

The Republic of Serbia
THE UNIVERSITY OF CRIMINAL
INVESTIGATION AND POLICE STUDIES

22 No. 79/17 -7 -2019 of

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Belgrade

Pursuant to Article 60, paragraph 1, point 1 of the Statutes of the University of Criminal Investigation and Police Studies (18 No. 72/4-2-2018 of July 7, 2018) and Article 65, paragraph 1 of the Law on Higher Education (“the Official Gazette of the Republic of Serbia” Nos. 88/17, 27/18 – other law, 73/18,67/19),

the Senate of the University passes the following

R U L E B O O K
ON ENROLMENT AND UNDERGRADUATE STUDIES

GENERAL PROVISIONS

Article 1

In accordance with the law and the Statutes of the University of Criminal Investigation and Police Studies (hereinafter: the Statutes), the Rulebook herein shall govern the conditions and procedure of enrolment, as well as the rules of undergraduate studies at the University of Criminal Investigation and Police Studies (hereinafter: the University).

Article 2

In accordance with the law and the Statutes, the University shall organize, as undergraduate studies, the undergraduate academic studies lasting four years and carrying 240 ECTS credits and undergraduate vocational studies lasting three years and carrying 180 ECTS credits.

The undergraduate studies at the University shall be carried out through corresponding study programmes, at three University’s divisions.

MODE OF STUDY

Article 3

The University shall organize and carry out studies through divisions during the academic year, which shall begin as a rule on October 1, and last 12 calendar months.

The academic year shall be divided into two semesters: winter and summer.

The teaching in the winter semester shall begin as a rule on October 1, and end on January 15 of the next year, while the teaching in the summer semester shall begin on February 17, and end on May 31.

Language of Studies

Article 4

The University shall organize and carry out the studies in the Serbian language.

The University may organize exams and carry out studies or individual parts of the studies, as well as organize the preparation and defence of final thesis in the language of a national minority and in a foreign language, in accordance with the Statutes.

Organization of Studies

Article 5

The University shall organize teaching in all courses stipulated in the curriculum of the undergraduate studies.

The teaching at the University shall be organized through: lectures, theoretical and practical exercises, seminars, consultations, preliminary exams, professional internship, field training and other forms of practical teaching, supervisory work and knowledge testing on exams.

Studying Under Preferential Treatment

Article 6

In accordance with the law and the Statutes, the University may organize studying under preferential treatment for the students who are employed (in-service studies) or who for some other justifiable reason are not able to regularly attend lectures.

For the abovementioned categories of students, teaching can be organized according to a special schedule, on weekends or in some other way.

Further conditions and manner of organization of studying under preferential treatment shall be governed by the general act of the University.

Voluntary Work of Students

Article 7

The University may organize voluntary work of students without remuneration, on projects of importance for the local community which provide support to the local population, and shall be evaluated within the system of higher education.

The University may organize voluntary work of students for the purpose of applying the acquired knowledge of students in practical situations.

The main goal of voluntary work is to assess the students' ability to apply the acquired knowledge, develop skills and abilities in work, nurture the right attitude towards work and the culture of work and occupation, develop humanity, general human solidarity, etc., through implementation of specific projects.

The students shall independently opt for those forms of voluntary work that best suit their preferences, abilities and expressed interests.

Further conditions, manners of organization and evaluation of voluntary work shall be regulated by the general act of the University.

STUDENTS

Enrolment in Studies – the Call for Enrolment

Article 8

The student shall be enrolled in the first year of undergraduate studies based on the Call for Enrolment announced by the University, in accordance with the requirements stipulated by the law and the Rulebook herein.

The Call for Enrolment shall contain: the number of students to be admitted to individual study programmes, enrolment conditions, criteria for candidates' ranking list, the procedure for carrying out the competition, the manner and deadlines for filing a complaint in regards to the ranking list, as well as the amount of the tuition fees paid by students not financed from the budget.

The Rector of the University shall appoint the Enrolment Committee, which shall carry out the competition for enrolment and establish and announce the order of accepted candidates.

The Enrolment Committee shall consist of seven members – three teachers of the University and four representatives of the University's founder, which shall be proposed by the Ministry of the Interior at the request of the Rector.

At the proposal of the Committee, the Rector shall also appoint sub-committees for carrying out certain parts of the entrance exam in accordance with the conditions and criteria provided for by the Call for Enrolment.

General Enrolment Requirements

Article 9

The right to apply for the enrolment in the first year of undergraduate studies at the University shall have the following candidates: citizens of the Republic of Serbia and members of Serbian national minority (in accordance with the Professional Instruction on Enrollment of Candidates in Higher Education Institutions, Enrollment in Line with Affirmative Measures and Other Issues of Importance for Enrollment in a Higher Education Institution Founded by the Republic), as well as foreign citizens in accordance with an international agreement, who completed four-year secondary education, or vocational education equal to it in accordance with the law, international agreement or other general act.

Specific Enrolment Requirements

Article 10

In addition to the general enrolment requirements, candidates must:

- Meet statutory security requirements for employment in the Ministry of Interior;
- Meet specific requirements in terms of health status, morphological status and psychological abilities;
- Pass aptitude and ability tests for enrolment in a specific study programme of undergraduate studies at the University.

The Rector of the University, with the prior approval of the Ministry of Interior of the Republic of Serbia, shall pass the decision establishing special requirements for enrolment and type of aptitude and ability tests for enrolment in a specific study programme.

Ranking of Candidates

Article 11

The ranking list of candidates for enrolment in undergraduate studies shall be determined on the basis of the overall result achieved in a four-year secondary education (or secondary education equated to it on the basis of international agreements, etc.), graduation results and results achieved on the aptitude and ability tests.

The overall result of the secondary education shall be expressed in points, from 16 to 40, and shall be determined by the following formula: **40 x (average grade from secondary school) / 5**, rounded to two decimal places.

The results of the aptitude and ability tests shall be expressed in points, and in total shall amount to a maximum of 60 points.

A candidate's place on the ranking list shall be determined on the basis of the sum of points awarded based on the overall results from secondary education and points achieved by passing the aptitude and ability tests.

A complaint on the ranking list of candidates applied to study programmes may be submitted to the Enrolment Committee, within three days from the day of announcement of the ranking list.

After deciding on the submitted complaints, the Enrolment Committee shall determine the final ranking list.

The final ranking list shall be the basis for enrolling candidates to studies.

If a candidate who has qualified for enrolment does not enrol within the deadline set for the enrolment, the University shall enrol the next candidate instead, according to the order on the final ranking list.

Article 12

In accordance with the HR plan, territorial needs and the principle of national representation of members of the Ministry of Interior, the Minister of Interior may make a decision on enrolment in the first year of undergraduate studies at the University of up to 10% more candidates from the approved number of students per study programme whose education is financed from the budget of the Republic of Serbia.

The candidates referred to in the previous paragraph may be enrolled provided that they have met the requirements provided by the Call for Enrolment.

The Government of the Republic of Serbia may determine an additional number of students whose studies shall be financed from the budget for the implementation of affirmative measures, in accordance with the work permit.

Rights and Obligations of the Students

Article 13

The student shall have the rights to:

- 1) Enrolment, quality education and objective grading;
- 2) Timely and accurate information on matters related to studies;
- 3) Active participation in decision-making, in accordance with the law and general acts;
- 4) Self-organization and expression of one's own opinion;
- 5) Benefits deriving from student status;
- 6) Equal quality study conditions for all students;
- 7) Education in the language of a minority, in accordance with the law and accredited study programme;
- 8) Diversity and protection against discrimination;
- 9) Respect for the personality, dignity, honour and reputation;
- 10) Elect and be elected to the Student Parliament and other bodies of the higher education institution.

The student shall be obliged to:

- 1) Fulfil teaching and pre-exam requirements;
- 2) Respect the general acts of the institution;
- 3) Respect the rights of employees and other students in the higher education institution;
- 4) Participate in decision-making in accordance with the law.

Rules of Study

Article 14

A student shall opt for study programme courses when enrolling in each academic year, whereby he/she can enrol only those courses for which he/she has fulfilled preconditions in accordance with the study programme.

A study programme shall determine which courses shall be compulsory for a specific year of study.

For the purpose of more efficient studying, successful students in particular may be allowed to earn more than 60 ECTS credits, but not more than 90.

A student may achieve the right referred to in the previous paragraph when enrolling the third year of study, in accordance with the general act.

Validation of a Semester

Article 15

A semester may be validated to a student if his/her course teachers or skills teachers responsible for special forms of teaching, based on the records kept, confirm with their signature in a student's booklet the regular attendance of organized forms of teaching.

A student who has been unjustifiably absent from more than three hours of teaching during a semester, cannot obtain a signature from that course.

A student who has been unjustifiably absent from more than three hours of teaching during a semester, shall be obliged to attend the mentioned forms of teaching in the next academic year in order to obtain a signature and validate the semester.

Exceptionally, based on the approval of the Rector, a semester may be validated to a student who proves that he/she did not achieve the necessary amount of attendance at classes, which must not be greater than 1/3 of the planned class load of compulsory forms of teaching per semester, for justified reasons.

A student who has not validated the semester cannot enrol in the next year of study, but can take exams in those courses for which the teacher, with his/her signature in the student's booklet, confirmed the regular attendance of compulsory forms of teaching.

Student Status

Article 16

A student shall acquire the undergraduate student status by enrolling in one of the study programmes at the University.

Enrolment in the next year of study shall be done not later than 3 days following the end of the October exam period.

A student shall enrol in the status of a student financed from the budget (hereinafter: budget-financed student) or that of the self-financed student (hereinafter: self-financed student).

Article 17

A student who in the current academic year gains a sufficient number of ECTS credits, shall be entitled to be financed from the budget in the following academic year if ranked within the total number of the students whose studies are budget-financed, in accordance with the law.

The ranking of the students referred to in paragraph 1 of this Article shall include the students enrolled in the same year of studies in a certain study programme, and it shall be initially based on the number of earned ECTS credits, total number of years of study and the results achieved in mastering the study programme, by using a special formula to calculate the number of ranking points.

The ranking list of students entitled to be financed from the budget shall be published on the University's bulletin board and website.

A student in the last year of studies having a status of a budget-financed student, shall retain the right to be financed from the budget for a maximum of one year upon the expiry of the regular duration of studies.

A student who does not earn the statutory number of ECTS credits and is not ranked within the total number of the students whose studies are budget-financed, in accordance with the law governing higher education has the right to continue studies in the next academic year as a self-financed student.

A student enrolled based on the affirmative measure who in the current academic year earns a total of 36 ECTS credits shall have the right to be financed from the budget in the following academic year.

EXAMS

Article 18

An exam shall be consolidated and taken orally, in writing and/or in a practical manner.

A student can take the exam upon completion of the course, in exam periods stipulated by the Statutes, provided that he/she has fulfilled the pre-exam requirements and passed the exams defined as a precondition (if provided as such by the study programme);

The exams shall be public and the student shall have the right to request the presence of the public, provided that this does not interfere with the proper conduct of the exam.

The exams shall be taken at the teaching facilities of the University.

Before the beginning of the exam, the teacher shall establish the student's identity by inspecting the student's booklet, and if deemed it necessary, by inspecting the student's public document.

If a student does not pass the exam by the end of the academic year, he/she shall enrol the same course, if it is compulsory, and if he/she does not pass the elective course, he/she can re-enrol it in the next academic year or opt for another elective course.

The realized pre-exam requirements shall be recognized to a student who enrolled in the same (compulsory or elective) course in the next academic year.

A student cannot take the exams from the enrolled year of study until he/she has passed the re-enrolled courses.

The students enrolled for the first time in the first year of study before the 2018/19 academic year (students enrolled in the 2017/18 academic year and earlier, as well as the students who enrolled for the first time in 2017/18 and earlier and after losing their status are re-enrolling studies) can take exams from the enrolled and previous year of study, provided that a student enrolled in the third year of study cannot take the exams from that year if he/she has not passed all exams from the first year of study, and a student enrolled in the fourth year of study cannot take exams from that year until he/she passes all exams from the second year of study.

Exceptionally, a student referred to in the previous paragraph who has not passed the exam in the course Special Physical Education I cannot take the exam in the course Special Physical Education II, and a student who has not passed the exam in the course Special Physical Education II cannot take the exam in the course Special Physical Education III.

Article 19

The success of a student in mastering a course shall be continually under scrutiny and shall be expressed in points, whereas the grade shall be determined on the final exam.

Before the final exam, at the beginning of the teaching of the course, the teacher shall be obliged to inform the students about the course content, the dynamics of the lectures, the teaching organization methodology, pre-exam requirements, grading method, the structure of the total number of points and the grade formation method, literature and other issues related to the course teaching.

Pre-Exam Requirements

Article 20

For each course of the study programme, the ratio of points a student can earn by fulfilling pre-exam requirements and those he/she can earn at the exam, shall be determined in the curriculum.

Depending on the nature of the course, pre-exam requirements may be the following:

- Active attendance of classes,
- Test,
- Seminar paper,
- Preliminary exam (colloquium)
- Special forms of teaching,
- Other forms of pre-exam requirements.

Article 21

A student shall be allowed to take the exam if by fulfilling all pre-exam requirements related to the exam in question he/she has earned more than half of the total number of points which can be maximally earned by fulfilling each of the pre-exam requirements, except active attendance at classes in the cases provided for in Article 31, paragraph 1 of the Rulebook herein, whereby he/she shall be obliged to achieve more than half of the maximum number of points provided for all pre-exam requirements by fulfilling the remaining pre-exam requirements.

The course teacher shall be obliged to enable the student to fulfil the pre-exam requirements before the beginning of the exam period.

The number of points achieved by fulfilling pre-exam requirements shall determine the scope of the final exam and the grade that a student can achieve at the final exam.

The course teacher or course associate shall keep the records on pre-exam requirements for that course.

A student shall have the right to file a complaint on the points awarded for the pre-exam requirements, and the provisions governing the taking of exams and the annulment of exams, as well as the conditions for taking the exam before a committee shall also apply to the pre-exam requirements, in accordance with Article 28 of the Rulebook herein.

Exam Registration

Article 22

A student shall register for taking the exam by submitting the exam application to the organizational unit responsible for student affairs, or via an electronic account.

A student shall be obliged to register for the exam for the upcoming exam period in the time periods determined in advance and published in a timely manner on the bulletin board and the website of the University.

A subsequent registration may be made after the expiration of the deadline set for the exam registration, with the payment of the fee prescribed by the act determining the prices of services.

Article 23

The organizational unit in charge of organization of teaching, after the end of the regular registration deadline, shall form a preliminary lists of registered students – a preliminary exams schedule.

The final list of registered students – the final exams schedule in the form of minutes for the exam, shall be delivered to the course teacher on the day of the examination.

The final list of registered students shall contain: the name of the institution, the study programme in which the student is enrolled, the name of the course, the name of the teacher, the date and time of the exam, the exam period in which the exam is taken, the name and surname of the student, the student's booklet number of the student taking the exam, the number of previous exam failings, the space provided for the entry of points earned, the space for the entry of grades, the space for the entry of notes.

Exceptionally, if the course teacher is prevented from carrying out the examination in the scheduled time, the time may be changed upon the approval of the head of the division where the course is taught, of which the students shall be notified in a timely manner.

When the course teacher is prevented from carrying out the examination during the exam period, the head of the division in which the course is taught shall determine that the examination shall be carried out by a teacher elected for the narrow scientific field to which the course of the prevented teacher belongs or by a committee composed of three University teachers, at least one of whom is elected for a scientific field related to that of a teacher who is prevented from carrying out the examination.

Article 24

Upon failing the exam, the student cannot re-take the exam in the same exam period.

A student who withdraws from the already started exam shall be given a grade of 5 – (failed) and in the space reserved for entry of a note, the professor shall enter a remark stating that the student has withdrawn from the exam.

It shall be considered that the exam has started when the student was asked a question at the exam, or when the student received a written assignment at the written part of the exam.

Grading

Article 25

By fulfilling the pre-exam requirements and by passing an exam a student may earn 100 points maximum.

Of the total number of points, the pre-exam requirements shall account for 30 points minimum and 70 points maximum.

The success of a student at the exam shall be expressed through the following grades: from 5 up to 10, in line with the following scale:

- from 51 up to 60 points – grade 6 (six),
- from 61 up to 70 points – grade 7 (seven),
- from 71 up to 80 points – grade 8 (eight),
- from 81 up to 90 points – grade 9 (nine),
- from 91 up to 100 points – grade 10 (ten).

Exam Records

Article 26

The University shall keep permanent records of the exams held.

Passing grades shall be entered into the records and the student's booklet, while grade 5 (failed) shall be entered only in the records.

The grade shall be awarded by the teacher, or the examination committee, and it shall be communicated to the student immediately after the exam. The grade shall be entered in the student's booklet and the minutes of the exam.

The date of the examination and the signature of the examiner shall be entered next to the grade. The grade shall be entered in numbers and letters.

The teacher, or the examination committee, shall be obliged to submit the list of registered students, exam applications and the minutes of the exam to the organizational unit in charge of student affairs no later than 24 hours after the completion of the exam, for data processing and compiling the list of passed exams.

Examination before a Committee

Article 27

Having failed the same exam three times, a student may, at his/her personal request, seek to take the exam or pre-exam requirements which are precondition for the final exam, before an exam committee.

At the proposal of the head of the division, the vice-rector in charge of teaching shall form a three-member committee before which the student shall take the exam.

The teacher teaching the course in question cannot be a chairman of the committee.

The composition of the committee shall be such that in addition to the teacher who awarded a negative grade to the student three times, there shall be two other teachers teaching courses belonging to the same or related scientific field.

The decision on the appointment of the committee shall also determine the time and place of the exam.

The committee shall keep the minutes of the course of the exam.

The examination committee shall decide on the grade by a majority of votes.

The minutes, as a rule, shall be signed by all the members of the committee, and shall be deemed acceptable with at least two signatures.

The student shall be notified of the time of the exam before the committee no later than three days prior to the exam.

The student cannot file an appeal or complaint to the grade awarded by the committee.

Complaint

Article 28

A student shall have the right to file a complaint on the awarded grade if he/she feels that the exam has not taken place in accordance with the law and the general act of the institution, within 36 hours from the awarding of the grade thereof.

The Rector, or the person authorized by him/her, shall consider the allegations and decide on the complaint within 24 hours from the receipt thereof.

If the complaint of a student is granted, the student may re-take the exam within three days from the date of receipt of the decision referred to in paragraph 2 of this Article.

Article 29

A student who has passed the exam, but is dissatisfied with the grade awarded, may request the annulment of the exam.

The request shall be submitted to the Rector within 24 hours of the exam.

The Rector shall decide on the request within 3 days from the day the receipt thereof.

A student can re-take the annulled exam in the next exam period.

A student can annul the same exam for maximum two times.

ABEYANCE OF RIGHTS AND OBLIGATIONS OF STUDENTS

Article 30

A student may, at his/her request, be granted the abeyance of his/her rights and obligations in the following cases:

1. Severe illness;
2. Referral to student internship lasting for at least six months;
3. Serving or completion of military service;
4. Attending basic police training in the organizational unit of the Ministry of Interior in charge of this type of training;
5. Child care up to the age of one year and special care lasting longer than the child's first year of life;
6. To a female student who is in the process of biomedical assisted fertilisation;
7. Pregnancy maintenance;
8. Preparation for the Olympic Games, World or European championships – when he/she has the status of a top athlete;
9. Other justified cases.

The student shall exercise the abeyance of rights and obligations on the basis of a written request with the submission of appropriate evidence, which he/she shall submit to the organizational unit responsible for student affairs.

Vice-rector in charge of teaching, at the proposal of the head of the division, shall decide on the request for abeyance of rights and obligations of a student.

During the abeyance of rights and obligations, the student shall have no obligation to attend classes, but can take exams in the courses for which he attended lectures and for which he fulfilled the obligations set by the study programme and the rules of study.

Abeyance of rights and obligations shall refer to the year of study in which the student is prevented from studying.

Upon termination of the abeyance, the student shall continue his/her studies in accordance with the valid study programme.

Article 31

A student who was prevented from attending lectures, fulfilling pre-exam requirements and taking an exam due to illness or absence due to professional development, mobility, and in other justified cases, lasting for at least three months, may be allowed to take the exam.

A student shall submit the request followed with the appropriate evidence to the vice-rector in charge of teaching. If the vice-rector finds that the request is grounded, the student shall, in the shortest possible time, be allowed to fulfil the pre-exam requirements which he was prevented from fulfilling, and which are a precondition for taking the final exam (if provided by the study programme).

A student shall have the right to take the exam in the first coming exam period in accordance with the general act regulating the manner of grading at the University.

A student in a mobility within international projects, who is not able to take the exam and fulfil pre-exam requirements, must be allowed to take the exam and fulfil pre-exam requirements in terms that do not interfere with the activity for which the mobility is implemented.

DISCIPLINARY LIABILITY OF STUDENTS

Article 32

A student shall be liable for the violation of an obligation which at the time of its execution was provided for by the general act governing the disciplinary liability of students.

TERMINATION OF THE STUDENT STATUS

Article 33

The student status shall cease in the following cases:

1. Completion of studies;
2. Withdrawal from studies;
3. Failure to enrol in an academic year, or unregulated status for an academic year;
4. If a student fails to finish his/her studies before the expiration of the deadline defined as the double number of academic years needed for the completion of a study programme, not counting the time of abeyance of rights and obligations granted to the student in accordance with the Rulebook herein;
5. If a student enrolled in studies as per the affirmative measure, a student studying while working, a student who has the status of a top athlete, or a student studying under preferential treatment, fails to finish his/her studies before the expiration of the deadline defined as the triple number of academic years required for the completion of the study programme;
6. The occurrence of changes in health status and psychophysical abilities that represent a condition and are assessed when applying for enrolment at the University; and
7. Imposing a disciplinary measure of exclusion from studies.

Exceptionally, in the event referred to in point 3 of this Article, the regulation of the student status may be subsequently approved during the current academic year, upon submitting a reasoned request and with the payment of the full amount of study costs for the respective academic year, to a student who at the beginning of the academic year did not regulate his/her status by the set deadline, or did not enrol or renew the final year of undergraduate studies. The Rector of the University shall decide on the reasoned request of the student.

In order to determine the health status and/or psychophysical abilities in connection with the possible changes in the health status and psychophysical abilities that represent a condition and are assessed when applying for enrolment at the University, the student may be referred to a health institution in charge of health care of the employees of the Ministry of Interior.

The Rector of the University shall decide on the referral of a student, and based on the findings and opinions obtained from the health institution, if there are reasons for that, shall pass a decision on the termination of the student status.

Extension of the Deadline for the Completion of Studies

Article 34

At the student's personal request submitted before the moment of the termination of the student status due to the expiration of the deadline defined as the double number of academic years needed for the completion of a study programme, the deadline for the completion of studies may be extended in the following cases:

1. In the event that in the course of studies he/she met the conditions for granting the abeyance of rights and obligations, but did not exercise that right, or did not use it for the duration which, given the circumstances, could have been granted, for the duration of the reasons due to which he/she was able to exercise the right to abeyance expressed in academic years, rounded to the nearest whole number, taking into account the predominant interest of the student;
2. In the event that he/she did not use the opportunity to study under preferential treatment, up to two academic years; and
3. In the event that on the day of the expiration of the deadline defined as the double number of academic years required for the completion of the study programme, he/she did not achieve a maximum of 23 ECTS credits required for completion of studies, for one academic year.

REGAINING THE STUDENT STATUS

Article 35

A person who has earned at least 60 ECTS credits during the course of studies and whose undergraduate student status at the University has been terminated due to the following reasons:

- Withdrawal from studies,
- Failure to enrol in an academic year, or unregulated status for an academic year,
- Fails to finish studies before the expiration of the deadline defined as the double number of academic years needed for the completion of a study programme,

can be re-enrolled in the undergraduate studies at the University without the obligation to take the entrance exam, in the status of a self-financed student, and shall not be included in the approved number of students for a certain study programme, unless he/she withdrew from the studies during the disciplinary procedure.

The person referred to in paragraph 1 of this Article shall submit a written request for enrolment not later than September 20, and shall enclose:

1. Academic Transcript;
2. Proof that no criminal proceedings have been instituted against the applicant;
3. Proof that that the applicant has no criminal or misdemeanour convictions for offences that pose a security obstacle for employment in the Ministry of Interior;
4. Proof of fulfilment of health conditions for enrolment in the University studies;
5. Application for recognition of exams;
6. Proof of payment of the exam recognition fee.

The Rector, or a person authorized by him/her, shall appoint a committee consisting of three teachers from the relevant division of the University, with the task to review, professionally examine

and evaluate the request and enclosed documentation and to give a reasoned proposal to the relevant division council, based on which the council shall pass a decision on recognition of exams and fulfilment of the conditions for enrolment in the appropriate year of study.

TRANSFER OF ECTS CREDITS

Article 36

A student of the University may transfer ECTS credits, i.e. exams passed at another higher education institution (or University) or ECTS credits may be recognized to him/her, within the same degree and type of study, provided that they correspond to the courses determined by the University study programmes.

Exceptionally, for students who take part in programmes of international mobility, ECTS credits may be transferred among various study programmes, within all degrees and types of studies, in accordance with the rights and obligations provided by the contract governing mobility.

A student referred to in paragraph 1 of this Article shall submit to the organizational unit in charge of student affairs, a request for exam recognition with the curriculum, or the study programme of the higher education institution where he/she passed the exam, a certificate of the type and degree of study at which he/she took the exam (if it is not visible from the curriculum, or the study programme), academic transcript, as well as a proof of payment of the exam recognition fee.

A student can submit the request and the accompanying evidence to the organizational unit in charge of student affairs until November 10 of the current year.

Upon obtaining the opinion of the course teacher, the organizational unit in charge of student affairs shall make the proposal, while the relevant division council shall pass the decision on the student's request.

Until the decision is made on the submitted request for recognition of the exam, the student shall be obliged to attend organized forms of teaching in the course for which he/she requested recognition of the exam.

Article 37

Upon successful completion of undergraduate studies, the student shall acquire a professional title in accordance with the study programme which he completed and a designation of the title in the relevant field.

Article 38

On the day of the entry into force of the Rulebook herein, the Rulebook on Enrolment and Undergraduate Studies of the Academy of Criminalistic and Police Studies 21 No. 79/8-8-2016 consolidated text of September 8, 2016, 21 No. 79/13-3-2017 of December 8, 2017 and 22 No. 79/6-3-2019 of May 31, 2019, and the Decision on Grading of Students' Work and Knowledge 21 No. 79/8-9-2016 of September 8, 2016, shall cease to be valid.

Professional service of the University shall be hereby authorised to correct all possible technical and calculation errors, as well as errors in numbers and names provided by other

regulations whose provisions are the basis for the adoption of the Rulebook herein, without special approval and implementation of the amendment procedure.

Article 39

The Rulebook herein shall enter into force on the day following the day of its adoption.

CHAIRMAN OF THE SENATE
Professor Dane Subošić, PhD