

## **WESTERN SERBIA ACADEMY OF APPLIED STUDIES**



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## **About the Academy**

Western Serbia Academy of Applied Studies is an accredited, public higher education institution, established in 2019, by merging the College of Applied Sciences Užice (hereinafter: Užice Department), situated at Trg Svetog Save 34 and Valjevo Business College of Applied Studies, situated at Vuka Karadžića 3a (hereinafter: Valjevo Department). The seat of the Academy is in the City of Užice.

### **Užice Department (former College of Applied Sciences Užice)**

Užice Department is one of the leading institutions in the field of applied studies in the Republic of Serbia, with about 1,000 students enrolled in accredited study programmes in three fields of science: engineering and technology, social sciences and humanities, and medical and health sciences.

Study programmes offered by this department are designed so as to develop students' ability to apply the acquired knowledge and skills in real-world business settings. Therefore, Užice Department provides higher education not only through course delivery, but also through other forms of professional development, such as one-day or longer seminars and training courses, workshops, round tables and professional lectures on different contemporary topics, such as business communication, tourism destination management, energy efficiency, ecology, urban planning and design, artificial intelligence, etc.

For over 40 years, i.e. since the establishment of the College of Applied Sciences Užice, the study programmes have been harmonised with the development strategy of the Republic of Serbia and Zlatibor District, and modernised so as to respond to technical and technological, social and economic changes, as well as to labour market demands. Numerous partnership agreements have been signed with various entrepreneurs and institutions in order to provide students with hands-on experience.

Moreover, Užice Department is doing everything in its power to fight against the trends detrimental to our society, such as betrayal of expectations, loss of trust and lack of belonging, which affect young people, who are, unfortunately, increasingly leaving not only their hometown, but also their country. One of the ways to motivate and encourage young people is to recognize and appreciate their efforts and work accordingly. There are plenty of occasions and events when our best students receive awards, such as scholarships, grants or study trips.

The staff of Užice Department is composed of 23 professors holding a doctoral degree, 9 lecturers holding a master's degree, and over 15 teaching associates with profound scientific, professional and practical knowledge.

So far, Užice Department, i.e. former College of Applied Sciences Užice, has organised 11 international scientific conferences titled ‘Science and Higher Education in Function of Sustainable Development’, received more than 120 papers per conference and gathered renowned experts and scientists both from the country and abroad. The conference also provides students with an opportunity to present the results of their scientific research and have their papers published.

Since 2009, both staff and students have been actively involved in the implementation of international Tempus and Erasmus projects, resulting in successful cooperation with higher education institutions from Serbia and foreign countries. The grants received have been used to modernise study programmes, provide state-of-the-art equipment and increase the mobility of both staff and students.

Today, the institution occupies an area of around 4000 m<sup>2</sup>, and offers lecture halls, IT classrooms, laboratories, a students’ club and a library, fully equipped to ensure a high-quality learning environment.

### **Valjevo Department (former Valjevo Business School of Applied Studies)**

Valjevo Department, founded in 1979 as Valjevo Business School of Applied Studies, is the only public higher education institution in the Kolubara District in the west of Serbia. It is also one of the six public business colleges of applied studies in the Republic of Serbia. Until 2007, Valjevo Business School of Applied Studies was a higher education institution offering two-year study programmes. In compliance with the Serbian Law on Higher Education which came into force in 2005, it received the national accreditation in 2007, whereby it was transformed into a business college of applied studies, offering three-year study programmes and awarding Bachelor (applied) degrees. The number of students enrolled since its foundation amounts to over 20,000 and there are about 500 students currently studying.

Valjevo Department offers two accredited first cycle study programmes: Business Economics (comprising four modules – Finance, Banking and Insurance; Marketing, Trade and Tourism; Accounting, Auditing and Taxes; and Agricultural Economics and Rural Development) and Business Informatics. As of 2017, it has also offered accredited second cycle study programme in Business Economics and Informatics.

Focusing on the quality of study programmes and employability of its graduates, the Department provides a career-oriented and practice-integrated education enabling its graduates to perform a variety of jobs and tasks in the field of economics and information technology. Its study programmes are harmonised with those of similar European higher education institutions and tailored to the needs of the current and future demands of the labour market combined with a

sound theoretical underpinning and therefore they enable students to acquire a superior level of theoretical knowledge and develop practice-oriented and employability skills and competencies necessary to fulfil the requirements of a dynamic and ever-changing business environment. In order to provide its students with practical experience, numerous cooperation agreements with companies and institutions have been concluded.

Valjevo Department strives to continuously enhance the quality of teaching and upgrade its study programmes. With a view to this, it encourages and supports permanent professional development of its teaching staff. The teaching staff is composed of 10 professors holding doctoral degrees, 6 lecturers and 6 teaching associates holding master's degrees and 2 PhD candidates employed as teaching associates, all of whom are employed on a full-time basis. In addition, it employs 5 professors with doctoral degrees and one lecturer with a master's degree on a part-time basis.

Since 2002, the Department has had fruitful inter-institutional cooperation with Baden-Württemberg Cooperative State University (DHBW) Stuttgart, which has entailed the student and teaching staff exchange, exchange of examples of good practice, preparation of mutual projects and publishing of professional and scientific papers. In addition, the cooperation with the German Agency for International Cooperation (GIZ) resulted in the project "Application Oriented Curricula in Business Colleges of Applied Studies in Serbia", supported by GIZ and the German Federal Ministry of Economic Cooperation and Development and leading to the modernisation of the Department's curricula. Valjevo Department also participated as a partner in one Erasmus+ KA1 project.

With a view to continuously modernising the teaching and learning process, the Department applies modern methods and technologies in teaching and learning. For almost a decade it has been using the Moodle learning platform for e-learning, which complements the traditional teaching by enabling its lecturers to publish and share teaching materials, multimedia content and assignments with students, and facilitates communication between the lecturers and students.

Besides the educational activities, Valjevo Department has its R&D Centre, which provides professional development trainings and courses to other institutions, companies and employed individuals, as well as advisory services and project development. In 2017, the Department fulfilled special conditions and criteria in terms of programmes, teaching staff, space and equipment prescribed by the Law on Adult Education and acquired the status of publicly recognized adult education organizer. It offers approved non-formal adult education programmes in foreign languages, accounting, bookkeeping and digital literacy.

Aiming to fulfil the requirements and expectations of the modern 21<sup>st</sup> century students, Valjevo Department, which occupies an area of about 2,000 m<sup>2</sup>, offers fully equipped lecture halls and classrooms, several computer laboratories with state-of-the-art equipment, a library and a students' club, thus providing its students and staff with an inspiring educational environment.

## **Academic Authorities**

### **Council**

The Council is the management body of the Academy. It shall consist of the following members:

- 10 members (55%) as the Academy representatives: 5 from Užice Department (4 teaching staff members and 1 non-teaching staff member) and 5 from Valjevo Department (4 teaching staff members and 1 non-teaching staff member);
- 6 members (30%) as the representatives of the founder;
- 3 members (15%) as the Academy students' representatives.

The Council members are elected for the term of office of 4 (four) years, except for students, whose term of office shall last for 2 (two) years.

Powers of the Council are as follows:

1. to adopt the Statute on the proposal of the Teaching and Scientific Council of the Academy;
2. to appoint and dismiss the Academy President;
3. to appoint and dismiss the Council President and Deputy Council President;
4. to adopt the financial plan on the proposal of the Teaching and Scientific Council of the Academy;
5. to adopt the report on the activities and the annual financial statement on the proposal of the Teaching and Scientific Council of the Academy;
6. to adopt the investment plan on the proposal of the Teaching and Scientific Council of the Academy;
7. to grant approval for decisions in respect of the Academy property management;
8. to grant approval for the distribution of finances;
9. to decide on the amount of tuition fees on the proposal of the Teaching and Scientific Council of the Academy;
10. to submit a report on the activities to the founder once a year;
11. to appoint the external auditor of the financial activities of the Academy;
12. to adopt the procurement plan of the Academy;
13. to decide on appeals against first instance decisions rendered by the Academy President;
14. to adopt a general legal act on disciplinary responsibilities of students;
15. to adopt the Council's Rules of Procedure;
16. to govern the activities of administrative bodies aimed at fulfilling the orders of educational inspectors, such as acts of warning and imposed or proposed measures, making sure that the deadline for resolving irregularities is met;

17. to perform other duties in accordance with the Law, Statute and other general acts of the Academy.

### **Academy President**

The Academy President is the executive officer of the Academy. Only a full-time professor elected for an indefinite period of time can be appointed the President. The appointment and dismissal of the President are in the power of the Council.

The President's authorities include the following:

1. to represent the Academy and act on its behalf;
2. to bear responsibility for the legality the Academy operation;
3. to organise and govern the work of the Academy;
4. to propose the Academy programme and development plan;
5. to propose the Academy business policy and measures to be taken for its implementation;
6. to propose measures for the improvement of the work of the Academy;
7. to issue orders regarding the implementation of the financial plan of the Academy;
8. to make contracts on behalf of the Academy;
9. to sign diplomas and Diploma Supplements;
10. to chair the meetings held by the Teaching and Scientific Council of the Academy and carry out decisions of the Teaching and Scientific Council of the Academy and those of the Council;
11. to decide on the selection of bidders in the public procurement procedures in compliance with the Public Procurement Law;
12. to adopt and implement the quality assurance policy and strategy;
13. to adopt a general act defining the positions, qualifications and other employment terms, as well as other general acts in compliance with the law;
14. to decide on concluding and terminating employment contracts, on employees' assignments, as well as on the appointment of members of its bodies, committees, working groups, and adopt other general acts as stipulated by the law;
15. to decide on individual rights, obligations and responsibilities of employees;
16. to decide on any issue regarding the employment policy in compliance with the law;
17. to decide on the announcement of competitions for the election of teachers and associates;
18. to decide on the employment of non-teaching staff;
19. to decide on publishing the call for the enrolment;
20. to adopt professional development plans and supervise the process of professional development of teachers, associates and non-teaching staff;
21. to make employment and other contracts;
22. to coordinate the Council's activities;

23. to coordinate the Academy financial transactions, particularly regarding the acquisition and rational disposal of financial funds;
24. to monitor and analyse financial transactions of the Academy and submit proposals to the Academy bodies for reaching sound decisions aimed at ensuring successful business activity;
25. to take part in resolving financial issues relating to the Academy business activity;
26. to take care of the preparation of the financial plan, interim and final financial statements;
27. to decide on student promotion and awards;
28. to submit to the Academy Council the proposal for the report on business operations of the Academy, which is subsequently submitted to the Academy founder;
29. to decide on the distribution of financial resources upon obtaining the consent of the Academy Council;
30. to decide on the use of the Academy property upon obtaining the consent of the Academy Council;
31. to pass work regulations in case of unsuccessful negotiations with the representative trade union in the process of adopting the collective bargaining contract;
32. to ensure that the Academy cooperates with the local government, public service and other public institutions;
33. to perform other tasks in compliance with the law, Statute, and other general acts of the Academy.

### **Teaching and Scientific Council of Academy (Academy Council)**

The Teaching and Scientific Council of the Academy is the highest professional body of the Academy. It shall comprise the following members:

1. Academy President;
2. Deputy Academy President;
3. Academy President's assistants;
4. Heads of Departments;
5. two representatives of each Department Council, who have at least 5 (five) years' work experience at the department and
6. President of the Student Parliament of the Academy, who takes part in the work of the Teaching and Scientific Council of the Academy when invited.

The Teaching and Scientific Council of the Academy shall make legal decisions provided that more than half of its members are present at the meeting. The President of the Academy also acts as the President of the Teaching and Scientific Council of the Academy. The meetings of the Teaching and Scientific Council of the Academy can be held in a regular manner and online.

The Teaching and Scientific Council of the Academy shall:

1. propose the Statute of the Academy;
2. give consent to the proposed candidate for the position of the Academy President;
3. adopt the Code of Professional Ethics;
4. propose the public procurement plan, as well as its amendments and annexes;
5. reach decisions on establishing new and abolishing existing boards on the proposal of Department Councils;
6. propose the report on the Academy business activity and the annual financial statement;
7. propose the amount of tuition and other fees payable by students;
8. adopt study programme proposals and render decisions on the initiation of accreditation procedures;
9. give consent to the announcements for the employment and election of teachers and associates, once the proposal is agreed upon by the Department and Division Councils;
10. decide on the election of teachers and associates for different positions on the proposal of the Department Council in compliance with the general act of the Academy and recommendations of the National Council for Higher Education, and reach decisions on candidates' appeals against the decision;
11. reach decisions on giving consent to the Academy-tenured teachers and associates to work with other HEIs, based on the proposal previously agreed upon by the departments and divisions;
12. set standards and quality monitoring, assurance, improvement, development and control measures regarding its study programmes, instruction and working conditions, and implement the policy of continuous improvement of teaching quality, research and artistic activities;
13. define the study programme curricula, on the proposal of the Department Councils;
14. define narrower fields of science, artistic activities and professional development on the proposal of the Department Councils;
15. give consent and proposals to the Council regarding the establishment of new and abolishing of existing centres;
16. adopt special professional development and lifelong learning programmes on the proposal of the Department Councils;
17. grant approval for the development, research and artistic activity programmes;
18. decide on the number of students to enrol in the first year in compliance with the law, work permit and Statute;
19. discuss the annual report on the implementation of study programmes;
20. decide on the recognition of documents and ECTS credits awarded in other study programmes in compliance with the law and Statute;
21. discuss the reports submitted by the Academy President and other professional bodies of the Academy;
22. define measures to stimulate the development of exceptionally successful and talented students;

23. discuss and prepare proposals for decisions on the teaching process organisation and implementation, which are under the supervision of the Council;
24. discuss the proposals submitted by the Student Parliament and reach decisions about them;
25. define specific terms and manners of distance learning implementation;
26. perform other tasks in compliance with the law, Statute, and other general acts of the Academy.

### **Teaching and Scientific Council of Department (Department Council)**

The Department Council shall comprise teachers, assistants holding a doctoral degree and full-time assistants employed with the department. The Head of the Department acts as the President of the Department Council.

The Department Council shall:

2. elect its representatives to the Council;
3. elect its representatives to the Teaching and Scientific Council of the Academy;
4. put forward proposals to the Teaching and Scientific Council of the Academy for the study programmes and decisions on the initiation of accreditation procedures;
5. put forward proposals to the Teaching and Scientific Council of the Academy for amendments to the structure and content of study programmes and courses, teaching methods, and other issues of importance to teaching and programmes;
6. propose the syllabi of courses on offer within a study programme of the Department;
7. put forward proposals to the Teaching and Scientific Council of the Academy for the number of students to enrol in the first year in compliance with the law, work permit and Statute;
8. propose members of committees in charge of the preparation of reports on the election of teachers for different positions, and employment of teachers and associates with the Academy;
9. put forward proposals to the Teaching and Scientific Council of the Academy for the stimulation of the development of exceptionally successful and talented students;
10. put forward proposals to the Teaching and Scientific Council of the Academy for the criteria and terms of ECTS credit transfer;
11. put forward proposals to the Teaching and Scientific Council of the Academy for the specific professional development and lifelong learning programmes;
12. adopt teacher and associate schedules (teaching assignments) for the coming academic year;
13. grant approvals to the Department Councils' initiatives to launch teacher election and employment procedures;
14. propose specific scientific, professional and artistic fields to which teachers are elected;

15. launch the initiative to announce teaching vacancies;
16. initiate self-assessment procedures in specific fields;
17. take an active part in the self-assessment and quality assessment of studies, teaching and working conditions, and proposes quality improvement measures;
18. monitor the implementation of quality improvement measures adopted by the Teaching and Scientific Council of the Academy;
19. adopt its own Rules of Procedure;
20. perform other tasks in compliance with the Statute and other general acts.

Its meetings shall be held in a regular manner and online. Decisions are made by a majority of votes of the present members, provided that more than half of the total number of members are present.

### **Professional Board of Academy**

The Professional Board of the Academy is summoned by the Academy President for the purpose of consultations on and coordination of the Academy operations. Its members shall comprise: Academy President, Deputy Academy President, Academy President's assistants, Heads of Departments, Manager, Secretary, Head of Quality Assurance Committee, and when necessary, other employees, as decided by the Academy President.

The Academy President chairs the Board meetings in compliance with the Board's Rules of Procedure.

The Board can prepare drafts of other acts following the Academy President's order.

### **Division Councils**

The Division Council is composed of the Academy teachers and associates teaching courses that belong to the same or related narrower fields of science. The minimum number of members is 5 (five), except in specific cases, about which the decision shall be reached by the Academy Council.

The Academy shall have the following divisions:

1. Information Technology Division;
2. Mechanical Engineering Division;
3. Civil Engineering and Architecture Division;
4. Technological Engineering Division;
5. Management and Business Division;
6. Economic Sciences Division;

7. General Education Courses Division;
8. Medical Sciences Division.

A decision on establishing and abolishing divisions is rendered by the Council on the proposal of the Academy Council. A full-time teacher shall be appointed the Head of the Division.

The Division Councils shall:

1. discuss any issues relating to the teaching process in the scientific fields and disciplines under its supervision;
2. analyse whether study programmes in the scientific fields and disciplines under its supervision are implemented by a sufficient number of teachers and associates;
3. put forward proposals to the Teaching and Scientific Council of the Academy for the announcement of teaching vacancies, as well as propose the members of the committee responsible for writing a report about the applicants for the posts of teachers and associates;
4. define and propose the adoption of teachers and associates' assignment plans;
5. propose the engagement of teachers and associates tenured by other HEIs to deliver courses for which the Academy lacks competent staff;
6. grant approvals for the placement of the Academy staff in other HEIs;
7. propose hiring non-tenured associates from the industrial sector to organise practical instruction that cannot be held by the Academy's staff;
8. monitor all teaching activities and internships within the framework of study programmes under its supervision;
9. adopt the list of final thesis topics per course, and grant approval for the thesis preparation;
10. discuss and adopt the specialist and master thesis topics and grant approval for the thesis preparation;
11. take part in designing curricula for the study programmes offered by one or both departments;
12. harmonise the defined needs, interests and resources necessary for the implementation of joint study programmes offered by the Academy departments;
13. perform other activities relating to the scientific fields under its supervision;
14. perform other tasks and duties in compliance with the Statute, and decisions reached by the Teaching and Scientific Council of the Academy.

The meetings of the Division Councils are summoned by the Head, when necessary, but at least once a month. The meetings shall be also summoned at the request of the Teaching and Scientific Council of the Academy, Academy President or Deputy Academy President.

The Head of the Division Council chairs the meetings. In the process of preparing the materials for the meetings and taking minutes, the Head is assisted by the Secretary of the Division Council, a member of the Division appointed by the Head.

The meetings shall be held in a regular manner and online. Decisions are made by a majority of votes of the present members, provided that more than half of the total number of members are present.

### **Quality Assurance Committee**

The Quality Assurance Committee shall comprise the following members:

- Academy President, Deputy Academy President and Academy President's assistants;
- Heads of Department Councils;
- students' representatives.

Students' representatives are appointed by the Student Parliament.

The Chair of the Quality Assurance Committee is appointed by the Academy President for the term of office of 3 (three) years.

The Quality Assurance Committee shall be responsible for:

1. the promotion of the Academy quality management policy;
2. the establishment, maintenance and development of the quality management system;
3. the contribution to building strong relationships between different organisational levels; and between different positions within the same level of the hierarchy;
4. ensuring the participation of all members of the organisation in quality assurance activities;
5. discussing and defining draft proposals for strategic quality management documents;
6. defining the quality assurance and improvement policy and objectives;
7. setting standards and measures of quality management monitoring, assurance, improvement and development;
8. initiating, proposing, monitoring and evaluating measures and activities relating to the quality assurance management;
9. putting forward proposals to the Teaching and Scientific Council of the Academy for raising the quality level of education provided by the Academy;
10. putting forward proposals to the management for the improvement of the quality of the Academy operations;
11. discussing and adopting quality management document draft proposals;
12. monitoring the implementation of the quality assurance strategy, standards and procedures and proposing the measures to overcome the detected weaknesses in order to ensure continuous quality improvement;
13. proposing extraordinary self-assessment procedures in certain fields when necessary;
14. proposing and organising external quality assessment when necessary;
15. providing professional assistance in the process of preparing accreditation documents;

16. passing general quality management acts;
17. adopting its own Rules of Procedure.

The Committee meetings are summoned and chaired by the Chair of the Quality Assurance Committee. The ballot is public and decisions are made by a majority of votes of the present members, provided that more than half of the total number of the Quality Assurance Committee members are present at the meeting.

### **Ethics Committee**

The Academy shall establish the Ethics Committee, as a professional and consulting body. It shall comprise 5 (five) members: 4 (four) representatives of the Academy, 2 per department, and 1 (one) member of non-teaching services staff.

The members of the Ethics Committee are nominated by the Teaching and Scientific Council of the Academy on the proposal of the Academy President, for the term of office of 3 (three) academic years. The President of the Ethics Committee shall be elected among its members by public ballot.

The Ethics Committee shall:

1. discuss ethical issues relating to the scientific-research work, teaching and learning process;
2. analyse whether the Academy teachers, associates and students comply with principles of ethics in their work;
3. have a right to make remarks on the qualifications and competences of teachers or students, and analyse potential risks that might occur in the course of professional and scientific activity;
4. make sure that human rights, and the right to human dignity in particular, are respected in the process of scientific and professional research;
5. ensure that the research conducted by students and their mentors during the preparation of final, specialist and master's theses complies with principles of ethics;
6. when necessary, hire experts in specific fields;
7. perform other tasks relating to ethical issues.

### **Student Parliament**

The work of the Student Parliament is financed in compliance with the financial plan of the Academy. The Student Parliament shall:

1. elect and dismiss the Student Parliament President and Vice President,
2. elect and dismiss students' representatives in the Academy bodies;
3. elects students' representatives who shall take part in the work of the Academy bodies when the following issues are discussed: teaching quality assurance and evaluation, study programme reforms, learning efficiency analysis and assessment, ECTS credit allocation, protection of students' rights;
4. take part in the Academy self-assessment process;
5. initiate amendments to the Academy' general acts, governed by students' interests;
6. adopt the plan and programme of the Student Parliament;
7. coordinate extra-curricular activities;
8. ensure the cooperation between students;
9. govern the finances and resources allocated to it;
10. adopt the Rules of Procedure, and other general acts in compliance with the Statute;
11. perform other tasks and duties in compliance with the Statute and other general acts of the Academy.

### **Council of Employers**

In compliance with the Law on Higher Education, the Academy shall establish the Council of Employers.

### **Academic Calendar**

The academic year begins on 1<sup>st</sup> October and ends on 30<sup>th</sup> September. An academic year comprises a winter and a summer term, each 15 weeks' long. Some of the courses are one-semester courses.

Public holidays include:

- 11<sup>th</sup> November: the Armistice Day
- 1<sup>st</sup>-8<sup>th</sup> January: New Year's and Christmas Holiday
- 15<sup>th</sup>-16<sup>th</sup> February: Statehood Day
- April (varying date): Easter Holiday
- 1<sup>st</sup>-2<sup>nd</sup> May: International Workers' Day

The Academy organizes 6 (six) examination terms: January, February, June, July, August and September term. Under exceptional circumstances, the President may grant approval for the organisation of an additional examination term.

## Studies

Western Serbia Academy of Applied Studies offers accredited undergraduate and master's degree study programmes in three fields of science: engineering and technology, social sciences and humanities, and medical and health sciences. All courses are taught in the Serbian language.

Western Serbia Academy of Applied Studies (hereinafter: the Academy) is issued the permit to implement the following study programmes:

### 1. Užice Department:

Undergraduate degree applied studies:

- Tourism
- Interior Architecture
- Mechanical Engineering
- Healthcare
- Management and Entrepreneurship
- Civil Engineering – general stream
- Technological Engineering - with two modules: Environmental Engineering and Food Engineering
- Information Technology
- Accounting and Audit

Master's degree applied studies:

- Occupational Safety and Health

### 2. Valjevo Department:

Undergraduate degree applied studies:

- Business Informatics – distance learning
- Business Economics – with two modules: Finances, Banking and Insurance, and Marketing and Trade – distance learning
- Business Informatics
- Business Economics – with four modules: Finances, Banking and Insurance, Accounting, Audit and Taxes, Marketing, Trade and Tourism, Agro-Economics and Rural Development

Master's degree applied studies:

- Business Economics and Informatics

## **Admission Requirements**

The Academy shall enrol students in applied higher education studies on the basis of equality and following the publicly announced call for enrolment in compliance with the law, Statute and other general acts.

In exercising their right to education, students shall be granted equal opportunities, without any discrimination on the basis of gender, race, marital status, skin color, language, religion, political beliefs, national, social or ethnic origin, disability, etc.

A person who has completed the appropriate secondary education has the right to apply for the enrolment in undergraduate applied studies at the Academy. They must pass the entrance exam and their ranking in the final list must be within the approved number of students.

A person who has completed first degree studies, earning at least 180 ECTS credits, can enrol in the first year of master's applied studies, as well as those who have completed undergraduate four-year studies under the laws that were valid before the Law on Higher Education came into force.

During the enrolment process and while performing student obligations and other activities, persons with permanent or temporary disabilities shall have all the rights as stipulated by the law with respect to their special needs, and the Academy is obliged to adjust the teaching process to their abilities and needs.

A foreign citizen can enrol in a study programme under the same conditions as national citizens.

A foreign citizen pays economic tuition fees, unless otherwise stipulated by an interstate agreement.

## **Admission Procedure**

No later than four months before the beginning of an academic year, the Academy shall announce a joint call for the enrolment in study programmes offered by all its departments and higher education units outside its seat.

The call contains: the number of students approved for each study programme, enrolment terms, ranking criteria, the procedure for conducting the call, the manner and deadlines for filing an appeal against the established ranking, as well as the amount of tuition fees payable by students whose studies are not financed from the budget.

The Teaching and Scientific Council of the Academy determines the number of students to enrol in a study programme, i.e. in the first year of a study programme, which must not exceed the number specified in the work permit.

A decision on the number of students financed from the budget to enrol in the first year of a study programme is rendered by the Government of the Republic of Serbia in its capacity as the founder of the Academy, upon obtaining the opinion of the Academy and the National Council for Higher Education.

The candidates for the enrolment in undergraduate studies take the entrance exam in the subjects specified in the general acts of the Academy, and their ranking is determined on the basis of the overall attainment in secondary education (maximum 40 points) and the results obtained in the entrance exam (maximum 60 points)..

Based on the call criteria, the Academy compiles a list of eligible candidates for each accredited study programme.

The candidate whose ranking falls within the number of students specified in the call pursuant to the work permit, shall have the right to enrol in undergraduate study programmes.

### **Enrolment in Master's Applied Studies**

A person who has completed first degree studies awarding at least 180 ECTS credits can enrol in the first year of master's applied studies, as well as a person who has completed undergraduate four-year studies under the laws that were valid before the Law on Higher Education came into force.

The ranking of candidates for enrolment in the first year of master's applied studies is determined on the basis of the general average grade obtained during undergraduate studies and the duration of previous studies.