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# **THE STATUTE**

**(THE REVISED TEXT)**

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Faculty of Medicine University of Belgrade

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March 2016

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Pursuant to the authority of the President of the General Council of the Faculty of Medicine University of Belgrade, at the meeting held on March 17, 2016, a revised text of the Statute of the Faculty of Medicine University of Belgrade has been established. Revised text contains the basic text of the Statute of the Faculty of Medicine University of Belgrade, adopted by the General Council of the Faculty on October 10, 2006 with the Decision No. 40/XIV-2 as well as amendments adopted by the General Council with Decision No. 42/III-3 from June 22, 2010, Decision No. 32/IV-5 from February 25, 2011, Decision No.32/VI-2 from September 29, 2011 and Decision No. 25/VIII-4 from September 25, 2014.

# **THE STATUTE**

## **Faculty of Medicine University of Belgrade**

### **(The revised text)**

#### **I. GENERAL PROVISIONS**

##### *General positions*

##### **Article 1**

(1) This Statute will define the following: legal status, organization, management and leadership, activities, operating and funding of a Higher education institution University of Belgrade - Faculty of Medicine (hereinafter: the Faculty).

##### **Article 2**

(1) Certain relations regulated by the Statute are closely regulated with other general acts of the Faculty.

(2) General acts, referred to in paragraph 1 of this Article, have to be in accordance with the Statute.

##### **Article 3**

(1) The Faculty guarantees academic freedom, in accordance with the Law and the Statute of the University.

(2) The Faculty has its autonomy, in accordance with the Law.

(3) The Faculty does not allow the organization or operation of political parties, as well as the organization of meetings or activities that substantially have political or party goals.

(4) The Faculty does not allow religious organization or operation, except in the context of celebrating religious holidays, in accordance with the Law.

(5) The space of the Faculty is inviolable and can not be entered by the Police Department or other organs of Internal Affairs, without the permission of the Dean, except in the case of threats to public security, life, physical integrity, health or property.

(6) The Dean will ensure the respect of responsibilities, referred to in paragraph 3-5 and will take all necessary measures to prevent their violation.

### ***Legal Status of the Faculty***

#### **Article 4**

1) The Faculty is a Higher education institution, a legal entity within the University of Belgrade (hereinafter: the University).

(2) The founder of the Faculty is the Republic of Serbia.

#### **Article 5**

(1) The Faculty operates under the name: University of Belgrade - Faculty of Medicine.

(2) The seat of the Faculty is in Belgrade, Dr Subotića Street, No. 8.

(3) The abbreviated name of the Faculty is Faculty of Medicine in Belgrade.

(4) The name of the Faculty in English is University of Belgrade - Faculty of Medicine and Faculty of Medicine in Belgrade.

### ***Faculty Features***

#### **Article 6**

(1) The Faculty has its own stamp and seal.

(2) The seal is in circular shape, with the established emblem in the middle (the front facade of the building in which the Faculty is established and where it started to work) with the outer circle line, trimmed diameter of 30 mm and with an inscription around emblem, written in the Serbian language in Cyrillic: the Republic of Serbia University of Belgrade - Faculty of Medicine in Belgrade.

(3) The seal is used for verification of the authenticity of public documents issued by the Faculty and for the verification of the authenticity of other documents and acts of the Faculty in legal transactions with third parties.

(4) The stamp, referred to in paragraph 1 of this Article, is used for verification of degrees.

(5) The Faculty has a stamp in rectangular shape, with the inscription in two lines: University of Belgrade - Faculty of Medicine, with a place below for the number, the date and designation of Belgrade.

(6) Organizational units of the Faculty have the seal in circular shape, with the established emblem in the middle (the front facade of the building in which the Faculty is established and where it started to work) with the outer circle line trimmed diameter of 30 mm and with an inscription around emblem written in the Serbian language in Cyrillic: University of Belgrade - Faculty of Medicine in Belgrade - OU (the name of the Organizational unit).

(7) Organizational units of the Faculty have their own stamp in rectangular shape and use it for internal use only, with an inscription in Cyrillic - Faculty of Medicine in Belgrade and the name of the Organizational unit in the second row: the place, number, date and designation of Belgrade.

#### **Article 7**

(1) The Dean of the Faculty regulates the method of storage and the use of seals and stamps of the Faculty and its Organizational units, with a special act.

(2) The number of stamps and seals and its preservation is ensured by the Administrative Director of the Faculty.

(3) When the seal is made in several copies, each copy must be specifically identified with an asterisk or Arabic numerals.

(4) In the event that a seal disappears or for other reasons withdrawn from use.

(5) The Dean will declare a seal invalid with a special act and publish it in the Official Gazette of the Republic of Serbia.

(6) The new seal will include corresponding Roman numerals, in addition to the contents from the Article 6 of the Statute.

#### **Article 8**

(1) The Faculty has a logo, a flag and other symbols of visual identity which are provided in a form that is given in a special supplement of the Statute.

#### ***The Day of the Faculty***

#### **Article 9**

(1) The Day of the Faculty is December 9, in memory of the day when the inaugural lecture was held at this first Faculty of Medicine in Serbia in 1920.

(2) On the Day of the Faculty students, professors, associates and other employees are awarded with prizes and receive recognition for the results achieved in their studies and work, in accordance with the Article 184 of this Statute.

### ***Website of the Faculty***

#### **Article 10**

(1) The Faculty has an official website in both Serbian and English language.

(2) The website of the Faculty includes a part that is open to all interested parties and one part that is open to students and associates of the Faculty only.

(3) The publication of content on the website of the Faculty is considered as the official and public disclosure of the acts of the Faculty, in accordance with the rules referred to in paragraph 4 of this Article.

(4) Editing and maintaining the website of the Faculty is governed by a special regulation issued by the General Council of the Faculty at the proposal of the Teaching and Scientific Council.

### ***Activities of the Faculty***

#### **Article 11**

(1) The Faculty is a Higher education institution which performs activities of Higher education, Scientific Research and Health care.

(2) Higher education study programs of the Faculty are carried out within the field of Medical sciences.

(3) The Faculty can perform study programs in other fields independently, or in cooperation with other institutions of Higher education.

(4) As a part of its activities, the Faculty may also perform other tasks, in accordance with legal regulations governing the respective activities.

(5) With the organization of work, the Faculty ensures that transactions within its activities are carried out synergistically and ensures the undisturbed and efficient realization of study programs.

### ***Quality Control and Quality Enhancement***

#### **Article 12**

(1) All activities of the Faculty, as well as the work of all Organizational units, are subject to the system of monitoring, ensuring, promoting and developing Quality Enhancement and Quality Control, in accordance with the Law and the Statute of the University.

(2) All professors, associates, students of the Faculty and staff are required to actively cooperate, in good faith, in exercising measures to ensure control, monitoring and promoting the quality of teaching and working at the Faculty.

(3) The Teaching and Scientific Council of the Faculty appoints a special Commission in charge of Quality Control and Quality Enhancement of the Faculty - Commission for Quality Assurance and the Commission for monitoring and improving the Quality of Teaching at the Faculty.

(4) The Commission for Quality Assurance at the Faculty has the authority to:

- 1) promote the development of culture at the Faculty;
- 2) plan and analyze procedures for quality evaluation of the entire system of Higher education and Scientific research at the Faculty;
- 3) prepare a draft Strategy for Quality assurance at the Faculty;
- 4) monitor the implementation of the Strategy for Quality assurance at the Faculty and propose measures and activities aimed at Quality Enhancement.

(5) The Commission for monitoring and improving the Quality of Teaching at the Faculty has the authority to:

- 1) monitor and analyze study programs and the Quality of Teaching at the Faculty;
- 2) analyze the efficiency of studies and evaluate the acquisition of ECTS points;

(6) propose measures and activities for improving the Quality of Teaching and reform of the study program Curriculum.

(7) Commissions referred to in paragraph 4 and 5 consist of two professors, one associate, one member from the rank of non-teaching staff and one student appointed by the Students' Parliament. Commissions report to the Teaching and Scientific Council of the Faculty on the state of Quality, at least once a year.

(8) The work of Commissions, referred to in paragraph 3 of this Article, is managed by the Vice-Dean, appointed by the Dean.

(9) Technical support to Commissions, under paragraph 3 and measures to achieve the objectives, referred to in paragraph 1 of this Article, is conducted by the Centre for Quality Control and Quality Enhancement of teaching, in accordance with special Regulations on monitoring, ensuring, promoting and developing Quality Enhancement of study programs, teaching and working conditions.

## ***Operations performed at the Faculty***

### **Article 13**

(1) The Faculty performs:

- 1) Integrated academic studies of Medicine of the first and second degree - basic undergraduate studies for obtaining the Academic title of MD - Medical Doctor, in Serbian and English language (hereinafter: the Studies of Medicine);
- 2) Specialist academic studies, Master academic studies, Specialist professional studies, Health specialization and Studies of Health sub-specialization for obtaining Professional title of Specialist;
- 3) Doctoral studies for obtaining the Scientific Title of Doctor of Medical Sciences - PhD;
- 4) Scientific Research;
- 5) Continuing Medical Education;
- 6) activities for the Health care system of the Republic of Serbia;
- 7) activities of Health care services for which the Faculty is authorized;
- 8) other activities that commercialize the results of Scientific research and work, provided that those activities do not reduce the Quality of Teaching.

(2) By other activities, within the meaning of this Article, we include library, scientific, informative, publishing, foreign trade and other activities for which the General Council of the Faculty finds that are important for the performance or support of the basic activities of the Faculty.

(3) All activities of the Faculty are performed in accordance with Laws of the Republic of Serbia relating to the appropriate activity, respecting implementation of the recommendations of the European Union and other internationally accepted directives and recommendations, regarding the activities of the Faculty.

## ***Functioning of the Faculty***

### **Article 14**

(1) The activities of the Faculty and staff work is carried out through work in Organizational units of the Faculty, at Institutes and Teaching bases of the Faculty and other organizations and Organizational units where the teaching, Scientific research, Health care services and other activities are performed.

(2) The Institute of the Faculty is consisted out of members of the Department for Specific Scientific field, scientific and professional associates of the Faculty in that field, non-teaching staff working at that Institute, movable property of the Faculty assigned to that Institute for carrying out all approved Faculty activities that are carried out at the Institute and buildings and/or premises that are owned by the Faculty, where the Faculty is the user or where it is assigned to the Institute for carrying out all approved Faculty activities that are carried out at the Institute.

(3) The Teaching base of the Faculty is a Health or Scientific research organization where conditions are provided for the exercise of a part of the teaching process and scientific and research work of professors and associates of the Faculty, according to general regulations of the Faculty.

(4) The decision on the capacity of a Health or Scientific research organization as a Teaching base and regulations from previous paragraph is brought by the Teaching and Scientific Council.

(5) Mutual rights and responsibilities of the Faculty and institutions outside of the Faculty, where parts of study programs are carried out, are regulated by special contracts.

#### **Article 15**

1) Activities of the Faculty are performed within the unique working process in which Professors and Associates of the Faculty are engaged in Teaching, Scientific and Medical work at the same time.

#### **Article 16**

(1) The Faculty may conclude contracts with other Faculties and legal entities that regulate questions and relations of cooperation and professional assistance.

(2) The Faculty may provide service for both legal and natural persons as a part of its activities, in accordance with the Article 11 paragraph 4.

(3) The Faculty may perform its activities abroad, in accordance with its work permit.

(4) The Faculty may perform its activities outside of its seat, in accordance with its work permit.

#### ***Legal capacity of the Faculty***

#### **Article 17**

(1) The Faculty is a legal entity with rights, obligations and responsibilities defined by the Law, Statute of the University and this Statute.

(2) In legal transactions with third parties, Faculty acts independently and for its obligations it is liable with all the funds at its disposal, except in cases provided by the Statute of the University.

(3) The Faculty has accounts in the Treasury of the Ministry of Finance of the Republic of Serbia, namely: two accounts for current operations and two additional accounts for sick leave compensation payments and for keeping deposits.

(4) The Faculty has a foreign currency account at the National Bank of Serbia.

(5) If there is a requirement for receiving donations from abroad, the Faculty may, in accordance with regulations, open a special account in the Treasury of the Republic of Serbia.

### **Article 18**

(1) The Faculty is registered at the Belgrade Commercial Court and entered into the Register number 5-401-00-default.

(2) The activities of the Faculty are:

1) code 85.42 - Higher education;

2) code 85.59 - Other education;

3) code 86.10 – Hospital activities;

4) code 86.21 – General medical practice;

5) code 86.22 – Specialist medical practice;

6) code 72.11 – Research and experimental development in Biotechnology;

7) code 72.19 – Research and development in other Natural sciences and Engineering;

8) code 72.20 – Research and development in Social sciences and Humanities;

9) code 58.11 – Book Publishing;

10) code 58.14 – Publishing of Journals and periodicals;

11) code 47.61 – Book sales in specialized stores;

12) code 47.62 – Newspaper and stationery sale;

13) code 56.10 – Restaurants and mobile food facilities;

14) code 56.29 – Other services of preparing and serving food.

### ***Representation of the Faculty***

### **Article 19**

(1) The Managing body of the Faculty is the Dean, governing the Faculty.

(2) The Faculty is represented by the Dean, without restrictions.

(3) The Dean will determine which Vice-Dean will represent the Faculty, in his absence.

(4) The Dean and Vice-Deans are obliged to make their certified signatures deposited in the Court conducting the court registry and in the organization authorized for payment.

(5) On behalf of the Faculty, the Dean will be signed, or the Vice-Dean authorized by the Dean.

(6) The Dean may authorize the Vice-Dean, Administrative Director or other person employed at the Faculty to carry out certain tasks under the responsibilities of the Dean.

(7) When giving authorization, the Dean is determining the content, scope and the duration of the authorization.

## **II. ORGANIZATION OF THE FACULTY**

### ***Organizational units***

#### **Article 20**

(1) In accordance with the Article 13 of the Statute, within the Faculty there are:

1) Organizational units of Preclinical courses:

- Institute of Anatomy "Niko Miljanic",
- Institute of Medical Biophysics,
- Institute of Epidemiology,
- Institute of Medical and Clinical Biochemistry,
- Institute of Medical Statistics and Informatics,
- Institute of Medical Physiology "Rihard Burijan",
- Institute of Microbiology and Immunology,
- Institute of Pathology,
- Institute of Pathological Physiology,
- Institute of Social Medicine,
- Institute of Forensic Medicine "Milovan Milovanovic",
- Institute of Pharmacology, Clinical Pharmacology and Toxicology,
- Institute of Medical Chemistry,
- Institute of Hygiene and Medical Ecology,
- Institute of Histology and Embriology "Aleksandar Dj. Kostic",
- Institute of Human Genetics,
- Courses of Humanistic Sciences.

2) Organizational units of Clinical courses:

- Course Gynecology and Obstetrics,
- Course Dermatovenerology,
- Course Internal medicine,
- Course Infectious diseases,
- Course Occupational medicine,
- Course Neurology,
- Course Nuclear medicine,
- Course Otorhinolaryngology with maxillofacial surgery,
- Course Ophthalmology,
- Course Pediatrics,
- Course Psychiatry,
- Course Radiology,
- Course Physical medicine and rehabilitation,
- Course Surgery with anesthesiology.

3) Organizational units of Administrative services and

4) Organizational unit Center for Publishing, Libraries and Informatics activities (CIBID);

(2) General Council of the Faculty may establish other Organizational units, on the proposal of the Teaching and Scientific Council.

(3) Organizational units within the Faculty are operating in accordance with decisions of the General Council and the Dean of the Faculty, pursuant to the provisions of this Statute.

(4) Organizational units do not have the status of legal entity and can not independently take part in legal transactions with third parties.

***Centers of the Faculty***

**Article 21**

(1) In order to perform professional activities within the jurisdiction of the Faculty, which require a certain level of independence, Faculty organized Centers in its composition, as follows:

- 1) Center for Continuing Medical Education,
- 2) Center for International Collaboration,
- 3) Center – School of Public Health and Health Care Management,

4) Center for Quality Control and Quality Enhancement of Teaching.

(2) The decision on the organization of the Center is brought by the General Council of the Faculty on the proposal of the Teaching and Scientific Council.

(3) The decision defines the scope and financing of the Center, referred to in paragraph 2 of this Article.

(4) Internal organization of the Center, its operation and management, as well as performance of professional, administrative and technical operations is established by the Regulation, issued by the Teaching and Scientific Council.

(5) The Faculty may establish legal entities and branches whose activities connect Higher education, science and practice, such as the Center for Technology Transfer, Center for Innovation, Business park and other Organizational units, in accordance with the Law and Law on Scientific research.

(6) The decision on the establishment of legal entities and branches of the Faculty, referred to in paragraph 5 of this Article, is adopted by the General Council of the Faculty, on the proposal of the Teaching and Scientific Council.

### ***Organizational units Work***

#### **Article 22**

(1) The work of Organizational units of the Faculty is regulated by the Regulation on the organization of work and systematization and the Regulation on labor relations.

(2) In addition to teaching activities, Organizational units can perform other tasks within the activities of the Faculty if there are adequate Human resources, infrastructure and material conditions.

(3) Additional activity will be granted only if the teaching and additional activity is covered by existing Teaching, Scientific, professional and non-teaching staff or, exceptionally, by engaging external associates under contract, for certain specialized jobs for which there is no adequate staff at the Faculty.

(4) The process of introduction and the accreditation of additional activities of the Organizational units will be determined by a special act, issued by the General Council of the Faculty, on the proposal of the Teaching and Scientific Council.

## ***Health and other professional activities***

### **Article 23**

(1) In particular, Institutes of the Faculty can perform, in accordance with the Law on Health Care and the Law on medicines and medical devices, following types of Health care:

1) Health and preventive care: epidemiological and hygienic activities including laboratory and other tests of the living and working environment, health education, social medicine and the organization of health services;

2) Outpatient health care: specialist consultation on the diagnosis, treatment and other aspects of medical care that do not include placement of patients in Health care organizations;

3) Clinical and pathological diagnosis of biopsy and autopsy material, with the use of histological and other specialized methods;

4) Other aspects of Health care: laboratory analysis, forensic evidence and other aspects of health services;

5) Pre-clinical testing of drugs, participation in clinical trials, preparation of documentation on drugs, preparation of pharmacological, biochemical and toxicological reports of medication, side effects and drug interactions, data and statistics on drugs and other.

6) Informatics and statistics activities in all Health activities.

(2) The Decision about meeting conditions for performing the Health activity is issued by the Dean, on the proposal of the professional body and the opinion of the Department, if needed.

(3) The Faculty can perform other Health activities, besides those enumerated in paragraph 1 of this Article, in accordance with the Law on Health Care.

## ***Management and Organization of Organizational units work***

### **Article 24**

(1) The work of Organizational unit and Department of preclinical and clinical courses is managed by the Head of Department.

(2) The work of the Department for Specializations (Article 125 of the Statute) is managed by the Head of Department for Specializations.

(3) If the teaching or part of the teaching of clinical courses is performed at more Teaching bases and if the number of Professors and Associates at the Teaching base is more than 5, the Dean will appoint a Teaching Coordinator of that Teaching base, at the proposal of the Head of Department.

(4) If the compulsory course does not have a formed Department for that Specific Scientific field, the Dean will appoint the Coordinator of that course, after obtaining the opinion of Departments that are engaged in the teaching of that course.

(5) If the Institute performs several types of activities of the Faculty, the Dean, after obtaining the opinion of the Department, will appoint a Director of the Institute who will manage additional activities of the Institute and who is responsible for the coordination and rational management of the assets that the Institute is using in carrying out activities entrusted by the Faculty.

(6) The appointed Director of the Institute confirms with a written statement that he is not engaged in any form of activity that may be a conflict of interest, in accordance with the Article 168 of this Statute.

(7) At the suggestion of the Department, the Head of Department may perform the duties of the Director of the Institute.

(8) The work of Organizational unit - Administrative Services of the Faculty, is managed by the Administrative Director of the Faculty.

(9) The work of Organizational unit - Center for Publishing, Libraries and Informatics activities (CIBID) is managed by the Director, appointed by the Dean.

#### ***Head of Department and Head of Department for Specializations***

#### **Article 25**

(1) The Dean appoints the Head of the Department or the Head of Department for Specializations, their Deputies and Secretaries, for a period of three years, with prior opinion of the Department or Department for Specializations.

(2) For the Head of the Department or the Head of Department for Specializations may be appointed, as a rule, the teacher from that Department with a Title of a Professor or an Associate Professor, in corresponding profession and discipline, for whom it is estimated that can perform this function best, during the elected mandate, with a written statement confirming that he is not engaged in any form of activity that may be a conflict of interest, in accordance with the Article 168 of this Statute.

(3) Upon the expiry of the mandate, the same person may be reappointed as the Head of the Department or the Head of Department for Specializations.

## ***Duties of the Head of Department***

### **Article 26**

(1) The duties of the Head of the Department are:

- 1) to ensure conduct of all forms of teaching that are carried out within the Department and administrative tasks related to the conduct of teaching, in cooperation with the relevant Teaching Coordinator from the Article 24 of this Statute;
- 2) to ensure full transparency and the possibility of a democratic declaration of all members of the Department on important issues for that Department;
- 3) to ensure harmonious, synergistic and rational use of Human and material resources in carrying out activities of the Faculty, together with relevant Teaching Coordinators from the Article 24 of this Statute;
- 4) to consult Teaching Coordinators at Teaching bases on a regular basis, if they are appointed, and together with them take all necessary measures for the uninterrupted running of teaching at Teaching bases;
- 5) to organize the implementation of decisions of the General Council of the Faculty, all Councils of the Faculty, Dean's Board and the Department;
- 6) to represent mutual interests and rights of the Departments and Organizational units members;
- 7) to take care about Human resources and the development of the Department and consider the issues of the advancement of professors and associates at the Department, in a timely manner, hiring new staff and to initiate proceedings before the appropriate bodies of the Faculty;
- 8) to provide access to information relevant for the work and Scientific progress of the Department to all members under the same conditions;
- 9) to control the use and the disposal of the funds provided by the Faculty for the Department;
- 10) to prevent damaging the property, lack of discipline and abusing the position;
- 11) to respond for the work discipline;
- 12) to submit an annual report to the Dean on the work of the Department;
- 13) to perform other tasks entrusted by the Dean, Professional bodies and the General Council of the Faculty.

## ***Duties of the Head of Department for Specializations***

### **Article 27**

(1) The duties of the Head of the Department for Specializations are:

- 1) to ensure conduct of all forms of teaching that are carried out within the Department for Specializations and administrative tasks related to the conduct of teaching, in cooperation with the relevant Teaching Coordinator from the Article 24 of this Statute;
- 2) to ensure full transparency and the possibility of a democratic declaration of all members of the Department for Specializations on important issues for that Department;
- 3) to ensure harmonious, synergistic and rational use of Human and material resources in carrying out activities of the Faculty, together with relevant Teaching Coordinators from the Article 24 of this Statute;
- 4) to provide access to information relevant for the work and Scientific progress of the Department for Specializations to all members under the same conditions;
- 5) to control the use and the disposal of the funds provided by the Faculty for the Department for Specializations;
- 6) to prevent damaging the property, lack of discipline and abusing the position;
- 7) to respond for the work discipline;
- 8) to submit an annual report to the Dean on the work of the Department for Specializations;
- 9) to perform other tasks entrusted by the Dean, Professional bodies and the General Council of the Faculty.

## ***Management of the Studies in English***

### **Article 28**

- (1) The implementation of Study program in English language is managed by the Chair of the Board for Studies in English, appointed by the Dean, for a period of three years.
- (2) Teaching performance, rights and responsibilities of the Chair, as well as Course Directors and other issues are all regulated by Regulations on the organization of Studies in English.
- (3) In accordance with the accreditation of the study program, together with Regulations on the organization of Studies in English, the Dean will appoint Course Director for each specific course.
- (4) Regulations from paragraph 2 and 3 of this Article, will be adopted by the General Council of the Faculty, on the proposal of the Dean of the Faculty and the Dean's Board.

## ***Dismissal of the Head of Department***

### **Article 29**

(1) The Dean may dismiss the Head of the Department or the Head of the Department for Specializations, if it determines that the work of the Department is unsatisfactory because of inadequate work of the Head of the Department.

(2) About the reasons for dismissal of the Head of the Department, with prior opinion of the Department, Dean is obliged to inform the Teaching and Scientific Council, who may propose measures for solving the problem in the Department.

(3) The General Council of the Faculty may request from the Dean to reconsider the decision on dismissal of the Head of the Department.

(4) The dismissed Head of the Department can not be appointed for the Head of the Department in the same mandate period.

(5) The Dean may dismiss the Director of the Institute if it determines that the work of the Institute is unsatisfactory because of inadequate work of the Director of the Institute.

(6) About the reasons for dismissal of the Director of the Institute, with prior opinion of the Department, Dean is obliged to inform the Teaching and Scientific Council, who may propose measures for solving the problem at the Institute.

(7) The General Council of the Faculty may request from the Dean to reconsider the decision on dismissal of the Director of the Institute.

(8) The dismissed Director of the Institute can not be appointed for Director of the Institute in the same mandate period.

(9) The Dean may, after consulting with the Head of Department, dismiss from office Teaching Coordinators, from Article 24 paragraph 3-4, if it determines that their work is not satisfactory in their field of competence.

(10) The Dean may dismiss the Chair of the Board for Studies in English if it determines that the conduct of teaching in Studies in English is unsatisfactory because of inadequate work of the Chair of the Board.

(11) The Dean may, after consulting with the Chair of the Board for Studies in English, dismiss from office the Course Director for each specific course.

(12) The Dean may dismiss the Director of the Organizational unit - Center for Publishing, Libraries and Informatics activities (CIBID), if it determines that the work of the Organizational unit is unsatisfactory because of inadequate work of the Director.

### **III. HIGHER EDUCATION ACTIVITIES**

#### ***Study Programs***

##### **Article 30**

(1) Higher education activities at the Faculty are performed through academic and professional studies based on approved i.e. accredited study programs for acquiring Higher education within the field of Medical sciences and other fields, according to the composition of study programs.

(2) Study program is a set of compulsory and elective study areas, i.e. courses, with framework composition, whose adoption provides necessary knowledge and skills for obtaining the appropriate level and type of studies degree.

(3) Study program is established by the Teaching and Scientific Council of the Faculty, adopted by the University Senate and accredited by the Commission for Accreditation and Quality Assurance of the National Council for Higher Education.

#### ***Changes in Study Program***

##### **Article 31**

(1) The initiative for changes and additions in the study program can be initiated by Departments for Specific Scientific field, Dean's Board, Teaching and Scientific Council and the General Council of the Faculty.

(2) The Department is obliged to give due consideration to the reasons for requested changes and additions and to provide a reasoned proposal for all appropriate changes.

(3) If the Department does not accept changes and additions and the Teaching and Scientific Council considers that the reasons of the Department are not sufficient, the Teaching and Scientific Council establishes a Commission consisting of experts in the requested field that will submit its proposal to the Teaching and Scientific Council, on which it makes the final decision.

(4) Changes and additions in the study program are not considered to be a new program, approved or accredited. They are conducted by the Faculty for adapting the organization of work and Scientific achievements.

(5) The annual teaching plan defines the conditions, methods and place of teaching performance and other issues of importance for the study program realization.

## ***Study Program Composition***

### **Article 32**

(1) The study program, according to the Law, will determine:

- 1) Title and objectives of the study program;
- 2) The type of studies and the outcome of the teaching process;
- 3) Professional, Academic or Scientific title;
- 4) Application Requirements;
- 5) the list of compulsory and elective fields of study or courses, with its framework composition;
- 6) the field or fields of study program;
- 7) method of realization of studies and the time required to carry out certain forms of studies;
- 8) credits awarded for each course, in accordance with the European system of points value (hereinafter: ECTS credits);
- 9) credits expressed in ECTS for the final paper in those study programs that include it;
- 10) Requirements for certain courses or groups of courses;
- 11) method of selecting courses from other study programs;
- 12) conditions for transfer from other study programs within the same or related field of study;
- 13) other issues of importance for the for the study program realization.

## ***Study Program Types***

### **Article 33**

(1) Approved i.e. accredited study programs performed at the Faculty are following:

- 1) Integrated academic studies of the first and second degree - Studies of Medicine lasting for six years and whose completion acquires 360 ECTS credits;
- 2) Undergraduate academic studies of Nursing - lasting for four years and whose completion acquires 240 ECTS credits;
- 3) Specialist academic studies lasting at least a year and whose completion acquires at least 60 ECTS points;
- 4) Doctoral studies lasting at least three years and whose completion acquires at least 180 ECTS credits;

5) Health specializations (Specialist studies in accordance with the Law on Health care) and Studies of Health Sub-specialization, lasting for at least a year, governed by the Regulations on Health care.

(2) Following programs can also be performed at the Faculty, based on the accreditation:

1) Basic professional studies lasting at least three years and whose completion acquires 180 ECTS points;

2) Specialist professional studies lasting at least for a year and whose completion acquires at least 60 ECTS points;

3) Master academic studies lasting for one year and 60 ECTS - with previously achieved scope of studies of 240 ECTS, or lasting two years and 120 ECTS - with previously achieved scope of studies of 180 credits.

(3) The Faculty, as a part of professional training which is obliged under the Law on Health Care as a condition for obtaining or renewing the license of Health care workers, organizes Continuing Medical Education that includes seminars, courses and other programs accredited at the Program Council for Continuing Medical Education of the Faculty.

(4) The Faculty may perform other Teaching programs of lifelong learning.

(5) The Teaching programs of lifelong learning are determined by the Teaching and Scientific Council of the Faculty, on the proposal of the Specialist Studies Council.

(6) The programs of lifelong learning can be performed through courses, seminars, workshops, professional and scientific conferences and other forms of training, where participants learn about the particular areas of science and practice, in order to expand and deepen their knowledge and successful work in practice.

(7) The persons involved in programs, referred to in paragraph 3 and 4 of this Article, do not have student status under this Statute.

(8) The conditions, method and procedure of realization of the program of lifelong learning will be governed by the general act adopted by the University Senate, on the proposal of the Teaching and Scientific Council of the Faculty.

### ***The Curriculum***

#### **Article 34**

(1) Study programs from the previous Article are performed according to teaching plans that are adopted by the Teaching and Scientific Council of the Faculty.

(2) Teaching plans will determine:

- 1) Professors and Associates who will conduct teaching according to the study program;
  - 2) place of teaching performance;
  - 3) the beginning, the end and the time schedule of teaching;
  - 4) forms of teaching (lectures, seminars, exercises, consultations, examination etc.);
  - 5) method of assessment and evaluation;
  - 6) references for studying and the assessment;
  - 7) the possibility of teaching in foreign language;
  - 8) the possibility of distance learning;
  - 9) other important facts for teaching.
- (3) References for each course must be harmonized with the scope of the study program, in a manner defined by the study program.
- (4) Teaching plan will be published before the beginning of classes in the academic year, to which it relates and is available to the public.
- (5) Teaching plan will be published on the website of the Faculty.
- (6) Changes of the teaching plan, in justified reasons, can be done during the academic year.
- (7) Changes of the teaching plan are published on the website of the Faculty.

### ***The Exercise of the Curriculum and the Teaching plan***

#### **Article 35**

- (1) Teaching plan and program is performed during the academic year that starts on October 1 of the current year and ends on September 30 of the following year.
- (2) The academic year consists of winter and summer semester, each lasting 15 teaching weeks.
- (3) Winter vacation starts on February 1 and ends on February 15.
- (4) Summer vacation starts on July 15 and ends on September 1.
- (5) During winter and summer vacations, exams are not performed.

#### ***Scope of Studies***

#### **Article 36**

- (1) Each course on the study program has a number of ECTS points and the scope of studies is expressed by the sum of ECTS points.
- (2) The sum of 60 ECTS credits corresponds to an average engagement of students in the 40-hour work week, during the academic year.

(3) Student's total engagement consists of:

- 1) active teaching (lectures, exercises, seminars, practice etc.);
- 2) independent work;
- 3) tests;
- 4) exams;
- 5) the final paper;
- 6) other forms of engagement, according to the study program.

(4) The total number of hours of active teaching can not be less than 600 hours nor more than 900 hours, during the academic year.

(5) Notwithstanding, the total number of hours of active teaching may be larger than the maximum, specified in paragraph 4 of this Article, when the study program includes an increased number of hours of practical training.

(6) The number of hours of Studies of Medicine also includes the time spent on independent practical training in Health care institutions of primary, secondary and tertiary Health care, in accordance with the curriculum of a particular course.

### ***Evaluation***

#### **Article 37**

(1) The work of students on one course is monitored continuously during classes and is expressed in points.

(2) With fulfilling exam prerequisites and passing the exam, a student can earn 100 points.

(3) Each study program determines the relation of points acquired in exam prerequisites and the exam.

(4) Out of total number of points, a minimum of 30 and maximum of 70 points must be provided for activities and the assessment tests during the semester (exam prerequisites). The number of points that are acquired during the academic year will be determined for each course individually.

(5) The students' success on the exam is expressed by grades as follows:

10 - excellent - outstanding

9 - excellent

8 - very good

7 - good

6 – sufficient, passing

5 – not sufficient, not passing.

(6) The Faculty is obliged to keep a permanent record of passed exams.

(7) In the student record and its index, only passing grades are entered, a grade 5 (not sufficient, not passing) is entered only in the Faculty records.

(8) The students' success on the exam can be expressed, if necessary valuation abroad or for other reasons, in a non-numerical way, as follows:

A + = 10

A = 9

B = 8

C = 7

D = 6

F = 5

(9) The structure of the total number of points a student has acquired during the classes is affecting the forming of the final grade in the examination.

### ***Methods of examination***

#### **Article 38**

(1) A student can pass the exam immediately after the end of all other forms of teaching and no later than the beginning of teaching of the course in the upcoming academic year, in one of the languages of the instruction.

(2) The exams are conducted in the following examination periods: January-February, April, June, July, September and October.

(3) The examination calendar will be published at the beginning of the academic year as an integral part of the teaching plan.

(4) All students who have met conditions and prerequisites, given in the teaching plan, can take exams.

(5) The exam is united and can be taken in different ways: oral, written and oral, written, practical and oral.

(6) Exams are public and if the exam is in the oral form, the examiner must ensure the transparency of the exam with the right of the student to require the attendance of the public.

(7) Ways of examination, examination calendar, postponing of the exam, canceling the exam, a way of keeping records as well as other issues related to the examination and grades is specifically defined by general act of the Faculty.

### ***Exam failure***

#### **Article 39**

(1) After three failed attempts to pass one exam, a student may require to take the exam before the Commission.

(2) Student who does not pass the exam in the compulsory course before the beginning of the next academic year, has to re-enroll in the same course.

(3) The teaching of re-enrolled course is determined separately for each course.

(4) Student who does not pass the exam in the elective course can re-enroll the same, or to choose another elective course.

### ***Objection to the grade***

#### **Article 40**

(1) A student has the right to object to the exam grade, if it considers that the exam has not been carried out pursuant to the Law and the general act of the Faculty, within 36 hours after obtaining the grade.

(2) The Teaching and Scientific Council of the Faculty adopts a general act that specifies the way of obtaining the right to objection, referred to in paragraph 1 of this Article.

### ***Enrollment in the next year of studies***

#### **Article 41**

(1) Every academic year, during the enrollment, student chooses courses from the curriculum but can enroll only those courses for which he gained a prerequisite by the study program and the teaching plan.

(2) Study program and teaching plan are based on semester enrollments.

(3) The student is eligible for the enrollment in the next academic year, under the conditions stipulated in this Statute, when, according to the study program, obtains the opportunity to enroll in courses of at least 37 ECTS, provided by the study program for the next academic year.

(4) A student who has not obtained the opportunity referred to in paragraph 3 of this Article, can continue its studies after he re-enrolls requirements he has not met in the previous academic

year, under the terms and conditions established by the Teaching and Scientific Council of the Faculty.

(5) The rules of studies are closely governed with general acts of the Faculty, adopted by the Teaching and Scientific Council of the Faculty.

### ***Final paper and dissertation***

#### **Article 42**

(1) Studies of Medicine are completed when all necessary exams are passed and all other obligations completed, with the preparation of a final paper, in accordance with the study program.

(2) Specialist studies are completed when all necessary exams are passed and all other obligations completed, with the preparation of a final paper or a final exam, if provided in the study program.

(3) Doctoral studies are completed when all necessary exams are passed, with writing and public defense of a Doctoral dissertation.

(4) Exceptionally, Doctoral degree can be earned by the person who has completed Studies of Medicine and a Health specialization, on the basis of the defended dissertation founded on papers published in top International journals.

(5) The number of papers and journals category, which are a prerequisite for obtaining a Doctorate degree, in accordance with paragraph 4 of this Article, are provided by the general act of the Faculty.

(6) The number of points given for the final paper, i.e. final part of the study program, is included in the total number of credits required for the completion of the study.

(7) Passing the final exam is closely regulated by the general act of the Faculty and the University.

### ***Academic, Professional and Scientific titles***

#### **Article 43**

(1) Upon completion of studies, the student obtains the appropriate Professional, Academic or Scientific title, established by the National Council for Higher Education, as well as other rights, in accordance with the Law.

(2) Upon completion of Integrated academic studies of Medicine, a student obtains the Academic title of MD - Medical Doctor.

(3) Upon completion of Undergraduate academic studies of Nursing, a student obtains the Academic title of “Graduate Nurse”.

(4) Upon completion of Specialist academic studies, a student obtains the Professional title of “Academic specialist” in the relevant field of Medicine.

(5) Upon completion of the Health specialization, a student obtains the Professional title of “Specialist” in the relevant field of Medicine, in accordance with the provisions of the Law on Health Care.

(6) Upon completion of Doctoral studies of the third degree, a student obtains the Scientific title of “Doctor of Medical Sciences” - *Dr.Sci.Med. / Ph.D.*

(7) The Scientific title “Doctor of Medical Sciences” - *Dr.Sci.Med. / Ph.D* can also be obtained by the student who defended a Doctoral dissertation, in accordance with the Article 42, paragraph 4-6 of this Statute.

(8) Upon completion of basic professional studies, a student obtains the Professional title with the indication of the first degree professional studies in the relevant field - *Bachelor*.

(9) Upon completion of Specialist professional studies, a student obtains the title in the relevant field - *Professional master*.

(10) Upon completion of Master academic studies, a student obtains the Academic title with the indication of the second degree studies in the relevant field - *Master*.

## **IV. STUDENTS**

### ***The term and type of students***

#### **Article 44**

(1) A student is a natural person enrolled in the studies at the University.

(2) The student is enrolled in a study program that is organized by the Faculty.

(3) The student can be enrolled as a student whose study costs are covered from the budget of the Republic of Serbia (hereinafter: State-funded student) or students whose study costs are covered by paid tuition fees (hereinafter: Self-funded student).

(4) The index is the proof of a student status.

## ***Visiting students***

### **Article 45**

- (1) The Faculty may, at the request of the University or in the framework of its International collaboration, accept a student from other Faculty as a visiting student, in a minimum duration of one semester and a maximum duration of one year (two semesters).
- (2) If a visiting student is not a student of Medicine or Dentistry at their Home institution, he can not attend courses that involve working with patients or deceased persons.
- (3) A visiting student attends courses for which he is qualified, on the basis of the knowledge acquired at his Home institution of Higher education.
- (4) The condition for acceptance of a student, referred to in paragraph 1 of this Article, is a signed Learning agreement on mutual recognition of ECTS credits between Home institution of a Higher education, from which the student comes and the Host institution of a Higher education, Faculty or University.
- (5) A visiting student begins to attend courses after the entry into force of the signed Learning agreement between the parties, which regulates the rights and responsibilities of the visiting student, the manner of covering the costs of the studies and other issues related to the status of a visiting student.
- (6) A visiting student chooses to attend courses in Serbian or English.
- (7) Visiting students are issued appropriate certificates that can prove the type, scope and methods of examination he listened to obtain at the Faculty.
- (8) A visiting student can not obtain a degree on completion of studies at the Faculty of Medicine.

### ***Student who finished part of study program at another Higher education institution***

### **Article 46**

- (1) A student of the Faculty can achieve part of the study program at another Higher education institution, in the framework of International collaboration between of the University and the Faculty.
- (2) The condition for the part of a study program, referred to in paragraph 1 of this Article, is a signed Learning agreement on a mutual recognition of ECTS credits between the University and the Faculty and a Host institution of a Higher education in which the student is going.
- (3) Part of the study program, referred to in paragraph 1 of this Article, achieved at another University or a Higher education institution outside Universities, can not be shorter than one semester, with a maximum duration of one year (two semesters).

(4) In order to achieve part of the study program, referred to in paragraph 1 of this Article, a student must get the approval of the Faculty.

(5) Part of the study program, referred to in paragraph 1 of this Article, may include one or more courses.

(6) If the type, scope and method of examination in conducting the study program, referred to in paragraph 1 of this Article, is significantly different from the teaching that the student would attend at the Faculty, it is considered that the student is in status discontinuation.

(7) The rights and responsibilities of students referred to in paragraph 1 of this Article, methods of covering the costs of the study and other issues related to the realization of a study program at another Higher education institution, are regulated with an agreement between the interested parties.

(8) Class attendance and methods of examination, referred to in paragraph 1 of this Article, is proved with the index of a student, or the appropriate certificate.

(9) Class attendance and methods of examination, referred to in paragraph 7 of this Article, are recognized equivalently at the Faculty, in accordance with the agreement, referred in paragraph 2 of this Article.

### ***State-funded student status***

#### **Article 47**

(1) The status of a State-funded student has a student that is:

- 1) enrolled in the studies of the first, second or third degree, for the academic year referred to in the Call for admission, ranked as such in the competition Call for admission;
- 2) that in the current academic year achieved 60 ECTS credits from the study program he is enrolled, ranked within the approved number of places from the budget.

(2) Ranking of students referred to in paragraph 1, point 2 of this Article, includes students enrolled in the same academic year and is carried out starting from the number of earned ECTS credits and achieved success in mastering the study program, the manner and procedure regulated by the General act of the University or Faculty.

(3) A state-funded student could have that status in only one study program at the same level, in the studies of the first, second or third degree.

### ***Self-funded student status***

#### **Article 48**

(1) The status of a Self-funded student has a student that is:

- 1) enrolled in the studies of the first, second or third degree, for the academic year referred to in the Call for admission, ranked as such in the Call for admission;
- 2) that in the current academic year achieved 60 ECTS credits from the study program he is enrolled, but not ranked within the approved number of places from the budget.
- 3) that in the current academic year did not achieve 60 ECTS credits.

#### ***Enrollment***

#### **Article 49**

- (1) In accredited study programs organized by the Faculty, candidates may enroll under requirements and in the manner prescribed by this Statute and General act of the University.
- (2) A person who is enrolled in study programs referred to in paragraph 1 of this Article, acquires student status.
- (3) The student can acquire a State-funded or a Self-funded student status.
- (4) With a Self-funded student, the Faculty concludes an agreement on regulation of mutual rights and responsibilities.

#### ***Number of students***

#### **Article 50**

- (1) The Teaching and Scientific Council of the Faculty determines the proposal of the number of students who are financed from the State budget for the first year of the Integrated academic study program, for the next academic year, no later than January 31 and forwards the proposal to the University Senate.
- (2) The Teaching and Scientific Council of the Faculty determines the proposal of the number of students who are enrolled in study programs that are performed at the Faculty, no later than 31 March and forwards the proposal to the University Senate.
- (3) If the study program starts from spring semester, the decision referred to in paragraph 2 of this Article shall be made not later than 15 days before the Call for Application to the study program.

## ***Call for Application***

### **Article 51**

(1) The Call for Application to the study program (hereinafter: the Call) is announced by the University.

(2) The Teaching and Scientific Council of the Faculty determines the proposal for the University Senate with the following elements:

- 1) The number of students for each program of study that is being performed at the Faculty;
- 2) Application Requirements;
- 3) Criteria for determining the rank of candidates;
- 4) the procedure for the competition;
- 5) the manner and time limits for appealing the established ranking;
- 6) the tuition fee for students that are not financed from the State budget.

## ***Study Language***

### **Article 52**

(1) Study programs at the Faculty are organized in Serbian and in English language in whole or in some part.

(2) The Faculty can organize the Study program in English language, if such a program has been approved, i.e. accredited.

(3) The Faculty can organize and perform some study parts, as well as exams and the preparation and defense of the final Master and Specialist paper and Doctoral dissertation in English language, in accordance with the Statute of the Faculty, with the decision of the Teaching and Scientific Council of the Faculty.

(4) A person may enroll in the study program if they speak the language of instruction.

(5) The demonstration of competence in the language of instruction is performed by the authorized institution.

(6) A student enrolled in the study program in English language can move to the study program in Serbian language during its studies, as a self-financed student, after the demonstration of competence in Serbian language, referred to in paragraph 3, if he fulfilled requirements for the enrollment in the next academic year.

## ***Foreign Citizens***

### **Article 53**

- (1) A foreign citizen may enroll in the Study program under the same conditions as the domestic citizen.
- (2) Foreign citizen will pay tuition fees, unless an international agreement provides otherwise.
- (3) Foreign citizen can enroll in the Study program only with compulsory Health Insurance.

## ***Application Requirements for Integrated academic studies of Medicine***

### **Article 54**

- (1) Persons may enroll in the first year of Studies of Medicine with the appropriate four-year long secondary education and if they are medically capable to study medicine.
- (2) Under the appropriate four-year long secondary education for Studies of Medicine are considered Grammar School, Medical schools, Veterinary schools and other schools in the field of Health.
- (3) Candidates must pass the entrance exam.
- (4) A candidate who passed the general graduation does not pass the entrance exam but instead, results of the general graduation of the candidate are evaluated, in accordance with the general act of the University.
- (5) Ranking of candidates for the admission to the first year of Studies of Medicine is established based on the general success achieved in secondary education and results achieved at the entrance exam, according to the criteria specified in the general act of the University.
- (6) Based on the criteria referred to in paragraph 5 of this Article, Faculty compiles a ranking list of candidates and submit it to the University.
- (7) The procedure of Applications and ranking of candidates is conducted at the Faculty by the Commission for Admission selected by the Teaching and Scientific Council of the Faculty at the proposal of Departments.
- (8) The University will publish a unique ranking list of applicants, where candidates from the ranking list have the right to enroll in terms of number of students determined in the Study program.

## ***Admission without the entrance exam***

### **Article 55**

(1) A person can enroll in the first year of Studies of Medicine without passing the entrance exam:

- 1) who acquired a diploma in Dentistry - second degree studies;
- 2) who completed the first year of studies at another Higher education institution in the Republic of Serbia, in the last five years, achieving at least 60 ECTS credits and taking the entrance exam in Chemistry and Biology when enrolling at that other Higher education institution; or having courses in inorganic and organic Chemistry to the extent of at least 150 hours and have acquired at least 10 ECTS credits in Chemistry; or having courses in (predominantly) Biology of animals to the extent of at least 150 hours and have acquired at least 10 ECTS credits in Biology.
- 3) with terminated student status due to withdrawal from studies at Higher education institution in the Republic of Serbia and who meets requirements referred to in paragraph 1, point 2 of this Article;
- 4) who completed the first year of studies at another Higher education institution abroad, in the last five years, with passing all exams and who can prove the extent of the teaching in Chemistry and Biology with certified teaching programs, that meets the requirements of paragraph 2 of this Article and with competence in Serbian language in the volume and quality that allows him to follow the teaching.

(2) Persons referred to in paragraph 1, points 1- 4 of this Article, are enrolled as a self-financed students in the special quota, which does not exceed 15% of the number of state-financed students.

(3) If the number of candidates, referred to in paragraph 1, points 1-4 of this Article, exceeds the number provided for in paragraph 2 of this Article, ranking is based on the overall success of the candidates in the first year of study and evaluation of Chemistry and Biology.

(4) A person referred to in paragraph 1, point 1 of this Article, will have a priority in the ranking process.

(5) The Teaching and Scientific Council of the Faculty decides on the recognition of exams passed and ECTS credits acquired.

## ***Application Requirements for Undergraduate academic studies of Nursing***

### **Article 55a**

- 1) Persons may enroll in the first year of Undergraduate academic studies of Nursing with the appropriate four-year long secondary education.
- 2) Under the appropriate secondary four-year duration education for Undergraduate academic studies of Nursing are considered Grammar School, Medical schools, Veterinary schools and other schools in the field of Health.
- 3) Candidates must pass the entrance exam.
- 4) A candidate who passed the general graduation does not pass the entrance exam but instead, results of the general graduation of the candidate are evaluated, in accordance with the general act of the University.
- 5) Ranking of candidates for admission to the first year of Undergraduate academic studies of Nursing is established based on the grade point average achieved in secondary education and results achieved at the entrance exam, according to the criteria specified in the general act of the University.
- 6) Ranking of candidates for admission to the first year of Undergraduate academic studies of Nursing can be established based on other criteria, in accordance with the general act of the Faculty.
- 7) Based on the criteria referred to in paragraph 5 of this Article, Faculty compiles a ranking list of candidates and submit it to the University.
- 8) The procedure of Applications and ranking of candidates is conducted at the Faculty by the Commission for Admission selected by the Teaching and Scientific Council of the Faculty at the proposal of Departments.
- 9) The University will publish a unique ranking list of applicants, where candidates from the ranking list have the right to enroll in terms of number of students determined in the Study program.

## ***Application Requirements for Specialist academic studies***

### **Article 56**

- (1) Persons can enroll in the first year of Specialist academic studies that have completed their Studies of Medicine, achieving at least 360 ECTS credits.
- (2) Ranking of candidates for admission to the first year of Specialist academic studies is established based on the grade point average achieved during the Studies of Medicine.

(3) Other criteria for determining the ranking of candidates for admission to the first year of Specialist academic studies can be determined by general regulations of the Faculty.

***Application Requirements for Master academic studies***

**Article 56a**

(1) Persons can enroll in the first year of Master academic studies that have completed their Studies of Medicine, achieving at least 360 ECTS credits, or have completed basic academic studies achieving at least 240 ECTS credits, in accordance with the study program of Master academic studies.

(2) Ranking of candidates for admission to the first year of Master academic studies is established based on the grade point average achieved during the Studies of Medicine, or during basic academic studies.

(3) Other criteria for determining the ranking of candidates for admission to the first year of Master academic studies can be determined by general regulations of the Faculty.

***Application Requirements for Specialist professional studies***

**Article 57**

(1) Persons can enroll in the first year of Specialist professional studies that have completed Basic professional or academic Studies, achieving at least 180 (or 240) ECTS credits.

(2) The Study program of Specialist professional studies is planned according to the Basic studies, referred to in paragraph 1 of this Article.

(3) Ranking of candidates for admission to the first year of Specialist professional studies is established based on the grade point average achieved during Basic studies.

(4) Other criteria for determining the ranking of candidates for admission to the first year of Specialist professional studies can be determined by general regulations of the Faculty.

***Application Requirements for Health specializations***

**Article 58**

(1) Health care professional can enroll in the first year of Health specialization based on the decision of the Minister responsible for Health affairs, granting approval for the appropriate Health specialization.

(2) On the proposal of the Dean, the General Council of the Faculty may seek approval from the Ministry of Health for approval of the Health specialization for the staff of the Faculty from preclinical courses or sub-specialization from clinical courses.

(3) The proposal of the Dean, referred to in the previous paragraph, is based on a substantiated claim of the Department, that must be in accordance with the Specific Scientific field for which the Department had been established and the needs of the Department and the Faculty in carrying out study programs.

### ***Application Requirements for Doctoral studies***

#### **Article 59**

(1) Persons can enroll in the first year of Doctoral studies if they have:

- 1) completed Studies of Medicine, with 360 ECTS credits or Basic academic Studies, with at least 300 ECTS credits and overall grade point average of minimum 8, or
- 2) completed Studies of Medicine with 360 ECTS credits or Basic academic Studies, with at least 300 ECTS credits and Scientific papers as regulated by the general act of the Faculty, or
- 3) Master of Science degree, if the doctoral thesis is not applied, in accordance with the Article 128 of the Law.

(2) The study program of Doctoral studies includes the Basic academic Studies or Specific Scientific field from which the Master of Science degree is acquired, in paragraph 1 of this Article.

(3) A part of a study program of Specialist academic studies can be recognized as a part of the study program of Doctoral studies by general act of the Faculty.

(4) Ranking of candidates for admission to the first year of Doctoral studies is established based on the grade point average achieved during Basic academic studies and Scientific results, as provided by the general act of the Faculty.

### ***Student Rights and Responsibilities***

#### **Article 60**

(1) A student has the right to:

- 1) enroll, have a high quality education and impartial evaluation;
- 2) to receive information timely and accurately, on all matters related to the study program;
- 3) active participation in decision-making process, in accordance with the Law and the Statute;
- 4) self-organization and expression of its personal opinion;
- 5) privileges arising from the student status;
- 6) equal conditions of studies quality for all students;
- 7) diversity and protection of all kinds of discrimination;

8) to elect and to be elected in the Students' Parliament and other bodies of the Faculty and the University.

(2) A student has the responsibility to:

- 1) fulfill teaching and exam prerequisites;
- 2) comply with the general acts of the Faculty and the University;
- 3) respect the rights of employees and other students at the Faculty;
- 4) to protect the reputation of students, of the Faculty and the University;
- 5) to respect standards of Medical Ethics in dealing with patients;
- 6) to participate in decision-making process, in accordance with the Law and the Statute.

(3) The student has the right to complaint to the Teaching and Scientific Council of the Faculty, if there were any breaches of its rights under paragraph 1, point 1-3 of this Article.

### ***Class Attendance***

#### **Article 61**

(1) Class Attendance of all forms of teaching is verified by the teacher in the students' index.

(2) Upon completion of the first and second semester, in a time determined and published by the Dean of the Faculty, service of the Faculty verifies the first semester or academic year with the enrollment and the verification of the index.

(3) The requirement for verification of the first semester are completed prerequisites for semester-based courses and elective courses that were performed in that semester and at least 80% completed prerequisites for courses that last for more than one semester.

(4) The requirement for verification of the academic year are completed prerequisites for semester-based courses and elective courses that were performed in that semester and at least 80% completed prerequisites (cumulative) for courses that last for more than one semester.

(5) Prerequisites referred to in paragraph 3 and 4 of this Article are determined by the study program.

(6) The subsequent verification of the first semester or the academic year is approved by the Dean, for justifiable reasons, upon a filed petition.

(7) If the student has not fulfilled its prerequisites in teaching and/or has exceeded the allowed number of absences that could not be compensated, the student can not take the exam and must re-enroll the course or courses.

(8) If the sum of ECTS points in courses that a student can take is less than 37, referred to in paragraph 7 of this Article, a student will re-enroll the academic year.

(9) Detailed procedure for determining fulfillment of requirements, the possibility of compensation of missed classes and procedures in the case of student's appeal to the decision about re-enrollment is determined by the general act of the Faculty.

#### **Article 62**

(1) A student or group of students who achieved excellent results in teaching, scientific or professional work and activities at the Faculty, can be commended and rewarded.

(2) Commendations and rewards can be assigned to individuals, groups of students and student organizations.

(3) Awards are given to students from special funds that are set up for this purpose, in accordance with the rules of these funds, from funds of the Faculty or other specific sources.

#### ***Discontinuation of Student Rights and Responsibilities***

#### **Article 63**

(1) The student, at his request, can be approved with the Discontinuation of Student Rights and Responsibilities in the event of:

- 1) severe illness that requires Hospital or home treatment longer than 30 days;
- 2) professional practice instructed by the Faculty of at least six months;
- 3) the realization of part of the study program at another Higher education institution, in accordance with the Article 46 paragraph 6;
- 4) military service;
- 5) taking care of its own child until the age of one;
- 6) pregnancy maintenance;
- 7) in other cases specified by the general act of the Faculty.

#### ***Termination of the student status***

#### **Article 64**

(1) The student status will be terminated if the student does not complete its studies within:

- 1) two academic years - if the study program lasts one academic year;
- 2) four academic years - if the study program lasts two academic years;
- 3) six academic years - if the study program lasts three academic years;
- 4) eight academic years - if the study program lasts four academic years;

5) ten academic years - if the study program lasts five academic years;

6) twelve academic years - if the study program lasts six academic years.

(2) If the study program begins in the spring semester, the deadline referred to in paragraph 1 of this Article is calculated from the beginning of the semester.

(3) The deadline, referred to in paragraph 1 and 2 of this Article, does not include the time during the Discontinuation of Student Rights and Responsibilities, approved in accordance with the Statute of the Faculty.

(4) Upon personal request, the student may extend the deadline for completion of the study for two semesters, if submitted before the deadline, referred to in paragraph 1 and 2 of this Article:

1) If the student met requirements for the approval of Discontinuation of Student Rights and Responsibilities during the study and did not use this right or did not use it for the duration which he could be allowed, given the circumstances;

2) if on the date of the expiry of the period, referred to in paragraph 1 and 2 of this Article, student is remaining with maximum of 30 credits required for the completion of the study;

3) if in the course of the study, the student completed other accredited study program at the same or Higher level, at the University or another accredited University in the country or abroad.

(5) Termination of student status due to late completion of studies is approved by the Dean with the decision that will effect from the first day after the expiry of the period, referred to in paragraph 1, 2 and 4 of this Article.

(6) The student status will be also terminated in the following situations:

1) completion of studies;

2) withdrawal from studies;

3) non enrolment in the academic year;

4) imposition of disciplinary measure of exclusion from the studies.

## **V. STUDY PROGRAMS**

### ***Integrated academic studies***

#### **Article 65**

(1) Integrated academic studies of the first and second degree in Higher education institution University of Belgrade - Faculty of Medicine (Studies of Medicine) for the acquisition of Academic and Professional title "MD - Medical Doctor" is carried out in accordance with the Law on Higher

Education of the Republic of Serbia, Statute of the University of Belgrade, Statute of the Faculty of Medicine University of Belgrade, Law on Health Care of the Republic of Serbia, the Bologna process regarding Studies of Medicine and taking into account the Directive of the European Parliament and the Council 2005/36/EC from September 7, 2005 on the recognition of professional qualifications for Medical Doctors.

(2) Studies of Medicine last for 5545 hours which are realized during twelve semesters of theoretical and practical teaching, independent student work and practice in Health care institutions.

#### **Article 66**

(1) In the course of Studies of Medicine, students acquire following knowledge and skills:

- 1) necessary knowledge in those sciences on which the Medicine is based and the understanding of Scientific methods, including basics of biological functions measuring, the evaluation of scientifically established facts and the analysis of data;
- 2) understanding of the structure, functions and behavior of both healthy and sick persons, as well as the relation between the Health and physical and social environment of the person;
- 3) adequate knowledge in clinical disciplines and practices that provide students with a coherent picture of physical and mental diseases, in Medicine from the preventive point of view, diagnosis, therapy and human reproduction;
- 4) necessary clinical experience gained under proper supervision in Health care institutions.

#### **Article 67**

(1) Study program in Studies of Medicine includes:

- 1) the list of core and elective courses with the framework content;
- 2) study method and the time required to carry out certain study forms;
- 3) credits of each course expressed in ECTS;
- 4) credits for the final paper expressed in ECTS;
- 5) prerequisites for enrollment in certain courses and course groups.

(2) Study program referred to in paragraph 1 is a part of a special general act of the Faculty.

## ***Undergraduate academic studies of Nursing***

### **Article 67a**

(1) Undergraduate academic studies of Nursing in Higher education institution University of Belgrade - Faculty of Medicine, for obtaining the Academic title of "Graduate nurse" last four years or eight semesters or 2820 hours of active teaching.

### **Article 67b**

(1) With completion of Undergraduate academic studies of Nursing, students acquire general and course-specific knowledge and skills.

(2) Study program in Undergraduate academic studies of Nursing is designed to enable students to acquire competencies that will enable them to integrate their theoretical knowledge and practical skills of working with sick and healthy people, as well as to contribute through research the advancement of the theory and practice of Nursing at the National and International level (EU Directive on Recognition of professional qualifications 2005/36/EC).

(3) Main objectives of the study program of Undergraduate academic studies of Nursing is:

- 1) the training of Graduate nurses for competent and professional practice and nursing sick and healthy people;
- 2) working with families and the community, including the promotion of a healthy lifestyle, legal and moral values, everything in accordance with the principles of Good scientific and clinical practice;

(4) These objectives provide necessary knowledge and skills for the independent professional work.

### **Article 67c**

(1) Study program in Undergraduate academic studies of Nursing is a complete and comprehensive program that offers quality theoretical knowledge and practical skills.

(2) The Curriculum of the study program in Undergraduate academic studies of Nursing contains a list of core and elective courses and description of modules as follows:

- 1) the list of core and elective courses with the framework content;
- 2) study method and the time required to carry out certain forms of study;
- 3) value of each course expressed in ECTS credits;
- 4) final paper expressed in ECTS credits;
- 5) prerequisites for enrollment in certain courses and course groups.

(3) Study program referred to in paragraph 1 is a part of a special general act of the Faculty.

### ***Specialist academic studies***

#### **Article 68**

(1) Study program of Specialist academic studies, where the student obtains the Professional title of “Academic specialist” in the relevant field of Medicine, provides the knowledge and skills for Scientific Research and application of Scientific findings in practice.

(2) Studies referred to in paragraph 1 are minimum 60 ECTS credits.

(3) Studies referred to in paragraph 1 are realized on the basis of approved i.e. accredited study programs established by the Teaching and Scientific Council of the Faculty, adopted by the University Senate and accredited by the Commission for Accreditation and Quality Assurance of the National Council for Higher Education.

(4) The curriculum of Specialist academic studies includes theoretical and methodological contents and scientific and professional work.

#### **Article 69**

(1) Specialist academic studies are organized for obtaining the title in fields for which the Faculty is academically competent.

(2) Specialist academic studies are organized in interdisciplinary and multidisciplinary fields with a significant number of scientific and professional fields for which the Faculty is academically competent, as well as in cooperation with other institutions of Higher education and Scientific Institutes.

(3) The list of academic, professional and scientific titles, the list of core and elective courses with the framework content, study method, the time required to carry out certain forms of study, value of each course expressed in ECTS credits, final paper expressed in ECTS credits, prerequisites for enrollment in certain courses and course groups, selection of courses from other study groups, conditions for transfer from other study programs within the same or related field of study, everything is enlisted in the study program, as a part of a special general act of the Faculty.

#### **Article 70**

(1) The procedure of enrollment, the organization, the implementation of Specialist academic studies and the evaluation methods are regulated by a special general act, referred to in the Article 69 paragraph 3.

## ***Master academic studies***

### **Article 70a**

(1) Study program of Master academic studies, organized for obtaining the academic title of Master with the mark: second degree academic studies in the relevant field, provides the necessary knowledge and skills for Scientific Research and its application into practice.

(2) Studies referred to in paragraph 1 are minimum 60 ECTS credits.

(3) Studies referred to in paragraph 1 are realized on the basis of approved i.e. accredited study programs established by the Teaching and Scientific Council of the Faculty, adopted by the University Senate and accredited by the Commission for Accreditation and Quality Assurance of the National Council for Higher Education.

(4) The curriculum of Master academic studies includes theoretical and methodological contents and scientific and professional work.

### **Article 70b**

(1) Master academic studies are organized for obtaining the title in fields for which the Faculty is academically competent.

(2) Master academic studies are organized in interdisciplinary and multidisciplinary fields with a significant number of scientific and professional fields for which the Faculty is academically competent, as well as in cooperation with other institutions of Higher education and Scientific Institutes.

(3) The list of academic, professional and scientific titles, the list of core and elective courses with the framework content, study method, the time required to carry out certain forms of study, value of each course expressed in ECTS credits, final paper expressed in ECTS credits, prerequisites for enrollment in certain courses and course groups, selection of courses from other study groups, conditions for transfer from other study programs within the same or related field of study, everything is enlisted in the study program, as a part of a special general act of the Faculty.

### **Article 70c**

(1) The procedure of enrollment, the organization, the implementation of Master academic studies and the evaluation methods are regulated by a special general act, referred to in the Article 69 paragraph 3.

## ***Specialist professional studies***

### **Article 71**

(1) Study program of Specialist professional studies, organized for obtaining the Professional title of "Professional master" in the relevant field provides additional knowledge and skills for work in specialized fields of the profession.

(2) Studies referred to in paragraph 1 are minimum 60 ECTS credits.

### **Article 72**

(1) Specialist professional studies are organized in fields for which the Faculty is academically competent.

(2) Specialist professional studies are organized in interdisciplinary and multidisciplinary fields with a significant number of scientific and professional fields for which the Faculty is academically competent, as well as in cooperation with other institutions of Higher education and Scientific Institutes.

(3) The list of academic, professional and scientific titles, the list of core and elective courses with the framework content, study method, the time required to carry out certain forms of study, value of each course expressed in ECTS credits, final paper expressed in ECTS credits, prerequisites for enrollment in certain courses and course groups, selection of courses from other study groups, conditions for transfer from other study programs within the same or related field of study, everything is enlisted in the study program, as a part of a special general act of the Faculty.

### **Article 73**

(1) The procedure of enrollment, the organization, the implementation of Specialist professional studies and the evaluation methods are regulated by a special general act, referred to in the Article 69 paragraph 3.

## ***Doctoral studies***

### **Article 74**

(1) Doctoral studies are studies of the third degree for obtaining the Scientific title "Doctor of Medical Sciences" - *Dr.Sci.Med. / Ph.D.*

(2) Doctoral studies have minimum 180 ECTS credits, with previously obtained study volume of minimum 300 ECTS credits in undergraduate and graduate studies.

(3) Studies referred to in paragraph 1 of this Article, are realized on the basis of the Study program established by the Teaching and Scientific Council of the Faculty, adopted by the University Senate and accredited in accordance with the Law.

(4) Study program of Doctoral studies includes theoretical and methodological contents and scope and type of scientific and professional research.

#### **Article 75**

(1) Doctoral studies are organized in fields for which the Faculty is academically competent.

(2) Doctoral studies are organized in interdisciplinary and multidisciplinary fields with a significant number of scientific and professional fields for which the Faculty is academically competent, as well as in cooperation with other institutions of Higher education and Scientific Institutes.

(3) The list of core and elective courses with the framework content, study method, the time required to carry out certain forms of study, value of each course expressed in ECTS credits, final paper expressed in ECTS credits, prerequisites for enrollment in certain courses and course groups, selection of courses from other study groups, conditions for transfer from other study programs within the same or related field of study, everything is enlisted in the study program, as a part of a special general act of the Faculty.

#### **Article 76**

(1) The procedure of enrollment, the organization, the implementation of Doctoral studies and the evaluation methods are regulated by a special general act, referred to in the Article 75 paragraph 3.

## **VI. HEALTH SPECIALIZATIONS**

#### **Article 77**

(1) Obtaining the Professional title of “Specialist” for Health care workers and associates with the Bachelor degree, in accordance with the Law on Health Care, includes the acquisition of knowledge, skills and training to perform specialized jobs in the Health care profession as well as the application of Research results.

(2) The duration of studies of Health specialization are stipulated by legislation, in the field of Health care.

## ***Admission to Health specialization***

### **Article 78**

(1) Health care professionals may enroll in studies of Health specialization for obtaining the Professional title of “Specialist”, in accordance with the Law on Health Care of the Republic of Serbia.

(2) Admission to Health specialization for the citizens of the Republic of Serbia and foreign citizens with permanent residence and work permit in the Republic of Serbia is based on the decision of the Ministry of Health of the Republic of Serbia, after approving specialization by the authorized Health care institution.

(3) Foreign citizens that do not have a permanent residence in the Republic of Serbia can also enroll in studies of Health specialization, if they completed Integrated academic studies of Medicine in the Republic of Serbia, or have completed nostrification of the diploma from another Higher education institution abroad, in accordance with requirements specified in paragraph 1 of this Article.

(4) The type and number of studies of Health specialization, selection of candidates and the tuition fee for candidates referred to in paragraph 3 of this Article, is proposed to the Teaching and Scientific Council of the Faculty by the Specialist Studies Council of the Faculty, according to the special general act of the Faculty for Studies of Health specialization and Health sub-specialization and agreements with relevant institutions responsible for conducting the Health specialization.

(5) Admission to studies of Health specialization is being carried out through a public competition, two times a year and studies can begin on April 1 or October 1 of the current academic year.

## ***Conducting Health specialization***

### **Article 79**

(1) The residency is done by the program of the relevant field of medicine with a list of necessary skills that should be learned, as an integral part, in related institutions under the supervision of a mentor, issued and published by the Ministry of Health of the Republic of Serbia.

(2) During the residency, the Faculty also organizes compulsory courses for at least two semesters and practical training (internship) for a period of nine months. Two-semester courses can be organized according to every specific program, by parts - trimesters for each year of Health specialization.

(3) In the theoretical part of two-semester courses, selected chapters are processed that meet with the latest professional and scientific achievements in the relevant field of medicine, through lectures and mentoring; lectures are organized for a minimum of two hours a day.

(4) Practical training in teaching base is the remaining part of the time to the total number of 40 hours.

### ***Specialist exam***

#### **Article 80**

(1) Upon completing the residency, mastering skills and passing mandatory tests, the resident is entitled to take a specialist exam not later than six months from the expiration of residency.

(2) Specialist exam is taken before a Commission appointed by the Teaching and Scientific Council.

(3) Commission is composed of at least three and no more than five members and an appropriate number of deputies, who have the same specialty as members.

(4) Method of examination, the process of the evaluation and other matters that are not regulated by the Statute, are regulated by special Regulations on specialization and sub-specializations of the Faculty of Medicine, in accordance with the Regulations on specialization and sub-specialization of Health care professionals of the Republic of Serbia.

#### **Article 81**

(1) After passing the specialist exam, Faculty issues a diploma on obtained Professional title of "Specialist" for the appropriate field of medicine, in a legally prescribed form, signed by the President of the Commission and the Dean and certified with the seal of the Faculty.

### ***Studies of Health sub-specialization***

#### **Article 82**

(1) Person can enroll studies for obtaining the professional title of "Sub-specialist" who is a citizen of the Republic of Serbia or foreign citizens with permanent residence and work permit in the Republic of Serbia, who completed Faculty of Medicine, passed the Specialist exam in a basic Health specialization and the decision of the Ministry of Health of the Republic of Serbia, after approving specialization by the authorized Health care institution.

(2) Foreign citizens that do not have a permanent residence in the Republic of Serbia can also enroll in studies of Health sub-specialization, if they obtained the diploma from another accredited Faculty of Medicine and a diploma on obtained Professional title of "Specialist" for the appropriate field of medicine in a basic Health specialization.

(3) The type and number of studies of Health sub-specialization, selection of candidates and the tuition fee for candidates referred to in paragraph 3 of this Article, is proposed to the Teaching and Scientific Council of the Faculty by the Specialist Studies Council of the Faculty, according to the special general act of the Faculty for Studies of Health specialization and Health sub-specialization and agreements with relevant institutions responsible for conducting the Health specialization.

(4) Studies for obtaining the Professional title of “Sub-specialist” last from 12 to 24 months.

(5) Admission to studies of Health sub-specialization is being carried out through a public competition, announced by the Faculty at the proposal of Departments, in accordance with the plan of professional development of Health care institutions, once a year.

### ***Conducting Health sub-specialization***

#### **Article 83**

(1) The studies for obtaining the Professional title of “Sub-specialist” include mastering the knowledge and skills for specialized tasks in the relevant field, where the level of skills and knowledge is an upgrade compared to the basic Health specialization, which is the basis and precondition for overcoming every program of sub-specialization.

(2) Mastering the knowledge and skills, referred to in paragraph 1, means that the Medical doctor conducting sub-specialization is a full-time employee at the Faculty and teaching bases of the Faculty during the sub-specialization.

### ***Sub-specialist exam***

#### **Article 84**

(1) Admission to studies, appointment of a mentor, setting the reference institution, the application and defending the sub-specialist final paper, method of examination of the Commission, recognition of the residency, discontinuation and other issues are regulated by special Regulations on specialization and sub-specializations of the Faculty of Medicine in accordance with Regulations on specialization and sub-specialization of Health care professionals of the Republic of Serbia.

(2) After successfully defending the Sub-specialist exam, Faculty issues a diploma on obtained title of “Sub-specialist” for the relevant Health sub-specialization, in a legally prescribed form, signed by the President of the Commission and Dean.

## ***Continuing Medical Education***

### **Article 85**

- (1) Monitoring the development of Medicine and other sciences relevant to Medicine and professional training, in order to maintain and improve the quality of their work, is the right and the responsibility of Health care providers.
- (2) Professional training of Health care providers is a condition for obtaining or renewing their license, in accordance with the Law on Health Care.
- (3) Continuing Education includes participation in professional and scientific meetings, seminars, courses and other programs of Continuing Education.
- (4) The type, programs, methods, procedures and the duration of Continuing Medical Education, the process of the program accreditation and its evaluation on a scoring system (ECTS or Continuing Medical Education credits: CME points) and other issues of importance for the implementation of continuing education are regulated by special Regulations on Continuing Medical Education of the Faculty of Medicine.

## **VII. SCIENTIFIC RESEARCH**

### **Article 86**

- (1) Scientific Research activities at the Faculty are realized through basic, applied and development research and training of personnel for Scientific Research.
- (2) Scientific Research at the Faculty is carried out at Institutes and Teaching bases of the Faculty.
- (3) In organizing and realization of Scientific Research, the Faculty is cooperating with the University and other Faculties, Scientific organizations, organizations that as a part of their work also has Scientific Research and development and Health care organizations both in the country and abroad.
- (4) The organization of Scientific Research, in collaboration with Scientific and other organizations mentioned in the previous paragraph, as well as a way of securing the funds necessary for the realization of this cooperation, shall be determined by special agreements concluded by the Faculty with mentioned organizations.
- (5) During the publication of Scientific papers, Professors, Associates and Researchers are obliged to cite the full name of the Institution that contains the name of the University of

Belgrade, after which comes a dash and the name of the Faculty or the Institute (the member of the University), as well as their official e-mail address with the academic domain (bg.ac.rs).

### ***Individual Research projects***

#### **Article 87**

(1) The Faculty actively encourages Researchers to participate in both National and International competitions for obtaining funds for the realization of Scientific projects.

(2) If a Researcher, referred to in paragraph 1 of this Article, is planning to perform the project implementation at the Faculty and in the framework of his working hours at the Faculty, he is obliged to inform the Dean about his participation in the competition in time, with an indication of the basic ideas of the project and possible use of resources of the Faculty for the project implementation.

(3) If the project is approved, the relevant body of the Faculty is introduced with the project protocol and gives consent for the possible use of resources of the Faculty for the project implementation.

(4) The Principal Researcher is required to submit a final report to the relevant body of the Faculty six months after the completion of the project.

(5) The Dean may request additional reports on the work on the project during the implementation of the project from the Researcher.

(6) Professors, Associates and Researchers must not act contrary to the realization of basic tasks of the Faculty or use Faculty symbols for commercial purposes.

### ***Faculty Research projects***

#### **Article 88**

(1) Faculty can propose projects of basic, applied and development research to the Ministry of Education, Science and Technological Development and projects to improve Health and Health systems to the Ministry of Health and Social Policy and/or International organizations that realize such projects in the framework of Intergovernmental or International Collaboration.

(2) Faculty can propose projects of basic, applied and development research to relevant International organizations and institutions, within the framework of International calls for projects.

(3) The initiative for the participation of the Faculty in projects, referred to in paragraph 1 and 2 of this Article, may come from the Researcher, the relevant Department, bodies of the Faculty or the Dean.

(4) Projects referred to in paragraph 1 and 2 of this Article, can be performed inside the Republic of Serbia or outside the Republic.

### ***Scientific Research Fund***

#### **Article 89**

(1) The Faculty may establish a Scientific Research Fund from which it will finance independent research by young researchers (under the age of 35).

(2) The provision of funds, criteria and allocation method for projects are governed by Special Regulation on Scientific Research Fund of the Faculty.

### ***Scientific Journals and Conferences***

#### **Article 90**

(1) The Faculty publishes its own Scientific Journals “Medical Research” and “Medical Youth”.

(2) The journal has its Editorial Board.

(3) The work of Editors and the Editorial Board, financing and other issues related to the release of the Journal are regulated by a separate general act.

(4) The Faculty organizes Scientific Symposium “Aspirations and News in Medicine” once a year.

### ***Researchers***

#### **Article 91**

(1) Scientific research activities at the Faculty are generally exercised by Professors and Associates of the Faculty or Researchers engaged by the Faculty, if there is a need for a specialized professional profile.

(2) Researchers are persons with a Bachelor Degree, who are working on Scientific Research and development activities and who gained the Research title of a Research Trainee or a Research Assistant and the Scientific title of Research Associate, Senior Research Associate or Principal Research Fellow, in accordance with the Law on Scientific Research activities.

(3) Doctoral students are usually elected for Research titles.

### ***The Election of Researchers***

#### **Article 92**

(1) The election for Scientific and Research Titles may be initiated by the person concerned, or the Scientific Council for the candidates who are employed at the Faculty.

(2) The procedure for determining the fulfillment of conditions for obtaining Scientific or Research title is more closely regulated by Special Regulation, in accordance with the Law on Scientific Research activities.

(3) When determining conditions, referred to in paragraph 2 of this Article, for a person that is not employed at the Faculty (or a PhD student at the Faculty), there is a compensation in an amount determined by the Faculty Council.

## **VIII. BODIES OF THE FACULTY**

### **1. The Managing body**

#### ***Dean***

#### **Article 93**

(1) The Dean is the Head of the Faculty, its Director and the Managing body.

(2) The symbol of the Dean is the Dean's chain.

#### ***The Dean's Authorities***

#### **Article 94**

(1) The Dean:

1) represents the Faculty;

2) organizes, coordinates and manages the work of the Faculty;

3) chairs the Teaching and Scientific Council and the Electoral Council, with proposing the agenda;

4) passes general acts in accordance with this Statute;

5) proposes measures for improving the work of the Faculty to the Teaching and Scientific Council and the General Council;

6) implements decisions of Councils and the General Council;

7) proposes policies and measures for its implementation;

8) orders for the execution of the financial plan;

9) proposes the financial plan of the Faculty to the General Council;

10) concludes contracts/agreements on behalf of the Faculty;

- 11) takes all legal actions in the name and for the account of the Faculty of up to the amount set in the Law for public procurement of low value, and the value exceeding that amount, with the agreement of the General Council;
  - 12) appoints and dismisses Heads of Departments and Heads of Institutes;
  - 13) participates in the work of the General Council but without the right to vote;
  - 14) signs Diplomas and signs, or authorizes Vice-Deans to sign the Diploma Supplement;
  - 15) promotes Medical Doctors awarding them with Diplomas on completed Studies of Medicine;
  - 16) decides on issuing the Competition for the Election of Professors and Associates;
  - 17) submits draft decisions for the Election of Professors to the University for the Election Process;
  - 18) decides on the need for employment of non-teaching staff and chooses between candidates;
  - 19) appoints Commission for elections and promotions that considers proposals of the Department for promotion to a higher rank;
  - 20) performs placement of employees;
  - 21) decides on individual rights, duties and responsibilities of employees;
  - 22) decides upon students' requests;
  - 23) supervises the work of Organizational units of the Faculty;
  - 24) suspends the execution of general act of the Faculty which he believes is contrary to the Law and other regulations and shall notify the body that issued that act;
  - 25) issues decisions, gives orders and instructions, in accordance with the Statute and other general acts;
  - 26) performs other tasks stipulated by the Law, the Statute and other general acts of the Faculty.
- (2) The Dean is independent in carrying out its official duties and responsible to the General Council;
  - (3) The Dean submits a report to the General Council at least once a year.

### ***The Dean's Board***

#### **Article 95**

- (1) In order to consider questions concerning the activities of the Faculty and attitudes about them, the Dean forms the Dean's Board.
- (2) The Dean's Board consists of the Dean, Vice-Deans and the Administrative Director of the Faculty participating in its work.

(3) Student Vice-Dean is also participating in the work of the Dean's Board, when considering issues stipulated in the Article 108, paragraph 1 of the Statute.

***Working groups appointed by the Dean***

**Article 96**

(1) The Dean may appoint, if necessary, working groups for dealing with specific issues of importance for the work and the development of the Faculty.

***Election and Mandate Requirements for the Dean***

**Article 97**

(1) Dean is elected from the rank of Professors who are employed full-time at the Faculty, for a period of three years, with the possibility of one re-election.

***Initiation of the Election Process***

**Article 98**

(1) The General Council announces the Call for the election of the Dean, no later than six months before the expiration of the term for which the current Dean was elected.

(2) With the decision for the Call for the election of the Dean, a Commission is established for the implementation of the election of the Dean, together with deadlines for completing all elements in the Election Process.

(3) The Commission, referred to in paragraph 2 of this Article, has five members: three of them are members of the General Council of the Faculty, one member of the General Council appointed by the founder and a General Council student member.

***Election Process***

**Article 99**

(1) Election Process includes following actions:

- 1) Candidates Proposals by Departments for Specific Scientific fields;
- 2) Candidates Proposals determination at the Teaching and Scientific Council;
- 3) Voting for the election of the Dean at the General Council.

***Registration of Candidates for the Election***

**Article 100**

(1) Candidates for the Dean are proposed by Departments for Specific Scientific fields.

(2) At the meeting of the Department, where the candidate is proposed for the Dean, it is necessary for at least half of its members to be present, plus one member.

(3) The candidate who receives the most votes by a secret ballot is considered to be proposed by the Department.

(4) If two or more candidates have received an equal number of votes in the Department, the voting will be repeated.

(5) To be registered as a Candidate for the Election of the Dean, a candidate must be proposed by at least three Departments.

(6) The Commission for the implementation of the election of the Dean establishes a list of registered candidates and submits it to the Teaching and Scientific Council, with the details about the obtained support of the candidates from Departments, their proposals, biographies and bibliographies and their electoral programs.

(7) The established list of candidates and the data referred to in paragraph 5 of this Article, are published on the website of the Faculty.

### ***Determining the Candidates Proposal***

#### **Article 101**

(1) The Teaching and Scientific Council will determine the proposal of Candidates for the Election of the Dean by secret ballot from the list of candidates registered in accordance with the Article 100 of this Statute.

(2) The Teaching and Scientific Council may decide that registered candidates present their programs in the election meeting, with a presentation not longer than 15 minutes.

(3) At the meeting of the Teaching and Scientific Council that approves the proposal of candidates for the Election of the Dean, at least two-thirds of the total number of members must be present, where members can not appoint a replacement.

(4) If the requirement under paragraph 3 of this Article is not met, the proposal will be postponed and new meeting of the Teaching and Scientific Council will be convened as soon as possible.

(5) If the Dean is one of candidates for the next mandate period, the meeting of the Teaching and Scientific Council that approves the proposal of the candidates will be chaired by seniority, a full professor with the longest rank from all the members of the Teaching and Scientific Council.

(6) A candidate is proposed for the Dean if he received at least half of votes from all the members of the Teaching and Scientific Council, plus one vote.

(7) If no candidate receives the number of votes, referred to in paragraph 2 of this Article, voting will be repeated for the candidate who won the most votes in the first round.

(8) If in the first round, two or more candidates have an equal number of votes, first there will be voting between them and the candidate who has highest number of votes goes in the second round.

### ***Decision-Making Process***

#### **Article 102**

(1) Commission for the Election of the Dean will determines if the proposed candidate meets the Election Requirements for the Dean, in accordance with the Law and the Statute, and whether the procedure for Registration of Candidates for the Election and Candidates Proposal has been carried out in accordance with this Statute.

(2) The Commission, referred to in paragraph 1 of this Article, will submit its report and the entire election material to the General Council.

(3) At the election meeting, the General Council forms an Electoral Commission in order to implement the voting.

(4) At the election meeting, at least two-thirds of the total number of members of the General Council must be present.

(5) If the requirement under paragraph 4 of this Article is not met, the Election will be postponed and new meeting will be convened as soon as possible.

(6) Electoral Commission prepares ballots for the voting.

(7) The General Council will choose between the candidates for the Dean that were established by the Teaching and Scientific Council, by a secret ballot.

(8) The candidate for the Dean that receives a majority of votes of the total number of members of the General Council is considered to be elected for the Dean.

(9) If the Dean is not elected by a majority of votes, the General Council will appoint the acting Dean at the same meeting, at the proposal of the President of the General Council and the proposal for the Dean will be returned to the Teaching and Scientific Council for reconsideration.

(10) The term of the newly elected Dean will begin on October 1, in the election year.

### ***Termination of the Deans mandate before the expiry***

#### **Article 103**

(1) Termination of the Deans mandate before the expiry is possible:

1) upon its personal request;

2) if it ceases to meet the requirements prescribed for the election;

- 3) if it loses the right to perform the Dean's activities due to a final court decision that convicts him of a criminal offense, from Article 54 paragraph 3 of the Law on Higher Education;
- (2) In the cases referred to in paragraph 1, point 1 and 2 of this Article, the General Council finds the termination of the Deans mandate at the first meeting after the receipt of its personal request or report on cessation of meeting the requirements prescribed for the election.
- (3) In the case referred to in paragraph 1 point 3 of this Article, the General Council finds the termination of the Deans mandate at the first meeting after the receipt of a final court decision.
- (4) The Dean whose mandate will be terminated, in the case referred to in paragraph 1, point 3 of this Article, ceases to perform the duties of the Dean from the moment of notification of the court decision at the Faculty; all decisions that are eventually brought after that moment are null and Services of the Faculty are obliged to prevent their execution;
- (5) Until the meeting of the General Council where the acting Dean will be appointed, operational duties of the Dean necessary for the unobstructed operation of the Faculty are performed by the oldest Vice-Dean.
- (6) In the case of termination of the Deans mandate, the General Council will appoint an acting Dean among Vice-Deans at the same meeting, on the proposal of the President of the General Council and initiate the procedure for the election of the new Dean.

### ***Dismissal of the Dean***

#### **Article 104**

- (1) The Dean could be dismissed before the expiry of its mandate in case of:
- 1) violation of the Code of Professional Ethics;
  - 2) failure to fulfill the duties of the Dean;
  - 3) serious and persistent violation of the Statute, general acts of the University and the Faculty or other regulations;
  - 4) determination that he knowingly misled bodies that voted for him about his eligibility for the Dean;
  - 5) abuse of the position of the Dean.
- (2) The procedure for dismissal of the Dean may be initiated by the Teaching and Scientific Council, by a majority of votes of all members or at least 30 votes of Professors who are employed full-time at the Faculty.

(3) At the meeting of the Teaching and Scientific Council where the motion for dismissal of the Dean will be considered, at least two-thirds of the total number of members must be present, where members can not appoint a replacement.

(4) If the requirement under paragraph 3 of this Article is not met, deciding about the motion for dismissal of the Dean will be postponed and a new meeting will be convened within a period not exceeding seven days.

(5) If a decision on the motion for dismissal of the Dean has been postponed three times in succession, due to non-fulfillment of conditions, referred to in paragraph 3 of this Article, where the motion for dismissal is filed by at least 30 Professors, the General Council of the Faculty will consider it and decide whether to vote on the motion or return it to the Teaching and Scientific Council for reconsideration.

(6) When the agenda of the Teaching and Scientific Council includes the motion for dismissal of the Dean, the meeting will be chaired by seniority, a Professor with the longest rank from all the members of the Teaching and Scientific Council.

(7) The decision on the dismissal of the Dean is made by the General Council, on the proposal of the Teaching and Scientific Council, with a majority of votes of the total number of members, by a secret ballot.

(8) At the meeting of the General Council where the decision about the dismissal of the Dean will be made, at least two-thirds of the total number of members must attend.

(9) If the requirement under paragraph 8 of this Article is not met, deciding about the motion for dismissal of the Dean will be postponed and a new meeting will be convened within a period not exceeding seven days.

(10) In the case of the dismissal of the Dean, the General Council will appoint an acting Dean among Vice-Deans at the same meeting, on the proposal of the President of the General Council and initiate the procedure for the election of the new Dean.

(11) The acting Dean has all the rights, duties and responsibilities of the Dean.

### ***Vice-Deans***

### **Article 105**

(1) Vice-Deans will assist the Dean in its work, in accordance with the provisions of this Statute.

(2) The Faculty has four to six Vice-Deans from the rank of Professors who are employed full-time at the Faculty.

(3) Vice-Deans are selected from the rank of Professors and elected by the General Council, on the proposal of the Dean, with a majority of votes of the total number of members.

(4) Termination of Vice-Deans mandate before the expiry of the period for which they were elected is possible under the conditions and the appropriate application of the Article 103 of this Statute.

(5) The decision on the dismissal of Vice-Deans is made by the General Council, on the proposal of the Teaching and Scientific Council, under the conditions and the appropriate application of the Article 104 of this Statute.

(6) The mandate of Vice-Deans is the same as the mandate of the Dean, on whose proposal Vice-Deans are elected, with the possibility of one re-election.

(7) In the case of termination of the Deans mandate before the expiry, Vice-Deans will remain in office until the election of new Vice-Deans, on the proposal of the newly elected Dean.

#### ***Vice-Dean Authorities***

##### **Article 106**

(1) Vice-Deans:

- 1) organize and manage the work of the Faculty in certain areas that are authorized by the Dean;
- 2) replace the Dean in his absence;
- 3) perform other duties authorized by the Dean.

(2) Vice-Deans participate in the work of the General Council but without the right to vote.

(3) For their work, Vice-Deans correspond to the Dean and the General Council.

#### ***Ombudsman***

##### **Article 107**

(1) The Ombudsman is the protector of rights of both employees and students of the Faculty and independent in its work.

(2) The Ombudsman is elected by the Teaching and Scientific Council from the rank of Professors who are employed full-time at the Faculty, for a period of three years.

(3) The Ombudsman considers decisions, actions or circumstances that can lead to the violation of rights of individuals or groups, referred to in paragraph 1 of this Article, on the initiative of an individual or a group from the Faculty or outside the Faculty or on its own initiative.

(4) In determining the relevant facts relating to decisions, actions and circumstances, referred to in paragraph 3 of this Article, all Faculty bodies are obliged to provide the Ombudsman with the

access to relevant documentation, within their jurisdiction; to cooperate with him in the process of establishing the facts and to provide him with the necessary technical and logistical assistance.

(5) Upon completion of the procedure, referred to in paragraph 4 of this Article, the Ombudsman gives recommendations for measures to prevent the violation of rights of an individual or a group, referred to in paragraph 1 of this Article.

(6) Measures, referred to in paragraph 5 of this Article, have to be based on Laws of the Republic of Serbia, the Statute of the Faculty and general acts of the Faculty.

(7) If the measures, referred to in paragraph 5 of this Article, are not related to the Dean or Vice-Dean, the Dean will implement measures proposed by the Ombudsman.

(8) If the Dean finds that measures, referred to in paragraph 5 and 7 of this Article, may jeopardize the work or the reputation of the Faculty, the General Council of the Faculty will consider those measures and make the final decision.

(9) If the measures, referred to in paragraph 5 of this Article, are related to the Dean and Vice-Deans, the Ombudsman will propose them to the General Council of the Faculty that will make the final decision.

(10) The Ombudsman may warn all Governing bodies of the Faculty of possible violation of the rights of individuals or groups, referred to in paragraph 1 of this Article and they are obliged to consider these warnings with due diligence.

(11) The procedure, referred to in paragraph 10 of this Article, does not apply to the procedure for the Election for the appropriate Title of a Professor or an Associate.

(12) The Ombudsman will be dismissed if there is a final conviction for a criminal offense or if there is a final conviction before the Professional Ethics Committee of the University against him.

(13) The initiation of the procedure and the work of the Ombudsman are governed by specific regulations.

### ***Student Vice-Dean***

#### **Article 108**

(1) Student Vice-Dean is representing students in matters that are important to all aspects of teaching, student rights, student organizations, student activities in the classroom and outside of it and other issues that are of direct relevance to the work and the life of students at the Faculty.

(2) Student Vice-Dean is elected by the Students' Parliament of the Faculty with a majority of votes of the total number of members.

(3) Student Vice-Dean is the representative of all students of the Faculty and must objectively and impartially transmit their demands, suggestions and opinions to Faculty bodies.

(4) The Dean is obliged to inform Student Vice-Dean about the meetings of the Teaching Council and the Teaching and Scientific Council and to deliver necessary material that all other Council members receive.

(5) Student Vice-Dean may attend meetings of the Teaching Council and the Teaching and Scientific Council and to equally participate in their work, including the right to vote, in matters referred to in paragraph 1 of this Article.

(6) The Dean is obliged to timely notice Student Vice-Dean of all meetings of the Dean's Board where matters, referred to in paragraph 1 of this Article, will be considered and Student Vice-Dean can attend parts of the meeting when discussing these issues and to express demands, opinions and suggestions of students, to participate in the formulation of proposals and in deciding on them, relating to paragraph 1 of this Article.

(7) Student Vice-Dean has the right to demand that the specific issue, relevant to students, is on the agenda of the Teaching Council, the Teaching and Scientific Council or the Dean's Board and the Dean is obliged to consider that issue with due diligence.

(8) Student Vice-Dean has the right to seek help of professional bodies of the Faculty in exercising its duties and the Dean and the Administrative Director of the Faculty are required to consider these requirements with due diligence.

## **2. The Governing body**

### ***General Council***

#### **Article 109**

(1) The Governing body of the Faculty is the General Council.

(2) General Council has 23 members, 15 are elected by employees of the Faculty, provided that there is one representative of non-teaching staff, 4 members appointed by the founder and 4 members elected by the Students' Parliament of the Faculty.

(3) Members of the General Council appointed by the founder are eminent persons in the field of Medical science, Education, Culture or the Economy who are not employed or otherwise engaged at the Faculty and who do not perform functions or duties that are in conflict of interest with activities of the Faculty.

(4) The mandate of the General Council members is three years.

(5) Exceptionally, the mandate of General Council student members is one year.

(6) General Council members may be dismissed by the body that elected them, under the procedure provided for the election, at their request or at the proposal of the Teaching and Scientific Council.

### ***Election of General Council members***

#### **Article 110**

(1) Candidates for General Council members are proposed by Departments for Specific Scientific fields, among Professors and Associates and submitted to the Dean.

(2) At a special meeting, chaired by the Head of the Department, in Organizational units that have more than 5 employees in the status of non-teaching staff, they may propose its candidate for the General Council.

(3) The Administrative Director of the Faculty is chairing the meeting of employees in Professional services and employees in the Organizational units that do not meet the requirement under paragraph 2 of this Article, where they can propose its candidate for the General Council.

(4) The proposed candidate for the General Council member is a candidate who, at the meeting described in paragraph 1-3 of this Article, receives majority of votes of the total number of members of the Departments or employees in the status of non-teaching staff, half of total votes plus one.

(5) The General Council members are elected by the Teaching and Scientific Council, by a secret ballot, from a list of proposed candidates from Departments and meetings, referred to in paragraph 2 and 3 of this Article.

(6) At the meeting of the Teaching and Scientific Council where General Council members will be elected, at least two-thirds of the total number of members must be present, where members can not appoint a replacement.

(7) If the requirement under paragraph 6 of this Article is not met, the election of the General Council members will be postponed to the next meeting of the Teaching and Scientific Council.

(8) Elected General Council members are candidates who receive majority of votes during the voting at the Teaching and Scientific Council.

(9) If in the first round, two or more candidates have an equal number of votes, there will be voting only between them in the second round and the candidate who has highest number of votes is considered elected.

## ***Election of General Council student members***

### **Article 111**

(1) Candidates for General Council student members are elected by the Students' Parliament, among students who enrolled the year for the first time in the academic year of the election and who regularly fulfill their responsibilities during studies.

(2) Voting at the Students' Parliament of the Faculty is done by a secret ballot and elected candidates are considered the ones with the highest number of votes.

(3) The Students' Parliament of the Faculty closely regulates the procedure for nomination and the conduct of voting so that the procedure must ensure transparency and equality of the participation for all students of the Faculty.

## ***Management of the General Council***

### **Article 112**

(1) The General Council has one President and one Vice President.

(2) The President will manage the work of the General Council.

(3) The President is elected among General Council members from the Faculty.

(4) The President and the Vice President are elected by the General Council by a secret ballot, with a majority of votes of the total number of members.

## ***General Council Authorities and Work***

### **Article 113**

(1) The General Council:

- 1) adopts the Statute of the Faculty;
- 2) adopts an act on the mission and goals of the Faculty;
- 3) elects and dismisses the Dean and Vice-Deans;
- 4) adopts the financial plan of the Faculty;
- 5) adopts business report and the annual accounts of the Faculty;
- 6) adopts the plan for the use of funds for investment;
- 7) approves decisions on the management of Faculty assets;
- 8) approves the distribution of financial funds;
- 9) decides on tuition fees and prices of services for the Faculty activities;
- 10) submits a report on its operations to the founder, at least once a year;

- 11) passes the general act on disciplinary responsibilities of students;
  - 12) appoints managing bodies or representatives in managing bodies founded by the Faculty and performs other tasks related to the founding rights, in accordance with the Law and the Statute;
  - 13) considers issues of student standards and makes proposals to the competent authorities to improve the situation in that area;
  - 14) performs other tasks, in accordance with the Law and the Statute.
- (2) On matters, referred to in paragraph 1 of this Article, the General Council decides with a majority of votes of the total number of members.
- (3) Proposals, referred to in paragraph 1 of this Article, are determined by the Teaching and Scientific Council.
- (4) If the General Council of the Faculty rejects or has substantial objections to the proposal of the Teaching and Scientific Council, referred to in paragraph 1 of this Article, that the chairperson of the Teaching and Scientific Council does not accept at the meeting of the General Council, he delivers a reasoned proposal for amendments to the Teaching and Scientific Council for reconsideration and the harmonization of positions.

### **3. Professional bodies**

#### **Article 114**

- (1) Professional bodies of the Faculty include:
- 1) Teaching and Scientific Council;
  - 2) Electoral Council;
  - 3) Departments;
  - 4) Forensic Medicine Committee;
  - 5) Ethics committee.

#### ***Teaching and Scientific Council of the Faculty***

#### **Article 115**

- (1) The Teaching and Scientific Council is the supreme academic and professional body of the Faculty that includes also:
- 1) Teaching Council,
  - 2) Specialist Studies Council and
  - 3) Scientific Council.

## ***Teaching and Scientific Councils work***

### **Article 116**

- (1) Faculty Councils work and make decisions in their meetings.
- (2) The Council can validly decide if more than half of the total number of members is attending the meeting, except in cases provided in the Article 101 and 110 of this Statute and for the Electoral Council more than two-thirds of the total number of members that have the right to decide is attending the meeting.
- (3) The decision is made if more than half of the total number of attending members voted for it, except in cases provided in the Article 101 and 110.
- (4) Faculty Councils make decisions by public voting.
- (5) The Council may decide to vote on some issue by a secret ballot or declare voting by the roll-call, at the meeting.
- (6) At the meeting of the Council, a record will be kept and it will contain: the agenda, present and absent members, decisions and conclusions.
- (7) Meetings of the Teaching and Scientific Council are chaired by the Dean of the Faculty.
- (8) Meetings of the Teaching Council, Specialist Studies Council and Scientific Council are chaired by the Vice-Dean in charge.
- (9) The Dean of the Faculty is a member of the Teaching and Scientific Council, by its function, with the right to vote.
- (10) Vice-Deans who chair relevant Councils are members of respective Councils, by their function, with the right to vote.
- (11) When discussing and deciding on issues from the Article 108, paragraph 1 in the work of the Teaching and Scientific Council, Student Vice-Dean is participating together with student representatives elected by the Students' Parliament of the Faculty.
- (12) Students' Parliament, when considering issues, referred to in Article 108 paragraph 1, elects the number of student representatives for the Teaching and Scientific Council so that they make 20% of the composition of the Council.
- (13) The mandate of student representatives, referred to in paragraph 12 of this Article, lasts one year.

## ***Teaching and Scientific Council members***

### **Article 117**

- (1) The Teaching and Scientific Council consists of Departments representatives that are individually members of the Teaching Council, Specialist Studies Council and Scientific Council.
- (2) The Teaching Council consists of Heads of Departments for Specific Scientific fields and Course Directors.
- (3) The Specialist Studies Council consists of:
  - 1) Heads of Departments for Specializations, if the Department for Specializations is formed (Article 125 of the Statute); or
  - 2) Professors who are elected by the Departments for Specific Scientific fields that are performing teaching for Specialist studies; or
  - 3) Professors who are elected by the Departments for Specializations, if the Head of Department for Specializations is the Head for Departments for Specific Scientific fields at the same time.
  - 4) Teaching and Scientific Council members, referred to in paragraph 3 points 2-3 of this Article, are elected by a majority of votes of relevant Department members.
- (4) The Scientific Council consists of representatives from the Departments for Specific Scientific fields, with the title of Professor as a rule, elected by the Department with a majority of votes.
- (5) The mandate of the representatives of the Departments in Councils, referred to in paragraph 1 of this Article, lasts three years.
- (6) The member of the Council can specify one-time deputy who will participate in the work and making decisions of the Council.
- (7) The member of the Teaching and Scientific Council can not specify the deputy if making decisions is referring to Articles 101 and 110 of this Statute.

## ***Teaching and Scientific Council Competences***

### **Article 118**

- (1) The Teaching and Scientific Council of the Faculty:
  - 1) establishes the draft of the Statute of the Faculty;
  - 2) establishes the proposal for the appointment of the Dean;
  - 3) establishes the proposal for the dismissal of the Dean;
  - 4) proposes study programs for Studies of Medicine, Specialist and Doctoral studies and other forms of education and training;

- 5) makes decision to initiate the procedure of accreditation with the Commission for Accreditation and Quality Assurance of the National Council for Higher Education;
- 6) approves themes of Master's thesis until the deadline, referred to in Article 123 of the Law on Higher Education;
- 7) approves themes of Doctoral dissertations;
- 8) decides on the establishment and abolition of Departments;
- 9) considers and approves projects submission that will review or change the organization of teaching and the organization of the Faculty and its system;
- 10) adopts regulations governing the work of individual Organizational units;
- 11) adopts regulations governing the system that will provide Quality Control and Quality Enhancement of Teaching and Scientific Research;
- 12) adopts Ethical principles of Scientific Research;
- 13) adopts regulations governing the Publishing activity;
- 14) elects members of the General Council of the Faculty, in accordance with the Article 110, paragraph 5 and the Ethics Committee of the Faculty;
- 15) elects members from the Faculty for Council of Groups, Council of Scientific field and other organs and bodies of the University, in accordance with the Statute of the University;
- 16) proposes candidates for Vice-Rectors, in accordance with the Statute of the University;
- 17) determines the proposal of fields and study programs for which the Faculty is academically competent;
- 18) makes a proposal on the number of students admitted to study programs that are organized at the Faculty;
- 19) determines the number of students and admission criteria for students who enroll at the Faculty in various study programs;
- 20) establishes measures to encourage the development of extremely successful and talented students;
- 21) considers reports on the realization of the program of Scientific Research at the Faculty; a draft decision on the establishment of the Center for Technology Transfer, Center for Innovation, Business park and other Organizational units of the Faculty;
- 22) considers and develops proposals on issues to be decided by the General Council of the Faculty;

23) appoints members of the Commission for the publishing activity and makes decisions on its proposals;

24) makes the plan and the program of student practice in the country and abroad;

25) makes decisions about the organization and implementation of students study tours;

26) performs other tasks specified by the Statute of the Faculty.

(2) The Scientific Council is convened and managed by the Dean, except in cases referred in the Article 101, paragraph 5 and Article 104 paragraph 6.

(3) The Dean or a chairman of the meeting signs the record on decisions taken by the Teaching and Scientific Council.

### ***Teaching Council Competences***

#### **Article 119**

(1) The Teaching Council:

1) prepares a proposal for a study program for Studies of Medicine, in cooperation with Departments;

2) considers problems in teaching and in Human resources policy and on the basis of the received proposals from Departments proposes appropriate solutions and decisions that should be made to the competent authorities of the Faculty;

3) considers and comments on projects that are reviewing or changing the Curriculum and teaching methods;

4) ensures the timely provision of textbooks for the studies;

5) considers students proposals and ensures conditions for their work;

6) gives an opinion on the transfer of students, recognition of completed lectures and passed exams and refers it to the Dean;

7) considers requests from other Faculties for professional assistance and cooperation and proposes the adoption of relevant decisions to the competent authorities and ensures their implementation;

8) defines proposals of all decisions taken by the Teaching and Scientific Council that are related to Studies of Medicine;

9) performs other tasks in the realization of the study program in Studies of Medicine, in accordance with the general act of the Faculty.

(2) The Teaching Council is convened and managed by the Vice-Dean, appointed as the chairman.

(3) The Vice-Dean signs the record on decisions taken by the Teaching Council.

### ***Specialist Studies Council Competences***

#### **Article 120**

(1) The Specialist Studies Council, in cooperation with Departments:

- 1) prepares and organizes classes for obtaining the title of the Academic Specialist;
- 2) prepares and organizes classes for obtaining the title of the Medical Specialist;
- 3) prepares and organizes classes for obtaining the title of Sub-specialist;
- 4) prepares and organizes classes for professional training of Medical Doctors;
- 5) defines proposals of study programs in Specialist Studies, for which the Faculty is academically competent;
- 6) prepares and defines agreements on the establishment of European transfer of ECTS credits from other Faculties in the framework of study programs in Specialist Studies;
- 7) defines procedures, tasks and admission deadlines for study programs, referred to in paragraph 1, point 1-4 of this Article;
- 8) defines theme proposals and mentors for the final paper, determines Exam Commissions and proposals of the Commission for the assessment and defending of theses and papers;
- 9) takes care of the provision of necessary literature;
- 10) prepares and defines proposals of all decisions taken by the Teaching and Scientific Council in the field of Specialist Studies;
- 11) performs other tasks in the area of study programs, referred to in paragraph 1, point 1-4 of this Article.

(2) The Specialist Studies Council is convened and managed by the Vice-Dean, appointed as the chairman.

(3) The Vice-Dean signs the record on decisions taken by the Specialist Studies Council.

### ***Scientific Council Competences***

#### **Article 121**

(1) The Scientific Council:

- 1) reviews and proposes programs of the Scientific Research;
- 2) determines if conditions are met for obtaining Scientific titles;
- 3) makes decision to initiate the procedure for obtaining Scientific titles and Research titles;

- 4) forms the Commission in order to implement the procedure for obtaining Scientific and Research titles;
  - 5) establishes the proposal for obtaining Scientific titles and decides on obtaining Research titles;
  - 6) reviews and comments on projects that are reviewing or changing the mode of operation and organization of Scientific Research at the Faculty;
  - 7) reviews and approves research project proposals of Associates at the Faculty;
  - 8) monitors the realization of research projects which will be realized at the Faculty;
  - 9) proposes projects and topics of wider social significance to funds and other organizations that fund Scientific Research;
  - 10) organizes cooperation with Scientific, Teaching, Health and other organizations to unify related Scientific Research;
  - 11) conducts the preparatory procedure for obtaining PhD Title and proposes procedure for canceling the Doctorate, in accordance with the Law;
  - 12) ensures the Scientific Research of students and proposes measures to improve conditions and preparation of students for such work;
  - 13) at the professional level, it cooperates with Departments, organizations and their authorities in relation to the planning and the realization of Scientific Research work at the Faculty;
  - 14) approves projects of the Scientific Research Fund of the Faculty and monitors their implementation;
  - 15) prepares proposals of all decisions taken by the Teaching and Scientific Council in the field of Scientific Research;
  - 16) defines the proposal of the Regulation on Ethical principles of the Scientific Research and the Regulation on Exemplary Research practice;
  - 17) selects visiting professors on the basis of a reasoned proposal of the Department, in accordance with the special general act of the Faculty;
  - 18) performs other tasks in the field of Scientific Research established by the Statute, decisions and general acts of the Faculty.
- (2) The Scientific Council is convened and managed by the Vice-Dean, appointed as the chairman.
- (3) The Vice-Dean signs the record on decisions taken by the Specialist Studies Council.

## ***Electoral Council***

### **Article 122**

(1) The Electoral Council of the Faculty:

- 1) determines Candidate proposals for the Election for the Title of a Professor;
- 2) organizes Election for the Title of an Associate;
- 3) appoints a Commission for writing reports on candidates for the Election to the position of Professors and Associates;
- 4) makes reports on candidates for the Rector, in accordance with the Statute of the University;
- 5) makes declarations on candidates for the Rector, in accordance with the Statute of the University.

(2) The Electoral Council of the Faculty consists of Professors who are employed full-time at the Faculty.

(3) The composition of the Electoral Council, when determining proposals for the election to the position, is made out of same or higher positions than the position that the person is being elected for.

(4) The Dean is the President of the Electoral Council of the Faculty, by its function.

## ***Departments***

### **Article 123**

(1) The Faculty organizes Departments for Specific Scientific fields or Departments for Specializations, as a rule.

(2) The Department performs Teaching in one or more related courses or their parts.

(3) The decision on organizing the Department is made by the Teaching and Scientific Council.

(4) The Department for Specific Scientific fields consists of all Professors and Associates who have been selected for the relevant Scientific field.

(5) In order to be established, the Department has to have at least three Professors and Associates.

## ***Departments for Specific Scientific fields***

### **Article 124**

(1) Departments for Specific Scientific fields are:

- 1) Anatomy;
- 2) Medical Biophysics;

- 3) Gynecology and Obstetrics;
- 4) Dermatovenerology;
- 5) Epidemiology;
- 6) Internal Medicine;
- 7) Infectious Diseases;
- 8) Occupational Medicine;
- 9) Medical and Clinical Biochemistry;
- 10) Medical Statistics and Informatics;
- 11) Medical Physiology;
- 12) Microbiology;
- 13) Immunology;
- 14) Neurology;
- 15) Nuclear Medicine;
- 16) Humanistic Sciences (Sociology, Bioethics/Medical Ethics, Latin and Foreign Languages)
- 17) Otorhinolaryngology with Maxillofacial Surgery;
- 18) Ophthalmology;
- 19) Pathology;
- 20) Pathological Physiology;
- 21) Pediatrics;
- 22) Psychiatry;
- 23) Radiology;
- 24) Social Medicine;
- 25) Forensic Medicine;
- 26) Pharmacology, Clinical Pharmacology and Toxicology;
- 27) Physical Medicine and Rehabilitation;
- 28) Chemistry in Medicine;
- 29) Hygiene with Medical Ecology;
- 30) Surgery with Anesthesiology;
- 31) Histology and Embryology;
- 32) Human Genetics.

(2) Departments, referred to in paragraph 1, can also organize the Teaching for Specialist studies, if a specific Department for Specializations is not formed.

### ***Departments for Specializations***

#### **Article 125**

(1) On the proposal of the Specialist Studies Council, the Teaching and Scientific Council establishes a Department for Specializations for certain specialist areas.

(2) Specialist Studies are postgraduate courses that are performed through the accredited study programs from the Article 13, paragraph 1, point 2, 3 and 5 of this Statute.

(3) Department for Specializations can be established if: within the Teaching of Studies of Medicine, the teaching, referred to in paragraph 2 of this Article is also performed; if the scale and/or type of teaching is such that it substantially increased the scope of administrative and logistical tasks in the organization of work and/or the teaching is interdisciplinary.

(4) The explanation of the need for the Department for Specializations must contain: the curriculum and the program of teaching; the number and the extent of engagement of Professors and Associates of the Faculty; the analysis of the number of participants in this or similar programs in the past five years; the projection of the number of participants in the next three years; the financial analysis of incomes and costs, as well as other information that can contribute to a rational decision.

(5) If the study program does not obtain accreditation, the Department that is performing only that program may propose another one.

(6) If the second proposed study program also does not obtain accreditation, the Department, referred to in paragraph 5 of this Article, can either have status of discontinuation or be dissolved, in accordance with the proposal of the Specialist Studies Council and the decision of the Teaching and Scientific Council.

(7) For members of the Department with a status of discontinuation, the postgraduate teaching is not evaluated and the Head of the Department does not receive compensation for that function.

(8) After the expiry of two years, the Department with a status of discontinuation will be reviewed and if, in the meantime, a new study program obtained accreditation, the Department will be reactivated.

(9) If the requirement, under paragraph 3 of this Article is not met, the Department will be dissolved.

(10) Specialist Studies Council reviews a report of the Department for Specializations, every three years, particularly taking into account the scope of teaching, number of students, number of Professors and Associates engaged, financial effects, but also the importance of the study program for the interest and the reputation of the Faculty.

(11) Specialist Studies Council, after the procedure in paragraph 10 of this Article, issues a recommendation to the Teaching and Scientific Council that the Department should continue to work by the same or changed study program or that should be in the status of discontinuation or be dissolved.

(12) Teaching at the Department for Specializations is performed by Professors and Associates of the Faculty, Invited Lecturers of the Faculty and associates of the Faculty, in accordance with the Regulation on Associate Titles.

(13) For teaching at the Department for Specializations, the Faculty can engage eminent experts and scholars outside the Faculty, to the extent of up to 10% (cumulative) of the total number of hours.

(14) For postgraduate teaching, the Faculty does not elect Professors and Associates for the Academic titles.

### ***Departments Competences***

#### **Article 126**

(1) The Department:

- 1) proposes study programs performed by Departments for Specific Scientific fields and Departments for Specializations;
- 2) organizes lectures, exercises, seminars, knowledge assessment and other forms of work;
- 3) organizes lectures and other forms of work for the realization of professional training programs;
- 4) Departments for Specific Scientific fields initiate the procedure for the Election to titles and for the position of Professors and Associates;
- 5) Department for Specific Scientific field proposes candidates, to the Dean of the Faculty, for the Commission for the preparation of reports for the Election of Professors or Associates for each Call separately;
- 6) monitors and ensures uniformity of workload on Professors and takes care of its promotion, as well as the need for new staff;

- 7) proposes eminent experts for the realization of the part of the teaching at the Faculty, if necessary;
- 8) gives an opinion on the Scientific research program of the Faculty, on Scientific papers and Scientific projects in which Professors, Associates and Researchers of the Department are included;
- 9) determines textbooks and literature that students will use to master the course content;
- 10) considers conditions and standards of teaching and makes proposals for their improvement;
- 11) analyzes students results and their involvement in Scientific Research and proposes appropriate measures;
- 12) proposes the professional development of Professors and Associates in the country and abroad;
- 13) proposes Commission members and their deputies for final exams in study programs;
- 14) performs other duties in accordance with the Law, the Statute and general acts.

### ***Forensic Medicine Committee***

#### **Article 127**

- (1) The Forensic Medicine Committee is a body of the Faculty of Medicine that performs operations of giving expert opinions in criminal and civil cases and cases on requirements of the Court.
- (2) The work of the Forensic Medicine Committee is regulated by Regulations adopted by the General Council of the Faculty, on the proposal of the Dean.
- (3) The Forensic Medicine Committee consists of two parts: the Forensic Medicine Committee and the Forensic Psychiatric Committee.
- (4) The Forensic Medicine Committee is composed of 5 members, Professors and Associates of the Faculty.
- (5) The Forensic Psychiatric Committee is composed of 5 members, Professors and Associates of the Faculty.
- (6) The election of permanent members is made by the General Council of the Faculty, on the proposal of the Dean.
- (7) The mandate of the Forensic Medicine Committee members is three years.
- (8) If necessary, other Professors and Associates of the Faculty can be engaged in the expertise process, besides permanent members of the Committee.

### **Article 128**

- (1) Findings and opinions made by the Forensic Medicine Committee or the Forensic Psychiatric Committee are signed by the Dean of the Faculty, certified with the seal of the Faculty.
- (2) Other expert opinions given on behalf of the Faculty, are also signed by the Dean and certified with the seal of the Faculty.

### ***Ethics committee***

#### **Article 129**

- (1) The Ethics Committee is elected by the Teaching and Scientific Council, on the proposal of the Dean.
- (2) The composition, competences and the work of the Ethics Committee is determined with special Regulations, adopted by the Teaching and Scientific Council.
- (3) The mandate of the Ethics Committee members is three years.

### ***Students' Parliament***

#### **Article 130**

- (1) The Students' Parliament of the Faculty is a body where students exercise their rights and interests at the Faculty.
- (2) The Students' Parliament of the Faculty is elected directly, by a secret ballot, by students enrolled in the Studies in Medicine, in the academic year of the election.
- (3) The election of Student Parliament members is held in April, by the eighth of the month at the latest.
- (4) The composition and the election of the Students' Parliament is determined with a special general act of the Faculty.
- (5) The inaugural session of the new Students' Parliament is held on April 15.
- (6) The mandate of the Student Parliament members is one year.
- (7) The mandate of the Student Parliament member whose student status is finished in the study program realized at the Faculty, is terminated on the date of its termination status and additional elections are conducted within the next 15 days.
- (8) For the Student Parliament member whose mandate expired on the basis of paragraph 7 of this Article, functions in other bodies of the Faculty, where he was elected or nominated by the Students' Parliament, will also stop.

## ***Students' Parliament Competences***

### **Article 131**

(1) The Students' Parliament of the Faculty:

- 1) elects and dismiss the President and Vice President of the Students' Parliament of the Faculty;
- 2) issues general acts on its work;
- 3) establishes working groups that deal with specific tasks and duties of the Students' Parliament;
- 4) appoints and dismisses student representatives in institutions and bodies of the Faculty;
- 5) identifies the proposal for the appointment and the dismissal of the Student Vice-Dean;
- 6) adopts the annual plan and program of activities of the Students' Parliament;
- 7) considers issues related to Quality Control and Quality Enhancement of teaching, reforms of study programs, efficiency analysis of studying, determining number of ECTS credits, improving student mobility, encouraging Scientific Research of students, protection of students' rights and improvement of students standards;
- 8) to organize and implement programs of students' extracurricular activities;
- 9) to participate in the process of self-evaluation of the Faculty;
- 10) realizes students cooperation between Faculties and International cooperation;
- 11) appoints and dismisses student representatives in bodies of other institutions and associations where student representatives of the Faculty are included, in accordance with the general act of an institution, an association, or a Faculty;
- 12) adopts the annual report on the work of the Student Vice-Dean;
- 13) sets out a draft plan of resources of financing and ways of spending the funds necessary to accomplish the activities of the Students' Parliament and submits it to the Dean who will, according to real possibilities of the Faculty, include it in the draft of the financial plan of the Faculty;
- 14) adopts the annual report, submitted by the President of the Students' Parliament;
- 15) organizes elections for the Students' Parliament of the University, in accordance with the Statute of the University;
- 16) coordinates the work with the Students' Parliament of the University;

17) assists the implementation of the program of professional and other organizations that can contribute to improving working conditions, education, mobility, recruitment and the promotion of solidarity, equality, tolerance and human rights;

18) performs other duties, in accordance with the Law, the Statute and general acts of the Faculty.

(2) The Students' Parliament will elect or propose representatives for the bodies of the Faculty in a timely manner.

(3) In case the Students' Parliament does not elect representatives for the bodies of the Faculty for a longer period, thus impeding the work of the Faculty, the Dean may request the convening of the meeting of the Students' Parliament where this problem will be discussed and the solution adopted, where the Dean is required to attend.

## **IX. PROFESSORS AND ASSOCIATES OF THE FACULTY**

### **Article 132**

(1) Teaching and Research work is carried out at the Faculty by Professors and Associates.

(2) Professors and Associates are persons elected under conditions specified by the Law and the Statute, for the realization of Teaching and Research work at the Faculty.

### ***Professors and Associates Rights and Responsibilities***

### **Article 133**

(1) In order to achieve objectives and tasks, defined by the Law and the Statute, Professors and Associates have the following Rights and Responsibilities:

1) to perform teaching, according to the contents and the estimated number of hours, stipulated by the study program and teaching plan and participate in all other forms of teaching;

2) that their work and behavior preserve and enhance the reputation of the Faculty and comply with the Code of Professional Ethics of the University;

3) to achieve objectives and tasks related to the Higher Education and Training, defined by the Law;

4) to actively, continuously and responsibly deal with Teaching and Scientific work at the Faculty and its bases and to constantly update the content of the Teaching process with the results of its Scientific and other activities;

5) to review and to propose improvement of the Curriculum;

- 6) to organize and conduct Scientific Research, including work with the students;
- 7) to constantly meet students with modern Scientific achievements through the Teaching process;
- 8) to train Teaching, Scientific and professional youth and to contribute to their involvement in the process of Research;
- 9) to develop work habits of students, encourage them for creative work and develop their interest in further education;
- 10) to provide sources of modern, scientific and technical information and to prepare textbooks, manuals, scripts and other educational literature by themselves or in collaboration with other Professors and Associates;
- 11) to advocate for humane and progressive application of Medical science in Society and that Humanism is manifested through their work and behavior;
- 12) to keep records of attendance, passed exams and achieved student results, as provided by the general act of the Faculty;
- 13) to actively participate, with full professional engagement, in the work of Professional and Governing bodies of the Faculty and the University.

(2) In particular, Professors also have the Responsibility and the Right to:

- 1) recommend available textbooks and manuals for the course for which they are elected;
- 2) organize exams for students regularly, according to the prescribed schedule and deadlines, respecting the Rulebook on the examinations;
- 3) organize consultations with students for the purpose of mastering the Curriculum of the course;
- 4) mentor students in preparing final papers and dissertations;
- 5) develop collegial relationships with other members of the Academic community;
- 6) participate in Health care activities;
- 7) perform other duties stipulated by the Law, this Statute and general acts of the University and the Faculty.

(3) In particular, Associates also have the Responsibility and the Right to:

- 1) prepare and perform exercises under the supervision of the Professor;
- 2) assist the Professor in preparing the Teaching and Scientific process;
- 3) participate in the examination process, according to the study program and the teaching plan;

- 4) organize consultations with students;
- 5) work on their own professional development in order to prepare for the independent Scientific work, in order to acquire a higher academic degree - Doctorate degree;
- 6) develop collegial relationships with other members of the Academic community;
- 7) perform other duties stipulated by the Law, this Statute and general acts of the University and the Faculty.

### ***Persons who can perform the work of Professor and Associate***

#### **Article 134**

- (1) A person can perform the work of Professors and Associates that, besides basic conditions established by the Law, fulfills all special Election requirements for the appropriate Title of a Professor or an Associate, established by the Statute.
- (2) A person who is convicted of a criminal offense against sexual freedom, falsification of public documents issued by the Higher education institution or receiving a bribe while working in a Higher education institution, can not acquire the Title of a Professor or an Associate.
- (3) If a person, referred to in paragraph 2 of this Article, has already acquired the Title of a Professor or an Associate, the Teaching and Scientific Council of the Faculty decides to ban all its activities as a Professor or an Associate.
- (4) The employment is terminated for that person, referred to in paragraph 3 of this Article, in accordance with the Law.

### ***Employment of Professor and Associate***

#### **Article 135**

- (1) Professors and Associates are employed at the Faculty based on a competitive basis, in the manner and under the procedure, established by the Law and the Statute.
- (2) The employment of Professors and Associates is governed by Regulations on labor relations if the Law on Higher Education and the Statute does not regulate it otherwise.

### ***Professor and Associate Title***

#### **Article 136**

- (1) Professor Titles at the Faculty are: Assistant Professor, Associate Professor and Professor.
- (2) Associate Titles at the Faculty are: Teaching Associate and Teaching Assistant.
- (3) The teaching of Foreign language at the Faculty can be performed by Professors with the Title of Foreign language Professor.

(4) In order to satisfy all needs of the various aspects of teaching at the Faculty, other Titles of Associates can be established, in accordance with the Law.

(5) Associate Title, referred to in paragraph 4 of this Article, with election requirements and other issues is governed by the Regulations on the Associate Title, adopted by the General Council of the Faculty at the proposal of the Teaching and Scientific Council.

### ***Election Requirements for Professors***

#### **Article 137**

(1) A Professor is elected for Specific Scientific field, established by the Statute.

(2) A person can be elected for the Professor Title if it meets all requirements prescribed by the Law, detailed requirements established by the general act on the requirements for professor and associate titles, adopted by the Senate of the University and this Statute.

(3) In particular, the candidate has to have:

1) a PhD title, based on a defense of a Doctoral thesis that was approved on the basis of previously applicable Laws or after completing Doctoral studies comparable to Doctoral studies at a Faculty or a University recognized in the country or a PhD diploma obtained abroad and validated at the University of Belgrade;

2) an adequate Specialization, in cases where such Specialization exists.

(4) A Professor or an Associate who have seriously violated the norms of Ethical behavior in the previous election period, for which disciplinary or other measures were conducted against him and was sentenced by the Professional Ethics Committee at the University for violation of Ethical norms, can not be elected to a Higher title in the forthcoming election period.

### ***Elements for the Evaluation during the Election Process***

#### **Article 138**

(1) During the election process of Professors, following things will be evaluated:

1) Scientific Research and professional work of the candidate;

2) work on the development of teaching and pedagogical work of the candidate;

3) work on the development and provision of teaching of young researchers;

4) work in professional organizations and other activities important for the development of the Scientific field and the Faculty.

(2) With working on the Managing academic position at the University or the Faculty (Rector, Vice-Rector, Dean, Vice-Dean) for more than 18 months in the past five years, the candidate meets the requirements from points 2-4 of the paragraph 1 of this Article.

(3) In the election of an Assistant professor, published Scientific papers have to be mainly from the Specific Scientific field for which the candidate will be elected and in the election for Higher titles, published Scientific papers must be from the Specific Scientific field for which the candidate will be elected.

(4) For every Title, prior pedagogical internship is required, whose length depends on the position for which the candidate will be elected.

(5) Exceptionally, if justified by staffing needs and documented as a broader interest of the Faculty, a person can be elected as an Assistant professor who does not have full years of service in teaching, or proper assessment of the students, a younger candidate, provided that it obtained a Senior Research Associate Title granted by the Ministry of Science and Environmental Protection; that it meets the criteria of the Ministry for the position of Senior Research Associate for the Specific Scientific field; that he participated in some form of teaching activities at the Faculty in the past five years; or that he participated in the implementation of the Project relevant for the Specific Scientific field where the Faculty was also involved.

(6) For meeting the numerical criteria in determining proposals for the Election of Professors, all published papers are taken into consideration, all Scientific results of the candidate (the entire oeuvre of the candidate).

(7) Published papers are those published in paper or electronic form (if the journal is published in electronic form) or papers for which there are letters from the Editor confirming that it is accepted for the publication without further amendments, dated (latest) with the date of reporting for the Call.

(8) Evaluation of the results of the pedagogical work of the candidate is given based on the results shown in working with students, in accordance with the general act adopted by the University Senate, based on the cumulative results of valid surveys conducted in accordance with the relevant regulations of the Faculty.

(9) Evaluation of results, in the development of teaching and other activities of the Faculty and the evaluation of results achieved in the provision of young researchers, are given by the Department where the candidate is teaching.

(10) Evaluation of participation in professional organizations and other activities important for the development of the Scientific field and the Faculty is given on the basis of verifiable data provided by the candidate.

### ***Assistant Professor***

#### **Article 139**

(1) When electing an Assistant professor, in addition to requirements from the Article 137 and 138 of this Statute, a person who previously had a Teaching assistant Title must meet the following requirements:

1) that the person has obtained a PhD, in accordance with the Article 137 paragraph 3 point 1;

2) that the person published professional and Scientific papers and at least:

- One paper *in extenso* in journal/journals with (cumulative) impact factor from the Journal Citation Report (JCR) list whose value is at least one;

- One paper *in extenso* in the journal indexed in the SCI Expanded Database without the impact factor;

- Two papers *in extenso* in journals indexed in MEDLINE database.

3) At least six years of teaching experience as a Teaching assistant, that the person actively, with full teaching hours provided for the curriculum, performed appropriate teaching methods for Teaching assistant Title, at least four years in the past eight years, that is determined on the basis of evidence led by the Department and based on a written report submitted by the Head of Department.

4) that the person is not rated with the grade worse than "good" more than twice, by students;

5) that the person has a positive evaluation of its work from the Article 138, paragraph 8.

(2) If a person already had an Assistant Professor Title, it must meet the following requirements::

1) that in the past five years the person achieved Scientific and professional results at least equivalent to those required for the election to the position of an Assistant Professor under paragraph 1, item 2 of this Article;

2) that in the past five years the person had at least three years of teaching, fulltime teaching hours, for the study program and participated in the programs of postgraduate studies with no less than the average number of hours for professors in that Department;

3) that the person guided the creation of at least two graduate papers or one postgraduate paper;

4) that it participated at least twice in Commissions for the defending of graduate papers; or participated at least once in the Committee for the defense of papers of postgraduate studies or in the Committee for the defense of the Doctoral thesis;

5) that the person is not rated with the grade worse than “good” more than twice in the past five years, by students;

6) that the person has a positive evaluation of its work from the Article 138, paragraph 8, in the past five years.

(3) Exceptionally, if justified by staffing needs and documented as a broader interest of the Faculty, a person can be elected as an Assistant professor who does not have full years of service in teaching or proper assessment of the students, a younger candidate, in accordance with the Article 138 paragraph 5.

#### **Article 140**

(1) The advantage in electing an Assistant Professor has a person that has:

1) higher number of papers in peer-reviewed journals;

2) higher number of papers as the first author;

3) higher volume of theoretical and practical training that students rated with a score greater than 4;

4) a higher number of proposed and performed elective courses;

5) higher number of proposed and adopted teaching modules in Doctoral studies and higher participation in teaching at Doctoral studies;

6) higher number of hours in courses of specialization;

7) higher number of mentorship and participation in Commissions;

8) higher number of proposed, adopted and performed programs of Continuing Medical Education that are not rated with less than 3.75 by the participants;

9) published books, textbooks, monographs and handbooks in relevant fields.

#### ***Associate Professor***

#### **Article 141**

(1) When electing an Associate professor, a person has to have, in addition to requirements from the Article 137 and 138 of this Statute:

1) higher number of Scientific papers relevant to the development of Science in the Specific Scientific field, published in leading International or National peer-reviewed journals;

2) an original professional accomplishment (a project, study, patent, original method...) or management or participation in relevant projects;

3) published textbook, monograph, handbook or tasks collection for the relevant Specific Scientific field he is elected;

4) a number of papers presented at International and National conferences.

(2) Requirements referred to in paragraph 1, point 1-4 of this Article are fulfilled if the person has:

1) at least three papers *in extenso* in journals with (cumulative) impact factor from the Journal Citation Report (JCR) list whose value is at least two. The candidate should be the first author of at least one paper, with at least two papers published in the last five years;

2) at least two papers *in extenso* in the SCI Expanded Database without the impact factor and four papers *in extenso* in journals indexed in MEDLINE database;

3) a book from the relevant Scientific field, a textbook from the relevant Scientific field or a chapter in the official textbook for the relevant Scientific field he is elected for;

4) the Coordinator status in a Scientific Research or professional project or an associate status in such a project;

5) at least 11 years of experience in pedagogical work, of which at least 5 years as an Assistant Professor;

6) when electing as an Assistant professor, at least three years of teaching with full teaching hours for the Curriculum and participation in programs of postgraduate studies with the average number of hours for Professors at the Department, in the past five years;

7) that the person guided the creation of at least two graduate papers or one postgraduate paper;

8) that it participated at least twice in Commissions for the defending of graduate papers; or participated at least once in the Committee for the defense of papers of postgraduate studies or in the Committee for the defense of the Doctoral thesis;

9) that the person has a positive evaluation of its work from the Article 138, paragraph 8, in the past five years.

#### **Article 142**

(1) The advantage in electing an Associate Professor has a person that has:

1) higher number of papers in peer-reviewed journals;

2) higher number of papers as the first author;

- 3) higher volume of theoretical and practical training that students rated with a score greater than 4;
- 4) a higher number of proposed and performed elective courses;
- 5) higher number of proposed and adopted teaching modules in Doctoral studies and higher participation in teaching at Doctoral studies;
- 6) higher number of hours in courses of specialization;
- 7) higher number of mentorship and participation in Commissions;
- 8) higher number of proposed, adopted and performed programs of Continuing Medical Education that are not rated with less than 3.75 by the participants;
- 9) published books, textbooks, monographs and handbooks in relevant fields.

***Professor***

**Article 143**

(1) When electing a Professor, a person has to have, in addition to requirements from the Article 139 of this Statute:

- 1) high number of Scientific papers that affect the development of Scientific thought in the Specific Scientific field, published in International or National leading peer-reviewed journals;
- 2) high number of Scientific papers and reports presented at both International and National Conferences;
- 3) published textbook or monograph;
- 4) an original professional accomplishment (a project, study, patent, original method...) or management or participation in relevant projects;
- 5) achieved results in the development and provision of young teachers and young researchers at the Faculty, particularly as a mentor of master's theses or doctoral dissertations, specialist papers, specialist academic studies papers and participation in Commissions for evaluation and defense of Master and Specialist thesis or Doctoral dissertation.

(2) Requirements referred to in paragraph 1, point 1-5 of this Article are fulfilled if the person has:

- 1) at least six papers *in extenso* in journals with (cumulative) impact factor from the Journal Citation Report (JCR) list whose value is at least four. The candidate should be the first author of at least two papers, with at least two papers published in the last five years;

- 2) at least four papers in journals indexed in the SCI Expanded Database without the impact factor and eight papers in journals indexed in MEDLINE database;
- 3) a book from the relevant Scientific field, a textbook from the relevant Scientific field or a chapter in the official textbook for the relevant Scientific field he is elected for;
- 4) the Coordinator status in a Scientific Research or professional project or an associate status in such a project, with at least five publications or reports that have arisen from working on the project;
- 5) at least 16 years of experience in pedagogical work, of which at least 5 years as an Associate Professor;
- 6) at least three years of teaching with full teaching hours for the Curriculum and participation in programs of postgraduate studies, with the average number of hours according to the decision of the Specialist Studies Council, in the past five years;
- 7) that the person guided the creation of at least one Doctoral dissertation as a mentor or a co-mentor, except for Professors from the Specific Scientific fields: Chemistry in Medicine, Medical Biophysics and Humanistic Sciences;
- 8) that the person guided the creation of at least four graduate papers or two postgraduate papers;
- 9) that it participated at least four times in Commissions for the defending of graduate papers; or participated at least two times in the Committee for the defense of papers of postgraduate studies or in the Committee for the defense of the Doctoral thesis;
- 10) that the person is not rated with the grade worse than “good” more than twice in the past five years, by students;
- 11) that the person has a positive evaluation of its work from the Article 138, paragraph 8, in the past five years.

#### **Article 144**

(1) The advantage in electing a Professor has a person that has:

- 1) a number of papers in peer-reviewed journals;
- 2) a number of works as a first author;
- 3) a significant professional, National or International recognition for its Scientific activity or practice;

- 4) the membership in professional and Scientific associations and Academies where members are elected or where the number of members is limited;
  - 5) Chairing National and International professional and Scientific associations;
  - 6) managing International projects;
  - 7) a number of projects with the Coordinator or Principal Researcher status;
  - 8) higher volume of theoretical and practical training that students rated with a score greater than 4;
  - 9) a higher number of proposed and performed elective courses;
  - 10) higher number of proposed and adopted teaching modules in Doctoral studies and higher participation in teaching at Doctoral studies;
  - 11) higher number of hours in courses of specialization;
  - 12) higher number of mentorship and participation in Commissions;
  - 13) higher number of proposed, adopted and performed programs of Continuing Medical Education that are not rated with less than 3.75 by the participants;
  - 14) published books, textbooks, monographs and handbooks in relevant fields.
- (2) A person elected to the position of a Professor submits a report on its work to the Dean of the Faculty every five (5) years, which is available for the public on the website of the Faculty.

#### ***Foreign language Professor***

#### **Article 145**

(1) Person can be elected as a Foreign language Professor at the Faculty if it has adequate Higher education, published professional or Scientific papers in the appropriate Scientific field and necessary skills for teaching.

#### **Article 146**

(1) A person who will teach a Foreign language at the Faculty can be elected to the Professor Title from the Article 136, paragraph 1, under the conditions stipulated by the Law on Higher Education and if it meets the usual requirements for election into teaching position at the appropriate group of the Faculty of Philology of Faculty of Philosophy, University of Belgrade.

(2) Requirements, in paragraph 1 of this Article, are determined by obtaining the opinion of the Faculty of Philology of Faculty of Philosophy, University of Belgrade.

(3) The procedure for the election of the person who will teach a Foreign language at the Faculty is initiated by the Department of Humanistic Sciences and the justification is determined by the

Dean, appreciating the importance of the work of the candidate for the improvement of the profession and, in particular, the relevance for Medical-Biological Sciences.

(4) The Dean appoints a Committee consisted out of three members, from the Department of Humanistic Sciences, as a rule, that will submit to the Dean its opinion on fulfillment of requirements, referred to in paragraph 1-3 of this Article.

(5) A positive opinion of the Committee is a recommendation to the Dean to announce a Call for the election of Professors for Foreign language for the appropriate Title, if there is a need at the Faculty for this position.

### ***Election Requirements for Associates***

#### **Article 147**

(1) For a Teaching Associate in pre-clinical courses a person can be elected who is a student of Specialist academic studies, or Doctoral studies, with completed Studies of Medicine and with a grade point average at least eight (8).

(2) If there are several candidates for one position of a Teaching Associate, under the same or similar conditions, the advantage has a person that has:

1) a higher grade point average in core courses;

2) shorter period of studies;

3) a proven sense for Scientific Research;

4) active knowledge of Foreign languages;

5) a younger candidate;

6) a higher grade during studies from the course that is being elected for, referred to in paragraph 1.

(3) The person, referred to in paragraph 1 of this Article, will conclude a Contract of employment for a period of one year, with the possibility of extending the Contract for another year during studies, but no later than the end of the academic year in which the studies end.

(4) The Contract, referred to in paragraph 3 of this Article, is concluded by the Dean of the Faculty.

### ***Teaching Assistant***

#### **Article 148**

(1) For a Teaching Assistant in pre-clinical courses a person can be elected who is a student of Doctoral Studies or with a title of Master of Science with an approved Doctoral dissertation, with

completed Studies of Medicine with a grade point average at least eight (8) and with a proven sense for teaching.

(2) Exceptionally, for a Teaching Assistant in the Specific Scientific field of Human Genetics, Chemistry in Medicine, Medical Biophysics and Humanistic Sciences a person can be elected who is a student of Doctoral Studies or with a title of Master of Science with an approved Doctoral dissertation, with completed relevant studies with an grade point average at least eight (8) and with a proven sense for teaching.

(3) For a Teaching Assistant in Clinical courses, a person can be elected who has completed relevant Health specialization, completed Studies in Medicine with an grade point average at least eight (8), who is enrolled in Specialist academic studies of the corresponding field (or Doctoral studies) and who has at least five papers *in extenso* in peer-reviewed journals.

(4) For a Teaching Assistant in Clinical courses, a person can be elected who has completed relevant Health specialization, completed Studies in Medicine with an grade point average at least eight (8) and who obtained the title of Master of Science with an approved Doctoral dissertation.

(5) If there are several candidates for one position of a Teaching Assistant, under the same or similar conditions, the advantage has a person that:

1) has higher Scientific competence;

2) has higher grade point average;

3) is a younger candidate.

(6) The person elected to the position of a Teaching Assistant will conclude a Contract of employment for a period of three years, with the possibility of extending the contract for another three years.

(7) The Contract, referred to in paragraph 6 of this Article, is concluded by the Dean of the Faculty.

### ***Pedagogical Internship***

#### **Article 149**

(1) The pedagogical internship does not include sick leave more than one year, maternity leave and leave for military service, the absence of longer than three months (working abroad, professional training independent of the need and interest of the Department and the Faculty).

(2) Time spent on a maternity leave, not longer than two years, can count as it is in the best interest of the Department and the candidate, with the decision of the Dean.

## ***Election Process and the Employment of Professor and Associate***

### **Article 150**

- (1) The Election for the Title of Professor is performed by the University, on the established proposal of the Faculty.
- (2) The Election for the Title of Associate is performed by the Electoral Council of the Faculty.
- (3) The Dean announces a Call for the employment and the obtaining a Title at least six (6) months prior to the expiry of the Contract of employment, taking into account the fulfillment of all requirements, referred to in the Article 137-144 of the Statute.

### **Article 151**

- (1) The person is elected for a Title of an Assistant Professor and an Associate Professor for a definite period of five (5) years.
- (2) The person may be elected for the same Title repeatedly, according to the Call, if it meets all requirements from the Law and the Statute of the Faculty.
- (3) For the Title and the position of a Professor, the Election is made for an indefinite period.

### ***Advancement outside of the procedure***

### **Article 152**

- (1) When it comes to an exceptional candidate, the advancement outside of the procedure is possible, including a detailed and reasoned proposal of the Department if:
  - 1) the candidate meets all requirements stipulated for the regular Election for a Higher Title, except the length of the previous teaching experience at the Faculty;
  - 2) the candidate has a definite support of the Department.
- (2) For the advancement outside of the procedure in a Title of an Assistant Professor, in addition to all requirements referred to in paragraph 1 of this Article, it is also necessary:
  - 1) that the candidate has twice as many papers, in all aspects, from the number required for a regular advancement;
  - 2) that the candidate has published a book or a monograph in the relevant field, or a textbook for the course that is elected for, or that he wrote a chapter in the official textbook for the course that it is elected for;
  - 3) that the candidate participates in the implementation of a Research project.
- (3) For the advancement outside of the procedure in a Title of an Associate Professor, in addition to all requirements referred to in paragraph 1 of this Article, it is also necessary:

1) that the candidate has twice as many papers, in all aspects, from the number required for a regular election;

(4) For the advancement outside of the procedure in a Title of a Professor, in addition to all requirements referred to in paragraph 1 of this Article, it is also necessary:

1) that the candidate has twice as many papers, in all aspects, from the number required for a regular election;

2) that the candidate has achieved significant results in International professional activities;

3) that the candidate is a member of both National and International professional and Scientific associations, where the number of members is limited.

### ***Initiation of the Election Process***

#### **Article 153**

(1) The Election process for the Title and the position of a Professor or an Associate is initiated by the Department for Specific Scientific field, with a reasoned proposal to the Dean.

### ***Commission for the preparation of the report***

#### **Article 154**

(1) Electoral Council of the Faculty appoints the Commission for the preparation of the report, within 15 days of the announcement of the Call, as a rule.

(2) The Commission for the preparation of the report on the candidates, for the Election for the Title of a Professor or an Associate, consists of at least three Professors from the Specific Scientific field in which the Professor is elected for, with at least one of them not employed at the Faculty.

(3) The composition of the Commission can include Researchers with Scientific titles, obtained on the basis of the Law on Scientific for the Specific Scientific field in which the Professor or an Associate is elected for.

(4) Commission members, under paragraph 4 of this Article, can be the same or higher Academic title or the same or higher Scientific title, according to the equivalence of Academic and Scientific titles for which the Professor is elected for, defined by the Law.

### ***Commission Report***

#### **Article 155**

(1) The Commission will prepare a Report on all candidates, within 60 days of the expiry of the deadline of the Call for applications, as a rule.

(2) If the Commission does not prepare a Report within the period referred to in paragraph 1 of this Article, for which there is no reasonable grounds, Electoral Council will establish a new Commission, whose composition would be proposed by the Dean.

#### **Article 156**

(1) Commission Report contains:

- 1) Biography information;
- 2) Information on published Research papers;
- 3) Research results evaluation, under the requirements in the Article 137-148 of this Statute;
- 4) evaluation of results in the development of Teaching and other activities of the Faculty, together with results achieved in the provision of Teaching and Scientific youth, from the Department in which the Professor or an Associate performs Teaching;
- 5) evaluation of results of pedagogical work of the candidate, taking into account the assessment of students, in accordance with the decision of the University Council;
- 6) proposal for the Election for the Title of Professors or the proposal for the Election for the Title of Associates.

(2) Commission Report is made open to the public for 30 days on the notification board of the Faculty and the Faculty website.

#### ***Electoral Council work***

#### **Article 157**

(1) Electoral Council works in accordance with the Article 122 of this Statute.

(2) Defined proposal for the Election for the Title of Professor is made by all members of the Electoral Council from the rank of Professors, in the same or higher position and the decision about the Election for the Title of Associate is made by all members of the Electoral Council.

(3) Defined proposal for the Election for the Title of Professor and the decision about the Election for the Title of Associate is made by a majority of votes of present members of the Electoral Council that have the right to decide.

(4) If the Electoral Council does not elect the proposed candidate for the Title of an Associate, the proposed candidate can submit a complaint to the General Council of the Faculty within 15 days of the receipt of the decision of the Electoral Council.

(5) If the Electoral Council does not define the proposal for the Election for the Title of Professor proposed by the Commission for the preparation of the report, the candidate can submit a

complaint to the General Council of the Faculty within 15 days of the receipt of the decision of the Electoral Council.

(6) If the Commission for the preparation of the report gave a negative proposal for the Election of the candidate for the Title of an Associate, or the Title of Professor, the Electoral Council will declare about the acceptance of the Commission's opinion.

(7) If a negative proposal of the Commission for the preparation of the report is accepted, the Faculty will announce a new Call.

(8) If a negative proposal of the Commission for the preparation of the report is not accepted, the Electoral Council will elect a new Commission for the preparation of the report.

(9) If in the process of deciding on the complaint, the General Council of the Faculty determines that there has been a violation of the Election process, it will submit the complaint to the Electoral Council, in order to eliminate violations of the process and to issue a legal decision.

(10) If the General Council of the Faculty determines that the violation of the Election process did not occur, the complaint will be dismissed as unfounded.

(11) The General Council of the Faculty is obliged to consider the complaint within 15 days of the receipt of the complaint, as a rule.

(12) If the Electoral Council does not choose any of the proposed candidates for the Title of an Associate, the Dean can announce a new Call.

### ***Delivering Electoral Council Decision to the University***

#### **Article 158**

(1) The Dean submits the decision of the Electoral Council of the Faculty, together with the defined proposal for the Election for the Title of Professor, to the University, for making a decision on the Election.

(2) A person proposed by the decision of the Electoral Council of the Faculty, for the Election for the Title of Professor that is not elected at the University, can file a complaint concerning the decision of the competent authority of the University, to the University Senate, within 15 days of the receipt of the decision, through the Electoral Council of the Faculty.

(3) The method and the Election process for the Title of Professor are closely regulated by the general act of the University, adopted by the Senate.

(4) If the competent authority of the University, even after deciding on the complaint, does elect the candidate, the Dean can announce a new Call.

(5) A person elected for the Title of Professor concludes the Contract of employment with the Dean.

***Contract with teachers outside of the Faculty***

**Article 159**

(1) If, in addition to Teaching Assistants, there are no candidates applied for the Call for the Election for the Title of Professor or an Associate, or the applied candidates do not qualify for the position, the Dean of the Faculty may conclude a Contract on performing certain forms of teaching, for the Specific Scientific field, with the Professor or the Associate from another Faculty, that was elected for that Specific Scientific field where the course belongs, for maximum duration of one academic year.

***Professors and Associates for Specific Scientific fields***

**Article 160**

(1) Professors and associates are proposed for the Election or elected for the Title in the Specific Scientific fields.

(2) Specific Scientific fields, for which the Faculty is academically competent for, are following:

- 1) Anatomy;
- 2) Bioethics;
- 3) Medical Biophysics;
- 4) Gynecology and Obstetrics;
- 5) Dermatovenerology;
- 6) Epidemiology;
- 7) Internal Medicine;
- 8) Infectious Diseases;
- 9) Occupational Medicine;
- 10) Medical and Clinical Biochemistry;
- 11) Medical Physiology;
- 12) Microbiology;
- 13) Immunology;
- 14) Neurology;
- 15) Nuclear Medicine;

- 16) Otorhinolaryngology with Maxillofacial Surgery;
- 17) Ophthalmology;
- 18) Pathology;
- 19) Pathological Physiology;
- 20) Pediatrics;
- 21) Psychiatry;
- 22) Radiology;
- 23) Social Medicine;
- 24) Medical Statistics and Informatics;
- 25) Forensic Medicine;
- 26) Pharmacology, Clinical Pharmacology and Toxicology;
- 27) Physical Medicine and Rehabilitation;
- 28) Chemistry in Medicine;
- 29) Hygiene with Medical Ecology;
- 30) Surgery with Anesthesiology;
- 31) Histology and Embryology;
- 32) Human Genetics.

(3) Based on the defined teaching needs, the Faculty initiates the nomination procedure for the Election or initiates the Election process for the Title of a Professor or an Associate for the Specific Scientific field, for which the Faculty is not academically competent, in accordance with the general act of the University.

### ***Place of Teaching performance***

#### **Article 161**

(1) Professors and Associates simultaneously perform practical work in Institutes and Clinics that are Teaching bases of the Faculty, within their full working hours, as defined by the general act of the Faculty and the Contract between the Faculty and its Teaching base.

(2) If Professors and Associates move to the Institute or the Clinic that is not a Teaching base of the Faculty, their employment at the Faculty is terminated.

### ***Scope of Teaching***

#### **Article 162**

(1) The minimum scope of participation, in all forms of teaching for Professors and Associates is regulated by norms and standards adopted by the Government of the Republic of Serbia.

### ***Discontinuation of Employment and the Election period***

#### **Article 163**

(1) For the Professor or the Associate that is on a leave for military service, maternity leave, the absence for a special care of a child or another person or on a sick leave for more than six months, the Election period and the Employment will be extended for that time, unless the employee decides otherwise.

(2) The Professor or the Associate that is on an unpaid leave or discontinuation of employment has the right to an extension of the Election period, in accordance with the Law.

### ***Sabbatical leave***

#### **Article 164**

(1) For the Professor or the Associate that is on a professional or Scientific training, or a preparation of a Scientific paper, can be granted with a sabbatical leave lasting up to one academic year, if they have been working at the Faculty for at least five years.

### ***Visiting Professor***

#### **Article 165**

(1) The Faculty can engage Professor from other Universities and Faculties outside the territory of the Republic of Serbia as a Visiting Professor, without the open Call, for programs of postgraduate studies, as a rule.

(2) The decision on the engagement of the Visiting Professor is made by the Teaching and Scientific Council of the Faculty, on the defined proposal of the relevant Department which was discussed and adopted at the Specialist Studies Council, or at the Scientific Council, if a Professor will be engaged in Doctoral studies.

(3) Rights and responsibilities of a Visiting Professor are governed by the Contract of engagement for teaching, under the conditions and in the manner prescribed by the general act of the Faculty.

### ***Invited Lecturer***

#### **Article 166**

- (1) The Faculty can choose an eminent expert or a Researcher, who is not engaged with the University, for the Title of an Invited Lecturer, who will participate in the realization of postgraduate forms of teaching, to the extent specified in the Statute of the University.
- (2) For every field, only one Invited Lecturer can be selected.
- (3) The Election is performed by the Teaching and Scientific Council of the Faculty.
- (4) The procedure for the Election of the Title of an Invited Lecturer is governed by Specific Regulations of the Faculty.

### ***Professor Emeritus***

#### **Article 167**

- (1) On the proposal of the Faculty, the University Senate can award the Title of *Professor Emeritus* to the Professor in retirement, that will particularly emphasize his Scientific work, gained International reputation and achieved results in providing and teaching of young researchers in the field for which he was elected, in accordance with the general act passed by the University Senate.
- (2) For a Specific Scientific field, only one *Professor Emeritus* is chosen for life.
- (3) The initiative to start the procedure for establishing the proposal of the Faculty for the Election to the Title of *Professor Emeritus* is made by at least seven active Professors of the Faculty, together with mandatory support of the Department where the candidate worked, until the moment of the retirement.
- (4) The initiative should contain an assessment of all elements of its work, provided by the general act of the University, especially:
  - 1) the outstanding contribution to the Science, the profession and the teaching at the Faculty,
  - 2) the outstanding contribution to the work and the development of the University, the Faculty and Organizational units of the Faculty,
  - 3) the work in all forms of teaching to the full extent, until retirement and engaging in professional and Scientific work after retirement,
  - 4) the membership in professional and Scientific associations and Academies where members are elected or where the number of members is limited,

5) other elements predicted by the ordinance of the University or indicating an exceptional value of the candidate.

(5) If the Teaching and Scientific Council of the Faculty adopts the initiative, the Dean will refer it to the University Senate, with the explanation based on the elements, referred to in paragraph 4 of this Article;

(6) Elected *Professor Emeritus* will sign a Contract with the Faculty in which, in accordance with the general act of the University, its rights and responsibilities will be specified, the scope of its participation in teaching, remuneration and other elements of importance to the work of a *Professor Emeritus* at the Faculty.

(7) The procedure of awarding the Title of *Professor Emeritus* is initiated by the Faculty at which the person was employed full-time, for a period of minimum five years.

### ***Employment outside of the Faculty with avoiding conflict of interest***

#### **Article 168**

(1) Scientific, teaching or professional actions of Professors and Associates outside of the University, as well as interests arising from such actions, should not be in conflict with the interests of the University and the Faculty.

(2) In order to prevent a situation of conflict of interest, the Professor or an Associate may sign a Contract that would engage him in work of another Higher education institution, only with the previous approval of the Professional body of the Faculty.

(3) Conditions and procedures for issuing the approval for the participation of Professors and Associates at another Higher education institution are regulated by the general act, adopted by the University Senate.

(4) The Dean may prohibit, restrict or condition a Contract of employment of a Professor or an Associate, referred to in paragraph 1 of this Article, with legal entities outside the University or with entrepreneurs, if such a Contract would negatively affect the work or the reputation of the Faculty or if it is a Contract with an organization whose activity competes with the Faculty, in terms specified in the general act, referred to in paragraph 3 of this Article.

(5) On the decision, referred to in paragraph 4 of this Article, a person can file a complaint to the General Council of the Faculty, who will make the final decision.

(6) A Professor, a Researcher or an Associate who is, directly or through affiliated entities, under the Law on Business Companies:

1) an entrepreneur;

2) a member of a Company; or

3) a person that has a controlling stake in a Company, where the entrepreneur, or the Company with its activities competes with the University, or the Faculty, in terms specified in the general act, referred to in paragraph 3 of this Article, will be obliged to suspend this status in the period set by the Dean.

(7) If a Professor or an Associate at the Faculty did not declare its involvement in another institution during the Election process for the governing functions at the Faculty, an impeachment may be initiated.

(8) A determined engagement of Professors or Associates, as defined in the paragraph 4 and 5 of this Article, is a ground for an immediate suspension of all governing functions and the initiation of an impeachment procedure.

(9) Concluding a Contract of engagement at another Higher education institution without previous approval of the Professional body of the Faculty, as well as contempt of the order of the Dean, from the paragraph 4 and 6 of this Article, constitutes a breach of the work discipline.

### ***Termination of Employment due to retirement***

#### **Article 169**

(1) An employment for a Professor will be terminated in the end of the academic year in which the Professor will be 65 years old and with at least 15 years of employment insurance.

(2) For the person, referred to in paragraph 1 of this Article, with the Professor Title, the employment can be extended up to three academic years.

(3) The proposal of the decision on the extension of employment is brought by the Teaching and Scientific Council of the Faculty, by June 30 of the academic year in which the candidate for the extension of employment reaches the age of 65 years, at the latest and it is sent to the University Senate.

(4) The proposal of the decision, referred to in paragraph 3 of this Article, can be made if:

1) there is a detailed reasoned request of the Department;

2) on the course the candidate for the extension of the employment is elected for at the Faculty, there is no more than three Professors employed, also in the period of last three years;

3) there is a report of the Dean that with the current Human Recourses at the Faculty it is not possible to provide the basic teaching needs of the Faculty by engaging other Professors of the Faculty;

4) the course the candidate for the extension of the employment is elected for has a compulsory course status in the Study program, where it does not count the fact that the candidate from the point 2 of this paragraph is engaged in teaching of the elective course, or a second course as well;

5) a candidate for the extension of the employment, in the past 15 years, had at least one elected Associate for the course, referred to in the point 2 of this paragraph; and

6) the number of teaching hours, that a candidate for the extension of employment held and a number of candidates that he tested in the last 10 years is at least 5% higher than the average for the year where the course is defined for, whereby if the candidate was the governing organ of the Faculty or the University during this period, the duration of the mandate will be excluded, if it is more favorable for the candidate.

(5) A Professor, whose employment was terminated due to retirement, retains the Title he had at the moment of the retirement.

(6) A Professor, referred to in paragraph 5 of this Article, no longer than another two academic years, may:

1) maintain commitments undertaken as a mentor or a member of the Commission for the preparation and public defense of Master's thesis in Master academic studies, according to the University Act ("Official Gazette RS", No. 21/02), or as a mentor or a member of the Commission for the preparation and public defense of the final papers in Integrated academic studies and Doctoral dissertations;

2) perform all forms of postgraduate studies and to be a member of the Commission in the process of preparation and public defense of final papers of postgraduate studies, on the basis of the decision of the Teaching and Scientific Council of the Faculty.

### ***Termination of Employment due to failure of promotion or the loss of a Title***

#### **Article 170**

(1) The Employment of Professors and Associates at the Faculty, that are not elected for the same or promoted to a Higher Title, will be terminated upon the expiration of the period for which they were elected.

(2) With the person, referred to in paragraph 1 of this Article, the Faculty can conclude a Contract of employment in the adequate Title of an Associate for pre-clinical courses, if it estimates that there is a need for an Associate in teaching or in Scientific Research.

(3) If the person was not elected, or there was a termination of employment, in accordance with the Law, other than the Article 169, paragraph 1 and 2 of this Statute and the Article 175, point 6

of the Labor Law ("Official Gazette RS", No. 24/05, 61/05), the Professor or an Associate will lose its Title that it had until the moment of the non-election or the termination of employment.

### ***Non-teaching Staff***

#### **Article 171**

(1) Non-teaching staff of the Faculty consists of Non-teaching employees in the Organizational units of the Faculty of pre-clinical and clinical courses, Organizational unit Center for Publishing, Libraries and Informatics activities and Administrative services of the Faculty.

### ***Establishment of Employment***

#### **Article 172**

(1) Professional, administrative and technical tasks are performed by the employees at the Faculty, that meet requirements specified in the general act on systematization.

(2) The Call for the employment and concluding a Contract of employment is possible only if that position is provided with the general act and the means are provided for funding it.

### ***Administrative Services of the Faculty***

#### **Article 173**

(1) Administrative services perform professional tasks for the need of all Organizational units of the Faculty.

(2) Administrative services will perform the tasks of working with students, legal tasks, Human resources, accounting, administrative tasks, technical and other affairs of common interest, for the performance of activities of the Faculty.

(3) The organization and work of the Administrative services are regulated by the general act on systematization, made by the Dean of the Faculty.

### ***Administrative Director***

#### **Article 174**

(1) Administrative services are managed by the Administrative Director of the Faculty.

(2) The Administrative Director of the Faculty coordinates the work of all Administrative services of the Faculty; participates in the work of the bodies of the Faculty to provide expert opinions in the field of Law; coordinates the work of Secretaries of Organizational units and other non-teaching staff at the Faculty, in accordance with the general act from the Article 173, paragraph 3 of this Statute and performs other tasks stipulated by the general act on systematization and instructed by the Dean.

- (3) For its work, the Administrative Director of the Faculty responds to the Dean.
- (4) The Administrative Director of the Faculty can be a person with a Bachelor degree in Law and a person that:
- 1) has at least 5 years of experience in Legal affairs in the field of Higher education;
  - 2) had passed the Bar exam;
  - 3) speaks at least one foreign language;
  - 4) meets other requirements from the general act on systematization.
- (5) The Administrative Director of the Faculty is appointed by the Dean, on the basis of a public Call.

## **X. PROPERTY AND OPERATIONS OF THE FACULTY**

### **Article 175**

- (1) The property of the Faculty includes:
- 1) the right to use real estate and other resources provided by the Republic for the foundation and operation of the Faculty;
  - 2) the ownership of real estates and movable property, acquired on the basis of endowments, donations, gifts or investment of own revenues of the Faculty;
  - 3) other ownership rights and financial funds gained by providing services, selling goods or from other sources (interest, dividends, lease, gifts, inheritance, etc.).
- (2) The real estates and other resources defined by the Republic for the foundation and operation of the Faculty are owned by the State, they can be used only for the purpose of performing the activities provided by the Law and can not be sold without the consent of the founder.
- (3) With Endowments, Foundations and entrusted funds, the Faculty manages independently, in accordance with the Law.
- (4) With Endowments, funds and Foundations that have been entrusted to the Faculty by the will of the founder, the Faculty manages by the authority specified in the decision on the establishment.
- (5) If the founder expressed no desire in terms of management of the Endowment, fund, or Foundation referred to in paragraph 4 of this Article, they will be managed by the General

Council of the Faculty, who may establish certain Committees, in order to perform tasks that support the achievement of the objectives of Endowments, funds and Foundations.

(6) With the Act on the Establishment of the Committee, referred to in paragraph 5 of this Article, the General Council may entrust Committees with making urgent operational decisions in the process of achieving the objectives of Endowments, funds and Foundations, as well as the preservation of their property.

(7) Committees, referred to in paragraph 5 of this Article will submit an annual report to the Council, on its activities.

(8) The composition and number of members of the Committee from paragraph 5 of this Article, are determined by the general act, adopted by the General Council of the Faculty.

## **XI. FACULTY INCOME**

### ***Resources for performing activities***

#### **Article 176**

(1) The Faculty acquires resources to perform activities from the following sources:

- 1) funds provided by the founder;
- 2) tuition fees;
- 3) donations, gifts and endowments;
- 4) funds for financing Scientific research and professional work;
- 5) projects and contracts in connection with the implementation of Teaching, Scientific and consulting services;
- 6) fees for commercial and other services;
- 7) founding rights and from contracts with third parties; and
- 8) other sources in accordance with the Law.

(2) With funds from paragraph 1 of this Article, the Faculty operates independently.

### ***Resources provided by the founder***

#### **Article 177**

(1) The Republic, as the founder of the Faculty, provides resources for the implementation of the approved, i.e. accredited study programs at the Faculty, in the manner and to the extent provided by the Law.

(2) Resources referred to in paragraph 1 of this Article, are provided for the implementation of the work program of the Faculty for one academic year (hereinafter: Budget transfer).

(3) The annual work program is adopted by the General Council of the Faculty, at the proposal of the Teaching and Scientific Council.

(4) The Faculty, in the conduct of its activities, with funds provided by the Republic, acts under the authority determined in the Statute, on its own name but on behalf of the University.

### ***Budget transfers***

#### **Article 178**

(1) Budget Transfers are distributed for the following types of expenditures:

1) gross salaries, in accordance with the Law, Collective agreement and the general act of the Faculty;

2) material costs, current and investment maintenance;

3) equipment;

4) library fund;

5) carrying out Scientific research in function of raising the teaching quality;

6) Scientific and professional improvement of employees;

7) encouraging the development of Teaching, Scientific and professional youth;

8) working with talented students;

9) International Collaboration;

10) Sources of Information;

11) Publishing activities;

12) the work of the Students' Parliament and extra-curriculum activities of students;

13) other purposes in accordance with the Law.

(2) The number of teaching staff and non-teaching staff, as well as the costs of teaching based on the norms and standards for Higher education institutions is established by the Government of the Republic of Serbia.

### ***Faculty own income***

#### **Article 179**

(1) Recourses of the Faculty acquired on the basis of tuition fees, providing services to third parties, gifts, donations, sponsorships or other sources, with the exception of budget transfers, make Faculty own income.

(2) When managing the funds, referred to in paragraph 1 of this Article, the Faculty acts in its own name and for its own account in legal matters, in accordance with the Law and this Statute.

(3) Funds referred to in paragraph 1 of this Article are kept in the sub-account of the Faculty, within the consolidated Treasury account, i.e. in the Bank account, in accordance with the Law.

### ***Financing joint work of the University***

#### **Article 180**

(1) The Faculty provides a part of its own income for financing joint activities at the University level.

(2) The allocation of income, referred to in paragraph 1 of this Article, is done on the basis of the scope and costs of activities planned for the current academic year, that are determined by the decision of the University Council, on the proposal of the Rector, with criteria defined by the University Senate.

(3) The Teaching and Scientific Council of the Faculty and the General Council of the Faculty discuss the scope and the utilization of funds, referred to in paragraph 1 of this Article and, where appropriate, make suggestions and seek clarification from the competent authorities of the University.

### ***Tuition fees***

#### **Article 181**

(1) The amount of the tuition fee for each study program is established by the Faculty, taking into account the cost of studies for one academic year i.e. for the acquisition of 60 ECTS, as well as the market value of the study program and other relevant circumstances.

(2) The Faculty will determine the tuition fee for each course a student re-enrolled.

(3) The Faculty will determine the tuition fee for the following academic year prior to issuing the announcement for the enrollment of new students.

(4) The amount of tuition fees for foreign students and students studying in the English language are determined by the decision of the General Council of the Faculty.

(5) If the amount of planned funds from on budget transfers can not cover the costs of studies for budget students who are enrolled, the General Council, on a proposal of the Teaching and Scientific Council of the Faculty may determine tuition fees for all students or certain groups of students according to the criteria established by the general act.

(6) Tuition fees include the fee for standard services that the Faculty provides to students, within the implementation of the study program.

(7) Regular services, referred to in paragraph 4 of this Article, are determined by the Teaching and Scientific Council of the Faculty.

### ***Spending of allocated funds***

#### **Article 182**

(1) The General Council of the Faculty responds to the competent Ministry for the economical spending of funds allocated from the budget.

(2) The Faculty submits to the University, at least once a year, data on the profile and number of employees and the spending of the budget funds.

### ***Financial plan***

#### **Article 183**

(1) Funds earned by the Faculty shall be allocated on the basis of the financial plan of the Faculty.

(2) The proposal of a financial plan is adopted by the General Council of the Faculty, in accordance with Laws and regulations defining the work of indirect budget users.

## **XII. FACULTY ENTITLEMENTS**

#### **Article 184**

(1) The Faculty awards entitlements for outstanding results achieved in teaching and work on the Day of the Faculty, every December 9 for the current academic year.

(2) The Faculty awards:

- 1) Acknowledgments for students for their achievements in studying medicine;
- 2) Acknowledgments for students for their Scientific and professional work results achieved;
- 3) Acknowledgments for employees of the Faculty as a way of thanking them for the exceptional work results;
- 4) Recognition for the most successful teacher for the current academic year;
- 5) Recognition for the most successful young researcher for the current academic year;
- 6) a plaque for individuals and institutions outside the Faculty for their contribution to the work of the Faculty;
- 7) large plaque for individuals and institutions outside the Faculty for outstanding and lasting contribution to the work and development of the Faculty.

(3) The procedure for nominating and decision-making of the awards, referred to in paragraph 2 of this Article, is regulated by a special regulation issued by the General Council of the Faculty, on a proposal of the Teaching and Scientific Council of the Faculty.

### **XIII. RECORDS AND PUBLIC DOCUMENTS**

#### **Article 185**

(1) Records maintained by the Faculty, referring to the activity of the Faculty through programs accredited at the University, are part of a unified information system of the University, in accordance with the general act adopted by the Senate.

(2) Faculty keeps the following:

- 1) Students' Certificates;
- 2) records on issued degrees and degree supplements;
- 3) exam reports.

#### ***Public documents***

#### **Article 186**

(1) Upon its official evidence, the Faculty will issue public documents, in accordance with the Law.

(2) Those public documents are:

- 1) Student's book (Index);
- 2) diploma on the Higher education completion, Professional Title of the Specialist, Professional Title of the Health Specialist, Professional Title of the Health Sub-specialist, the Academic title of Master of Science, the Scientific Title of Doctor of Medical Sciences – PhD and degree supplement, a public document on the completed part of the study program;

### **XIV. THE PUBLICITY AND CONFIDENTIALITY**

#### ***Publicity***

#### **Article 187**

(1) The work of the Faculty is public.

(2) The publicity of the work of the Faculty is established in the following ways:

- 1) allowing the presence of the representatives of the media at meetings of the General Council, Faculty Councils and Students' Parliament of the Faculty;
- 2) making statements, notices and interviews of the Dean, president of the General Council, Vice-Deans and the Administrative Director of the Faculty;
- 3) putting statements and information that are of interest to the general public as a part of the official website of the Faculty;
- 4) acting in accordance with the Law on Free Access to Information of Public Importance.

### ***Confidentiality***

#### **Article 188**

- (1) The Faculty will deny information to the public or to an individual, if such information is confidential and considered a Trade secret.
- (2) All information whose disclosure to an unauthorized person could cause adverse effects for the business interest and the reputation of the Faculty are considered a Trade secret.
- (3) Trade secret includes the following data:
  - 1) that the Dean declares as a Trade secret;
  - 2) that are related to emergency measure acts;
  - 3) that the Faculty learned as a Trade secret from other legal entity or an entrepreneur;
  - 4) relating to the work done by the Faculty for the needs of other legal entities, entrepreneurs or individuals, if they are protected by confidentiality;
  - 5) containing bids for public tender until the results of the competition.
- (4) The data representing a Trade secret can be disclosed to other people by the Dean or a person authorized by the Dean.
- (5) The data representing a Trade secret can be disclosed or available to other people by the Dean to subjects that have a legal interest.

### ***The obligation of keeping a Trade secret***

#### **Article 189**

- (1) Employees of Administrative services of the Faculty, as well as the Dean and Vice-Deans are obliged to keep documents and data as a Trade secret, declared by competent authorities.
- (2) The obligation of keeping a Trade secret continues even after the termination of employment or the termination of the position at the Faculty.

(3) If the information considered to be a Trade secret is revealed to a person employed at the Faculty by accident, the person is obliged to keep the Trade secret and to inform the Dean.

(4) The violation of keeping a Trade secret is considered a violation of the work discipline.

#### ***Documents representing a Trade secret***

##### **Article 190**

(1) Documents representing a Trade secret and marked as such, are filed and kept in the archives of the Faculty under special numbers by the person specially authorized by the Dean.

## **XV. NOSTRIFICATION OF FOREIGN HIGHER EDUCATION INSTITUTIONS AND ACCREDITATION OF THE FOREIGN STUDY PROGRAMS**

##### **Article 191**

(1) The procedure for the nostrification of the foreign Higher education document, as well as the procedure of accreditation of the foreign study program, is conducted by the University, prescribed by the general act, adopted by the University Senate, on the proposal of the Rector.

(2) The proposal of a decision on the nostrification of foreign Higher education document will be determined by the Teaching and Scientific Council on the proposal of the Commission for the nostrification of foreign Higher education documents, appointed by the Teaching and Scientific Council of the Faculty, on the proposal of the Teaching Council. The Commission is consisted out of 5 members. The Commission's work is regulated by a special act of the Faculty.

## **XVI. DEFENSE AFFAIRS**

##### **Article 192**

(1) The Faculty is an institution of a special importance for the defense of the Republic of Serbia.

(2) The Faculty is performing planning, organizing and preparing for the work in case of an imminent war threat, a state of war or an emergency.

(3) The Dean is responsible for preparing for defense.

(4) The Dean appoints an associate for defense affairs, who performs operations, referred to in paragraph 2 of this Article, with other activities related to the defense system of the Republic of Serbia.

(5) Defense affairs are carried out in accordance with a special ordinance issued by the General Council of the Faculty and the relevant legislation.

## **XVII. TRANSITIONAL AND FINAL PROVISIONS**

### ***Accreditation of the part of Master academic studies for Doctoral studies i.e. Specialist academic studies***

#### **Article 193**

(1) With a general act of the Faculty, it can be predicted that the part of the postgraduate Master studies, by the provisions of the University Act, will be accredited as a part of the study program of the Doctoral studies i.e. Specialist academic studies.

### ***Professors and Associates promoted under the Regulations valid before the Law entered into force***

#### **Article 194**

(1) A person promoted to the Title of a Professor or an Associate, according to the Regulations valid before the Law entered into force, will preserve relevant title and employment until the expiry of the period he was elected for.

(2) The person referred to in paragraph 1 of this Article, elected for the Title of the Junior Teaching Assistant has the right for a re-election for the same Title, under the provisions of the Law.

(3) A person referred to in paragraph 1 of this Article, elected for the position of the Junior Teaching Assistant has the right for a re-election in this position, for a period of three (3) years, according to Regulations valid before the Law entered into force.

(4) If the re-election to the Title of a Teaching Assistant or a Junior Teaching Assistant was performed in the period between the date when the Law entered into force and the date of the beginning of the application of this Statute, another election will be considered, as referred to in paragraph 2 and 3 of this Article.

### ***Right of Master Title for the election of the Teaching Assistant***

#### **Article 195**

(1) A person who has a Master Degree, that is elected for a Teaching Assistant, in accordance with the Regulations valid before the adoption of the Law (September 10, 2005) and that was re-

elected to the Title of a Teaching Assistant, in accordance with the Article 122 of the Law, can not be elected to this Title for a third time.

(2) A person who has a Master Degree, that is elected for a Teaching Assistant after the adoption of the Law (September 10, 2005) on the basis of the transitional provisions of this Statute, that in the period up to September 9, 2012 a person that has a Master Degree instead of a PhD student status can also be elected for a Teaching Assistant, if it meets other requirements from the Article 72, paragraph 1 and 2 of the Law and to whom the Contract of employment is extended for a period of another 3 years, can not be elected to this Title for a third time.

(3) A person who has a Master Degree, that has been elected for a Teaching Assistant twice after the adoption of the Law (September 10, 2005), can not be re-elected to this position, even if enrolled in Doctoral studies.

(4) To all persons, referred to in paragraph 1, 2 and 3 of this Article, the Contract of employment can not be extended, in accordance with the Article 72, paragraph 7 of the Law.

(5) A person that has been elected for a Junior Teaching Assistant twice, can not be elected to the position of a Teaching Assistant unless with a PhD student status.

#### **Article 196**

(1) The provisions from Article 138 to 143 will be applied from the academic year 2012/2013.

#### ***Application of the revised text of the Statute***

#### **Article 197**

The revised text of the Statute will be applied from the date of its publication on the official website of the Faculty of Medicine University of Belgrade.

## APPENDIX 1

# THE CURRICULUM OF THE INTEGRATED ACADEMIC STUDIES OF FIRST AND SECOND DEGREE

### Article 1

#### *Duration of studies*

(1) Integrated academic studies of first and second degree at a Higher Education institution University of Belgrade - Faculty of Medicine (Studies of Medicine) last for 5545 hours, which are realized during twelve semesters of theoretical and practical teaching, independent student work and practice in Health care institutions.

### Article 2

#### *Knowledge and Skills acquired during the studies*

(1) In the course of Studies of Medicine, students acquire following knowledge and skills:

- 1) necessary knowledge in those sciences on which the Medicine is based and the understanding of Scientific methods, including basics of biological functions measuring, the evaluation of scientifically established facts and the analysis of data;
- 2) understanding of the structure, functions and behavior of both healthy and sick persons, as well as the relation between the Health and physical and social environment of the person;
- 3) adequate knowledge in clinical disciplines and practices that provide students with a coherent picture of physical and mental diseases, in Medicine from the preventive point of view, diagnosis, therapy and human reproduction;
- 4) necessary clinical experience gained under proper supervision in Health care institutions.

***First year of the Integrated academic studies of Medicine***

**Article 3**

(1) During the first year of the Integrated academic studies of Medicine, lectures and knowledge and skills assessment are performed in the following courses:

<u>Course Title</u>	<u>Relevant Department</u>	<u>Semester</u>	<u>Number of hours</u>	<u>Condition (Article 41 paragraph 1 of the Statute)</u>	<u>Exams</u>
Anatomy (АНАТ)	Anatomy	I+II	270	No	
Histology and Embryology (ХИСТ)	Histology and Embryology	I+II	165	No	
Human genetics (ХУГЕ)	Human genetics	I	75	No	
English language I (ЕНГЛ1)	Humanistic Sciences	I+II	60	No	
Medicine and Society (МДР)	Humanistic Sciences	I	60	No	
Basics of clinical practice I (ОКП1)	Surgery Internal Medicine	I	30	No	
First aid (ПП)	Surgery	II	30	No	
Electives (2) (ИЗБ1)		One in I and other in II	30+30	No	
Pre-exam obligations		I+II	120		
<i>Total hours:</i>			<i>870</i>		

## ***Second year of the Integrated academic studies of Medicine***

### **Article 4**

(1) During the second year of the Integrated academic studies of Medicine, lectures and knowledge and skills assessment are performed in the following courses:

<u>Course Title</u>	<u>Relevant Department</u>	<u>Semester</u>	<u>Number of hours</u>	<u>Condition (Article 41 paragraph 1 of the Statute)</u>	<u>Exams</u>
Medical Physiology (ФЗЛО)	Medical Physiology Medical Biophysics Chemistry in Medicine	III+IV	268	АНАТ, ХИСЕ, ХУМГ	
Medical Biochemistry and Chemistry (БИХЕ)	Medical and Clinical Biochemistry Chemistry in Medicine Medical Biophysics	III+IV	222	АНАТ, ХИСЕ, ХУМГ	
Microbiology (МИКР)	Microbiology	III+IV	120	ХИСЕ, ХУМГ	
Immunology (ИМН)	Immunology	III	45	ХИСЕ, ХУМГ	
Basics of clinical practice II (ОКП2)	Surgery Internal Medicine	III+IV	60	ОКП1	
English language II (ЕНГЛ2)	Humanistic Sciences	III+IV	60	ЕНГЛ1	
Epidemiology (ЕПИД)	Epidemiology	IV	45	АНАТ, ХУМГ	
Electives (2) (ИЗБ2)		III and IV	30+30	No	
Pre-exam obligations		-	45	-	-
<i>Total hours:</i>			925		

### ***Third year of the Integrated academic studies of Medicine***

#### **Article 5**

(1) During the third year of the Integrated academic studies of Medicine, lectures and knowledge and skills assessment are performed in the following courses:

<u>Course Title</u>	<u>Relevant Department</u>	<u>Semester</u>	<u>Number of hours</u>	<u>Condition (Article 41 paragraph 1 of the Statute)</u>	<u>Exams</u>
Pathology (ПАТА)	Pathology	V+VI	225	БИОХ,МБИМ, ФИЗИ	
Pathological Physiology (ПАТФ)	Pathological Physiology	V+VI	160	БИОХ,МБИМ, ФИЗИ	
Clinical propedeutics (ИНТП)	Internal Medicine	V+VI	105	БИОХ, ЕПИД, МБИМ, ОКП2, ФИЗИ	
Pharmacology and toxicology (ФАРМ)	Pharmacology, Clinical Pharmacology and Toxicology	VI	120	БИОХ, ЕПИД, МБИМ, ФИЗИ	
Radiology and Nuclear medicine (РАДН)	Radiology Nuclear Medicine Medical Biophysics Occupational Medicine	V+VI	104	БИОХ, ФИЗИ	
Medical Statistics and Informatics (СТАТ)	Medical Statistics and Informatics	V	50	ЕНГЛ2, ФИЗИ	
Electives (ИЗБЗ)		V and VI	30+30	No	
Pre-exam obligations		-	76	-	-
<i>Total hours:</i>			<i>900</i>		

## ***Fourth year of the Integrated academic studies of Medicine***

### **Article 6**

(1) During the fourth year of the Integrated academic studies of Medicine, lectures and knowledge and skills assessment are performed in the following courses:

<u>Course Title</u>	<u>Relevant Department</u>	<u>Semester</u>	<u>Number of hours</u>	<u>Condition (Article 41 paragraph 1 of the Statute)</u>	<u>Exams</u>
Internal Medicine (ИНТМ)	Internal Medicine Physical Medicine and Rehabilitation Occupational Medicine Epidemiology	VII+VIII	435	ПАТО, ПАТФ, ПРОП, РАИМ, ФАРМ	
Infectious Diseases (ИНФБ)	Infectious Diseases Epidemiology	VII+ VIII	105	ПАТО, ПАТФ, ПРОП, РАИМ, ФАРМ	
Neurology (НЕУР)	Neurology Physical Medicine and Rehabilitation Occupational Medicine Epidemiology	VII	100	ПАТО, ПАТФ, ПРОП, РАИМ, ФАРМ	
Psychiatry (ПСИХ)	Psychiatry Occupational Medicine	VIII	93	ПАТО, ПАТФ, ПРОП, РАИМ, ФАРМ	
Dermatovenerology (ДЕРМ)	Dermatovenerology Occupational Medicine	VII	78	ПАТО, ПАТФ, ПРОП, РАИМ, ФАРМ	
Clinical Microbiology (КЛМБ)	Microbiology and Immunology	VII	15	ПАТО, ПАТФ, ФАРМ, СТАТ	
Electives (ИЗБ4)		VII and VIII	30+30	No	
Pre-exam obligations		-	14	-	-
<i>Total hours:</i>			<i>900</i>		

## ***Fifth year of the Integrated academic studies of Medicine***

### **Article 7**

(1) During the fifth year of the Integrated academic studies of Medicine, lectures and knowledge and skills assessment are performed in the following courses:

<u>Course Title</u>	<u>Relevant Department</u>	<u>Semester</u>	<u>Number of hours</u>	<u>Condition (Article 41 paragraph 1 of the Statute)</u>	<u>Exams</u>
Surgery (ХИР)	Surgery with Anesthesiology Physical Medicine and Rehabilitation Occupational Medicine Epidemiology	IX+X	418	ДЕРМ,ИНТМ, ИНФБ, КЛМБ, НЕУР	
Gynecology and Obstetrics (ГИН)	Gynecology and Obstetrics Occupational Medicine	IX+X	183	ИНТМ, ИНФБ, КЛМБ, НЕУР ПСИХ	
Physical Medicine and Rehabilitation (РЕХА)	Included in Clinical Courses in IV and V year – 45 hours	IX+X			
Pediatrics (ПЕД)	Pediatrics Physical Medicine and Rehabilitation Occupational Medicine	IX+X	191	ДЕРМ,ИНТМ, ИНФБ, КЛМБ, НЕУР	
Social Medicine (СОЦИ)	Social Medicine	IX	45	ИНТМ, ПСИХ	
Electives (ИЗБ5)		IX and X	30+30	No	
Pre-exam obligations		-	28	-	-
<i>Total hours:</i>			925		

## ***Sixth year of the Integrated academic studies of Medicine***

### **Article 8**

(1) During the sixth year of the Integrated academic studies of Medicine, lectures and knowledge and skills assessment are performed in the following courses:

<u>Course Title</u>	<u>Relevant Department</u>	<u>Semester</u>	<u>Number of hours</u>	<u>Condition (Article 41 paragraph 1 of the Statute)</u>	<u>Exams</u>
Otorhinolaryngology (ОРЛ)	Otorhinolaryngology with Maxillofacial Surgery Occupational Medicine	XI	93	ГИАК, ПЕДИ, ХИРГ	
Hygiene with Medical Ecology (ХИГ)	Hygiene with Medical Ecology	XI	75	СОМА	
Occupational Medicine (included in other Courses – 37 hours) (МР)	Occupational Medicine	XI	24	СОМА	
Ophthalmology (ОФТ)	Ophthalmology Occupational Medicine Epidemiology	XI	79	ГИАК, ПЕДИ, ХИРГ	
Forensic Medicine (СУДМ)	Forensic Medicine	XI	80	ГИАК, ПЕДИ, ХИРГ	
Clinical Pharmacology (КЛФА)	Pharmacology, Clinical Pharmacology and Toxicology	XI	40	ГИАК, ПЕДИ, ХИРГ	
Electives (ИЗБ6)		XI	30	No	
Clinical Internship (КЛИСТ)		XII	435		
Pre-exam obligations		-	44	-	-
Graduate paper			100		
<i>Total hours:</i>			<i>1000</i>		

## **PROVISIONS OF THE STATUTE NOT INCLUDED INTO REVISED TEXT**

### ***The Mandate of constituted Governing and Professional bodies of the Faculty***

The Article ceased to be valid after the expiry date, where stated:

#### **Article 194**

(1) The mandate of an elected General Council of the Faculty, under the provisions of the Statute of the Faculty from 2002, will run until the constitution of the General Council in accordance with the Law and provisions of this Statute.

(2) The Dean and Vice-Deans elected for the academic year 2004/2005 and 2005/2006 and Student Vice-Dean elected for the academic year 2005/2006, will serve until the election of the Dean and Vice-Deans in accordance with the Law and provisions of this Statute.

(3) The mandate of the Teaching and Scientific Council elected for the academic year 2004/2005 and 2005/2006 will last until the constitution of the the Teaching and Scientific Council in accordance with the Law and provisions of this Statute.

(4) The mandate of Head of Department and Director of Organizational units elected for the academic year 2004/2005 and 2005/2006 will last until new elections in accordance with provisions of this Statute.

(5) Commissions of the General Council and the Teaching and Scientific Council formed under the provisions of the Statute of the Faculty from 2002, will perform its functions in accordance with provisions of this Statute until the constitution of new Commissions.

(6) The mandate of members of the Students' Parliament elected under provisions of the Statute of the Faculty from 2002, will last until elections in accordance with provisions of this Statute, if they meet the requirements from the Article 131 of this Statute.

### ***First Election Process of the Students' Parliament of the Faculty***

The Article ceased to be valid after the expiry date, where stated:

#### **Article 195**

The first Election Process of the Students' Parliament of the Faculty, in accordance with the Law and this Statute, is performed by the Commission that consist out of three members, two of

which are students and one Professor appointed by the Dean, within seven days of the date when this Statute started to implement.

The Commission, referred to in paragraph 1 of this Article, determines the Election Process and within 40 days from the date of the start of implementation of this Statute elections for the Students' Parliament will be implemented.

### ***Time of Paper Publication important for the Election Process***

The Article ceased to be valid after the expiry date, where stated:

#### **Article 198**

(1) Time limits for the acceptance of papers in the Election Process (Article 140, paragraph 3; Article 142, paragraph 2, point 1-2 and Article 144, paragraph 2, point 2) will be applied in the Election for Professor Titles from 1 October 1, 2010.

### ***Right of Master students for the election of the Teaching Associate***

The Article ceased to be valid after the expiry date, where stated:

#### **Article 200**

In the period before September 30, 2008, a person could also be elected as a Teaching Associate if studying Post-graduate Master studies by the University Act, provided that it was enrolled in these studies no more than three years before the date of announcement of the Call for the election of Teaching Associates and that it completed Undergraduate studies with an overall average score of at least eight (8).

In the case of paragraph 1 of this Article, results achieved by the candidate during its Post-graduate Master studies are also valued.

### ***The Entry into force of the Statute***

The Article ceased to be valid after the expiry date, where stated:

### **Article 201**

This Statute will enter into force from the date of its publication on the official website of the Faculty of Medicine University of Belgrade.

With the date when the new Statute entered into force, the Statute adopted at the meeting of the General Council of the Faculty held on September 24, 2002, will cease to be valid, with all changes and amends from December 8, 2002; April 11, 2003; September 16, 2003; October 28, 2003; December 22, 2003; February 26, 2004; April 6, 2004; July 2, 2004; November 29, 2005 and May 7, 2006.

Until constituting Governing bodies, the Managing body, Professional bodies and the Students' Parliament at the University, in accordance with the Law and the Statute of the University, it will be considered that the Statute of the Faculty is in accordance with the Statute of the University, in the part relating to the election procedure of these bodies.

The harmonization of this Statute will be conducted in accordance with the Article 158, paragraph 3 of the Statute of the University, within three months from the day of the constituting the last of the University bodies, referred to in Article 158, paragraph 2 of the Statute of the University.

### ***The Validity of General acts of the Faculty***

The Article ceased to be valid after the expiry date, where stated:

### **Article 202**

(1) Until study rules are regulated with special general act of the Faculty, valid general acts of the Faculty will be applied, in accordance with this Statute.

**PRESIDENT OF THE GENERAL COUNCIL**

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Prof Dr Ivana Novakovic