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FACULTY OF MEDICINE

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

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## **I. GENERAL PROVISIONS**

### ***Basic provisions***

#### **Article 1**

- (1) This Rulebook shall govern the organization and implementation of the Integrated Academic Studies of Medicine in English at both the first and second levels at the University of Belgrade, Faculty of Medicine (hereinafter referred to as "Studies of Medicine in English") within the field of medical science and shall lead to the conferral of the professional title of Medical Doctor (MD).

### ***Studies of Medicine in English Day***

#### **Article 2**

- (1) Studies of Medicine in English Day shall be observed as part of the Faculty Day celebration.

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

#### **Article 3**

- (1) The organization and implementation of the study program in English, as outlined in Article 1 of this Rulebook, shall be managed by the Vice Dean for Studies of Medicine in English. The Vice Dean shall be elected by the General Council from among the professors upon the proposal of the Dean.

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

#### **Article 4**

- (1) The responsibilities of the Vice Dean shall be the following:
  - 1) Organizing, coordinating and managing the delivery of courses in English;
  - 2) Managing the Coordination Board and the Board of Course Directors for Studies of Medicine in English, and proposing the agenda for their meetings;
  - 3) Proposing legal acts pertaining to the Studies of Medicine in English to the Dean, the Teaching and Scientific Council, and the General Council, in keeping with the Statute of the Faculty of Medicine and this Rulebook;
  - 4) Proposing measures for improving Studies of Medicine in English program to the Dean, the Teaching and Scientific Council and the General Council;
  - 5) Executing the decisions made by the Dean, the Faculty Councils, and the General Council;
  - 6) Proposing the appointment and dismissal of Course Directors in Studies of Medicine in English program to the Dean;
  - 7) Convening a meeting with Course Directors at least twice annually for the purpose of informing them of all significant issues related to the organization and delivery of classes;
  - 8) Reviewing student requests;
  - 9) Monitoring the implementation of course activities within Studies of Medicine in English program;
  - 10) Issuing directives based on the Statute of the Faculty of Medicine, this Rulebook, and other legal acts of the Faculty;
  - 11) Performing other duties prescribed by Law, the Statute of the Faculty of Medicine, and other legal acts of the Faculty;
- (2) The Vice Dean shall operate independently in the execution of duties within his/her mandate and shall be accountable for his/her actions to the Dean and the General Council.
- (3) At least once a year, the Vice Dean shall submit a report to the Dean and the General Council.

## ***Studies of Medicine in English Coordination Board***

### **Article 5**

- (1) the Coordination Board for Studies of Medicine in English (hereinafter: "Coordination Board") shall be formed by the Vice Dean for the purpose of deliberating on matters pertaining to the Studies of Medicine in English and formulating positions on those matters.
- (2) The members of the Coordination Board shall be appointed by the Dean upon the proposal of the Vice Dean for Studies of Medicine in English.
- (3) The Vice Dean shall manage the work of the Coordination Board.
- (4) The Coordinator of the Services for Studies of Medicine in English shall participate in the activities of the Coordination Board.
- (5) Upon invitation by 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 proceedings of the Coordination Body when matters directly affecting students in the Studies of Medicine in English program are under consideration.

## ***Responsibilities of the Coordination Board***

### **Article 6**

- (1) Deliberating on matters pertaining to the Studies of Medicine in English;
- (2) Conducting ongoing monitoring of the teaching process;
- (3) Providing consultation and/or guidance to Course Directors on current issues and resolving work-related challenges;
- (4) Striving to enhance the quality of instruction within the Studies of Medicine in English program;
- (5) Coordinating and administering the entrance examination;
- (6) Executing oversight of the teaching process;
- (7) Conducting teaching evaluations in collaboration with students;
- (8) Rendering decisions on the submitted petitions and appeals;
- (9) Promoting Studies of Medicine in English, including collaboration with domestic and international agencies;
- (10) Continuously striving to maintain and expand the number of foreign students and the diversity of their countries of origin;
- (11) Executing all additional tasks necessary for the effective operation of instruction in Studies of Medicine in English.

## ***Studies of Medicine in English Course Director***

### **Article 7**

- (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) Upon the recommendation of the Vice Dean and following the receiving the opinion of individual Departments, the Dean of the Faculty of Medicine shall appoint the Course Directors for the Studies of Medicine in English for a period of three academic years.
- (3) If a Department for the Specific Scientific Field has not been established for a course within the mandatory study program, the Dean shall appoint the Course Director for that course upon the recommendation of the Vice Dean.
- (4) If a single Department encompasses studies related to multiple courses, each course shall be assigned a designated Course Director.
- (5) Teachers from the relevant Departments for Specific Scientific Fields, identified as best qualified to fulfil this role for the designated term, shall be appointed as Course Directors for the Studies of Medicine in English, provided they submit a written declaration affirming that they are not engaged in any activity that constitutes a conflict of interest, in accordance with the Statute of the

Faculty of Medicine in Belgrade.

- (6) The same individual may be reappointed as Course Director for a course conducted in the English language upon the conclusion of the term for which the Course Director was initially appointed.
- (7) Upon the appointment of a new Course Director, the previous Course Director shall transfer all relevant course records to the newly appointed Course Director and shall provide a comprehensive briefing on the duties and responsibilities associated with the position.

### ***Responsibilities of Studies of Medicine in English Course Directors***

#### **Article 8**

- (1) The responsibilities of Studies of Medicine in English Course Director shall be the following:
  - 1) Ensuring the execution of all course activities and the completion of necessary administrative procedures related to course implementation, in collaboration with the relevant Department Heads and other Course Directors. In accordance with the Statute, the head of the department is obligated to provide the Course Director with the necessary conditions to ensure the uninterrupted performance of their duties;
  - 2) Ensuring complete operational transparency and facilitating a democratic decision-making process that involves all members of the relevant Departments engaged in the Studies of Medicine in English, concerning matters related to course activities within the program;
  - 3) Collaborating with the relevant Department Heads and Course Directors to ensure the uniform and efficient utilization of human and financial resources in the execution of course activities within the Studies of Medicine in English program;
  - 4) Ensuring the timely dissemination of information to students regarding all course activities and assessments, as well as regularly updating the content related to the course on the Faculty of Medicine's website. The Course Director communicates with students and their representatives through established communication channels, including the distance learning platform, individual or group email, bulletin boards, and other appropriate methods;
  - 5) Coordinating the implementation of decisions made by the Vice Dean for Studies of Medicine in English, the General Council, Faculty Councils, and the Dean's Collegium of the Faculty of Medicine, as well as decisions from their respective Departments, insofar as they pertain to the course activities of the Studies of Medicine in English program;
  - 6) Representing the collective interests and rights of the members of their respective Departments and organizational units engaged in the course activities of the Studies of Medicine in English program;
  - 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 collaboration with the relevant Department Head, the utilization and allocation of resources and funds provided by the Faculty of Medicine for the implementation of course activities within the Studies of Medicine in English program;
  - 9) Maintaining responsibility for upholding work discipline during the instruction of courses conducted in Studies of Medicine in English;
  - 10) Preventing damage to property, ensuring adherence to proper conduct, and mitigating the abuse of power within the course activities of the Studies of Medicine in English program;
  - 11) Submitting a comprehensive report on the course activities of the Studies of Medicine in English program at the request of the Vice Dean and the Coordination Board;
  - 12) Performing other activities and duties assigned by the Dean and the Vice Dean.

### ***Dismissal of Studies of Medicine in English Course Directors***

#### **Article 9**

- (1) The Dean of the Faculty of Medicine, in consultation with the Vice Dean for Studies of Medicine in English, may dismiss individual Course Directors of the Studies of Medicine in English program for failure to fulfil their responsibilities as outlined in Article 7, or for other justifiable reasons.

### ***Studies of Medicine in English Year Coordinators***

#### **Article 10**

- (1) The Vice Dean shall appoint Year Coordinators for each academic year from among the Course Directors.
- (2) The responsibilities of the Studies of Medicine in English Year Coordinators:
  - 1) Collaborating with the Course Directors for courses within their purview to develop the schedule of course activities for each semester and ensuring its posting on the designated webpage for that academic year within the Studies of Medicine in English website;
  - 2) Coordinating, in collaboration with the Course Directors for courses within their purview, the timetable for course activities conducted outside the regular schedule (such as make-up sessions and consultations) to prevent any scheduling conflicts;
  - 3) Coordinating the allocation of examination dates when the number of days in the examination period is fewer than the number of subjects for which they are responsible, in consultation with the Course Director and the Student Service.

### ***Working groups established by the Vice Dean***

#### **Article 11**

- (1) The Vice Dean may, as necessary, appoint working groups to address specific issues pertinent to the operations and development of the Studies of Medicine in English program.

### ***Studies of Medicine in English Student Board***

#### **Article 12**

- (1) The Studies of Medicine in English Student Board (hereinafter referred to as the "Student Board") shall serve as a body that enables students enrolled in the Studies of Medicine in English program to exercise their rights and safeguard 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, election procedure, rights and responsibilities, jurisdiction, and operational methods of the Student Board shall be defined by the Statute of the Student Parliament and the Student Board Rulebook.

## **III. ENROLLMENT IN STUDIES OF MEDICINE IN ENGLISH**

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

#### **Article 13**

- (1) Individuals may enroll in the first year of the Studies of Medicine in English program in accordance with the procedures and conditions stipulated by the Law, the Statute of the Faculty of Medicine, and this Rulebook.
- (2) During the enrollment process in the Studies of Medicine in English program, candidates shall undergo an entrance examination that includes a written test and an interview conducted in the English language.
- (3) Candidates enrolling in the Studies of Medicine in English program under a specially permitted

quota, in accordance with international agreements signed with the University of Belgrade, shall be permitted to take the entrance examination remotely or online, as stipulated by the regulations governing entrance examinations and in compliance with the Statute of the Faculty of Medicine.

- (4) In addition to the general conditions stipulated by the Law on Higher Education and the Statute of the Faculty of Medicine, candidates shall also submit an English language certificate.
- (5) The conditions outlined in Paragraph 1 may be further detailed in accordance with international agreements on cooperation and representation with student recruitment agencies.

### ***Special enrollment cases in Studies of Medicine in English***

#### **Article 14**

- (1) Students from other medical faculties outside the University of Belgrade may enroll in the Studies of Medicine in English program at the Faculty of Medicine in Belgrade without taking an entrance exam, provided they have obtained at least 60 ECTS (European Credit Transfer System) credits in an academic study program at another faculty, have passed all exams from previous years based on equivalence and the ECTS transfer agreement, and submit a certificate of English language proficiency, in accordance with Article 13, Paragraph 4.
- (2) The transfer specified in Paragraph 1 shall be approved only prior to the commencement of the academic year, provided that the student has fulfilled the requirements outlined in Paragraph 1 of this Article.
- (3) The Vice Dean and the Coordination Board may establish a proposal for additional criteria for the enrollment of students referred to in Paragraph 1.
- (4) Students referred to in Paragraph 1 are ineligible for enrollment at the Faculty of Medicine in Belgrade if they have fewer than 180 ECTS credits remaining to complete the study program at their current medical faculty.
- (5) In accordance with the Statute, the decision on student transfers shall be made by the Dean of the Faculty of Medicine, based on the proposal of the Vice Dean and the Coordination Body, while the determination regarding the recognition of exams shall be made by the department of the relevant scientific field.
- (6) The student may appeal the Dean's decision to the General Council within three days of the decision's publication on the Faculty notice board.
- (7) A student who has obtained a minimum of 60 ECTS credits at another university or higher education institution outside the Republic of Serbia in integrated academic studies of medicine, or who has completed undergraduate academic studies in medicine outside the Republic of Serbia, is eligible for enrollment in accordance with the Statute of the Faculty of Medicine.

### ***Transferring from Studies of Medicine in English to Integrated Studies of Medicine in Serbian and from Integrated Studies of Medicine in Serbian to Studies of Medicine in English***

#### **Article 15**

- (1) A student enrolled in Studies of Medicine in English program may transfer to a study program conducted in the Serbian language, under self-financing status, within the first three years of study, subject to the decision of the Teaching Council. This transfer is permitted only if the student has passed all exams from the current and previous academic years within the regular exam periods, no later than the start of the following academic year.
- (2) The Vice Dean and the Coordination Board shall announce a transfer competition, which will be published on the Faculty's website. The competition shall outline the conditions and criteria for transfer.
- (3) The competition shall also specify the documentation required to be submitted with the application.
- (4) Transfer from medical studies conducted in English to those conducted in Serbian is permitted only for students who have applied for the competition referenced in Paragraph 2.



- (5) Students who did not meet the transfer requirements at the time of the competition announcement may also apply, provided that the competition was announced before the last regular exam period.
- (6) The number of students permitted to transfer from studies conducted in English to those conducted in Serbian for each academic year referenced in Paragraph 1 shall not exceed 10% of the total number of students enrolled in the English program for that year.
- (7) If the number of applicants for transfer from studies conducted in English to those conducted in Serbian exceeds 10% of the total number of students enrolled in the English program for that year, a ranking list shall be established based on the average grades achieved by the students throughout their studies.
- (8) A student enrolled in the medical studies program conducted in Serbian may transfer to the English language program during their studies, provided they have passed all examinations from the current and previous academic years within a single academic year.

#### **IV. STUDY COURSES**

##### ***Volume and duration of Studies of Medicine in English***

###### **Article 16**

- (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).
- (2) The student earns ECTS credits by fulfilling course requirements and accumulating points through knowledge assessments.
- (3) The number of ECTS credits a student earns, as specified in Paragraph 2 of this Article, is determined by the study program for each academic year and each subject, based on the extent of the student's engagement in fulfilling the obligations outlined in Article 29 of this Rulebook.
- (4) A total of 60 ECTS credits corresponds to the average workload of a student over a 40-hour work week throughout one academic year.
- (5) The student earns ECTS credits based on knowledge assessments if they receive a final grade of at least 6 (six) or a passing mark for subjects graded descriptively.

***First-Year Integrated Studies of Medicine in English study courses***

**Article 17**

- (1) In the first year of Integrated Academic Studies in Medicine, the student participates in theoretical and practical classes, and their knowledge and skills are assessed in the following subjects:

Name	Semester	Number of course classes or student engagement
1) Anatomy	I + II	270
2) Histology and Embryology	I + II	165
3) Human Genetics	I	76
4) English Language I – colloquium	I + II	60
5) Medicine and Society – colloquium	I	60
6) Basics of Clinical Practice I – colloquium	I	30
7) First Aid – colloquium	II	30
8) Elective Courses	I + II	30 + 30
9) Additional course requirements		60
<b>Total</b>		<b>811</b>

- (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,

Upon completing the courses in ICT Use in Medicine and Work Safety, students must take a test and are issued a certificate upon successfully passing the examination.

- (3) In the first year of studies, ECTS points shall be earned pursuant to Article 16 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Anatomy	22	numerical
2) Histology and Embryology	13	numerical
3) Human Genetics	5	numerical
4) English Language I – colloquium	3	descriptive
5) Medicine and Society – colloquium	3	descriptive
6) Basics of Clinical Practice I – colloquium	1	descriptive
7) First Aid – colloquium	1	descriptive
8) Elective Courses (2)	3 + 3	descriptive
9) Additional course requirements	6	
<b>Total</b>	<b>60</b>	

- (4) A student earns ECTS credits by fulfilling course requirements after successfully passing all exams and colloquiums from the first year of study.

*Second-Year Integrated Studies of Medicine in English study courses*

**Article 18**

(1) In the second year of Integrated Academic Studies in Medicine, the student participates in theoretical and practical classes, and their knowledge and skills are assessed in the following subjects:

Name	Semester	Number of course classes or student engagement
1) Medical Physiology	III + IV	271
2) Medical Biochemistry and Chemistry	III + IV	237
3) Microbiology	III + IV	135
4) Immunology	III	60
5) Basics of Clinical Practice II – colloquium	III + IV	60
6) English Language II – colloquium	III + IV	60
7) Elective Courses (2)	III + IV	30 + 30
Total		883

(1) In the second year of studies, ECTS points shall be earned pursuant to Article 16 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Medical Physiology	18	numerical
2) Medical Biochemistry and Chemistry	14	numerical
3) Microbiology	12	numerical
4) Immunology	4	numerical
5) Basics of Clinical Practice II – colloquium	3	descriptive
6) English Language II – colloquium	3	descriptive
7) Elective Courses (2)	3 + 3	descriptive
Total	60	

*Third-Year Integrated Studies of Medicine in English study courses*

**Article 19**

- (1) In the third year of Integrated Academic Studies in Medicine, the student participates in theoretical and practical classes, and their knowledge and skills are assessed in the following subjects:

Name	Semester	Number of course classes or student engagement
1) Pathology	V + VI	225
2) Medical Pathophysiology	V + VI	175
3) Clinical Propedeutics	V + VI	105
4) Pharmacology and Toxicology	V + VI	112
5) Epidemiology	V + VI	55
6) Biophysics in Radiology	V	12
7) Medical Statistics and Informatics	V	60
8) Elective Courses (2)	V + VI	30 + 30
Total		804

- (2) In the third year of studies, ECTS points shall be earned pursuant to Article 16 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Pathology	17	numerical
2) Medical Pathophysiology	11	numerical
3) Clinical Propedeutics	9	descriptive
4) Pharmacology and Toxicology	9	numerical
5) Epidemiology	4	numerical
6) Biophysics in Radiology	1	descriptive
7) Medical Statistics and Informatics	3	numerical
8) Elective Courses (2)	3 + 3	descriptive
Total	60	

### *Fourth-Year Integrated Studies of Medicine in English study courses*

#### **Article 20**

- (1) In the fourth year of Integrated Academic Studies in Medicine, the student participates in theoretical and practical classes, and their knowledge and skills are assessed in the following subjects:

Name	Semester	Number of course classes or student engagement
1) Internal Medicine	VII + VIII	400
2) Infectious Diseases	VII + VIII	95
3) Neurology	VIII	90
4) Psychiatry	VII	90
5) Dermatovenerology	VIII	75
6) Clinical Microbiology	VIII	30
7) Clinical Biochemistry	VII	30
8) Radiology	VII + VIII	60
9) Elective Courses (2)	VII + VIII	30 + 30
10) Additional course requirements		30
Total		960

- (2) Successful completion of the clinical practice in Internal Medicine shall be a prerequisite for enrollment in the fifth year of studies.
- (3) In the fourth year of studies, ECTS points shall be earned pursuant to Article 16 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Internal Medicine	24	numerical
2) Infectious Diseases	6	numerical
3) Neurology	6	numerical
4) Psychiatry	6	numerical
5) Dermatovenerology	5	numerical
6) Clinical Microbiology	1	descriptive
7) Clinical Biochemistry	1	descriptive
8) Radiology	3	numerical
9) Elective Courses (2)	3 + 3	descriptive
10) Additional course requirements	2	–
Total	60	

- (4) Students shall earn ECTS credits for additional course requirements upon successfully passing the Internal Medicine examination and completing the associated clinical practice in Internal Medicine.

***Fifth-Year Integrated Studies of Medicine in English study courses***

**Article 21**

- (1) In the fifth year of Integrated Academic Studies in Medicine, the student participates in theoretical and practical classes, and their knowledge and skills are assessed in the following subjects:

Name	Semester	Number of course classes or student engagement
1) Surgery and Anesthesiology	IX + X	402
2) Gynecology and Obstetrics	IX + X	180
3) Pediatrics	IX + X	180
4) Social Medicine	IX	45
5) Nuclear Medicine	IX	30
6) Elective Courses (2)	IX + X	30 + 30
7) Additional course requirements		30
Total		927

- (2) Successful completion of the clinical practice in Surgery and Anesthesiology shall be a prerequisite for enrollment in the sixth year of studies.

- (3) In the fifth year of studies, ECTS points shall be earned pursuant to Article 16 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Surgery and Anesthesiology	26	numerical
2) Gynecology and Obstetrics	10	numerical
3) Pediatrics	10	numerical
4) Social Medicine	3	numerical
5) Nuclear Medicine	3	numerical
6) Elective Courses (2)	3 + 3	descriptive
7) Additional course requirements	2	–
Total	60	

- (4) Students shall earn ECTS credits for additional course requirements upon successfully passing the Internal Medicine examination and completing the associated clinical practice in Surgery and Anesthesiology.

***Sixth-Year Integrated Studies of Medicine in English study courses***

**Article 22**

- (1) In the sixth year of Integrated Academic Studies in Medicine, the student participates in theoretical and practical classes, and their knowledge and skills are assessed in the following subjects:

Name	Semester	Number of course classes or student engagement
1) Otorhinolaryngology and Maxillofacial Surgery	XI	90
2) Hygiene and Medical Ecology	XI	75
3) Occupational Health	XI	60
4) Ophthalmology	XI	75
5) Forensic Medicine	XI	75
6) Clinical Pharmacology	XI	48
7) Clinical Oncology and Radiotherapy	XI	60
8) Physical Medicine and Rehabilitation	XI	45
9) Elective Course	XI	30
10) Clinical internship	XII	435
11) Graduation thesis		32
<b>Total</b>		<b>1025</b>

- (2) Clinical internship shall comprise the following areas:

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

- (3) In the sixth year of studies, ECTS points shall be earned pursuant to Article 16 of this Guidebook, specifically:

Name	ECTS points	Grading
1) Otorhinolaryngology and Maxillofacial Surgery	6	numerical
2) Hygiene and Medical Ecology	5	numerical
3) Occupational Health	3	numerical
4) Ophthalmology	5	numerical
5) Forensic Medicine	6	numerical
6) Clinical Pharmacology	3	numerical
7) Clinical Oncology and Radiotherapy	2	descriptive
8) Physical Medicine and Rehabilitation	3	numerical
9) Elective Course	4	descriptive
10) Clinical internship	19	descriptive
11) Graduation thesis	4	–
<b>Total</b>	<b>60</b>	

- (4) The Course Directors are responsible for organizing the delivery of all classes related to the additional course requirements specified in Articles 17 to 22 of this Rulebook.
- (5) Upon the certification of the twelfth semester and the successful completion of all exams, the student becomes eligible to defend their final thesis in accordance with Article 38 of these regulations.

### ***Knowledge and skills acquired in Studies of Medicine in English***

#### **Article 23**

- (1) Throughout the Studies of Medicine in English, students acquire the following knowledge and skills:
  - 1) Essential knowledge of the foundational sciences underpinning medicine and an understanding of the scientific method, which includes the fundamentals of measuring biological functions, evaluating scientifically established facts, and conducting data analysis;
  - 2) Comprehension of the structure, function, and behavior of both healthy and ill individuals, as well as the relationship between health status and the individual's physical and social environment;
  - 3) Comprehensive knowledge of clinical disciplines and practices that enables the student to develop a coherent understanding of mental and physical illnesses, as well as the role of medicine and healthcare in preserving and improving health, preventing and managing diseases, early detection and timely treatment of illnesses and injuries, rehabilitation, and human reproduction;
  - 4) Essential clinical experience gained in healthcare institutions under appropriate supervision.

## **V. ORGANIZATION OF STUDIES OF MEDICINE IN ENGLISH**

### ***Organization and delivery of Studies of Medicine in English***

#### **Article 24**

- (1) The Studies of Medicine in English are conducted in accordance with the general principles governing activities at the Faculty, as stipulated by the Faculty's Statute.
- (2) Medical studies in English are conducted as part of the higher education activities of the Faculty, through the Studies of Medicine in English program.
- (3) Teaching of the Studies of Medicine in English program is delivered in English by faculty members and associates who hold academic titles in the relevant scientific fields, exclusively in English, in accordance with the Law on Higher Education.
- (4) A portion of the practical teaching in English within pre-clinical courses may also be conducted by faculty associates appointed to appropriate professional positions, in accordance with the Law and the Faculty Statute.
- (5) Teaching of the medical studies program conducted in English takes place at the Faculty's institutes, teaching facilities, and healthcare institutions with which the Faculty has established agreements for educational purposes.
- (6) Teaching is a comprehensive process that encompasses lectures, seminars, practical exercises, independent study, hands-on experience in healthcare institutions, and other activities, along with knowledge assessments, all conducted in accordance with the accredited curriculum.
- (7) Prior to the start of the academic year, all faculty members and associates in each department must declare their willingness to participate in English-language instruction by signing a statement of agreement or disagreement. The Course Director is required to submit to the Faculty's professional service a list of faculty members and associates who will participate in English-language instruction, along with their signed declarations, no later than the beginning of the semester in which the course is offered.
- (8) Given that participation in English-language teaching is a work obligation for faculty members,



if organizational needs necessitate, the Course Director is required to assign teachers and associates who have not consented to participate in English-language classes, as outlined in Paragraph 7. Additionally, in accordance with their responsibilities, the head of the department must provide all necessary assistance and support to the Course Director in this regard.

- (9) Faculty members and associates, as well as instructors from other faculties, are specifically appointed to meet the needs of English-language teaching. Generally, they fulfill these responsibilities after completing their regular work obligations, during and outside of standard working hours.
- (10) Students are required to attend and actively participate in all forms of Studies of Medicine in English instruction and to fulfil their obligations in accordance with the Faculty's Statute.

### ***Students enrolled in Studies of Medicine in English***

#### **Article 25**

- (1) Upon enrollment in the first year of Studies of Medicine in English, an individual acquires student status.
- (2) The student is enrolled under the status of a self-financed student (hereinafter referred to as "self-financed student").
- (3) Students verify their status through the presentation of a student index.

### ***Students' rights***

#### **Article 26**

- (1) Students are entitled to the following:
  - 1) enrollment, access to quality education, and objective assessment;
  - 2) timely and accurate information on all matters pertaining to their studies;
  - 3) active participation in decision-making, in accordance with applicable laws and the Faculty Statute;
  - 4) self-organization and the free expression of their opinions;
  - 5) the rights and benefits conferred by their student status;
  - 6) equitable and high-quality study conditions for all students;
  - 7) diversity and protection against discrimination;
  - 8) to elect and be elected to the Student Parliament and other governing bodies of the Faculty and University;
  - 9) respect for individual personality, dignity, honor, and reputation;
  - 10) to appeal to the Coordination Board if the individual believes that any of the obligations outlined in Paragraph 1, Items 1 to 9 of this article have been violated.
- (2) A student or group of students studying in English who achieve exceptional results in academic, scientific, or professional endeavors at the Faculty may be recognized and awarded.

### ***Students' responsibilities***

#### **Article 27**

- (1) Students' responsibilities include the following:
  - 1) Meeting course and pre-examination obligations;
  - 2) Adhering to the general regulations of the Faculty and University;
  - 3) Respecting the rights of faculty members, employees, and fellow students;
  - 4) Safeguarding the reputation of students, the Faculty, and the University;
  - 5) Adhering to the principles of medical ethics in interactions with patients;
  - 6) Participating in decision-making in accordance with the Law, the Statute, and this Rulebook.

### ***Termination of student status***

### **Article 28**

- (1) Student status shall terminate in the event of:
  - 1) completion of studies;
  - 2) withdrawing from studies;
  - 3) failure to enroll for the academic year;
  - 4) imposition of a disciplinary measure resulting in exclusion from studies;
  - 5) failure to complete the studies within twelve academic years for programs that are designed to last six academic years.

### ***Extension of the deadline for completing studies***

#### **Article 29**

- (1) Upon a personal request submitted before the deadline specified in Article 28, Paragraph 1, Item 5, the period for completing the studies may be extended to a maximum of three times the duration of the academic program.
- (2) Termination of student status due to failure to complete studies within the designated timeframe shall be determined by the Dean through a decision effective from the first working day following the deadlines specified in Article 28, Paragraph 1, Item 5, and Article 29, Paragraph 1.

### ***Student engagement throughout the academic year***

#### **Article 30**

- (1) The total engagement of the student encompasses:
  - 1) Active learning activities (such as lectures, exercises, seminars, practical sessions, field classes, mentoring sessions, consultations, presentations, projects, etc.), as defined by accreditation standards;
  - 2) Self-directed study;
  - 3) colloquia;
  - 4) exams;
  - 5) final thesis preparation;
  - 6) voluntary work in the local community, organized by the University or the Faculty, focusing on projects of significance for the community, such as humanitarian activities and support for individuals with disabilities;
  - 7) other forms of engagement, in accordance with the regulations of the higher education institution (such as professional practice, student internships, etc.).
- (2) The conditions, methods of organization, and evaluation of voluntary work referenced in point 6 of this article shall be governed by the Teaching and Scientific Council of the Faculty.

### ***Disciplinary responsibilities of students***

#### **Article 31**

- (1) Disciplinary responsibility of students within the teaching process is governed by the Statute of the Faculty and the Rulebook on Disciplinary Responsibility of Students at the University of Belgrade.

### ***Curriculum and syllabi for the Studies of Medicine in English***

#### **Article 32**

- (1) The Course Director for Studies of Medicine in English, along with the department members involved in teaching in English, shall determine the teaching plan and program for the upcoming academic year in accordance with the Statute. This plan must be submitted to the Vice Dean and the Coordination Board for approval no later than the end of the summer semester of the current

academic year.

- (2) The Coordination Board reviews the plan and program; if it is not approved, it shall notify the Course Director, providing comments and suggestions for reconsideration and refinement. The Course Director is required to address the objections raised by the Coordination Board with due diligence and submit a revised proposal within fifteen (15) days.
- (3) The approved teaching plan and program shall be published no later than fifteen (15) days before the commencement of classes for the relevant subject in the corresponding academic year. It will be made available on the Faculty's website and shall be binding for all teachers, associates, and students.

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

#### **Article 33**

- (1) The fall and spring semesters for students enrolled in the English program shall be conducted during the time period specified by the Statute and other general regulations of the Faculty.

### ***Conducting classes and student attendance in Studies of Medicine in English***

#### **Article 34**

- (1) Studies of Medicine in English course activities shall be carried out through lectures, seminars, practicals, and other forms of course activities.
- (2) Course Director shall be responsible for ensuring approximately equal engagement among all department members who have agreed to participate in the Studies of Medicine in English program, in accordance with Article 24, paragraphs 7 and 8 of this Rulebook. Uniformity of teachers' engagement should take into account the specificities of each course, including the teacher's academic title and the balance between practical and theoretical classes.
- (3) Meeting the course requirements outlined in the plan and program, as posted on the subject page of the Faculty's website, serves as the basis for earning points related to teaching activities.
- (4) Department members are responsible for maintaining mandatory records of student attendance at all forms of instruction, using methods determined by the department (such as roll call, signing a designated list, recording by teaching assistants, or initialing the student's record).
- (5) False identification and falsification of attendance records in any form of teaching are strictly prohibited. Any violation of this rule will result in the Course Director initiating disciplinary proceedings with the appropriate committee of the Faculty of Medicine.
- (6) The number of students attending lectures in each year of study is determined prior to the start of the academic year, based on the total enrollment per year of study and in accordance with the criteria set by the National Accreditation Body.
- (7) Given the specific nature of the Studies of Medicine in English program, the number of students per group is restricted to the following limits:
  - For practical exercises in basic (institute-based) medical subjects, the group size is limited to 15 to 25 students;
  - For seminars in basic (institute-based) medical subjects, the group size is limited to 15 to 25 students;
  - For practical exercises in clinical subjects, the group size is limited to 7 to 10 students;
  - For seminars in clinical subjects, the group size is limited to 10 to 15 students.
- (8) Exceptionally from what is stated in Paragraph 7, for clinical exercises in Clinical Propedeutics, Neurology, Gynecology and Obstetrics, Otorhinolaryngology and Ophthalmology, group sizes are expected to range from 5 to 7 students.
- (9) The group sizes outlined in paragraphs 7 and 8 may be exceeded if required for the efficient organization of classes.
- (10) For each academic year, the Administration Service, with the Vice Dean's approval, prepares a

recommendation on the number of student groups and submits it to the Course Directors. Based on this recommendation, the Course Director proposes the number of groups for lectures, seminars, and exercises to the vice-dean and the Coordinating Body. The Coordinating Board may adjust the proposed number of groups to ensure financial and staffing efficiency

### ***Makeups for missed classes***

#### **Article 35**

- (1) A student may make up for missed classes in a specific subject if they have missed fewer than one-third (1/3) of the practical exercises and one-third (1/3) of the seminars for that subject during the semester, following the procedures established by the Course director.
- (2) Makeups for lectures: Missed lectures are not eligible for compensation. If a student misses more than 50% of the lectures during the semester, they will not earn attendance points; however, they will still be considered to have met the requirements for semester certification or exam eligibility. To encourage attendance, participation in lectures will be graded in accordance with Article 56 of this Rulebook.
- (3) Makeups for practical exercises:
  - 1) A student is permitted to miss one exercise per semester without a makeup.
  - 2) If a student misses more than one exercise but fewer than one-third of the exercises in a semester, they must submit a request with justification to make up for all missed exercises—excluding the one exercise permitted without compensation—in order to receive semester certification.
  - 3) For the exercises that the student must make up as outlined in point 2, they are entitled to one makeup per semester for each subject at no additional cost. Any subsequent mandatory fees for makeup exercises will be charged according to the current price list of the Faculty of Medicine.
- (4) Makeups for seminars:
  - 1) If a student misses two seminars in a semester, they are not required to do makeups.
  - 2) If a student misses more than two seminars but fewer than one-third of the total seminars in a semester, they must request and justify making up all missed seminars to certify the semester, excluding the seminars mentioned in point 1.
- (5) Makeups for other mandatory classes prescribed by the department (such as boarding, field classes, etc.) will be determined by the department, including the allowed number of absences and the methods for making up missed sessions. The department shall inform students of these details before the start of classes.
- (6) A student who misses more than one-third of practical classes, regardless of the reason for the absence, will not be eligible to certify the semester (or year of study).
- (7) Students representing the Faculty at national and international events are entitled to be absent from all forms of teaching during these activities. Compensation for classes missed during one of such events per semester shall not be paid for, provided the student submits an appropriate certificate of participation.

### ***Consultations in Studies of Medicine in English***

#### **Article 36**

- (1) Medical students in the English program have the opportunity to consult with their teacher or teaching assistant. These consultations are optional and are not included in the total teaching hours. They can be conducted individually or in small groups.
- (2) Consultations are provided at no financial cost and are considered a work obligation for teachers and associates involved in English-language classes, in accordance with the Faculty's Statute. The

- Course Director is responsible for ensuring an equitable distribution of consultation opportunities.
- (3) The type and duration of consultations are determined through mutual agreement between the students and the designated teacher or teaching assistant.
  - (4) Consultations are conducted either on the premises of the Faculty or via the official distance learning platform of the Faculty.
  - (5) During the colloquium and examination periods, teachers responsible for compiling the test for that colloquium or exam are not permitted to hold consultations.

### ***Scientific research conducted by students in Studies of Medicine in English***

#### **Article 37**

- (1) Medical students in the English program have the right to engage in the preparation of student papers in accordance with the criteria established by a specific regulation (Guidebook on the Operation of the Center for Student Professional and Scientific Work –CSNIRS).
- (2) Student scientific research shall be organized by the Student Board through the efforts of their Representative for Liaison with the CSNIRS, in collaboration with the support of the Coordination Board.
- (3) The Student Board shall notify the Vice Dean and the Coordination Board for Studies of Medicine in English about the election of its representative and deputy for collaboration CSNIRS.

### ***Completing the graduation thesis for Studies of Medicine in English***

#### **Article 38**

- (1) Students shall complete the Studies of Medicine in English by passing all required examinations, fulfilling additional course requirements, and completing a graduation thesis in accordance with the study program.
- (2) Successful completion of the graduation thesis involves both writing and defending the thesis in accordance with the study program. By completing this process, students shall earn 4 ECTS credits.
- (3) Topics for student graduation theses will be proposed by members of the Departments of the Faculty of Medicine who are engaged in the Studies of Medicine in English, upon the request of the Course Directors.
- (4) All teachers and associates with a PhD involved in the Studies of Medicine in English are required to propose at least one and no more than two graduation thesis topics each year. This ensures equitable participation among all Department members in mentoring students' graduation theses.
- (5) Any unused topic may be carried over and offered again in the following academic year.
- (6) A topic that has been defended cannot be proposed again.
- (7) Course Directors are responsible for submitting comprehensive lists of mentors and graduation thesis topics to the Student Administration Department for Studies of Medicine in English by the beginning of a new academic year. The final list of topics is established by the Coordination Body for each academic year.
- (8) The finalized list of topics is published on the Faculty's distance learning platform. The Course Director is responsible for keeping this list updated on the platform.
- (9) In the final year of studies, and no later than the start of the 12th semester, the student selects a thesis topic, which is recorded in their student index. The administrative secretary of the department maintains a record of defended topics and regularly updates the Course Director.
- (10) The defense of the graduation thesis shall be public and conducted before a committee comprising three members. One member will be the Mentor, while the other two will be appointed by the relevant Course Director from among the teachers and associates involved in the Studies of Medicine in English, in consultation with the Mentor, taking into consideration equal engagement of the staff.
- (11) Students shall submit their completed graduation thesis to the committee, which will evaluate

- and grade the thesis within 15 days.
- (12) If the committee positively evaluates the graduation thesis, a public defense shall be scheduled through the administrative coordinators of the Studies of Medicine in English. In consultation with the student, the committee shall set the date for the defense, which will be announced on the Faculty of Medicine's website.
  - (13) A student may be exempted from writing and defending the graduation thesis under the following circumstances:
    - the student has authored at least two research articles as the first author during their studies, or
    - the student has published one article in a peer-reviewed journal.
  - (14) Written proof of these articles is required; however, student research papers that have not undergone review by the Faculty of Medicine cannot substitute for the graduation thesis.
  - (15) The graduation thesis shall be graded with a descriptive assessment of "defended." The topic of the thesis and the corresponding descriptive grade will be recorded on the student's diploma. In cases where previously written student articles substitute for the graduation thesis, the chosen article's title and the descriptive grade will also be included on the diploma.
  - (16) After defending the graduation thesis, the student must submit the thesis to CIBID (Center for Publishing, Libraries, and Informatics Activities of the Faculty of Medicine in Belgrade) and will receive a certificate confirming this submission.

### ***Quality assurance and enhancement of Studies of Medicine in English***

#### **Article 39**

- (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 Board and the Center for Quality Assurance and Course Improvement of the Faculty of Medicine.
- (2) The Coordination Board appoints working groups of two teachers for each academic year, with a mandate lasting two school years. These groups are required to visit the subjects they oversee once during the academic year. Using a defined evaluation sheet, they must submit a written report to the Coordination Board no later than two weeks after the end of the semester for one-semester subjects, or after the end of the academic year for two-semester subjects.
- (3) As part of the self-evaluation process for the Studies of Medicine in English, students are required to conduct a comprehensive evaluation of various aspects, including the study programs, teaching processes, examination and testing systems, teaching staff, textbooks and literature, facilities and equipment, as well as all other parameters essential for the monitoring and enhancement of course activities and processes.
- (4) The evaluation mentioned in Paragraph 3 of this Article shall be conducted anonymously. Students are required to complete an evaluation questionnaire for each course at the end of each semester, either in printed or electronic form.
- (5) 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.
- (6) The evaluation questionnaire shall be developed by representatives of the Student Board in collaboration with, and under the supervision of, the members of the Coordination Board.
- (7) In each year of study, student representatives selected by the Student Board shall oversee the evaluation process. The Student Board will analyze the evaluation questionnaire results and submit a comprehensive report for all courses to the Coordination Board within two weeks of the semester's conclusion. The evaluation questionnaire shall be completed anonymously by students, ensuring that no teachers or teaching associates are present during the process.
- (8) Based on the report from the Committee for the Supervision of Studies of Medicine in English and the analysis of the evaluation questionnaires, the Coordination Board will prepare a report assessing the quality of the teaching processes and course activities within the program. This

report will also propose measures for quality improvement. Course Directors and representatives of the Student Board will be informed of the key findings, allowing them to provide their official feedback.

- (9) Based on the report assessing the quality of the Studies of Medicine in English teaching processes and course activities, along with the feedback obtained as mentioned in the previous paragraph, the Vice Dean shall provide an official evaluation of the quality of the study programs, teaching processes, course activities, and working conditions. This evaluation will then be submitted to the Dean.

## VI ASSESSMENT OF STUDENT KNOWLEDGE AND SKILLS

### VI 1. COLLOQUIA

#### *Colloquia*

#### **Article 40**

- (1) Colloquia shall assess the knowledge or skills acquired for a specific didactic or logical unit within a course.
- (2) Colloquia shall be held throughout the course to promote consistent student effort and provide ongoing assessment of their progress and achievements.
- (3) The number of colloquia for preclinical courses shall depend on the number of course classes and may not exceed 4 (four).
- (4) If the colloquium is conducted in written form, the department organizes it as a generational colloquium, ensuring that all students take the same test simultaneously in the Faculty's lecture halls or designated teaching facilities. Colloquium dates must be published on the course's official website.
- (5) The generational colloquium is not scheduled before the end of the third week of classes, nor during the final two weeks of the course.
- (6) In courses with rotating schedules, where a unified generational colloquium is not feasible, students will take colloquia on the material covered, following the guidelines set by the department. The department must ensure consistent weighting and evaluation criteria across all groups.
- (7) In clinical courses, both knowledge and skills are assessed through colloquia. The decision on the number of colloquia is made by the Course Director and department members involved in Studies of Medicine in English.
- (8) Course Directors, in collaboration with department members involved in course activities, will propose the number and schedule of colloquia as part of the study plan for the upcoming academic year.
- (9) The colloquium may be taken in written form, electronically via an appropriate platform, orally, or practically if it involves a skills assessment. Written colloquia may consist of tests or essays. For skills-based colloquia, students must demonstrate mastery through practical application.
- (10) If the exam is taken in written form, the colloquium may consist of multiple-choice questions, sentence completion, drawings, essays, or other task types, depending on the subject's requirements. The test must be created in accordance with Article 52 of this Rulebook. If the colloquium involves a skills test, the student must practically demonstrate mastery of the relevant skills, which must be completed during the course and prior to the final exam. The department members record the results of each colloquium in the student record, as outlined in Article 58, paragraph 1, point 5, and in the electronic documentation specified in Article 58, paragraph 1, point 6 of this Rulebook.
- (11) The material to be tested in the colloquium must be taught through appropriate instructional methods prior to the colloquium date and should be accessible to students in the recommended textbooks or manuals. A part of the test questions may be based on literature that is explicitly

designated to students as the foundation for knowledge assessment. This material, which is accessible to them, may include online resources, and students shall receive guidance on how to access it.

- (12) The material assessed in the colloquium, whether knowledge or skills, must be taught through appropriate instructional methods prior to the colloquium date. These teaching materials should be accessible to students in the recommended textbooks, manuals, or other resources specified on the course website.
- (13) If fewer than 20% of students pass a colloquium, and more than 50% have taken it, the colloquium shall be annulled, and a new one shall be organized as soon as possible.

### ***Grading and the number of points earned on a colloquium***

#### **Article 41**

- (1) Colloquia taken during the courses shall be scored, and the points earned shall contribute to the final grade.
- (2) The colloquium may account for up to 30% of the final grade.
- (3) The results of the colloquia are calculated by teachers as the sum of the knowledge test scores, weighted according to the colloquium's contribution to the final grade.
- (4) If the colloquium assesses skills and is evaluated descriptively as either 'passed' or 'failed,' it may carry a point value determined by the department, which will be published on the course page of the Faculty's website.
- (5) Passing the skills-based colloquium in clinical subjects shall be a prerequisite for passing the exam.
- (6) When a skills-based colloquium is conducted, teaching assistants may participate in the skills and knowledge assessment under the supervision of teachers from the same teaching base.

### ***Colloquium retake***

#### **Article 42**

- (1) The department will schedule a colloquium retake at least 5 working days and no more than 10 working days after the original appointment.
- (2) Only students who, for valid reasons, were unable to take the colloquium during the regular term may participate in the colloquium retake. They must submit appropriate justification or documentation, which will be evaluated by the Course Director. This repeated colloquium shall cover all material taught up to the date of the colloquium retake.

### ***Colloquium makeup***

#### **Article 43**

- (1) As a general rule, colloquia are not compensated. Exceptions include colloquia related to skills in clinical subjects, which are prerequisites for taking the exam, as well as colloquia covering material that is not evaluated through an exam. These must be passed with more than 50% correct answers and remain valid indefinitely.

### ***Colloquium validity***

#### **Article 44**

- (1) The points earned by the student in the colloquium during classes remain valid indefinitely.

## **VI.2. EXAM**



## ***Exams in Studies of Medicine in English***

### **Article 45**

- (1) The exam is an integral component of the continuous assessment system, designed to determine whether the student has mastered the knowledge and skills outlined in the curriculum.
- (2) The exam is conducted through a final written test, which must be passed with a passing grade. For certain subjects, students are required to pass a practical exam or another type of knowledge and skills assessment before taking the final test.
- (3) The evaluation is conducted in accordance with the Faculty's Statute and Article 55 of this Rulebook.
- (4) Examinations are scheduled during designated exam periods and conducted in accordance with the Faculty Statute.
- (5) By meeting the requirements of classes and examinations as outlined in the Faculty Statute, students earn the right to enroll in the next academic year and to receive their Doctor of Medicine diploma.

## ***Eligibility for exams and exam structure in Studies of Medicine in English***

### **Article 46**

- (1) A student gains the right to take an exam in a specific subject after fulfilling the pre-examination requirements set by the department in an accredited program, as documented in a certified semester, and after successfully passing all exams from the preceding year.
- (2) The exam comprises various components, which may include a practical exam and other assessments of knowledge and skills. These are conducted after semester certification and before the final test (e.g., an assessment of practical skills) and the final examination itself.
- (3) The practical component of the exam, or any other assessment of practical skills, is taken prior to the final test during the exam period. A passing grade in this component is required to proceed to the final test, making it an elimination requirement.
- (4) The validity of a passed practical exam or other assessments conducted before the final test is determined by the department. However, this validity cannot exceed one academic year, concluding with the last exam deadline in the school year in which it was completed.

## ***Exam questions***

### **Article 47**

- (1) The Course Director, in collaboration with department members involved in the Studies of Medicine in English program, is responsible for providing students at the start of the academic year with information about the exam's content, scope, and required knowledge and skills. This includes a list of recommended textbooks, manuals, and supplementary literature.
- (2) The Course Director, in collaboration with department members involved in the Studies of Medicine in English program, compiles and publicly publishes a list of questions or areas to be covered in the practical exam or other assessments conducted after semester certification and before the final test. Additionally, if an essay is part of the final test, a list of relevant topics will also be provided.
- (3) The questions for the final test are compiled in accordance with Article 51 of this Rulebook.

## ***Registering for exams***

### **Article 48**

- (1) The student registers for the exam according to the procedures and timelines communicated by the Faculty's administrative office.
- (2) If a student registers for an exam for which they are not eligible under the Faculty's Statute and this Rulebook, they will not be permitted to take the exam.
- (3) The Course Director may establish a deadline by which students must confirm their attendance for the exam.
- (4) If confirmation of passing the exam is mandatory, the Course Director must promptly announce the exact time and location, or alternative method, for this confirmation. If there is a practical exam or other assessment of knowledge and skills conducted after semester certification and before the final test, a separate appointment must be scheduled for that on the same day, ensuring it occurs prior to the final exam appointment.

### ***Taking exams in Studies of Medicine in English***

#### **Article 49**

- (1) The final test is conducted according to the procedures established by the department, which are published on the Faculty's website.
- (2) The student is required to follow the examination schedule as published on the Faculty's website.
- (3) The final test must be completed prior to assigning the final grade for the course and is a necessary condition for its determination.
- (4) The exam is conducted in the official premises of the Faculty or teaching bases on weekdays during working hours. If this is not possible, it may take place outside of working hours or on non-working days, provided that public access to the exam is ensured.
- (5) Teachers and assistants appointed by the Course Director are involved in the examination and grading of the test, with at least one of the teachers who created the test required to participate.
- (6) If justified reasons prevent a teacher who is a member of the committee from overseeing the exam, the Course Director may appoint a substitute teacher or teachers for the exam period. The names of the substitute teachers, along with an explanation, will be recorded in the exam records, which must be certified by the Course Director.
- (7) During the exam, the student is identified by the teacher or assistant by presenting their index or another identification document with a photograph.
- (8) A student is permitted to take only one exam per day. The Faculty's administrative office coordinates the exam schedule in collaboration with Course Directors.

### ***The course of the examination***

#### **Article 50**

- (1) Teachers and students are required to conduct themselves in a manner consistent with academic integrity during the exam. In particular, teachers must uphold and respect the integrity of each student's individuality.
- (2) A violation of the academic conduct standards outlined in Article 60 of this Rulebook, as well as in the Rulebook on Disciplinary Responsibility of Students at the University of Belgrade, shall constitute grounds for the initiation of disciplinary proceedings by the relevant authorities of the Faculty and the University.
- (3) During the exam, the student is required to adhere to the established rules of conduct, which prohibit the following actions:
  - leaving the examination room and returning, as well as standing up and moving around within the room;
  - any communication, except when the student addresses the teacher in charge with a question to clarify ambiguities in the wording of the exam question;
  - the use or possession of any written or printed materials not explicitly authorized by the department;

- the use or possession of any devices that facilitate audio or visual communication (such as mobile phones, smartwatches, and "spy earpieces", etc.);
  - any other actions or behaviors that disrupt the conduct of the exam.
- (4) In accordance with the Rulebook on Disciplinary Responsibility of Students at the University of Belgrade, a student found using or possessing unauthorized aids, as specified in Paragraph 3, during an examination will be removed from the examination. Such a student will be deemed to have failed the exam, and a grade of 5 (fail) will be recorded in the examination documentation.
  - (5) If a student threatens the integrity of the teacher in any manner—whether verbally or physically—during the examination, the exam will be interrupted, and the student will be required to leave. This student will be deemed to have failed the exam, and a grade of 5 (fail) will be recorded in the examination documentation. The examination for other students may resume no earlier than the following day.
  - (6) If a student attempts to take the knowledge test using another person's identity, they will be removed from the examination. If a subsequent investigation confirms that the student indeed took the test using someone else's identity, the results of the test will be invalidated, and the student will be deemed to have failed the exam, receiving a grade of 5 (fail).
  - (7) The unauthorized acquisition and sharing of test content and solutions, as well as any files and materials available on the Faculty of Medicine's password-protected websites and services, is strictly prohibited.
  - (8) In the cases referred to in Paragraphs 3, 4, 5, 6, and 7, disciplinary proceedings will be initiated in accordance with the regulations established by the University and the Faculty.

### **VI.3. COMPOSING TESTS FOR COLLOQUIA AND EXAMS**

#### ***Exam and colloquia test question bank***

##### **Article 51**

- (1) Test questions are formulated based on recommended textbooks and manuals. A portion of the questions may also be derived from specific literature that is explicitly identified to students as essential for knowledge assessments. This literature has to be accessible to them, including online resources, and students are provided with instructions on how to access it.
- (2) The Course Director designates the teacher or teachers responsible for composing questions from specific sections of the material or subject area, as well as those responsible for reviewing and approving the composed questions.
- (3) The questions and answers formulated in accordance with Paragraph 1 of this article comprise a question bank. The number of questions included in the question bank must be sufficient to generate tests without repeating questions within a single academic year; specifically, it must be at least seven times greater than the number of questions included in any single test in the corresponding subject area.
- (4) The question bank is regarded as a confidential business asset.
- (5) It is the responsibility of the Course Director to ensure the continual updating of the question bank through the introduction of new questions and the reformulation of existing ones.
- (6) When necessary, the question bank and tests are accessible via a written request from the Dean or the Vice Dean for Studies of Medicine in English, directed to individuals designated by them.
- (7) Students should have access to a minimum of five examples of questions that are consistently available for review in preparation for the tests.

#### ***Composing colloquia and exam tests***

##### **Article 52**

- (1) The Course Director designates the responsible teacher or teachers for test preparation. At the

beginning of the academic year, the Course Director is required to develop a schedule of teachers assigned to prepare tests for all testing periods within that year, ensuring that all teachers are represented equitably.

- (2) If the test is composed by two or more teachers, all contributing teachers must be familiar with and agree on the entirety of the test content.
- (3) If there are valid reasons that prevent the teacher from preparing the test, the Course Director may designate another teacher or teachers to assume this responsibility.
- (4) The test is composed of questions that are part of the question bank, as stipulated in Article 51, Paragraph 1. Alternatively, the test may include entirely new questions that are added to the question bank after the test is administered. All teachers referenced in Article 51, Paragraph 2 are responsible for ensuring the consistency of the questions and the accuracy of the answers.
- (5) The test may include questions with multiple unequivocal answer choices, of which only one is correct (single best answer) or several that are correct (multiple answer). Additionally, the test may feature questions that require respondents to make a statement, fill in blanks to complete a correct statement, or provide drawings to complete the answer. A portion of the knowledge test may be conducted in the form of one or more short essays on specified topics. When essays are utilized to assess knowledge, students must be provided with clear guidelines for essay writing. If essays are included in the examination, they may contribute up to a maximum of 10 points to the overall score. As a general rule, the number of questions on the colloquium test shall not exceed 35, while the examination test may contain up to 100 questions.
- (6) The test includes questions from the relevant fields, with the number of questions corresponding to the representation of those fields within the course. It is essential that the exam questions comprehensively cover the entirety of the course material to the greatest extent possible.
- (7) A question used in a colloquium test may not be reused for a colloquium taken by students of the same generation. Additionally, questions on the examination may not be repeated in other exam sessions within one year from the time the prerequisites for taking the exam are met.
- (8) The fully developed test shall be submitted to the Course Director at least three days prior to the scheduled test date.
- (9) If the Course Director identifies irregularities in the test preparation or if the test is not submitted within the timeframe specified in Paragraph 8, the Course Director may appoint another teacher or teachers to prepare the test. For examination tests, the replacement teacher or teachers will be designated in accordance with the schedule established at the beginning of the academic year as outlined in Paragraph 1 of this article.
- (10) If the test is compiled in electronic form, it shall be stored in a secure format on a dedicated data storage device or on a computer that is not connected to the Internet or that has been temporarily disconnected from the Internet.
- (11) The Course Director and the teachers referenced in Paragraph 1 of this article are privy to the password used to protect the test.
- (12) All individuals who possess knowledge of the test content are required to treat that information as a confidential business secret.
- (13) Disclosing the content of the test prior to its administration constitutes grounds for annulment of the test and is deemed a significant violation of labor discipline, warranting the initiation of disciplinary proceedings.

### ***Colloquia and exam question bank quality assurance and quality improvement***

#### **Article 53**

- (1) For each test administered to more than 50% of students, the Course Director conducts an analysis of the number of correct responses to the questions included in that test.
- (2) If fewer than 33% of the outgoing students respond correctly to a particular question, both the question and its answers will be reviewed and reformulated if deemed necessary.

- (3) If fewer than 25% of the outgoing students answer a particular question correctly, the question and its answers will be reformulated.
- (4) If fewer than 10% of outgoing students answer a particular question correctly, that question will be removed from the question bank.
- (5) The Course Director shall submit summary data from the analysis of the questions and the test results to the Commission for Quality Monitoring and Improvement of Teaching in English as required and upon request.
- (6) The Commission for Quality Monitoring and Improvement of Teaching in English may propose measures to enhance the quality of the question bank for the course.

### ***Knowledge retention test***

#### **Article 54**

- (1) The student is required to take knowledge retention tests following the completion of the fourth year and after the certified sixth year, which are prerequisites for fourth-year certification and the issuance of a graduation certificate. The knowledge retention tests are conducted anonymously, enabling students to assess their acquired knowledge while allowing the department to evaluate the effectiveness of knowledge transfer.

## **VI.4. GRADING**

### ***Grading***

#### **Article 55**

- (1) The final grade is a numerical or descriptive assessment that reflects the extent to which the student has mastered the knowledge and skills outlined in the curriculum for the subject. It is calculated as the sum of all points earned throughout the course and during the examination. When the final grade is descriptive, it may be categorized as "passed" or "failed." If expressed numerically, the final grade can range up to a maximum of 10, equivalent to 100 points.
- (2) A student whose knowledge and skills meet or exceed all requirements for continued success in subsequent lessons or their profession is awarded a score of 91-100 points, corresponding to a grade of 10 (Exceptional; A+).
- (3) A student whose knowledge and skills fulfill all requirements for continued success in subsequent lessons or their profession is awarded a score of 81-90 points, corresponding to a grade of 9 (Excellent; A).
- (4) A student whose knowledge and skills fulfill most of the requirements for continued success in subsequent lessons or in their profession is awarded a score of 71-80 points, corresponding to a grade of 8 (Very Good; B).
- (5) A student whose knowledge and skills meet most of the requirements for continued success in subsequent lessons or in their profession is awarded a score of 61-70 points, corresponding to a grade of 7 (Good; C).
- (6) A student whose knowledge and skills meet the minimum requirements for continued success in subsequent lessons or their profession is awarded a score of 51-60 points, corresponding to a grade of 6 (Sufficient; D).
- (7) A student whose knowledge and skills, as outlined in Paragraph 1 of this article, do not meet the minimum requirements for continued success in subsequent lessons or their profession has failed to achieve the requisite minimum stated in Paragraph 6 of this article. Such a student receives a grade of 5 (Failed; F) or a descriptive grade of "Failed".
- (8) The student is awarded the ECTS credits for the subject only upon successfully passing the examination.

## *Assigning a numerical grade*

### **Article 56**

- (1) In cases where a numerical final grade is determined, that grade is established based on the following criteria:
  - regularity in attending classes and participating in class activities – 0 to 10 points. The method for awarding these points is determined separately by each department;
  - colloquia results – 20 to 30 points;
  - a practical examination or other assessment of knowledge and skills conducted following the completion of the semester certification and prior to the final examination – 0 to 20 points;
  - final examinations assessing theoretical knowledge – 50 to 70 points;
  - in courses where no practical examination or alternative assessment of knowledge is conducted after the semester certification, the final examination contributes 70 points to the overall grade calculation.
- (2) The Course Director, in consultation with the faculty members involved in Studies of Medicine in English program, determines the method of point distribution. They are required to provide a detailed explanation of the grading criteria and make this information accessible on the designated webpage for the subject on the faculty's website (referred to as the "Grading Policy").

## *Examination grade*

### **Article 57**

- (1) If the examination comprises multiple parts, the exam begins with the administration of any portion of the assessment (including the practical exam, if applicable). A withdrawal from the exam at any subsequent stage will result in the student receiving a grade of 5 (Fail).
- (2) The student has not passed the final examination if they receive 50% or fewer points on the test.
- (3) The Course Director is required to publish the examination results on both the faculty website and the distance learning platform in a timely manner, no later than two working days following the conclusion of the test. Additionally, they must specify the timeframe during which students can review their tests and record their grades in the index.
- (4) The student has the right to decline a positive grade, and this decision is final and irrevocable. If a student chooses not to accept a positive grade and has no objections to the procedural aspects of the exam, they must submit a written statement to the head of the course, either in person or via email, no later than 24 hours after the publication of the results. This action will result in the cancellation of the exam, and the student will be deemed to have failed the exam, with a grade of 5 (Fail) recorded in the examination documentation. A student may decline a positive grade in a single subject a maximum of three times.
- (5) If a student declines a positive grade on the grounds that it has been inaccurately calculated in relation to the points earned, they must submit a written request to the Course Director for a grade correction no later than 24 hours after the results are announced. The Course Director is required to review the student's claims in conjunction with the responsible faculty members within 24 hours of receiving the request and to adjust the grade if the claims are substantiated.
- (6) The student has the right to contest the grade received on the exam if they believe that the exam was not conducted in accordance with the Law, the University Statute, the Faculty Statute, or this Rulebook. The objection must be submitted to the Dean within 36 hours of the announcement of the grade.
- (7) The dean will review the student's complaint and render a decision within 24 hours of receiving the complaint.
- (8) If the student's objection is upheld, the student shall retake the exam before a three-member

- committee within three days of receiving the decision outlined in Paragraph 6 of this article.
- (9) The final grade is recorded in the exam book, exam report, exam application, student index, student record card, and the department's electronic student records. All documentation for the specified examination period must be signed by the responsible teacher, as outlined in Article 52, Paragraph 1.
  - (10) Grade 5 (Fail) is not recorded in the index. After three unsuccessful attempts at the same examination, each subsequent attempt will incur a fee as specified in the Price List of the Council of the Faculty of Studies of Medicine in English.

## **VI.5. EXAMINATION RECORDS**

### ***Maintaining examination records***

#### **Article 58**

- (1) Examination records consist of the following:
  - 1) central exam book,
  - 2) records of the examination taken during the specified examination period,
  - 3) examination application form,
  - 4) index,
  - 5) student records that include documentation of all pre-examination activities, individual grades for each component of the exam, and the final grade,
  - 6) electronic records maintained by the department, containing the data referenced in point 5 for all students, are managed by the Course Director in accordance with the procedures established by the department,
  - 7) other documents or attachments that indicate whether the student passed or failed the exam or any component thereof.
- (2) Exam records, including candidates' names, are generated using a computer program based on students' exam applications.
- (3) The records mentioned in paragraph 2 of this article are published by the Office for Integrated Academic Studies in English on the Faculty's website.
- (4) Records containing candidates' names are final and may not be altered or supplemented.
- (5) Examination applications and the list of students with their examination results, formatted as a completed record, are to be returned to the Faculty's professional services. These services will then enter the examination results into electronic files and student registers. Departments are required to submit the completed exam reports within three working days following the conclusion of the exam and shall retain copies of the exam reports for each examination period.
- (6) Publicly posted examination results on the Faculty's website, the Faculty's distance learning platform, or notice boards should include only the student's index number, without the first and last names.
- (7) The exam book and examination applications are permanent records, while student records, tests, and other documents are retained for three years from the date of the examination.
- (8) For students enrolled in Studies of Medicine in English program, the department maintains a dedicated exam book in which the teachers, as specified in Article 52, Paragraph 1, record all students who took the examination during the specified exam period. This record is designed to facilitate the tracking of the course and outcome of the exam.
- (9) The teacher or teachers mentioned in Article 52, Paragraph 1, are responsible for completing the documentation referenced in paragraph 1 of this article and ensuring the credibility and objectivity of the examination through their signatures.
- (10) The Course Director is responsible for maintaining the exam book and all related examination documentation in an organized manner.
- (11) Any unauthorized alteration of the documents referenced in Paragraph 1 is regarded as an attempt

to falsify a public document, with all associated legal consequences.

## VII. STUDENT PETITIONS, APPEALS AND ETHICAL GUIDELINES

### *Student petitions and appeals*

#### **Article 59**

- (1) For all requests and appeals concerning an individual student and a specific course, the student should first consult the Course Director for the relevant course to which the request or complaint pertains.
- (2) The request or complaint shall be submitted in writing to the Course Director, either on paper or via email, in English. It should include all pertinent information about the student, including their full name, index number, phone number, and contact address. Additionally, the request or complaint shall clearly and comprehensively outline the subject matter, accompanied by appropriate explanations, justifications, and supporting arguments.
- (3) The Course Director is obligated to respond to the student's request or complaint in writing, in English, within seven (7) days.
- (4) The student may approach the vice-dean and the Coordination Board only if a satisfactory resolution acceptable to both parties is not reached through communication with the Course Director. Such an appeal will be considered only if the following guidelines are strictly adhered to:
  - The petition or complaint is submitted in written form in English, preferably as a printed document;
  - The petition or complaint is directed to the Vice Dean and the Coordination Board;
  - The petition or complaint includes complete contact information for the student submitting it, including their phone number and address (either postal or electronic). The student must be reachable at the provided numbers and addresses for any necessary clarifications related to the request or appeal, as well as for the delivery of the decision regarding the matter;
  - The petition or complaint includes a detailed and clear description of the subject matter, encompassing specifics of prior communication with the Course Director, as well as the reasons—according to the student—why a resolution was not achieved at that level. In this regard, the student is required to attach a complete copy of the previous correspondence with the Course Director to the request or complaint;
  - The petition or complaint includes the student's full name, index number, year of study, and a handwritten signature;
  - To expedite the processing of the petition or complaint, the student may initially submit it electronically to the email address of a member of the administrative staff of the Studies of Medicine in English. However, a formal response can only be provided if the request or complaint is submitted through the Faculty Office. Requests or complaints submitted by any other means will not be considered.
- (5) Petitions or complaints that fulfill all the aforementioned conditions will be reviewed at the next meeting of the Coordination Board. If the Vice Dean and the Coordination Board require further clarification, they may request the presence of the student and/or the Course Director.
- (6) The final decision will be communicated in writing to both the student and the Course Director.
- (7) For all petitions or complaints that do not pertain to an individual student—such as those involving a large number of students or an entire generation—as well as for those not related to a specific subject, the specified procedure should still be followed. In such cases, the request or complaint must be submitted by the elected representative of the year.
- (8) Complaints concerning the course and outcome of the examination must be submitted in accordance with the procedure outlined in Article 57, paragraphs 5 and 6.



## ***Ethical guidelines for teaching in Studies of Medicine in English***

### **Article 60**

- (1) Teachers, teaching assistants and associates, and other personnel involved in the Studies of Medicine in English program are required to adhere to the provisions of the Code of Professional Ethics of the University of Belgrade.
- (2) The fundamental ethical principles, as outlined in this Code, are as follows:
  - 1) freedom of speech and expression
  - 2) collegiality
  - 3) integrity
  - 4) exercising and upholding rights
  - 5) respect of personal integrity and dignity
  - 6) independence in conducting scientific research and teaching activities
  - 7) equality and equity
  - 8) academic integrity
  - 9) professionalism
  - 10) elimination of discrimination
  - 11) elimination of harassment
  - 12) principle of impartiality
  - 13) principle of responsibility.
- (3) Particularly with regard to the principle of professionalism, members of the academic community are required to fulfill their duties toward students, colleagues, and staff with diligence and professionalism, upholding the principles of objectivity, impartiality, and mutual respect.
- (4) In the event of a violation of the Code and the principles outlined in Paragraphs 1-3 of this article, proceedings shall be initiated before the authorities of the Faculty and the University, in accordance with the Rulebook on the Procedure for Determining Ethical Responsibility at the University of Belgrade. Decisions rendered during the application of the Code of Ethics carry their own authority and may serve as the basis for decisions made pursuant to the Law on Higher Education.

## **VIII. TRANSITIONAL AND FINAL PROVISIONS**

### ***Gender***

#### **Article 61**

- (1) All terms used in this Rulebook that refer to positions, professions, or titles expressed in the grammatical masculine gender shall be understood to encompass both the masculine and feminine genders of the individuals to whom they pertain.

### ***Enforcement of the Rulebook***

#### **Article 62**

- (1) This rulebook shall enter into force eight days following its publication on the notice board and the Faculty's website, and it will be applicable commencing with the 2024/25 academic year.

FACULTY OF MEDICINE  
TEACHING AND SCIENTIFIC COUNCIL  
THE DEAN

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Prof. Lazar Davidović