

Pursuant to the Article 65 of the Law on Higher Education of the Republic of Serbia (*Official Gazette of the Republic of Serbia* no. 88/2017) and Article 53 of the Statute of the Faculty of Medicine, University of Niš, the Academic Council of the Faculty of Medicine, University of Niš, after the proposal by the Board for Normative Activity, at the session held on September 10, 2018, adopted the following

RULES AND REGULATIONS ON THE ORGANIZATION AND REALIZATION OF INTEGRATED ACADEMIC AND PROFESSIONAL STUDIES AT UNIVERSITY OF NIŠ FACULTY OF MEDICINE

I GENERAL PROVISIONS

Article 1

1. These Rules and Regulations regulate the organization and realization of integrated academic and professional studies at the Faculty of Medicine, University of Niš (further in the text: Faculty).

Article 2

1. These Rules and Regulations apply also to the students studying in English language.

II STUDY PROGRAM TYPES AND WORKLOADS

Article 3

1. Integrated academic studies of medicine (for the acquisition of the academic title *Doctor of Medicine*) last for six years (12 semesters) and have the workload of 360 ECTS credits.
2. Integrated academic studies of dentistry (for the acquisition of the academic title *Doctor of Dental Medicine*) last for six years (12 semesters) and have the workload of 360 ECTS credits.
3. Integrated academic studies of pharmacy (for the acquisition of the academic title *Master of Pharmacy*) last for five years (10 semesters) and have the workload of 300 ECTS credits.
4. Basic professional studies (for the professional titles: professional nurse/technician, professional sanitary ecological engineer, and professional dental prosthetician) last for three years (6 semesters) and have the workload of 180 ECTS credits.
5. Specialist professional studies (for the professional titles: specialist professional nurse/technician, specialist professional sanitary ecological engineer, and specialist professional instrument nurse) last for one year, with the workload of 60 ECTS credits.

Article 4

1. Each course within a study program is expressed, depending on the workload, in ECTS credits, while the workload of the study program is expressed as the sum of ECTS credits for all the courses.

Article 5

1. Courses taught can be:
 - a. Required (compulsory for a student), elective (which a student may choose on the admission to the following study year) and facultative (optional – physical education).
 - b. Preclinical, clinical group 1 (involve practical work with patients) and clinical group 2 (students do not come into contact with patients).
 - c. Required core courses and required other courses.

III TEACHING SCHEDULE AND PLAN

Article 6

1. Study programs at the Faculty are realized during the school (academic) year, starting on October 1 in the current year, and finishing on September 30 in the following year.

2. A school year is made up of the autumn and spring semesters. The autumn semester starts on October 1, and the spring semester starts on February 15.
3. A study program is realized during 15 teaching weeks per semester.
4. A summer break, as a rule, starts on July 15 and lasts till August 20.
5. During a summer break, there are no teaching activities and examinations.
6. In case of an emergency, the Academic Council of the Faculty may decide to depart from the established dates of the beginning and end of a semester.
7. A more detailed schedule of work days and teaching activities is established in the *academic calendar*, adopted by the Academic Council of the Faculty and published at the beginning of each school year.

Article 7

1. Study programs are realized in accordance with the teaching plan adopted by the Academic Council of the Faculty at the beginning of each school year.
2. Teaching plans are made public before the onset of teaching in the current school year.
3. Teaching plans made public on the Faculty web page and on the (electronic) notice boards of the departments.
4. In justified cases, changes to the teaching plans may take place during the school year as well (with the prior approval of the vice-dean for teaching).
5. Changes to the teaching plans are made public on the Faculty web page and department notice boards.

Article 8

1. Teaching plans should contain the schedule of all forms of teaching activities by teaching weeks: time, topic, name of the teacher/associate in charge of the lecture, practice or seminar, and number of classes.

Article 9

1. Teaching takes place in amphitheatres, classrooms, practice rooms, laboratories and other facilities of the Faculty and its teaching bases (clinics, institutes, centers, pharmacies).

Article 10

1. Teaching is realized in the form of lectures, practice classes, seminars, professional practice, field practice, mentored work (writing of research or diploma papers) and consultations.
2. The teaching held is recorded in the Teaching Record Book or in an electronic form.
3. Monthly reports on the teaching activity are sent in an electronic form to the vice-dean for teaching.

Article 11

1. **Lectures** provide a synthetic view on the teaching topic, emphasizing key points, principles and new insights not covered in the recommended literature.
2. Lectures may also provide interpretations of the topics insufficiently covered in the required textbooks, or explanations of difficult or complicated topics.
3. Lectures in an electronic form or as *handouts* may also be available to the students (with an appropriate access code).

Article 12

1. **Seminars** refer to the form of teaching in which the students in a small group (up to 30) are actively involved in the study of a prepared topic together with the teacher or associate.
2. At a seminar, students acquire the ability to study a specific problem in more detail and critically, via questions and discussions with the seminar leader (tutor).
3. Seminars may also be realized through seminar papers, abiding by the specified principles involving the methodology for writing seminar papers (topic selection, data collection and representation, references etc.).

4. Seminar leader grades the knowledge of the student (within continued student knowledge assessment).

Article 13

1. **Practice** refers to the form of teaching in which students, upon gaining good command of the appropriate theoretical topic, independently or with teacher assistance, try to resolve specific practical problems.
2. Teachers and associates are obliged to help actively their students during practice classes, but also to question them and set grades (they assess their preparedness for the practice, level of theoretical knowledge of the topic).
3. The results describing the skills acquired at clinical courses group 1, teachers and associates enter into the student log-book for clinical medicine, i.e. clinical dentistry.

Article 14

1. **Pre-exam practice** refers to the form of teaching in which students, in the presence of at least one teacher or associate, strengthen their practical knowledge and prepare for practical exam.
2. Pre-exam practice classes are organized immediately prior to exam terms.

Article 15

1. **Professional, clinical and pharmaceutical practice** refers to the form of teaching in which students in the Faculty teaching bases (Clinical Center, Dentistry Clinic, institutes, centers, primary health centers, out-patient departments, pharmacies, dispensaries, labs, etc.) or in health care institutions in other cities in the country or abroad (within international exchange and student mobility programs), under the guidance of their teachers, associates or others, stay and are involved in all forms of work performed at an institution (patient reception, history taking, referral for diagnostic procedures, councils, active involvement in therapy administration, morning visits and night shifts, keeping medical records, introduction to ethics principles, community health work, prevention programs, etc.).

Article 16

1. Consultations refer to the form of teaching in which students are offered assistance and guidance in their preparation for all forms of teaching and knowledge check-ups.
2. All the teachers and associates have the obligation to hold consultation classes each week, abiding by the established schedule of classes.
3. Exam consultations are held prior to exam terms, abiding by the academic calendar.

CLASS ATTENDANCE AND MAKING UP WORK

Article 17

1. Students are required to attend all forms of teaching.
2. Teachers and associates are obliged to keep accurate records of class attendance and student activity at all forms of teaching.
3. Student class attendance check-ups are performed in a form as per decision of the Department Assembly decision (roll call, list of present students, signing in a student record form or student booklet).
4. Upon completion of teaching in a course in the autumn or spring semester, head of the course (or authorized teacher) verifies student attendance at classes with his signature.
5. Before the signature is given, student attendance at practical classes is verified in student records and student booklet by the teacher/associate who had tutored the student at practice classes.

6. The head of the course/narrow scientific field submits to the vice-dean for teaching (via Student Affairs Department) the report of student absence from classes based on the insight into student records.

Article 18

1. A student has the right to get the signature without making up for lost classes if he had lost one week of practice or up to 30% lectures per semester.
2. A student may make up lost work if there were justified reasons for his absence, which is stated in the decision by the vice-dean for teaching.
3. If a student loses more than one week of practice, he is obliged to make up all the lost practice work.
4. If a student loses 30% of lectures, he can make up lost theoretical teaching.
5. If a student from the previous clause does not make up lost theoretical teaching, he does not get attendance points, but it is regarded that he has fulfilled his pre-exam obligations when this criterion is concerned.
6. If a student loses more than 30% of lectures and/or practice, the decision concerning the justification and possibility to make up lost work is made by the vice-dean for teaching.

Article 19

1. A student who is to make up lost work should address in writing the vice-dean for teaching, via the clerk's office and Student Affairs Department. The request should contain the dates and number of lost classes of practice and lectures, as well as the reasons supported by credible documentation, based on which, consulting the head of the Department/narrow scientific field, the vice-dean decides positively or negatively upon the justification for absence and for making up lost classes.
2. The classes are made up in the planned time frame (in the week following the end of the semester) in a manner decided upon by the head of the Department/narrow scientific field.

Article 20

1. Valid reasons for absence are short-term disease, exam taking, taking part at student conferences and sports competitions, as well as family-related and other reasons.
2. A student pays for making up lost classes, for a certain number of classes, as per the decision by the Faculty Management Board.

Article 21

1. If a student loses classes from justified reasons in the duration shorter than five consecutive days, in agreement with the teacher or associate who had taught him or led his practice classes and with the permission by the head of the Department/narrow scientific field, and if it is technically feasible, he may make up lost classes during the same week (e.g. attending practice classes with another group of students).

Article 22

1. Making up lost theoretical classes can be realized by organizing repeated lectures, condensed lectures or colloquia for lost theoretical classes.
2. Making up lost practical classes can be realized by repeating practice classes or colloquia, as appropriate in view of the topics to be covered, during the week of exam consultations, after the completion of all classes in the autumn or spring semester.

Article 23

1. Upon completion of the autumn or spring semesters, at the time decided upon by the vice-dean for teaching, a student submits his student booklet for verification and admission to the following semester.
2. For single-semester courses, a student, if he fulfilled his pre-exam obligations, gets the short signature in the course section of the student booklet and then full signature of the authorized teacher.

3. For two-semester courses, after the first semester a student gets the short signature (initials), and after the second semester both the short and full signature of the teacher.

Article 24

1. Quality control of the teaching process is performed by supervision by the Commission for Teaching Quality Assurance using the surveys by the Center for Quality Improvement.

VI ASSESSMENT OF KNOWLEDGE AND SKILLS

Article 25

1. During the teaching process, continual assessment of student knowledge takes place through the fulfillment of pre-exam obligations (practice classes, seminars, colloquia and other forms of assessment) and at exam, when the final grade is formulated.
2. Student success is expressed in points and by final grade.

Article 26

1. Larger Departments/narrow scientific fields are obliged to make available to the students the contents, scope and level of knowledge and skills to be later assessed at exam, including the list of textbooks, handbooks, practice handbooks or collections of tasks (basic and extended literature).
2. Larger Departments/narrow scientific fields at the beginning of a school year make public the rules and regulations of the course for final grade formulation (the type of examination and number of points a student may earn after the fulfillment of his pre-exam obligations and at exam itself).

Article 27

1. At clinical courses group 1, a student is presented with the catalogue of skills („index of clinical skills“) he is expected to acquire.
2. The catalogue of skills defines the level of student competence for each clinical skill. Student competence involves 4 levels: 1) a student has only theoretical knowledge of the skill; 2) a student observes the procedure, but does not perform it independently; 3) a student performs independently, but not routinely; 4) a student performs the skill routinely.
3. The level of student competence for clinical skills is determined by the Department/narrow scientific field Assembly.
4. A student has to gain command of all clinical skills to the defined competence level to be allowed to take the final exam.
5. Teachers verify by their signatures student level of competence, i.e. command of clinical skills in the index of clinical skills, passing thus successfully the planned colloquia.

Article 28

1. The level of student knowledge can be established by way of oral examination (at practice classes, colloquia, practical part of the exam and at final exam), assessment of practical skills (at practice classes and practical part of the exam), by written exam (solving tasks, assays, etc.) and by way of tests (at lecture classes, practice classes, practical part of the exam and at final exam).

VII TESTS

Article 29

1. The test is a form of knowledge assessment performed as a pre-exam activity (at lecture classes, during practice, colloquia), as an exam or part of an exam.
2. The Department/narrow scientific field Assembly decides upon the use and type of tests.

Article 30

1. As a pre-exam method of knowledge assessment, tests can be used at: 1) lecture classes (short tests, with 5-10 questions at the beginning of the class – verifying student knowledge of the lecture topic – or at the end of the class – verifying student understanding of the lecture), representing the basis for awarding points for activity at lecture classes; 2) practice classes – a teacher/associate may use short tests at the beginning of a practice class (an introductory test) to ascertain of the level of student knowledge) or at the end of a practice class (assessing the level of knowledge acquired during the practice class); 3) colloquia – teachers/associates may organize testing to assess the knowledge of a certain part of the course.

Article 31

1. Exam tests may be organized: 1) as a part of the final exam; 2) as an exam as a whole, for other compulsory courses, electives and courses within professional studies.

Article 32

1. Tests as a part of the final exam are organized at clinical group 1 courses and other courses.
2. A passed test is a requirement for a student to be allowed to continue with other parts of the exam (oral and/or practical), if a student did not pass practical part during the classes.
3. Test result, expressed in points, is included in the sum of points defining the final grade.

Article 33

1. The number of questions at an exam test is determined by the Department/narrow scientific field Assembly and it corresponds to the number of classes in a course (for courses with 15-60 classes of theory – up to 30 questions; for courses with 60-100 classes – up to 40 questions; for courses with over 100 classes – up to 60 questions).

Article 34

1. The questions in a test have to be part of the program and list of exam questions for a course, and answers have to be contained in the compulsory literature accepted for the course by the Academic Council.

Article 35

1. All the teachers in a course are involved in the composition of test question bank.
2. The bank of test questions can be aggregative or divided into sections corresponding to course contents and proportional to the current plan and program of the course.
3. Proportional involvement of questions in the test should reflect proportional involvement of questions in the bank.
4. The number of questions in the bank should be at least 10 times greater than that at the exam test.
5. The duty of the department head is to assure permanent renovation of the question bank (entry of new questions, reformulation of the existing questions).

Article 36

1. Confidentiality of the question bank has to be strictly maintained by all the teachers and associates.
2. Maintenance of confidentiality of the question bank is the responsibility of the head of the Department/narrow scientific field.
3. Question bank is accessible, pursuant to a written request, to the dean or vice-dean for teaching.

Article 37

1. The head of the Department/narrow scientific field immediately before the exam forms the commission responsible for question selection.
2. The commission forms the list of questions, checks the validity of questions and assesses the appropriateness of questions based on the teaching aims.

3. Test question list is composed 3 days before the test at the earliest.
4. The head of the Department/narrow scientific field has the right to correct the test questions.
5. Any disclosure of the test contents prior to the test constitutes the basis for test annulment and represents a severe breach of work policy based on which work contract may be cancelled.
6. Teachers and associates are involved in the process of testing.

Article 38

1. Questions in the test have to be clearly formulated and affirmative.
2. If the test contains multiple sections with different types of questions, it is necessary to give appropriate answering instructions before each section.

Article 39

1. Types of test questions can be different: multiple choice (several offered answers), yes/no type, paired associations, pairing definitions to given conceptions, straight answers or text supplementation, recognition of images, drawing of typical structures, solving mathematical problems, writing formulas etc.
2. Among the questions in clinical group 1 courses there have to be questions with patient presentation and their findings, based on which students are expected to decide upon the diagnosis, differential diagnosis or therapy.
3. With multiple choice questions, only one choice can be correct.
4. Questions with paired associations, pairing definitions to given conceptions, or algorithm-type questions have to be clearly formulated so that students can give precise and short answers.

Article 40

1. Passing cut-off at a test is 51% of correct answers.
2. If a course is integrated into two or more scientific fields, the test may contain two or more sections. In that case, passing cut-off for each section should be 51%.
3. If the final exam consists of a test only, and that test contains several sections, passing cut-off for each section can be 50%, and overall passing cut-off 51%.

Article 41

1. For a correct answer to each question points are awarded.
2. For an incomplete answer, half of the points may be awarded.
3. There are no negative points as a grading category.
4. If the final exam consists of a test only, a student has to have at least 51% of correct answers to pass.
5. The grading scale, if the final exam consists of a test only, is as follows: for 51-60% of correct answers – grade 6; for 61-70% of correct answers – grade 7; for 71-80% of correct answers – grade 8; for 81-90% of correct answers – grade 9; and for 91-100% of correct answers – grade 10. Each grade, in accordance with the regulations applied for a course, carries an appropriate number of points.

Article 42

1. Students who wish to review and check their test results, can do so at the place and time as per the information by the head of the department/narrow scientific field, in the presence of teachers and associated who had taken part in the preparation and execution of the test.

Article 43

1. A passed test, if it is an exam part, is recognized in the following exam terms till the end of the school year (recognition ending with the last exam term).

Article 44

1. The tests taken are kept in the departmental archive for two years.
2. Vice-dean for teaching, as well as the President of the Commission for Quality Assurance, may ask for a copy of the test for review.

Article 45

1. Upon the completion of a test, an analysis is performed.
2. The analysis involves assessment of test success, pass rate and degree of difficulty.
3. Test analyses are performed continually for the purpose of its improvement.
4. Based on the analysis performed, the existing question types are changed, eliminating or correcting individual questions.

Article 46

1. If very low pass rates are found at a course, or if irregularities in the process of preparation, execution or grading of a test are found by the teachers, associates or student parliament, the dean, consulting the head of the department/narrow scientific field, may decide on test cancellation.
2. If more than 50% of students took the test and less than 20% of students passed it, the test is cancelled, and a new test is scheduled as soon as possible.

Article 47

1. If the final grade is formed by taking a test exam, the teacher writes the grade in the student booklet on the last day of the exam term at the latest.
2. If a student does not appear till the end of the exam term, it will be considered that he declined the offered grade, and grade 5 will be written into the exam book and exam report card.
3. If a student is not satisfied with the final grade earned by the test, he may take oral exam.
4. In the case from the previous clause, a student may get even a lower grade on oral exam, but not less than 6 (cannot fail the exam).

VIII PRE-EXAM OBLIGATIONS

Article 48

1. Pre-exam obligations involve attendance and activity at classes (lectures, practice, seminars) and passing colloquia (if planned in the rules and regulations of final grade formulation).
2. Activities from the preceding clause are awarded with points.
3. Pre-exam obligations for compulsory courses participate with 30 points (%) and for electives 30-70 points (%).

Article 49

1. Colloquia represent knowledge and skills assessment forms for the logical section of a course.
2. Colloquium is a compulsory knowledge assessment form in two-semester preclinical and clinical group 2 courses, as well as all clinical group 1 courses.
3. Colloquia may be planned in the rules and regulations of final grade formulation for the courses beyond those from the preceding clause.
4. Colloquia are passed during the teaching in a course, i.e. immediately after a section of the course.
5. Colloquia can be taken in the form of test, orally or by checking the appropriate clinical skills.
6. Colloquia for preclinical and clinical group 2 courses are taken as tests or orally and are organized for the whole generation of students.

7. Colloquia for clinical group 1 courses are organized within practice groups, and is devised to assess the degree of command of clinical skills.
8. The maximum number of colloquia per semester in preclinical and clinical group 2 courses cannot exceed two.
9. At clinical courses, the decision regarding the number of colloquia is made by the Department or narrow scientific field Assembly.
10. A student has to take colloquia.
11. In order to pass, a student has to earn 51% of correct answers in points.
12. If the colloquium is to assess clinical skills, descriptive grading is used: „pass“ and „fail“, with a corresponding number of points.
13. A student who has not passed all the planned colloquia in preclinical and clinical group 2 courses takes the exam with the earned number of points.
14. Colloquia points in preclinical and clinical courses, passed during a semester, are valid for two school years: in the school year when they were earned and in the following school year.
15. If a student does not pass an exam after two academic years, the validity of colloquia from the preceding clause is cancelled.
16. Clinical skills colloquia are the exams prerequisites.
17. Exceptionally, a remedy colloquium may be organized for a student who was absent (from justified document-supported reasons) from the regular colloquium, after the decision by the vice-dean for teaching and with consultation with the head of the department/narrow scientific field.

IX EXAMINATION

Article 50

1. The examination is the ultimate level of knowledge and student work assessment, ending in the formulation of the final grade.
2. The examination is taken in writing, orally or via practical assessment.
3. A student has to take all the part of an exam (if it is a multipart exam).
4. A student has the right to take an exam and get a grade if he has fulfilled all the pre-exam obligations planned in the teaching plan and program.
5. At an exam, a student may earn 70 points (%) for compulsory core courses and 30 to 70 points (%) for compulsory other and elective courses.

X FINAL GRADE FORMULATION AND MANNER OF EXAM TAKING

Article 51

1. The final grade is a numerical expression establishing the level of knowledge and skills of a student.
2. The final grade is formed based on the sum of all the points earned during the teaching in a course (pre-exam obligations) and at exam.

Article 52

1. By the fulfillment of pre-exam obligations and exam taking, a student can earn maximum 100 points (100%). Final grade formulation based on the earned points is performed based on the following scale:
 - Grade 10 (outstanding) – 91-100 points
 - Grade 9 (excellent) – 81-90 points

- Grade 8 (very good) – 71-80 points
 - Grade 7 (good) – 61-70 points
 - Grade 6 (sufficient) – 51-60 points
 - Grade 5 (fail) – 0-50 points
2. As a rule, pre-exam and exam points are whole numbers. If the points contain decimals, the final point value is obtained by approximation to the whole number, lower or higher. The value of 0.5 and above is approximated to the next whole number.
 3. The manner of exam taking and formulation of the final grade differ by the study programs and course status (compulsory – *core or other*, elective) or course type (preclinical, clinical group 1 or group 2).
 4. The manner of exam taking and distribution of points for all forms of knowledge assessment and for each course is regulated by the Rules and Regulations of Final Grade Formulation, as adopted by the Academic Council of the Faculty after the proposition by the Department/narrow scientific field Assembly.

Article 53

1. For compulsory preclinical and clinical group 2 courses in integrated academic study programs of medicine, dentistry and pharmacy, the final grade is formed in the following way:
 - Activity during classes (lectures, practice, seminars) – 10 points
 - Colloquia (or exam tests) – 20 points
 - Practical exam – max 20 points
 - Final exam (oral) – min 50 points
2. Colloquium is a compulsory form of knowledge assessment in two-semester preclinical and clinical group 2 courses.
3. Colloquia are taken as tests or orally.
4. The maximum number of colloquia cannot exceed two (2) per semester.
5. Passed colloquia have the status of pre-exam activity.
6. Each single-semester course may plan colloquia or an exam test.
7. Students have to take colloquia.
8. A student who did not pass all the planned colloquia takes his exam with the points he had earned.
9. Colloquia points and clinical courses, passed during a semester, are valid for two school years: in the school year when they were earned and in the following school year.
10. If a student does not pass an exam for two academic years, the validity of the colloquia is cancelled.
11. An exam test is recognized in the following exam terms till the end of the school year, ending with the October exam term.
12. Final exam may consist of practical and oral part, or is oral alone.
13. Passed practical exam is recognized in the following exam terms till the end of the school year, ending with the October exam term.
14. Practical exam may be taken during the teaching as well.
15. If a student does not pass practical exam during the teaching, he takes it within the final exam.
16. A practical exam passed during the classes is valid for two school years, in the current school year and in the following school year.

17. If a student does not pass an exam even after two school years, the validity of the practical exam is cancelled.
18. Exceptionally, oral exam may be replaced with written exam, with prior approval by the Academic Council.

Article 54

1. For compulsory core clinical group 1 courses in integrated academic study programs of medicine and dentistry, the final grade is formed in the following way:
 - Activity during classes (lectures, practice, seminars) – 10 points
 - Colloquia (practical skills) – 20 points
 - Test – 20 points
 - Final exam (oral and practical) – 50-70 points (if an exam test is planned in the regulations)
2. Colloquium is a compulsory form of knowledge assessment in all clinical group 1 courses.
3. Colloquia assess the level of required clinical skills a student acquired, which is the exam prerequisite.
4. An exam may consist of the test (20 points) and practical and oral exam (50 points).
5. A passed test is considered valid till the end of the school year, ending with the October exam term and is the prerequisite to take the exam.

Article 55

1. For compulsory other courses and electives in all study programs, as well as for all professional study courses, the final grade is formed in the following way:
 - Pre-exam activity – 30-70 points
 - Exam – 70-30 points
 - Exam may be multipart (test, practice, written and oral).

Article 56

1. During their studies, students take two test as the assessment of knowledge retention in compulsory core courses.
2. The first test of knowledge retention involves preclinical courses and clinical group 2 courses, and the second involves clinical group 1 courses.
3. A student takes knowledge retention tests after being admitted to the fourth and sixth study year, as the prerequisite for fourth year completion verification, or for the issuance of graduation certificate.
4. A knowledge retention test is anonymous and enables students to check their acquired knowledge, and the department verifies the success of knowledge transfer.

XI EXAM TERMS AND EXAMINATION SCHEDULE

Article 57

1. There are following exam terms: January, February, April, June, July, August, September and October.
2. Graduation candidates and final year students have exam terms each month, with the exception of summer vacation period.

Article 58

1. The General examination schedule is proposed by the Undergraduate Student Affairs Department in consultation with the vice-dean for teaching at the beginning of each school year, abiding by the examination terms from the Faculty Statute.

2. Examination terms, schedule and mode of examination, examiner names, exam questions, validation of pre-exam obligations and exam parts are announced timely by the department, at the notice board and Faculty web page.

Article 59

1. A student can have one exam a day.
2. If by the schedule a student should take two exams in the same day, one of the exams is postponed in communication with the head of the department/narrow scientific field.

XII APPLICATION FOR AN EXAM

Article 60

1. A student applies for an exam in the manner and at the time as announced by the Undergraduate Student Affairs Department (before the beginning of the exam term).
2. A student applies for an exam using the exam application form or electronically.

Article 61

1. Immediately before the exam, a department may ask for exam application confirmation, about which students have to be timely informed.

XIII RANDOM SELECTION OF EXAMINERS

Article 62

1. Random selection of examiners is performed in the week before the start of exam term.
2. Random selection of examiners is performed publicly, supported by a special PC software, involving random selection of students and examiners.
3. Formation of the list of examiner names is done in the (compulsory) presence of the vice-dean for teaching, student vice-dean (or a student authorized by him) and a department/narrow scientific field representative.
4. The lists from clause 3. of this article are publicized, including the Faculty web page.
5. If in any of the exam terms an examiner is absent, the head of the department/narrow scientific field has to inform the Undergraduate Student Affairs Dept. in order to exclude him from the examiner list for that exam term.
6. In case of the sudden absence of an examiner, the head of the department/narrow scientific field has to inform the vice-dean for teaching, who will organize random selection of another examiner.
7. The examiner from the preceding clause will perform the exam for the students from the list of absent teacher, which will be noted in the exam records and signed by the head of the department/narrow scientific field.
8. In the exam records any addition of students is not allowed.

XIV EXAM QUESTIONS

Article 63

1. Exam questions have to originate from the teaching plan and program and to be covered by the compulsory literature/textbook.
2. The Department makes and publicizes the list of questions for oral exam, and for preclinical courses and clinical group 2 courses also the list of questions for practical exam.
3. At an oral exam, a student randomly chooses his exam questions (all courses).

4. At preclinical courses, a student randomly chooses exam questions for practical exam too, except if the practical exam is not identical for a group of students and if it is taken as a test during classes.
5. Exam questions have to be unique in all examiners at a course, and the number of questions in an exam set is decided upon by the department/narrow scientific field assembly.
6. Exam questions are divided into three areas, enabling an examiner to assess the level of knowledge for the whole course through his dialogue with the student and without departing from the questions the student has randomly chosen.

XV EXAM COURSE

Article 64

1. An exam is public. The date, venue and the list of candidates to take the exam have to be publicized on the notice board of the department.
2. If objectively prevented to take the exam at the given time, a student may postpone it till the end of the exam term at the latest.
3. The decision of exam postponement from the preceding clause is made by the head of the department/narrow scientific field.
4. An exam is taken in front of the examiner or an exam commission at the facilities of the Faculty or its teaching bases in the presence of two more persons (another teacher, assistant, associate, student).
5. A final oral exam in clinical group 1 courses may be taken in front of the commission of at least two teachers. One of the teachers is the president, organizing the exam and is responsible for the course and regularity of the exam.
6. The decision about the courses in which exams will be organized in front of a commission is made by the Academic Council, after the proposition of the department/narrow scientific field assembly.
7. The presence of the public is excluded at the exams in anatomy, pathology, forensic medicine and all clinical courses.
8. Publicity and regularity of exams taken as a group (written exams, practical exams in preclinical courses) is provided for by the presence of a number of teachers and associates, and if required, by the presence of selected student representatives.

Article 65

1. Final grade formation starts with students taking the initial part of an exam (test, written, practical or oral exam).
2. Student withdrawal from an exam after random selection of exam questions at a final exam or departure from the classroom in which the test is taken as a final exam, means that the student has failed the exam (gets the grade 5).
3. Student absence at an exam is considered as a withdrawal from the exam.

Article 66

1. A teacher, in the presence of another teacher, associate and present students, grades a student immediately after the completed exam, taking into account all the elements and grades obtained during continued knowledge assessment (pre-exam obligations or credits).
2. Before writing down the grade, a teacher has to inform the student about it.
3. If a student is not satisfied with the obtained positive grade, and has no objections regarding the exam course, he has the right to refuse the grade and to take the exam in the next exam term, with the teacher will get in the next random selection of examiners.

4. In the cases from the preceding clause, the exam is considered as cancelled after the student request, which is written down in the exam application form („does not accept the grade“), with both the examiner and student signature. The decision is final and cannot be changed.
5. If the final grade is formed by taking written exam, the teacher writes down the grade on the last day of the exam term at the latest.
6. If a student does not appear in the planned time, it will be considered that he refused the offered grade and grade 5 is entered into the exam registry and exam application.
7. A student who is not satisfied with the final grade obtained at written exam or test form, may take oral exam randomly choosing the examiner on the same day when exam results were publicized or the next day at the latest.
8. In cases described in the preceding clause, a student may get even a lower grade, but not lower than 6 (cannot fail).

XVI EXAM CANCELLATION AND OBJECTIONS

Article 67

1. An exam can be cancelled by dean's decision, after student's request and after teacher's request.

Article 68

1. Teachers and associates have to abide by the regulations of these Rules and Regulations. Any breach of the procedure described in these Rules and Regulations gives a student the right to complain.
2. Exam cancellation based on a complaint is the responsibility of the examiner, if the regulations contained here have not been abided by.

Article 69

1. A student, if dissatisfied with the exam grade, who thinks that the exam course was not in accordance with the Law, Rules and Regulations and Faculty Statute, may complain to the Dean in the period of 36 hours after grading.
2. The dean, in the period of 24 hours after receiving the complaint will consider it, consulting the vice-dean for teaching, student vice-dean and head of the department/narrow scientific field.
3. If the dean accepts the complaint of the student, he decides to form a three-member commission for the exam.
4. The commission from the preceding clause will have the head of the department/narrow scientific field, examiner and another teacher.
5. The student will take the exam again in the period of three days after the receipt of the deans decision.
6. The student who does not pass the exam organized after complaint, each time in the future takes this exam before the commission.

Article 70

1. Students are obliged to strictly follow the regulations contained in these Rules and Regulations, as well as the general Faculty Statute and Law on Higher education regulations.
2. In cases of non-academic behavior, disturbances of the exam course, use of forbidden aids during the exam (verbal communication, cheating, use of cell phones and similar), the teacher has the right and is obliged, after one warning, to remove the student from the exam, and can submit the request for disciplinary procedure against the student.
3. In cases of attempts to take the exam for another person, which is a severe disciplinary breach, the teacher has to remove the student from the exam and submit the request for disciplinary procedure against the student (regulated by another Rules and Regulations).

4. The teacher has to inform in writing about such irregularities the head of the department/narrow scientific field immediately after the exam, with elaboration and signatures of other present teachers and associates.
5. The teacher, if he observes irregularities in the sequence of exam taking or administrative irregularities (e.g. forgeries), may request from the dean the cancellation of one or more irregularly passed exams and disciplinary actions against the student.
6. Irregularly passed exam may be cancelled till the end of the studies.

Article 71

1. A student may submit the request to take the exam in front of the commission instead in front of one teacher.
2. The decision about the request is made by the dean.
3. If the dean decides positively, each time in the future the student takes that exam before the commission.
4. A teacher may submit the request to be excused from an exam, and the decision about that is made by the dean.

XVII EXAM DOCUMENTATION

Article 72

1. Faculty of Medicine keeps records on passed exams and stores the relevant documentation for at least 10 years, and the general student registry and exam registry are kept in permanence.
2. After the completion of an exam, the teacher fills in the exam documentation: exam application, exam minutes, exam registry book, index and student report card.

Article 73

1. Passing or failing grade is entered into the exam application form, with the signature of the examiner or exam commission members.
2. Exam application forms are not filled in for students who have not taken the exam.
3. A student who has withdrawn from the exam (after coming for testing or after randomly selected the examiner) failed at the exam and gets grade 5.

Article 74

1. Exam minutes contain the number of points earned at the exam (for passing grades), passing and failing grade and examiner signature.

Article 75

1. After the completion of an exam term, at the latest five days after the last exam term day, exam applications and exam minutes are returned to the Student Affairs Dept., where the exam results are entered into the student records and a statistical overview of exam success is made (pass rate by study programs, years and courses).
2. Inobservance of the term planned for the return of exam applications and minutes from the previous clause constitutes the basis for the initiation of disciplinary procedure against the head of department/narrow scientific field.

Article 76

1. All the departments are obliged to keep the special knowledge assessment book – exam book – for each study program separately, into which the following is entered: student data, exam date, exam type, questions, final grade and name of the examiner.
2. Each examiner is individually responsible for the correctness of data written in this book, and for book keeping department secretaries are commissioned, and heads of department/narrow scientific fields are responsible.

Article 77

1. The examiner or president of the exam commission enter pre-exam obligations and exam parts into student index (booklet), with the appropriate number of points, total number of points based on which final grade is formulated, date and signature.

Article 78

1. The failing grade 5 is not entered into student booklet (index), but it is written into the exam application and exam minutes.

Article 79

1. If a student does not pass the final exam part, he failed the exam, and grade 5 is entered into the exam documentation (except the student booklet – index).

Article 80

1. By passing the exam and by obtaining the final grade a student has earned the number of ECTS credits planned for the course, and he may attend the following course(s) for which the knowledge from the passed exam is required.

XVIII QUALITY ASSURANCE (QA) AND IMPROVEMENT

Article 81

1. The work of the teachers and associates and the activity of the department/narrow scientific field in the domain of student knowledge assessment is under continual supervision and control by the dean, vice-dean for teaching and Quality Assurance (QA) commission, in accordance with the Statute and Rules and Regulations on QA and improvement and these rules and regulations.

Article 82

1. Department/narrow scientific field assemblies continually supervise and analyze exam results as well as exam results at each course, per exam and per each examiner individually, and take measures to improve the actual student knowledge assessment system.

Article 83

1. Students are expected to take an active part in the process with their suggestions via their representatives and student vice-dean in the appropriate commissions and bodies/councils of the Faculty, or in direct communication with their teachers and teaching associates.

Article 84

1. The documents *Exam taking dependency* and *List of courses by categories* (compulsory core and compulsory other courses, elective and optional courses) are the constituent parts of these Rules and Regulations.

Article 85

1. These Rules and Regulations are in force from the day of their adoption by the Academic Council of the Faculty and shall be applied for students admitted to the first study year in the school year 2018/2019.

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UNIVERSITY OF NIŠ
FACULTY OF MEDICINE
ACADEMIC COUNCIL
President

Prof. dr Dobrila Stanković Đorđević