



Pursuant to Article 34, paragraph 1, indent 7 of the Statute of the University "Mediterranean" Podgorica, the Senate of the University "Mediterranean" at its XIV session held on 5th May 2011 adopted the following

**RULEBOOK ON THE REQUIREMENTS, CRITERIA AND PROCEDURE FOR ENROLMENT IN
THE FIRST YEAR OF STUDIES OF THE UNIVERSITY
„MEDITERRANEAN” PODGORICA**

I GENERAL PROVISIONS

Article 1

This Rule Book prescribes specific requirements, criteria and procedure for enrolment in the undergraduate studies of the University "Mediterranean" Podgorica (hereinafter: the University).

Article 2

The enrolment in the first year of undergraduate studies for all study programmes is conducted on the basis of the open public competition of the University.

The call for public competition is advertised in a Montenegrin daily newspaper and on the website of the University.

The University Senate determines the number of students in the public competition, which can not exceed the number specified by the license.

The enrolment periods are in June (first), July (second) and August (third).

The first enrolment period is in the second half of June of the current year.

Where the number of qualified applicants in the first enrolment period is lower than the required number, the second or the third enrolment period is organized.

The second enrolment period is in the first half of July of the current year.

The third enrolment period is in the second half of August of the current year.

Article 3

The previous requirement for enrolment in the undergraduate studies is fulfilled by the applicants who have completed four-year secondary education, including the external Matura examination, or the vocational examination, as well as the applicants who completed four-year secondary education according to the former educational programme which did not prescribe the external Matura examination or the vocational examination.

The foreign citizen is subject to the same enrolment requirements as the Montenegrin citizen in accordance with the Law on Higher Education and the Statute of the University, unless otherwise prescribed by an international agreement.

An applicant must submit an application and the following documents:

- certificates for each grade completed of secondary education;
- certificate of the Matura exam or the final exam;
- birth certificate;
- certificate of citizenship;
- Diploma 'Luča' or its equivalent;
- written evidence of the award won in the state-level secondary school competition or a higher level competition.

In addition to the documents referred to in the previous paragraph, a foreign citizen submits an evidence of the knowledge of the language in which the teaching is conducted, except in the case where he/she has finished a secondary school in one of the languages in official use in Montenegro, and a health certificate.

An applicant for enrolment who has filed a request for recognition, that is, equivalence of a foreign educational document, may be conditionally enrolled, in the case where the process of recognition or equivalence is not completed before the deadline for submission of the application for enrolment.

Where the request for recognition, or equivalence of a foreign educational document is not completed until the beginning of the study year, or is denied, or where a foreign educational document based on the recognition or equivalence does not entitle to admission to the chosen study program of the University, it is deemed that conditional admission has not been conducted.

Documents for enrolment are submitted in original.

Notwithstanding the preceding paragraph, documents for enrolment may be submitted as certified copies if the authorized person inspected the original documents, about which he/she is required to make an official note.

II ENROLMENT IN THE STUDY PROGRAMME

1. General requirements

Article 4

Enrolment is performed on a competitive basis in accordance with the results achieved at the end and throughout the secondary education, following the completion of the ranking procedure.

Graduates of all four-year secondary schools are eligible for enrolment in the study programmes of the University.

2. Assessment of knowledge and preferences of particular importance for mastering the study programme

Article 5

Applicants for enrolment in the Faculty of Visual Arts are subject to mandatory assessment of knowledge and preferences of particular importance for mastering the study program (hereinafter: the Entrance Exam) which includes:

- general knowledge test ;
- practical part of the exam.

The practical part of the exam includes:

- test of creative talent;
- presentation of works of art, drawings, paintings, photographs, video footage, computer graphics, and design.

The entrance examination is taken before the Committee formed by the Dean of the Faculty.

The practical part of the exam is evaluated as the average of free evaluation of all members of the Committee referred to in the previous paragraph.

The results of the entrance examination are posted on the notice board and the website of the Faculty, within 24 hours of the completion of the exam.

An applicant who is not satisfied with the results of the general knowledge test and the practical part of the exam may file an appeal to the Enrolment Committee within 24 hours following the publication of the results.

The decision on the appeal must be made within 24 hours of filing the appeal.

The decision is communicated to the complainant and published on the notice board of the Faculty.

The decision on the appeal is final.

An applicant who has failed the entrance exam is not entitled to admission.

3. Evaluation

Article 6

The following achievements are evaluated for enrolment in the study programmes of the University:

- a) the grade average in the Matura, or vocational examination, which is taken externally;
- b) the grade average in each year of secondary school;
- c) the grade average in two subjects from the third and fourth grades of secondary education, of particular importance for mastering the chosen study program;
- d) "Luča" Diploma or its equivalent;
- e) an award in the state-level secondary school competition or a higher rank competition.

Notwithstanding the previous paragraph, the achievements in the entrance exam are evaluated at the Faculty of Visual Arts.

Subjects of particular importance for mastering the study programmes are determined by faculties (organizational units of the University), as follows:

- Faculty of Visual Arts: Art History and Native Language (Montenegrin, Serbian, Bosnian and Croatian);

- Faculty of Law: Sociology and Native Language (Montenegrin, Serbian, Bosnian and Croatian);
- Faculty of Business Studies "Montenegro Business School" :Fundamentals of Economics and the English language;
- Faculty of Information Technology: Mathematics and Informatics;
- Faculty of Foreign Languages: the English Language and the Native Language (Montenegrin, Serbian, Bosnian and Croatian);
- Faculty of Tourism Bar-MTS "Montenegro Tourism School": Fundamentals of Tourism and the English language.

4. Grading

a) General success in the Matura exam, i.e. professional exam

Article 7

The general success in the Matura exam, i.e. professional exam, which is taken externally, is marked as follows:

- excellent (5) 15 points;
- very good (4) 12 points;
- good (3) 9 points;
- satisfactory (2) 6 points.

The candidates to enrol who have not had the Matura exam, i.e. professional exam which is taken externally, can take two subjects of special importance for mastering the chosen study programme, and in so doing, they get the possibility to acquire the same number of points like the candidates who have taken the Matura exam, i.e. professional exam externally.

The subjects from the previous paragraph are taken by means of tests.

Testing is conducted by a three member committee which is formed by the dean of the faculty.

The teaching and expert staff can include the members of the committee that conduct testing. The committee devise tests and conduct the grading procedure.

The success on the test in a subject is graded from one (1) to five (5).

The overall grade is formed as the mean value of grades acquired on both tests as follows:

- excellent if the average grade is 4,50 or more;
- very good if the average grade is from 3,50 to 4,50;
- good if the average grade is from 2,50 to 3,50;
- satisfactory if the average grade is from 2,00 to 2,50;
- unsatisfactory if the average grade is less than 2,00.

The scoring is done as follows:

- excellent (5) 15 points;
- very good (4) 12 points;
- good (3) 9 points;
- satisfactory (2) 6 points.

The candidate who is not satisfied with the exam results which are valued as the Matura exam which is taken externally can submit a complaint to the Admission Committee within 24 hours after the results announcement.

The decision on the complaint from the previous paragraph must be provided within 24 hours after

the complaint submission.

The decision is imparted to the requester and announced on the announcement board of the University organisational unit.

The decision of the Admission Committee on the candidate's complaint is final.

b) The general success upon the each class of secondary education

The success in each class of secondary education is graded in the way that the number of points is equalised with the average grade in each class.

c) The success in two subjects from the third and fourth class of secondary education of special importance for mastering the chosen study programme

The success in two subjects from the third and fourth class of secondary education of special importance for mastering the chosen study programme is graded individually, for each year, as follows:

- excellent (5) 2,5 points;
- very good (4) 2 points;
- good (3) 1,5 points;
- satisfactory (2) 1 point.

In so far as in the third and fourth class of secondary education one of the two subjects has not been studied, the success in these subjects in the last year in which they were studied is valued twice.

e) The "Luča" diploma

The „Luča" Diploma or an equivalent diploma is graded with five (5) and three (3) points, respectively.

The "Luča" diploma is awarded in accordance with article 2 paragraph 1 clause 2 and paragraph 2 of the same article of The diploma "Luča" regulation ("Official Gazette of Montenegro" no.26/08) or an equivalent diploma is graded with five (5) points.

The "Luča" diploma which is awarded in accordance with article 2, paragraph 1 clause 3 of The Diploma "Luča" Regulation ("Official Gazzette of Montenegro", no. 26/08) or an equivalent diploma is graded with three (3) points.

d) Awards in state competitions for secondary school students or awards of a higher rang

Awards in state competitions for secondary school students or awards of a higher rang are graded as follows:

- for the first place 3 points;
- for the place 2 points;
- for the third place 1 point.

In so far as the award from the previous paragraph is acquired for the achievement in a subject of special importance for mastering the study programme, the number of the points from the previous paragraph is doubled.

e) The success in subjects that are taken in entrance examination at the Faculty of Visual Arts is graded individually as follows:

General knowledge test:

- excellent (5) 10 points;
- very good (4) 8 points;
- good (3) 6 points;
- satisfactory (2) 4 points.

The practical part of the exam:

- excellent (5) 40 points;
- very good (4) 32 points;
- good (3) 24 points;
- satisfactory (2) 16 points.

5. Ranking

Article 8

The dean of the University organisational unit forms a three -member committee for student enrolment.

The president of the student enrolment committee is the vice dean of an organisational unit of the University.

The rank list forming and enrolment in study programmes is done on the basis of a candidate's achievement, in accordance with this Rulebook.

A special rank list is created for foreign students.

Candidates with the same number of points enrol under equal conditions.

III THE PROCEDURE OF ENROLMENT IN A STUDY PROGRAMME

Article 9

The University Senate appoint The Central Enrolment Committee to:

- coordinate and control the legality of enrolment committees work at the University organisational units;
- provide more detailed instructions to the University organisational units for the conducting of enrolment procedure;
- give public statements.

The decision from paragraph 1 of this article determines the Central Committee number and structure and other important issues, in accordance with this Rulebook.

Article 10

The results of the qualification procedure and rank list are published on the announcement board of the University organisational unit.

A candidate, who considers the ranking procedure irregularly conducted, has the right to file a complaint to the Central Enrolment Committee within 24 hours of announcing the results on the announcement board of the University organisational unit.

The decision on the complaint from paragraph 2 of this article must be provided within 24 hours after the complaint submission.

The decision is imparted to the requester and announced on the announcement board of the University organisational unit.

The decision of the Central Enrolment Committee on the candidate's complaint is final.

On the basis of the final rank list, the Council of teachers of the University organisational unit draws up a decision on student enrolment.

Article 11

The Enrolment Committee of the University organisational unit is obliged to submit the final report on the student enrolment results at their organisational unit to the Central Enrolment Committee within seven days after the expiration from paragraph 3 article 10 of this Rulebook.

The Central Enrolment Committee submits an agreed-upon report on the enrolment at the University to the University Senate.

The University Senate verifies the decision on enrolment.

Article 12

The candidate has acquired the right to enrolment in so far as he/she is on the rank list to the number which is marked in the Public Competition for Enrolment.

The candidate who has acquired the right to enrolment, but has not enrolled within the appropriate period, loses the right. Instead, the next candidate on the rank list acquires the right to enrolment.

Article 13

The student concludes the study agreement with the University (organisational unit) which more precisely defines their mutual rights and obligations.

The agreement from the previous paragraph determines the tuition.

IV Forms

Article 14

With this Rulebook, the following forms are printed:

- Form 1 - Candidate's application for undergraduate studies;
- Form 2 - An application for taking an exam of special importance for mastering the study programme (exams that are valued like the Matura exam that is taken externally);
- Form 3 - The schedule for exams of special importance for mastering the study programme (exams that are valued like the Matura exam that is taken externally);
- Form 4 - A complaint on the results of the examinations of special importance for mastering the study programme (exams that are valued like the Matura exam that is taken externally);
- Form 5 - The schedule for entrance examination at the Faculty of Visual Arts;
- Form 6 - A complaint on the entrance examination results at the Faculty of Visual Arts;
- Form 7 - The candidates to enrolment rank list;
- Form 8 - A complaint on the candidates to enrolment rank list;
- Form 9 - The enrolment Committee report on the enrolment at the University organisational units;

The forms from the previous paragraph constitute an integral part of this Rulebook.

V TRANSITIONAL AND FINAL PROVISIONS

Article 15

By entering into force of this Rulebook, the Rulebook on requirements, criteria and enrolment in the first year of studies procedure no. R-166-06 from 25.12.2006. loses its validity.

Article 16

This Rulebook enters into force on the eighth day upon its publication on the web site and announcement board of the University.

Number:

Podgorica, 05. 05. 2011.

THE UNIVERSITY »MEDITERAN«

SENATE

PRESIDENT

Prof. dr Stevan Popović



Form 1: CANDIDATE'S APPLICATION FOR UNDERGRADUATE STUDIES

ENROLMENT PERIOD, ACADEMIC YEAR ____/____

The candidate applies for the study programme _____

The candidate's
personal information

Given name (parent name)	
Date and place of birth	
Unique identification number	
ID number and issuing	
Address	
Phone number (mobile and	
E-mail address	

Information on the finished secondary school

School name and place		
Enrolment and graduation	Enrolment	Graduation

Information on success and awards

Average grade at the end of	I	II	III	IV
Grade on				
Grades in [Subject 1 of special importance for mastering the study			III	IV
Grade in [Subject 2 of special importance for mastering the study			III	IV
O.n	Competition name and year		Subject	Place acquired

Attached documents

Diploma on passed Matura/professional exam				
Certificates on the finished secondary school classes	I	II	III	IV
Birth certificate / ID photocopy				
Citizenship papers				
„Luča“ diploma or an equivalent diploma				
Diploma or an equivalent document on awards in competitions				

In [place], _____ 2011. year

_____ the candidate's signature



**Form 2: APPLICATION FOR TAKING AN EXAM OF SPECIAL IMPORTANCE FOR
MASTERING THE STUDY PROGRAMME**

ENROLMENT PERIOD, ACADEMIC YEAR _____/_____.

The candidate's personal information

Given name and last name	
Unique identification number	
Application number and date with documents submission	

Exam information

Secondary school subject name in which an	
Secondary school name in which the subject	
Secondary school classes in which the subject is studied	I II III IV

Fields (units) that are checked (o.no. and the name of fields/units)¹:

The test is taken (mark with X which alternative is applied):²

<input type="radio"/> As unique for all fields	<input type="radio"/> In _____ part, i.e.			
		(Indicate the ordinal number of the field for every part of the test)		

Literature (author's name, textbook name and the year of publication):³

Footnote:

1 The names of fields/units are indicated according to the secondary school programme.

2 The grading procedure is shown in the test.

3 Literature has to be used for the secondary school programme.

In [place], _____ 2011. year

_____ (the candidate's signature)



**FORM 3: THE SCHEDULE FOR EXAMS OF SPECIAL IMPORTANCE FOR
MASTERING THE STUDY PROGRAMME**

ENROLMENT PERIOD

O.no.	Exam name	Information on taking an exam		
		Date	Time	Classroom

Footnote:

1 The candidates are obliged to provide a personal document to prove their identity prior to taking an exam.

**Enrolment Committee
President**



**FORM 5: CANDIDATES' SEAT ARRANGEMENT FOR DEVISING PRACTICAL WORK AT [FACULTY
NAME]**

ENROLMENT PERIOD, ACADEMIC YEAR ____/____.

Appli cation no.	Candidate's name	Information on taking an exam		
		Date	Time	Classroom

Footnote:

1 The candidates are obliged to provide a personal document to prove their identity prior to taking an exam.

**Enrolment Committee
President**



Form 7: THE CANDIDATES TO ENROLMENT RANK LIST

ENROLMENT PERIOD, ACADEMIC YEAR _____/_____.

O. no.	App lication no.	Given name and last name	NUMBER OF POINTS FOR:												Total	Funding		
			Average grade in				GRADES IN SUBJECTS				Matura or professional exam or an equivalent	Diploma Luča	Competitions	Entrance exam				
			I	II	III	IV	III-1	III-2	IV-1	IV-2				General knowledge test			Practical work	
																	Tuition free	
																		Self-funding

Footnote:

The candidates until and including the ordinal number ___ have acquired the right to enrolment at the faculty.

The candidates from the ordinal number ___ on have not acquired the right to enrolment at the faculty.

ENROLMENT COMMITTEE:

1. _____ - president
2. _____ - member
3. _____ - member
4. _____ - member
5. _____ - member

Full address of the Faculty:

Tel./Fax No:
e-mail address:

Form 8: COMPLAINT ON THE CANDIDATES TO ENROLMENT RANK LIST

__ ENROLMENT PERIOD, ACADEMIC YEAR __/__.

TO THE ENROLMENT COMMITTEE [FACULTY
NAME]

The candidate's
personal information

Given name and last name	
Unique identification number	
Application number and date with documents submission	
Ordinal number on the rank list	

Explain the complaint, please:

Footnote:

1 A complaint to The Enrolment Committee can be submitted only if the candidate considers that the points on the rank list have not been attributed regularly or the ranking is done irregularly.

In [place], _____ 2011

(the candidate's signature)

• **Form 9: THE ENROLMENT COMMITTEE REPORT ON THE ENROLMENT AT THE UNIVERSITY ORGANISATIONAL UNIT**

ENROLMENT PERIOD, ACADEMIC YEAR ____/____.

Study programme: _____

The number of candidates

Anticipated by the public competition	Applied	Enrolled

Sex structure of the applied students

Male	Female

Territorial belonging

From Montenegro				
Municipality	No.of students		Municipality	No.of students
Andrijevica			Nikšić	
Bar			Plav	
Berane			Plužine	
Bijelo Polje			Pljevlja	
Budva			Podgorica	
Cetinje			Rožaje	
Danilovgrad			Šavnik	
Herceg-Novi			Tivat	
Kolašin			Ulcinj	
Kotor			Žabljak	
Mojkovac				

From abroad	
Country	No.of students

Finished secondary school

Secondary school	No.of students
Grammar school	
Secondary vocational school	

Success of the enrolled students

Success	No.of students
Excellent	
Out of which Luča A	
Out of which Luča B	
Very good	
good	
satisfactory	

Funding

Way of funding		No.of students
Self-funding		
Tuition free	total	
	reason	

ENROLMENT COMMITTEE:

1. _____ - president
2. _____ - member
3. _____ - member
4. _____ - member
5. _____ - member
6. - _____ - member