

A brief manual on some basic studying information and rules all students need to know:

- ✓ The study takes three years and upon its completion **180 ECTS credits** are acquired.

ECTS - European Credit Transfer and Accumulation System (is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries. For successfully completed studies, ECTS credits are awarded. One academic year corresponds to 60 ECTS - credits that are equivalent to 1500–1800 hours of study in all countries respective of standard or qualification type and is used to facilitate transfer and progression throughout the Union)

- ✓ Student status is maintained during the regulated period of study duration and **not longer than twice as long as regular study duration planned.**

- ✓ Studying period **does not include the temporary suspension period.**

- ✓ Students are entitled to temporary suspend their study:

- during pregnancy
- for applicant-mother or student-father until the child turns one year of age
- in the period of illness, three months or longer
- in other reasonable situations, based on the Faculty Council decision

- ✓ Application for temporary study suspension from the foresaid paragraph can be submitted only **prior to enrolment of courses in the academic year.**

- ✓ In case of a more serious injury or other reasonable circumstance, occurred after participating in classes for all courses and having all relative signatures from teachers, and prior or during the examination schedule in summer and/or additional autumn examination schedule in which the student is required to pass all exams in order not to lose his right to study, the student is entitled to have **the status of temporary suspension from taking exams** in that academic year, which lasts until the end of the foresaid circumstances, or the following academic year.

- ✓ The student can have the status of temporary suspension **in the duration of one year.**

- ✓ The **official grading system** is expressed as follows:

5 – Excellent (best possible grade)

4 – Very good (next highest)

3 – Good (indicates average performance)

2 – Sufficient (lowest passing grade)

1 – Insufficient (failing grade)

- ✓ **Regular examination schedules** are organised in winter and summer. Compulsory additional examination schedule is organised in autumn. An examination schedule lasts at least four weeks and can include two examination periods, each organised within two weeks distance in between.

Winter semester courses are organised in 4 examination periods as follows:

- Winter examination schedule (February) – 1st Examination period
- Summer examination schedule (June - July) – 2nd and 3rd Examination period
- Autumn examination schedule (September) – 4th Examination period in front of the Committee

Summer semester courses are organised in 4 examination periods as follows:

- Summer examination schedule (June-July) – 1st and 2nd Examination period
- Autumn examination schedule (September) – 3rd Examination period and 4th Examination period in front of the Committee

- ✓ **Calendar of examination periods, schedule of classes** and syllabuses are determined and published on the Faculty's web pages at the beginning of each academic year.
- ✓ Exam of each course can be officially taken four times in a year and if the student fails to pass it within the first year of study, the course is “transferred” to the second year. The previously mentioned course exam can be taken 4 times during the second year of study. **If the students fails to pass a course exam within eight deadlines, he loses his right to continue his education.**
- ✓ According to the previous paragraph, students are required to pass **exams for all courses from the first year of study in order to enrol the third year of study.** Otherwise, they lose the right to continue their education.
- ✓ For **enrolment to the following year of study, it is required to have at least 30 ECTS credits** accumulated from the current year of study.
- ✓ In case the student fails to accumulate 30 ECTS credits in the current year of study, he is not entitled to enrol the following year of study, but **to enrol that same year of study again, and pay the value of one semester.**
- ✓ Formal registration of exams to the Student Records Office is not required separately, but taking or failing to take an exam is considered as a yearly number of official deadlines.