

UNIVERSITY OF BELGRADE
FACULTY OF MEDICINE

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Pursuant to Articles 24 and 135 of the Statute of the Faculty of Medicine in Belgrade, (No. 25/X-2 of March 3, 2018, and Official Decision No. 8/III-3 of May 30, 2019), the Teaching and Scientific Council of the Faculty of Medicine, on the session held on January 11, 2022, adopted

THE RULEBOOK ON THE ORGANIZATION OF INTEGRATED ACADEMIC STUDIES OF MEDICINE IN ENGLISH

I. GENERAL PROVISIONS

Basic provisions

Article 1

- (1) This Rulebook shall regulate the organization and execution of the courses of Integrated Academic Studies of Medicine in English, at the first and second levels, at the institution of higher education – University of Belgrade, Faculty of Medicine (hereinafter: Studies of Medicine in English) within the relevant fields of medical science, leading to the professional title of Medical Doctor, MD.

Studies of Medicine in English Day

Article 2

- (1) On the Studies of Medicine in English Day, students enrolled in Studies of Medicine in English shall receive awards for their academic and work achievements.
- (2) Studies of Medicine in English Day shall be celebrated on March 18.

Volume and duration of Studies of Medicine in English

Article 3

- (1) The volume of Studies of Medicine in English shall be 360 ECTS points (European Credit Transfer and Accumulation System) earned during 5,364 theoretical and practical classes, independent student work, and hands-on experience at healthcare institutions, and the said activities shall be completed over a period of 6 years (twelve semesters).

Knowledge and skills acquired during Studies of Medicine in English

Article 4

(1) During Studies of Medicine in English, the student shall acquire the following knowledge and skills:

1) necessary knowledge pertaining to the sciences that medicine is based on and the understanding of the scientific method, including basics of biological functions measurement, assessment of scientifically established facts, and data analysis;

2) understanding of the structure, function and behavior of healthy and ill individuals, as well as understanding of the relationship between the health status and the physical and social environment of a given individual;

3) appropriate knowledge of clinical disciplines and clinical practice, which shall enable the student to form a coherent understanding of mental and physical diseases and of medicine and healthcare, from the point of view of health preservation and improvement, disease prevention and control, early detection and timely treatment of diseases and injuries, rehabilitation, and human reproduction;

4) necessary clinical experience gained at medical institutions under appropriate supervision.

Organizing and implementing Studies of Medicine in English

Article 5

(1) Studies of Medicine in English shall be implemented in keeping with the general principles applicable to the implementation of activities at the Faculty of Medicine, pursuant to the Statute of the Faculty.

(2) Studies of Medicine in English shall be carried out within the scope of higher education activities of the Faculty of Medicine, within the Studies of Medicine in English program.

(3) The courses within the Studies of Medicine in English program shall be carried out by teachers and associates of the Faculty of Medicine who hold academic titles in the relevant scientific fields, exclusively in the English language, in keeping with the Law on Higher Education.

(4) A part of the practical classes in the English language may also be carried out by associates of the Faculty of Medicine holding the appropriate teaching positions, in keeping with the Law and the Statute of the Faculty.

(5) Courses within Studies of Medicine in English shall be carried out at the institutes of the Faculty of Medicine, academic medical centers, and healthcare facilities contracted by the Faculty to carry out the courses.

(6) The study program in English shall be a cohesive process implemented through lectures, seminars, practical classes, hands-on experience in healthcare facilities, and tests and examinations.

(7) Prior to the beginning of the academic year, all teachers and associates within each Department of the Faculty of Medicine shall declare whether they wish to participate in the study program in English by signing a statement as to whether they consent or do not

consent to participate in the said program. The Course Directors shall submit a list of teachers and associates participating in the courses, together with their signed statements, to the administrative services of the Faculty of Medicine, no later than the beginning of the semester during which the course is being held.

- (8) If the organization of a course should require the engagement of teachers and associates who have not signed the statement referred to in Paragraph 7, Article 4, the departmental Course Director shall submit to the Vice Dean for Studies of Medicine in English a request for the engagement of additional teaching staff, with an official explanation. The Vice Dean for Studies of Medicine in English shall reach a decision on this request within five working days.
- (9) Teachers and associates of the Faculty of Medicine, as well as teachers from other faculties shall be engaged separately to teach courses within Studies of Medicine in English and shall, as a rule, teach these classes after completing their regular teaching duties, during working hours and outside working hours.
- (10) Students shall attend and actively participate in all classes and course activities within the Studies of Medicine in English program and shall fulfil all course requirements, in keeping with Article 66 of the Statute of the Faculty of Medicine.

Enrolment in Studies of Medicine in English

Article 6

- (1) Persons may enroll in the first year of Studies of Medicine in English in the manner and under the conditions stipulated by the Law, the Statute of the Faculty of Medicine, and this Rulebook.
- (2) At enrolment in Studies of Medicine in English, a candidate shall take an entrance examination, comprising a written test and an interview, in the English language.
- (3) Candidates enrolling in Studies of Medicine in English within a specially permitted quota, in keeping with international contracts signed with the University in Belgrade, shall be allowed to take the entrance examination long distance/online, pursuant to the rules on taking entrance exams, as prescribed by international contracts, and in keeping with the Statute of the Faculty of Medicine.
- (4) In addition to the general conditions prescribed by the Law on Higher Education and the Statute of the Faculty of Medicine, a candidate shall also submit an appropriate English language certificate.
- (5) The conditions referred to in Paragraph 1 may be additionally specified in keeping with international contracts on cooperation and representation with student recruitment agencies.

Students enrolled in Studies of Medicine in English

Article 7

- (1) By enrolling in the first year of Studies of Medicine in English, a person shall acquire the status of self-financing student with whom a study contract is concluded.

- (2) By acquiring the status of a student at the Faculty of Medicine, a person shall accept student rights and responsibilities pursuant to Articles 66 – 67 of the Statute of the Faculty of Medicine.
- (3) A person's student status shall cease if any of the conditions referred to in Article 69 of the Statute of the Faculty of Medicine is fulfilled.
- (4) Student disciplinary responsibility during studies shall be regulated pursuant to the Statute of the Faculty of Medicine and the Rulebook on Disciplinary Responsibility of Students of the University of Belgrade.
- (5) A student or group of students enrolled in Studies of Medicine in English who achieve exceptional results in their studies, scientific, or professional work and activities at the Faculty of Medicine, may receive commendations and rewards.

Volume and implementation of the Studies of Medicine in English program

Article 8

- (1) Studies of Medicine in English shall be performed pursuant to the study program (Article 31 of the Statute of the Faculty of Medicine) and the time frame, as defined by Article 32 of the Statute of the Faculty of Medicine.

Examinations within Studies of Medicine in English

Article 9

- (1) Examinations shall be a part of the system of continuous knowledge assessment whereby it shall be determined whether a student has acquired the knowledge and skills defined by the curriculum.
- (2) Examinations shall be taken in the form of a final written test which the student must pass with a passing grade. For certain courses, prior to the final test, the student must pass a practical examination. The final grade shall comprise, in addition to the score from the final test and the practical part of the examination, also the points acquired through the process of continuous student assessment which shall be carried out during the individual courses.
- (3) By fulfilling the pre-examination course requirements and passing the examination, a student may acquire a score of up to 100 points.
- (4) Of the total score, no less than 30 and no more than 70 points shall be awarded for activities and tests completed during the semester (pre-examination course requirements). The number of pre-examination points acquired during the academic year shall be defined for each course individually.
- (5) The examinations shall be organized within the examination periods and in the way defined by Articles 36 – 38 of the Statute of the Faculty of Medicine.
- (6) Examination grading shall be performed pursuant to Article 35 of the Statute of the Faculty of Medicine and this Rulebook.
- (7) By meeting course and examination requirements, pursuant to Article 39 of the Statute of the Faculty of Medicine, a student shall become eligible to enroll in the following year of studies, i.e., shall become eligible to be awarded the degree of Medical Doctor (MD).

Transferring from Studies of Medicine in English to studies of medicine in the Serbian language and from studies of medicine in the Serbian language to Studies of Medicine in English

Article 10

- (1) During the first three years of studies, a student enrolled in Studies of Medicine in English may transfer to the study program of medicine carried out in the Serbian language, in the status of a self-financing student, in keeping with the decision of the Teaching Council, if the student has passed all the examinations from the ongoing and all previous academic years within the regular examination periods, and no later than the beginning of the following academic year.
- (2) The number of students who may transfer from Studies of Medicine in English to studies of medicine in the Serbian language, per each year of studies referred to in Paragraph 1, shall not exceed 10% of the total number of students enrolled in Studies of Medicine in English in that year.
- (3) If the number of students interested in transferring from Studies of Medicine in English to studies of medicine in the Serbian language exceeds 10% of the total number of students enrolled in Studies of Medicine in English per year, a ranking list shall be formed, based on the grade average that the students have achieved during their entire studies.
- (4) Students enrolled in studying medicine in the Serbian language may, during their studies, transfer to the study program carried out in the English language if, during one academic year, they pass all the examinations for that year and have passed all the examinations for the previous years of study.

Special cases of enrolment in Studies of Medicine in English

Article 11

- (1) Students of other medical faculties, not belonging to the University of Belgrade, may enroll in Studies of Medicine in English at the Faculty of Medicine in Belgrade, if they have earned no less than 60 ECTS points at a study program of academic studies at another faculty, if they have passed all the examinations from the previous years of study, based on equivalence and on the basis of the ECTS credit transfer system, and if they can demonstrate proficiency in English in keeping with Paragraph 4, Article 5.
- (2) Transfer referred to in Paragraph 1 of this Article shall be approved only before the beginning of the academic year, under the condition that the student has fulfilled all the conditions for transfer defined in Paragraph 1 of this Article.

- (3) The Studies of Medicine in English Council of Course Directors may set additional criteria for the enrollment of students referred to in Paragraph 1 of this Article.
- (4) Students referred to in Paragraph 1 of this Article may not enroll in the Faculty of Medicine in Belgrade if they have less than 60 ECTS points remaining until the completion of the study program at another faculty of medicine that they are enrolled in.
- (5) The decision on student transfer shall be made by the Dean of the Faculty of Medicine, based on the motion made by the Vice Dean and the Coordination Body for Studies of Medicine in English, while the decision on the recognition of previously completed exams shall be made by the Departments for Specific Scientific Fields.
- (6) A student may file an appeal with the General Council of the Faculty of Medicine regarding the Dean's decision, within three days of the decision being posted on the Faculty of Medicine bulletin board.

II. THE MANAGEMENT ORGANIZATION OF STUDIES OF MEDICINE IN ENGLISH

Rights and responsibilities of the Vice Dean for Studies of Medicine in English

Article 12

- (1) The Vice Dean for Studies of Medicine in English (hereinafter: the Vice Dean) shall be elected from among the professors of the Faculty of Medicine by the General Council of the Faculty, as per the proposal by the Dean.
- (2) The responsibilities of the Vice Dean shall be the following:
 - 1) organizing, harmonizing, and managing the execution of courses in the English language;
 - 2) managing the Coordination Body and the Studies of Medicine in English Council of Course Directors and proposing the agenda for their meetings;
 - 3) proposing legal acts to the Dean and the General Council of the Faculty of Medicine pertaining to the Studies of Medicine in English course program, in keeping with the Statute of the Faculty of Medicine and this Rulebook;
 - 4) proposing measures for improving the courses within the Studies of Medicine in English program to the Studies of Medicine in English Council of Course Directors, the Dean, and the General Council of the Faculty of Medicine;
 - 5) executing the decisions made by the Dean, the Teaching and Scientific Council, the Teaching Council, the Scientific Council, and the General Council of the Faculty of Medicine;
 - 6) proposing the appointment and dismissal of Course Directors within the Studies of Medicine in English program to the Dean of the Faculty of Medicine;
 - 7) reviewing student requests;
 - 8) controlling the execution of the course activities within Studies of Medicine in English;

- 9) issuing directives on the basis of the Statute of the Faculty of Medicine, this Guidebook, and other general legal acts;
- 10) performing other duties prescribed by Law, the Statute of the Faculty of Medicine, and other legal acts of the Faculty.
- (3) The Vice Dean shall be independent in the execution of the duties within his/her mandate, and for his/her work the Vice Dean shall be answerable to the Dean and the General Council of the Faculty of Medicine.
- (4) At least one a year, the Vice Dean shall submit a report to the Dean and the General Council of the Faculty of Medicine.

The Coordination Body

Article 13

- (1) The Coordination Body for Studies of Medicine in English (hereinafter: Coordination Body) shall be formed by the Vice Dean for Studies of Medicine in English (hereinafter: Vice Dean) for the purpose of discussing issues within the scope of Studies in Medicine in English and forming views regarding the said issues.
- (2) The members of the Coordination Body shall be appointed by the Dean of the Faculty of Medicine as per the proposal by the Vice Dean.
- (3) The Vice Dean shall manage the work of the Coordination Body.
- (4) The Coordinator of the Studies of Medicine in English Services shall participate in the work of the Coordination Body.
- (5) At the invitation of the Vice Dean or at the request of the President of the Student Board, and with the consent of the Vice Dean, representatives of the Student Board may participate in the work of the Coordination Body if issues that are of direct consequence to students within the Studies of Medicine in English program are being discussed.

Studies of Medicine in English Course Directors

Article 14

- (1) The Studies of Medicine in English Course Directors shall be responsible for the organization and execution of the preclinical and clinical courses in the English language.
- (2) At the proposal of the Vice Dean, upon receiving the opinion of individual Departments, the Dean of the Faculty of Medicine shall appoint the Studies of Medicine in English Course Directors, for a period of three academic years.
- (3) If for a course within the mandatory study program, a Department for the Specific Scientific Field has not been established, the Dean of the Faculty of Medicine shall appoint the Course Director for that specific course, as per the proposal by the Vice Dean.
- (4) If the same Department encompasses studies pertaining to more than one course, each course shall have its Course Director.
- (5) Teachers from the appropriate Departments for Specific Scientific Fields, who are deemed to be the ones to best execute this function for the duration of the specific term and who

confirm, in a written statement, not to be engaged in any form of activity that would represent a conflict of interest, pursuant to the Statute of the Faculty of Medicine in Belgrade, shall be appointed as Studies of Medicine in English Course Directors.

- (6) The same person may be reappointed as Course Director for a course carried out in the English language, upon the end of the term for which the Course Director has been appointed.
- (7) Upon the appointment of a new Course Director, the previous Course Director shall hand over the records for the course to the newly appointed Course Director and shall fully inform him/her on the duties and responsibilities that the position entails.

Responsibilities of Studies of Medicine in English Course Directors

Article 15

(1) The responsibilities of Studies of Medicine in English Course Directors shall be the following:

- 1) ensuring the implementation of all forms of course activities as well as the execution of necessary administrative procedures related to the implementation of courses, in cooperation with the relevant Department Heads and Course Directors referred to in Article 14 of this Rulebook;
- 2) ensuring full operational transparency and the possibility of a democratic decision-making process involving all members of the relevant Departments participating in Studies of Medicine in English, regarding the issues pertinent to course activities within Studies of Medicine in English;
- 3) providing, together with the relevant Department Heads and Course Directors referred to in Article 14 of this Rulebook, a uniform and rational use of human and financial resources in the execution of Studies of Medicine in English course activities;
- 4) ensuring timely dissemination of information to students regarding all forms of course activities and tests/examinations and regularly updating the content related to the course Internet page on the Faculty of Medicine website.
- 5) organizing the execution of the decisions made by the Vice Dean for Studies of Medicine in English, the decisions made by the General Council, the Teaching and Scientific Council, the Teaching Council, the Scientific Council, and the Dean's Collegium of the Faculty of Medicine, as well as the decisions made by their respective Departments, if they are related to the Studies of Medicine in English course activities;
- 6) representing the common interests and rights of the members of their respective Departments and organizational units involved in Studies of Medicine in English course activities;
- 7) providing access to information relevant to performing Studies of Medicine in English course activities to all members of their respective Departments, under equal conditions;
- 8) monitoring, in cooperation with the relevant Department Head, the way that the funds provided by the Faculty of Medicine for the implementation of Studies of Medicine in English course activities are being used and distributed;

- 9) preventing damage to property, undisciplined behavior, and the abuse of power within the Studies of Medicine in English course activities;
- 11) submitting a work report on Studies of Medicine in English course activities at the request of the Vice Dean and the Coordination Body;
- 12) performing other activities and duties assigned by the dean of the Faculty of Medicine and the Vice Dean for Studies of Medicine in English.

Dismissal of Studies of Medicine in English Course Directors

Article 16

- (1) The Dean of the Faculty of Medicine may, in consultation with the Vice Dean for Studies of Medicine in English, dismiss individual Studies of Medicine in English Course Directors, if they fail to perform their duties referred to in Article 15, or for other reasons.

Studies of Medicine in English Council of Course Directors

Article 17

- (1) The Studies of Medicine in English Council of Course Directors (hereinafter: the Council) shall be composed of Studies of Medicine in English Course Directors, the Vice Dean for Studies of Medicine in English, and the members of the Coordination Body.
- (2) The Vice Dean shall convene the Council meetings for the purpose of discussing issues related to course activities and shall be the chair of the Council.
- (3) At the invitation of the Vice Dean or at the request of the President of the Student Board, and with the consent of the Vice Dean, representatives of the Student Board may participate in the work of the Council if issues that are of direct consequence to students enrolled in Studies of Medicine in English are being discussed.

The Studies of Medicine in English Year Coordinators

Article 18

- (1) The Vice Dean shall appoint the Year Coordinators for each year of studies from amongst the Course Directors.
- (2) The responsibilities of the Year Coordinators shall be the following:
 - designing, in cooperation with the Course Directors for courses belonging to the year within their purview, the schedule of course activities for each semester and posting the said schedule on the web page belonging to that particular year of studies, within the Studies of Medicine in English website;
 - coordinating, in cooperation with the Course Directors for courses belonging to the year within their purview, the timetable of course activities performed outside the regular schedule (make-ups, consultations, etc.), in such a way as to prevent overlapping.

Working groups established by the Vice Dean

Article 19

- (1) If needed, the Vice Dean may establish working groups to deal with individual issues important for the operation and development of Studies of Medicine in English.

Studies of Medicine in English Student Board

Article 20

- (1) The Studies of Medicine in English Student Board (hereinafter: the Student Board) shall be a body enabling the students enrolled in Studies of Medicine in English to exercise their rights and protect their interests at the Faculty of Medicine.
- (2) The Student Board shall be a subdivision of the University of Belgrade Faculty of Medicine Student Parliament.
- (3) The composition, organization, method of election, the rights and responsibilities, the purview, and the method of operation of the Student Board shall be defined by the Statute of the Student Parliament and the Student Board Rulebook.

Ethical rules of teaching within the Studies of Medicine in English program

Article 21

- (1) Teachers and associates, as well as other staff participating in activities pertaining to the Studies of Medicine in English program, shall observe the provisions of the Professional Ethics Code of Conduct of the University of Belgrade (*Gazette of the University of Belgrade*, No. 193/16 and 229/21).
- (2) The fundamental ethical principles pertaining to this Code shall be the following:
 1. freedom of speech and expression
 2. collegiality
 3. integrity
 4. exercising and observing rights
 5. respect for personal integrity and dignity
 6. autonomy in performing scientific research and teaching activities
 7. equality and equity
 8. academic integrity
 10. professionalism
 11. exclusion of discrimination
 12. exclusion of harassment
 13. principle of impartiality
 14. principle of responsibility
- (3) In particular, in terms of the principle of professionalism, members of the academic community shall execute their duties towards students, colleagues and employees conscientiously and professionally, in keeping with the principles of objectivity, impartiality and mutual respect.

- (4) In the event of the violation of the Codes and Principles referred to in Paragraphs 1 - 3 of this Article, proceedings shall be initiated before the bodies of the Faculty of Medicine and the University of Belgrade, pursuant to the Guidebook on the Procedure for Determining Ethical Responsibility at the University of Belgrade (*Gazette of the University of Belgrade*, No. 229). Decisions made in the process of implementing the Ethics Code shall be valid and may be the basis for making decisions in keeping with the Law on Higher Education.

III. STUDY COURSES

Earning ECTS points within Studies of Medicine in English

Article 22

- (1) ECTS points shall be earned on the basis of Article 33 of the Statute of the Faculty of Medicine, and in keeping with this Rulebook.
- (2) A student shall earn ECTS points by fulfilling the course requirements and by gaining points on tests/examinations.
- (3) The number of ECTS points earned in the manner defined in Paragraph 2 of this Article shall be defined by the study program for each year of academic studies and for each course, on the basis of the level of student engagement in fulfilling the course requirements referred to in Article 33, Paragraph 3 of the Statute of the Faculty of Medicine.
- (4) A student shall earn ECTS points on the basis of tests/examinations which he/she has passed with a grade of minimum 6 (six), i.e., a passing descriptive grade (pass), for elective courses.

First-year Integrated Studies of Medicine in English study courses

Article 23

- (1) The first year of Integrated Academic Studies of Medicine in English shall comprise theoretical and practical classes as well as tests and examinations assessing knowledge and skills pertaining to the following courses:

NAME	Semester during which theoretical and practical classes are attended	Number of course classes or student engagement

1) Anatomy (ANAT)	I+II	270
2) Histology and Embryology (HIST)	I+II	165
3) Human Genetics (HUMGEN)	I	75
4) English Language I (ENGL1) - Colloquium	I+II	60
5) Medicine and Society (M and S) Colloquium	I	60
6) Basics of Clinical Practice I (BCP1) Colloquium	I	30
7) First Aid (FA) - Colloquium	II	30
8) Elective courses (2) (EL1)	I +II	30 + 30
9) Additional course requirements		60
Total		810

(2) Additional course requirements in the first year of studies shall include requirements distributed within courses, as follows:

1. ICT Use in Medicine – 30 classes
2. Work Safety – 30 classes

(3) In the first year of studies, ECTS points shall be earned pursuant to Article 22 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Anatomy (ANAT)	22	numerical

2) Histology and Embryology (HIST)	13	numerical
Human Genetics 3) (HUMGEN)	5	numerical
English Language I 4) (ENGL1)	3	descriptive
Medicine and Society 5) (M and S) Colloquium	3	descriptive
6) Basics of Clinical Practice I (BCP1) Colloquium	1	descriptive
First Aid (FA) - 7) Colloquium	1	descriptive
8) Elective courses (2) (EL1)	3+3	descriptive
9) Additional course requirements	6	
Total	60	

Upon completing classes for the courses ICT Use in Medicine and Work Safety, the students shall take a test and receive a written certificate confirming that they have passed the test.

(4) Students shall earn ECTS points related to additional course requirements upon passing all first-year examinations and colloquia.

Second-year Integrated Studies of Medicine in English study courses

Article 24

- (1) The second year of Integrated Academic Studies of Medicine in English shall comprise theoretical and practical classes as well as tests and examinations assessing knowledge and skills pertaining to the following courses:

Name	Semester during which theoretical and practical classes are attended	Number of course classes or student engagement

1)	Medical Physiology (MEDPHYS)	III+IV 268
2)	Medical Biochemistry and Chemistry (BIOCHEM)	III+IV 237
3)	Microbiology (MICR)	III+IV 135
4)	Immunology (IMMUN)	III 60
5)	Basics of Clinical Practice II (BCP2) Colloquium	III +IV 60
6)	English Language II (ENGL2) - Colloquium	III+IV 60
7)	Elective courses (EL 2)	III+IV 30+30
	Total	880

(2) In the second year of studies, ECTS points shall be earned pursuant to Article 22 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Medical Physiology (MEDPHYS)	18	numerical
2) Medical Biochemistry and Chemistry (BIOCHEM)	14	numerical
3) Microbiology (MICR)	12	numerical
4) Immunology (IMMUN)	4	numerical
5) Basics of Clinical Practice II (BCP2) Colloquium	3	descriptive
6) English Language II (ENGL2)	3	descriptive
7) Elective courses (2) (EL2)	3+3	descriptive

Total	60	
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Third-year Integrated Studies of Medicine in English study courses

Article 25

- (1) The third year of Integrated Academic Studies of Medicine in English shall comprise theoretical and practical classes as well as tests and examinations assessing knowledge and skills pertaining to the following courses:

Name	Semester during which theoretical and practical classes are attended	Number of course classes or student engagement
1) Pathology (PATHOL)	V+VI	225
Medical Pathophysiology 2) (PATHOPH)	V+VI	175
3) Clinical Propedeutics (CLPROP)	V+VI	105
Pharmacology and 4) Toxicology (PHARM)	V+VI	112
5) Epidemiology (EPIDEM)	V+VI	55
Biophysics in Radiology 6) (BIOPH in RAD)	V	10
Colloquium		
Medical Statistics and 7) Informatics (STAT)	V	50

8) Elective courses (EL3)	V+VI	30+30
Total		792

(2) In the third year of studies, ECTS points shall be earned pursuant to Article 22 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Pathology (PATHOL)	17	numerical
2) Medical Pathophysiology (PATHOPH)	11	numerical
3) Clinical Propedeutics (CLPROP)	9	descriptive
4) Pharmacology and Toxicology (PHARM)	9	numerical
5) Epidemiology (EPIDEM)	4	numerical
6) Biophysics in Radiology (BIOPH in RAD)	1	descriptive
7) Medical Statistics and Informatics (STAT)	3	numerical
8) Elective courses (EL3)	3+3	descriptive
Total	60	

(3) Students shall earn ECTS points related to additional course requirements upon passing all third-year examinations and colloquia.

Fourth-year Integrated Studies of Medicine in English study courses

Article 26

(1) The fourth year of Integrated Academic Studies of Medicine in English shall comprise theoretical and practical classes as well as tests and examinations assessing knowledge and skills pertaining to the following courses:

<u>Name</u>	Semester during which theoretical and practical classes are attended	Number of course classes or student engagement
	_____	_____
	_____	_____
	_____	_____
	_____	_____
1) Internal Medicine (INTMED)	VII+VIII	400
2) Infectious Diseases (INFDIS)	VII+VIII	95
3) Neurology (NEUR)	VII	90
4) Psychiatry (PSYCH)	VIII	90
5) Dermatovenereology (DERM)	VII	75
6) Clinical Microbiology (CLMICR)	VII	15
7) Clinical Biochemistry (CLBIOCHEM)	VII	15
8) Radiology (RAD)	VII+VIII	60
9) Elective courses (EL 4)	VII+VIII	30+30
10) Additional course requirements		30
Total		930

- (2) Completed Internal Medicine clinical practice shall be a requirement for enrolling in the fifth year of studies.
- (3) In the fourth year of Integrated Academic Studies of Medicine in English, ECTS points shall be earned pursuant to Article 22 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Internal Medicine (INTMED)	24	numerical
2) Infectious Diseases (INFDIS)	6	numerical
3) Neurology (NEUR)	6	numerical
4) Psychiatry (PSYCH)	6	numerical
5) Dermatovenereology (DERM)	5	numerical
6) Clinical Microbiology (CLMICR)	1	descriptive
7) Clinical Biochemistry (CLBIOCHEM)	1	descriptive
8) Radiology (RAD)	3	numerical
9) Elective courses (EL 4)	3+3	descriptive
10) Additional course requirements	2	-
Total	60	

- (4) Students shall earn ECTS points related to additional course requirements upon passing the Internal Medicine examination and upon completing Internal Medicine clinical practice.

Fifth-year Integrated Studies of Medicine in English study courses

Article 27

- (1) The fifth year of Integrated Academic Studies of Medicine in English shall comprise theoretical and practical classes as well as tests and examinations assessing knowledge and skills pertaining to the following courses:

Name	Semester during which theoretical and practical classes are attended	Number of course classes or student engagement
1) Surgery (SURG)	IX+X	402
2) Gynecology and Obstetrics (OB/GYN)	IX+X	180
3) Pediatrics (PED)	IX+X	180
4) Social Medicine (SOCMED)	IX	45
5) Nuclear Medicine (NUCMED)	IX	30
6) Elective courses (EL5)	IX+X	30+30
7) Additional course requirements		30
Total		927

- (2) Completed Surgery clinical practice shall be a requirement for enrolling in the fifth year of studies.
- (3) In the fifth year of Integrated Academic Studies of Medicine in English, ECTS points shall be earned pursuant to Article 22 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Surgery (SURG)	26	numerical
2) Gynecology and Obstetrics (OB/GYN)	10	numerical
3) Pediatrics (PED)	10	numerical
4) Social Medicine (SOCMED)	3	numerical
5) Nuclear Medicine (NUCMED)	3	numerical
6) Elective courses (EL5)	3+3	descriptive
Additional course 7) requirements	2	-
Total	60	

- (4) Students shall earn ECTS points related to additional course requirements upon passing the Surgery examination and upon completing Surgery clinical practice.

Sixth-year Integrated Studies of Medicine in English study courses

Article 28

- (1) The sixth year of Integrated Academic Studies of Medicine in English shall comprise theoretical and practical classes as well as tests and examinations assessing knowledge and skills pertaining to the following courses:

Name	Semester during which theoretical and practical classes are attended	Number of course classes or student engagement
1) Otorhinolaryngology (ENT)	XI	90
2) Hygiene with Medical	XI	75

Ecology (HYG)		
3) Occupational Health (OH)	XI	60
4) Ophthalmology (OPHT)	XI	75
5) Forensic Medicine (FORMED)	XI	75
6) Clinical Pharmacology (CLPHARM)	XI	48
7) Clinical Oncology (CLONC)	XI	60
8) Physical Medicine and Rehabilitation (REHAB)	XI	45
9) Elective courses (EL11)	XI	30
10) Clinical internship	XII	435
11) Graduation thesis		32
Total		1,025

(2) Clinical internship shall comprise the following areas:

- Surgery – 90 classes
- Internal Medicine – 90 classes
- Pediatrics – 90 classes
- Gynecology and Obstetrics – 60 hours
- General Medicine – 105 classes

(3) In the sixth year of Integrated Academic Studies of Medicine in English, ECTS points shall be earned pursuant to Article 22 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Otorhinolaryngology (ENT)	6	numerical
Hygiene with Medical Ecology 2) (HYG)	5	numerical
3) Occupational Health (OH)	3	numerical

4) Ophthalmology (OPHT)	5	numerical
5) Forensic Medicine (FORMED)	6	numerical
6) Clinical Pharmacology (CLPHARM)	3	numerical
7) Clinical Oncology (CLONC)	2	descriptive
8) Physical Medicine and Rehabilitation (REHAB)	3	numerical
9) Elective courses (EL11)	4	descriptive
10) Clinical Internship	19	descriptive
11) Writing the graduation thesis	4	-
Total	60	

- (4) All examinations by each year of studies shall be taken in order, per each year of studies.
- (5) The Course Directors shall be obliged to organize the execution of all classes related to additional course requirements referred to in Articles 23 – 28 of this Rulebook.

IV. COURSE ORGANIZATION

The Studies of Medicine in English Curriculum and Syllabi

Article 29

- (1) The Course Director for Studies of Medicine in English and the Department members participating in the Studies of Medicine in English program, in each Department, shall define the Course Syllabus for the following academic year and submit it to the Vice Dean and the Coordination Body for approval, no later than the beginning of the spring semester of the ongoing academic year.
- (2) The approved Syllabus shall be published no later than ten days prior to the commencement of course activities, for the specific course, in the academic year it

refers to; it shall be available to the public on the Faculty of Medicine web page, and shall be binding for teachers, associates, and students.

The duration of the Studies of Medicine in English fall and spring semesters

Article 30

For students enrolled in Studies of Medicine in English, the fall and spring semesters shall be organized within the period of time defined by the Statute and the general legal acts of the Faculty of Medicine.

Conducting classes and student attendance within Studies of Medicine in English

Article 31

- (1) Studies of Medicine in English course activities shall be carried out through lectures, seminars, practicals, and other forms of course activities.
- (2) The Curriculum for students enrolled in Studies of Medicine in English shall be adopted in keeping with Article 31 of the Statute of the Faculty of Medicine.
- (3) The Curriculum of the Studies of Medicine in English program shall be adopted by the Coordination Body.
- (4) Course Directors shall be responsible for providing approximately equal engagement of all Department members who have agreed to participate in the Studies of Medicine in English program, and in keeping with the specificities of the particular courses (the teacher's title, the relationship between practical and theoretical course classes, etc.).
- (5) Regular class attendance shall be the foundation for earning points.
- (6) Student attendance records shall be kept in the manner defined by the individual Departments. Until the full implementation of the electronic student attendance recording system, attendance shall be recorded in individual student sign-in sheets.
- (7) The number of students in lecture groups for each year of study shall be determined before the beginning of the academic year, in accordance with the total number of students enrolled per year of studies, and in keeping with the criteria of the Ministry of Education.
- (8) Due to the specificity of the Studies of Medicine in English program, the number of students per group, for seminars, shall be 15 – 25, for premedical and preclinical courses, and 10 – 15, for clinical courses.
- (9) Due to the specificity of the Studies of Medicine in English program, the number of students per group, for practicals, shall be 15 – 25, for premedical and preclinical courses.
- (10) The number of students per group for practicals shall be 7 – 10, for clinical courses.
- (11) The number of students per group for practicals, for the courses Clinical Propedeutics, Neurology, Gynecology and Obstetrics, ENT, and Ophthalmology, shall be 5 – 7.

- (12) The maximum number of students per group, as referred to in Paragraphs 7 – 10, may be exceeded if this is necessary for the purpose of rational course organization.
- (13) For each academic year, the Studies of Medicine in English Course Directors shall propose the number of groups for lectures, seminars, and practicals, to the Vice Dean, who, after reviewing it, shall further submit this proposal to the Coordination Body for approval. The Coordination Body may amend the proposed number of groups, for the purpose of financial and staff rationalization.

Makeups for missed classes

Article 32

- (1) Students may make up for missed classes for a course, if he/she has not missed more than 30% of classes during the academic year, in the manner determined by the Course Director.
- (2) Students must make up all missed practicals and 80% of missed seminar classes in order to verify the semester (year of studies).
- (3) If a student has missed more than 50% of lectures for a particular course, he/she shall not earn points on the basis of attendance, nevertheless, it shall be considered that he/she has met the requirements for taking the examination for that course.
- (4) Students who have missed more than 30% of practicals shall repeat the year of studies.
- (5) Students shall have the right to one make-up class for practicals, per semester, per course, free of charge. Students shall pay for the remaining make-ups for practicals, in keeping with the current General Council Pricelist for Studies of Medicine in English.
- (6) Students representing the Faculty of Medicine at national and international events shall be allowed absence from all classes and course activities throughout the duration of the said events. This shall refer to one event per semester and the student shall be obliged to submit the appropriate certificate of participation.

Teacher office hours/consultations within Studies of Medicine in English

Article 33

- (1) Students enrolled in Studies of Medicine in English shall have the opportunity of consultations with teachers/associates. These consultations shall be optional for the students and shall not be included in the total record of class attendance. These consultations may be individual or small-group sessions.
- (2) Consultations shall be performed without financial remuneration and shall be a part of the work duties of teachers and associates participating in the Studies of Medicine in English program, pursuant to Article 164 of the Statute of the Faculty of Medicine. Course Directors shall ensure equal distribution of office hours.
- (3) The form and duration of the consultations shall be arranged between the students and the teachers/associates chosen by the students for consultations.

- (4) Consultations shall be performed at Faculty of Medicine premises or via the official distance learning platform of the Faculty of Medicine.
- (5) During the execution of colloquia, as well as during the examination periods, consultations may not be offered by the teacher/teachers compiling the test for that particular colloquium/examination.

Scientific research performed by students enrolled in Studies of Medicine in English

Article 34

- (1) Students enrolled in Studies of Medicine in English shall be eligible to participate in writing student research papers according to the criteria defined by a special legal act (Guidebook on the Operation of the Center for Student Professional and Scientific Work – GOCSPSW).
- (2) Student scientific research shall be organized by the Student Board through the activities of their Representative for Liaising with the GOCSPSW, and with the support of the Coordination Body.
The Student Board shall name the Representative and the Deputy Representative from among the students enrolled in Studies of Medicine in English, who shall:
 - 1) participate in the work of the GOCSPSW;
 - 2) ensure the timely execution of duties and adherence to all set deadlines;
 - 3) in a timely and continuous manner, inform and encourage students enrolled in Studies of Medicine in English regarding the participation in activities related to student scientific research;
 - 4) be responsible for the organized participation of students enrolled in Studies of Medicine in English in professional congresses, in Serbia and abroad;
 - 5) participate in announcing calls for student scientific research papers and ensure their execution;
 - 6) participate in organizing and carrying out displays of student scientific research papers (mini symposia) at the Faculty of Medicine, University of Belgrade;
 - 7) in the ongoing academic year, participate in organizing forums aimed at continued student education regarding all phases of scientific research;
 - 8) at least once a year, submit a report on his/her work and student scientific research activities to the Vice Dean and the Student Board.
- (3) The Student Board shall inform the Studies of Medicine in English Vice Dean and Coordination Body on the choice of their Representative and Deputy Representative for Liaising with the GOCSPSW.

Completing the Studies of Medicine in English graduation thesis

Article 35

- (1) Students shall complete Studies of Medicine in English by passing all the required examinations, completing other course requirements, and completing a graduation thesis, in keeping with the study program.
- (2) Successful completion of the graduation thesis shall consist of writing and defending the graduation thesis, in keeping with the study program. By writing and defending the graduation thesis students shall earn 8 ECTSs.
- (3) The topics for student graduation theses shall be proposed by members of Departments of the Faculty of Medicine who are involved in Studies of Medicine in English course activities, at the request of the Course Directors.
- (4) The duty of all teachers and associates holding a PhD, who are included in Studies of Medicine in English course activities, shall be to propose no less than one and no more than two graduation thesis topics, per year, in order to ensure equal participation of all Department members in mentoring students' graduation theses.
- (5) Course Directors shall submit complete lists of mentors and graduation thesis topics to the Student Administration Department for Studies of Medicine in English.
- (6) An unused topic may be proposed again for the following year.
- (7) A thesis defended once may not be repeated again.
- (8) The final list of graduation thesis topics shall be defined by the Coordination Body, for each academic year, and shall be published on the Faculty of Medicine webpage.
- (9) Students shall select their graduation thesis topic during the final year of studies, and no later than the beginning of semester XII. The chosen topic shall be entered into the student *index booklet*. The administrative secretary of each Department shall maintain records on the defended theses and shall regularly inform the Course Director thereof.
- (10) The defense of the graduation thesis shall be public and shall be carried out before a Committee consisting of three members. One member of the Committee shall be the Mentor, while the remaining two shall be appointed by the relevant departmental Course Director from amongst the teachers and associates of the Faculty of Medicine participating in Studies of Medicine in English course activities, in agreement with the Mentor.
- (11) Students shall submit their completed graduation thesis to the Committee, which shall grade the said thesis within 15 days. If the Committee positively assesses the graduation thesis, a public defense of the graduation thesis shall be scheduled through the Studies of Medicine in English administrative coordinators. In agreement with the student, the Committee shall determine the date when the graduation thesis will be defended, which shall be published on the Faculty of Medicine Internet page.
- (12) A student shall be relieved of writing and defending the graduation thesis in the following instances:

- the student has written at least two student research articles during the course of his/her studies, wherein he/she is the first author in at least one of the said articles, or
- the student has published one article in a peer-reviewed journal.

There must be written proof of the said articles, however, student research papers that have not passed Faculty of Medicine review may not replace the graduation thesis.

- 13) The graduation thesis shall be graded with a descriptive grade (defended). The topic of the graduation thesis and the descriptive grade shall be entered into the student diploma (degree). In cases where previously written student articles replace the graduation thesis, the topic, i.e., the article chosen by the student shall be entered into the diploma as well as the descriptive grade.
- 14) After the defense of the graduation thesis, the student shall submit the said thesis to CIBID (Center for Publishing, Libraries and Informatics Activities of the Faculty of Medicine in Belgrade) and shall receive a certificate to this effect.

***Quality assurance and the improvement of the Studies of Medicine in English course
quality***

Article 36

- (1) Quality assurance of the Studies of Medicine in English courses shall be implemented through the supervision carried out by the members of the Coordination Body, the Committee for the Supervision of Studies of Medicine in English, and the Center for Quality Assurance and Course Improvement of the Faculty of Medicine.
- (2) Within the process of self-evaluation of Studies of Medicine in English, mandatory evaluation of the study programs, the teaching processes, the examination and testing system, the teaching staff, the textbooks and literature, the facilities and equipment, as well as evaluation of all other parameters relevant to the control and improvement of course activities and processes, shall be performed by the students.
- (3) Evaluation referred to in Paragraph 2 of this Article shall be anonymous, students shall fill out an evaluation questionnaire for each course, at the end of each semester, in printed or electronic form.
- (4) Filling out the evaluation questionnaire shall be the duty of each student and shall be a requirement for the verification of the relevant semester of studies.
- (5) The evaluation questionnaire shall be designed by the Committee for the Supervision of Studies of Medicine in English in cooperation with the Coordination Body, the appropriate administrative and professional services of the Faculty of Medicine, and the Representative of the Student Board.
- (6) In every year of studies, student representatives chosen by the Student Board shall organize the evaluation process. The analysis of the evaluation questionnaire shall be performed by the Student Board, which shall submit the results, jointly for all courses, to the Coordination Body, no later than two weeks upon the completion of the semester. The

evaluation questionnaire shall be completed by the students anonymously, without the presence of teachers or teaching associates.

- (7) Based on the report submitted by the Committee for the Supervision of Studies of Medicine in English and the analysis of the evaluation questionnaires, the Coordination Body shall write a report on the quality of the Studies of Medicine in English teaching processes and course activities and propose measures for quality improvement. Course Directors and representatives of the Student Board shall be informed on the key elements of this report, so that they can provide their official opinion.
- (8) Based on the report on the quality of the Studies of Medicine in English teaching processes and course activities and the obtained opinions referred to in the previous Paragraph, the Vice Dean shall give an official opinion on the evaluation of the quality of study programs, teaching processes and course activities, and the work conditions, which he/she shall submit to the Dean.

V. EXAMINATIONS, TESTS, AND OTHER FORMS OF ASSESSING STUDENT KNOWLEDGE AND SKILLS

Grading

Article 37

- (1) The final grade shall be a numerical or descriptive assessment determining the degree to which the student has mastered the knowledge and skills defined by the syllabus for the particular course and shall be the sum of all points earned during the course and on the examination.
- (2) Students whose knowledge and skills meet and exceed all the requirements for further successful continuation of studies or for performing the duties of the medical profession shall earn 91 – 100 points and the grade 10 (exceptional; A+).
- (3) Students whose knowledge and skills meet all the requirements for further successful continuation of studies or for performing the duties of the medical profession shall earn 81 – 90 points and the grade 9 (excellent; A).
- (4) Students whose knowledge and skills meet the greatest part of the requirements for further successful continuation of studies or for performing the duties of the medical profession shall earn 71 – 80 points and the grade 8 (very good; B).
- (5) Students whose knowledge and skills meet a good part of the requirements for further successful continuation of studies or for performing the duties of the medical profession shall earn 61 – 70 points and the grade 7 (good; C).
- (6) Students whose knowledge and skills meet minimal requirements for further successful continuation of studies or for performing the duties of the medical profession shall earn 51 – 60 points and the grade 6 (satisfactory; D).

- (7) Students whose knowledge and skills referred to in Paragraph 1 of this Article do not meet the minimal requirements for further successful continuation of studies or for performing the duties of the medical profession, have not met the minimal requirements referred to in Paragraph 6 of this Article, and shall therefore earn the grade 5 (fail; F) or the descriptive grade 'fail'.
- (8) Students shall earn ECTS points for a course only after passing the course examination.

Numerical grading

Article 38

- (1) For courses wherein the final grade is established as numerical, the grade shall be formed on the basis of the following:
- Regularity in class attendance and activity in class – up to 10 points (up to 10% of the final grade). The Course Director for the particular course, with the approval of the Department, shall determine the way that these points are to be distributed;
 - Results achieved on colloquia – up to 20 points (up to 20% of the final grade);
 - Practical examination – up to 20 points (up to 20% of the final grade)
 - Final tests for assessing theoretical knowledge – up to 50 points (up to 50% of the final grade).
 - For courses without a practical examination, the final test shall form up to 70 points of the grade (up to 70% of the final grade).

Colloquia

Article 39

- (1) Colloquia shall test acquired knowledge or mastered skills for a didactic/logical unit within a course.
- (2) Colloquia shall be organized during the courses, for the purpose of ensuring constant student effort and continuous assessment of student achievements.
- (3) The number of colloquia for preclinical courses shall depend on the number of course classes and may not exceed 4 (four).
- (4) Colloquia shall test both knowledge and skills in clinical courses, which is why the decision on the number of colloquia shall be made by Course Directors for Studies of Medicine in English together with the members of each Department involved in Studies of Medicine in English course activities.
- (5) Course Directors for Studies of Medicine in English together with the members of each Department involved in Studies of Medicine in English course activities shall propose the number of colloquia and their schedule, within the proposed studies plan for the following academic year.
- (6) Colloquia shall be in written form or shall test skills. If the colloquium is in written form, it shall be either a test or an essay. If the colloquium relates to skills, it shall be carried out

in such a way that the student shall practically demonstrate that he/she has mastered the required skills.

- (7) The course content being tested by the colloquium has to have been clarified or presented during the appropriate forms of course activities, within the period of time preceding the date and time of the colloquium and shall be accessible to the students in the recommended textbooks and other recommended course literature. A part of the test questions in the colloquium may be composed on the basis of literature for which students have received explicit information that it will form the foundation for testing knowledge, which is accessible to students, including Internet access, and for which students have received information on the mode of access.
- (8) If less than 20% of students pass a colloquium, and more than 50% of students have taken the colloquium, the colloquium shall be annulled and a new colloquium shall be organized in the shortest possible time.

Grading and the number of points earned on a colloquium

Article 40

- (1) Colloquia taken during the courses shall be scored and the points earned shall enter into the final grade.
- (2) The colloquium shall make up 20% of the final grade.
- (3) The number of points that a student scores on individual colloquia that are taken in the form of a test shall be determined by multiplying the number of correct answers by a coefficient which is calculated by dividing the maximum number of points and the total number of questions included in all colloquia within the course that are taken in the form of tests during the academic year, in keeping with the following formula:

$$\text{number of points on the colloquium} = \text{number of correct answers} \cdot \frac{\text{maximum number of points on the colloquium}}{\text{total number of questions in all test colloquia}}$$

- (4) If the colloquium is related to skills, grading shall be descriptive – ‘pass’ and ‘fail’, carrying a certain number of points. For clinical courses it shall be mandatory that one colloquium or a part of a colloquium shall test medical examination skills. In order to take the exam for the course, a student must pass the skill-related colloquium.
- (5) If the student does not take the colloquium which is in the form of a test or essay, he/she shall take the examination without any points earned for the colloquium.

Colloquium retake

Article 41

- (1) A colloquium retake shall be organized within 10 working days of the first colloquium.

- (2) If a student has not taken a colloquium for legitimate reasons, the Course Director for Studies of Medicine in English for that course may approve a retake of the colloquium.
- (3) Students who have not passed a colloquium, as well as students referred to in Paragraph 4, Article 40, shall have the right to retake the colloquium.

Colloquium validity

Article 42

- (1) Points shall be considered valid for colloquia passed within a course during the ongoing and following academic year.
- (2) If a student does not pass the exam within two academic years, the colloquium shall be annulled.

The colloquium question bank

Article 43

- (1) As a rule, questions for colloquia shall be composed based on course content pertaining to practical classes (practicals and seminars).
- (2) Questions shall be composed on the basis of recommended textbooks and other recommended course literature. A part of the test questions on the colloquium may be composed on the basis of literature for which students have received explicit information that it will form the foundation for testing knowledge, which is accessible to students, including Internet access, and for which students have received information on the mode of access.
- (3) The Course Director for each course shall appoint a teacher or teachers who will structure questions for a particular segment, as well as teachers who will review the said questions.
- (4) Questions and answers composed in keeping with Paragraph 3 of this Article shall comprise the question bank.
- (5) A question bank shall be considered confidential.
- (6) The Course Director for each course shall have the duty of ensuring continuous replenishment of the question bank through the introduction of new questions or the reformulating of existing ones.
- (7) The question bank shall be available upon written directive by the Dean or Vice Dean.
- (8) Students shall have permanent access to 5 – 10 sample questions modelled after the ones used for the colloquia.
- (9) Students shall have the right to review their test with the teacher after the test results have been published, according to the schedule defined by the Course Director.

Composing the test for the colloquium

Article 44

- (1) The Course Director for Studies of Medicine in English within each Department shall appoint the teachers responsible for composing the test.
- (2) The test shall be composed of questions taken from the question bank, pursuant to Paragraphs 1 and 2, Article 43. All teachers referred to in Paragraph 3, Article 43 shall be responsible for the consistency of the questions and answers.
- (3) The test may be structured in the form of questions or blanks within statements that need to be filled out in order to make the statement true. The test may offer more than one unambiguous answer or just one correct answer. The number of questions, as a rule, shall, not exceed 35.
- (4) The test shall be composed no earlier than three days prior to the test.
- (5) If the test is composed electronically, it shall be kept in secure form on a separate data carrier or on a computer that is not connected to the Internet or is not temporarily disconnected from the Internet.
- (6) The password protecting the test shall be known by the departmental Course Director for Studies of Medicine in English and the teachers referred to in Paragraph 1 of this Article.
- (7) A question used in a test may not be used again in a colloquium taken by students belonging to the same generation.
- (8) All persons familiar with the contents of the test shall keep this data confidential.
- (9) Revealing the content of the test prior to its being held shall be the basis for its annulment and shall represent a serious breach of work discipline, which may be the basis for termination of the employee contract.

Colloquium question bank quality assurance and quality improvement

Article 45

- (1) For each colloquium taken by more than 50% of students, the departmental Course Director for Studies of Medicine in English shall perform an analysis of the correct answers to questions included in that colloquium.
- (2) If there are any individual questions which have been correctly answered by less than 33% of the students who have taken the colloquium, such questions shall be reviewed and, if necessary, reformulated.
- (3) If there are any individual questions which have been correctly answered by less than 25% of the students who have taken the colloquium, such questions and answers shall be reformulated.
- (4) If there are any individual questions which have been correctly answered by less than 15% of the students who have taken the colloquium such questions shall be removed from the question bank.

- (5) The departmental Course Director for Studies of Medicine in English shall submit the summary results of the analysis of the questions and colloquium results, if needed and upon request, to the Studies of Medicine in English Committee for Quality Assurance and Course Improvement.
- (6) The Studies of Medicine in English Committee for Quality Assurance and Course Improvement may propose measures for improving the quality of the question bank for a particular course.

Eligibility for taking examinations and the structure of examinations within Studies of Medicine in English

Article 46

- (1) A student shall be eligible to take an examination for a particular course upon completing pre-examination course requirements, as defined by the respective Department through an accredited program, and upon verification of the semester.
 - (2) An examination may consist of the practical examination and the final test.
 - (3) The practical part of the examination shall be taken prior to the final test and a passing grade on the practical part of the examination shall be a requirement for taking the final test (i.e., this part of the examination shall be eliminatory).
 - (4) The practical examination shall be valid until the last examination period in the ongoing academic year.
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Examination questions

Article 47

- (1) At the beginning of the academic year, the Faculty of Medicine Departments shall make available to the students the content, scope and level of knowledge and skills that are to be tested on the examination, including the list of recommended textbooks, workbooks, and additional literature.
- (2) Each Department of the Faculty of Medicine shall compose and publicly publish the list of questions for the practical part of the examination, where this is possible, as well as a list of essay topics, if an essay is a part of the final test.
- (3) The content of the questions for the final test shall be based on recommended textbooks and the course classes and activities (lectures, seminars, practicals). A part of the test questions may be composed on the basis of literature for which students have received explicit information that it will form the foundation for testing knowledge, which is accessible to students, including Internet access, and for which students have received information on the mode of access.

- (4) The teachers teaching a particular field shall be in charge of formulating the questions for the examination pertaining to that field.
- (5) Questions and answers formulated in keeping with Paragraph 3 of this Article shall make up the question bank.
- (6) The question bank and the test shall be confidential and shall be kept in secure form.
- (7) The Course Director for each course shall have the duty of ensuring continuous replenishment of the question bank through the introduction of new questions or the reformulating of existing ones.
- (8) The question bank shall be available upon written directive by the Dean or Vice Dean.
- (9) Students shall have permanent access to 5 – 10 sample questions modelled after the ones used for the final test (examination).

Composing the test for the final examination

Article 48

- (1) The departmental Course Directors for Studies of Medicine in English shall appoint a teacher or teachers in charge of composing the test for an individual examination period.
- (2) If there are legitimate reasons preventing the teacher from composing the examination test, the departmental Course Director for Studies of Medicine in English may appoint a different teacher or teachers to compose the said test.
- (3) All teachers composing the test must be familiar with the entire content of the test and must approve it.
- (4) If the departmental Course Director for Studies of Medicine in English detects irregularities in the preparation of the test, the Course Director may appoint a different teacher or teachers to compose the test.
- (5) The test shall be composed of existing questions taken from the question bank, pursuant to Paragraphs 1 – 3, Article 47. All teachers shall be responsible for the consistency of the questions and correct answers, pursuant to Paragraph 4, Article 47 of this Rulebook.
- (6) Questions shall be composed, as to number and content, in such a way as to reflect all course areas and their respective ratio within the course.
- (7) The test may be composed of more than one unambiguous answer, of which only one is correct (*single best answer*), or of several correct answers (*multiple answers*). A test may be formulated as a set of questions answered with a statement or by filling out blanks in order to get a true statement.
- (8) Knowledge may be assessed at the final test in the form of a short essay with a preset topic, and this essay may participate in the grade with a maximum of 10 points. Students shall be given guidelines for writing the essay.
- (9) If the test is composed in the electronic form, it shall be kept in secure form.
- (10) All persons familiar with the contents of the test shall keep this data confidential.

- (11) Revealing the content of the test prior to its being held shall be the basis for its annulment and shall represent a serious breach of work discipline, which may be the basis for termination of the employee contract.

Final test question bank quality assurance and quality improvement

Article 49

- (1) For each final test taken by more than 50% of students, the departmental Course Director for Studies of Medicine in English shall perform an analysis of the correct answers to questions included in that final test.
- (2) If there are any individual questions which have been correctly answered by less than 33% of the students who have taken the final test, such questions shall be reviewed and, if necessary, reformulated.
- (3) If there are any individual questions which have been correctly answered by less than 25% of the students who have taken the final test, such questions and answers shall be reformulated.
- (4) If there are any individual questions which have been correctly answered by less than 15% of the students who have taken the final test such questions shall be removed from the question bank.
- (5) The departmental Course Director for Studies of Medicine in English shall submit the summary results of the analysis of the questions and final test results, if needed and upon request, to the Studies of Medicine in English Committee for Quality Assurance and Course Improvement
- (6) Studies of Medicine in English Committee for Quality Assurance and Course Improvement may propose measures for improving the quality of the question bank for a particular course.
- (7) Students shall take knowledge retention tests after enrolling in the fourth year of studies and after their sixth year of studies has been verified, which shall be the requirement for verifying the fourth year of studies, i.e., for the issuance of a certificate of graduation. The knowledge retention test shall be anonymous enabling students to evaluate their knowledge of the subject matter and enabling individual Departments to assess the success of knowledge transfer.

Registering for an examination

Article 50

- (1) Students shall register for examinations in the manner and at the time defined and announced by the administrative services of the Faculty of Medicine.
- (2) If a student registers for an examination which he/she is not eligible to take, pursuant to

the Statute of the Faculty of Medicine and this Rulebook, he/she may not take the examination.

- (3) The departmental Course Directors may determine the time period within which students shall be obliged to confirm that they will be taking the examination.
- (4) Examination registration forms and the list of students registered for the examination shall be returned to the administrative services of the Faculty of Medicine, who shall enter the results of the examination into the student records.
- (5) Examination results publicly announced on the Faculty of Medicine webpage or bulletin boards shall state student index booklet numbers without the names and last names of the students.

Examinations records

Article 51

- (1) Examination records shall include the following:
 - examination ledger;
 - examination registration forms;
 - list of students registered to take an examination in the given examination period;
 - examination report;
 - student index booklets;
 - student sign-in sheets with records of the completion of pre-examination course activities and a final grade on these activities;
 - other documents or addenda which may be used to confirm that a student has or has not passed an examination or part of an examination.
- (2) The examination ledger and the examination registration forms shall be documents that are permanently preserved; students sign-in sheets shall be kept for a maximum of three years, while the remaining documents shall be kept a year after the date of the examination taking place.
- (3) For students enrolled in Studies of Medicine in English, each Department shall maintain a separate examination ledger wherein the teachers referred to in Paragraph 1, Article 48 shall record all students who have taken the examination in a given examination period, in such a way as to provide data outlining the course and outcome of the examination.
- (4) The teacher/teachers referred to in Paragraph 1, Article 48, shall write up the examination records referred to in Paragraph 1 of this Article and shall guarantee the veracity and objectivity of the examination with their signatures.
- (5) Any unauthorized alteration in any of the documents referred to in Paragraph 1 of this Article shall be considered as an attempt of falsifying an official document and shall carry consequences resulting from such an action.

Taking examinations within Studies of Medicine in English

Article 52

- (1) The examination shall be held at the premises of the Faculty of Medicine or the teaching hospital where the examiner is employed, on a workday during working hours, or, when this is not possible, outside working hours or on a non-working day, provided that the transparency of the examination is ensured.
- (2) All teachers and associates appointed by the departmental Course Director for Studies of Medicine in English shall invigilate and score the examination, and at least one of the teachers who had composed the test shall also participate in these activities.
- (3) Departmental Course Directors for Studies of Medicine in English shall be obliged to announce the examination schedule in a timely manner.
- (4) Student index booklets shall be the means of confirming the identity of the students at the examination.
- (5) Students may take only one examination in one day. The administrative services of the Faculty of Medicine shall harmonize the scheduling of examinations, in cooperation with the departmental Course Directors.

Examination grade

Article 53

- (1) The examination shall start with the student taking the first part of the examination; withdrawing from the examination at any point after that shall mean that the student has failed the examination and shall be given the grade 5 (five).
- (2) A student shall not pass the final test if his/her score is 50% correct answers or less.
- (3) Students shall have the right not accept the passing grade he/she is given, and this decision shall be final and cannot be altered.
- (4) In case a student does not accept a passing grade and does not have any objections regarding the procedural aspect of the examination, he/she shall submit a written statement, within 48 hours, to the departmental Course Director asking for the examination to be annulled and it shall be considered that the student has failed the examination, which is why the grade 5 (five) shall be entered into the examination records. A student may annul a passing grade for one course a maximum of three times.
- (5) If a student does not accept a passing grade because he/she believes that the grade has not been calculated correctly in relation to the points he/she has scored on the examination, the student shall submit a written request to the departmental Course Director for the grade to be revised.
- (6) A student shall have the right to object to the grade received at the examination if he/she believes that the examination has not been performed in keeping with the Law, Statute of the University of Belgrade, Statute of the Faculty of Medicine, and this Rulebook. The complaint shall be submitted to the Vice Dean within 36 hours of receiving the grade.
- (7) The Vice Dean shall review the complaint and reach a decision within 24 hours of receiving the complaint.

- (8) If the student complaint is approved, the student shall retake the examination before a Committee consisting of three members, within three days of the day the decision referred to in Paragraph 7 of this Article has been received.
- (9) The final grade shall be entered into the examination ledger, the examination report, the examination registration form, the student index booklet, and the student sign-in sheet. All the records in the given examination period shall be signed by the teacher in charge referred to in Paragraph 1, Article 48.
- (9) The grade 5 (five) shall not be entered into the student index booklet. After three unsuccessful attempts to pass the same examination, each following retake of the examination shall be charged in keeping with the Pricelist of the General Council of the Faculty of Medicine for Studies of Medicine in English.

Taking examinations before a specially formed Committee

Article 54

- (1) A student may request to take an examination before a Committee consisting of at least three members, if he/she has unsuccessfully taken the exam pertaining to that specific course three times or more; the Committee shall be appointed by the Dean.
- (2) A teacher may request the forming of a Committee consisting of three members from the relevant Department if a student who has attempted to pass the examination before the said teacher more than three times is attempting to pass the examination again; the Committee shall be appointed by the departmental Course Director.
- (3) A teacher shall be allowed to request to be exempt from membership in the Committee referred to in Paragraphs 1 and 2 of this Article, if a student has taken the examination before the teacher more than twice.

The course of the examination

Article 55

- (1) During the examination, teachers and students shall be obliged to behave in keeping with the academic code of conduct; teachers shall particularly be obliged to respect the personal integrity of the students.
- (2) Violating the academic code of conduct shall be the basis for initiating procedures with the Faculty of Medicine and University of Belgrade bodies.
- (3) During the examination students shall be obliged to behave in keeping with the prescribed code of contact, which shall prohibit the following:
 - leaving the examination room and returning to the room, leaving one's seat and moving within the room;

- any communication, apart from questions pertaining to clarifications on the formulation of examination questions, which may be directed at the teachers/associates invigilating the examination;
 - any other activities and behavior disrupting the examination.
- (4) In keeping with the Rulebook on Disciplinary Responsibility of Students of the University of Belgrade, in case a student uses prohibited aids during an examination, that student shall be removed from the examination.
 - (5) Cell phones and other means of electronic communication may not be brought to an examination; if it is discovered that a student possesses such a device at the examination, the student shall be removed from the examination and shall not have the right to retake the examination in that examination period.
 - (6) If, during an examination, a student threatens the teacher (verbally or physically), the examination shall be halted, the student shall be removed from the examination and shall not have the right to retake the examination in that examination period. The examination may be continued no earlier than the following day for the remaining students.
 - (7) If a student attempts to take an examination using another person's identity, that student shall be removed from the examination.
 - (8) In cases referred to in Paragraphs 4, 5, 6, and 7 of this Article, a disciplinary procedure shall be initiated, in keeping with the general legal acts of the University of Belgrade and the faculty of Medicine.

VI. TRANSITIONAL AND FINAL PROVISIONS

Enforcement of the Rulebook

Article 56

- (1) This Rulebook shall come into force eight days of the day of its publishing on the bulletin board and webpage of the Faculty of Medicine and shall be implemented as of the academic year 2022/2023.
- (2) The conditions of transferring from Studies of Medicine in English to studies of medicine in the Serbian language referred to in in Article 10 shall apply to students who enroll in Studies of Medicine in English for the first time in the academic year 2022/2023.

**THE FACULTY OF MEDICINE
TEACHING AND SCIENTIFIC COUNCIL
CHAIRPERSON**

Sgd. Professor Tatjana Pekmezović, PhD