

**TECHNICAL RULEBOOK ON THE STUDY PROGRAM OF  
MASTER ACADEMIC STUDIES – MASTER IN EUROPEAN INTEGRATION**

*GENERAL PROVISIONS*

Art. 1

The Technical Rulebook ON THE STUDY PROGRAM OF MASTER ACADEMIC STUDIES – MASTER IN EUROPEAN INTEGRATION (hereinafter: the Technical Rulebook) specifies the rules for studying at the program of master academic studies – Master in European Integration, at the University of Belgrade Faculty of Law (hereinafter: Master in European Integration, MEI).

The Technical Rulebook has been compliant with and represents a technical/methodological supplement to the MAIN RULEBOOK OF THE MASTER ACADEMIC STUDIES - MASTER IN EUROPEAN INTEGRATION - AT THE UNIVERSITY OF BELGRADE FACULTY OF LAW for both MEI 60 ECTS and MEI 120 ECTS (hereinafter: The Main Rulebook - 60 ECTS, The Main Rulebook - 120 ECTS (available at: [pogestei.ius.bg.ac.rs](http://pogestei.ius.bg.ac.rs) ).

*ENROLLMENT/ADMISSION*

Art. 2

Any person who has graduated from the law faculty set up by the Republic of Serbia, as well as any graduate from the law faculties whose founder is not the Republic of Serbia may enroll at the Master in European Integration provided that their curricula is compliant with the curriculum of the University of Belgrade Faculty of Law.

Students who have completed their undergraduate studies abroad shall comply with the Rules for Recognition of Foreign University Diplomas for Purposes of Further Education in order to enroll at the Master in European Integration (available at: [pogestei.ius.bg.ac.rs](http://pogestei.ius.bg.ac.rs) and at the [University of Belgrade webpage](#)).

Persons who have received a Bachelor Degree in law or other social sciences - humanities with 180 ECTS shall be obliged to complete two-years lasting MEI (MEI 120).

Art. 3

Persons who obtained their Bachelor with Honours degree with 240 ECTS from non-legal field of social sciences-humanities may be enrolled at MEI 60, provided that they pass the differential/additional exams from the following legal courses:

- 1) Introduction into Jurisprudence,
- 2) Constitutional Law,
- 3) Introduction into Civil Law,

#### 4) Public International Law.

Graduates in non-legal field of social sciences-humanities, who had passed some of the listed courses at his/her own Faculty during his/her undergraduate studies, should submit an application for verification to proper department (Cathedra) of the University of Belgrade Faculty of Law, and enclose the curriculum of that course in order to be absolved from that exam.

The same procedure is valid for the students who obtained Bachelor degree with 180 ECTS and plan to enroll at MEI 120.

Differential/additional exams shall be scheduled in preliminary examination terms, which belong to the academic year which precedes to the academic year of the planned enrollment: , November, December, January, February, April, June, September and October.

Differential/additional exams shall be held in English for foreign students.

Examination material and full instruction related to differential/additional exams both in English and Serbian shall be available at [pogestei.ius.bg.ac.rs](http://pogestei.ius.bg.ac.rs).

#### Art. 4

Necessary documents for the **REGISTERING** at MEI are the following:

- Certified copy of the diploma/certificate related to the graduation;  
(candidates who graduated from the University of Belgrade, Faculty of Law do not certify the copies);  
Birth Certificate;
- Certificate on the Citizenship;
- Biography;
- Certificates of the proficiency in English (the test of proficiency in English will be organized at the Faculty for the candidates who do not have the formal proofs);
- Proof of the payment of 3.500,00 dinars for the enrollment registration.

Necessary documents for fulfilling the **FORMAL ENROLLMENT** procedure are the following:

- Index (students' booklet) with all necessary information filled in (can be bought in the bookstore of the Faculty of Law);
- Two enrollment forms - ŠV-20 form (can be bought in the bookstore of the Faculty of Law);
- Students' card/document for master studies with all necessary info filled in (can be bought in the bookstore of the Faculty of Law);

- Two photos (in passport photo format);
- Proof of payment of the first installment of the tuition fee (RSD 50.000 for domestic students, EUR 600 in RSD counter value for foreign students), to the Faculty of Law bank account number 840-1439666-55 (bank payment certificate – ‘uplatnica’).

**Full amount of the tuition fee for the students who have been studying in the two-year regime is doubled.**

Note: Full amount of the tuition fee for **MEI 60** (150.000 for domestic students, and 2100 EUR in RSD counter value for foreign students) can be paid at once (instead of paying in three installments). **The same logic fits for two-year doubled fee, related to MEI 120.**

Warning: When making payment, it is necessary to write number 540 in the column called “POZIV NA BROJ”.

### *CURRICULUM AND TEACHERS*

#### Art. 5

MEI 60 and MEI 120 are conducted by the same teachers, on the basis of the common Course schedule, and within a given curriculum.

Curriculum consists of four mandatory and 21 optional courses, plus seminar paper and master thesis.

The list of optional courses is updated for each academic year, depending on the teachers` decisions which courses to pause in a certain academic year and also on the fact whether less than 4 students opted for a certain course.

At each course the lectures are held by maximum three lecturers in the same academic year.

Where there are more lecturers at the courses, they rotate by mutual agreement their roles from one academic year to another.

In the same academic year each lecturer holds lectures at three courses maximum.

#### Art. 6

#### **List of mandatory courses at Master in European Integration (MEI):**

1. Practical Skills (Research Methodology, English Terminology, Internet Skills), **Prof. Dr. Miodrag Jovanović, Doc. Dr. Milena Đorđević**
2. Introduction to the Legal System of the EU, **Prof. Dr. Branko Rakić, Prof. Dr. Tanasije Marinković**
3. Introduction to the Political System of the EU, **Prof. Dr. Dragica Vujadinović, Prof. Dr. Miodrag Jovanović**
4. Introduction to the Economic System of the EU, **Prof. Dr. Branko Radulović**

**List of optional courses:**

Judicial System of the EU, **Prof. Dr. Branko Rakić, Prof. Dr. Tanasije Marinković, Doc. Dr. Maja Lukić**

Private International Law in the Context of the EU Legal Structure, **Prof. Dr. Vladimir Pavić, Doc. Dr. Marko Jovanović.**

EU Company Law, **Prof. Dr. Vuk Radović, Prof. Dr. Tatjana Jevremović Petrović**

EU Tax Law, **Prof. Dr. Miloš Milošević, Doc. Dr. Svetislav Kostić**

EU Competition Law and Policy, **Prof. Dr. Vladimir Pavić, Prof. Dr. Dušan Popović**

EU Intellectual Property Law, **Prof. Dr. Slobodan Marković, Prof. Dr. Dušan Popović**

European Human Rights Law, **Prof. Dr. Ivana Krstić; Prof. Dr. Tanasije Marinković**

EU Anti-Discrimination Law, **Prof. Dr. Ivana Krstić**

Labor and Social Law of the EU – Human Rights Aspect, **Prof. Dr. Branko Lubarda, Prof. Dr. Ljubinka Kovačević, Assist. Filip Bojic, LL.M**

EU Environmental Law and Policy, **Prof. Dr. Mirjana Drenovak Ivanović, Doc. Dr. Bojana Čučković**

EU Trade Policy and Law, **Doc. Dr. Branko Radulović, Doc. Dr. Milena Đorđević, Doc. Dr. Marko Jovanović**

Internal Market, **Prof. Dr. Branko Lubarda, Prof. Dr. Dušan Popović, Doc. Dr. Branko Radulović, Doc. Dr. Milena Đorđević, Prof. Dr. Tatjana Jevremović Petrović, Doc. Dr. Marko Jovanović**

EU Securities Law, **Prof. Dr. Nebojša Jovanović, Prof. Dr. Vuk Radović, Prof. Dr. Tatjana Jevremović Petrović, Doc. Dr. Mirjana Radović**

EU Consumer Law and Policy, **Prof. Dr. Nebojša Jovanović, Prof. Dr. Marija Karanikić Mirić, Prof. Dr. Tatjana Jovanić**

International Relations of the EU, **Prof. Dr. Branko Rakić, Doc. Dr. Bojana Čučković, Doc. Dr. Maja Lukić**

Geopolitical Perspectives and Consequences of the EU Enlargement, **Prof. Dr. Marko Davinić, Doc. Dr. Miloš Jovanović**

EU Administrative Space, **Prof. Dr. Marko Davinić, Doc. Dr. Vuk Cucić**

Common Agricultural Policy of the EU, **Prof. Dr. Branko Rakić, Prof. Dr. Bojan Milisavljević, Doc. Dr. Branko Radulović, Doc. Dr. Maja Lukić**

Minority Rights and Policy of the EU, **Prof. Dr. Miodrag Jovanović, Prof. Dr. Ivana Krstić**

Immigration and Asylum Policy of the EU, **Prof. Dr. Ivana Krstić, Prof. Dr. Marko Davinić, Doc. Dr. Bojana Čučković, Doc. Dr. Maja Lukić**

Accession of Serbia to the EU, **Prof. Dr. Bojan Milisavljević, Doc. Dr. Aleksandar Gajić**

**JEAN MONNET MODULE:** Free Trade Agreements and European Integration of SEE Countries

**Prof. Dr. Dušan Popovic, Prof. Dr. Tatjana Jevremović Petrović, Prof. Dr. Mirjana Radovic, Doc. Dr. Yane Svetiev, Doc. Dr. Marko Jovanovic , Andrijana Mišović, LLM**

## *COURSES*

### Art. 7

Each mandatory course lasts 21class, except Practical skills - 30 classes.

Each optional course shall be conducted in the block of classes held during four weeks, consisting of 24 or 26 classes: 18 classes of *ex cathedra* lectures and 6 to 8 classes of practical work.

Courses will have up to 15 attendants. If more than 15 students opt during the registration period for a certain course, the list of its attendants will be closed with 15 students ordered according to their average grade. Others will have other courses available.

If less than 5 students have applied for the course, the course will not be held and students will be asked to opt for another course from the list of offered courses.

Not more than 4 different courses shall be scheduled during the same block of classes (same 4 work-weeks). Preferably, the courses scheduled for the same work-period shall come from different fields of studying.

Course schedule will be done in a way to allow all students to attend all chosen courses without obstacles.

### Art. 8

Each student opts for four optional courses.

Each student may not attend more than two courses during the period of four work-weeks.

From December 1 of each academic year, attendants of the courses will be taken as granted. Exceptionally, students can ask in a written form for the change of some optional course after its attendance.

The formal request shall be addressed to the Office for Master and Doctoral Studies and the Head of MEI. The Head of MEI can accept the plea if the reasons for changing certain course are justifiable, and if there are other available courses which can be attended in the course of same academic year.

After a completed academic year, any change of the opted courses is not possible.

## *CLASSES*

### Art. 9

The classes shall be held in English, and a complete documentation shall be in English. Proficiency in English is expected. Checking of this proficiency shall be conducted.

### Art. 10

The classes scheduled during the week days shall be held in the late afternoon and the classes scheduled for Saturday shall be held in the morning. The classes shall not be scheduled more than twice per week per each course. Orderly attendance shall be confirmed by professors' signature in a student's booklet (Index).

The maximal number of excused absence from classes shall amount to 6 classes for the courses that consist of 26 classes (18+8), or 4 if the course lasts 24 classes (18+6).

If a student has been absent from classes for a longer period of time than mentioned in the previous paragraph, then she/he can apply for professors' confirmation of the course attendance (signature in a students' booklet) by enclosing a proper justification of reasons of absence. Otherwise, he/she will not be able to pass that exam in the first examination term.

### Art. 11

In order to provide interactive approach to classes, professors and lecturers shall emphatically introduce students to their obligations for active participation in classes and for being well prepared for classes, as well as stimulate students to discuss the referential theoretical and practical issues related to the course. At the beginning of their courses, professors shall inform students about how much their regular attendance and active participation will contribute to the final examination grade.

### Art. 12

Professors and/or lecturers shall organize the practical work classes in such a way that engage students in case study analysis, debates, discussions about course substance, and/or for the purpose of students` presenting and defending their seminar papers.

#### Art. 13

Professors and/or lecturers shall deliver to the Head of Master in European Integration well in advance a standard form of Working Schedule which contains:

- working schedule of lectures and exercises (WS)
- schedule structured by course units
- brief description of each examine class activities
- list of students` obligations for each class

In case that a course involves more than one teacher, Working Schedule should contain full description of each professor`s/lecturer`s proposed activities.

The Head of Master in European Integration and her/his assistant shall ensure and maintain proper website coverage of all relevant information related to the academic work.

#### Art. 14

Professors and the Head of Master in European Integration shall make sure that the working and examination material is delivered to students well in advance for each course (readers, textbooks).

#### Art. 15

Students shall have the relevant library materials available.

### *CREDITS*

#### Art. 16

### **MEI - 60**

#### **Credits (ECTS):**

Introduction to the Legal System of the EU course - **5 ECTS**

Introduction to the Political System of the EU course - **5 ECTS**

Introduction to the Economic System of the EU course - **5 ECTS**

One optional course – **6 ECTS** (4x6=**24 ECTS**)

Practical Skills - **3 ECTS**

Seminar paper - **5 ECTS**

Final Master paper - **13 ECTS**

Three mandatory courses, together **15 ECTS**; four optional courses, together **24 ECTS**; Practical Skills - **3 ECTS**; Seminar paper - **5 ECTS**; Master thesis - **13 ECTS**.

**In total: 60 ECTS**

## MEI - 120

The „first-year“ program is scheduled as follows:

<b>I Semester</b>	<b>II Semester</b>
Introduction to the Legal, Political and Economic System of the EU 3x5= <b>15ECTS</b>	Optional Course 3 <b>6 ECTS</b>
Practical Skills <b>3 ECTS</b>	Optional Course 4 <b>6 ECTS</b>
Optional Course 1 <b>6 ECTS</b>	Optional Course 5 <b>6 ECTS</b>
Optional Course 2 <b>6 ECTS</b>	Individual Presentation <b>4 ECTS</b>
	Research Paper <b>8 ECTS</b>
<b>Total 30 ECTS</b>	<b>Total 30 ECTS</b>

**Total first-year program – 60 ECTS**

The „second-year“ program is scheduled as follows:

<b>I Semester</b>	<b>II Semester</b>
Optional Course 1 <b>6 ECTS</b>	Optional Course 5 <b>6 ECTS</b>
Optional Course 2 <b>6 ECTS</b>	Optional Course 6 <b>6 ECTS</b>
Optional Course 3 <b>6 ECTS</b>	Optional Course 7 <b>6 ECTS</b>
Optional Course 4 <b>6 ECTS</b>	
Seminar Paper <b>5 ECTS</b>	Master thesis <b>13 ECTS</b>
<b>Total 29 ECTS</b>	<b>Total 31 ECTS</b>

**Total second-year program – 60 ECTS**

### *REGISTRATION AND CERTIFICATION OF SEMESTER*

Art. 17

The general rules applicable to the master academic studies at the University of Belgrade Faculty of Law shall apply to the procedure of registration and certification of semester.

Notarization of the first semester and registration for the second one shall be conducted in due time and in accordance with the working hours of Department for Master and Doctoral Studies, provided that the students have paid first two installments of the tuition fee (or, of course, the full tuition fee).



Following documents are necessary for the notarization of the first and registration of the second semester:

- Student's notebook (INDEX) with the signatures of the professors who have already completed courses,
- Semester form (SEMESTRALNI LIST) (Faculty bookstore),
- Admission form (PRIJAVNI LIST) (Faculty bookstore).

## *EXAMS*

### Art. 18

The Practical Skills exam shall be in written form, whereas the exams from other courses shall be either in oral or in written form, or as a combination of the two, depending on a decision of the relevant professor.

Students shall firstly pass exams related to mandatory courses Practical Skills and Introduction to the Studies of the EU (three referential exams).

Only after passing mandatory courses, students can proceed with the exams related to the opted courses.

All exams shall be in English.

Examination terms are in January, February, April, June, September, and October.

## *EVALUATION OF THE STUDENTS` SUCCESS*

### Art. 19.

Evaluation of the students' achievements in classes and in exams, as well as in defending their Master thesis, shall be expressed numerically, but also by capital letters in the Transcript of Records in a following way:

Grade 10 - A+

9 - A

8 - B

7 - C

6 - D

5 - F

Final examination grade for Practical Skills course is „passed“ or „failed“.

Master thesis is evaluated numerically, but also expressed by an adequate capital letter.

Art. 20

Final grade shall include the pre-examination activities of students during the lectures and practical work (oral presentations, discussions, seminar papers, homework, colloquiums, etc.). Where more teachers are involved in teaching a particular course, they shall fully cooperate and coordinate their work both when it comes to lectures and regarding the determination of students' final grade.

Art. 21

Students may pass the exam in the first examination term following the completion of the course or in any later exam term.

Art. 22

Examination terms are: January, February, April, Jun, September and October.

Art. 23

Students may register for the exams related to their opted courses from the second semester even if they did not pass the exams related to the opted courses attended in the first semester.

Art. 24

Students shall register for the exams on the regular forms, in the proposed period, and in accordance with the Faculty rules. (The Decision on the Rules for the Regulation of exams (see on [www.ius.bg.ac.rs](http://www.ius.bg.ac.rs)).

Exams' registering forms can be taken in the Faculty bookstore; the filled forms should be put in the master exams box, which has been placed in front of the amphitheater V (besides the first year exams' box).

Art. 25

First registration for taking the exam shall be free of charge, whereas all subsequent registrations shall be subject to payment of 5.000,00 dinars (6.000,00 dinars for the students from the region, 100 EU in RSD counter value for foreign students). If the first registration for taking the exam comes in the second academic year of the referential MEI 60 (which is available for completing MEI 60), or, analogously, in the second year of each academic year related to the referential MEI 120, it is not free of charge.

If the first registration for taking exam comes within the second academic year, it is not free of charge.

Students will be informed in a timely manner about the exact dates of examination terms, as well as about the registering schedule for each examination term.

### *SEMINAR PAPER*

#### Art. 26

In order to complete Master in European Integration student shall prepare and successfully defend a seminar paper from the field of mandatory courses or from the field of one of the four courses which she/he had previously chosen from the list of proposed optional courses for that academic year.

The topic of seminar paper and master thesis must not be the same.

Seminar paper can also be related to the field of a certain additional course.

Seminar paper has to be examined by the anti-plagiarism Ephorus program. For that purpose, the draft of seminar paper shall be sent to the MEI administration.

Seminar paper has to be written in a proper English language; if necessary, the native speaking proof reading shall be conducted.

Seminar paper shall be written in accordance with MA Thesis Writing Guidelines (available [HERE](#)).

#### Art 27

Student is free to choose a mentor for the seminar paper from the list of professors who have been engaged in conducting either the mandatory courses or the courses that she/he had opted for.

Mentor for seminar paper can also be the visiting lecturer who has been engaged in conducting the additional course.

#### Art. 28

The exact topic of the seminar paper shall be jointly agreed by the student and his/her mentor.

The procedure for registration, completion and defense of the seminar paper is regulated by a separate set of rules called “Standardi rada na Pravnom fakultetu Univerziteta u Beogradu” (Part III 2. Seminar paper preparation standards).

Students shall register the presentation of seminar paper in Department for Master and Doctoral Studies on the prescribed form.

Art. 29

When the student defends the final version of his/her seminar paper, mentor shall note the topic, the date of its successful defense and ETCS achieved into the students' notebook, as well as in the seminar paper application form.

After a successful defense of a seminar paper, student shall submit two samples of the seminar paper to the Faculty Library, and Library administrator will stamp the application form. The student shall bring such a completed and certified form to Department for Master and Doctoral Studies, in order to be archived in his/her documentation.

Art. 30

For the purposes of Master in European Integration, the seminar paper shall be written in English and comprise of approximately 25, 000 to 30, 000 characters (12 to 18 pages), which shall be credited with 5ECTS.

The student shall comply with the document: MA Thesis Writing Guidelines (available at [pogestei.ius.bg.ac.rs](http://pogestei.ius.bg.ac.rs)) during his/her research of the academic resources and writing his/her seminar paper.

*ADDITIONAL/EXTRA-CURRICULUM COURSES*

Art. 31

The Management of the MEI shall give its best efforts to ensure that each year students are presented with opportunity to attend additional courses held by eminent visiting lecturers.

The Management of MEI allows students, subject to the approval of the Dean, to replace the seminar paper requirement with attendance of the certain additional/extra-curriculum courses and preparation of one essay for such a course instead of the seminar paper.

The Management of MEI will issue relevant certificate with confirmation of regular attendance and successful completion of all activities related to the above mentioned additional courses to all students who have attended them.

*FINAL/MASTER THESIS*

Art. 32

Upon successful completion of all exams prescribed by the study program and successful defense of a seminar paper, a student shall be entitled to defend his/her final (master) thesis.

In order to complete Master in European Integration student shall prepare and successfully defend his/her master thesis from the field of the mandatory courses or from the field of one of the four courses which she/he had previously chosen from the list of proposed optional courses.

#### Art. 33

Student is free to choose a mentor for his/her master thesis from the list of professors who have been engaged in conducting either the mandatory courses or the courses that she/he had opted for.

The Commission for the master thesis defense consists of the mentor and one professor from the MEI teaching staff whose field of research also matches the topic of master thesis, and who is selected on the basis of an agreement among the mentor and the student.

#### Art. 34

The exact topic of the master thesis shall be jointly agreed by the student and his/her mentor. The topic of master thesis has to differ both from the title and content of that students' seminar paper.

Draft of master thesis has to be exposed to the anti-plagiarism Ephorus program. For that purpose, the draft of master thesis shall be sent to the MEI administration.

Master thesis has to be written in a proper English language; if necessary, the native speaking proof reading shall be conducted.

Master thesis shall be written in accordance with MA Thesis Writing Guidelines ([available HERE](#)).

#### Art. 35

The procedure for registration, completion and defense of the master thesis is regulated by a separate set of rules called "Standardi rada na Pravnom fakultetu Univerziteta u Beogradu" (Part III 3. Master Thesis Preparation Standards).

Students shall register for defending his/her master thesis in the Office for Master and Doctoral Studies on the prescribed form.

Student registers for defending his/her master thesis in the regular examination term.

Student shall complete and defend his master thesis within six months from the time of the master thesis registration.

After successful defense of the master thesis, the mentor shall fill out the data on the title and date of the master thesis defense in the application form, as well as in the student`s notebook (index).

After his/her defense of the master thesis, student shall submit three samples of the master thesis in the hard copy as well as two electronic samples to the Faculty Library, and Library administrator will stamp the application form. The student shall bring such a completed and certified form to the Office for Master and Doctoral Studies, in order to be archived in his/her documentation.

#### Art. 36

For the purposes of MEI, the student shall be required to draft and defend Master thesis in English comprising of approximately 90,000 to 110,000 characters (45 to 55 pages), which shall be credited with 13 ECTS.

The student shall comply with the document: MA Thesis Writing Guidelines (available at [pogestei.ius.bg.ac.rs](http://pogestei.ius.bg.ac.rs)) during his/her research of the academic resources and writing his/her master thesis.

#### Art. 37

The application for the final/master thesis shall be accompanied with the proof of payment of 10.000,00 dinars (12.000 dinars for the students from the region, and 120 EUR in RSD counter value for foreign students), and be submitted to the Office for Master and Doctoral Studies in order to complete the application procedure.

### *ACADEMIC TITLE*

#### Art. 38

After successful completion of this program, a student acquires the academic master degree - **Master of Laws in European Integration.**

Besides the main document - Master Diploma/Certificate, a precise description of all fulfilled obligations prescribed by the master program as well as notification whether the student had previously completed undergraduate academic studies at the law faculty or at any other social sciences- humanities faculty shall be outlined in the Transcript of Records/Diploma Supplement.

### *ISSUANCE OF CERTIFICATES AND DIPLOMAS*

#### Art. 39

Candidates who have defended their master thesis and completed their master academic studies – **Master in European Integration** need to submit the following documents to the Office for Master and Doctoral studies in order to be issued certificates and diplomas:

1. application for the issuance of the diploma;
2. application for the issuance of the certificate on completed master studies;
3. application for the issuance of the transcript of records.

(Applications are to be written by candidates in free form and the necessary information to be contained in the application is as follows: the application for the issuance of the diploma and certificate on completed master studies should contain the date of the defense and the title of the master thesis, name and family name, candidate's signature, number of the student's booklet, address and phone numbers.

In addition, the application for the issuance of the transcript of records should contain the information regarding each exam passed in the course of master studies with dates of passing and grade.)

4. Confirmation from the Law Faculty library stating that the student does not owe any books;
5. Bank receipt certifying payment of the amount of 5.500,00 dinars (students from former SFRY – 6.600,00 dinars; foreign students – 100 euro in RSD counter value) for the purposes of diploma and certificate issuance.

BELGRADE FACULTY OF LAW BANK ACCOUNT NUMBER:  
**840 – 1439666 – 55**, Code (poziv na broj): **540**

### *QUALITY EVALUATION*

#### Art. 40

The students shall take part in course quality control after each course, as it is proposed in the Article 127 of Statute of Faculty of Law and in the Standards of self-rating teaching quality and pedagogical labor of teachers.

#### Art. 41

The students shall be presented with opportunity to fulfill evaluation papers after each course for every teacher at the course.

Evaluation shall be conducted anonymously.

All teachers are informed, individually as well as commonly, about the results of the referential students' evaluations.

#### Art. 42

In case that teacher receives an average rating lower than three (3,00) the Commission which will be formed by the Dean, under the proposal of the Head of the MEI, will conduct an analysis of that teacher's work. If the Commission determines significant omissions in the teacher's work, the Dean may, upon the proposal of the Commission, decide to remove such teacher's engagement at the Master in European Integration for the next academic year.

#### *EXTENSION OF THE DEADLINE FOR COMPLETEING MEI - 60 ECTS*

Art. 43

The duration of the Master Academic Program MASTER IN EUROPEAN INTEGRATION (MEI - 60 ECTS) is 30 weeks, and it is worth 60 ECTS. The next academic year is available to each MEI generation to complete master studies.

Students who do not manage to fulfill all proposed obligations during the proposed two academic years have an opportunity to ask for one more academic year extension of the deadline for completing the master studies. This formal extension with the **third** academic year is free of charge.

Applications accompanied by the relevant documentation certifying the reasons for not having completed the studies in **two** academic years, shall be submitted to Department for Master and Doctoral Studies in a due time.

#### *EXTENSION OF THE DEADLINE FOR COMPLETEING MEI - 120 ECTS*

Art. 44

The duration of the two-years lasting Master Academic Program MASTER IN EUROPEAN INTEGRATION (MEI- 120 ECTS) is 60 weeks, and it is worth 120 ECTS. The **third and fourth** academic year is available to each MEI generation to complete master studies.

Students who do not manage to fulfill all proposed obligations during the proposed **four** academic years have an opportunity to ask for one more academic year extension of the deadline for completing the master studies. This formal extension with the fifth academic year is free of charge.

Applications accompanied by the relevant documentation certifying the reasons for not having completed the studies in **four** academic years, shall be submitted to Department for Master and Doctoral Studies in a due time.

#### *RE-ENROLLMENT AT MEI - 60 ECTS*

Art. 45

Students who do not manage to complete their master studies within **three** academic years have the opportunity to re-enroll at MEI - 60. Already fulfilled obligations and achieved ECTS will be



kept and transferred into each personal re-enrollment. Difference exists between those who had already obtained 30 ECTS and those who had not. The ones, who have gained 30 ECTS, do re-enroll under the condition to pay a certain amount of money, which is determined for each academic year. Others, who had not obtained 30 ECTS, have to pay again the full MEI - 60 ECTS fee.

Students are entitled to submit the complete documentation for the re-enrollment and to pay the proposed fee (See Art. 4 in this document).

Students who had re-enrolled with obtained 30 ECTS and did not manage to complete MEI 60 during the re-enrolled fourth academic year, have an opportunity to extend MEI studies for one more academic year. For that purpose, students have to submit a formal request and the needed documentation.

#### *RE-ENROLLMENT AT MEI-120 ECTS*

Art. 46

Students who do not manage to complete their master studies within **five** academic years have the opportunity to re-enroll at MEI – 120 ECTS. Already fulfilled obligations and achieved ECTS will be kept and transferred into each personal re-enrollment. Difference exists between those who had already obtained **60** ECTS and those who had not. The ones, who have gained **60** ECTS, do re-enroll under the condition to pay a certain amount of money, which is determined for each academic year. Others, who had not obtained 60 ECTS have to pay again the **full MEI - 120 fee** (which is doubled in comparison with MEI - 60).

Students are entitled to submit the complete documentation for the re-enrollment and to pay the proposed fee (See Art. 4 in this document).

Students who had re-enrolled with obtained 60 ECTS and did not manage to complete MEI 120 during the re-enrolled sixth academic year, have an opportunity to extend MEI studies for one more academic year. For that purpose, students have to submit a formal request and the needed documentation

#### *THE PRICE LIST*

<b>List</b>	<b>FEES FOR MASTER STUDIES – Master in European Integration</b>	<b>Students from Serbia (In dinars)</b>		<b>FOREIGN STUDENTS (In Euros)</b>
1.	APPLICATION	3.500,00		90
2.	DIFFERENTIAL EXAMS	2.300,00		50

3.	ENROLLMENT at MEI 60	140.000,00		2.100
	ENROLLMENT at MEI 120	doubled		doubled
4.	First registering for passing exam is free of charge, all subsequent registrations are charged	5.000,00		100
5.	Duplicate of the Students` Booklet (INDEX)	2.300,00		50
6.	APPROVEMENT OF REGULAR STUDYING	600,00		20
7.	APPROVEMENT demanded by earlier promotions of students	1.350,00		30
8.	WITHDRAWAL	3.500,00		90
9.	REGISTRATION OF THE MASTER THESIS THEME AND DEFENCE OF THE MASTER THESIS	10.000,00		120
10.	CERTIFICATE AND DIPLOMA (MASTER)	5.500,00		100
11.	DUPLICATE OF THE CERTIFICATE OF THE DEFENDED MASTER THESIS	2.200,00		50
12.	DUPLICATE OF THE MASTER DIPLOMA	10.000,00		200

Note: Amounts expressed in Euros shall be paid in the RSD counter value, which is valid on the day of payment.

#### *FINAL AND TRANSITIONAL PROVISIONS*

##### Art. 47

This Rulebook shall apply to Master in European Integration program starting from the academic year 2012/13, and further on.

##### Art. 48

This Technical Rulebook is adopted by the Dean, in accordance with the proposal of the Head of the Master in European Integration, and enters into force 8 days after its announcement at the Faculty official information table/webpage.