**Extracts from the *Law on Higher Education of the Republic of Serbia*** (Official Gazette No. 88/2017; 27/2018; 73/2018)**related to „study and work“ (Part time) and short programs OF study (Short cycle)**

1. **Articals of the *Law on higher education* related to the „study and work“ (part time)**

**Organization of studies
Article 96**

 The obligations of the higher education institution regarding the way of organizing and the time of the maintenance of the form of studies are regulated by the general act of the higher education institution, as well as the obligation to provide conditions for students with disabilities in accordance with their capabilities.

 The higher education institution is obliged to organize lectures and other forms of teaching for all students, except for the realization of a distance study program. Teaching is organized and conducted at the headquarters of the higher education institution, that is, in the facilities listed in the work permit.

 A higher education institution may organize a part of teaching outside of the headquarters, if it is a teaching from the subject whose character is required, in accordance with accreditation.
Within basic and master studies, a higher education institution can organize student practice, as part of a study program or through extracurricular activities.

 **A higher education institution may organize “study and work” for students who are employed or who for some other reason are not able to regularly attend classes.** The detailed conditions and methods for the realization of the distance study program are regulated by the general act of the higher education institution.

 Higher education institution is obliged, in accordance with its general act, to adequately, accurately and timely inform students about the manner, time and place of teaching, objectives, methods and contents of teaching, contents, methods, criteria and test criteria, manner of securing to the public on the exam and how to gain insight into the results, as well as other issues of relevance to students.

**Rules of study**

**Аrticle 102**

When enrolling each school year, a student chooses to study in the course of study programs.
The study program prescribes which courses are required for a particular year of study.
A student financed from the budget, when enrolling for the corresponding year of study, is defined for as many subjects as is necessary to achieve at least 60 ESPB points, unless he has less than 60 ESPB points by the end of the study program.

A self-financed student, upon enrollment in the corresponding year of study, is determined, according to the study program, for as many courses as necessary to achieve at least 37 ESPB points, unless less than 37 ESPB points remain until the end of the study program.

**A student who “study and work”, enrolling the corresponding year of studies is determined, according to the study program, for as many subjects as it takes to earn at least 30 ESPB points, unless he has less than 30 ESPB points by the end of the study program.**

**Higher education institution by general act determines the conditions for enrollment in the next year of study.**

Student from st. 4 and 5 of this article, which is itself financed, shall pay part of the tuition calculated in proportion to the number of ESPB points for the cases for which it has been determined.
By taking the exam student receives a certain number of ESPB points in accordance with the study program.
 Student who does not pass the exam from the compulsory subject until the beginning of the next school year, enrolls the same subject.

A student who does not pass an elective course can re-enroll it or opt for another elective subject.
 The study program may be conditioned to determine the student for a particular subject by previously passing the exams from one or more subjects determined by the study program.
The rules of the studies are more closely regulated by the general act of the higher education institution.

**Cessation of student status
Article 109**

 Student status ceases in the case of:

1) printing from studies;

2) completion of studies;

3) non-attendance of the school year;

4) when he / she does not complete the study until the expiry of the deadline determined in the double number of school years required for the realization of the study program, except in the case of studies at work;

5) imposing a disciplinary measure of exclusion from studies at a higher education institution.

 A student who **“study and work”**, a student with a disability, a student who is enrolled in affirmative studies, and a student who has the status of a categorized top athlete retains the status of a student until the expiration of the deadline determined in the triple number of school years required for the realization of the study program.

 The student can, on a personal request, extend the deadline for completing the studies, in accordance with the general act of the higher education institution.

1. **Articals from*Law on higher education* related to short programs of study (short cycles)**

**Competence of the National Council
Article 12**

National Council:
1) monitor the development of higher education and its compliance with European and international standards;

2) propose to the ministry responsible for higher education (hereinafter: the Ministry) measures for the improvement of the higher education system;
3) gives opinion on the policy of enrollment in higher education institutions;
4) give opinion in the procedure of passing regulations regulating issues of importance for the activity of higher education;
5) propose to the Government norms and standards of work of higher education institutions, as well as the material resources for their realization, according to the opinion of the University Conference and the Conference of Academies and Higher Schools;
6) decide in the second instance on appeals in the accreditation procedure, on the basis of the proposal of the Appeals Commission, which it establishes for each individual appeal;
7) **determine the guidelines regarding the organization, implementation of the short program of study and issuing the appropriate certificate;**

**…..**

18)

**Types of studies**

**Article 34**

The activities of higher education are realized through academic and professional studies based on accredited study programs for higher education.

In academic studies an academic study program is being conducted, which enables students to develop and apply scientific, artistic and professional achievements.

Vocational studies are carried out by a vocational study program, which enables students to apply and develop the professional knowledge and skills necessary for inclusion in the work process.

**For the purpose of vocational training of persons with acquired secondary education for inclusion in the work process, a short program of studies with a clearly defined structure, purpose and learning outcomes is carried out, and for which a certificate of completion of the short study program and acquired competencies is issued**

**Scope of study**

**Article 39**

Each subject from a study program or a short study program is indicated by the number of ESPBs corresponding to the program, and the scope of the program is expressed by a set of ESPB points.

A total of 60 ECTS points corresponds to the average total student engagement within the 40-hour working week during a school year.

The total student engagement consists of active teaching (lectures, exercises, practicals, seminars, etc.), independent work, colloquiums, exams, final work, student practice, volunteer work in the local community and other forms of engagement.

Voluntary work is the work of a student free of charge, organized by a higher education institution on projects of importance for the local community that is valued in the higher education system.

The conditions, the way of organizing and evaluating voluntary work are regulated by a higher education institution by their general act.

The total number of hours of active teaching can not be less than 600 hours during the school year.

Basic academic studies have between 180 and 240 ESPB points.

Basic vocational studies have 180 ESPB points.

Specialist vocational studies have at least 60 ESPB points.

Specialist academic studies have at least 60 ESPB points when they have previously completed Master Academic Studies.

Master academic studies have:

1) at least 60 ESPB points, when the scope of basic academic studies of 240 ESPB points has been previously achieved;

2) at least 120 ESPB points when the previous scope of basic academic studies of 180 ECTS points.

Master's professional studies have at least 120 ESPB points when the first level of the study has reached at least 180 ESPB points.

Study programs of academic studies can be organized in the framework of basic and master academic studies.

Doctoral studies have at least 180 ESPB points, with a previously completed study scope of at least 300 ESPB points in basic academic and master academic studies, or integrated academic studies.

Study programs of academic studies in medical sciences can be organized in the framework of basic and master academic studies, with a total volume of up to 360 ESPB points.

**A short program of study can be conducted in the range of 30 to 60 ESPB points.**

**Records maintained by a higher education institution**

**Article 113**

The higher education institution keeps: the student register, records of diplomas issued and diplomas supplement, records of employees, records of recognized foreign higher education documents for continuation of schooling and record of passing the exam.

**Higher education institutions and records of students and certificates of completion of the short program of study**.

The records referred to in paragraph 1 of this Article shall be kept in Serbian, Cyrillic script, in printed form, and may be kept electronically.

When instruction is exercised in the language of the national minority, the records referred to in paragraph 1 of this Article shall be kept in Serbian in Cyrillic script and in the language and script of the national minority.

The data entered in the records of the higher education institution shall be submitted to the Ministry for the performance of legally determined tasks, in accordance with this Law.

More detailed requirements regarding the keeping, collection, entry, updating, availability of the records kept, as well as other issues of relevance for keeping records, shall be prescribed by the Minister.

**Data in the register of accredited institutions**

**Article 116**

The register of accredited higher education institutions is a set of general data that is determined: the legal status of a higher education institution, the status of a higher education institution in the higher education system; data on study programs implemented by the higher education institution; **data on realized short programs of study and issued certificates**; tuition fee; weekly fund hours per study program for each year for lectures and exercises; the language in which the study program is conducted; number of budget and self-financing students per study program and per year; data on objects (number of buildings and squares, number of laboratories, number of library units); information on the acts and bodies of the higher education institution; data on the accreditation of the higher education institution and the results of the external evaluation of the higher education institution; data on own revenues and their spending.

….

**Data in student records**

**Article 118**

Data on students that the higher education institution keeps in the records referred to in Article 113, paragraph 1, are a set of personal data defining their identity, educational and social status and the necessary educational, social and health support.

Personal data about students is collected by a higher education institution through a form that is prescribed by the Minister and completed in paper form when enrolling the year of study.

The following data are collected for determining the student's identity: first name, first name, single parent's name, gender identity, citizenship number, passport number and issuer for foreign nationals, date of birth, place of birth, country and address of permanent residence, nationality in accordance with the law, marital status, citizenship, address, contact telephone, photographs and other data in accordance with this Law.

For determining the educational status of students, the data on previously completed education, the language in which the primary and secondary education has been acquired, the study program, the type of study, the year of study and the year of the first enrollment in the study program, participation in international mobility programs, the year of completion of the study program , the language in which the study program is being conducted, data on ESPB points achieved, data on awards and compliments received during the course of study and issued public documents.

For the determination of the social status of students, data on the method of financing the studies, the way of support during the studies, the address of the dwelling during study, the type of accommodation during study, the working status of the student during the course of studies, the dependents, the educational plan of both parents, the working status of the parent (sender) parent or supporter.

In order to determine the health status of students, data on the needs for providing additional support are collected for performing daily activities at a higher education institution.

**Higher education institution, pursuant to the provisions of par. 3 and 4 of this Article, keeps records of the enrolled students on short study programs and issued certificates.**

Personnel data management referred to in par. 3-7. This Article is a higher education institution.