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Pursuant to Article 28 of the Statutes of the Faculty of Medicine in Belgrade (consolidated text No. 1750/1 of 01/03/2017), Council of the Faculty of Medicine has brought on its session held in Belgrade on 20/09/2017

**THE RULEBOOK ON ORGANIZATION OF  
TEACHING COURSES OF INTEGRATED  
ACADEMIC STUDIES OF MEDICINE IN  
ENGLISH**

**SEPTEMBER 2017**

## **TABLE OF CONTENT**

### **I. GENERAL PROVISIONS**

Background

Volume and duration of studies of medicine in English language

Volume of studies of medicine in English language

Knowledge and skills acquired during studies of medicine in English language

Organization and running of studies of medicine in English language

Enrollment to Studies of Medicine in English

Students attending studies of medicine in English language

Volume and realization of study program in English language

Examinations during studies in English language

Transfer from studies in English language to studies in Serbian language and from studies in Serbian language to studies in English language

Special cases of enrolment in studies in English language

### **II. ORGANIZATION OF MANAGEMENT OF STUDIES OF MEDICINE IN ENGLISH LANGUAGE**

Rights and obligations of Vice Dean for studies of medicine in English

Coordination body

Subject leader for teaching in English language

Responsibilities of Subject leader in charge for teaching in English language

Dismissal of subject leaders for teaching courses in English language

Board of subject leaders in charge of studies of medicine in English language

Students' Board for Studies in English Language

Ethics rules in teaching practices in studies of medicine in English language

### **III. STUDY COURSES**

Earning of ECTS credit points during studies of medicine in English language

First-year courses of the integrated studies of medicine in English language

Study courses at the second year of the integrated studies of medicine in English language

Study courses in the third year of studies of medicine in English language

Study courses in the fourth year of integrated studies of medicine

Study courses in the fifth year of integrated studies of medicine in English language

Study courses in the sixth year of integrated studies of medicine in English language

### **IV. ORGANIZATION OF COURSES**

Plan and program of studies of medicine in English language

Length of winter and summer semesters during studies of medicine in English language

Running of courses and attendance of students of medicine in English language

Making up of missed lectures  
Supplemental classes in English language  
Scientific research of students in English language  
Preparation of final paper in the studies in English language  
Quality control and improvement of quality of courses held in English language

## V. TESTING OF KNOWLEDGE AND SKILLS

Grading  
Numerical grading  
Colloquium  
Grading and number of points at colloquium  
Repeated colloquium  
Duration of colloquium results validity  
Bank of colloquium questions  
Compiling of colloquium test  
Quality control and improvement of bank of colloquium questions  
Eligibility to take examination and structure of examination in English language  
Examination questions  
Compiling of questions for final examination  
Quality control and improvement of quality of bank of questions for final test  
Applying for examination  
Keeping of examination documentation  
Taking of examination during studies in English language  
Taking of examination before specially appointed Board  
Examination process

## VI. TRANSITIONAL AND FINAL PROVISIONS

Effectuation of Rulebook

## **I. GENERAL PROVISIONS**

### ***Background***

#### **Article 1**

- (1) The Rulebook regulates organization and running of courses of the integrated academic studies of medicine of the first and second level at the higher education level institution University of Belgrade – Faculty of Medicine (herein below referred to as – studies of medicine in English) within the relevant fields of medical science leading to earning of academic and professional title of Medical Doctor, MD.

### ***Volume and duration of studies of medicine in English language***

#### **Article 2**

- (1) Volume of studies of medicine in English language is 360 ECTS (European Credit Transfer System) earned through 5545 theoretical and practical classes, independent work and practical exercise at medical institutions and the activities are accomplished during the 6-year programme (twelve semesters).

### ***Knowledge and skills acquired during studies of medicine in English language***

#### **Article 3**

- (1) During studies of medicine in English language student acquires knowledge and skills:
  - 1) Necessary knowledge in the sciences on which medicine is based and understanding of scientific method, which also includes basic measurements of biological functions, assessment of scientifically established facts and data analysis;
  - 2) Understanding of the structure, function and behavior of healthy and sick individuals as well as the relation between the health status and physical and social environments of the given individual;
  - 3) Appropriate familiarity with clinical disciplines and practice enabling to the student to get a coherent picture on mental and physical diseases, on medicine and health care from the point of view of preservation and improvement of health, prevention of diseases, early detection and timely treatment of diseases and injuries, rehabilitation and human reproduction;
  - 4) Necessary clinical experience gained in medical institutions under appropriate supervision.

### ***Organization and running of studies of medicine in English language***

#### **Article 4**

- (1) Studies of medicine in English are carried out in accordance with general principles applicable to performance of the activities at the Faculty, pursuant to the Statutes of the Faculty.

- (2) Studies of medicine in English are carried out within the higher education scope of activities of the Faculty through the study program of the studies of medicine in English language.
- (3) Teaching classes during the studies of medicine in English are held by Faculty teachers and associates who have earned academic titles in the relevant scientific fields exclusively in English language pursuant to the Law on Higher Education.
- (4) A part of practical courses in English language may be performed by Faculty associates elected to appropriate professional titles in accordance with the law and Statutes of the Faculty.
- (5) Teaching classes during studies of medicine in English language are carried out at the Faculty Institutes, teaching bases and medical institutions contracted by the Faculty for carrying out of the classes.
- (6) Courses in English language represent a unique process which is carried out through lectures, practical exercise, practice at medical institutions and testing of knowledge.
- (7) Before commencement of the academic year, teachers and associates who want to participate in classes in English language sign the statement of consent to participate in classes in English language. Subject leader is obliged to submit to the administrative service of the Faculty the list of teachers and associates who will participate in classes along with their signed statements before beginning of the academic year.
- (8) In case that organization of classes requires engagement of teachers and associates who did not sign the statement as mentioned in Article 4, paragraph 7, Subject leader shall submit to the Vice Dean for studies in English the request for engagement of additional teaching staff along with appropriate explanation. The Vice Dean for studies in English shall bring the decision in response to the request within 5 working days.
- (9) Faculty teachers and associates as well as teachers from other faculties shall be engaged specifically for the needs of studies in English, and as a rule, they will run the classes after completion of their regular working obligations, during and after working hours.
- (10) Students are obliged to attend and actively participate in all types of classes in English language as well as to fulfill their class-related obligations pursuant to Article 61 of the Statutes of the Faculty.

### ***Enrollment to Studies of Medicine in English***

#### **Article 5**

- (1) Prospective students may enrol the first year of studies of medicine in English language in a way and under conditions as set by Law, Statutes and the Rulebook.
- (2) Before enrollment, the candidate passes qualification examination composed of written test and interview, both in English language.

### ***Students attending studies of medicine in English language***

#### **Article 6**

- (1) Upon enrolment at the first year of studies of medicine in English language the prospective student obtains the status of a self-financing student with whom the studying agreement is concluded.
- (2) Upon acquiring the status of the Faculty student, the subject accepts all the student's rights and obligations, pursuant to Articles 60 – 63 of the Statutes of the Faculty.
- (3) The student shall lose the status of a student if any of the conditions as set in Article 64 of the Statutes of the Faculty is met.
- (4) Disciplinary responsibility of students during the teaching process is regulated pursuant to the Statutes of the Faculty and Rulebook on disciplinary responsibility of the students at the University of Belgrade.

### ***Volume and realization of study program in English language***

#### **Article 7**

- (1) Studies of medicine in English are realized in accordance with the planned curriculum (Article 34 of the Statutes of the Faculty) and timeframes as set in Article 35 of the Statutes of the Faculty.

### ***Examinations during studies in English language***

#### **Article 8**

- (1) Examination is a part of the system of continuous evaluation of knowledge aimed at determining level of acquired knowledge and skills by the student required for continuation of studies, i.e., practicing medicine.
- (2) The examination is actually taken in the form of written tests, and final grade is also influenced by the points earned in the course of continuous grading during the teaching process in the specific subject.
- (3) By meeting pre-examination obligations and passing the examination student may earn 100 credit points.
- (4) Out of the total number of points, minimum 30 and maximum 70 points must be earned from the activities and testing of knowledge during the semesters (pre-examination obligations). Number of points earned during an academic year is determined for each subject individually.
- (5) Examinations are organized in periods and in a manner as proposed by Articles 38 - 40 of the Statutes of the Faculty.
- (6) Grading upon examinations is performed in accordance with Article 37 of the Statutes of the Faculty and the Rulebook.

- (7) By fulfilling the obligations related to teaching courses and examinations as defined in Article 41 of the Statutes of the Faculty student earns the right to enrol the next year of studies, that is, right for degree of doctor of medicine.

***Transfer from studies in English language to studies in Serbian language and from studies in Serbian language to studies in English language***

**Article 9**

- (1) Student, citizen of the Republic of Serbia, enrolled to studies of medicine in English is allowed to transfer to study program in Serbian language as a self-financing student, if he/she passes during one academic year all the examinations planned for that year and previous years and if he/she never repeats a years during the studies.
- (2) Student, foreign citizen may transfer to study program in Serbian language for foreign citizens under the same conditions as stated under Item 1 herein above.
- (3) Student enrolled to studies of medicine in Serbian language may transfer during his/her studies to the program carried out in English language if he/she passes during one academic year all the examinations planned for that year and previous years.

***Special cases of enrolment in studies in English language***

**Article 10**

- (1) Students from other Faculties of Medicine are eligible to transfer to the Faculty of Medicine in Belgrade if they earn minimum 60 ECTS points during other study programs of academic studies at other faculties and if they pass all examinations from the previous years, based on equivalence and transfer of ECTS points;
- (2) Transfer as mentioned in the above Item 1 shall be approved only before commencement of the academic year under condition that the student has met all the prerequisites for transfer as set in Item 1 herein above.
- (3) Board of subject leaders in charge of studies of medicine in English language may set additional criteria for enrolment of students as mentioned in the above item 1;
- (4) Students as mentioned in item 1 cannot enrol the Faculty of Medicine in Belgrade if they have less than 60 ECTS credit points left at some other Faculty of Medicine until the end of study program on their current Faculty.
- (5) Decision on transfer and recognition of examinations shall be brought by the Dean of the Faculty of Medicine in response to the proposal of the Board of Subject Leaders for studies of medicine in English language.
- (6) Decision of the Dean may be contested by the student by appeal to the Council of the Faculty filed within three days as of the date of posting of the decision on the bulletin board of the Faculty.

## II. ORGANIZATION OF MANAGEMENT OF STUDIES OF MEDICINE IN ENGLISH LANGUAGE

### *Rights and obligations of Vice Dean for studies of medicine in English*

#### **Article 11**

- (1) Vice Dean for studies of medicine in English (herein below referred to as Vice Dean) appoints The Faculty of Medicine Faculty Council on the proposal of the Dean from the rank of full professors.
- (2) Vice Dean is obliged to:
  - 1) Organize, harmonize and manage teaching courses in English language;
  - 2) Chair the Board of Subject leaders for studies of medicine in English language and propose agenda of the sessions;
  - 3) Propose to the Dean and Council of the Faculty general regulations in accordance with the Statutes and the Rulebook;
  - 4) Propose to the Board of subject leaders for studies of medicine in English language, Dean and the Council measures for improvement of teaching courses in English language;
  - 5) Implement decisions of the Dean, Council of the Faculty and Advisory Board;
  - 6) Propose to the Dean appointments and dissolution of Subject leaders for courses in English language;
  - 7) Consider students' applications;
  - 8) Monitor teaching courses in English language;
  - 9) Give instructions based on the provisions of the Statutes, the Rulebook and other general regulations;
  - 10) He also performs other tasks proposed by laws, Statutes and Faculty regulations;
- (3) Vice Dean performs the tasks in his/her scope of work independently, and he/she is accountable to the Dean and Council for his/her work;
- (4) Vice Dean submits the report to the Dean and Advisory Board at least once a year.

#### ***Coordination body***

#### **Article 12**

- (1) Coordination body for studies of medicine in English language (herein below referred to as Coordination body) is appointed by Vice Dean for addressing the issues within the scope of the studies of medicine in English language and the Body takes positions on these issues
- (2) Vice Dean manages the Coordination body.
- (3) Coordination body members are selected by the Dean upon the proposal of Vice Dean.
- (4) Coordinator of the service for studies of medicine in English language participates in work of the Coordination body.



- (5) At the invitation of Vice Dean, representative of the Student's body also participates in work of the Coordination body if the issues directly relevant for work and life of students of medicine in English language are addressed.

### ***Subject leader for courses in English language***

#### **Article 13**

- (1) Subject leader for courses in English language is responsible for organization and carrying out of courses in English language in preclinical and clinical subjects.
- (2) On the proposal of Vice Dean and after obtaining the opinion of the Department, Dean appoints Subject leader for courses in English language for the period of three academic years.
- (3) In case that Department is not established for a mandatory subject in the narrower scientific field, Dean appoints subject leader for such courses on the proposal of Vice Dean.
- (4) If the courses in more than one subject are carried out at the same Department, subject leader in charge for the courses shall be appointed for each subject.
- (5) Teacher from the relevant department and scientific discipline may be appointed subject leader in charge of courses in English language, who is judged to be best suited for the given post during the foreseen mandate and he/she will certify by written statement that he/she is not engaged in any other activity that may lead to conflict of interest pursuant to the Statutes of the Faculty of Medicine in Belgrade.
- (6) After expiration of the mandate, the same person may be repeatedly appointed Subject leader in charge of courses in English language.
- (7) The same person may be appointed Subject leader in charge of courses in English language in two terms.

### ***Responsibilities of Subject leader in charge of teaching courses in English language***

#### **Article 14**

- (1) Responsibilities of the Subject leader for courses in English language are:
  - 1) To assure normal running of all types of teaching courses carried out within the scope of the given subject as well as performing of all necessary administrative tasks related to teaching courses in cooperation with appropriate Heads of Departments and Leaders as mentioned herein above;
  - 2) To assure full transparency of work and possibility of democratic expression of opinions of all members of the Department included in teaching courses in English language on the issues for teaching courses in given subject;
  - 3) To assure, together with relevant Heads of Departments and subject leaders as mentioned in the above Article, harmonic, synergistic and rational use of human and material resources while carrying out teaching courses in English language;

- 4) To organize implementation of decisions brought by the Vice Dean for studies of medicine in English, as well as Advisory Board and Council of the Faculty, Collegium of the Dean and Department, if the decisions are related to teaching courses in English language;
- 5) To represent common interests and rights of the Department members and organizational units included in teaching courses in English language;
- 6) To assure access to information of importance for courses held in English language to all members of the department under the same conditions;
- 7) To monitor, in cooperation with Subject leader, way of using and disposal with resources provided by the Faculty for carrying out of teaching classes in English language;
- 8) To prevent damaging to the property, lack of discipline and abuse of function within the teaching courses in English language;
- 9) To be in charge for work discipline during teaching courses in English language;
- 10) To submit annual work report of teaching courses in English language to Vice Dean;
- 11) To perform other tasks entrusted to him/her by the Dean and Vice Dean.

***Dismissal of subject leaders in charge of teaching courses in English language***

**Article 15**

- (1) In consultation with the Vice Dean for studies in English language, the Dean may dismiss subject leaders in charge of individual teaching courses in English language.

***Board of Subject leaders in charge of studies of medicine in English***

**Article 16**

- (1) Board of Subject leaders in charge of studies of medicine in English (herein below referred to as Board) is composed of Subject leaders in charge of teaching courses in English language, Vice Dean for studies of medicine in English and members of the Coordination Body. The Board is chaired by the Vice Dean.
- (2) The Board is responsible for:
  - 1) Addressing problems related to teaching courses and for proposing of appropriate solutions based on the obtained suggestions to the competent bodies of the Faculty and making of necessary decisions;
  - 2) Recommending necessary textbooks for studies in English language;
  - 3) Considering students' suggestions and taking care if conditions for their work;
  - 4) Giving opinion on transfer of students to the Faculty and recognition of the completed courses and passed examinations and referring such opinions to the Dean;
  - 5) Performing other tasks aimed at realization of study program in medicine in English language in accordance with general regulations of the Faculty.

- (3) The Board session is called and managed by Vice Dean as a chairperson. Vice Dean signs minutes from the sessions as well as the decisions passed by the Board.

***Working groups set up by Vice Dean***

**Article 17**

- (1) Vice Dean may, if necessary, to set up working groups dealing with individual issues of significance for work and development of studies of medicine in English language.

***Students' Board for Studies in English Language***

**Article 18**

- (1) Students' Board for studies of medicine in English (herein below referred to as Students' Board) represents a body through which students of medicine in English language realize their rights and protect their interests at the Faculty.
- (2) Students' Board is a section of the Students' Parliament of the Faculty of Medicine, University of Belgrade.
- (3) Composition, organization, method of election, rights and obligations of the members, their responsibilities and method of work of Students' Board are determined by the Statutes of the Students' Parliament and Student's Board Rulebook.

***Ethics rules in teaching practices in studies of medicine in English language***

**Article 19**

(1) Teachers, associates and other staff participating in teaching courses in English language are obliged to comply with the provisions of the CODE OF PROFESSIONAL ETHICS AT THE UNIVERSITY OF BELGRADE (Gazette of the University of Belgrade, No. 137, of 10/07/2016)

(2) Basic ethical principles, according to the Code, are:

1. Freedom of thought and expression
2. Collegiality
3. Integrity
4. Enjoying and respecting the rights
5. Respecting the integrity and dignity of the person
6. Autonomy of scientific and teaching work
7. Equality and justice
8. Academic honesty
10. Professionalism
11. Prohibition of discrimination
12. Prohibition of harassment
13. Principle of impartiality

#### 14. Principle of liability

(3) In particular, in terms of the principle of professionalism, members of the academic community are obliged to execute their obligations towards students, colleagues and employees conscientiously and professionally in accordance with the principles of objectivity, impartiality and mutual respect.

(4) In case of violation of the Code and Principles referred to in paragraphs 1-3 of this Article, the Vice-Dean for Studies in English shall initiate proceedings before the bodies of the Faculty and the University.

(5) Decisions made in the process of implementing the Code of Ethics operate with their authority and may be the basis for the decision in accordance with the Law on Higher Education.

### III. STUDY COURSES

#### *Earning of ECTS credit points during studies of medicine in English language*

##### Article 20

- (1) ECTS credit points are earned pursuant to Article 33 of the Statutes of the Faculty and in accordance with the Rulebook.
- (2) Student earns ECTS credit points by fulfilling his/her obligations during courses and by accumulation of points earned upon testing of knowledge.
- (3) Student earns ECTS credit points based on the fulfilled obligations during courses if he/she meets conditions as set in Article 61, items 3-4 of the Statutes of the Faculty.
- (4) Number of ECTS credit points earned pursuant to item 3 of the article is determined by study program for each year of studies and for each course, based on the students' workload related to fulfillment of obligations as set in Article 36, paragraph 3, items 2, 5, 6 of the Statutes of the Faculty.
- (5) Student earns ECTS credit points based on testing of his/her knowledge and if he/she receives at least grade 6 (six), or descriptive grade for elective subjects (passed).

#### *First-year courses of the integrated studies of medicine in English language*

##### Article 21

- (1) In the first year of integrated studies of medicines the following courses are attended and knowledge and skills in those fields are tested:

<u>Course title</u>	<u>Semester in which classes are attended</u>	<u>Number of hours or students' workload</u>	<u>Condition to attend classes (Article 41, item 1 of the Statutes)</u>	<u>Examination periods</u>
1) Anatomy (ANAT)	I+II	270	None	VI, IX,X

2) Histology and embryology (HIST)	I+II	165	None	VI,IX,X
3) Human genetics (HUGE)	I	75	None	I, IV, VI, IX,X
4) English language I (ENGL1) - Colloquium	I+II	60	None	VI, IX,X
5) Medicine and society (MIDR) - Colloquium	I	60	None	I, IV, VI, IX,X
6) Fundamentals of clinical practice I (OKP1) - Colloquium	I	30	None	I, IV, VI, IX,X
7) First aid (PP) - Colloquium	II	30	None	VI, IX,X
8) Elective subjects (2)(IZB1)	One in 1 <sup>st</sup> and another in 2 <sup>nd</sup>	30+30	None	
9) Obligations during teaching courses*	I+II	120		
Total		870		

(2) Obligations during teaching courses in the first year include pre-examination exercise, pre-examination consultations arranged according to subjects:

1. Basic computer skills – 30 hours
2. Workplace safety –30 hours
- 3 Anatomy–20 hours
4. Histology and embryology –10 hours
5. Human genetics –10 hours
6. Fundamentals of clinical practice I –10 hours, and
7. First aid –10 hours

(3) EPSB credit points are earned at the first year of the integrated studies of medicine in English language pursuant to Article 20 and assessed based on Articles 35 – 41 of the Rulebook:

<u>Course Title</u>	<u>ECTS credit points</u>	<u>Grading</u>
1) Anatomy (ANAT)	22	numerical
2) Histology and embryology (HIST)	13	numerical
3) Human genetics (HUGE)	5	numerical
4) English language I (ENGL1)	3	descriptive
5) Medicine and society (MIDR)	3	descriptive
6) Fundamentals of clinical practice I (OKP1)	1	descriptive
7) First aid (PP)	1	descriptive

8) Elective subjects (2) (IZB1)	2+2	descriptive
9) Obligations during teaching courses*	8	
<i>Total</i>	<i>60</i>	

After completion of courses in Basic computer skills and Workplace safety, students take a test and receive examination passing certificate.

\*EPSB credit points related to obligations during courses are earned by the student after passing of all examinations during the first year of studies of medicine in English language.

***Study courses at the second year of integrated studies of medicine in English language***

**Article 22**

(1) At the second year of integrated studies of medicine in English language knowledge and skills in the following subjects are tested:

<u>Course title</u>	<u>Semester in which classes are attended</u>	<u>Number of hours or students' workload</u>	<u>Condition to attend classes (Article 41 item 1 of the Statutes)</u>	<u>Examination periods</u>
1) Medical physiology (FZLO)	III+IV	268	ANAT, HIST, HUGE	VI, IX, X
2) Medical biochemistry and chemistry (BIHE)	III+IV	227	ANAT, HIST, HUGE	VI, IX, X
3) Microbiology (MIKR)	III+IV	135	ANAT, HIST, HUGE	VI, IX, X
4) Immunology (IMN)	III	45	ANAT, HIST, HUGE	I, IV, VI, IX, X
5) Fundamentals of clinical practice	III+IV	60	OKP1	VI, IX, X
6) English language II (ENGL2) - Colloquium	III+IV	60	ENGL1	VI, IX, X
7) Elective subjects (2) (IZB2)	III and IV	30+30	None	
8) Obligations during teaching courses	–	40	–	–
<i>Total</i>		<i>895</i>		

(2) Obligations during teaching courses at the second year include pre-examination exercises, pre-examination consultations arranged according to subjects:

1. Medical biochemistry and chemistry –10 hours

2. Medical physiology– 15 hours
3. Microbiology –7 hours
4. Immunology –3 hours, and
5. Fundamentals of clinical practice II – 5 hours

(3) EPSB credit points in the second year of the integrated studies of medicine in English language are earned pursuant to Article 20 and assessed according to Articles 35 - 41 of the Rulebook:

<u>Course Title</u>	<u>ECTS credit points</u>	<u>Grading</u>
1) Medical physiology (FZLO)	18	numerical
2) Medical biochemistry and chemistry (BIHE)	14	numerical
3) Microbiology (MIKR)	11	numerical
4) Immunology (IMN)	3	numerical
5) Fundamentals of clinical practice II (OKP2)	3	descriptive
6) English language II (ENGL2)	3	descriptive
7) Elective subjects (2) (IZB2)	2+2	descriptive
8) Obligations during teaching courses*	4	–
Total	60	

\*EPSB credit points related to obligations during teaching courses are earned by the student after passing of all examinations in the second year of studies.

### *Courses in the third year of studies of medicine in English language*

#### **Article 23**

(1) In the third year of integrated studies of medicine in English language the following courses are attended and acquired knowledge and skills are tested:

<u>Course title</u>	<u>Semester in which classes are attended</u>	<u>Number of hours or students' workload</u>	<u>Condition to attend classes (Article 41 item 1 of the Statutes)</u>	<u>Examination periods</u>
1) Pathology (PATA)	V+VI	225	BIHE,IMN,FZLO,MIKR	VI,IX,X
2) Pathological physiology (PATF)	V+VI	160	BIHE,IMN,FZLO,MIKR	VI,IX,X

3) Clinical propedeutics (INTP) - Colloquium	V+VI	105	BIHE,IMN,FZLO,MIKR OKP2,EPID	VI,IX,X
4) Pharmacology with toxicology (FARM)	V+VI	120	BIHE,IMN,FZLO,MIKR	VI,IX,X
5) Epidemiology (Special epidemiology - Colloquium)	V+VI	55	MIKR,IMN,FZLO	VI,IX,X
6) Biophysics in radiology - Colloquium	V	10	,	I, IV, VI,IX,X
7) Medical statistics and informatics (STAT)	V	50	FZLO, ENGL2	I,IV, VI, IX,X
8) Elective subjects (IZB3)	Vi VI	30+30	None	
9) Obligations during teaching courses	–	80	–	–
Total		865		

(2) Obligations during teaching courses in the third year of studies include pre-examination exercises, pre-examination consultations and work at the clinics and on preparation of the practical and theoretical examinations arranged according to subjects:

1. Pathology –30 hours,
2. Pathological physiology –15 hours,
3. Clinical propedeutics –25 hours,
4. Pharmacology and toxicology –10 hours

(3) EPSB credit points in the third year of integrated studies of medicine in English language are earned according to Article 20 and assessed according to Articles 35 - 41 of the Rulebook:

<u>Course title</u>	<u>ECTS credit points</u>	<u>Grading</u>
1) Pathology (PATA)	16	numerical
2) Pathological physiology (PATF)	11	numerical
3) Clinical propedeutics (INTP)	9	descriptive
4) Pharmacology with toxicology (FARM)	9	numerical
5) Epidemiology (Special epidemiology) (EPID)	4	numerical
6) Biophysics in radiology	1	numerical
7) Medical statistics and informatics (STAT)	3	numerical
8) Elective subjects (IZB3)	2+2	descriptive



9) Obligations during teaching courses	3	–
Total	60	

\*EPSB credit points related to obligations during teaching courses are earned by the student after passing of all examinations in the third year of studies

### *Courses in fourth year of integrated studies of medicine*

#### **Article 24**

(1) In the fourth year of integrated studies of medicine in English language the following courses are attended and acquired knowledge and skills are evaluated:

<u>Course title</u>	<u>Semester in which classes are attended</u>	<u>Number of hours or students' workload</u>	<u>Condition to attend classes (Article 41 of the Statutes)</u>	<u>Examination periods</u>
1) Internal medicine (INTM)	VII+VIII	400	PAT,PATF,INTP, FARM, EPID	VI,IX,X
2) Infectious diseases (INFB)	VII+VIII	95	PAT,PATF,INTP, FARM, EPID	VI, IX,X
3) Neurology (NEUR)	VII	90	PAT,PATF,INTP, FARM, EPID	I, IV, VI, IX,X
4) Psychiatry (PSIH)	VIII	90	PAT,PATF,INTP, FARM, EPID	I/II,IVVI,VII,IX,X
5) Dermatovenereology (DERM)	VII	75	PAT,PATF,INTP, FARM, EPID	VI, IX,X
6) Clinical microbiology (KLMI)	VII	15	PAT,PATF,INTP, FARM, EPID	I, IV, VI,IX,X
7) Clinical biochemistry (KLBIHE)	VII	15	PAT,PATF,INTP, FARM, STAT	I, IV, VI,VII,IX,X
8) Radiology (RAD)	VII and VIII	60	PAT,PATF,INTP	VI,IX,X
9) Elective subjects (IZB4)	VII and VIII	15+15	None	
10) Obligations during teaching courses Clinical practice– Internal medicine	–	60	–	–
Total		930		

- (2) Completed clinical practice in internal medicine is a requirement for enrollment to the fifth year of studies.
- (3) EPSB credit points at the fourth year of the integrated studies of medicine in English language are earned according to Article 20, and assessed according to Articles 35 – 41 of the Rulebook and after completion of the clinical practice in internal medicine.

<u>Course title</u>	<u>ECTS credit points</u>	<u>Grading</u>
1) Internal medicine (INTM)	25	numerical
2) Infectious diseases (INFB)	6	numerical
3) Neurology (NEUR)	6	numerical
4) Psychiatry (PSIH)	6	numerical
5) Dermatovenereology (DERM)	5	numerical
6) Clinical microbiology (KLMI)	1	descriptive
7) Clinical biochemistry(KLBIHE)	1	descriptive
8) Radiology (RAD)	4	numerical
9) Elective subjects (IZB4)	1+1	descriptive
10) Obligations during teaching courses	4	–
Total	60	

***Courses in the fifth year of integrated studies of medicine in English language***

**Article 25**

- (1) In the fifth year of the integrated studies of medicine in English language the following courses are attended and acquired knowledge and skills are evaluated

<u>Course</u>	<u>Semester in which classes are attended</u>	<u>Number of hours or students' workload</u>	<u>Condition to attend classes (Article 41 item1 of the Statutes)</u>	<u>Examination periods</u>
1) Surgery (HIR)	IX+X	400	DERM,INTM,INFB, KLMI,NEUR, KLIBIHE	VI, IX,X
2) Gynecology and obstetrics (GIN)	IX+X	180	INTM,INFB,KLMI, NEUR, KLIBIHE	VI, IX,X
3) Pediatrics (PED)	IX+X	180	DERM,INTM,INFB, KLMI,NEUR, KLIBIHE	VI,IX,X

4) Social medicine (SOCM)	IX	45	INTM,PSIH	I,IV,VI ,IX,X
5) Nuclear medicine (NUKM)	IX	30	INTM; INFB, NEUR, RAD	I,IV,VI ,IX,X
6) Elective subjects (IZB5)	IX and X	30+30	None	
7) Obligations during teaching courses	–	60	–	–
Total		955		

- (1) Completed clinical practice in surgery in a requirement for enrolment to the sixth year of studies.
- (2) EPSB credit points in the fifth year of the integrated studies of medicine in English language are earned according to Article 20 and assessed according to Articles 35 - 41 of the Rulebook and after completion of Clinical practice in Surgery.

<u>Course title</u>	<u>ECTS credit points</u>	<u>Grading</u>
1) Surgery (HIR)	26	numerical
2) Gynecology and obstetrics (GIN)	10	numerical
3) Pediatrics (PED)	10	numerical
4) Social medicine (SOCM)	3	numerical
5) Nuclear medicine (NUKM)	3	numerical
6) Elective subjects (IZB5)	2+2	descriptive
7) Obligations during teaching courses	4	–
Total	60	

\*EPSB credit points related to obligations during teaching courses are earned by the student after passing of all examinations in the fifth year of studies.

### ***Courses in the sixth year of integrated studies of medicine in English language***

#### **Article 26**

- (1) In the sixth year of integrated studies of medicine in English language the following courses are attended and acquired knowledge and skills are tested:

<u>Course title</u>	<u>Semester in which classes are attended</u>	<u>Number of hours or students' workload</u>	<u>Condition to attend classes (Article 41 item 1 Of the Statutes)</u>	<u>Examination periods</u>
1) Otorhinolaryngology (ORL)	XI	90	GIN,PED, HIRG	I, IV,VI, ,IX,X
2) Hygiene with medical ecology (HIG)	XI	75	SOCM	I,IV,VI, IX,X
3) Occupational medicine (MR)	XI	60	SOCM	I, IV,VI, ,IX,X
4) Ophthalmology (OFT)	XI	75	GIN,PED, HIR	I, IV,VI, ,IX,X
5) Forensic medicine (SUDM)	XI	75	GIN,PED, HIR	I, IV,VI, ,IX,X
6) Clinical pharmacology (KLFA)	XI	40	GIN,PED, HIR	I, IV,VI, ,IX,X
7) Clinical oncology (KLONKO)	XI	30	GIN,PED, HIR	I, IV,VI, ,IX,X
8) Physical medicine and rehabilitation (REHA)	XI	45	None	
9) Clinical internship	XII	435		
10) Graduate thesis		45		
Total		970		

(2) Clinical internship includes the following fields:

- Surgery – 90
- Internal medicine – 90
- Pediatrics – 90
- Gynecology and obstetrics – 60
- General medicine - 05

(3) EPSB credit points in the sixth year of integrated studies of medicine in English language are earned according to Article 20 and assessed according to Articles 35 - 51 of the Rulebook:

<u>Course title</u>	<u>ECTS credit points</u>	<u>Grading</u>
1) Otorhinolaryngology (ORL)	6	numerical
2) Hygiene (HIG)	5	numerical
3) Occupational medicine (MR)	3	numerical
4) Ophthalmology (OFT)	5	numerical

5) Forensic medicine (SUDM)	6	numerical
6) Clinical pharmacology (KLFA)	3	numerical
7) Clinical oncology (KLONKO)	2	descriptive
8) Physical medicine and rehabilitation (REHA)	3	numerical
9) Clinical internship	19	descriptive
10) Graduate thesis (DIPL. RAD)	8	descriptive
Total	60	

#### **IV. ORGANIZATION OF COURSES**

##### ***Plan and program of studies of medicine in English language***

###### **Article 27**

- (1) Subject leader in charge of courses in English language and members of the Department participating in the courses in English language shall determine the Plan and program for the next academic year which is submitted to the Vice Dean and Coordination body at the latest before beginning of the summer semester of the current academic year.
- (2) Adopted Plan and program shall be published in the relevant *Guide for studies of medicine in English* for each year and posted on the Faculty website and it shall be binding for all teachers, associates and students.

##### ***Length of winter and summer semesters during studies of medicine in English language***

###### **Article 28**

- (1) Calendar of winter and summer semesters for students of medicine in English language shall be determined based on the provisions as defined in the Statutes and general regulations of the Faculty.
- (2) Before each academic year/semester, the Coordination body shall determine exact date of beginning and end of the semester.

##### ***Running of courses and attendance of students of medicine in English language***

###### **Article 29**

- (1) Courses in English language shall be carried out through lectures, practical exercises etc., which is regulated by the applicable Rulebook on organization and running of integrated academic studies for earning the title of medical doctor.
- (2) Plan and program of study for students of medicine in English language is passed pursuant to Article 34 of the Statutes of the Faculty.

- (3) Plan and program of study in English language shall be adopted by the Board of Subject leaders in charge for courses on the proposal of Vice Dean.
- (4) Attending of courses is a basic prerequisite for earning points related to obligations during teaching courses.
- (5) Attendance log of a student at all types of courses is mandatory and it is kept as determined by the Rulebook on monitoring of courses at the Faculty of Medicine in Belgrade
- (6) Number of students for each course at every study year is determined before commencement of the academic year according to the total number of enrolled students in each year of studies and in accordance with the accreditation criteria of the Ministry of Education for each year of studies.
- (7) Due to specificity of the courses held in English language, number of students per group for seminars in basic sciences shall range between 15 and 25 and between 10 and 15 students at clinical subject courses.
- (8) Due to specificity of the courses in English language the group for exercise in basic (institute) subjects may include 15-25 students per group.
- (9) As for the courses in clinical propedeutics, neurology, gynecology and obstetrics, ORL and ophthalmology, a group attending exercises shall comprise maximum 7 students.
- (10) As for the clinical subjects not mentioned under item 10, each group shall comprise 7-10 students.
- (11) Maximum number of students as defined in items 8-11 may be exceeded by one student per group, in case that it is necessary for rationalization of the teaching process.
- (12) For each academic year and year of studies, Subject leader for courses in English language proposes number of groups for lectures, seminars and exercises to Vice Dean who will address the issue and refer it for adoption to the Board of subject leaders.

### ***Making up of missed lectures***

#### **Article 30**

- (1) Student may make up for the missed lectures in a way determined by the Department if the reason of non-attendance is justified and in case that no more than 30% of the classes is missed.
- (2) Justifiable absence as mentioned in the above item shall be assessed by the Subject leader in charge of courses in English language and members of the Department participating in courses in English language who will bring the final decision.
- (3) Student is obliged to make up for all the missed exercises and 80% of missed seminars (year of studies).
- (4) If the student fails to attend 30% of the classes and does not earn attendance-related points, he/she will nevertheless be considered eligible to take examination.
- (5) Student who misses more than 30% of practical courses shall repeat the year of studies.

- (6) Student shall pay fees for additional lectures in accordance with the effective Price list passed by the Faculty Council for studies in English language.

### ***Supplemental classes in English language***

#### **Article 31**

- (1) Students of medicine attending classes in English language have the possibility of additional consultations with the teacher/teaching associate. The consultations are optional and they are not included in the total fund of hours and they are organized as supplemental activity. The consultations may be held individually or in small groups of maximum three students.
- (2) Form and time of consultations shall be agreed with the selected teacher/associate after previous consent of the competent Subject leader and Vice Dean.
- (3) Supplemental classes are held at the Faculty premisses and the required fee shall be paid to the Faculty account in accordance with the current price list for studies in English language and proof of payment shall be submitted to Service for courses in English language.

### ***Scientific research of students in English language***

#### **Article 32**

- (1) Every full-time student is entitled to participate in preparation of students' scientific research papers.
- (2) Student who repeats the year is not entitled to participate in preparation of students' scientific research papers.
- (3) Vice Dean, on the proposal of the Students' Board appoints representative from among the students of medicine in English language and his/her deputy who will:
  - 1) Participate in the activities of the students' center for professional and scientific research (CSNIRS)
  - 2) Take care of timely fulfillment of duties and compliance with all deadlines
  - 3) Timely and continuously inform and stimulate students attending courses in English language to participate in activities related to students' scientific research.
  - 4) Be responsible for organized participation of students of medicine in English language at national and international professional congresses.
  - 5) Participate in organization of competitions for students' scientific research papers and take care of its implementation.
  - 6) Participate in organization and realization of presentations of students' scientific research papers (mini symposium) at the Faculty of Medicine, University of Belgrade
  - 7) Participate in organization of round tables during current academic year aimed at continuous education of students in all phases of scientific research work.
  - 8) At least once a year submits the report on his/her work in scientific research activities to Vice Dean and Students' Board.

- (4) Details and conditions of scientific research of students of medicine in English language are set by a special regulation (Rulebook regulating work of the center for students' scientific research activities).

### ***Preparation of final paper on studies in English language***

#### **Article 33**

- 1) Studies of medicine in English are considered to be ended after passing of all scheduled examinations, completion of all other study-related obligations and successfully defended final paper in accordance with the study program.
- 2) Activities related to final paper include preparation of the paper and defense of the paper in accordance with the study program. Preparation and defense of the final paper brings to the student 8 ECTS.
- 3) Final paper topics and mentors are proposed by leaders of the narrower scientific fields.
- 4) Final paper topics may also be proposed by students in consultation with the Leader who may accept the students' proposal and appoint a mentor.
- 5) All teachers and associates with PhD degrees participating in classes held in English language are obliged to propose one or maximum two topics per year, in order to enable equal participation in mentorship of students' final papers.
- 6) Subject leaders submit to the Board of Subject Leaders complete list of mentors and topics.
- 7) Unused topic may be repeated in the following academic year.
- 8) Once defended topic cannot be repeated.
- 9) Final list of topics shall be determined by the Board of subject leaders and it shall be posted at the Faculty website.
- 10) During the last year of studies and at the latest before beginning of the seventh semester, student selects the topic for his/her final paper. Selected topic is entered into the students' logbook. Record of the selected topics is kept by the administrative secretary of the Department.
- 11) Final paper defense is public and carried out before the Board composed of three members. Final Paper Board is set up by the leader from the rank of faculty teachers and associates participating in courses held in English language.
- 12) Student submits completed final paper to the Board which evaluates the paper within the 15 days. If the Board approves the paper, defense of the final paper is scheduled through the administrative officer in charge of teaching classes in English language. In agreement with the student, the Board determines the date of paper defense and posts it on the Faculty website.
- 13) Final paper may be publicly defended in all examination periods.
- 14) If the student prepared at least two student's papers as an author and/or co-author, about which written evidence is available, or if one paper is published in a peer-reviewed



journal; the student is exempted from final paper requirement. Student's papers that received negative reviews cannot replace the final paper.

- 15) Final paper is assessed by descriptive grade (passed). Topic of the final paper and descriptive grade are entered into diploma. In case that final paper is replaced by previously submitted student's papers, topic of the paper, i.e., paper topic selected by the student and descriptive grade are entered into diploma.
- 16) After defense of the final paper, student submits the same in electronic format to CIBID and receives appropriate certificate.

### ***Quality control and improvement of quality of courses held in English language***

#### **Article 34**

- 1) Quality control of courses held in English language is supervised by Coordination body members, Committee in charge of monitoring of courses held in English language and Center for quality assurance and improvement of courses at the Faculty of Medicine.
- 2) Within the process of self-validation of courses in English language, students perform mandatory evaluation of study programs, teaching process and knowledge evaluation processes, teaching staff, textbooks and literature as well as premises and equipment.
- 3) Evaluation as mentioned under item 2 of the above Article is anonymous. Students are required to fill out evaluation sheet for each subject by the end of every semester.
- 4) Filling out of the evaluation sheet is mandatory for each student and represents a requirement for verification of the relevant semester.
- 5) Evaluation sheet is to be prepared and distributed in timely manner by the Committee in charge of monitoring of courses in English language in cooperation with Coordination body and professional services.
- 6) Subject leaders for courses in English language are responsible for evaluation according to subjects.
- 7) Subject leaders process and analyze data entered into the evaluation sheet and prepare written reports, which are together with evaluation sheets submitted to the Coordination body.
- 8) Based on the report of the Committee in charge of monitoring of classes in English language and analysis of the evaluation sheets, Coordination body submits the report on the quality of courses held in English language and measures proposed for quality improvement for opinion.
- 9) Based on the report on quality of courses and opinion of the Board of Subject Leaders, Vice Dean brings the opinion on quality of study programs, courses and work conditions and submits it to the Dean.

## **V. TESTING OF KNOWLEDGE AND SKILLS**

## ***Grading***

### **Article 35**

- 1) Final grade is represents a numerical or descriptive expression specifying the level to which the student has mastered the knowledge and skills set by the program proposed for the given subject and sum of all credit points achieved during lectures at examination.
- 2) Student whose knowledge and skills meet or exceed all the requirements for further successful attendance of courses or practicing the profession will be awarded 91-100 points and grade 10 (exceptional; A+).
- 3) Student whose knowledge and skills meet all the requirements for further successful attendance of courses or practicing the profession will be awarded 81-90 points and grade 9 (excellent; A).
- 4) Student whose knowledge and skills meet almost all the requirements for further successful attendance of courses or practicing the profession will be awarded 71-80 points and grade 8 (very good; B)
- 5) Student whose knowledge and skills meet most of the requirements for further successful attendance of courses or practicing the profession will be awarded 61-70 points and grade 7 (good; C).
- 6) Student whose knowledge and skills satisfy minimal requirements for further successful attendance of courses or practicing the profession will be awarded 51-60 points and grade 6 (pass; D).
- 7) Student whose knowledge and skills as set under item 1 herein above do not satisfy minimal requirements for further successful attendance of courses or practicing the profession and did not achieve minimal requirements as defied in the above item 6, will receive grade 5 (failed; F) or descriptive grade “failed”.
- 8) Student earns ECTS credit points for the given subject only after passing of the examination.

## ***Numerical grading***

### **Article 36**

- 1) For the subjects graded numerically, the grade is based on the following:
  - Regular attendance of classes and activities during classes – up to 10 points (up to 10% of the final grade)
  - Results achieved at colloquiums – 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 testing of theoretical knowledge – up to 50 points (up to 50% of the final grade).
  - For the subjects comprising practical examination, final tests share is 70 points (up to 70% of the final grade).

## ***Colloquium***

### **Article 37**

- (1) Colloquium is aimed at testing of the acquired knowledge or mastering the didactic/logical skills within the subject.
- (2) Colloquium is organized during courses with an aim to assure continuous work of a student and continuous ranking of the results achieved by students.
- (3) As for the preclinical subjects, number of colloquiums depends on number of lectures and it cannot be higher than 4 (four).
- (4) As for the clinical subjects, colloquiums are aimed at testing of both knowledge and skills, and thus decision on number of the colloquiums shall be brought by Subject leader for courses in English language and members of the Department participating in classes in English language.
- (5) Number and timetable of the colloquiums are proposed by Subject leader for courses in English language and members of the Department participating in classes in English language within the curriculum for the next academic year.
- (6) Colloquium is taken in writing or it may be based on assessment of the skills. If it is taken in writing, colloquium may be in the form of test or essay. If the colloquium is related to skills, it is carried out by student's practical demonstration of his/her mastering the skills.
- (7) Content of the course to which colloquium is related as a test of knowledge, must be explained or presented to the students during appropriate classes in the period preceding the colloquium and it must be available to the students in the recommended textbooks or manuals. A part of the questions may be formulated based on the literature explicitly recommended to the students as a base for testing of knowledge, which is available to the students, including internet access, who are instructed how to obtain relevant data.
- (8) If the colloquium is passed by less than 20% of students and the examination is taken by more than 50% of the students, the colloquium is canceled and the new one is organized within the shortest possible period of time.

## ***Grading and number of points at colloquium***

### **Article 38**

- (1) Colloquiums taken during classes are ranked and the number of the points earned is included in the final grade.
- (2) Share of the colloquium results in the final grade is up to 20%.
- (3) Number of points earned by the students on certain colloquiums taken in the form of tests is determined by multiplying of the number of correct answers by a coefficient representing quotient of the maximal number of credit points and total number of

questions at all colloquiums to be taken in the given subject in the form of test during one academic year\*.

- (4) If the colloquium is related to the skills, grading is descriptive - „passed“ or „failed“, which brings certain number of points. At clinical subjects, examination skills must be tested at least during one or part of the one colloquium. Passed colloquium testing the skills is a requirement for taking of examination.
- (5) If the student fails to take colloquium organized in the form or test or essay, he/she will take the examination without previously earned points.

### ***Repeated colloquium***

#### **Article 39**

- (1) Repeated colloquium is organized within the period that cannot be longer than 10 working days from the initial colloquium
- (2) If the student fails to take the colloquium for justifiable reasons, Subject leader for courses in English language may allow him/her to re-take the colloquium.
- (3) Student who is not satisfied with the accomplished number of points may repeat the colloquium when credit points earned at the retaken colloquium are taken into account.
- (4) Repeated colloquium brings 20% of points less.

### ***Duration of colloquium results validity***

#### **Article 40**

- (1) Points earned at the colloquiums passed during courses shall remain valid for two academic years: during the academic year in which they are passed and during the next academic year.
- (2) If the student does not pass the examination after two academic years, colloquium results shall not be valid any more.

### ***Bank of colloquium questions***

#### **Article 41**

- (1) Questions for the colloquiums are as a rule compiled based on the basic material from the practical courses (exercises and seminars).
- (2) Questions are compiled from the recommended textbooks and manuals. A part of the questions may be formulated based on the literature explicitly recommended to the students as a base for testing of knowledge, which is available to the students, including internet acces, who are instructed how to obtain relevant data .
- (3) Subject leader appoints the teacher or teachers who will compile questions in the relevant subjects as well as the teachers who will review the compiled questions.

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\*  $Number\ of\ points\ earned\ on\ colloquium = number\ of\ correct\ answers . \frac{20}{Total\ number\ of\ questions\ at\ all\ colloquiums}$

- (4) Questions and answers worded pursuant to item 3 herein above shall make Bank of questions.
- (5) Bank of questions is generally considered as business secret.
- (6) Subject leader is obliged to assure continuous renewal of the bank of questions by entering new questions or rewording of the existing ones.
- (7) Bank of questions is available upon written order of the Dean or Vice Dean.
- (8) Student is entitled to review his/her test paper in presence of the teacher, after announcing of the results, according to the timetable determined by Subject leader.

### ***Compiling of colloquium test***

#### **Article 42**

- (1) Subject leader in English language shall appoint the teacher in charge of compiling the test.
- (2) The test is composed of questions available in the Bank of questions, pursuant to Article 1, items 1 and 2. All teachers as mentioned in Article 41, item 3 shall be responsible for consistency of the questions and correct answers.
- (3) The test may be compiled in the form of open questions or multiple choice questions in order to obtain correct answers. The test may be also composed of several offered unequivocal answers out of which only one is correct. As a rule, number of questions must not be higher than 35.
- (4) The test is compiled not earlier than three days before carrying out of the test.
- (5) If the test is compiled in the electronic format, it may be kept in the protected form on a special data storage device or on the computer hard drive which is not connected to internet network or which is temporarily disconnected from the internet network.
- (6) Password protecting the test shall be known to Subject leader for courses in English language and teachers as mentioned under item 1 herein above.
- (7) Question used in the test cannot be used again for the colloquium to be taken by the students of the same generation.
- (8) All individuals who are familiar with content of the test are obliged to keep the information confidential as business secret.
- (9) Disclosure of test content before its implementation is a base for annulment of the tests and represents major violation of work discipline based on which work contract may be terminated.

### ***Quality control and improvement of bank of colloquium questions***

#### **Article 43**

- (1) Every third year, Subject leader for courses in English language analyses bank of colloquium questions and submits the results to Vice Dean for courses in English

language and to the Committee for monitoring of quality and improvement of courses English language.

- (2) If individual question is correctly answered by less than 10% of students in the period as mentioned under item 1, the question is removed from the bank of questions.

### ***Eligibility to take examination and structure of examination in English language***

#### **Article 44**

- (1) Student earns the right to take examination in the specific subject after meeting of all pre-examination obligations for the given subject as determined by the Department according to the accredited program and after verification of the semester.
- (2) Examination is an element that may be composed of practical examination and final test.
- (3) Practical part of the examination is taken before the final test and achievement of positive grade is a requirement for taking of final test (this part of the test is eliminatory).
- (4) Department may decide for passed practical examination to be recognized in more than one examination periods, but not for the time period longer than 4 calendar months.

### ***Examination questions***

#### **Article 45**

- (1) Department is obliged to make available to the students content, scope and level of knowledge and skills that will be tested on the examinations, including the list of the recommended textbooks, manuals and additional literature.
- (2) Department compiles and announces publicly list of questions for the practical part of the examination, wherever possible, as well as the list of topics for essays, if the essay is a part of the final test.
- (3) Questions for final test are formulated based on the content of the recommended textbooks and delivered courses (lectures, seminars, exercise). A part of the questions may be formulated based on the literature explicitly recommended to the students as a base for testing of knowledge, which is available to the students, including internet access, who are instructed how to obtain the relevant data.
- (4) Bank of questions is compiled by teachers delivering lectures in the given field. Number of questions that should be prepared by the teacher is determined by number of lectures that he/she delivers during the academic year. The former includes sufficient number of questions for at least 5 examination periods increased by 30%. The teacher is obliged to submit questions for the bank at the latest 10 days before commencement of the first examination period in the given academic year. If the teacher fails to submit questions for the bank within the defined time limit, he/she shall not be entitled to participate at the examination process.
- (5) Questions and answers worded in accordance with item 3 of the Article make Bank of questions.

- (6) Bank of questions and test represent business secret and they are stored in the protected form.
- (7) Subject leader is obliged to assure continuous renewal of the bank of questions by entering new questions or rewording of the existing ones.
- (8) Bank of questions shall be available upon the written order of the Dean or Vice Dean.

### ***Compiling of questions for final examination***

#### **Article 46**

- (1) For compiling of tests for individual examination terms, Subject leader for courses in English language appoints teacher or teachers.
- (2) In case of justifiable reasons preventing the teacher to compile examination test, Subject leader for courses in English language may appoint other teacher or teachers to compile the test.
- (3) All the teacher compiling the test must be familiar and consented to the complete content of the test.
- (4) Teacher or teachers as mentioned under item 1 shall submit the test to the subject leader at the latest 5 days before the scheduled examination.
- (5) Should the Subject leader for courses in English language observes irregularities in test preparation or in case that the test is not submitted to the Subject leader within the deadline set in item 4, subject leader may appoint other teacher or teachers to compile the test .
- (6) The test is compiled using the questions available in the bank of questions pursuant to Article 45 items 1 - 3. All the teachers shall be responsible for consistency of questions and correct answers pursuant to Article 45, item 45 of the Rulebook.
- (7) Number and content of the questions compiled in all fields of teaching shall depend on the share of the given field within the subject.
- (8) The test may be composed of a number of offered unequivocal questions out of which only one is correct (*single best answer*) or more than one answer may be correct (*multiple answer*). The test may be organized in the form of test requiring answers in the form of statements or filling out of empty fields may be required in order to obtain correct statements.
- (9) Knowledge at the final test may be tested in the form of short essay on a given topic with maximal share of 10 pints. Students are provided guidelines on how to write an essay.
- (10) If the test is compiled in the electronic format, it is kept protected.
- (11) Everyone who is familiar with the content of the test is required to keep the information confidential as business secret.

- (12) Disclosure of test content before its implementation is a base for annulment of the test and represents major violation of work discipline based on which work contract may be terminated.

***Quality control and improvement of quality of bank of questions for final test***

**Article 47**

- (1) Subject leader for course in English language shall analyze bank of questions for the final test by the end of each academic year.
- (2) If individual question is correctly answered by less than 10% of students, the question shall be reconsidered and reworded, if necessary.

***Applying for examination***

**Article 48**

- (1) Student shall apply for examination in a manner and at the time announced by administrative service of the Faculty.
- (2) If a student applies for examination for which he/she is not eligible pursuant to the Statutes of the Faculty and the Rulebook, he/she shall not be allowed to take such examination.
- (3) Subject leader may determine timeframe in which students are required to confirm that they will take the examination.
- (4) Applications and list of students are returned to the administrative services of the Faculty where the results are entered into the students' records.
- (5) Publicly announced information on the results of examination at the Faculty web page or bulletin board shall include only students' logbook number without name and surname.

***Keeping of examination documentation***

**Article 49**

- (1) Examination documentation includes:
  - Examination register,
  - Application,
  - List of students taking the examination in the given examination period,
  - Examination report
  - Students' logbook,
  - Students files containing information on students' preexamination activities and final grades earned during these activities,
  - Other documents or annexes based on which it may be determined whether the student has passed or failed the examination or a part of examination.



- (2) Examination log and applications are documents that are kept indefinitely; students' files are kept for a maximum of three years from the date of examination.
- (3) For the students attending the courses in English language the Department keeps unique examination log in which names of all the students who took the examination in the given examination period are entered, in a manner enabling determination of the examination process and its outcome.
- (4) Teacher/teachers as mentioned in Article 46, item 1, shall fill out documentation as set under item 1 herein above, certifying truthfulness and impartiality of examination by their signatures.
- (5) Each unauthorized change of any document as listed under item 1 herein above shall be considered as attempt to counterfeit a public document leading to all the consequences resulting from such and act.

### ***Taking of examination during studies in English language***

#### **Article 50**

- (1) The examination is organized in the official premisses of the Faculty or teaching base in which the examiner works during working hours, or, when it is not possible, outside working hours or during non-working days, on the condition that examination openness to the public is assured, pursuant to the Rulebook on organization of teaching courses of integrated academic studies of medicine in English.
- (2) Invigilation and scoring of the test results shall be performed by teachers and associates determined by Subject leader in charge of courses in English language, with mandatory participation of at least one teacher who took part in compilation of the test .
- (3) Subject leader for the courses in English language is required to announce in timely manner the examination timetable.
- (4) Student is identified on the examination by student's logbook.
- (5) Student may take only one examination during the same day. Administrative services of the Faculty shall adjust examination dates in agreement with the subject leader.

### ***Examination grading***

#### **Article 51**

- (1) The examination starts by taking the first part of the examination; withdrawal from the examination at any future point shall mean that the student failed and received grade 5 (five).
- (2) Student is entitled to accept passing grade announced by teacher and the decision is final and cannot be changed.
- (3) In case that student does not accept passing grade and has no objections to the examination procedure, he/she may apply written request within 48 hours to the subject leader to annul the examination and it will be considered that he/she has failed the

examination and grade 5 (five) shall be entered into examination documents. The student may annul passing grade from the same subject maximum three times.

- (4) In case that student refuses to accept passing grade considering that is has not been correctly calculated with respect to the earned points, he/she may request in witting correction of the grade.
- (5) Student can object to the grade awarded if he/she considers that the examination is not carried out in accordance with the law, Statutes of the University and the Rulebook. The objection is submitted to the Vice Dean within 36 hours of awarding of the grade.
- (6) Vice Dean shall evaluate student's objection and bring decision within 24 hours of receipt of the objection.
- (7) If the objection is accepted, student earns the right to retake the examination before the board composed of three members within three days of receipt of decision as mentioned under item 6 herein above.
- (8) Final grade is entered into examination record, examination report, examination application, student's logbook and attendance sheet. All documents from the given examination period shall be signed by the teacher in charge as defined in Article 46, item 1.
- (9) Grade 5 (five) is not entered in the student's logbook. After three failures, the fee shall be charged in accordance with the Price list of the Council of the Faculty for studies in English language for each subsequent retaking.

### ***Taking of examination before special board***

#### **Article 52**

- (1) Student may request to take examination before the Board composed of at least three members if he/she has failed the examination for more than three times; the Board shall be appointed by the Dean.
- (2) The teacher is entitled to request setting up of the Board composed of three members from the Department if he/she has to examine a student who has been previously examined by him/her and failed more than three times; the Board shall be appointed by the Subject leader.
- (3) The examining teacher may request to be exempted from the Board as mentioned under items 1 and 2 herein above if a student has failed the examination more than two times when examined by the teacher in question.

### ***Examination process***

#### **Article 53**

- (1) Teachers and students are obliged to behave during the examination in accordance with academic principles; teachers are in particular obliged to respect personal integrity of the students.
- (2) Violating of academic norms of behavior shall be a base for initiation of the proceedings before the relevant Faculty and University Bodies.

- (3) During the examination process student is obliged to conduct him/herself in accordance with the established rules of conduct prohibiting the following:
- Leaving the room and returning to the room in which the examination is carried out, standing up and moving around the room
  - Any communication, except for posing questions aimed at clarification of ambiguities related to wording of the examination question
  - Any other activities and behaviors that may disturb examination process
- (4) In case of use of unauthorized aids by the student during examination, the student shall be removed from the examination having no right to retake the examination in the same examination period.
- (5) Carrying of mobile phones and other electronic communication means is prohibited; if such a device is found with a student, he/she will be removed from the examination having no right to retake the examination in the same examination period.
- (6) If a student in any way violates integrity of a teacher (verbally or by physical threat), the examination shall be interrupted, and the student shall be removed from the examination having no right to retake the examination in the same examination period. Other students may continue the examination at the earliest on the following day.
- (7) If a student attempts to take an examination under false identity, he/she will be removed and the examination shall be annulled.
- (8) In cases as described under items 4, 5, 6 and 7, disciplinary action shall be initiated in accordance with the general regulations of the University and Faculty.

## **VI. TRANSITIONAL AND FINAL PROVISIONS**

### ***Effectuation of Rulebook***

#### **Article 54**

- (1) The Rulebook shall become effective 8 days after its posting at the web page of the Faculty of Medicine, University of Belgrade.

**THE FACULTY OF MEDICINE FACULTY COUNCIL  
CHAIRPERSON**

Prof. Dr. Ivana Novaković