

Pursuant to Article 53, paragraph 1, item 3 of the Law on Higher Education (*Official Gazette of the Republic of Serbia* 88/2017), the Teaching Council of the College of Professional Studies for Pre-school Teachers in Pirot at the session held on February 26<sup>th</sup>, 2018 adopted the following:

# STATUTE

## OF THE COLLEGE OF PROFESSIONAL STUDIES FOR PRE-SCHOOL TEACHERS PIROT

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### VII STUDIES AND STUDY PROGRAMMES

#### STUDIES

##### *Types and levels of studies*

##### **Article 85**

The College provides higher vocational education on the basis of approved, i.e. accredited study programmes the aim of which is to provide one with higher education.

The vocational study programmes implemented at the College provide students with competences, knowledge and skills necessary to become a part of the working process.

The types and levels of studies at the College are as follows:

1. First-degree studies – undergraduate vocational studies. Undergraduate vocational studies last for three years (six semesters), and upon graduating one acquires 180 ECTS.
2. First-degree studies – specialist vocational studies which last for a year and enable one to acquire 60 ECTS upon their completion
3. Second-degree studies – specialist vocational studies (available as second-degree studies until the end of 2018/2019, according to the Law on Higher Education (*Official Gazette of the Republic of Serbia* 88/2017))
4. Second-degree studies – master vocational studies which last for two years (four semesters) and enable one to acquire at least 120 ECTS upon their completion

## *Study programmes*

### **Article 86**

Study programmes are realised in the framework of educational-scientific, i.e. educational-artistic fields: the socio-humanistic sciences.

Study programmes can also be realised in the framework of other educational-scientific fields and they can be: interdisciplinary, multidisciplinary and trans-disciplinary.

### **Article 87**

A study programme provides:

- 1) The title and objectives of a study programme
- 2) Type of studies
- 3) Learning outcomes in accordance with the law which regulates the National Qualifications Framework
- 4) Vocational, i.e. artistic degree
- 5) Conditions of enrolment for a study programme
- 6) The list of mandatory and elective study fields, i.e. courses, with a general description of contents
- 7) The manner of programme implementation and the time necessary to implement certain forms of study
- 8) The value of every course expressed in ECTS credit points. i.e. in accordance with the European Credit Transfer System (hereinafter: ECTS credit points)
- 9) The value of the final paper on undergraduate, specialist and master studies expressed in ECTS credit points
- 10) Requirements for the selection of certain courses or group of courses
- 11) The manner of choosing courses on some other study programmes
- 12) Conditions for a transfer to a different study programme within the same or related study field
- 13) Other issues significant for implementing a study programme

In the course of implementation of a study programme the College is free to organise professional excursions based on the decision made by the director.

A study programme needs to be in line with accreditation standards which are established by the National Council for Higher Education.

Amendments to study programmes for which the College was granted a work permit, and which are necessary to attune the work organisation with recent scientific and artistic achievements, do not bear the mark of a new study programme.

### **Article 88**

A College study programme is adopted by the Teaching Council in accordance with this Statute. A study programme is published on the College website.

## **Article 89**

The decision on suspending a study programme is adopted by the Teaching Council in accordance with this Statute.

In the event that the College fails to submit an application for regular accreditation of a study programme within the deadline set by the Law on Higher Education, the College is obliged to make a decision of suspending that particular study programme within 30 days from the day on which the accreditation of that study programme expires.

In the event of suspending a study programme, the College is obliged to enable the students on the respective study programme to complete their studies according to the said programme and study rules and regulations as stated in the Law, and they can also be enabled to transfer to another corresponding study programme.

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

## **Article 90**

Each course on a study programme is expressed through ECTS credit points, and the scope of studies is expressed through the respective sum of the aforementioned ECTS credit points.

The sum of 60 ECTS credit points corresponds to the total student's workload of 40 hours per workweek during one academic year.

The total student's workload consists of the following:

- active teaching/learning process (lectures, tutorials, practical training, consultations, mentoring lessons, etc)
- independent work (seminar papers/essays, presentations, projects, practice (pedagogical and integrative))
- revision tests
- exams,
- final paper
  
- voluntary work in a local community organised by the College within projects of importance for the local community (humanitarian activities, support for persons with disabilities)
  
- other forms of engagement in accordance with the College Statute

The total number of active teaching/learning hours cannot be less than 600 hours nor can it exceed 900 hours per academic year

The courses referred to in the paragraph 1 of this Article are ordinarily one-semester courses. Therefore, the sum of 30 ECTS credit points corresponds to the total average student's workload of 40 hours per workweek in the course of one semester.

Exceptionally, lectures can be organised within the scope of different time units whose individual duration is determined by the study programme, whereby the total annual duration amounts to 30 teaching weeks and 12 weeks intended for consultations, exams and exam preparation.

## *The transfer of ECTS credit points*

### **Article 91**

It is possible to transfer ECTS credit points between different study programmes of the same type and the same level of studies.

The criteria and conditions for the transfer of ECTS credit points, as well as the corresponding test of knowledge, are regulated by the College Statute (internal mobility) or by the signed agreements between higher education institutions (external mobility).

### *Distance learning*

### **Article 92**

The College can organise and implement study programmes intended for distance learning, in accordance with the issued work permit.

## **SHORT-CYCLE STUDY PROGRAMMES**

### **Article 93**

The College can implement short-cycle study programmes for the purposes of professional education of persons interested in becoming included in the work process.

Short-cycle study programmes have a clearly defined structure, objectives and learning outcomes. Upon completing such programmes, the College issues a certificate of a successfully completed programme and acquired competences.

Short-cycle study programmes can be implemented in the scope of 30 to 60 ECTS credit points.

The College keeps record of students enrolled for short-cycle study programmes and of issued certificates.

## **LIFELONG LEARNING**

### *Programmes of professional development*

### **Article 94**

The College is free to organise programmes of a lifelong professional development, either independently or in co-operation with other higher education institutions, outside the framework of study programmes for which it was granted work permit.

Programmes of a lifelong professional development are adopted by the Teaching Council.

Programmes of a lifelong professional development are implemented in the forms of courses, seminars, workshops, professional and scientific consultations, summer schools and other forms of professional improvement in the course of which trainees are introduced to various

professional and scientific fields for the purpose of extending and deepening the acquired knowledge and successful work in practice.

Conditions, manners and procedures of a programme implementation are regulated by the Statute.

### *Programme trainees*

#### **Article 95**

Trainees who can attend the programmes of a lifelong professional development need to have acquired at least secondary school diploma.

Programme trainees do not have the status of a student of a higher education institution, in terms defined by the Law and this Statute.

A person who successfully completes any College programme of a lifelong professional development is issued an appropriate certificate by the College, on the form specified by the College Council.

## **ORGANISATION OF STUDIES**

### *Academic year*

#### **Article 96**

Ordinarily, the academic year begins on October 1<sup>st</sup> and ends on September 30<sup>th</sup> of the following year.

Ordinarily, the academic year comprises 42 workweeks, i.e. 30 teaching workweeks and 12 workweeks intended for consultations, exams and exam preparation.

An academic year encompasses two semesters (winter and summer) and each comprises 15 teaching weeks and 6 weeks intended for consultation, exams and exam preparation.

Ordinarily, courses in the winter semester begin on October 1<sup>st</sup> and end on January 15<sup>th</sup>, including New Year and Christmas holidays.

Ordinarily, courses in the summer semester begin on February 16<sup>th</sup> and end on June 1<sup>st</sup>.

The teaching process comprises the maximum of 30 hours of lectures and tutorials per week.

The teaching process is organised and implemented in accordance with the syllabi.

The teaching process for employed students can be organised in teaching blocks which ordinarily last for 30 weeks and whose individual duration is specified by the College Statute.

The teaching process within one course is ordinarily organised and implemented within a single semester or a single block.

## ***Language of studies***

### **Article 97**

The College organises and implements studies in Serbian language.

## ***Organisation of studies***

### **Article 98**

The College organises lectures and other forms of teaching for all students, with the exception of distance learning study programmes.

The teaching process is implemented at the seat of the College, while practical training and vocational practice are implemented in the facilities of the teaching bases.

The College organises studies for students who are employed or for those who for some other reasons cannot regularly attend the teaching process (hereinafter: employed students).

Details of the conditions and manners of implementing distance learning study programmes are regulated by the Statute. .

## ***A Teaching Plan***

### **Article 99**

In accordance with the Statute, the College is obliged to inform the students properly, correctly and in a timely manner about the manner, time and place of the teaching process, its objectives, methods and teaching contents, as well as about the examination contents, methods and criteria, the manner in which the publicity during examination is to be secured and in which one will be able to gain insight into one's results, as well as about other issues significant for the students.

A teaching plan provides the following information:

- 1) teachers and teaching assistants who will implement the teaching process according to the study programme
- 2) the locations at which the teaching activities are to take place
- 3) the beginning and the end, as well as the timetable of the teaching activities
- 4) teaching forms (lectures, tutorials, consultations, revisions, etc)
- 5) the manner in which exams are taken, the exam periods, the exam criteria
- 6) the reading lists required for the lectures and exams alike
- 7) the possibilities of implementing the teaching process in a foreign language
- 8) the possibility of distance learning
- 9) other information important for the successful teaching process

A teaching plan is published on the College website before the beginning of a semester, along with the exam calendar which constitutes its integral part.

Exceptionally, for justifiable reasons, it is possible to introduce changes to the presented teaching plan even in the course of an academic year.

Any change in the teaching plan is published on the College website.

## **VIII. STUDENTS**

### ***The concept and status of a student***

#### **Article 100**

The status of a student is acquired when one is enrolled at the College, and it is proved by an appropriate student document whose content is prescribed by the Minister of Education.

The College student is a person who has enrolled for a study programme organised by the College and he/she may have a status of a student financed from the budget (hereinafter: a budget student) or that of a self-financed student.

The status of a visiting student and his/her rights and obligations are regulated in line with the provisions of this Statute and other College rulebooks.

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### ***Students – foreign citizens***

#### **Article 103**

Students who are foreign citizens can enrol for all study levels under the same conditions like domestic citizens in terms of their previous education, and if they speak Serbian language, which can be proved by the Certificate of a passed examination in the language in which the teaching process is organised.

A foreign citizen applies for an open competition.

A foreign citizen pays tuition fees, unless stated differently by an international agreement.

### ***Visiting student***

#### **Article 104**

A student can attend a part of his/her study programme at another higher education institution, in accordance with an agreement signed between the College and other higher education institution which regulates the process of a transfer and recognition of ECTS credit points.

A part of the study programme which the student referred to in the paragraph 1 of this Article attends at another higher education institution cannot be shorter than one semester nor longer than two semesters and it can encompass one or more courses.

The rights and obligations of the student referred to in the paragraph 1 of this Article, the manner of covering the costs of his/her studies and other issues relating to the process of

attending a part of a study programme at another higher education institution are regulated by the agreement referred to in the paragraph 1 of this Article.

The regularity of attendance and passed exams of a student referred to in paragraph 1 of this Article shall be proved by student's transcript, or by an appropriate certificate.

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### ***Recognition of foreign higher education documents***

#### **Article 147**

Recognition of foreign higher education documents is a procedure which confirms the right of the one who possesses such a document to continue with his/her education. The procedure of recognition of foreign higher education documents is conducted in accordance with legal provisions, unless an international agreement states differently.

A public higher education document acquired in the Social Federal Republic of Yugoslavia until April 1992, in the Federal Republic of Yugoslavia, i.e. the State Union of Serbia and Montenegro until June 16 2006, as well as in the Republic of Srpska is not subject to the procedure of recognition of a foreign higher education document.

The public document referred to in the paragraph 2 of this Article produces the same legal effect as a public document issued in the Republic of Serbia.

The Republic administrative fee is paid for the recognition of a foreign higher education document.

### ***Evaluation of foreign study programmes***

#### **Article 148**

Evaluation of a foreign study programme is done on the basis of the type and level of achieved competences acquired by completing the study programme, taking into consideration the system of education in the country in which the higher education degree is acquired, conditions of enrolment, the rights which ensue from the acquisition of a foreign higher education degree in the country in which it had been issued and other relevant facts, without considering the formal characteristics and structure of a study programme.

The evaluation of a foreign study programme, i.e. the part of a study programme, for the purposes of continuing education at the College, performs the Teaching Council.

### ***Recognition of a foreign higher education document for the purposes of continuing education***

#### **Article 149**

The procedure of recognition of a foreign higher education institution for the purposes of continuing education at the College (hereinafter: academic recognition) is conducted by the



College after it had previously performed the evaluation of a foreign study programme, i.e. of the part of a study programme.

Bearing in mind the procedure referred to in the paragraph 1 of this Article the continuation of education and enrolment for a higher educational level can be conditioned by the obligation of achieving additional learning outcomes should it be ascertained that there exist some essential differences between the types and levels of achieved knowledge and skills which could constitute an impediment for the enrolment for a particular study programme.

The criteria for ascertaining the existence of essential differences between the types and levels of acquired knowledge and skills and required enrolment conditions for a particular study programme, as well as the procedure of academic recognition, are prescribed by the College through its Statute.

The decision on the outcome of the procedure referred to in the paragraph 1 of this Article is made by the Teaching Council within 90 days from the day of receiving the proper request.

The decision referred to in the paragraph 4 of this Article is final.

Unless prescribed differently, the procedure of academic recognition is subject to the Law on General Administrative Procedure.

### ***Records on the implemented recognition procedure***

#### **Article 150**

The College Teaching Council keeps permanent record of the implemented recognition procedures with reference to foreign higher education documents.

The record referred to in the paragraph 1 of this Article comprises: surname, name of a parent, personal name, date and place of birth, citizenship, address and a telephone number of the owner of a foreign higher education document – the applicant, the name of the higher education institution which issued the document, place and country, duration of studies (study programme), type and level of studies, study profile (programme, discipline), professional, academic or scientific title, number and date of a document confirming the evaluation of a foreign study programme and the name of the body which issued it, number and date of a document confirming the necessity of additional examination, number and date of a document of passed additional exams, number and date of the decision of recognition of a foreign higher education document and a short content of enacting terms of decision.

The body referred to in the paragraph 1 of this Article introduces the record referred to in the paragraph 2 of this Article into the unique information system of the Ministry, according to the Law.

#### **Article 151**

The procedure of recognition of a foreign higher education document is regulated in detail by the Statute.