarding one-semester courses and the structural requirements of the study program.

Prior to the adoption of curricula in specific courses/modules Senate may obtain the opinion of the Academic Council of the Faculty or the Council for Doctoral Studies, or of the Department where the subject/module belongs.

**Article 29.**

The syllabus includes the components of the compulsory, elective, differential and facultative curriculum of courses divided into the theoretical and methodological required section and specialized-applicative compulsory and elective section, the components of research program, as well as the components of the final thesis, the access and the final paper.

Compulsory program provides gaining general, generic competences of the students, and specific competencies related to theoretical-methodological, scientific-technical and general-professional knowledge essential to the understanding of the subject content or specific scientific field.

Elective program provides gaining additional and specialized-applicative competencies of students in the field of study and in scope of graduate or final (master / master's) work.

The student acquires the missing entry competences for the study with the differential program, if the student has completed the first cycle of studies or completed two-year-college that provides a partial majority in the enrolled program. Differential program replaces partly or entirely the elective program of study if it has less or equal number of ECTS credits of the elective program. If the differential program, according to commission members, has bigger value than the elective program than it completely replaces the elective program, and the difference of ECTS increases the total number of ECTS credits. Differential program can not be evaluated with more than 60 credits. If differential program has more than 60 credits a student is instructed to enroll an additional year of study in the first cycle.

The facultative program is designed for advanced students who intend to acquire the appropriate specialist or oriented vocation during the first cycle of studies, or during the graduation thesis, or during two-year degree program during the second cycle, in other words which serves as a preparation to continue the education, or to continue their studies at other institutions of higher education.

The facultative program cannot be valued with more than 30 ECTS credits.

Research program includes activities related to research work of the students during basic studies, or within their graduate work, in other words their master's thesis which includes research of the resources, student participation in other scientific research or professional projects, defended or published student's works, participation in scientific and professional meetings, working, professional, clinical and laboratory practice and authorship in innovation and patents.

Method of evaluation of individual components of research program is elaborated in the section "Evaluation of knowledge and achievements of students" of this Statute.

The student is required to prepare and defend a graduate or final master work that must meet the criteria defined in this Statute and which is estimated with no less than 5 and no more than 15 ECTS. At the two-year study of the second cycle the student is required to prepare and defend a graduate or access work that must meet

the criteria defined in this Statute and which is estimated with no less than 5 and no more than 10 ECTS.

### Article 30.

The objectives of the elective program of **the individualization** of the study are:

- ✧ Acquisition of additional scientific-professional, general-professional and specialist knowledge of the interdisciplinary character of the narrow scientific fields that covers specific aspects of the chosen orientation, in other words specialization within the enrolled study, in other words covering specific aspects related to the chosen topic of the thesis.
- ✧ Acquisition of *specific knowledge or. skills* that are not within the compulsory program, and for which the student has a personal affinity, or he might need it in order to continue their studies, in scientific research or professional career;
- ✧ Realization of interdisciplinary studies through a combination of various sub-fields of science, where the student confirms the universality of its personality;
- ✧ Acquisition of additional specialization during their studies in combination with the facultative program, regarded as the intensive study, where the name of the specialization will be specified in the text of his diploma;
- ✧ Through the elective program, the student can be prepared for the transfer to another higher education institution or *to continue their studies in the country or abroad.*
- ✧ so that the student can more easily transfer from the current program of study to the new study program that is located at other faculties of Pan-European University,
- ✧ so that the student can reduce or annul the differential program that is designated for students transferring from other institutions of higher education;

### Article 31.

Student designs the elective program in cooperation with the professors in charge or mentors of the study from the following sources:

- passing the exam of the **original elective programs or modules** that are planned for the enrolled study program;
- passing (compulsory and / or elective) courses from **compatible study programs** introduced at the Pan-European University;
- **commission members evaluation and recognition of exams** passed at other higher education institutions;
- evaluating defended **seminar works** within the study, or **published papers** categorized in professional and scientific publications;
- evaluating **participation in scientific-research or vocational conferences** with or without presenting works;

- evaluating **participation in scientific-research or professional projects**, in other words evaluate **their own research**;
- evaluating **labor, professional, clinical and laboratory practices** performed during the study;
- **authorship of innovation and patents** that are officially recognized or certified;

### **Article 32.**

**Original elective program** is a set of all elective subjects of a study program where a student can make a selection of the individual subjects to fulfill their duties related to the elective program of study.

The curriculum of the elective program at Pan-European University, sorted by scientific fields, is determined by University Senate of each school year based on the results of student surveys of the elective program which is conducted among students each year in the period from 1 October to 15 November, taking into account the possibility of forming a minimal learning groups for certain elective courses, and the availability of academic staff for teaching and other educational activities in selected electives.

As a rule, University will not provide the elective subjects classes where less than 15 students choose them in the current school year. If, however, there are classes provided, it will be a way of consultative mode of teaching and students will have consultative teaching **independently**, and they can use all the information and communication tools and distance learning technologies that are introduced at Pan-European University, as well as the instructions received on consultation with the teaching staff in order to pass the exam.

### **Article 33.**

When choosing the elective courses a student must take into account the following criteria:

- (1) Number of ECTS credits from selected elective subjects must be along with credits from the compulsory program of study, and credits gained from other resources of the elective programs provide the needed number of ECTS credits of the school year (60 ECTS credits).
- (2) The student can not choose the elective courses if they do not meet the conditions for access to the subject in accordance with the syllabus, or if he does not possess specific previous knowledge or competencies which are a prerequisite for the successful accomplishment of the selected subject.

The criteria and procedures for acquisition and recognition of credits from certain specific resources of the elective program are closer elaborated by Curriculum of the studies.

**Article 34.**

Student can have the right for the elective program by passing exams from the compatible programs of study. All students of Pan-European University have the right to realize their elective or facultative program regardless which faculty organizes the teaching process of the subject.

A list of compatible, mutually tradable study program is an integral part of the curriculum of each program of study. If the selected program is realized as the ordinary course and compulsory study programs at other faculties of Pan-European University, the student is free to join a group of students in this program of study within the same group outperforming all teaching obligations provided for that subject.

**Article 35.**

Student can achieve part of the elective programs through the verification of the exams, completed at other institutions of higher education, done by the commission members or other programs of study within the Pan-European University, in accordance with the provisions of the Statute that regulate the recognition of university examination.

As a resource of the elective programs, the commission cannot verify the exams passed by the student during the same cycle of studies at the registered program of study.

**Article 36.**

**Facultative program** is a set of elective and compulsory subjects taught at some other study program of Pan-European University, introduced into teaching process in order to provide support for gifted and advanced students so that they can, according to law, acquire additional education during their regular studies. Rules or criteria to verify the program and the method of selecting elective program, are also applied when selecting facultative subjects, in other words during the facultative programs teaching in the *intensive* study.

Facultative program includes a choice of up to two additional subjects in each semester (*four subject per a year in total*), and they are to be elected only if all compulsory courses that written in the curriculum for the semester are successfully completed. The number of facultative programs that can be selected in one school year depends on many factors expressed in the credits, so that the total number of credits earned during the school year from all subjects, ie all compulsory programs, elective and facultative program in the regime of intensive study can not be bigger than 75 ECTS.

Intensive studies with the proposed facultative program are approved by the university rector on the basis of a formal request of the student, with the student achievement analysis for the previous studies and overall capabilities and capacity of students for successful intensive study and facultative programs.

For conducting the facultative program in the form of the intensive study, Rector may appoint a mentor for the facultative program.

### **Article 37.**

In order to get **another diploma** of the some other licensed study programs at Pan-European University, a student must enroll that program of study in the legal terms of enrollment, and have the student's book and he has to be registered in the Study Program Register. Student can enroll some other licensed study program at Pan-European University during the first enrolment period for the study program as a parallel study, approved by the Rector.

In order to have the approval for the parallel studies at two study programs, a student is obliged to fulfill all obligations accurately and successfully concerning the curriculum of the first study program, and he cannot have any failed exams from previous years of study.

In the case of the parallel studies at two similar study program, a student must pass all compulsory programs of the first study program, whereas within the elective program a student can take differential exams in order to enroll the second study program.

*Commission for the exam verification and evaluation of study programs* conducts the equivalence of programs' content that a student passed at a regular study program with the second enrolled study program, in accordance with the provisions of this Statute and the Regulation on the exam acceptance and evaluation of study program, so they validate the exams from the joint study programs, all courses from the elective and/or facultative program which the student passed at his major studies and that make a compulsory program of the second study program and they can validate other exams from the major study program as the elective program of the second study program provided that they belong to the major field of the second study program. The Commission also determines the contents of differential programs that a student still has to pass in order to obtain bachelor degree of the second study program.

Rector of the university shall make a decision based on the findings and recommendations of the Commission for the exam verification and evaluation of study programs, where he can, in order to control the studies, appoint a mentor to a student who is planning to study at two study programs at the same time.

### **Article 38.**

Student may fail and re-enroll the final year of the study because of the remaining obligations from the last year or on the basis of the student final year status which, due to the nature of the study, could not be fulfilled in the regular period of studies, such as writing diploma and graduation or master's thesis defense, acquiring additional diplomas in the facultative program, solving more complex differential program, in accordance with the Law on Higher Education of the Republic of Srpska.

If the student fulfills the remaining obligations in the first semester of the final year of the re-enrolled study, he is entitled to tuition fees benefits in accordance with the Rules on tuition fees and prices of services at Pan-European University.

#### **Article 39.**

A student at Pan-European University cannot get more than 75 ECTS credits on the basis of the ordinary, elective, differential and facultative programs exams, and on the basis of some other study activities that have credits, during one school year.

#### **Article 40.**

Final year students of the four-year study of the first cycle, or students of the two-year of the four-semester studies of the second cycle have the possible to choose the elective specialization fields within their study program. A student who wishes to have an appropriate elective orientation is required to submit the request to the Student Affairs at the beginning of the school year.

If the student chooses an appropriate orientation within the program of study which he enrolled, part of his elective program is defined by the Curriculum of the specialist study program. In that case, the theme for the final work of the student has to be from the field of orientation.

The name of the orientations is written in the text of the original diploma, in other words, besides the name of the degree, the name of the orientation is written in the text below it.

#### **Article 41.**

Study programs that are organized at Pan-European University "APEIRON" are one-semester.

Credit value of each course in the elective program presented in accordance with ECTS can have three different levels of weighting factor depending on the amount of work and types of additional educational contents that are applied in the process of the elective subject, in other words depending on the amount of the additional chapters of the required volume of literature and additional literature;

- ❑ modular credit value is applied to the contents of the elective program and subjects that are within the elective modules. This value has the lowest weighting factor;
- ❑ standard credit value represents the normal value of the weighting factors that is to be applied to all subjects, primarily in the study of the first cycle;
- ❑ advanced level is applicable for electives in the study of the second and third cycle and includes additional or expanded educational contents and expanded or additional resources for learning;

Weighting factors of the specific elective courses are determined by the methodology of calculation of students having too many obligations in terms of the metric of the credit scoring system.

**Article 42.**

Balanced structure of the study program from the perspective of writing the curriculum and achieving planned educational outcomes is achieved by the subject classification according to the different categories. Subjects at Pan-European University are classified:

According to **the program or functional areas** (*subject area*), the subjects belong to the following study modules:

- **core modules**: i.e. a group of subjects that make up the major programs of certain scientific fields;
- **support modules** that complement the core modules with knowledge from other fields of science in order to explain more fully the implications of technology, research, work or business process;
- **organization and communication skills modules** are fields necessary for a successful work in the modern working environment such as *the skills of verbal and non-verbal communication, teamwork, study skills, time management, rhetoric, foreign languages*;
- **specialization modules** are fields where one can gain specialist knowledge differently and functionally grouped depending on the specific scientific field.
- **transferable skills modules** are areas that can help to bridge the gap between theoretical and practical knowledge and skills, such as *study practice, projects, field work, clinics, educational workshops, case study analysis, etc ..*

According to the weighting factors, the subjects are:

- **Basic level course** - provides an introductory knowledge of the subject;
- **Intermediate level course** – is intended to enhance the basic knowledge;
- **Advanced level course** - is intended to manifold theoretical-methodological and general-expert elaboration of the program;
- **Specialized level course** – is intended for the improvement of knowledge and experience in the special fields or disciplines.

According to **the status of subject** and depending on the role of subjects in a specific curriculum and their obligation:

- **compulsory subjects** provide contents that are necessary for the appropriate general and professional competences acquisition;
- **elective courses** allow study specialization and individualization;
- **study modules** as combination of several related subjects and other teaching activities which are taught uniquely in order to provide multidisciplinary knowledge in specific areas that is functionally interpreted in a unique and comprehensive way.



- **facultative courses** are intended to additional aims of study, in other words preparation for further studies at other institutions of higher education or the next cycle of studies;

According to **the type of subjects** we define the level of abstraction or "generality" of subjects that are important for defining the character of academic study in relation to professional studies. In accordance with this criterion, subjects are divided into:

- academic-general education, (abbr. "academic-educ.")
- theoretical-methodology education (abbr. "theoretical-meth..")
- scientific-professional or general-professional (abbr. "general-prof.")
- professional-applicative or vocational-professional or. specialist, (abbr. "general-professional ")

According to its **majority or function** of the subjects, the composition and distribution of competences that some subject give to students during their studies are defined. According to this criterion, subjects are divided into:

- **General-educational common basis** (abbr. "*Common-General*"), are the subjects of common basis of all study programs that give students general (generic) competences.
- **The common basis of scientific fields** (known as "**common-for the field**") are the subjects taught at all or the majority of the study programs of a university, that belong to a scientific field and give students a general and theoretical knowledge necessary for mastering the professional subjects and for further vertical access (toward higher cycles) within the academic study.
- **The common basis of scientific fields** (known as "**common-vocational**", are the subject of a scientific fields that enable specialist orientation of students and give further access to the study.
- **Vocational-major** (abbr. "**major field**"), the subjects that belong to the same field of study and give students a major knowledge of academic and professional competencies for dealing with the chosen profession.

## 5. Metrics and Methodology of the study

### Article 43.

**The academic year** starts from October 1st of the current year until September 30th of the following year.

**The school year** starts from October 1st until 31st July of the next year. Examination periods are: January-February, April, June-July, September and October. Summer holiday is in August when the administrative and technical staff and academic staff have the vacation. During August the on-call scheduling service is working. In February there is the winter holidays which lasts from the end of the

winter semester until the beginning of the summer semester in accordance with the calendar of the study.

Depending on the courses and elective programs the annual classes are organized in maximum eight teaching blocks and / or two semesters.

Teaching blocks individually are not more than 6 weeks. Winter semester lasts 19-20 weeks and summer semester lasts 20-21 week. As a rule, the winter semester begins on October 1st of the current year and the summer semester begins on March 1st of the following calendar year.

University Senate approves Calendar study of each school year with graphic and textual materials based upon the proposal of the Management Board. Calendar of study defines the opening hours, dates of the beginning, duration and dates of completion of all units (*school years, semesters, courses blocks, modular blocks, winter and summer vacations, the final test block*), non-working days and days of holidays, special days planned for special purposes (*University Day, etc.*) and days with part-time working hours.

#### Article 44.

**The workload** (*workload*) is the total time required to perform all study activities in order to achieve the planned educational outcomes which include all aspects that affect the function of time in achieving these pedagogical outcomes or the cumulative time spent for all the forms that are planned in teaching, for the duration of the different types of learning activities and activities related to learning and individual student work, way of presentation and delivery of results of educational activities, as well as the time-consuming for all types of assessment of educational outcomes.

The University will manage the student workload and the calculation of the appropriate ECTS credits of individual course units based on the following parameters of **metrics study**:

- Total weekly engagement of students ..... 40 hours
- The number of teaching hours (contact hours) per week .....  $20 < \text{class} < 25$
- The course block duration .....  $< 6$  weeks
- The semester duration .....  $> 15$  weeks
- The winter semester classes (starts 1<sup>st</sup> of Oct. of the current year)..... 19-20 weeks
- The summer semester classes (starting 1<sup>st</sup> of March of the next year). 20-21 weeks
- Summer break - holiday (15<sup>th</sup> of July. – 31<sup>st</sup> of August) ..... 6 weeks
- The winter break ..... 2 weeks
- Total working weeks in the school year ..... 45 weeks
- The total number of working hours (*workload*) in the school year ..... 1.800 hours

- Total number of working hours (workload) per 1 ECTS ..... 30 hours
- Standard annual ECTS (*European standard*)..... 60 ECTS
- Standard semester number of ECTS (*European standard*) ..... 30 ECTS
- Final work in the study of I cycle (< 300 hours) ..... < 10 ECTS
- Master thesis (> 300 hours) ..... < 15 ECTS

Metrics of the total weekly student engagement and the number of weekly hours of contact teaching of the part-time student differs from the full-time students in terms of the content because the part-time students are taking 40% of the total volume of contact teaching, and learning process focus is on individual work, consultations and instructive classes, as well as the methods of distance learning.

#### Article 45.

**Credits** are numerical values allocated to a particular subject, module or single pedagogical activity of students that are separately evaluated and represent quantitatively expressed standard of work required successfully to complete specified subject or educational module, in other words to complete the required student activity. Credits reflect a quantitative amount of work required for successful completion of each individual subject, or educational modules or pedagogical activities regarding the total quantitatively expressed work needed to complete a full year of academic study. Assessment of effort involves measurement of student participation in lectures, practical work, seminars, exercises, projects, independent study, research resources, workshops and simulations, and the time needed for evaluation and other forms of assessment of student activities.

The total number of credits allocated for each subject, educational module or single pedagogical activity depends on the type and nature of the subject, the degree of subject abstraction and the total workload of the curriculum, necessary to the successful completion of the program and evaluation of the student success of the program.

Credits are normally expressed by the entire values.

ECTS-credits system within the curriculum of the Pan-European University "APEIRON" is both a system of credits transfer within the European system of student mobility and transparency of higher education, as well as an accumulation of credits within the metrics of study programs and vertical mobility of the students at their studies.

#### Article 46.

Hired academic staff, time, space and the way of planned teaching and other educational activities, as well as the terms of the examination and evaluation of students' knowledge during the semester and during the school year are determined by an annual **work schedule**, defined for each degree program separately.

The annual work schedule is adopted by University Senate.

**Article 47.**

The forms and methods that provide teaching and educational process increase student high motivation, active participation of students through **interaction and participation** in the learning process, as well as the implementation of the teaching process as a dialogue in educational workshops where students simultaneously detect and learn from the professor who has the role of trainers or the role of mentor and where the joint efforts play an active pedagogical communication and pedagogical planned outcomes.

The following forms and methods of pedagogical work are applied at University:

- ✚ The dialogue system of interactive teaching with mentoring students based on integrated mixed model of study and learning (*blended learning*) which assumes the synthesis of contact teaching, distance education and mobile education, or synthesis of different forms of educational content and different teaching
- ✚ University develops and promotes educational styles of the problem-based learning (*problem-based learning*), symbiotic learning (*symbiotic learning*) and project-based learning (*project-based learning*).
- ✚ Programmed and controlled **teaching for the regular and special classes of part-time students** according to the schedule with the use of modern means of presentation and demonstration and telecommunication technologies.
- ✚ With the interactive methods of working with students and assigning to prepare independently for the next teaching units, they have insight into their prior knowledge and specific experiences based on issues they have dealt with, and in accordance to it the teaching process and control of the continued content is partially individualized.
- ✚ Students **are provided with the courses relevant textbooks** prior to the start of the classes, or other sources for independent learning in written and electronic form. Textbooks and other sources for learning are compulsory parts of the portfolio of academic teaching staff engaged. Literature or textbooks that are not covered by publishing activities of the University shall be provided in the library of the university, in other words free to copy and distribute to students in the form of compendium or scripts.
- ✚ Students are also provided with all didactic and educational materials in **electronic and digital form** (*which include recorded lectures and exercises, electronic and audio books, electronic presentations*), via Internet in the system of distance learning, through digital interactive television (*Apeiron TV Channel*), or on different video presentation media (*video cassettes, inter-active multimedia optical media, etc.*).

- ✚ At University **information-communication technologies** are introduced and installed through the computer assisted learning and research (*Computer Assisted Learning & Research*) that enable students to achieve an active attitude in the process of acquiring knowledge, to achieve a deeper interaction with teaching content and application of research methods at the very process of basic knowledge acquisition. The system of computer-supported learning used at University includes corresponding multimedia educational software (*Learning Management System*), the application of computer simulations, individual knowledge acquisition using a computer, multimedia and network technology, constant feedback on the progress of students and realistic evaluation of the knowledge and skills acquisition, the use of network and Internet media sources for research via direct access to database of scientific journals with the subscription of university (EBSCO) and empirical research using appropriate software.
- ✚ **Mentoring students** with programmed direct consultation or "on-line" **consultation** via tele-conferencing system installed at the university.
- ✚ Performing **exercises, laboratory and training sessions** intended for acquiring practical skills and elaborating practical aspects of basic topics through analyzing case studies and complex pedagogical modeling in educational workshops with different role (*role-playing workshops, mock trials, legal clinics, etc.*).
- ✚ At University the various forms of **group work** that develop initiative, creativity, communication skills and teamwork, and contribute significantly to the efficiency of the learning process are applied as the specific forms of exercise. With **collaborative and cooperative study** students learn based on the resources and skills of all participants in the group, which additionally include group learning and work on group projects, group assignments and problem solving. In a collaborative model, the team members work together on the same matter, while in the cooperative model, team members share tasks that are to be solved independently and individually and then they combine them.

**Repetitors** are a form of group learning where associates or demonstrators prepare students for the exam by offering them a concise overview of the main points of a particular subject.

**Conversatoriums** are the form of group learning where students enlarge their knowledge in certain areas in the form of independent exposure to certain themes, dialogue and discussion at the student roundtables.

- ✚ Seminars and seminar papers with a public presentation of results are evaluated and graded by all participants using the LEG-scale for evaluating the speaker.

- ✚ Workshops (*workshops*) where the contents related to specific topics are presented in the form of a specific problem whose solution should be offered through individual and group interaction.

At University the specific workshops of processing "**case study**" (*case-study analysis*) are applied, as well as "**psychological workshops**" that are intended to enlarge and develop interpersonal and intrapersonal abilities and skills of students.

- ✚ System of **VIP panels** (*very important person panel*), **round tables** and **tribunes** are implemented through work in sections and forums;

- ✚ **Simulation** is a situation where one simulates the real situation created by applying the learned knowledge and skills, as well as simulations with the division of roles (*role-playing games*), or simulation in the form of **modeling** real situations and relationships that enable students to distinguish the essential elements of subjects presented by the model and the analytical method and contemplation that come to their structure and function, allowing a mental operations analysis and synthesis.

Simulations represent the final stage of the interactive forms of work where summarize the conclusions of previous phases are analyzed so that students creatively must apply knowledge and skills previously acquired through lectures, workshops and trainings.

- ✚ Continuous **evaluation** of progress in the student's work through a system of pre-exam obligations and exams with the estimates of the teaching content acceptance by students and profound understanding of the subject of learning.

- ✚ **Consultative and instructive lessons** applicable to small groups of students, part-time students, the teaching of "*one on one*" and for students at graduate and doctoral school.

- ✚ The system of **summer and winter instructive camp** that is applied in the organization of seminars and panel discussions, as well as in postgraduate and doctoral school.

- ✚ **The clinical and professional practice, scientific-research projects and professional projects** of students.

The specific form of professional practice is an "**internal practice**" that students perform in specialized units organized at University such as: *Business Incubation Center, Career Guidance Centre, Public Relation Centre, Institute for Integral Management, reengineering and transition.*

- ✚ **Student "business" projects** within the *Business Incubation Center* and teaching module "Innovative entrepreneurship in business incubation centers" intended for the initiation of student entrepreneurial projects in

the form of small business where the university provides aggregation of micro-financial support.

- ✚ Development and participation in **scientific research projects** during the study of the second and third cycles, as well as the students' action research.

#### **Article 48.**

University conducts continuous process of self-evaluation and assessment of the quality of its academic programs, work of all organizational units of the university and general working conditions, as well as self-assessment of teaching quality and teaching staff for each subject immediately after the completion of subject processing.

Self-evaluation is conducted in a manner and procedure prescribed by *the Regulations on Quality Assurance at Pan-European University "APEIRON" and "Regulations on student assessment and interviewing."*

Report on self-evaluation and quality assessment of Pan-European University is published so that it is available to the academic staff and students. Reports on the quality assessment of academic staff in the implementation of individual curricula are considered by the Senate of University and are not typically available to students.

### **6. Access to Studies at Pan-European University**

#### **Article 49.**

A person who has completed four years secondary education in Republic of Srpska, Federation of BIH and Brcko District's or who has completed the equivalent education abroad may enroll the first year of undergraduate studies of the first cycle.

#### **Article 50.**

A person who has completed a study of the first cycle of three or four years may enroll the second cycle of study.

Depending on the scientific field of the first cycle of the studies which the candidate completed, there are three possible options upon applying for the second cycle:

- 📖 If the first cycle of studies is in the field of majority of the enrolled studies of the second cycle, the candidate enrolls without additional pedagogical obligations;
- 📖 If the first cycle study is partially in the field of majority of the enrolled studies of the second cycle, the candidate is to pass the differential program in order to compensate for the missing competencies;

Differential program content is determined by the Commission for the exam verification and evaluation of programs of study. Differential program may not exceed 60 ECTS.

- 📖 If the study of the first cycle is not major with scientific fields of the enrolled studies of the second cycle, the possibility of enrollment of candidates depends on the specification of basic scientific fields of study program which is regulated by the Rules of second cycle of the Pan-European University and curriculum studies for each study program of the second cycle, which is licensed at Pan-European University.

#### Article 51.

Apart from meeting the requirements for admission to the program established by the Law on Higher Education and the Rules of the qualifying examination and enrollment at the Pan-European University, a student is obliged to fulfill the conditions of payment for the enrolment, in other words the tuition fees in accordance with *Regulation on tuition fees and the cost of services* brought by Managing Board of the University.

#### Article 52.

During the enrollment the candidate signs Study Contract, where both contracting parties, Pan-European University and student-to-be, take over liabilities and acquire certain rights in the process of studying.

#### Article 53.

A foreigner can enroll the first and second cycle of studies at Pan-European University under the same conditions as the citizens of the Republic, or of BiH.

Students who have completed secondary school abroad must **submit their high school diploma for the nostrification** in the Ministry of Education and Culture of the Republic of Srpska.

In order to continue the education, Commission for the exam verification and evaluation of study programs evaluates and verifies the foreigner's higher education document for continuing study at the second cycle of studies or for involvement in the levels of higher education in the higher education system of the Republic of Srpska. Commission then determines majority of the verified degree and further defines the procedure of registration.

Students who have completed their education in the former Yugoslavia can continue their education at Pan-European University under the same conditions as students from BiH in accordance with the Law on Higher Education of the Republic of Srpska. Students who have completed their education in the newly established states of the former Yugoslavia after 6 April 1992 can continue their education at Pan-European University after a prior procedure of exam verification of foreign higher education document is done in accordance with the Law on Higher Education, Agreement on special relations with Serbia and Provisions of the Statute.



**Article 54.**

University announces **Competition for enrollment** at the appropriate school year for all licensed programs of study or for the programs with work permit or for individual study programs at all or only certain types and kinds of studies, in other words the study cycles, in accordance with the decision of the Managing Board of University and with the prior opinion of the University Senate.

The competition determines the number of candidates for the enrollment at the study cycles, types and kinds of studies, or the study programs according to the available capacity of the University, meeting the anticipated quality parameters studies.

The University may announce more competition for students' enrollment in the same school year until it fulfills the planned number of students and if the competition date does not jeopardize the quality parameters of the study, in accordance with Article 43 of the Statute.

**Article 55.**

Candidates take **entrance or qualifying exam** in order to enroll the first year of first cycle, in accordance with the Regulations on the qualification examination and enrollment for Pan-European University.

The qualifying exam includes knowledge of program content for the enrolled study program of the first cycle. The qualifying exam is taken in written form.

Candidates who are enrolled at University can take an intelligence test, if they wish, and a test of general and specific abilities and preferences, as well as a business interview that evaluates their preferences, and which serves as the basis for the mentor's performance of the oriented education and career guidance within the *Career Guidance Centre*.

The qualifying exam and the ranking list of candidates are done by commission that is appointed by Rector of the University.

Access to studies at Pan-European University, the method of enrollment, exam qualification and enrollment list scoring is more precisely determined by the Regulation Book on qualification exam and enrollment at Pan-European University.

**Article 56.**

The order of the candidates for the enrollment is determined according to the sum of points awarded on the basis of the following unless the legal act or any other obligatory act of the Ministry otherwise specifies:

- ❑ Scoring general success in the study of the first cycle, so that the average grade of the first cycle studies is calculated with two decimals and then multiplied by 5. The maximum number of points earned on this basis is 50.
- ❑ Success on the qualification examination. The maximum number of points on this basis is 50.

The candidate can achieve a maximum of 100 points on both grounds.

#### Article 57.

Candidates who have special requirements in terms of gaining education, and who are beyond Decision of this Statute and Program, can meet the same ones if they submit the request in the written form; it should be discussed by University Senate and approved by Rector of University.

Admission to the study of Pan-European University "APEIRON" is organized according to the agreement with other higher education institutions in the country and abroad, in accordance with the rules defined in this Agreement and in accordance with the legislation applicable in the Republic of Srpska and BiH.

#### Article 58.

Prior to the Competition announcement for the new enrolling student, Pan-European University "APEIRON" defines and publishes the tuition fees and prices of services that are to be paid at the University, and which relate to the costs of study for one academic year.

Tuition fees and prices of services charged at the University depend on competitive ability of higher education institutions, the parameters of the market of educational services and market cost of higher education, and on the real purchasing power of different categories of the service users at University.

Tuition fees may vary depending on the program of study that candidate enrolls, the type of study, the scope of supplementary educational services, the geographic region where the candidate lives or any other parameters affecting the market position of Pan-European University and its organizational units where the study process is organized.

Student may **pay tuition** and / or any other services at the University **in installments** in accordance with *Regulation on tuition fees and prices of services*.

If the student pays tuition fee in installments, then he is obliged to pay the installments determined by the dynamics anticipated in *Regulation on tuition fees and prices of services*. Requirement for enrollment in the school year for the student is to fulfill the obligations and to pay the first installment. In order to verify the semester and enroll the second semester the student is to pay the *middle* installment. The payment of the *last* installment is a requirement for verification and for completion of the current school year.

A student may not enroll in the following academic year unless he settles off all financial obligations to the University for the previous years.

#### Article 59.

Family members of employees of University and a close family member of University Managing Board, students from families having more than one member of the close family studying at Pan-European University, the talents who have

achieved high success in the previous education, students who study several educational cycles continuously at Pan-European University, students who pay full tuition fee before the start of the current school year, as well as other categories of services established by University Managing Board with its particular decisions, are entitled to the appropriate discounts / or privileges, or the rights to determine the specific amount of the tuition fees in accordance with the criteria defined in *Regulation on tuition fees and prices of services*.

## **7. Transfer from other higher Institution and continuing Education**

### **Article 60.**

Verification and credits transfer can be made between the different study programs, as well as between the accredited higher education institutions in the Republic, in Bosnia and Herzegovina and abroad in accordance with the provisions of this Constitution and in accordance with specific criteria established by University Senate.

Transfer from other higher education institutions shall be performed in accordance with the Law on Higher Education of RS and the Statute of the Pan-European University and with requirements for transfer from other institutions of higher education as it is defined in the study program.

Student who is transferring from the some other institutions of higher education, or a student who has successfully completed a previous education will have his passed exams verified by the Dean of the Faculty, on the basis of a Commission for exam verification and evaluation of study programs.

Commission for the exam recognition and evaluation of study programs is selected by the Academic Council of the College. The selection and work of this commission is more precisely regulated by the relevant Regulation issued by the University Senate. The student is required to pay the fee for the commission's work written *Regulation on tuition fees and prices of services*.

Exams passed in the previous education or at some other higher education institutions can be verified to the students in the compulsory or in the elective program.

**Exam verification** from the preceding paragraph shall be based according to the certified and authentic documents which proves the curriculum of previous education, passed exams and achieved success, such as transcript, certificate of proficiency with the achievement scores, original student cards, Diploma Supplement (*diploma supplement*), transcript of records, curriculum or abstract from the curriculum of the previous studies and other documents which have the status of public documents and determined by the laws and regulations.

The Commission verifies to the student passed exams from previous education or exams passed at some other higher education institutions in the compulsory curriculum of those subjects that overlap at least 60% with its contents to the curriculum of the appropriate subject at Pan-European University.

In the elective program of the student the commission verifies exams passed in previous education or exams passed at other higher education institutions if they **belong to the major study area of study program** which the student enrolled, and they are not planned in the ordinary and the original elective program of the studying program. These exams are verified to the students in the elective program, under the name and with the content of the subject they have at higher education institutions from which students come.

Compliance with the major study of the verified areas that are recognized as the elective subjects, as well as the content of ECTS credits that are verified, is established by the Commission for the exam verification and evaluation of the study programs, and the appropriate decision on the recognition of these items is signed by the Dean of the Faculty.

Courses that do not belong to either basic or secondary areas of the major study program which the student enrolled may not be verified in the ordinary nor in the elective program.

In accordance with the principle of lifelong learning and recognition of the right to education as a basic human right, the University will provide further education and will not discriminate students who are transferring from another university, or students who have a degree from a previous school, or students who have passed exams from previous education on any basis (*diploma acquired in some of the republics of the former Yugoslavia, diploma acquired in the two-years college, diploma from the school that has ceased to operate, the political structure of lecturers, etc.*) in accordance with the major field of the University and the provisions of this Statute.

#### **Article 61.**

If the exam that are being transferred are passed prior on the higher education institution **that is major** from the same scientific field that the student enrolled, the student can then enroll the next year of study in relation to the year of the study which has been recognized at the same institution.

If the exam that are being transferred are passed prior on the higher education institution **that is not major** from the same scientific field as University, the student can then enroll the next year of study in relation to the number of recognized credits, as follows:

- Minimum 45 recognized credits for enrolling into the second year of study,
- A minimum 105 credits for enrolling in the third year of study
- A minimum 165 credit points for enrolling in the fourth year of study

For the enrolled academic year on the basis of transferring from other institutions of higher education, or on the basis of extending the studies, the student pays full tuition fee.

For further education, the student is obliged to pass the differential exams and acquire a number of credits for the following year, in accordance with the provisions of the Higher Education Law and Statute.

In order to obtain a diploma, a student is obliged to fulfill all obligations of the study program, i.e. to pass all exams scheduled in the compulsory program and all the exams of differential program, and to acquire a minimum credits for the degree studies by the end of schooling. The student can obtain a larger number of credits in relation to the minimum credit score of the degree studies.

### **Article 62.**

Students who have a diploma of the first cycle or two-years college or the students who have finished two years of the certain faculty in BiH and on that basis they possess the appropriate public document can continue their education at the Faculty at the following school year and at the study programs that are organized at Pan-European University, if major subjects of that college or school, in other words of the higher education institutions is in accordance with the major study programs of the University.

Major programs of that higher education institutions and compliance with the major programs at Pan-European University is brought by the Commission for the exam verification and evaluation of selected programs of the study programs at the Faculty. If the Commission finds compatibility between higher education institution where the student gained a degree in the previous education and major programs at Pan-European University, the student can continue further education in the coming school year at the major study program at Pan-European University, whereas on the basis of the previous education the student is verified with the input number of 120 or 180 ECTS credits.

In the process of assessing compatibility between the higher education institution where the student gained a degree in the previous education and major programs at Pan-European University, the Commission first has to evaluate the study programs of higher education institution where the student has completed the previous cycle of the higher education, as well as the evaluation of type and newly acquired knowledge and skills of the student, in accordance with the Law on Higher Education of the Republic of Srpska. Once they finish the evaluation with a positive grade, the same process can be applicable to all the same future cases.

Upon completion of the valuation of foreign study program the commission is to compare these programs with the study programs of Pan-European University, as well as to determine the existence of an equivalent program, as well as the degree of compatible programs through assigning major programs, partly major and not major programs.

Students, whose public higher education documents are to be evaluated, have to prove the legality of the documents that are, in accordance with the legal provisions, recognized as a public document, and issued by higher education institution or any other competent authority or institutions.

Students who gained their diplomas at some higher education institutions whose major programs are partially compatible with the major study programs of Pan-European University, can continue their education under the condition of taking the differential exams in order to fulfill the missing competencies and core professional knowledge of the study program.

Academic Commission for the exam verification and evaluation of study programs has to define the content of differential program which students have to pass, parallel with a program of the continuing education.

On the basis of a Commission proposal, Dean of the Faculty issues the appropriate decision on the requirements for the entry and education extension for students who continue their education.

Before the graduation, the students are required to acquire a minimum of 180 or 240 ECTS credits, mastering the curriculum of the enrolled program and mastering the differential study program if such a program is determined as the education at Pan-European University.

If the commission verifies the exam for the subject being taught in the education extension at the Pan-European University to a student who is continuing the education, then the Dean of the Faculty determines a replacement for this subject, taking into account that the student acquires the necessary number of ECTS-credits for the academic year, according to the Law on Higher education and fulfills all the obligations of the licensed curriculum for the study program which the student enrolled.

## **8. Evaluation of Knowledge and Student's Achievement**

### **Article 63.**

The students' success in mastering a particular subject is continuously monitored during the classes and teaching of the subject.

In determining the final grade for each subject or the student activity that is being assessed, the assessor is obliged to cover all aspects and to evaluate the results of the total student work during mastering certain subjects or modules, so not only knowledge and skills that the student has learned and gained during the teaching (as is determined on the exam), but also the student's achievements in all forms of educational and pedagogical work which are planned and implemented for the relevant subject including the assessment of the activities and student interactions in lectures, exercises, colloquia, seminars, workshops, roundtables and other forms of teaching and pedagogical work (*pre-exam*).

### **Article 64.**

Approximate distribution of the percentage involvement of the different forms of evaluation work and achievements of students in the final assessment is as follows:

- ☑ **Exams** - "*exams*" (including the various forms of the exams that are used in the evaluation process, as well as all partial exams and final exam if they are organized) ..... 50% - 60%
  - ☐ Testing the active student's knowledge (different forms of examinations), involves ..... 30 - 35%
  - ☐ Evaluating student's approach in the practical applicability of knowledge, involves ..... 10%
  - ☐ Innovation and creativity in skills presentation ..... 10-15%
- ☑ **Student (*activities*) participation in the contact work** - "class participation" (such as interaction in lectures, participation in exercises, laboratory work, participation in workshops, clinics, treatment sessions, case studies, etc.) ..... 20% - 30%
  - ☐ Evaluating the participation (activity) of student's work in lectures, workshops and mentoring exercises ..... 10-15%
  - ☐ Evaluating the participation (activity) of students in clinics, laboratory work, practical exercises ..... 10-15%
- ☑ **Different forms of individual work or collaborative work of students** (group work) out of the direct teaching process - "*Assignments & Homework*" (seminar papers, homework, problem assignments, student practice, etc.) ...20% - 30%

At University the priority is given to written exams compared to the oral exams. Within the written exams the priority is given to tests compared to the written exams such as "micro-essays".

The tests that are applied to the Pan-European University must be of the combined type or problem tests and must meet professional and psychometric characteristics of reliability, validity and objectivity.

### Article 65.

**The general structure of the mark**, according to the criterion for the evaluation of the student achievements at the exams and pre-exam from the previous paragraph, is the following:

No	Type of Evaluation	Partial/Final	Optional / compulsory	Participation percentage
01	Participation in the contact – work interaction at lectures	pre-exam obligation	compulsory	10-20 %
02	Exercise activity/laboratory work	pre-exam obligation	optional	20-30 %
03	Participation in pedagogical workshops	pre-exam obligation	optional	20-30 %
04	Evaluation of Student professional or clinical practice	pre-exam obligation	optional	20-30 %

05	Seminar/professional work of students	pre-exam obligation	optional	20-30 %
06	Exams – partial tests (problem based or combined tests)	partial	compulsory / optional	10-20 %
07	Exams – final tests (problem based or combined tests)	final	compulsory	30-60 %
08	Exams-Final exams	final	compulsory	30-60 %

The professor can make a more precise general structural framework of assessing the results of student work from the table within the subject / module that he deals with, being guided by the types of planned activities and pedagogical specifics of subjects / modules of the defined curriculum. The professor is obliged to keep adequate records of assessing various aspects in the form of the final grade of the students, or in the form of the diary.

#### Article 66.

The student may take the exam from the subject when he has fulfilled the following conditions:

##### A. Statutory requirements:

1. The active status of the student;
2. The verified enrollment semester status;

##### B. Pedagogical requirements:

1. The student has completed all pre-exam obligations given in the syllabus;
2. During the school year, and on the basis of all study activities that are valued, the student did not gain more than 75 ECTS credits;
3. The student meets all additional teaching requirements of the Rules of knowledge evaluation and students achievements and Law on Higher Education of the Republic of Srpska;

##### C. Financial requirements:

1. The student has no remaining financial obligations to the University whose total amount is larger than the negative balance established by Rules on tuition fees and service prices;
2. Student has no outstanding material and / or financial liabilities based on the damage caused to the university, which was established in the final decision of the disciplinary proceedings;

#### Article 67.

All student assessments are **public**. Taking all exams at the University is a **public** and **transparent**. The exam **mustn't be taken** at the discretion between the



examiners and students. During the exam, there must be present at least one more independent person from among the students or the authorized exam controllers besides the students and the examiners, and the exams are normally recorded and exam video-recordings are being cataloged and archived.

Students have the right to attend taking any the exams if their presence does not disturb the exam and if the exam is organized orally, and in accordance with the spatial possibilities of University.

#### **Article 68.**

Exams can be taken only in the official premises of University, in the objects specified in the work permit and licensed departments of University. The higher education institution may, in accordance with the study program, organize exams out of the headquarters if the nature of the academic subject requires it, or if the exam is organized in licensed departments of the university.

A student with a disability has the right to take the exam in a manner suitable to him abilities, however requirements of transparency and public exams in accordance with the provisions of Statute and Rules on the knowledge evaluation and students achievement are to be provided. The decision on the specific requirements for the exam for each handicapped student is individually brought by Rector of the University.

Knowledge assessment can be performed in the licensed and accredited higher education institutions which have signed the partnership with Pan-European University in order to mutually organize and carry out the study programs so that the students can acquire a joint degree, or with the partners that organize the mobility program of the students.

#### **Article 69.**

Metric characteristics of written tests (reliability, validity and objectivity), the credibility of oral exams and assessment methodologies of different sources for the student assessment, are the subject to periodic evaluation by an independent authority in accordance with the Regulations on Quality Assurance at the University.

#### **Article 70.**

**The exam is unique.** The assessment of students during the school year is defined in the syllabus. During the lessons, the professor is obliged to specify to the student the content and the method of evaluating the content of the test. The content of the exams shall be in accordance with the curriculum and the content of lectures and practical exercises that are conducted during the teaching.

As part of his academic portfolio the professor is obliged to define the test questions on all grounds which cannot be less than 50 and more than 300 or to inform the students at the beginning of the classes with specific demands and methodology of teaching organization, monitoring and evaluation, character and content of the final exam, structure of the total number of points and the method of forming marks.

### Article 71.

In practice of Pan-European University there are some possible **types of evaluation**:

- ↗ Grade / evaluation of student participation (activity) in the contact work (*class participation*), such as interaction in lectures, participation in mentoring and other exercises, workshops, clinics, laboratories, preparation of training blocks (*reading assignments*);
- ↗ Grade / evaluation of student participation in other forms of work;
- ↗ Grade of different pre-exam activities specifically defined for each subject;
  - homework;
  - tasks;
  - project;
  - problem solving tasks;
  - other forms of evaluation of the pre-exam student activities;
- ↗ The test exams;
  - multiple-choice tests;
  - tests on the "short answers" (or updates);
  - combined tests with elements of multiple-choice, short-answer questions and problem-solving tests;
- ↗ Oral exam;
- ↗ written exam;
  - the written exam with questions (micro-essays);
  - Problem - written exams;
  - The written exams of the "Essay" type;
    - Essay on "program / teaching unit";
    - Essay "case study";
    - The essay with the division of roles (taking over the role);
  - The seminar work;
  - Thesis defense;
- ↗ Open exams (exams with open sources);
- ↗ Practical work
  - Report on practical work;
  - Report on student work;
  - Laboratory work - notes and assessments;

- Assessment of the performance (of some skills, procedures);
- Grade of the created materials / products;
- Practical exams (clinical exams, etc.).
- ✦ Group projects (group / team work);
- ✦ Questionnaires for self-assessment;

### **Article 72.**

Type of knowledge evaluation determines and applies the methodology of testing, venue of the exams, the method of assessing the results of the exams and quantitative indicators of the achieved grade.

If written in the syllabus and due to subject's specificity, assessment can be divided into **several partial exams** during the teaching. In this case the final grade is based on the results of the partial exams and evaluation of pre-exam student activities.

Controlled requirements for taking the exam ensures the presence of at least one of the persons responsible for ensuring the regularity of the examination. Exam controllers may include: program professor (professors), the exam commission, program associate (partners), mentor of the students, administrative staff of universities that are accredited as exam controllers or any other persons authorized as the exam controllers (*proctor*). As a rule, two persons as then exam controllers are provided for the exam.

All professors and University staff are also authorized as the exam controllers.

Evaluation of the student is done by the professor or the exam commission. Before giving the final marks, the professor may consult the mentor of the student. The passed exam is an evidence that the student has mastered the intended program and that the acquired knowledge can be used in practice. Passing the exam is the basis for the accumulation of the appropriate credits for a certain subject provided in Curriculum.

### **Article 73.**

Students take the exam immediately upon completion of the course or in the legal exam terms and the terms and in the manner specified by the study program, in accordance with this Statute and Rules on the knowledge evaluation and achievements of students of University.

Students take pre-exam during the classes.

Exam dates are: *January-February, April, June-July, September and October*; January-February, June-July and September's exam schedule contain two exam terms, and April and October exam periods include one exam term. October exam period must end no later than 15th October of the current school year.

Students are eligible to take the exams in both test terms when the organization of exams is in two test terms. The second test term is organized not earlier than 7 days and not later than 15 days after the first examination date.

In each examination period students can take all the items that are completely finished by this examination period. In the April examination period students can take all the items that were completed in the winter semester. In June-July, September and October deadline, students can take all the items from the current school year.

Full-time students and students who repeat a year of study take the exams from the differential program and examinations from the previous years of study in the regular exam terms when the exams are organized for full-time students in the current year of study. The exception to this rule are the exams that are the requirements for access and passing the exams of at least two or more subjects in the current year of study. Passing these exams can be organized in other terms under the conditions that the student attended these courses and fulfilled all the planned pre-exam, as it is written in a decision of Rector of University.

It is possible for the students who have the status of graduate to organize exam terms in each calendar month, except July and August, with one exam date. Decision on organizing a graduate exam terms is brought by Rector of University. Upon the completion of graduate exam terms, the student has the right to take exams paying a fee, according to *Rules on tuition fees and service prices*.

After three unsuccessful attempts to pass the same exam, a student has the right, upon his own request, take the exam before the **exam commission** which consists of three members, appointed by Rector of University in consultation with the Dean of the faculty or mentor of the student. The professor of the program where the exam commission is formed can not be a member of the commission, but has the right to attend the exam.

After three unsuccessful attempts to pass the exams, students bear the costs of any subsequent passing of the exams, as well as the cost of the exam commission according to *Rules on tuition fees and service prices*.

### **Article 74**

Dates for the exam periods are planned by the senior officers- the Secretary of Faculty in coordination with the teaching staff who are in charge of the subject and Dean of the faculty.

Testing dates are posted on the bulletin board of University and on an electronic bulletin board on the website of University no later than 7 days before the date scheduled for the exam. Schedule for all exams in general September term shall be published on the notice board of University no later than 15 days before the first exam.

Secretaries of faculty or student service can optionally indirectly (*personally*) inform students about the exam due, via email, SMS, phone, internet or using other means

of telecommunication. Direct (personal) student notification about exam dates does not exclude the obligation to publish exam terms on the exam board.

The professor in charge of the subject is required to make and maintain scheduling appointments with prior notification and coordination of student services for timely submission of exam applications, lists of students, list of the exam and other exam documentation.

### **Article 75**

At Pan-European University, we keep **the records on the examinations** and we process documentation of passed exams, according to laws and by-laws, and other statutory acts of University.

At each exam, an official record/protocol from the exams, as well as all other evidences about the exam are kept. The professor or the commission writes down the grade of the student which he achieved on the exam in the appropriate documentations and confirms the grade by his signatures. The grade cannot be confirmed by signature facsimile of the professor.

In addition to electronic and supporting records of the passed exams at University, there are also the following documents: exam application, record / protocol from the exam, the list of students who take the exam in a given period, the daily work of students in the subject that is being taken, the student booklet - index, the book of examinations passed and Register Book.

The professor is obliged to document the teaching and pedagogic process, and the process of knowledge evaluation and achievements of students in the School Log Book, which is written in the administrative procedures and in methodology, in accordance with the University Statutes and Regulations on the evaluation of the knowledge and achievements of students.

The final grade of the student is written in the index, exam application and the Record / protocol of the exam. The grade "*fail*" F-5 is not written in the index, but is recorded in the test databases.

Records and documentation of the passed exams are kept by the workers student services. Handling documents and records of passed exams is allowed only to the authorized employees of Student Services and Rector of University.

The handling of official records and documents is allowed only in the official premises of University and in other places with the permission for labor.

### **Article 76.**

A student's success at the exam is written by the qualitative "**grade**" and by the quantitative number of '**credit-points**' (or credit).

The alphabetic mark of the grade, numerical and descriptive grade including the number of approved points are presented in the following table:

Letter Grade (ECTS standard)	Numeric Grade	Descriptive grade / Definition of Grade	Descriptive grade / definition (Local Language)	Number of points
A	10	<b>EXCELLENT/EXCEPTIONAL</b> - outstanding performance without errors	<b>ODLIČAN/IZUZETAN</b> - izvrsan nastup bez grešaka	91-100
B	9	<b>EXCELLENT</b> -above the average standard with only minor errors	<b>ODLIČAN</b> – iznad uobičajenog standarda, ali sa manjim greškama	81-90
C	8	<b>VERY GOOD</b> -generally sound work but with some errors	<b>VRLO DOBAR</b> – generalno cjelovit rad sa pojedinim greškama	71-80
D	7	<b>SATISFACTORY</b> - fair but with a number of notable errors	<b>DOBAR</b> - jasan odgovor, ali sa sa određenim brojem upadljivih grešaka	61-70
E	6	<b>SUFFICIENT</b> - performance meets the minimum criteria with significant shortcomings	<b>DOVOLJAN</b> – nastup studenta zadovoljava minimum kriterija sa značajnim nedostacima /manama	51-60
F	5	<b>FAIL</b> - considerable further work is required	<b>NIJE ZADOVOLJIO</b> – zahtjeva se znatan dalji rad	≤ 50

A student who has not achieved the satisfactory success at the exam and pre-exam obligations receives a "fail" that is not the basis for the accumulation of ECTS credits.

#### **Article 77.**

The student may submit an objection to the grade given at the exam if he/she believes that exam was not carried out in accordance with the law or this Statute.

The student submits a complaint to Rector of University within two days from the day of the announcement of grades.

The Rector shall issue a decision on the student's complaint within five days upon the receipt of the complaint.

If the objection is sustained, the student re-takes the exam before a commission within seven days of receiving the decision from the previous paragraph.

#### **Article 78.**

A student who is dissatisfied with his/her positive grade in the regular exam period, can express the **disapproval** about the grade immediately after the exam and ask to annul that positive grade.

The student is obliged to take again the exam from the subjects he previously annulled the grade before the end of the current academic year and to bear the expenses of additional passing.

#### **Article 79.**

The student **cannot take the exam** without proper documents for the exam registration. The exam starts when the students are being given the questions (tasks) or given the test.

If the student fails to appear at a scheduled time of the written exam, he is considered to have withdrawn from the exam. Students may not enter the classroom where the written / test exam is organized. During the breaks, the students may attend the classroom where an oral exam is organized.

#### **Article 80.**

Written examinations can last up to three hours. The professor is obliged to publish the results of written exams within 7 days from the date of examination. If there is also an oral part of exam, besides the written one, it may be held on the same day when the results of the written part of the exam are published or. by the end of the exam period.

The students who have not passed the written part of the exam are able to look into their papers after the results are announced.

The student can take up to two exams from the same study program during the same day.

There should be a time difference of 7 days among taking the upcoming exams. The Rector may approve taking the upcoming exam in shortest possible period.

**Article 81.**

For **research and additional activities** of the students, or the academic staff, which are well-known as the recognizable effort and are relevant for the study program, or for the future research, for the professional student status or for the academic workers, ECTS credits are to be awarded in the following categories:

- A. Defended and published papers;
- B. Participation in scientific or professional conferences with or without presenting works;
- C. Participation in scientific research or professional projects or own research;
- D. Working, professional, clinical and laboratory practice;
- E. Authors in innovation and patents;
- F. Mentoring and membership in commissions;
- G. Other academic activities;
- H. Final works;

Method of valuation, the amount of ECTS-credits, and the procedures and logistics of the awarded credits for the research and additional activities of the students is regulated in detail in Rules of first, second and third cycles, and the Regulations on the knowledge evaluation and students achievement.

The credits based on research and additional activities are given to the activities that have been performed or are being performed in the current enrollment cycle.

The student is obliged to prove the validity and relevance of the activities with awarding credits by the appropriate public documents, documents and material activities.

**Article 82.**

**Seminar papers**, as a specific form of student work with themes set by the professor or mentor from the wider framework of study program of the seminar paper, are a source for obtaining ECTS credits in the elective program of the student. While writing the seminar papers, the students practice their academic literacy and research methods and techniques or the use of academic resources, and they enlarge their knowledge from the thematic areas of research paper. The student is obliged to **defend** his seminar paper before the academic auditorium of University so that the paper can be accepted as the source of the elective program.

Seminar papers, that are subjects to evaluation and the award of ECTS credits, must satisfy the general methodological and scientific-research criteria, the criteria of academic literacy, standards of correct citation and the requirements for the minimal



"scope of work" and the requirements of relevance "work contents" which are defined by the mentor or by the professor when assigning the topics.

Papers that are awarded by ECTS credits must be larger than the minimum size of 20 pages of A4 standard-formatted text. They must also be made according to the methodology so that the contents are appropriate with the topic and they must provide the highest grade ("A-10-excellent / excellent" or "B-9-excellent").

The professor who is in charge of the course can select the topics or areas of the seminar papers in advance.

### **Article 83.**

Students can gain ECTS credits in the elective program and on the basis of **published papers in the categorized scientific publications** or conference papers, if the theme and content of the work is related to the field of scientific study program.

The student is obliged to leave the publication in Library of University, or in Publishing Center of Pan-European University, as well as in electronic form, unless protected by copyright law at Institution that has published the paper. Student works that were verified in the elective program must be permanently kept and cataloged in the Library of University.

### **Article 84.**

Students can gain ECTS credits in the elective program and based **on participation and / or presenting papers at scientific conferences**. Student is obliged to document the participation in vocational or scientific conference.

The student is obliged to leave the publication in Library of University, or in Publishing Center of Pan-European University, both in electronic and written form, unless protected by copyright law at Institution that has published the paper. Student works that were verified in the elective program must be permanently kept and cataloged in the Library of University.

### **Article 85.**

**Working, Professional, clinical and laboratory practice** whose content relates to the field of scientific study program and that was done in the appropriate form, with the methodology and verified by the documentation, is a source for gaining ECTS credits in the elective program.

**Volunteer work** in the local community or administrative institutions is also a source for the acquisition of credits if confirmed by appropriate documentation and conducted in accordance with the regulations of this field.

To qualify for the recognition of working and professional practices in the elective program, the student is required to submit the required work diary about the expert / work, clinical and laboratory practice, which was completed and verified in the appropriate manner. Student also encloses other documents, publications and / or

work product which prove the quality and results of practical and professional work, if it is possible due to the nature of labor and professional practice.

#### Article 86.

Participation in **scientific-vocational research or professional projects, or own research work** are the sources for gaining ECTS credits in the elective program, in accordance with the curriculum of each licensed study program, if the participation is verified by a competent mentor or the head of the research project, and if it is supported by the required reports on participation in professional or scientific research project, or Plan and program of research and periodic reports for their own research.

Student also encloses other documents, publications and / or work product which prove the quality and results of scientific research or professional project, if it is possible due to the nature of the project.

#### Article 87.

**Innovations and patents, technical solutions and realization of objects** that are officially recognized or certified and that the relevant documents to prove the authorship or co-authorship, can be a source for gaining ECTS credits in the elective program, in accordance with the curriculum of each licensed study program, if they are verified by a competent professor or mentors.

#### Article 88.

**Mentoring final papers and membership in commission for the final paper defense**, if needed, can be scored in the ECTS system in accordance with the curriculum of every licensed study program, with the provisions of this Rule and Regulations on the knowledge evaluation and student achievement.

#### Article 89.

Other academic activities that are the result of the real and recognizable academic work and which are relevant for the study program, or for future research, professional student or academic workers status can be scored in the ECTS system of credit-scores in accordance with the curriculum of each licensed program of study. These activities include, but are not solely by the editorial staff of scientific and vocational journals and conference proceedings, members of the scientific commission of scientific or professional meetings, review of university textbooks and publications, membership in professional commissions, expertise and published studies, translations, scientific controversies, chrestomathies, essays and treatises.

#### Article 90.

ECTS credits for **research and additional activities** of the students are assigned to groups of indicators, the type of indicators and competence factor of each activity which was elaborated in a detailed schedule that is an integral part of the curriculum of each licensed study program.

Total number of credits that the student achieved through attending scientific or vocational conferences and seminars can be up to 20.

Total number of credits that the student achieved by attending course of lifelong learning and training in the country and / or abroad can be up to 20.

Credits obtained on the basis of the research and additional activities of the students cannot substitute the credits from the compulsory subjects.

The number of credits given for the final paper, or for the final part of the study program, is included in the total number of credits required for the completion of the study.

### **Article 91.**

**Examinations in the system of distance learning** (*distance learning*) that are organized by Pan-European University shall be made according to the special procedure for this type of study as defined in the Curriculum and that are standardized in Regulations on the study of distance education, in accordance with the provisions of Law on Higher Education of the Republic of Srpska, where taking the exam in the system of distance education is defined.

Examinations in the system of distance learning for study programs that Pan-European University organizes on the basis of agreements with other higher education institutions in the country and abroad, are carried out in accordance with the rules written by those Agreements, or Contracts on the mobility of the students.

The assessment in distance education system can be performed in the allocated institutions and organizations with which the Pan-European University signed agreements on academic cooperation, if in these institutions the practical classes, laboratory, clinical, sports and working practices are organized, and if it is for the exam from the academic subject whose nature requires it. The professor in charge of the subject controls, organizes and evaluates the examinations that are organized outside the institution from the subjects whose nature requires it.

Knowledge assessment can be made in the departments of Pan-European University and other licensed and accredited higher education institutions with which the Pan-European University concluded Agreement on academic and scientific-technical cooperation or Contracts for student mobility, provided that such examinations are organized, controlled and evaluated by the professor in charge of the subject and that the exam contents are broadcast from the headquarters of University.

### **Article 92.**

For all knowledge assessment that are to be carried out in the system of distance education using the appropriate information and communication technologies must provide the following general conditions:

- Exam contents are broadcast exclusively from the headquarters of the Pan-European University or departments that are licensed to operate;

- The institution must hold a license to operate at the location where the exam is held and must provide the controlled conditions of the exam;
- Authentication of students in distance education system must be done through the appropriate security protocols;
- Positive identification of the student is done before taking the exam by the exam-controller or proctor;
- All elements related to the specific activity of the exam are written down in Record - *"Protocol of the exam activities and student assessment / achievement"*;

#### **Article 93.**

In the exceptional cases, the student experience and results achieved in practice, which is considered to be the necessary knowledge that comes from working and living experience in accordance with the curriculum of licensed study programs, may be recognized as a part of the examination.

The decision on the recognition of study material based on experiences and results achieved in practice is made by Rector of the University.

### **9. Rules of the first cycle of studies**

#### **Article 94.**

Student status is acquired by enrolling in an appropriate study program of Pan-European University.

Gaining the rights and fulfilling the obligations of students in the teaching process is monitored within the semester. The professor's signature in the index confirms that the student fulfilled all teaching duties during the semester.

The authorized person of Pan-European University by his signature and seal of Pan-European University verifies the semester if the student fulfilled all obligations on the basis of tuition fees, in accordance with Rules on tuition fees and service prices, and if the student fulfilled all obligations of the curriculum.

By the semester verification at the beginning of the next school year, the student acquires the right to enroll and to move into the next school year and the right to continue to carry out his duties of the study program and the right to sit the exam.

#### **Article 95.**

Upon the enrollment of each school year, the student decides on the compulsory courses from the chosen program of study. By passing exams, the student receives a certain number of credits in accordance with the study program at the enrolled program of study. The student is required **to pass all compulsory courses** from the chosen program of study.

The student is free to choose **elective courses** from the curriculum which he chose or from other study programs organized at Pan-European University, if they are compatible. The student who does not pass an elective course may repeat the same or chose another elective course.

Compulsory, elective and facultative courses together form a unique study program of the academic year of study. The student is obliged to realize at least 60 ECTS credits per academic year from the compulsory study programs which he enrolled and from the elective program he chose.

#### **Article 96.**

If in the course of the study some changes are made in the curriculum and syllabus that are verified at Senate of University, the student has the right to complete the study in accordance to the curriculum of the school year he enrolled, regardless the fact whether the change in Curriculum produce new or additional licensing or the changes of such magnitude do not require a new license. If at the same time the changes led to the change of the title, the student is awarded with the title from the curriculum of the school year which he enrolled.

The student can also complete the studies according to the changed curriculum under the following conditions:

- He/she must appropriately address in the written form to Rector;
- He/she is obliged to pass the differential exam of the new syllabus by the end of schooling. Differential program in the previous paragraph can be taken in the framework of the elective study program.

If the student completes the study according to the changed curriculum, he/she is entitled to the title of the altered program.

#### **Article 97.**

The status of student is terminated:

- a) upon completion of the study program and by being awarded with the degree of the study program;
- b) by the withdraw from the higher education institution prior to the completion of the studies;
- c) by the failure of the student to enroll the current semester or renew the enrollment for the current semester, and his/her rights and liabilities are not adjourning;
- d) by the disciplinary action brought by the disciplinary authority of Pan-European University.
- e) full-time student status is terminated when a student does not complete the study by the deadline that is determined in double numbers of the school years required for the implementation of the study program.

Double number of school years includes the year of the undergraduate internship.

#### Article 98.

A student who continues the studies after termination and breaks in the study, continues his/her studies according to Curriculum of the academic year which he/she renews. If the curriculum is changed regarding the program under which the student studied before the break, it is necessary for a student to pass the differential exams determined by the *Commission for the exam verification and evaluation of study programs of study*.

#### Article 99.

Upon the student's request, **rights and obligations of adjourning** are approved in the case of:

- (a) severe illness,
- (b) taking the professional practice of at least six months,
- (c) a child care up to one year of age,
- (d) strict pregnancy bed rest,
- (e) performing top positions in the student representative body and
- (f) in other cases written in the general act of a higher education institution.

The decision on rights and obligation adjourning of the students is brought by Rector. In the case of a decision on rights and obligations adjourning, the student is obliged to pay off the tuition for the current school year in whole, and in the next school year, the exception from payment of part of his/her tuition for the year renewed is applied, in accordance with the *Rules on tuition fees and services prices*.

If the student is granted by the adjourning status by the end of the winter semester of the enrolled the school year, and at the same year he/she did not attend the studies and has no passed exams, the amount of the paid tuition fees are recognized as part of the tuition fees for the next academic year.

#### Article 100.

The student who, during the winter semester **does not fulfill all pre-exam obligations**, may after his own request continue to attend classes in the summer semester, and he/she has to compensate for pre-exam fee costs., too.

The Rector decides on the request of the student and shall grant him/her the fulfillment of the pre-exam requirements, provided that these obligations can be fulfilled objectively.

Prior to the start of paying off his/her pre-exam obligations, the student is obliged to pay all regular tuition costs and other expenses in accordance with *Rules on tuition fees and services prices*.

### Article 101

During the studies, the students **can transfer from one to another study program** within Pan-European University, and a decision is to be brought by Rector of University.

The student is obliged to pass the differential courses of the study program curriculum where he intends to continue studying and the courses of the study program where he used to study, which is determined by *Commission for the exam verification and evaluation of study programs of study*.

### Article 102.

In order to enroll the next year of study, the student must meet all the obligations of the curriculum planned for the current school year, and he must gain 60 ECTS credits in the academic year he enrolled.

The student may enroll the next academic year even if he/she failed to gain 60 ECTS credits in accordance with Transitional provisions of the Law on Higher Education which says it is legal to transfer a certain number of subjects in the next year of study.

The student who does not fulfill the obligations mentioned in paragraph 1 and 2 of this Article, reenrolls the study of the current year and is entitled to attend the classes and take exams from the next year of study up to the number of credits he/she achieved in the previous year.

As mentioned in the previous paragraph of this Article, Pan-European University determines the exams that the student can sit and take in the next year of study, which is kept in a special Record. Data written down in the Register of courses from the next year that the student passed in the re-enrollment year will be registered in the Student's book and Register Book after the student enrolls the academic year for which the records were kept.

The student pays part of the tuition in accordance with the *Rules on tuition fees and services prices* for a reenrolled year.

### Article 103.

The student has the right to **the undergraduate internship (apsolvent)** which lasts two years upon the last academic year in the first cycle of the study, and 12 months upon the last year of the study in the second cycle of study. After the end of the undergraduate internship, the student has the right to take exams with compensation costs in accordance with Rules on tuition fees and services prices. The rules of undergraduate internship study are determined in Rules of first cycle and the Rules of second cycle of the study at Pan-European University with more details.

### Article 104.

The student **enrolls the next year** of study after having gained the right to transfer the exams and the right to attend the classes and pass exams in the next year up to

the number of credits gained in the previous year of study, in accordance with the transitional provisions of the Law on Higher Education and the decisions of Senate of University which relate to these rights.

Students who have taken the exam in October term are obliged to enroll the next year of study within 15 days from the last exam in this term. Professors are obliged to assess students in October examination period and deliver the test documentation within 7 days of term exams.

#### Article 105.

The student has the right to spend some time (semester or academic year) at another higher education institution in the country or abroad via students exchange program or based on bilateral agreements between institutions of higher education. In accordance with the bilateral agreement, the credits from the higher education institution, where the student was enrolled, are verified and accepted.

#### Article 106.

A student who withdraws from University is entitled to a **refund of tuition paid** according to the following rules:

- Tuition refund, minus the amount of operating expenses if the request is submitted within one month from the start of the school year;
- Return on half of tuition fee, minus the amount of operating expenses if the student paid the full amount of tuition fee and a request is submitted until the end of the first semester;

### 10. Distance learning

#### Article 107.

Part of classes at Pan-European University can be arranged by distance learning, in accordance with the provisions of the Law on Higher Education of the Republic of Srpska that are regulated by the distance education, by Regulation on requirements for the establishment and the start of higher education institutions and the process for determining eligibility and Regulations on the study of distance education.

#### Article 108.

At Pan-European University the **adapted asynchronous model** of the distance education is applied, based on the following principles:

- ✧ The students are free to learn at a pace that suits them (*asynchronous model of component*), but have fixed deadlines when results of the received and assumed tasks / projects (*adaptation model*) should be submitted;
- ✧ At the beginning of the academic year the students meet teaching through the instructive seminars. Each student receives a lesson plan, referring to



the media-sources of knowledge, and also meets the tasks that are to be written independently and submitted for the evaluation;

- ⇒ Pedagogy base of distance education is represented by a professional software package management system of the distance learning with appropriate teaching and other educational facilities of the study programs at Pan-European University.
- ⇒ Students have access to printed and electronic textbooks that cover the entire content of the subject. Electronic textbook is available in PDF format, as well as in hypertext form. Students have access to the presentation of the lectures in electronic format, presentation, and recorded lectures that are available on the website of the protected module distance learning via interactive television of the digital academic Internet TV channel of Pan-European University (Apeiron TV Channel), as well as on optical media. Students have access to the books in the format of audio-books, and lectures in audio format;
- ⇒ At the headquarters of Pan-European University the students have the consultations and facultative and instructive contact classes for all courses and all subjects, which are held every week during the weekend;
- ⇒ Pan-European organizes the practical classes, laboratory, clinical, sports and working practice in the special institutions and organizations which have signed agreements on academic cooperation with University in accordance with the curriculum of these items and schedule of educational activities.

Agreements on Academic Cooperation define the necessary documentation and information basis for evidence and verification of practical teaching methods for students, but also they determine the engagement of professional associates and experts in the realization of the objectives within these learning activities.

For students that do not provide practical classes, laboratory, clinical, sports and working practices in the allocated institutions and organizations, the implementation of these activities in condensed form in the institutions at Pan-European University headquarter is organized within the winter and summer seminars / campus that take place in a period of 7-14 days in accordance with the curriculum of licensed programs of study when these activities are planned.

- ⇒ For the students who have done the practical classes from the certain subjects or who have performed it as part of their work and professional activities in the scope of their employment or their work engagement, the practical training from these subjects will be recognized to them.
- ⇒ The curriculum defines the lessons (*chapters*) of electronic textbooks according to schedule classes (*the programmed number of lessons is*

*scheduled for each workweek*). When necessary, the students are instructed to read one or more classic textbooks;

- ✧ Students are expected to do the student assignments / projects (*which are done twice per semester*) according to the schedule (on time) and to be submitted via e-mail. The student assignments / projects are evaluated, accepted and evaluated, given back to finish it with the comments of the professor or accepted and commented, and students are informed about the results. Student results are written in the discussion groups.
- ✧ Students have the opportunity to interact, share knowledge and ask questions (collaborative learning, discussion groups and e-mail).
- ✧ The independent student projects are written with the help of a mentor. Student papers are published on the web portal of University and are available for other students to view them and the available for the public.

#### Article 109.

Via local networks from University or Internet, the students can access to all educational facilities from the remote locations on the principle of 24/7 (seven days a week, 24 hours a day), which are structured so as to allow the following:

- Access to the digital educational content through auditory media, visual media, text media and animated lessons;
- Access to the professors' lectures from the remote locations via the on-line *video conference with multiple participants* and through asynchronous access to the cataloged lectures on the computer servers of University using methods *VoD - Video on Demand*;
- Collaborative mutual work of the students during the exercises, projects, and through consultation with professors using the telecommunication media and internet technology.

The University provides **"on-line" video communication** not only for the selected professors' lectures but also for video conferencing (teleconferencing) which are supported by the lectures of the visiting professors, as well as discussion panels, round tables, scientific conferences and webinars.

#### Article 110.

Application of **the computer-supported learning** means that students have computer with the appropriate performance, that they immediate access to Internet or adequate telecommunication devices which provide distance learning, that they have installed adequate system and commercial software and the corresponding software modules to support distance learning (learning management software) on the computer.

**Computer-aided learning and distance education** also means that students have a minimum of preliminary and necessary knowledge and skills required for effective use of applied computing and telecommunications technologies.

#### **Article 111.**

Certain forms of teaching in the system of distance are organized on the following principles:

1. The licensed curriculum of the regular studies is entirely applied with the same estimate of subject load;
2. The records of students and the records of the exams are carried out in accordance with the existing University organization and regulations regarding the maintenance of documentation;
3. Students who have completed certain forms of teaching distance learning get identical diploma as students in the regular courses of University;
4. The students can attend and listen to the theoretical classes via teleconferencing or via video-projection or they can download recorded lectures from the official website of Distance Learning at Pan-European University. Students are able to make the direct contacts with professors and staff through planned on-line or teleconferencing consultations. Through the initial orientation seminar and in the close contact with the responsible faculty staff the students are to be explained the methods of work and specific requirements of distance learning, literature, program content and method of knowledge evaluation.

The students studying in the system of distance education are eligible to participate in the teaching process in the form of facultative and instructive contact classes and consultations that are organized at the headquarters of Pan-European University for all study programs and all subjects, and they are organized each week in the headquarters of University for the part-time students;

5. Students take the exams within the deadlines and terms which are planned for full-time and part-time students;
6. Direct consultations with professors (*on-line and via e-mail*) are provided according to the schedule and dynamics as for all other students of University, or daily by using discussion forums;
7. The questions for self-assessment of acquired knowledge and for the progress in mastering and understanding the material as well as the exercises are available to the students in accordance with the requirements of professors in order to prepare better for the exam;
8. The students have access to multimedia teaching materials that encourage the dynamism and motivation of students. These materials are archived on

the Web portal of University and the student can access to them at any time (24/7 system);

9. In the organization of teaching some other forms of student work are planned whose results are part of the student final assessment in accordance with the individual program of study.
10. The applied system of distance learning provides the following asynchronous methods of the participation communication in the educational process that are to be applied in certain forms of teaching in the system of distance learning:
  - ✦ discussion groups (*forum*);
  - ✦ forming the base of frequently asked questions (*FAQ - Frequently Asked Questions*);
  - ✦ e-mail system (*E-mail*);
  - ✦ creating the electronic panels "*news*" for the individual subjects;
  - ✦ electronic reminder and teaching calendar;

and the following synchronous methods of communication:

- ✦ discussion "chat" sessions;
- ✦ discussion "chat" consultation;
- ✦ online videoconferencing.

### **Article 112.**

In support of the system of distance learning University provides the following technology options:

- ❑ Galleries, technical drawings, diagrams, charts, and other multimedia sources, which are transparent and accessible to students via the Internet.
- ❑ The moving images in the form of video clips, computer animations/simulations and video presentations that are available to students on the same principle as well as photo galleries;
- ❑ Asynchronous video contents of lectures. All lectures at University are recorded, digitized and cataloged on the Web server computer of University and are available to students at any time (asynchronous model) via authorized access to Web portal of University on the Internet or in a local computer network of University.
- ❑ Synchronous video contents (*teleconferencing*), which are organized according to the plan throughout the semester as part of each subject in the form of online videoconferencing.
- ❑ In addition to books, manuals and scripts in the electronic form, all normative acts of University, curricula and schedules, as well as the

cataloged student works or projects will be available in electronic form to the students. Electronic textbooks are published on the web portal of University and Web page of University library in the hypertext form and in PDF format and they provide the direct interaction with students curricula and other resources and they initiate research activities of students in the course of mastering the content.

- ❑ The students have access to the list of necessary documents to read, as well as all other books or literature for which the University acquired the copyrights in the electronic form. The books that are in the public domain and available on the Internet are referenced in the form of links on Web portal of University.

University has subscribed to a number of electronic editions of journals as well as the access to libraries of electronic editions where one has to pay for the access.

## **11. Final paper at the first cycle of studies**

### **Article 113.**

**The final (diploma) paper** is a self-expression of the knowledge acquired during the student's studies. The final exam consists of the preparation and defense of the final paper.

The student may take the topic for the thesis immediately after enrolling the final year of study.

The student can write the graduation thesis in the scientific field of the study program within the framework of the subject orientation, or from the vocational subjects taught at Faculty and that are of the importance to the educational profile (direction) which the student chose, provided that the student attend and passed the subject during the studies.

The students are able to participate actively in the selection of the topic for his/her final graduation thesis, so they may elect the topics from the published list of topics of the chosen subject in advance, or the student can independently define and propose the topic of work. The student submits the topic proposal and the choice of the mentor written on the appropriate application to Dean of Faculty.

The topic list of the undergraduate thesis for the study programs is brought by Academic Council of the College upon the proposal of the subject professors.

If the student self-defines and proposes the topic, it is necessary that the topic meets the criteria of the subject area relevance, current events, the availability of research resources, resources and time to process. The topic must be clearly defined, must not be generalized and should be neither too narrow nor individual, should not be abstract, but concrete and should include practical aspect of applicability.

Topics for the paper may be the elaboration of certain theoretical issues, practical research of the certain events or the case study from practice. More detailed guidelines on methodological aspects are given in the "Methodology for the development of student and final papers at Pan-European University".

#### Article 114.

Mentor for the thesis is primarily selected from the responsible teaching staff at Pan-European University for the current school year.

The mentor may be a professor suggested by the student in his/her request, the professor responsible for the course or the scientific area of the graduate thesis, or the professor suggested by University Rector or Dean of Faculty, or the professor suggested by Council Chair.

Priority in the choice of mentor have the professors who are suggested by the student or the responsible professors for the scientific disciplines of the final paper. During the choice of mentor the equal representation of the professors being mentors at Pan-European University must be taken into consideration.

Mentoring the final thesis is an integral part of the academic and working duties of the professors. A professor who refuses mentoring is obliged to provide a written explanation.

Duties of a mentor are to help the student in choosing the topic, to recommend sources to be used and to direct him/her into the methodology that is to be applied. Mentor will also, in case of the need, assist the student in order to design the structure of work, formulation title and subtitle, as well as solve dilemmas and difficulties that may arise during the research or development of the selected topics. Mentor is obliged to periodically review final paper in its development stage, and to give the student the instructions for correction and methodological guidelines on research and use of resources. The mentor is obliged to check and correct the completed version of the paper and approve for its defense within 15 days of the thesis submission.

#### Article 115.

The topic of the final paper and the choice of mentor are approved by Decision of Dean of Faculty.

With the same decision, Dean appoints the **Commission for final review and defense of thesis**, which consists of a chairman and two members, and one of the members is the mentor at the same time, and at least the two members of Commission are from the field of the topic for the final thesis.

#### Article 116.

The student has the right to ask for a change of the topic approved for his/her final diploma paper, the change of mentor and both the change of mentor and the approved topics, and in that case he/she has to submit to Rector of University the

request for a change with the explanation and a suggestion for the new topic and mentor.

Mentor or the final topic of thesis can be changed only once. Rector decides on the Application or request for change, as well as the alleged disputes between the student and mentor.

### **Article 117.**

Final diploma paper has to be the independent vocational paper where the students demonstrates his/her knowledge and competence during the studies and the ability to do research. The final paper must meet the general methodological criteria of academic literacy, standards of correct citation, the minimum requirements of "scope of paper" and the requirements of relevance of "paper content" defined with the supervisor or the course professor when assigning the topics.

It takes up to six months to create the final diploma thesis. If the student does not submit the paper for a set period of time, he may apply for an extension of time for the final diploma paper, or justify the delay in written form. If the student does not submit work on time for the justified reasons, it shall be deemed that the paper was submitted on time, which is justified by the mentor. Dean of Faculty decides on the student request for extension of time in order to complete the final paper.

The student receives the right to thesis defense if the written part is positively evaluated by the mentor. The requirement for the thesis defense is that the student met all other obligations related to the curriculum of their studies, and that he/she fulfilled all financial obligations in accordance with the Rules on tuition fees and prices of services. Together with the request for the thesis defense the student shall submit to the University Library five copies of the paper properly issued in hard cover and one copy in the electronic form.

Procedure for final paper defense is regulated in detail in the Regulations on Graduate, Access and Master thesis.

### **Article 118**

Diploma thesis is defended before **a commission for review and thesis defense**. Defense of the final diploma paper is public, and the date of Defense is published on the notice board of University at least **three days** prior to the defense.

Defense of the final diploma paper is held within 15 days from the paper submission. Final paper Defense costs will be borne by the student according to the Rules on tuition fees and service prices.

At the thesis defense the student should demonstrate the knowledge from the field of the thesis, explain the results and insights and he/she should defend it. The secretary, who keeps records of the final thesis defense, attends the final paper defense.

The final paper grade is based on the written thesis assessment and the oral defense grade.

If Commission does not positively evaluate the thesis, or if a student does not defend the thesis, the student may reapply for writing the thesis. The new assignment is given, as a rule, from another subject.

Upon the Commission positive evaluation of the paper and upon the thesis defense before a commission for public defense, the thesis topic, achieved grade and the names of the commission members are written in the appropriate public document of the student.

#### **Article 119.**

Prior to diploma and diploma supplement issue, the student is issued a **certificate of the higher education** gained with the appropriate degree.

The certificate referred to paragraph 1 of this Article shall be issued to the student's request within 7 days from the date of the application.

#### **Article 120.**

Commencement at Pan-European University is carried out annually at the ceremony. Commencement is public.

#### **Article 121.**

As a rule, the students are generally not required to write the final paper in the first cycle of study in the three-year- studies, which is for each licensed study program individually determined.

#### **Article 122.**

Students can gain **awards** in the form of the written praise, cash and other prizes for their achievements during the study.

The decision on awards is made by Rector, upon the proposal of the Managing Board. Regulation on requirements, the manner of acquisition and honorary titles awards, the awards and prizes at Pan-European University is established by the requirements and procedures for obtaining the awards.

### **12. Rules of the second cycle studies**

#### **Article 123.**

Pan-European University "APEIRON" performs the second cycle studies on the licensed study programs, according to the decision on eligibility and permission to perform studies on the second cycle study programs approved by the Ministry of Education and Culture of the Republic of Srpska.

Pan-European University organizes **the study of the second cycle** of the scientific fields where University has the major programs.



**Article 124.**

Studies of the second cycle are efficient, **individual** and credible studies, designed according to the needs of the student; the studies are performed in a system of personal mentoring, guidance and instruction and consultative training and exercises, as well as organizing the student research projects.

The main objective of the study is that the student-the candidate at the master studies acquires a profound and specialized knowledge from the field of the final paper, and acquires the necessary knowledge of using scientific methods and research techniques in the narrow field of research, in order to enable them to creatively solve complex problems from their practice, or to enable themselves for further scientific research.

**Article 125.**

Basic requirements of the second cycle are defined in Article 16. of this Statute. The Study of the second cycle, as a study of continuity, can be enrolled by the students from University of three- or four-year study or candidates who have completed the appropriate studies at another university.

Credits, normalized for the completion of the second cycle study (300 ECTS credits), are accumulated on the basis of credits gained from the previous studies including the credits awarded for final diploma paper, credits awarded for the student-candidate activities in the elective and action-research program which are expressions of the recognizable effort and which are relevant to the content of the second degree and accepted topic of the thesis, as well as the credits acquired during the second cycle of studies by mastering curricula which include a planned program of research, as well as credits awarded to the final paper. These elements are precisely defined by curriculum of each study program.

In the second cycle study the following extra-curricular activities are valued: the research and scientific research activities related to writing the final paper, reports and co-reports at round tables and panel discussions, verified participation in the seminars, conferences, workshops, participation in the work of the professional and scientific research projects, certificates and certificates of proficiency courses, whose topic and content are closely linked to the broader scientific field of study, papers published in scientific journals and conference, whose topic and content are closely linked to the wider scientific area of the enrolled study, innovation and patents that are officially recognized or certified. These elements are precisely defined by curriculum of each program of study.

**Article 126.**

**The structure of the curriculum** of the second cycle studies involves a two-year option (four semesters) of the study for students who have completed three-year study of the first cycle and gained 180 ECTS credits, or one-year of the second cycle studies, lasting for two semesters for students who have completed a four-year study of the first cycle and gained 240 ECTS credits.

The curriculum of the second cycle includes the components of compulsory, elective, differential and facultative curriculum divided into the theoretical and methodological compulsory block, specialist applicative elective block, research-action component of the program, and component of the access and the final paper.

Compulsory acquisition program provides general, generic competences of the students at the second cycle, and specific competencies related to theoretical-methodological, scientific-technical and general and professional knowledge essential to understanding of the subject content or specific scientific field.

Under **the compulsory program** in the first year of the second cycle the student cannot achieve less than 40 or more than 50 ECTS, and in the second year the student cannot achieve less than 15 or more than 20 ECTS.

Under **the elective program** in the first year of the second cycle student cannot achieve less than 5 or more than 10 ECTS, and in the second year the student cannot achieve less than 15 or more than 20 ECTS.

On the basis of the study activities in research-action program of the second cycle, the student cannot achieve less than 10 or more than 30 ECTS, whereby the research within the master's paper/thesis is the compulsory study activity.

Structure of the curriculum at II study cycle at Pan-European University			
Semester	Activity type	No. of Activity	Total of ECTS min/max.

**The first year of the master studies for the student with 180 ECTS credits upon enrollment( Total of IV years of the higher education)**

I (VII)	Compulsory program	4-5	20-25
I (VII)	Elective program	1-3	5-10
II (VIII)	Compulsory program	4-5	20-25
II (VIII)	Access paper	1	5-10

<b>TOTAL</b>	<b>TOTAL the first year of the master study</b>	<b>10-14</b>	<b>60-70</b>
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**The second year of the master study (Total of V years of the higher education)- the final year**

(individual and final year for the students with 240 ECTS credits upon enrollment)

**1/ The theoretical-methodology**

**compulsory block**

III (IX)	• methodology of scientific-research paper	1	5
III (IX)	• compulsory program from the narrow scientific field	2	10-15
<b>TOTAL</b> theoretical-methodology block		3	15-20

**2/ Specialist- applicative elective block**

III (IX)	• Major elective program (1-3 courses)	1-3	
III (IX)	• Program from compatible study group	1-3	
III (IX)	• verified exams of the second study cycle from some other higher education Institution	1-3	
<b>TOTAL</b> specialist-applicative block		3-6	15-20

**3/ Research-action block**

III-IV	• research from master paper/thesis (including major resource research);		
III-IV	• participation in the vocational or scientific-research projects		
III-IV	• published papers		
III-IV	• participation in scientific-vocational conferences		
<b>TOTAL</b> research-action block			10-30

**4/ Master paper**

IV-V	Master paper	1	10-15
<b>TOTAL</b> master paper			10-15
<b>TOTAL</b>	<b>TOTAL</b> the second year of the master study	<b>8-15</b>	<b>60-90</b>

**Article 127.**

In order to ensure the needed efficiency and the credibility of second cycle of study, and to profile the curriculum of the final year of study, curriculum of the research project of the master paper, as well as to define and explain the thesis or the final

paper, the student-the candidate of the master studies must find **the mentor** immediately upon the enrollment at the final year of the second cycle study.

Together with the enrollment documentation for the final year of the second cycle, the student encloses *Request for the topics approval and appointment of a mentor* where he/she declares the type and character of the second cycle which he/she wants to study, elects the narrow scientific field of his/her compulsory program of study that is of importance for the professional profile, specifies the general name of the topic and content of the final paper, proposes a mentor, proposes sources and contents of elective programs and asks for the courses verification of the second cycle study which he/she passed on some other higher education institutions.

#### **Article 128.**

The task of the mentor is to help the student-the candidate of the master studies select and define topic for the final paper and analyze the credibility of the topic together with the candidate profile for the program plan and the final (fifth) year of study, and define the pedagogical and didactic specifics of the elective program, assist with organization and the study, coordinate with the teaching staff of the elective program, assist with methodological profiling of a topic that has been accepted for the final paper, help in defining, organizing and carrying out research that are needed within the second cycle studies, help in the selection of primary and secondary literature and find other resources necessary for successful completion of the work, ensure coordination with the commissions that are involved in the various stages of the study, make revision of the finished master paper and prepare the student- the candidate of master studies for defense work.

Mentor is obliged to review the finished master paper of the student and give his opinion about the paper and to forward it to Dean of Faculty for scheduling the defense. Thesis defense will be scheduled within 15 days of submission of the final master paper.

Mentor can at the same time have a maximum of five allotted mentoring.

#### **Article 129.**

Mentor for the study of the second cycle is selected primarily from the teaching staff at Pan-European University, provided that the mentor holds the academic title of scientific areas from which the student writes his/her final master work.

Mentor may be the professor suggested by the student in his/her request, the professor responsible for the course or narrow scientific area within which the student prepares the final paper, the professor proposed by University Rector or Dean of Faculty, the professor suggested by the Council Chair and the professor from another higher education institution which signed an agreement on academic and scientific research cooperation or agreement on conducting joint second cycle study programs with Pan-European University, or mobility agreement of the teaching staff.

The professors suggested by the student or professors responsible for the scientific field of the final thesis have priority in the choice of a mentor. When choosing a mentor the even number of professors being involved in mentoring at Pan-European University must be taken into account.

There are exceptions in case when there are no available professors from the responsible teaching staff at the Pan-European University, or due to a reasoned request by the candidate, the mentor can be chosen from other higher education institutions as a guest professor, if he/she meets the general requirements for mentoring.

### **Article 130.**

Dean of Faculty informs Academic Council of the College with *Request for the topic approval and appointment of a mentor*, then with *Decision of Commission for the exam verification and evaluation of the study programs*, if Commission brought such a decision for the student-the candidate of the master studies whose decision is to be decided upon, and Dean also informs Council with some other official candidacy for the mentor in accordance with the previous article of this Statute. On the basis of the specified documentation and explanation of Dean, Academic Council of the College brings decision on the selection of mentors and compulsory curriculum of the candidate.

The choice of mentor must be made no later than 15 days from receipt of the candidate request at Academic Council of the College.

The complaint about Decision may be filed by the student to whom the decision relates, by the suggested mentors in the proceedings, or by any other interested party. The complaint shall be submitted to University Senate which makes the final decision.

Academic Council of the College meeting may be attended by the student- the candidate of the master studies on whose request a decision is to be made, as well as by the professor who was suggested for a mentor.

### **Article 131.**

If the student-the candidate is dissatisfied with his/her mentor during the study, he/she may appeal to Senate of University with a request to change the mentor.

### **Article 132.**

The student together with the mentor defines a detailed proposal of the curriculum of the last year of the second cycle study which is individualized and personalized plan of the educational and research activities and the corresponding program content, whose aim is to create a pedagogical and formal-legal conditions for writing the final paper and its defense.

Curriculum and master study program take into account the results of the previous formal education completed by the candidate, and the results of other educational and cognitive experience of the candidates in his/her informal education and

knowledge that the student gained through the lifelong work and creative engagement.

The results of the previous formal and informal education, practical experience and work engagement are quantified in ECTS system of credits.

Taking into account the quantified results of the previous formal education in the first cycle of the student- the candidate of the master studies, the division of the scientific discipline and specificity of knowledge and skills in the field of science of the proposed topic for the thesis, and required specialist knowledge and research activities for writing the thesis, the mentor together with the candidate defines a specific *Curriculum and program of teaching and research activities of the student*. Curriculum and program contain the following elements:

- (a) The objectives of the personal curriculum;
- (b) The outcomes of the curriculum with defined general competence that the candidate should gain after mastering the program;
- (c) A description of the previous formal education results (with ECTS quantifications);
- (d) Language (s) of the teaching and evaluation of the particular subject or individual study forms;
- (e) The method of assessing the results of each individual educational forms and each course;
- (f) **The elective program of the student-the candidate**, stating the elective courses and modules, whether they are major subjects or subject of compatible programs of study or subjects that have been passed at another higher education institution. Each case must be quantified in ECTS credits system.

Together with the proposed subjects and modules, there has to be **the curriculum** (syllabus) **of the advanced level** of teaching these subjects, with the framework and additional teaching contents, objectives and description of objectives, advanced knowledge and skill competencies, forms and methodology of teaching and research, the pre-requirements for the treatment of certain subjects and the group of subjects, the way of evaluation of knowledge, as well as a list of compulsory textbooks, manuals, reference books for the second cycle and other resources for taking the exam and evaluating student achievement.

- (g) Detailed **specification of other sources of evaluation** of ECTS quantifications proposed for grading in the second cycle of study which may include:
  - Published technical and scientific papers (*books, monographs, articles, conference proceedings, books, collections, practicums, etc.*).

- Seminar and access papers planned to be written and defended during the processing of curriculum of the second cycle study;
  - The papers presented and published at vocational and scientific conferences;
  - Attendance at scientific or vocational conferences without presenting the work;
  - Attending courses for lifelong learning and informal learning with the list of forms that the candidate passed during the life-long learning, and that are relevant to postgraduate studies (*with ECTS quantifications*);
  - Participation in scientific research or vocational projects;
  - Professional or student working, professional, clinical, and laboratory practice
  - The new product, technology or patents;
  - The editorial board and membership in vocational or scientific commissions
  - Volunteer work in the local community or administrative institutions;
  - Description and evaluation of the working and professional experience and the result achieved in practice that is relevant to postgraduate studies (*with ECTS quantifications*);
- (h) **Plan and program of the research project** of the master work in the form of time-flow diagram (Gantt chart) research in stages and basic methodological and didactic aspects of the study and research with the necessary time to carry out certain forms of research;
- (i) **Flowchart** of writing the final paper in the stages of the plan for periodic reporting;
- (j) **Other matters of importance** for the program implementation.

The student-the candidate of the master studies together with the mentor will complete the curriculum from the previous article not later than 15 days after the mentor election and submit it to Academic Council of the College for its approval.

### Article 133.

Curriculum for the second cycle of study for the proposed student- the candidate is discussed and adopted by Academic Council of the College. Council meeting is attended by both mentor and the candidate who explain the proposed plan and program.

Curriculum and program of the candidates must be put on the agenda of the Council no later than 30 days from the election of mentor.

### Article 134.

On the basis of the adopted Personnel Curriculum and Program of the second cycle of study for each student, the vocational services of faculties and University make plans for the schedule of teaching, research and educational activities. If the teaching of personal curriculum and program of the student is performed in the framework of the second program of study, or in the first cycle of study, or in the elective program adopted at University for the current academic year, the student-candidate of the master study can be included in interdisciplinary, multi-departmental student groups.

The student-candidate of the master study learns these subjects at the advanced level, which is negotiated directly with the responsible professor, other teaching staff and his/her mentor. To qualify for the advanced level, the student is entitled to ECTS credits of these subjects, and the professors and mentor should document it in the register or the additional expanded educational contents and expanded or additional resources for learning.




The adopted Curriculum and program of the second cycle study is implemented through a set of different forms of work, engaged professors, candidates and mentors that include, but are not limited to regular classes, instructional and consultative classes and seminars, work in sections, summer and winter camps, participation in roundtables and workshops, preparation in seminars and access works and papers, scientific research activities, and writing the final master paper.

**Classes at the second cycle study** are interactive, instructional and consultative. Examinations of compulsory and facultative subjects at studies of the second cycle shall be in accordance with the planned forms of evaluation of curriculum of the subjects and in accordance with the provisions of the Statute which define and elaborate system of evaluation of knowledge and achievement of students at the Pan-European University.




Teaching and research process at the second cycle study is organized in accordance with the Rules of second cycle study. The prominent experts and scholars, professors from some other universities and professors emeriti can participate in one part of the mentoring classes at master studies, in accordance with the Law on Higher Education and the provisions of this Statute.

### Article 135.

The candidate together with the mentor defines and explains the proposed **topic of the master-paper** in the form of the "access work" or as a "Report on acceptability". The access work or report contains:

-  Name and surname of the candidate, with a short biography and information about the previous studies, with titles from the previous study;
-  The suggested topic for the final master work;
-  The suggested topic explanation that includes:



- Description of vocational, technical or scientific problem, phenomena or field to be explored, analyzed or described;
  - Description of the objectives of the analysis and research to be achieved;
  - Review of the existing knowledge or prevailing views in the literature;
  - Conclusion draft, the key elements of the analysis work or hypothesis to be checked;
  - Methodology to be applied and
  - Indication of the materials to be used.
-  Brief summary of the research program that should be done by the candidate in order to get to the suggested conclusions, carry out the planned analysis or prove the suggested hypothesis;
-  List of published scientific papers of the candidates including the papers in the original edition, copied or in an electronic form.
-  List of patents or other findings or evidence of the success achieved in practice, with recommendations, if there are any.

The student-candidate of the master study proposes topic for the thesis to Academic Council of the College by the end of the first semester of the final year of study the latest.

### Article 136.

Upon the adoption of the suggested topic by the Academic Council of the College, it shall decide on the choice of the *Commission for review and defense of the final master paper*, consisting of a chairman and two members, one of them being the candidate's mentor, provided that at least two members of the Commission are dealing with the scientific field of the topic of the final master paper.

### Article 137.

**The final master paper** must be the independent professional, creative and research paper where the student demonstrates its knowledge and competence during the study and the ability to do research. The final master paper must meet the general methodological criteria of academic literacy, standards of correct citation, the minimum requirements of the "scope of paper" and demands of the "paper content" defined with the mentor upon the topic agreement is done.

The final master paper represents the independent expression of knowledge, skills, creativity and competences acquired during the second cycle of the studies.

**Article 138.**

Mentor submits at least one, and as a rule, two periodical reports to Academic Council of the College on the status of the final master paper, as well as about the completion of the plan and program of the research project of the candidate which is about writing the paper. The meeting at Academic Council of the College, where the periodical reports are being taken into consideration, may be attended by the mentor and the master student to whom the report relates.

Depending on completion of research program and efficiency of the master paper in relation to the planned parameters of the diagram of the time flow of these activities adopted in the curriculum of the candidates, the aliquot parts of the planned credits for these activities are being adopted. Partial grading of the activities of the candidate in the process of preparation and writing of the paper plan and research program will be granted if Academic Council of the College adopts the report of the mentor.

Academic Council of the College may refuse adoption of the report in case the credits for reporting activities of candidates are not awarded. Academic Council of the College may order the Commission for review and defense of master paper to carry out a periodic review of the status of the final work and research related to its writing. On the basis of an inspection report of the Commission for review and defense of work, Academic Council of the College may adopt an act of warning due to a failure of the planned activities, or to propose the adoption of other measures.

**Article 139.**

In order to defend his/her paper and thus complete the enrolled second cycle of the studies, the student must meet the following requirements:

- ☒ The student must pass all the examinations in the compulsory and facultative programs adopted by Academic Council of the College;
- ☒ The student must complete all other educational activities planned in the curriculum of the second cycle of studies;
- ☒ The student must also complete all research and project activities planned as a support in writing the final master paper;
- ☒ The student must provide at least one periodical report to Academic Council of the College about his/her study, with partial grading of the research and project activities;
- ☒ The student must complete a master's thesis with positive opinion of the mentor and do the application procedure of the paper ;
- ☒ The student has fulfilled all financial obligations in accordance with the Rules on tuition fees and service prices;

The mentor of the candidate, upon the assessment of the complete master paper, delivers his/her opinion of the readiness of the paper and compliance with the

requirements mentioned in the previous paragraph in written form to Dean of the Faculty. Dean of Faculty, in coordination with the Commission for review and defense of paper, runs the application procedure of paper and schedules the date for the paper defense

The defense of the final master thesis is public, and the date of Defense is published on the notice board and on the University website at least **ten days** prior to the defense. Application Procedure and defense paper procedure are written in detail in the Rules of second cycle studies.

#### **Article 140.**

The candidate is required to submit to University ten (10) printed copies of the final master paper and one in electronic form. Candidate's paper must be exposed to the public at University library at least ten days prior to the defense work.

#### **Article 141.**

University Senate may approve to the student-candidate of the master studies, upon his request, the extension of the deadline for the defense of the final master paper and the legal duration of second cycle of the studies because of the reasons determined for the rights and obligations of adjourning of the students, due to inauspicious requirements for experimental research, due to the departure for the vocational training abroad, due to illness or other reasons of force majeure, top athletes due to their obligations related to competition and due to some other similar reasons.

Time for extension of the deadline, determined by law, can last as long as the reasons for its extension.

### **13. Procedure for the Master thesis defense**

#### **Article 142.**

The final master thesis is defended before **the Commission for review and paper defense**.

At defense of the final master paper the candidate should demonstrate the knowledge of the paper, and explain and defend the conclusions and findings he/she obtained. At defense, the commission checks the autonomy of the paper, its merits and value of professional or scientific conclusions.

Procedure of the master paper defense is written in detail in the Rules of second cycle studies and the Regulations on Graduate, access and master paper.

#### **Article 143.**

Members of the Commission for review and defense of master paper, elect among themselves **a president** who conducts the defense.

Defense of the final master paper is attended by the secretary who shall keep records of final master paper defense.

**Article 144.**

President of the Commission opens the defense and tells biographical information about the candidate, information about his/her previous professional and research work, as well as information about the fulfillment of the requirements for the master's thesis.

Member of the commission, appointed by the president, reads the report of the mentor, Dean's decision on the date for the defense and the decision on the composition of the Commission for review and defense of master paper.

**Article 145.**

Having completed the activities under the previous article of this Statute, **the candidate orally presents the subject of his paper and methods of research**, major vocational or scientific results and conclusions of the paper giving answers to questions of the commission members and the persons who are present.

Upon the request of the candidate, the president of the commission shall allow to the candidate **a final review** to the remarks that were made by the members of the commission and the persons present.

After the final review of the candidates, President of the commission announces that the procedure of the defense is completed, and the commission will leave in order to make the final decision of the defense result.

**Article 146.**

Commission for review and defense of master paper, at the counsel without the presence of other persons will decide, by a majority vote, whether the candidate defended his/her paper, and then announces the decision in public.

Decision of Commission is "*defended*" or "*not defended*".

The Commission also gives the grade for the paper on a standard scale of assessment in higher education system under Law on Higher Education and in accordance with the provisions of this Statute. Master paper grade is based on the written paper grade and oral defense grade.

If the commission's decision was not unanimously adopted, the different opinion of the Commission member is to be read in public and written into the record.

After the Commission positively assessed the master thesis and student defended his/her paper before the commission, the name of the final master paper, achieved grade and the names of the commission members before the paper is defended is to be written in an appropriate public document of the student.

Commission for review and defense of paper may impose some additional assessment and professional qualification or scientific quality and contributions, which are recorded in the records, to the candidates whose work deserves it.

**Article 147.**

During the paper defense, **the record** is kept and signed by all commission members. The record will be submitted to Student Services and Senate of University for the information.

**Article 148.**

If, during the defense, the commission has the opinion that it is necessary to verify the independence of the candidate's paper, they can postpone the defense for three months. This conclusion of Commission is announced in public and recorded in the records.

**Article 149.**

If a candidate does not come to his/her paper defense, or fails to justify it within 30 days from the date scheduled for the defense, the proceedings of defense **will be suspended**.

**14. Third cycle of studies (Doctorial study)****Article 150.**

Pan-European University, in accordance with Law on Higher Education, and upon obtaining a license for the study of the third cycle in certain programs of study, will organize at these programs doctoral studies of the third cycle lasting three years, as six-semester studies that are evaluated with a minimum of 180 ECTS credits, so the sum of the scores of the first and second cycles is at least of 480 ECTS credits.

Pan-European University will organize **the third cycle of studies** of scientific fields that are major at University.

Pan- European University organizes the assessment and defense of dissertations in accordance with Law on University.

**Article 151.**

Regulation on doctoral studies more closely regulates the doctoral studies of the third cycle and in particular: the objectives of the study, scientific-educational activities, access to the program and the way of verification of foreign higher education documents or evaluation of foreign study programs, transferring from other institutions of higher education and further education, criteria and requirements of transfer credits, method of study, organization of scientific research and teaching-learning process, the structure of the curriculum of the third cycle of doctoral studies, evaluation of knowledge, preparation procedures, preparation and defense of a doctoral dissertation, scientific titles in the study of the third cycle, specific institutions and competence of other institutions and bodies of higher education institutions in the study of the third cycle, a way of engaging academic and professional staff, the rights and obligations of doctoral candidates.

## 15. Scientific activities of Pan-European University

### Article 152.

**Scientific-research activity** includes fundamental, applicative, developmental and expert research.

**Scientific activity** of Pan-European University is carried out in accordance with the Law on Scientific Activities, annual and long-term programs of scientific research.

**The program of scientific research** determines the individual projects and research programs, scientific tasks, the duration of the research, research methods and composition of the teams in the areas of science.

The program of scientific research provides the requirements for the training of personnel for scientific research and involvement of young scientists in the scientific work. Scientific-teaching and scientific-research activities are equal at University.

### Article 153.

The annual program of the research specifies the achieving of the long-term research program in a calendar year. The long-term program is made, as a rule, for a five-year period.

Report on the realization and results of the annual research program is adopted by the Senate of University.

### Article 154.





Scientific research is accomplished through individual and team work of professors and researchers at University, through the doctoral program in the third cycle or within the Institute or some other specialized scientific research organizational units of Pan- European University.




**The research teams** can engage the scholars outside Pan-European University, experts from practice, as well as scholars from other universities and scientific institutions in the country and abroad.

The research activities can engage students of the first and second cycle at University, too.

### Article 155.

Within the scientific activity, the Senate of Pan- European University:

-  monitors and coordinates the development of the study programs with scientific achievements;
-  stimulates the development of students talented for scientific research;
-  achieved and encourages scientific cooperation in the country and abroad;
-  takes care of providing equipment and scientific and informational documentation;

-  decides on the organization of scientific conferences;
-  takes other measures and actions for the systematic advancement of the scientific research;
-  performs other tasks related to the scientific activities at Pan-European University.

### **Article 156.**

In order to encourage the scientific research at Pan-European University:

- ☒ the international and national scientific conferences and other scientific and vocational conferences are organized, as well as
- ☒ University publishes scholarly journals from their major scientific field in accordance with the Regulations on the publication of scientific publications of Ministry of Science and Technology and the Rules on Procedure of the Publishing Center at Pan-European University.

### **Article 157.**

Scientific-research activities in the function of raising the quality of teaching in any practical or theoretical form of the Pan-European University are:

- ☒ continuous vocational and scientific training;
- ☒ reading domestic and foreign literature;
- ☒ writing textbooks, manuals, scripts and other literature for students;
- ☒ scientific papers publication;
- ☒ participation in the work of the scientific research and development projects;
- ☒ development of the laboratories, as well as the design of laboratory installations and equipment;
- ☒ participation in commissions for professors selection and associates, and others.

## **V PROTECTION OF RIGHTS AND STUDENT RESPONSIBILITY**

### **Article 158.**

Students who are admitted and enrolled at Pan-European University sign a **Contract** with University where the rights and responsibilities of students and University are defined.

**Article 159.**

Students of Pan-European University have **the freedom of speech, organization and gathering** in accordance with the law and have the right to question and test the received knowledge and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their status or other privileges enjoyed at University.

Students have the right to use all areas of Pan-European University that are intended for specific types of work and activity, and to participate in all aspects of teaching, extracurricular, facultative, and extracurricular activities of students, regardless of the type and kind of the enrolled study.

Students have the right to participate in scientific research and vocational projects at Pan-European University. Conditions and ways of involving students into research and vocational activities are regulated by a special act passed by University Senate.

Students have the right to study at all organizational units for accomplishing educational and other activities of Pan-European University (*faculty and/or study programs, institutes, departments, divisions- vocational academies*) and to participate in the work of functional units (*library, laboratories for ICT and distance learning, other labs, and Publishing Center, Business Incubator center, Business club, Career Guidance Center, Public Affairs Center, University Sports Centre*), in accordance with the Rule of Procedure of these organizational units.

Students are entitled **to file their objections** and suggestions related to the quality of the teaching process, the organization and teaching, and the violation of any particular and general rights deriving from their status to University Senate.

University Senate is obliged to consider objections or suggestions from paragraph 1 of this Article and to inform the complainant of its position within a period not longer than 30 days.

**Article 160.**

Competition participant who applied for one of the studies at Pan-European University may file **an objection to the order of the candidates** for enrollment at the first year of study. The complaint is submitted to Rector of Pan-European University within 3 days of the list publication on the notice board of University. Upon the objection of the competition participants, Rector will make a decision within three days of the complaint receipt. Within three days upon receiving the decision, the competition participant may submit a complaint to Managing Board at University. The Board of Director of Pan-European University decides on the appeal within three days of receipt of the appeal.

**Article 161.**

The student may file an objection directly to Rector of Pan-European University:



- to the grade given at the exam if he/she considers that the exam was not performed in accordance with Law and this Statute;
- to the act by which he/she was not allowed to enroll the next year of study, if he/she considers that it was not made in accordance with Law and this Statute;
- to request for the rights and obligation adjourning in the case of serious illness, attending a specialized training, child care up to a year, pregnancy, and other cases which are found justified.

Student submits a complaint to Rector of Pan-European University within three days of the grade announcement or receiving the act from paragraph 1 of this Article.

The Rector brings a decision on the student's complaint within five days of receiving the objection or brings a decision on a submission within 10 days of the submission receipt.

University or the organizational units of University act according to the Law on Administrative Procedure when deciding on individual rights and obligations of students.

### **Article 162.**

Students enrolled at Pan-European University have obligations:

- ✧ to attend lectures, tutorials, seminars and other forms of teaching organized at study program, in accordance with their status,
- ✧ to follow the rules established by the higher education institution,
- ✧ to show respect for the rights of staff and other students
- ✧ to show respect to their studies and participate in academic activities.

### **Article 163.**

The student is responsible for the breach of obligations in accordance with ***Regulations on disciplinary and material responsibility of students*** that provides fair and impartial mechanisms for dealing with disciplinary issues.

The disciplinary measures "***warning***" or "***discipline measure***" are imposed for minor violations, and for a serious violation of students' obligations "***strict discipline measure***" or "***exclusion***" from University are imposed. Exclusion can last up to one year.

Disciplinary proceedings may not be instituted after the expiration of six months from the day of the breach of the obligation and the offender, or twelve months from the date of the violation. Student is liable for breach of the obligation which was determined by the general act of the higher education institution at the time of execution.

Regulations on disciplinary and material responsibility of students determines minor and major violations of student obligations, disciplinary bodies and regulates the disciplinary proceedings to establish responsibility.

## **VI CONSTANT VOCATIONAL EDUCATION AND IMPROVEMENT**

### **Article 164.**

Pan-European University informs about new developments in science and profession in an adequate way at least every five years.

Pan-European University, if necessary, organizes training and education in certain fields.

The content and manner of realization of vocational education and training is brought by Senate.

## **VII RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS**

### **Article 165.**

Pan-European University recognizes the foreign higher education documents for the purpose of continuing the education of its holder at Pan-European University system of higher education from the major parentage scientific fields of University in accordance with the type of the enrolled study.

In the process of recognition of foreign higher education document, the document holder establishes the right to continue or start education, or the right to engage himself/herself at certain levels of higher education study programs organized at Pan-European University.

### **Article 166**

The process of recognition of foreign higher education document for the purpose of continuing education involves the following steps:

- ☒ evaluation of a foreign study program in order to determine the legal personality of the institution and pedagogical legitimacy of institutions and study programs;
- ☒ evaluation of foreign higher education document in order to determine the authenticity of the document;
- ☒ determining the major scientific fields of parentage of a foreign study program which is positively evaluated;

- ☑ comparison of major scientific parentage fields of foreign study program with adequate program at Pan-European University in order to determine compliance;
- ☑ defining the differential program in case of determining the partial parentage of programs;
- ☑ The issuance of the appropriate document.

#### **Article 167.**

In order to evaluate the foreign study program a person who holds a foreign document is required to submit the following documents:

- a) a certified copy of a diploma or some other higher education document which has the function of diploma;
- b) a certified copy of the diploma supplement (if it was issued to the student);
- c) the translation of the diploma or other higher education document, verified by a certified court interpreters;
- d) translation of the diploma supplement, verified by a certified court interpreters;
- e) original transcript of passed exams with grades issued by the higher education institution, or a certified copy of transcript;
- f) translation of the transcript of passed exams with grades, certified by a court interpreters;
- g) curriculum and syllabus of studies, either original or from the website of foreign higher education institutions;

Summary of the study program or curriculum in source (original) language can be printed from the website of the higher education institution, provided that link is clearly stated on the document, and that it is authentic program/plan of the client previous studies.

- h) translation of the curriculum or program of study, verified by a court interpreter;
- i) a biography in one of the languages of the constituent nations of Bosnia and Herzegovina, where the course of education and work experience must be visible;
- j) proof of payment for the cost of the verification procedure in accordance with the Rules on tuition fees and service prices;
- k) other documentation, upon an additional request from the University Commission.

In order to determine the legal personality and pedagogical legitimacy of institutions and study programs by the professional services at Colleges and University, the

appropriate information from sources available on the Internet, from the international public databases and public registers must be obtained, or the data provided from *Commission for Information and Verification of Documents from Higher Education at Ministry of Education and Culture, Republic of Srpska*.

### Article 168.

The legal personality of the institution involves determining whether the institution is officially legally registered as a legal entity in the country of residence according to the regulations on the legal status of that country;

Pedagogical legitimacy involves determining the status of the pedagogical institutions in the system of accreditation and licensing of higher education institutions by the competent authorities, as well as determining the position of an institution under that status in the higher education system of the country of origin.

Determining the pedagogical legitimacy of institution implies prior knowledge of the higher education system of the country where the institution has its headquarters.

The authenticity of higher education document includes the determination of possible forgery of a document which is presented as an original or a certified copy.

Determination of major scientific parentage of a foreign study program includes identification of key technical and professional competencies of graduates in these institutions and establishing more specific scientific fields or scientific area where these competences are acquired.

Comparing the degree of parental compliance of programs is the process of determining the mutual relations of the two study programs in terms of their basic scientific parental fields:

- ❑ Study programs are fully parental if the technical and professional competence in educational outcomes overlap more than 80%, or if both programs have similar key competencies in educational outcomes.
- ❑ Study programs are mutually partially parental if the technical and professional competence in educational outcomes overlap more than 60%, or if both programs have the matching key competencies for the most part.

Partial parental status of a program may be a result of obsolescence of the study program or focus on different educational profiles within the same profession.

- ❑ Study programs are not parental if the overlap of professional competence of students is less than 50%, which is a result of the positioning of these study programs in various scientific fields or positioning in wider range of scientific fields of the same scientific area.

Partial parentage of the study program involves harmonization of programs so that students make up for the missing key technical and professional competences by passing a differential study program.

**Article 169.**

Evaluation of the study program is a process to establish the basic competencies and learning outcomes of the study program on the basis of information on the higher education institution where the study programs takes place as well as the information about the education system in the country, where the foreign diploma was gained. The evaluation process also determines the type and level of studies completed by the student, the professional, academic or scientific title and rights that this document gives to its holder in the country where it was acquired, the achieved knowledge and skills, the conditions of program enrollment and educational content of the study program.

Based on the findings obtained by evaluating the study program, the identification of program composition is done in relation to the narrow and wider range of scientific fields studied, as well as other facts relevant for the recognition.

The recognition of foreign higher education document is the process of finding an appropriate educational equivalent in national higher education system from the perspective of the types and levels of study, as well as from the standpoint of technical and professional similarity of the educational outcomes.

Once a positive validation of the specific foreign study program is done, it will be applied to all future cases when it comes to the same study program.

**Article 170.**

Academic Council of the College appoints the permanent *Commission for the verification of exams and evaluation of study programs*, consisting of three members and two alternates, taking into account that the appointed members represent all study programs at University.

*Commission for the verification of exams and evaluation of study programs* performs the following tasks:

- ☒ evaluates domestic and foreign study programs;
- ☒ determines major scientific parentage of domestic and foreign study programs;
- ☒ compares parentage of the study program of other high education institution with adequate program at Pan-European University in order to make distinctions between fully parental, partly parental and non-parental programs;
- ☒ brings an opinion on the students enrollment with a degree from other higher education institutions;
- ☒ brings an opinion on the manner of transferring the students from other institutions of higher education during the study;
- ☒ defines the differential program at first and second study cycle;
- ☒ recognizes the foreign higher education documents in order to continue the education;

- ☑ verifies the individual exams;
- ☑ Prepares the issuance of the appropriate documents for the above mentioned cases.

#### Article 171.

The notes are written down at the Commission meeting. The notes will be written by the administrative official of the faculty who also prepares the meetings, provides documentation for evaluation and verification, and makes draft documents.

#### Article 172.

Commission for the exam verification and evaluation of the study programs establishes the legal personality of the institution verifying the judicial registration data, and diploma authenticity by determining the accreditation and/or licensing of higher education institution which issues the document, having insight in the Register of licensed institutions of higher education of the country of origin. Commission also determines the formal correctness as well as the authenticity and validity of the submitted documents in order to detect counterfeits.

In the process of comparing the major scientific parentage of the program at Pan-European University with the study programs of the foreign higher education diploma in order to enable continuation of education, the Commission evaluates foreign study programs within the framework of the approved foreign higher education diploma comparing them with study programs of Pan-European University and establishes the existence of an equivalent program, as well as the degree of compliance of programs through assigning **attributes of fully parental, partly parental or non-parental**.

Once a positive validation of the specific foreign study program is done, it will be applied to all future cases.

#### Article 173.

Dean of Faculty will issue a decision on the request for recognition of foreign higher education diploma on the basis of a reasoned proposal by Commission for the exam verification and evaluation of the study programs. The decision will be signed by the members of the commission as well.

The decision on the recognition of higher education document in order to continue education includes: academic year, semester, the exams passed and other school commitments made at a foreign institution of higher education, and the level and degree program that is verified at Pan-European University for continuing their education. The solution may also contain a differential program which the student must complete in order to continue education at Pan-European University and gain bachelor's degree.





The student may appeal to Senate of University against this decision within 15 days of receipt of the decision.

The decision of Senate on the basis of the complaint program is final in the administrative procedure.

## VIII REGISTERS AND PUBLIC DOCUMENTS

### Article 174.

At Pan-European University or at its organizational units, the following records are written down:

-  **Register Book of Students** for the academic and professional studies of the first cycle, second cycle studies and studies of the third cycle, which will be organized after obtaining a license for the Study of III cycle;
-  **Registers of the issued public documents** (diplomas, certificates of graduation and diploma supplements);
-  **Exam records;**
-  **Other records** proscribed by Ministry of Education and Culture of Republic of Srpska;

The Register Book of Student and records of issued diplomas and certificates are permanently stored.

Data from the registers are used in order to secure the protection of the student identity.

General information about the student in the Register Book of students of the first, second and third cycle of studies will be entered no later than 30 days after enrollment, and information about grades seven days after the exam.

Data from the Records of this Regulation can be processed electronically.

### Article 175.

According to data from the Records, Pan-European University, and faculties and universities within the Academy or any other organizational units within Pan-European University which are authorized by Pan-European University write down and issue the public documents, in accordance with Law.

**Public documents** of University are: student's book (index), Diploma of Higher Education, Diploma Supplement (*DS-Diploma Supplement*), certificate of passed exams and certificate on academic title, or profession in a particular field.

Pan-European University issues the public documents in one of the official languages and official letters in Bosnia and Herzegovina.

When the teaching is in the language of the national minorities, or in one of the world's languages, the public documents are issued in the form printed bilingually in

one of the official languages in Bosnia and Herzegovina, as well as the language and script in which the teaching was conducted.

The Diploma Supplement will be issued in English, and can be printed both bilingually and multilingual (English with one of the official languages in Bosnia and Herzegovina and / or another foreign language).

Upon the student's request, University issues a public document on the completed part of the study program that contains information about the level, nature and content of the study, and the results achieved.

#### **Article 176.**

Diploma and Diploma Supplement **are signed** by Rector of Pan-European University and Dean of Faculty within the Pan-European University, and will be authenticated with the seal.

#### **Article 177.**

Pan-European University issues the duplicate of the public documents after declaring the original public document null and void in the "Official Gazette of the Republic of Srpska", in the regulated form, based on existing Records in accordance with Law. New Diploma will have the symbol meaning it is a duplicate diploma issued after having the original diploma invalid.

Public documents referred to in paragraph 1 of this Article will have the character of the original public document.

#### **Article 178.**

Diploma, Diploma Supplement and the Certificate on academic title are null and void:

- (a) if issued by unlicensed institution of higher education,
- (b) if signed by an unauthorized person or
- (c) if the holder has not met all exam obligations in the manner and according to the procedure established by law, by-laws and institutions of higher education study program.

To determine the circumstances referred to in the previous paragraph, and on the proposal of Rector, Senate will appoint a commission of three members.

According to the report of Commission where one of the facts are established referred to in paragraph 1, item 1 to 3 of this Article, Senate will decide and diploma is null and void.

#### **Article 179.**

Pan-European University announces the invalid Diploma on academic degree of Master of Science if it is found that the master's thesis is not the result of the independent scientific work.



Pan-European University announces the invalid Diploma on doctorate degree of doctor of science, if it is found that a doctoral dissertation is not the result of the independent scientific work of candidates or that does not represent the result of original scientific contribution in a particular scientific field.

Pan-European University defines all the issues related to plagiarism in detail and standardizes in the framework of Regulation on Plagiarism at Pan-European University which are specified by breaking criteria of correct academic writing, other forms of fraud in scientific research, scientific misconduct in academic writing and research work measures and procedures for the prevention and forestalling of these phenomena, the sanctions that University will apply to the holders of these phenomena, responsibility of the university functions, academic staff and students for the forestalling and prevention of these phenomena, as well as other issues in this area.

### **Article 180.**

The initiative for the revocation of diplomas obtained at Pan-European University may be submitted by Rector of Pan-European University ex officio, and by other institutions, organizations, academic institutions and interested parties.

The initiative must be explained.

The Senate is considering an initiative, and in the case that the initiative was founded, Rector appoints a commission of five professors from the respective scientific fields.

The Commission considers the initiative and submits the report to University Senate.

If the Commission determines that the master thesis is not the result of the independent work, or doctoral dissertation is not the original scientific results and contribution in a particular scientific field, Senate will bring the appropriate decision and diploma is null and void.

## **IX ACADEMIC STAFF OF UNIVERSITY**

### **1. Professors and Associates Selection**

#### **Article 181.**

Educational and scientific activities are carried out at Pan-European University by the professors and staff committed to fulfill the vision, mission and goals of Pan-European University, who respect the clause on non-discrimination, respect the freedom of education and scientific creativity, freedom and critical thinking and freedom of speech, autonomy of work and premises of University, who accept the pedagogical principles as the basis for the work of University, specific methods of teaching and educational processes that are applied at University, specific ways of assessment and evaluation of students applied at University, who accept that their work is the subject of an objective assessment and evaluation, who accept the rights

and obligations as a result of University Statute and other general acts passed at University, and who accept all other teaching and other extracurricular obligations arising from the contract signed with University, the code of ethics of the teaching applied at University, and who believe that they are responsible for both the quality and level of knowledge transferred to the students and the achievement level of the students.

#### Article 182.

**Scientific-academic ranks** at Pan-European University are: an Assistant professor, an Associate professor and a Full professor.

**Foreign language professor ranks** at Pan-European University are foreign language lecturers- associates.

Pan-European University, in accordance with the need of the staff and upon the proposal of the faculty or other organizational unit, can assign the rank of **Professor Emeritus** to a retired full professor who was especially prominent in science, gained an international reputation and achieved results in providing teaching and research staff in the field for which he/she was elected for.

Professor emeritus may participate in teaching at the second and third cycle of studies, and participate in the research projects and be a member of the election commission, but can not be selected for a responsible professor.

Conditions and the way of gaining the title of Professor Emeritus is precisely defined by *Regulation on conditions, the way of acquiring and awarding the honorary degrees, awards and prizes at Pan-European University*.




#### Article 183.

The associate titles at Pan-European University are: an assistant, a senior assistant and a lecturer.

## 2. Requirements for gaining the ranks of professors and associates

#### Article 184.

**Assistant professor (Docent) rank** can be awarded to the person who has:

-  doctoral degree in the relevant scientific field;
-  at least three (3) scientific papers, in the field of his/her selection, published in scientific journals and proceedings with the review;
-  teaching abilities.

#### Article 185.

**Associate professor rank** can be awarded to the person who:

-  has at least one election period as the Assistant professor;

- 📖 has at least five (5) scientific papers in the areas chosen, published in scientific journals and proceedings with a review after the election for the assistant professor;
- 📖 published book (scientific book, monograph or a university textbook) or patent or original method in the relevant scientific field, recognized as protected, intellectual property, after the election for the assistant professor;
- 📖 participated in commissions for the master or doctoral thesis or who is a mentor of the candidates for second cycle studies;

#### Article 186.

**Full professor rank** can be awarded to the person who:

- 📖 spent at least one election period as an associate professor;
- 📖 has at least eight scientific papers in the field of appointment, published in scientific journals and proceedings of the review, after the election for the associate professor;
- 📖 has at least two published books (science book, monograph or a university textbook) after the election for an associate professor;
- 📖 was a mentor at the second or third cycle studies after the election for the associate professor;
- 📖 has successfully achieved international collaboration with other universities and institutions of higher education.

#### Article 187.

**Assistant rank** can be awarded to the person who has completed the first cycle with at least 240 ECTS credits and a minimum average grade of eight (8)

**Senior assistant rank** can be awarded to the person who has completed a second cycle with the lowest average grade at the first and second cycle of 8.0 or the candidate who has the scientific degree of Master of Science.

**Foreign language lecturer rank** can be awarded to the person who has completed a second cycle with the lowest average grade at the first and second cycle of 8.0 or the candidate who has a degree Master of sciences, and published professional and scientific papers.

#### Article 188.

When appointing the academic teaching staff, the evaluation of the professors' abilities within the quality system of University are taken into account.

#### Article 189.

Teaching foreign languages or skills can be done by the professor of foreign languages or skills with the title of foreign language lecturers-associates or skills, who finished his/her first degree or second cycle of study with a minimum average

grade of eight (8) or 3.5 and the first and second cycle of study, who published vocational papers in the appropriate field and who has the ability for teaching.

Prominent scientist or expert, in other words the expert may be invited to participate as an expert in teaching at Pan-European University as a **professional associate**.

The way of awarding and the election of associates, duration, as well as other issues related to the engagement of professional associates, will be regulated in details by Regulations on the acquisition of academic titles and future employment of academic staff at Pan-European University.

#### **Article 190.**

A person who is convicted by final sentence for the offense against sexual freedom, falsification of public documents issued by the institution or receiving bribes while working at some other higher education institution may not be elected for the scientific-academic title or associate titles at Pan-European University.

### **3. Awarding of academic ranks**

#### **Article 191.**

Professors and academic associates **who are awarded with the ranks**, or with higher ranks or who are reelected for the same position in accordance with Law on Higher Education, Labor Law, the Regulations on the acquisition of academic titles and employment engagement of academic staff at Pan-European University, Regulations on work organization and systematization of jobs at Pan-European University and Regulation on labor relations.

Professors and academic associates are awarded with the ranks at Pan-European University for the specific scientific field.

Professors and academic associates are elected for **the electoral period**, which is regulated by Law on Higher Education. Lecturers of foreign language or skills are elected for a term of four (4) years and may be reelected. When re-selecting for the same or higher titles, the fulfillment of the conditions at the time of the last election are taken into account.

Professors and academic associates are eligible for rights of adjourning for the academic ranks while performing the duties of the rector or vice-rector or while being on other public positions.

A professor or an academic associate who is on maternity leave or sick leave for more than a year the selection period shall be extended during this time.

#### **Article 192.**

The process of acquiring scientific-academic ranks, election of academic staff, the engagement of the academic staff from other institutions of higher education and employment of the academic staff, appointment of foreign language and skills lecturer and involvement of prominent scientists and experts, is closely regulated by

Regulation on gaining academic degrees and employment of the academic staff at Pan-European University.

#### **Article 193.**

The candidate for selection in order to gain the scientific-academic title, who is elected for the first time and who has not taught at any higher education institutions, is obliged to give a lecture from the course of the specific scientific field which he applied for before the commission established by Academic Council of the College. University is obliged to inform the public about this lecture.

#### **Article 194.**

The selection of the academic staff will be on the basis of **the open vacancy**. University Senate announces a vacancy for **the rank selection**, or for the higher titles or re-election for the same position of professors and staff upon proposal of the Academic Council of the College.

The vacancy for the selection of professors for higher ranks or re-election to the same position will be published no later than six **(6)** months prior to the expiry of the electoral period for which the professor or associate is elected.

The selection of a professor and associate at Pan-European University is done no later than six (6) months from the date of competition issue. In case that the procedure for the selection of the academic staff is not completed within the specified time, the process of termination the employment contract with academic staff in the previous paragraph will not be started until the end of the election process, and no later than one year from the date of vacancy announcement.

#### **Article 195.**

Vacancy from the previous article contains the following elements: indication of the specific scientific field and the teaching profession of the competition, the general and special conditions that the candidate should meet, an indication of the type of work engagement or employment, the deadline for applications and documents that the candidate shall submit as evidence that he meets the requirements. Vacancy may also contain some other additional elements.

The candidate must be sure to submit the following documents: his/her biography, original or certified copies of diplomas, a list of papers and the very papers required for the position selection. The vacancy may request some additional documents from the candidates.

The vacancy is open 15 days from the date of its publication.

Candidates who have not submitted the necessary documentation for the competition, will be informed by Rector in the written form that their competition will not be considered but after the vacancy deadline.

**Article 196.**

Within 8 days upon the end of the competition Academic Council of the College appoints the *Commission to prepare reports on the candidates*.

The Commission consists of at least three professors from the scientific fields, at least one of them from the specific scientific field from the competition, and at least one member of Commission is employed at another higher education institution.

Members of Commission have the same or higher rank of titles for which the candidate is selected.

**Article 197.**

**Commission report** on the results of the vacancy and candidates include: biographical information, review and comment on current scientific or professional work for each candidate, the data on published papers, opinion on fulfillment of other conditions determined by Law on Higher Education, the proposal for the selection of a particular candidate to be awarded with the title professor or associates in accordance with the announced vacancy, and fulfillment of other elements determined by Regulation on the conditions for the establishment and initial operation of higher education institutions and the process of verifying the requirements, Regulation on acquiring academic degrees and future employment of academic staff at Pan-European University and with the Statute.

The Commission is obliged to make reports on the candidates and submit it to Rector within **30** days of the receipt of the decision.

**Article 198.**

Selection of candidates for the position of professor and associates is done by University Senate, based on the report of the Commission about the candidates from the previous article. The decision on selection is made by majority votes of all members of Senate.

Within 8 days from the date of the decision, Rector is obliged to inform briefly all the candidates about the vacancy and its results.

The candidate may submit a request for review of the decision for the candidate selection for scientific and academic titles to University Senate, within 15 days of receipt of notification about Senate decision. The decision of Senate, upon the request for reconsideration is final and against the same one the administrative proceedings may be instituted.

**Article 199.**

Decision on the selection of an associate-lecturer of foreign language skills and the decision on hiring an eminent scientist or experts with a defined program of engagement is brought by Rector upon the proposal of Managing Board of University. Academic Council of the College or University Senate may submit to Managing Board an initiative to engage the prominent scientists or experts.

Hiring the person from the previous paragraph is in accordance with Labor Law and Regulations on the acquisition of academic titles and future employment of academic staff at University.

In order to hire these persons, vacancy is not necessary only unless such persons are to be employed.

#### **4. Employment and the academic staff hiring**

##### **Article 200.**

Academic staff do creative tasks of the most complexity related to teaching, consulting work with students, preparing for classes, and the process of evaluating knowledge and achievements of students in all planned forms and planned deadlines for the course they are engaged as responsible academic staff in accordance with this Statute and Regulations, regulated by the field of higher education.

Academic employee carries out the scientific-research or scientific-journalistic work in the major areas of their selection, and activities related to publishing the results of work.

Academic employee fulfills obligations from the previous paragraph within the defined standards of Regulation on the establishment and initial operation of higher education institutions and the process of verifying whether the requirements and the Regulations on assignment of University.

The specific type of academic work includes the transparent work in classrooms, offices, laboratories, library and at home, working in academic and professional commissions and other working bodies of Pan-European University, participation in scientific and vocational projects, and participation in scientific and technical conferences, too.

##### **Article 201.**

The academic staff is employed at Pan-European University as full-time or part-time employment for the definite or indefinite period of time. Academic staff in the scientific field of biomedicine and health with full-time at some health care institutions which have the status of University Clinic, University Clinical Center, University laboratories or Teaching base, as a rule, are employed at University as a part-time job.

##### **Article 202.**

The University **may hire** professors who have a selection at some other higher education institutions for teaching, in accordance with Contract for teaching concluded by University and the professor.

Hired professors do not have to perform re-selection to the position at Pan-European University, but the act of taking an existing titles is brought. If the selection of hired professors is carried out on the individual subject, Pan-European University brings

the act of leveling and equivalence of the selection to the narrower subject areas in accordance with Law on Higher Education and bylaws.

#### **Article 203.**

Before the beginning of each academic year, Pan-European University or its organizational units appoint **the responsible professors and associates** who meet the statutory requirements for the academic year.

Hired professors from the previous Article may be defined as responsible professors at Pan-European University.

#### **Article 204.**

Academic employee may conclude Contract on additional work or academic engagement at another higher education institution which has a signed a contract or an appropriate agreement with Pan-European University on an academic, scientific-technical and business cooperation, with the prior approval of University.

Business done at some another employer must not disrupt the schedule of duties of the employee, as well as not to reduce the anticipated quality and volume of work that academic employee has at Pan-European University in accordance with the general laws of Pan-European University.

#### **Article 205.**

Pan-European University may terminate the contract with the academic staff in the following cases:

- ☒ if the employee committed a serious violation of obligations in accordance with the Labor Law, for an act which, at the time when it was committed, is described as a violation of duty by the general acts of Pan-European University and for which the measure for violation of duty is specified, as well as for serious damage of the higher education institution reputation, in accordance with this Statute;
- ☒ if the academic staff concludes a contract on the additional work or academic engagement at another higher education institution without the knowledge of Pan-European University;
- ☒ If during the evaluation of the quality of the subject which the academic staff was assigned as a responsible professor, he/she gets a bad or negative assessment in accordance with Regulations on Quality Assurance of Pan-European University;
- ☒ in the case that his/her conduct violates the provisions of Code of Academic Ethics at Pan-European University, especially if at any way the academic staff blackmails a student or extorts some economic benefit;
- ☒ if due to some economic, organizational and technical reasons there is the necessity to terminate academic staff work, provided that the employer has



no other suitable positions to which the employee would have been distributed to;

- ☒ if the academic staff, with regard to his/her technical and operational capabilities, cannot successfully fulfill the obligations under this Contract,
- ☒ if the employee has the unexcused absence of 3 days in a calendar year.

Academic worker is entitled to a termination period in accordance with Rules on Labor at Pan-European University, except in the case of a serious breach of obligations.

#### **Article 206.**

In case when an academic worker who enters into a contract of (full-time) indefinite period, is not selected for the same or higher title, the procedure for the employment termination will be instituted, in accordance with the provisions of Law on Higher Education. The obligation for the re-selection ceases when the professor is awarded with the full professor title at University.

#### **Article 207.**

Senate of University may, in accordance with the needs of University, and upon the proposal of Academic Council of the College, make a decision on the extension of the work engagement contract for the professors whose hiring terminated due to an age threshold in duration of one academic year if there are no suitable candidate to be selected from the vacancy, with the possibility of extension for another year under the same procedure.

### **5. Rights, obligations and responsibilities of the professor and associates**

#### **Article 208.**

Academic staff of Pan-European University enjoys the **freedom of speech** and the right to question and test the acquired knowledge and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their job, or losing any other privileges that they enjoy at University.

Academic staff has the right to **freedom of assembly** and association in accordance with the law.

#### **Article 209.**

In respect to some other rights, obligations and responsibilities of professors and assistants and other employees at the Pan-European University Labor Relations Law, Higher Education Act, the provisions of this Statute and the provisions of other general acts passed at University are used.

Mutual relations among professors and students from University, in terms of rights and obligations, arising from the employment relationship are governed by

**Employment contract**, which in the form of a single legal act concluded between University as an employer and the professor or associate as an employee.

### **Article 210.**

Obligations of the academic staff are:

- ☑ to accept pedagogical principles which are the basis of the work at University and the specific methods of teaching and educational process that are applied at University, and that he/she develops creative application of these methods for the subject or scientific field he/she was assigned to;
- ☑ to work actively on the design and adaptation of curricula for the subject they are assigned to in accordance with modern and innovated scientific knowledge and processes of higher education reform;
- ☑ to perform the educational and scientific activities at Pan-European University according to the adopted curriculum which will be implemented in the form of a dialogue system of interactive teaching with mentoring students;
- ☑ to strictly comply with the obligation to students and institution arising from the agreed and adopted schedule of teaching and examination activities and work at Pan-European University, which include all planned curricular and extracurricular activities, planned consultations with students, and planned forms of evaluation of knowledge and achievements of students, which means meeting all quantitative parameters and planned metrics of the subject (*the number of hours per all planned basics of teaching and pedagogical work*) and delivery of all planned curriculum to students.
- ☑ to accept specific methods of assessment and evaluation of students that is applied at University, and to develop and adapt all subject specificity he/she was selected for;
- ☑ The professor is obliged to carry out all planned forms of evaluation of students' knowledge (*exam and test requirements of the students and other specific forms of evaluation of knowledge and skills*) according to the curriculum he/she was elected for, Pan-European University Statute and Rules on exams, and that in the final assessment he/she summarizes the active knowledge and skills, but all the work and activities of students invested in teaching the subject, too.
- ☑ to involve the students to scientific research in compliance with the resources of University;
- ☑ to participate in mentoring and the student final thesis defenses: bachelor and master's theses and doctoral dissertations;
- ☑ to accept that he is responsible for both the quality and level of knowledge transferred to students, as well as for the overall efficiency of the process or study or the achievement level of students,

- ☑ to accept that his work is the subject to periodical objective assessment and evaluation in accordance with Regulations on Quality Assurance at Pan-European University and Regulations on student assessment and interviewing, as well as the legal provisions relating to quality assurance at high education institution;
- ☑ to achieve an active and cooperative collaboration with associates hired for teaching the subjects he was elected for;
- ☑ to accept the rights and obligations which result from University Statute and other general acts passed at University;
- ☑ to accept and practice the code of teaching ethics that are applied at University;
- ☑ to accept all other curricular and extra-curricular obligations arising from Contract with University, as well as the obligation to participate in the work of academic and other bodies and institutions of University such as participation in the work of Study Department, Academic Council of the College, the electoral councils, Senate of University, and other professional and academic institutions and commissions of faculties and University;

#### **Article 212.**

Academic portfolio of the responsible professor on the selected courses makes:

- 📖 The curriculum of the courses of selection for the responsible professor;
- 📖 Written sources for learning or for the independent work of students, which include basic textbook, script or systematic compendium of resources;
- 📖 presentation of subject content and other teaching electronic resources;
- 📖 Video recordings of lectures formed into a system of video lessons;
- 📖 Audio excerpt of the lectures and basic textbooks;
- 📖 Main exam questions.

Responsible professor is obliged, as part of his/her academic portfolio on the selected courses, to define the test questions on all grounds, that cannot be less than 50 and more than 300, therefore the students are to be informed with specific demands and methodology of teaching organization, monitoring and evaluation, and character and content of the final exam, structure of the total number of credits and the method of forming grade at the beginning of the classes.

#### **Article 213.**

Rector decides on the individual rights, obligations and responsibilities of employment of professors and associates. Rector of Pan-European University decides on **the violation of a duty of professors and associates** with prior consultation with Academic Council of the College, Managing Board, and University Senate.

The Director decides on the individual rights, obligations and responsibilities of employment of other employees at Pan-European University.

Managing Board decides on the individual rights, duties and responsibilities of Rector.

Professors and staff are responsible for the violation of their work and other obligations of the work as well as for serious damage of the reputation of Pan-European University "APEIRON" in accordance with the provisions of this Statute and Rules on labor relations.

Managing Board decides on the employee objections on decisions of higher education institutions that is the first instance on the rights, obligations and responsibilities of employees from labor relations.

## **6. Requirements and Procedure for the Researcher Selection**

### **Article 214.**

Depending on the result of the scientific-research, the research ranks can be awarded: research associate and senior research associate and scientific titles: scientific associate, senior scientific associate and scientific adviser.

Ranks established by this law are defined by Law on Higher Education, as follows:

- ☐ Research associate - an assistant,
- ☐ Senior research associate – a senior assistant,
- ☐ Scientific associate – an assistant professor,
- ☐ Senior scientific associate – an associate professor,
- ☐ Scientific advisor - a full professor.

Researchers with scientific-research ranks: scientific associate, senior scientific associate and scientific advisor may participate in realization of part of the teaching at higher-education institution in accordance with Law on Higher Education.

Requirements for obtaining scientific ranks are determined by criteria for obtaining scientific titles, issued by Minister of Science and Technology.

Scientific-research and research ranks can be obtained, in accordance with the provisions of Law on Scientific Activity and criteria for acquiring scientific titles, at the institute or at a university for the scientific field for which the university organizes the second and third cycle of higher education.

### **Article 215.**

The procedure for obtaining scientific and research ranks at Pan-European University Institute is run by Pan-European University or Senate, the group of scholars or an interested person.

Selection procedure for the scientific research ranks is regulated by the Law on Scientific Research Activity.

## X ORGANISATION of Pan-European University

### 1. Common Provisions

#### Article 216.

Depending on the teaching-scientific and pedagogical requirements or the requirement scope and type of work, Pan-European University can establish different types of the organizational units in its composition as follows: organizational units for the realization of educational and research activities, organizational units for logistics and functional units.

As an organizational unit for **the realization of the educational scientific research and other educational activities**, Pan-European University organizes faculties or study programs, institutes, departments, divisions (branches) and vocational academies at the undergraduate studies of the first and second cycle and doctoral studies of the third cycle.

Organizational units for realization of educational activities do not have legal personality. In legal transactions they act under the common name of Pan-European University, with the additional name and they use the seal and stamp of University, added with their name.

As a **logistics organizational units**, University organizes Rector's office and professional service.

As **functional units**, University organizes the following:

- 📖 Library;
- 📖 Laboratory for ICT-information & communication technologies & DL-distance learning) (*Laboratory for ICT-information & communication technologies & DL-distance learning*);
- 📖 Center for Publishing;
- 📖 Business Incubation Center;
- 📖 Business Club;
- 📖 Career Guidance Centre (*Career Guidance Centre*);
- 📖 Public Relation Centre of University (*Public Relation Centre*);
- 📖 University Sports Centre (*Sports Centre*).

Pan-European University may establish some other organizational units (departments, centers, laboratories, etc.) in its system.

Managing Board of University makes the decision on the number and type of organizational units.

In order to commercialize the results of scientific research, Pan-European University can establish independent profitable external units that have the status of a legal entity, such as technology transfer centers, innovation centers, business and

technology parks, independent scientific-research institutes and others. Managing Board of University makes the decision on the registration of such units and the structure of the founders.

#### **Article 217.**

Decision on the establishment of individual organizational units is made by Managing Board of University.

The initiative for the establishment of organizational units in order to achieve the educational activities is done by University Senate upon the proposal of Rector in accordance with this Statute.

The decision for establishing the organizational unit regulates duties, powers, internal organization, operation, management, implementation and manner of use of the seals and stamps, financing and performing the administrative tasks of the organizational units, as well as issues related to the opening of the transaction of the sub-account of the unit.

Organizational units have Rules on organization and work that promote initiatives units, specify in what way and to what extent the units have the academic and financial authority and take responsibility within the institution, mode of presentation of units on the market, the manner of disposal of funds gain in market, through donations or otherwise.

## **2. Study Department**

#### **Article 218.**

Pan-European University, if the teaching process requires it, organizes Study Departments.

Study Department consists of professors, associates and laboratory technicians engaged for the group of subjects that belong to the same department.

**Study Department** can be arranged for at least one teaching and scientific field, provided that it has at least **six** members with the professors' and associates' title employed at Pan-European University full-time or part-time, including at least **three** professors.

Member of Department Council cannot simultaneously be a member of two or more departments.

Senate of Pan-European University establishes narrow range of teaching and scientific fields and disciplines which belong to specific Study Department and decide on the fulfillment of Department requirements under this Article.

#### **Article 219.**

There is a **Head of Study Department**, Department Council and Secretary.

Rector appoints the Head of Study Department, as a rule, from the ranks of full professor upon the proposal of the relevant Departments, for a period of two years.

The Head of Department is acting as Chairman of Department Council.

Secretary of Department is be appointed by Head of Department from among associates, for a period of two years.

### **3. Institute**

#### **Article 220.**

Pan-European University, if the development of scientific-research activity of University requires it, and in accordance with Law on Scientific Research Activity of Republic of Srpska, can establish institutes within University and the virtual institute.

**Institute within University** is an independent organizational unit that performs scientific-research and research-development activities at Pan-European University, participates in the management and development of projects and research, hires the professors from several faculties and departments and some independent experts, and participate in the advancement of scientific -teaching process of University. Within the Institute certain functions of scientific-research and professional activities of Pan-European University are performed.

Institute uses the premises, equipment and other resource of Pan-European University needed for the achievement of scientific-research programs and projects. Institute also uses space, equipment and laboratory technology of the institutions and other institutes which concluded mutual agreements on scientific-research business and technical cooperation.

Pan-European University Institute hires researchers competent for research in major scientific fields of Pan-European University who are employed full-time at University, with the title of full or associate professors, as well as the engaged researchers, research associates and research consultants with scientific-research professions.

#### **Article 221.**

**Virtual Institute** is a scientific-research organizational form is established by Pan-European University and a group of researchers with scientific titles for the realization of specific scientific-technological projects or implementation of specific scientific work.

Contract from the previous paragraph defines all the important issues related to the relationship between Contractors and the mutual rights and obligations, financing projects or activities, distribution of commercial work results, and a person who represents a virtual institute.

#### **Article 222.**

Scientific - Research Institute of Pan-European University got the approval for work and is registered into Registry Book of scientific-research institutions with Decision

of the Ministry of Science and Technology in Banja Luka No. **06 / 6-040 / 050-3 / 08** dated **11.03.2008**.

#### **Article 223.**

The Institute may perform part of licensed and / or accredited study programs of the second and third cycle at Pan-European University.

The study programs, which are being implemented at Institute, are determined by Senate of Pan-European University within the *Decision on curriculum and faculty study programs at Pan-European University*, which is adopted at the beginning of the school year.

#### **Article 224.**

Scientific-research Institute within Pan-European University is a special organizational unit with rights and obligations in legal transactions and a separate calculation results of business within the accountancy of University in accordance with the legal provisions. Institute has no legal status.

The work of scientific-research institute is funded from the revenues achieved from the research programs and projects and other some sources.

#### **Article 225.**

Institute is run by Director. Director of the Institute coordinates the work of the Institute, and represents Institute within the University and decides on other matters of importance for the work of Institute in accordance with the founding documents of Institute and Law on Scientific Research Activity.

#### **Article 226.**

Institute Director is appointed by Managing Board of University, for a period of four years. Director of Institute can be resolved according to the procedure he/she was named.

### **4. Colleges and Study Programs**

#### **Article 227.**

Pan-European University, if the teaching and scientific-research process require it, may found **Faculties** as scientific-teaching and organizational units of Pan-European University that develop scientific-research work as the basis for teaching activities and they are the licensed study programs from the related scientific fields.

With the date of entry into force of this Statute, there are the following Faculties with the corresponding study programs of the first cycle at Pan-European University:



**01. College of Modern Management (FPE-CMM)**

<b>Sign</b>	<b>Abbr.</b>	<b>Study program:</b>	<b>Serb/Croatian/Bosnian</b>
01.07.110.	PM	Business Administration & Entrepreneurship	<i>Preduzetnički menadžment</i>
01.07.120.	BFT	Banking, Finance & Trade Management	<i>Menadžment finansija, bankarstva i trgovine</i>
01.07.130.	JU	Public Administration & Governance	<i>Menadžment javne uprave</i>

**02. Law College (FPN-LC)**

<b>Sign</b>	<b>Abbr.</b>	<b>Study program:</b>	<b>Serb/Croatian/Bosnian</b>
01.07.210.	OP	General Law Study Program	<i>Opšte-pravna studijska grupa</i>
01.07.220.	PP	Business Law	<i>Poslovno pravo</i>

**03. College of Information Technologies (FIT-CIT)**

<b>Sign</b>	<b>Abbr.</b>	<b>Study program:</b>	<b>Serb/Croatian/Bosnian</b>
01.07.310.	IT	Information Technology Engineering	<i>Poslovna informatika (inženjering informacionih tehnologija)</i>
01.07.320.	NI	Computer Science Education	<i>Nastavnička informatika</i>

**04. College of Health Sciences (FZN-CHS)**

<b>Sign</b>	<b>Abbr.</b>	<b>Study program:</b>	<b>Serb/Croatian/Bosnian</b>
01.07.410.	SS	Health Care & Nursing	<i>Sestrinstvo</i>
01.07.420.	MZ	Health-Care Management	<i>Menadžmenta u zdravstvu</i>
01.07.430.	FT	Physiotherapy & Occupational Therapy	<i>Fizioterapija i radna terapija</i>
01.07.440.	SI	Sanitary Engineering	<i>Sanitarni inženjering</i>

01.07.450.	LMI	Medical Laboratory Engineering	<i>Laboratorijsko-medicinski inženjering</i>
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### 05.College of Sports Sciences (FSN-CSS)

<b>Sign</b>	<b>Abbr.</b>	<b>Study program:</b>	<b>Serb/Croatian/Bosnian</b>
01.07.510.	SM	Sport Management	<i>Sportski menadžment</i>
01.07.520.	ST	Sport Training & Coaching	<i>Sportski trener</i>
01.07.530.	SN	Sport Science Education	<i>Pedagoško-nastavni studijski program u sportu</i>

### 06. College of Philology (FFN-CPh)

<b>Sign</b>	<b>Abbr.</b>	<b>Study program:</b>	<b>Serb/Croatian/Bosnian</b>
01.07.610.	RU	Russian Language	<i>Ruski jezik</i>
01.07.620.	NPR	Russian Philology Teaching & Translation	<i>Nastavničko-prevodilački studijski program ruskog jezika</i>

### 07. College of Traffic Engineering (SF-CTE)

<b>Sign</b>	<b>Abbr.</b>	<b>Study program:</b>	<b>Serb/Croatian/Bosnian</b>
01.07.710.	DST	Traffic & Transportation Engineering	<i>Drumski saobraćaj i transport</i>

### Article 228.

Faculty bodies are: Dean and Academic Council of the College. Dean of Faculty is appointed by Rector of Pan-European University upon the proposal of Academic Council of the College.

Dean represents the faculty and is responsible for the legality of the faculty, he/she plans and develops schedules of academic staff hired for the study programs that are organized at Faculty, issues the work orders for the hired academic staff and takes care of the progress of scientific and teaching process at Faculty and issue individual acts in accordance with law and Statute of Pan-European University.

Professor with scientific-teaching title who is employed full time at Pan-European University and is a member of Academic Council of the College may be appointed for Dean of Faculty.

The Dean reports to Academic Council of the College and University authorities, in accordance with Statute of University.

Dean may be resolved from the duty before the expiry of the appointed period:

- ☒ if he/she convicts of a criminal offense which makes him/her unsuitable for the function of Dean;
- ☒ if he/she performs the function of dean in an incompetent or unconscientious way;
- ☒ if he/she does not carry out the tasks provided for by Law and this Statute or if he /she breaks the limits of the authority and thus inflicts damage to Pan-European University;
- ☒ due to the inability of the objective nature to perform the long-term duty of dean.

## **5. Branches**

### **Article 229.**

**Branch** is dislocated organizational unit that covers the relevant geographical area where they provide the appropriate licenses to conduct educational activities for which University is licensed by the competent authority to organize the educational process.

### **Article 230.**

Within Branch, the entire educational process, including the exams, take place. The Branches are also the logistics centers for organizing part of the educational process of distance learning.

### **Article 231.**

**Branch chairman** manages the work of Branch.

The Branch can organize, according to its business, its own professional service. The decision on the organization of the professional service of Branch, the number and type of employed skilled workers is brought by Managing Board of University.

## **6. Academy of Vocational Studies**

### **Article 232.**

Pan-European University may develop in order to improve the lifelong study and continuing professional education and training the appropriate academies of vocational studies from the outside the framework of the study program with a work permit.

The University will organize academies of vocational studies independently or in the scope of the agreement within some other academies, universities and universities from the country and abroad, which will be provided with personnel, technical and organizational services.

#### **Article 233.**

Persons who are involved in the educational process of vocational academies do not have the status of students. Upon completion of the vocational and educational cycles, these persons will receive the appropriate documents / certificates on completion of vocational education and training.

#### **Article 234.**

The curricula of the academies of vocational studies will be developed in cooperation with industrial and professional associations, vocational organizations in the country and abroad as well as institutions for securing the unemployed personnel.

The organization of each academy of vocational studies will be confirmed by Managing Board of University on the basis of the appropriate elaborate, whereas the professional bodies of Academy will participate in writing its curriculum.

### **7. Rector's Office**

#### **Article 235.**

Pan-European University can form Rector's Office and Academic Collegium if it is necessary because of work and it can take make the opinions on issues about University.

Rector's Office consists of: Rector and Vice-Rectors.

The Collegium consists of Rector's Office, the Board of Deans and the Managing Board of the organizational units of University.

The Rector convenes the session of Rector's Office and/or the Academic Collegium, if necessary, to discuss issues important for the operation and functioning of Pan-European University and its organizational units.

Session courses are convened upon the request of Managing Board of University.

### **8. Professional Service**

#### **Article 236.**

Pan-European University can form **the professional services**, if needed.

Professional service consists of the employees at Pan-European University who perform analytical, legal, financial, accounting, student and other professional activities, as well the employees who perform some technical and assisting or the maintenance jobs.


**Article 237.**

The Professional Service is run by Director of Pan-European University.

Director of Pan-European University is a worker with special powers and responsibilities, who performs the tasks stipulated by the general act on systematization of jobs and tasks.


**9. Functional units****Article 238.**


Activities of the functional units that organized University are the following:

-  **Library** - which performs the systematic collection of library materials from the major scientific fields of University and provides access to relevant professional electronic media and databases.

Workers of the libraries provide an efficient and transparent access to librarian material to all students and employees of University for the purpose of studying and scientific research.

Library work is specifically regulated by Rules of library work at Pan-European University.







-  **Laboratory for Information and Communication Technology and distance learning** (*Laboratory for ICT & DL*) - provides operation and maintenance of the information system of University, including maintaining a website of University, the construction of educational content system of distance learning, the development of external projects of software reengineering, Web and graphic design and Internet operations, and support for the implementation of University as a test and Education Center.

-  **Center for Publishing-** provides logistic documentation-legal support to prepare printing of all editions of University (*textbooks and professional or scientific books that are published at University*) as part of the registration license of University as a publishing house which includes the processing and provision of ISBN codes, as well as the activities of printing and copying books and other publications in digital printing at University.

Center for Publishing systematically publishes graduate, postgraduate and doctoral theses of students, professors and staff of University in paper and electronic form.

Center for Publishing takes care of coordination with the editorial boards of scientific-technical journals published by Pan-European University and printing or distribution of these journals.

Center work and publishing at Pan-European University is closely regulated by Rules of Work of the Center for Publishing.

-  **College Business Incubation Center** - is intended to initialize the student entrepreneurial projects in the form of virtual business and small business, which aims to provide its customers with the academic teaching workshops in the field of micro- enterprises, to support the teaching module of "Innovative entrepreneurship in business incubation centers" as well as to provide the best projects with aggregation of micro-financial support. The student independent business ventures, developed and operated by student groups, will be implemented within the incubation center in accordance with the established profiles at Department of innovative entrepreneurship of University.
-  **Business Club** - established as an organizational unit of University, it encourages the informal forms of cultural and business connections through the organization of informal and formal meetings of students, professors, business people and other holders of social life trying to enable creative intervention. Various local and international associations will get the opportunity for formal and informal exchange of opinions and ideas through club activities VIP - panels and roundtables.
-  **College Career Guidance Centre** (*College Career Guidance Centre*) - develops within the information system of University database of intellectual and professional abilities of each student, the modules of theoretical and practical knowledge that they have received and their gained skills, in order to enable the systematic mediation in promoting students of University at the best companies and institutions, either as for the organized labor practices or for their further education and employment in the country and abroad.
-  **College Public Relation Centre** (*College Public Relation Centre*) -provides the student engagement at some PR activities of University in the form of the internal practices. Within this center, students will be allowed to regulate their own periodical.
-  **College Sports Centre** (*College Sports Centre*) provides the students with sports and recreational activities on the basis of completed questionnaires (*fitness, tennis, swimming, sports games, ...*), financially and technically supported by University. University also provides systematic training and support for its sports teams and competitions.
-  Status names of **University clinic / center clinical / laboratory and teaching base** for study programs in the field of medical and biotechnical sciences may be granted to the health or professional institution on the basis of positive legislation that has the status of clinics or clinical center, or some certified laboratories, provided that it fulfills all the pedagogical, technical and scientific criteria for teaching and scientific research for University studies.

The relationship of the institution which has the teaching status and Pan-European University is determined with more details in Agreement on

scientific- teaching and business cooperation. Name and status from the preceding paragraph is awarded by decision of Senate.

## **XI ACADEMIC BODIES of Pan-European University**

### **Article 239.**

Academic bodies of Pan-European University are Senate of Pan-European University, Academic Council of the College, Department Council and Council for Doctoral studies.

### **1. Senate of Pan-European University**

#### **Article 240.**

Senate of University is the highest academic body of University, which has responsibility for academic affairs of University and as a scientific-professional body, it takes care of the performance and development of basic educational and academic activities of University, the realization of scientific and research functions of universities and achieving its social mission.

Senate of University consists of Rector and Vice-Rectors of Pan-European University and, of one representative of the Faculty teaching staff, who is employed at University, and President of Students Union of Pan-European University, the one who is at the same time the student representative of the first cycle, and one representative of the students of the second and the third cycle. The number of students at Senate can not be less than 15% of the total number of members of Senate.

The number of members of Senate may be changed during the term depending on changes in the organizational structure of University.

Representatives of the teaching staff from each Faculty are proposed by Academic Council of the College, taking into account that one-third of the total number of members of Senate must consist of the full professors.

The student representative of the II and III cycle are chosen by Presidency of the Student Parliament of the University.

Deans of the Colleges may not be members of University Senate.

If the student organization is not formed at University, the student representatives in Senate is chosen according to the defined structure of student councils at each year of study.

Rector of University is the President of Senate due to his/her function, and Rector presides over the meetings of Senate .In case of the absence or incapacity of attending the meeting by Rector, Senate is chaired by Vice Rector for Teaching.

The mandate of the members of Senate of Pan-European University who are set by function, takes as long as the selection for the appropriate function or the employment of the members. The mandate of the representatives of the teaching staff from each faculty is four years or as long as the selection and the engagement of members from the teaching staff. The students' mandate lasts during their selection in the student representative bodies or while they have a status of the student.

#### **Article 241.**

Senate of Pan-European University performs the following tasks:

- passes Statute of Pan-European University upon the proposal of Managing Board of University and, after obtaining the approval of Ministry of Education and Culture of Republic of Srpska;
- passes common acts from the academic field after obtained opinion of Managing Board of University and Academic Council of the College;
- decides on issues related to teaching, scientific, artistic and professional activities of Pan-European University;
- passes study programs of the first, second and third cycle studies;
- approves curricula for individual subjects taught at University;
- passes program of scientific research at Pan-European University;
- at least once a year discusses a report on the implementation of programs of scientific research that is brought by University;
- decides on teaching staff, technical and organizational services that University provides to all cycles of studies, and vocational education and training within the framework of agreements with other colleges and universities in the country and abroad;
- decides on the total number and range of ECTS credits and credits for the transfer of certain subjects or the number of ECTS-credits for other student activities that are valued;
- handles complaints and suggestions of students related to the teaching and the organization of teaching and learning process;
- decides on the content and manner of the program implementation of the professional education of professors and associates;
- decides on the nullity of public higher education documents;
- adopts curriculum of postgraduate and doctoral studies and appoints Commission to review the eligibility of candidates and topics, and Commission for review and the doctoral thesis defense;
- provides approval on reports in the process of acquiring the title of Doctor of Science and approves the doctoral thesis defense;
- proposes some other colleges and universities in the country and abroad the majority courses of Pan-European University for the provision of



personnel, technical and educational support for primary, first cycle studies and studies of the second and third cycle;

- determines narrow range of teaching and scientific fields at Pan-European University;
- adopts the annual plan of textbooks and basic literature;
- gives the opinion on the number of students enrolled in the first year of the first cycle studies and second cycle studies to Ministry of Education and Culture;
- determines measures to encourage the development of an extremely successful and talented students;
- analyzes results and takes measures to improve the education and implementation of the established policy;
- establishes policies and procedures for the evaluation of the academic success of students, and analyzes the evaluation of professors, study programs and organizational units of University done by students, based on student opinion and surveys;
- provides application of the academic standards at Pan-European University and defines specific rules of studies that have not been determined in this Statute;
- determines and implements procedures for self-evaluation and quality assessment of Pan-European University and analyzes the results of the evaluation;
- awards the title of "professor emeritus" and the title of honorary doctor of science, according to the criteria specified in the Regulation on conditions for acquisition and honorary titles award, awards and prizes at Pan-European University;
- passes "*Code of Academic Ethics at Pan-European University*";
- appoints permanent and temporary academic commission from its scope of work and responsibilities;
- performs selection of academic staff in the academic and scientific titles upon the proposal of Academic Council of the College;
- identifies responsible professors and staff before the start of each semester upon the proposal of Academic Council of the College;
- selects Rector and Vice-Rector of University upon the proposal of Managing Board of Pan-European University;
- performs other duties determined by this Statute and some other general acts of Pan-European University, and other tasks related to the issues of education and science.

**Article 242.**

The Senate **may validly work and decide** if more than half the members of Senate attend or participate in the meeting, and the decision is made by a majority of the present members of Senate.

In its work and decision, Senate may take into consideration the suggestions and opinions from Managing Board of University, Academic Council of the College, Council for Doctoral studies, vocational bodies of University, or other organizational units, as well as other organs of higher education institutions.

Work and some other issues relevant to the work of Senate of Pan-European University are determined by **Rules of Senate Work**.

**2. Academic Council of the College****Article 243.**

Pan-European University, if necessary, may establish **Academic Council of the College**.

Academic Council of the College is a professional body of the College and also represents **Advisory Body of University**.

Academic Council of the College consists of professors and associates employed full-time at Pan-European University and student representatives, the number cannot be less than 15% of the total number of members of Council.

Academic Council of the College is run by Dean of Faculty.

**Article 244**

Academic Council of the College proposes curriculum of undergraduate studies of the I cycle and II cycle of studies and doctoral studies, elects representatives for University Senate, and proposes the development program of Faculty.

Academic Council of the College considers other issues within the jurisdiction of Senate of Pan-European connected to education and research as well as questions from the activities of University and study programs that are organized at Faculty, and proposes appropriate decisions.

It determines some specific criteria for evaluating academic programs and equalization of educational programs acquired under previous regulations and at some other higher education institutions with the educational system which is implemented at Pan-European University and which are not defined in this Statute.

**Article 245.**

Meetings of Academic Council of the College are held, if necessary, and may be held if the meeting is attended by the majority of members, and decisions are made by majority vote of Council.

### 3. Department Council

#### Article 246.

Pan-European University, if necessary, may establish **Department Council**.

Department Council consists of all professors and associates of Department.  
Department Council:

- proposes curriculum of the study courses at Department;
- gives an opinion on the program of scientific research and of scientific paper written by the professors and associates of Department;
- is responsible for the due performance of the teaching process in the fields of Department;
- organizes lectures on current research of its members;
- provides expert opinions to bodies of Pan-European University;
- initiates the procedure for the selection of the titles and the commencement of employment for the professors and associates
- participates in cooperation of departments in the country and abroad.
- proposes the members of the commission to prepare the reports for professors and assistants and scientific workers, proposes the members of the commission for the doctoral theses defense, the final paper of the second cycle and graduation thesis;
- suggests hiring the prominent expert or scientific researcher for part of the teaching process at Pan-European University;
- gives an opinion on the suitability of topics and candidates for doctorate and master's thesis;

Department Council considers other issues within the jurisdiction of Senate of Pan-European University related to education and research activities of Pan-European University which are organized by Department.

Meetings of Department Council are held, if needed, and may be held if the meeting is attended by more than half of the members, and decisions are made by a majority vote of all members of Department Council.

### 4. Doctoral Study Council

#### Article 247.

University Senate appoints **Doctoral Study Council** that consists of President of the Council, Vice President of the Council, Vice-Rector for Teaching at Pan-European University and Dean of the Faculty or the educational organizational units within University. The council members are professors hired for teaching at University. The mandate of Council is 4 years.

**Article 248.**

Doctoral study Council has the task to conduct **preliminary proceedings and to coordinate the educational, scientific and research process** for doctoral studies in order to make this process efficient and up-to-date and in order to provide the quality and credibility of the third cycle of doctoral studies.

Doctoral study Council previously reviews and provides recommendations to Senate of University on all matters relating to doctoral studies as well as the procedure for assessment, approval and preparation of doctoral dissertation and doctoral thesis defense according to University Act.

**Article 249.**

In addition to the general tasks described in the previous article, Doctoral study Council performs the following **tasks**:

- determines the eligibility of candidates regarding the majority of study for the candidates who enroll in doctoral studies after completion of the second cycle of master studies at another university;
- selects the mentor and co-mentor to conduct doctoral studies of the particular candidate;
- considers the proposed topic of the doctoral study;
- considers curriculum of the doctoral studies;
- proposes composition of *Commission for the evaluation of the suitability of candidates and issues, and the Commission for review and defense of the doctoral dissertation* elected by Senate of University;
- reviews reports of commission from the previous paragraph and forwards them to Senate of the University for approval;
- Considers the periodic reports of the mentor on the implementation of the study for the individual candidate;
- Considers requests for an extension of writing the doctoral dissertation;
- Considers some the other requirements of the doctoral candidates;

**Article 250.**

Senate of University appoints the President of Council for Doctoral studies and his deputy. The President of Council is **Head of Doctoral studies**. The President of Council is an academic, or full professor of the appropriate scientific field, and his deputy is a full professor.

The President of Council for Doctoral Studies **presides over** Council.

The President of Council makes a general program of doctoral study and prepares a list of professors who will be directly engaged in the doctoral studies or a list of the teaching staff for the membership in commissions for the evaluation of candidates and topics and evaluation and defense of the doctoral dissertation according to the criteria of scientific and pedagogical competence.

Deputy the Council, together with Vice Rector for Teaching at Pan-European University and mentor of each candidate, is responsible for scheduling the doctoral studies and individual teaching and scientific research activities, and for the timely and successful implementation of these activities.

The President of Doctoral study Council, together with the candidate, determines the proposal for the appointment of a mentor of doctoral studies or the mentor of the candidates for evaluation and defense of the doctoral dissertation.

## **XII PROFESSIONAL BODIES of Pan-European University**

### **Article 251.**

The professional bodies of Pan-European University are: Director, Rector and Managing Board.

#### **1. Director/ The Financial Director**

### **Article 252.**

The Director is **the management body** of Pan-European University. Together with Rector, within its competence established by law and this Statute, he/she governs the work of Pan-European University.

The selection and dismissal of directors of University is done by Managing Board of University.

Director can be a person who, in addition to the general requirements of Law, meets the following **special requirements**:

- completed the first cycle of study lasting four-year or the second cycle of study in fields from the major courses of University from Article 11, paragraph 1 and 3 of this Statute. Priority is given to applicants who have completed second cycle of study,
- experience in the management of at least one year, where the advantage is given to some relevant experience of working with businesses,
- to have a very good knowledge of one world language with preference given to German and English;
- to have a distinct organizational and communication skills;
- to have a remarkable ability to work in teams;
- to have sense for pedagogical and scientific research.

### **Article 253.**

Director of University, as a **manager**:

- represents University and works for the interests of University, Director can authorize the transfer of certain powers of representation to other persons only with the consent of Managing Board of University;
- organizes and manages the work process of professional services and conducts the business of University directly and via employees with special powers and responsibilities;
- based on the instructions and decisions of Managing Board, individually and in consultation with Rector, and in accordance with Law, Business Plan and Development Program, he/she makes decisions, resolutions and other legal acts and concludes contracts;
- signs collective agreements except those that are under the jurisdiction of Managing Board;
- gives individual or joint authority with the approval of Managing Board;
- takes care of the legality of work and is responsible for the legality of work at University, suspends all acts of University from the implementation if they are contrary to Law, this Statute, general acts and the interests of University;
- participates in the work of Managing Board;
- actively participates in the creation of the basis of policy, drafting of programming, planning and development documents and drafting bylaws;
- carries out the decisions of Managing Board of University;
- makes decisions about hiring and decides on giving positions to the workers in the professional services on business and tasks;
- decides on the rights and duties of employees in professional services of University (scheduling and rescheduling of working hours, absence from work);
- decides on sending the workers from the professional services to some specialization and retraining;
- assesses the contribution of workers in the work of professional services;
- makes decisions on disciplinary and material responsibility of workers from the professional services in accordance with the law and collective agreements;
- decides on transferring the workers from the professional services to some other tasks at University in some cases and in the manner established by Law and collective agreements;
- brings organizational regulations and gives instructions for the work;
- approves the official travel within the country and abroad.
- replaces Rector in his/her absence;
- considers the laws and acts of other bodies, and on the basis of analysis and insight, he/she provides suggestions and opinions;

#### **Article 254.**

Director of University **performs the following**:

- implements decisions of Board;
- carries out conclusions and decisions of Senate and other expert bodies of University within its scope of work and authorization;
- implement the final court decision;
- ensures the implementation of security measures, protection of copyright and confidentiality of the data.

#### **Article 255.**

Director of University regularly **reports** Managing Board of University:

- submits the abbreviated written report on the material and financial operating results to Managing Board on a quarterly basis,
- submits a written and oral report and analysis of the results of operations with balance statements to Board of universities twice a year on the basis of periodic semi-annual and final annual accountancy calculation;
- prepares the materials from various sources, reports, laws, and other analytical documentation for regular and special meetings of Managing Board.

#### **Article 256.**

Director of University **is materially liable** for the decisions of its authorization and its scope of work, which harmed University. Director of University is materially liable for proven damages incurred to University intentionally, by abuse of position, by exceeding or failing authorities.

Liability of directors is determined by Managing Board in accordance with this Statute and Law.

Director of University may be relieved of the duties for non-performing the contractual or legal obligations, failure to achieve business results, conflicts of interest with University, of abuse of office or other activity, which has caused direct damage or harm to the interests of University.

### **2. Rector**

#### **Article 257.**

Rector **manages** the work of Pan-European University together with Director, within its authority as defined by Law and this Statute.

Rector may be the professor with the scientific title of full professor who is employed full time at Pan-European University.

Rector of University is elected for a period of four years and may be re-elected.

**Article 258.**

Rector has the rights and duties established by Law, and in particular, he/she:

- ☐ considers the Statute of Pan-European University;
- ☐ responsible for the realization of educational and scientific activities and manages the professional work of the University;
- ☐ actively participates in creating basis of business policy, and in creating the programming, planning and development documents;
- ☐ determines the organization of instruction teaching during the semesters of the school year;
- ☐ decides on allocation of compulsory subjects depending on previous education;
- ☐ addresses the requirements for the student transfer from other similar faculties or from another faculties within University and decides on the recognition of the exam when transferring from other institution of higher education;
- ☐ issues a decision on annulment of the exam upon the request of the student;
- ☐ decides on the requirements and fees for fulfilling the pre-exam obligations;
- ☐ decides on complaints of students on enrollment lists, objections to the assessment and decision on the transfer into the next year of study;
- ☐ signs diplomas of all study cycles;
- ☐ proposes annual work program and plan development;
- ☐ carries out the decisions of Managing Board from his/her responsibilities and its scope;
- ☐ submits an annual report on the teaching-research work of faculties;
- ☐ starts the initiative and proposes solutions on issues of importance and for the activities of Pan-European University;
- ☐ before the beginning of the school year, he/she decides on directions and orientations of the school year;
- ☐ coordinates and supervises the work of the pro-rector;
- ☐ proposes the measures for improving the work to the bodies of higher education institution;
- ☐ proposes measures for effective and lawful activities of higher education institution;
- ☐ carries out the decisions of Managing Board and Senate of University;
- ☐ Rector of University participates in the work of the Rectors' Conference;
- ☐ performs other tasks determined by Law, the Statute of Pan-European University and other general acts of the Pan- European University.



In order to examine the question of its jurisdiction, Rector may establish a commission.

Rector may give certain tasks and duties to vice-rectors and workers with special authorities and responsibilities.

#### **Article 259.**

Rector is **independent** of carrying out his work, and is responsible to Senate of Pan-European University in the domain of academic issues and in the domain of academic issues business area, he/she is responsible to Managing Board of University.

Rector may be dismissed from his duty before the expiry of the period for which he is selected:

- ☒ if he/she convicts a criminal offense which makes him/her unsuitable for the function of Rector;
- ☒ if he/she is incompetent or unconscientious as a rector;
- ☒ if he/she does not carry out the tasks determined by Law and this Statute or if he/she goes beyond the authority and thus inflicts damage to Pan-European University;
- ☒ due to the inability of objective reasons to be a rector for a longer time.

#### **Article 260.**

Pan-European University has, if necessary for the work, vice-rectors, including:

- ✎ Vice-Rector for Academic Affairs;
- ✎ Vice-Rector of Research and International Cooperation;
- ✎ Vice-Rector for Quality Assurance and Development;

#### **Article 261.**

##### **Vice-Rector for Academic Affairs:**

- ☐ replaces Rector in his/her absence;
- ☐ helps Rector in coordination and in the process of teaching;
- ☐ takes care of the organizational and technical conditions of teaching;
- ☐ coordinates with the student services, students, professors and staff;
- ☐ takes measures for the implementation of decision brought by Senate of Pan-European University regarding teaching;
- ☐ addresses the specific requirements of students related to teaching, which are not in jurisdiction of Rector and Senate of University;
- ☐ coordinates the work of publishing activities related to teaching;
- ☐ performs other tasks when given authorization by Rector.

**Article 262.**

**Vice-rector for Research and International Cooperation:**

- ☐ suggests a way of achieving international cooperation;
- ☐ helps Rector with business related to scientific work and international cooperation of Pan-European University;
- ☐ takes measures for the implementation of decisions of Senate of Pan-European University, Rector and Board of Directors regarding the scientific work and international cooperation;
- ☐ performs other duties specified in this Statute and other laws of Pan-European University or the activities entrusted to him by Rector.

**Article 263.**

**Vice-rector for Quality Assurance and Development:**

- ☐ assists in the preparation of materials for meetings of Managing Board and Senate of Pan-European University;
- ☐ takes measures for the implementation of decisions of Managing Board regarding the development;
- ☐ proposes measures for rational use of material resources;
- ☐ ensures that Pan-European University exercise its rights in the organs that fund the activities of University;
- ☐ proposes tuition fee and other expenses paid by students;
- ☐ performs other tasks in specific areas for which Rector gave him/her the authorization;

**Article 264.**

Vice-rectors are responsible to Rector regarding their work.

**Article 265.**

Vice-Rectors are elected by Senate of University from among full and associate professors upon the suggestion of Managing Board of University for a period of two years.

**Article 266.**

Vice-Rectors may be dismissed from their duty before the expiry of the period for which they are selected:

- in the case of termination of employment due to the application of the law that regulates the labor relations;
- upon their own request, or if they are prevented to perform duties for a longer period;
- if due to their fault they harm University;

- if due to their fault they hurt the reputation of Pan-European University;
- if they do not carry out the tasks set forth in this Statute.

Vice-Rector may be dismissed from their duty before the expiry of the period for which they are selected, and if they do something that can cause the dismissal of Rector before the expiration of the time and if they perform the entrusted tasks contrary to the authority or instructions.

### **3. The Managing Board**

#### **Article 267.**

The Managing Board of University was established by the founding documents of University in accordance with Law on Higher Education.

The Managing Board consists of 9 members. The members of Managing Board are representatives of the founders of University, the academic staff, non-academic staff and students.

The founders of University who own more than 30% of the founding deposit appoint two members for the Managing Board, while other founders appoint one member. Legal persons who are the founders of University, appoint their representatives in accordance with the decision of their Managing Boards. The University Senate appoints one member for Managing Board from among the academic staff employed at Pan-European University and a member of the academic staff who may not be employed at University. Student Union of Pan-European University elects one member for Managing Board out of the students' work, and according to the procedure established by Statute of Student Parliament of Pan-European University, and is appointed by Senate of University.

The mandate of members of Managing Board lasts for four years. The mandate of the student representatives lasts for one year.

#### **Article 268.**

The Managing Board performs the following tasks:

- gives an opinion on Statute of Pan-European University;
- gives an opinion on Statute of the organizational units in accordance with its responsibilities;
- adopts the individual and general acts within its jurisdiction;
- brings the internal organization of Pan-European University and Rules of Organization and systematization of the previously obtained opinion of the organizational unit;
- decides on the education of newly internal organizational units upon proposal of University Senate;
- reviews the draft of acts adopted by other authorities and bodies at University;

- brings Rules on tuition fees and prices of services, and the decision on tuition fees at University for each school year;
- approves development of University and takes measures for its implementation;
- adopts the financial plan and adopts the annual budget;
- adopts the annual work program of University upon the proposal of University Senate,
- decides on all additional requirements made by service users at University that directly affect the income achievement of University;
- brings Regulation on distribution at Pan-European University and individual decisions about the amount of different fees to teaching and staff of University for the ordinary and extraordinary work activities and tasks performed at University;
- directs, controls and evaluates the work of Rector in the domain of financial operations;
- decides on the use of funds exceeding the amount set by the maximum cash and in particular on the use of funds for the investment;
- adopts the financial plan of Pan-European University upon the proposal of the directors and supervises its implementation;
- adopts business reports and the annual accounts of Pan-European University;
- adopts the annual work program upon the proposal of Senate;
- monitors the use of general laws and ensures the legality and transparency at Pan-European University;
- creates the basis of business politics and establishes educational, scientific-research and development-investment politics of Pan-European University;
- at least once a year submits a report o on the activities of Pan-European University to the founder;
- decides on issues relating to the general and financial position of Pan-European University and its employees;
- decides on the employees' objection to the decision of bodies of Pan-European University which, in the first instance, deal with the rights, obligations and responsibilities of employees;
- appoints permanent and temporary commissions from its scope of work and responsibilities;
- decides on complaints on nostrification;
- makes decisions on the appointment and dismissal of persons with special powers and responsibilities;
- appoints and dismisses the Director;

- considers a proposal for the election of Rector and Vice-rectors of University and sends it to University Senate;
- gives power of attorney under its jurisdiction to the authorized employees of University and to the third parties;
- reviews the proposals of trade unions in relation to the rights of workers;
- performs other duties determined by law, by Statute of Pan-European University and other general acts of University.

For issues that are of the immediate interest to the academic staff, Managing Board of Pan-European University must obtain the **opinion of University Senate** or Academic Council of the College.

For issues that are of the immediate interest to the students, the opinion of the Student Representative Body must be obtained.

#### **Article 269.**

The Managing Board may validly work if the meeting is attended by more than half of the members of Managing Board. The Managing Board decides by a majority vote of all members.

Exceptionally, Managing Board decides unanimously on profit distribution and on the cover of losses, on debt of the institution and on granting of loans, on alliances with other institutions and amending activity. If there is no consent, the decision is made by a majority vote, provided that the founders who vote for the decision have two-thirds of the founding deposit.

Managing Board decides unanimously on status issues and the increase or decrease of founding capital- deposit.

Members of Managing Board may declare on issues within jurisdiction of Managing Board in writing.

The way of work, as well as other issues relevant to the work of Managing Board are determined by **Rules of Procedure of Managing Board**.

#### **Article 270**

**President of Managing Board** prepares and convenes the meetings of Managing Board together with Director and Rector of University.

President of Managing Board conducts the meetings, keeps order at the meetings, signs acts and decisions that are brought at the meeting of Managing Board.

President of Managing Board of Pan-European University can be a **professional person** or a person tied to an agreement who, in addition to activities in the preceding paragraph, is assigned to tasks related to development and institution building of Pan-European University, and who receives adequate compensation for his work.

### **XIII STUDENT REPRESENTATIVE BODY**

#### **Article 271.**

Student Union of Pan-European University is made of the student organizations and other organizational units within the University. The work of student unions, student organizations and bodies of Pan-European University are governed by *Statute of the Student Parliament of University*.

Student Parliament of Pan-European University is the highest representative body of university students, which represents the Student Union of Pan-European University, consisting of elected representatives of students from all faculties/organizational units of University.

The number of representatives and the composition of Student Parliament of Pan-European University are defined in Statute of the Student Parliament of University.

In order to complete representation of the interests and needs of students of Pan-European University, Student Parliament establish sections, commissions and forums whose function, number and composition are defined in the Statute of *Statute of the Student Parliament of University*.

#### **Article 272.**

Student Parliament of Pan-European University is run by Presidency of Parliament and President of the Student Parliament who is also the president of the Student Union of University. The Presidency of Student Parliament of Pan-European University is the main executive body of Student Parliament.

The Presidency of the student parliament is formed by three representatives from each faculty/organizational units of University. Presidency elects the President of Student Parliament and Deputy President by secret voting.

In order to exercise the rights and protection of the interests of students, Presidency of the Student Parliament at the inaugural meeting also elects two student representatives for University Senate, taking into account that they represent the second and third cycle organized at University. Presidency also elects one representative of students for Managing Board of University.

The Presidency of the student parliament also elects representatives of students of Pan-European University into the Student Union of Republic of Srpska.

Student Parliament of Pan-European University, the Presidency and the President of the Student Union represent the interests of students and contribute to the social, cultural, academic and recreational-physical needs of students.

### **Article 273.**

Secretary of the Student Parliament of Pan-European University Student elects Assembly of Student parliament from the student representatives. The term of office of the Secretary of the Student Parliament is for one year.

Secretary of the Student Parliament collects and disseminates all relevant information about members and other institutions, make notes about the meetings of all the organs of the Student Union of Pan-European University, informs members of the body of the place and time of the meeting, leads archive, maintains facilities intended for the student union of Pan-European University, submits a report on their work to President of the Student Parliament, accompanies regularly with the President of the Student Parliament at the meetings, and performs other tasks in accordance with the decisions of the organs of the Student Union of University.

### **Article 274.**

Student organization of the faculty/organizational unit consists of all students enrolled at faculty / organizational unit that still have the status of students.

Student organization of faculty/organizational unit has the assembly and presidency.

Assembly of the student organization consists of all enrolled students. Assembly of Student Organizations works via Student Council organized for the years of study and programs of study. The work of the Student Council is run by Working Commission which is directly elected by public voting at Student Association Meeting. The association was nominated and elected by secret voting by the representatives of Presidency of the student organization of faculty / organizational units. The number of nominated students must be greater than the number of selected students. The Working Commission of Council is also a voting commission. Working Commission of the Student Council must take into account the ethnicity, gender, age, profession and interest-structure of the proposed student when applying for the Presidency of the Faculty Student organization, so that the elected members of the Presidency reflect the structure, needs and interests of students of the faculty.

### **Article 275.**

Presidency of Student organization of the faculty is the main representative and the executive body of Student Organizations of faculty/organizational unit. It consists of representatives of all years or of all programs of study at university/organizational unit who are elected each year by secret and direct voting by students of Association. Presidency has three members.

The composition of Presidency reflects the national, gender, age, vocational and interest structure of students of faculty / organizational unit. The composition and number of members of Presidency of Student Organization of the faculty / organizational units is defined by Statute of the Student Parliament of University.

Presidency of Student Organization of Faculty / organizational unit becomes part of Presidency of Student Parliament of University.

**Article 276.**

Student parliament funds the activities of Student Union of Pan-European University from funds of Pan-European University, sponsorship, or by applying for funding projects at faculties, University, government institutions and funds from other sources in accordance with the law.

**Article 277.**

The term of office of all members of the student representative bodies of University or the organizational units last for one year. Election of members of the student representative body is held every year no later than 30 November by the secret and direct voting. No one can be elected more than twice for the same position.

## **XIV ACQUIRING FUNDS**

**Article 278.**

Pan-European University acquires the funds by the activities defined in Articles 9. and 13. of this Statute, according to the Agreement with the founders, based on the Contract with the customer service, as well as from the funds provided by the government from the budget and donor funds in accordance with Law.

Pan-European University can acquire funds from tuition fees, from the provision of services to third parties, as well as from some other sources (gift, donation, sponsorship, etc.).

The income of Pan-European University is unique.

The University may acquire funds:

1. The realization of the program of scientific research,
2. from fees paid by students, students of post-graduate studies and doctoral studies,
3. The realization of vocational education and training,
4. out of funds provided by the Government from the budget,
5. from publishing and informative activities,
6. from the income on the basis of copyrights and patents,
7. out of consulting and management operations,
8. from developing projects in the areas of major courses at University;
9. from the business intervention in the field of education,
10. from gifts and endowments,
11. from interest and dividends,



12. from some other sources arising from the activities.

#### **Article 279.**

Funds from the previous article of this Statute can be used by Pan-European University in accordance with the annual program work for:

- ☒ operating costs;
- ☒ salary in accordance with the Law, the Regulations on the distribution of the Collective Agreement;
- ☒ equipment and real estate;
- ☒ housing issues for the workers;
- ☒ carrying out scientific work, which is in a function of raising the quality of teaching;
- ☒ scientific and professional development of professors and associates;
- ☒ encouraging the development of teaching staff;
- ☒ working with gifted students;
- ☒ international cooperation;
- ☒ sources of information and information systems; and
- ☒ other purposes in accordance with Law.

The **allocating and management** of Pan-European University funds, as well as regulation the way of formation and payment of salaries of employees are governed by special general acts of University.

#### **Article 280.**

**Cash assets** of Pan-European University are all assets that are obtained, through its activities, by University via Contracts or other legal activities.

#### **Article 281.**


The operating results of Pan-European University are determined by periodic and annual accounts in accordance with Accounting Law.

**Periodic and annual accounts** are suggested to the Managing Board by Director.

### **XV PUBLISHING ACTIVITY**

#### **Article 282.**

Basic **textbooks**, additional textbooks and **scripts** in the educational and scientific work are used at Pan-European University:

-  Basic textbook covers at least 90% of the subject content, according to the curriculum.

- 📖 Additional textbooks are: atlases, charts, literature - selected texts, practice books, workbooks, dictionaries and other which contribute to the realization of the curriculum.
- 📖 Script are authorized lectures which, as a rule, are issued when there is no corresponding basic textbook. At University level, the textbooks are provided while the script is used exceptionally.

At Pan-European University, electronic and multimedia information is used in educational and scientific work, or "on-line" methods of dissemination of information using the Internet, computer networks and multimedia funds.

#### **Article 283.**

Pan-European University approves and issues, in accordance with available resources, the basic textbooks, additional textbooks, lecture notes and monographs. Funds for publishing are planned and provided in the annual budget of University.

#### **Article 284.**

The University Senate, if necessary, work, appoints **Publishing Council** for four years from among the professors and staff of University.

**The Publishing Board** for the University publications consists of the following: an editor-in-chief who is also the head of the Publishing Center of Pan-European University, one to three members from among the professors and one to two members from among the associates, appointed by Senate of the University.

#### **Article 286.**

Senate of Pan-European University brings an annual plan which determines the type and number of required basic textbooks, as well as what extra textbooks and scripts (*hereinafter: textbook*) can be used for the realization of the study program at University.

The professor-in-charge is responsible for the choice of textbooks.

The application for the textbook approval is accompanied by its review.

#### **Article 287.**

Standards that the textbook must meet, the method of obtaining and the approval of the manuscript for a textbook, as well as its monitoring and evaluation is determined by Senate with the special regulation.

With the approval of textbooks referred to in paragraph 1 of this Article, the right to highlight the trademark and logo of Pan-European University and the name "*School of European knowledge*" on the front page is acquired.

#### **Article 288.**

Senate of Pan-European University publishes a list of the approved textbooks and manuals, by 31 May of the current year, which will be used by the educational profiles and at years of study in the next academic year.

#### **Article 289.**

During the exam, the professor has no right to examine students using textbooks that were not on *The list of the approved textbooks and additional materials*.

### **XVI NOTIFICATION FOR THE STUDENTS AND THE EMPLOYEES**

#### **Article 290.**

The authorities and professional bodies of Pan-European Universities are obliged to ensure **the availability of their work to the public** which has a legal interest in monitoring the operations of Pan-European University, when it is not contrary to the interests of Pan-European University, in accordance with Law.

#### **Article 291.**

The scope and method of ensuring the availability of the work of the organs and the professional bodies of Pan-European University to the public is determined by Rules of procedure of collective bodies and by the Individual collective agreement.

### **XVII CONFIDENTIALITY**

#### **Article 292.**

Business secret is considered to be the documents and information whose disclosure to an unauthorized person would be against the interest or would endanger the interests and business reputation of Pan-European University.











Business secret is obliged to be kept by all employees who, in any way, come across the document or information that is considered as a trade secret even after the termination of employment at Pan-European University.

### **XVIII COMMON ACTS of Pan-European University**

#### **Article 293.**

The University Bodies make decisions, rules, regulations, rules of conduct, guidelines, recommendations and other general acts, in accordance with their responsibilities.

The general acts consist of the following:

-  The Founding Contract;
-  University Statute and Statute of the Colleges;
-  Rules / Regulations;
-  Rules of Conduct;
-  Methodologies and classifications;
-  Codes;
-  Strategies and policies;
-  Registers and catalogs;
-  Administrative procedures;
-  Decisions that regulate the relations in a general way, in accordance with Law, Statute and Activities of Pan-European University;

Interpretation of Statute and other general acts is given by Pan-European University which is authorized for its bringing.

#### **Article 294.**

General acts of Pan-European Universities are:

##### **Rules/Regulations:**

- ☒ Rules on job classification and organization of Pan-European University;
- ☒ Rules on the job description and work procedures at Pan-European University;
- ☒ Regulations on labor relations at Pan-European University;
- ☒ Rules on the distribution;
- ☒ Rules on tuition fees and service prices;
- ☒ Regulations on accounting and accounting policies;
- ☒ Administration and Archive Business;
- ☒ Rules of first cycle study;
- ☒ Rules of second cycle study;
- ☒ Rules on doctoral studies;
- ☒ Regulations on the study of distance learning;
- ☒ Regulations of the study continuity;
- ☒ Rules on the knowledge evaluation and student achievements;
- ☒ Rules on acquiring the academic titles and future employment of academic staff at Pan-European University;
- ☒ Regulations on disciplinary and material responsibility of students;
- ☒ Regulation on the qualification exam and enrollment at Pan-European University;
- ☒ Regulation on the examination and evaluation of the study programs;

- ☑ Regulations on the student mobility;
- ☑ Regulations on Quality Assurance at Pan-European University;
- ☑ Regulations on student assessment and interviewing;
- ☑ Rules of Procedure of the Publishing Center;
- ☑ Rules of Pan-European library;
- ☑ Regulation on requirements, on acquisition and award honorary titles, awards and prizes at Pan-European University;
- ☑ Regulations on financing and co-financing the research projects;
- ☑ Regulations on Graduate, Access and Master work;
- ☑ Rules on plagiarism;



#### **The Rules of Conduct:**

- ☑ Rules of Labor of Senate of University;
- ☑ Rules of Labor of Managing Board of Pan-European University;
- ☑ Rules of Labor of Academic Council of the College;
- ☑ Rules of Labor of Council for Doctoral studies;



#### **Methodologies and classifications:**

- ☑ The classification of scientific fields at Pan-European University;
- ☑ Nomenclature of professional, academic and scientific titles obtained at the study programs of Pan-European University;
- ☑ Criteria of the academic staff competence;
- ☑ Methodology for writing the student and final papers;
- ☑ The standards for the design, acquisition, tracking, evaluation and approval of the textbooks;



#### **Codes:**

- ☑ Code of Academic Ethics Pan-European University;
- ☑ House rules in the institutions



#### **Strategies and policies:**

- ☑ Mission Statement;
- ☑ Development Strategy of Pan-European University;
- ☑ The strategy of quality assurance at Pan-European University;
- ☑ Quality Policy at Pan-European University;



#### **Registers and catalogs:**

- ☑ Register of the common bylaws;
- ☑ Register of contracts;
- ☑ Register of copyright Contracts;

- ☑ Catalogue of status-registration documentation;
- ☑ Catalogue of projects;
- ☑ Catalogue of the marketing resources;

At Pan-European University, where necessary, other general acts are also brought.

Managing Board, when needed, can bring some other general acts related to the regulation of the rights and obligations of labor relations.

#### **Article 295.**

General Acts that regulate the various academic issues and relations relating to Pan-European University are brought by University Senate, while the act that regulate the business processes, labor relations, organization and acts related to the financing and spending are regulated by Managing Board of University.

The Managing Board considers in the previous proceedings the acts related to academic relations at University Senate and delivers its opinions and suggestions since some academic issues can significantly affect the business results of University.

When making the laws under its jurisdiction, Managing Board in previous proceedings is obliged to obtain the opinion of Senate, and after the adoption of the act, and it always informs University Senate with the final content of the act.

Rules of Labor is adopted by the bodies to which the Act applies.

General documents are published on the notice board and on the website of University and are entered into force on the day of its publication, if it is not determined differently by the act.

**Originals general documents** are kept in the separate documentation of University. A separate Register is kept on the common acts.

### **XIX TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 296.**

The provisions of the general laws that were applied before this Statute came into force and that are not inconsistent with Law on Higher Education and this Statute, will be applied until the harmonization of these acts with Statute.

#### **Article 297.**

The harmonization of general acts at Pan-European University is to be done within 60 days from the date of entry into force of this Statute.

#### **Article 298.**

Managing Board of Pan-European University adopted the proposal of University Statute at its meeting of 08.07.2011.

University Senate adopted the proposed Statute at its 63<sup>rd</sup> meeting held on 14.07.2011 under No. 1278-12 / 11.

Ministry of Education and Culture of Republic of Srpska gave consent to this Statute by its Act no. 07 023 / 612-42-1 / 12 dated 08.08.2014.

This Statute was posted on the notice board of Pan-European University on 15/07/2014 filed under A / int-01.00.000.521.

From the date of entry into force of this Statute, the previous Statute of University of 12.07.2007 is not valid.

## THE ACT VERIFICATION

**Number of protocol:**

1278-12/11

**Date of protocol:**

14.07.2011.

**Act identification label:**

A/int-01.00.000.521.

**Date of entry into force:**

15.07.2011.

**Responsible person/signature:**

**(1) Name and Surname**

Esad Jakupović

*title and position*

Prof. dr Full-professor

*signature*

**(2) Name and Surname**

Darko Uremović

*title and position*

CEO project manager, B.Sc in  
Engineering

*signature*

**Function of the signatory:**

**(1) Rector**

**(2) President of Board of Director**

**The official seal:**





