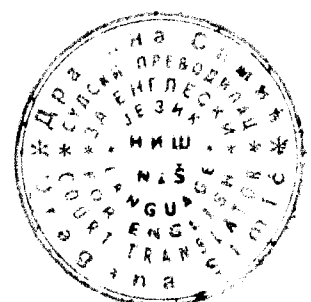


CERTIFIED TRANSLATION FROM SERBIAN INTO ENGLISH LANGUAGE
Dragana Simić, Court translator for English language,
Serbia, 18000 Niš, Trg kralja Aleksandra 5/15, Phone: +381-64-26-59-064; E-mail: gaganaissus@gmail.com

THE ACADEMY OF APPLIED TECHNICAL AND PRESCHOOL STUDIES

**STATUTE OF
THE ACADEMY OF APPLIED TECHNICAL
AND PRESCHOOL STUDIES**

NIŠ, 2019



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Pursuant to Article 56 and Article 63, paragraph 1, item 1 of the Law on Higher Education (Official Gazette of RS, No. 88/2017, 27/2018 and 73/2018) and the decision of the Government of the Republic of Serbia on the establishment of The Academy of Applied Technical and Preschool Studies ("RS Official Gazette" No. 38/2019) hereinafter referred to as "the Academy", the Interim Council of the Academy, on the proposal of the Commission for the drafting of the Statute formed by the Interim Council of the Academy by Decision No. 2-04 / 2019 of 18.06.2019. at the session of the Interim Council held on 12th July 2019, adopted the following

STATUTE OF

The Academy of Applied Technical and Preschool Studies

I - GENERAL PROVISIONS

Article 1

This Statute shall regulate: legal status, activity, internal organization and mode of operation, management and governing, financing, study regime and study programs of bachelor applied, specialist applied and master applied studies, research and development activity, organization of studies, student rights, obligations and responsibilities, conditions, manner and procedure of selection of teachers and associates and other issues of importance for the work of The Academy of Applied Technical and Preschool Studies (hereinafter: the Academy).

Article 2

The Academy of Applied Technical and Preschool Studies was established by Decision of the Government of the Republic of Serbia 05 No: 022-5271 / 2019 of May 30, 2019 ("Official Gazette of the RS" No. 38/2019) by the status change of the merger of the College of Applied Technical Studies, Niš, 20 Aleksandra Medvedeva street, Colleges of Applied Professional Studies, Vranje, 30 Filipa Filipovića street, and Colleges of Applied Preschool Studies, Pirot, 29 Ćirila i Metodija street.

The Academy shall be registered and entered in the Register of the Commercial Court in Niš.

Article 3

The Academy acts as a legal entity, as an independent higher education institution, in accordance with the Law and this Statute.

The Academy shall independently engage in legal transactions and be responsible for its obligations by all means at its disposal in accordance with positive legal regulations.

Public service regulations shall apply to the work of the Academy.

Article 4

The Academy is an independent higher education institution, which provides bachelor applied, specialist applied and master applied studies within two or more fields referred to in Art. 37 of the Law on Higher Education, in accordance with the work license.

The Academy shall consist of three sections:

- Section Niš, 20 Aleksandra Medvedeva street
- Section Vranje, 20 Filipa Filipovića street
- Section Pirot, 29 Ćirila I Metodija street.



Article 5

The founder of the Academy is the Republic of Serbia.

The Academy shall operate on the basis of a work license issued by the Ministry responsible for higher education.

Article 6

The Academy shall operate under the name: The Academy of Applied Technical and Preschool Studies

The abbreviated name of the Academy is: ATVSS

The name of the Academy in English is: The Academy of Applied Technical and Preschool Studies

The abbreviate name of the Academy in English is: AATPS

Article 7

The headquarters of the Academy is in Niš, 29 Milojka Lešjanina street.

The Academy performs higher education activities at the headquarters of the Academy and in the Sections.

The Academy may perform the distant study program and carry out its activities outside the headquarters in accordance with the license.

Article 8

In accordance with the work license, the Academy realizes accredited higher education programs of the first and second degree of vocational applied studies, short study programs and conduct lifelong education courses and other forms of studies for acquiring knowledge, vocational education and training.

Article 9

The Academy has educational, teaching and professional autonomy in accordance with the Law and this Statute.

The premises of the Academies are inviolable and cannot be formally entered by members of the internal affairs authorities without the permission of the President of the Academy, except in the case of endangering general security, life, physical integrity, health or property.

Article 10

Students have the right and obligation to be informed about the realization, organization and manner of teaching and the rules of study at the Academy.

The Academy is obliged to provide students with timely and appropriate information regarding the teaching and the rules of study.

Article 11

The President of the Academy shall represent and have the authority to act on behalf of the Academy.

The President of the Academy signs the acts of the Academy, in accordance with the Law and this Statute.

The President of the Academy may, by a special decision or power of attorney, delegate certain powers of representation to another person.

The President of the Academy may authorize another person to sign financial and other documentation on behalf of the Academy and to perform certain tasks within his competence.

The authorization shall determine the content, scope and duration of the authorization.



Article 12

The Academy has 4 round shaped stamps, 32 mm in diameter, with the following text inscribed in a circle: Academy of Applied Technical and Preschool Studies. In the middle of which there is the the coat of arms of the Republic of Serbia

The contents of the seal shall be in Serbian language and in Cyrillic script.

The Sections of the Academy have their own seals.

The number of seals and stamps, the manner of use, storage and destruction shall be regulated by a separate Act issued by the President of the Academy.

Article 13

The Academy has a round, 35 mm in diameter embossed seal, in the middle of which there shall be the coat of arms of the Republic of Serbia, and in a circular text, in two rows, the Republic of Serbia, the Academy of Applied Technical and Preschool Studies.

The embossed seal is used for certification of diplomas issued by the Academy.

Article 14

The Academy has a rectangular seal, measuring 60 x 20 mm, with the following text:

REPUBLIC OF SERBIA

Academy of Applied Technical and Preschool Studies

Niš - Milojka Lešjanina 39

No. _____
_____ 20 ____ year

Sections within the Academy may have their seal.

Article 15

The Academy has its logo and flag, and the decision on appearance, dimensions shall be determined by the Council of the Academy at the proposal of the President of the Academy.

Article 16

Academy Day shall be June 18th.

Article 17

The Academy shall operate state-owned funds, funds provided by the founder and own funds.

The real estate and other means provided by the founder may be used only for the performance of the activities of the Academies and may not be alienated without the consent of the founder.

In the legal transactions with third parties Academy acts on its own behalf and on its own account when operating the funds provided by the founder.

In the legal transactions with third parties Academy acts on its own behalf and on its own account when operating its own funds.

The Academy shall also have its own resources and funds that it acquires in accordance with the Law and this Statute.

The funds generated by the Academy, except for the funds provided by the founder, constitute the Academy's own income (tuition, provision of services to third parties, gifts, donations, sponsorship and other sources of income in accordance with the Law).

The Academy has at its disposal the funds from the previous paragraph of this Article in accordance with the Law and the general act of the Academy.



Article 18

In addition to the existing Sections, the Academy may establish units outside its headquarters, without the capacity of a legal entity, in accordance with the law.

Article 19

The Academy may change its name, headquarters and make status amends in accordance with the Law.

The decision on the Status changes from the previous paragraph shall be made by the Government of the Republic of Serbia.

In the decision making process referred to in paragraph 2 of this Article, the opinion of the managing bodies and the opinion of the National Council for Higher Education shall be obtained.

In case of a status change referred to in paragraph 1 of this Article, the procedure for issuing a new work license shall be carried out.

Article 20

The principles of the Academy are:

- 1) academic freedom;
- 2) autonomy;
- 3) academic integrity;
- 4) unity of teaching, scientific research and innovation, as well as professional work;
- 5) openness to the public and citizens;
- 6) respect for the humanistic and democratic values of national and European traditions and the values of cultural heritage;
- 7) respect for human rights and civil liberties, including the prohibition of all forms of discrimination;
- 8) harmonization with the European higher education system and improvement of academic mobility of teaching and non-teaching staff and students;
- 9) student participation in management and decision-making, especially with regard to issues of relevance to the quality of teaching;
- 10) equality of higher education institutions regardless of the form of ownership or who the founder is;
- 11) affirmation of competition of educational and research services in order to increase the quality and efficiency of the higher education system;
- 12) ensuring the quality and efficiency of study;
- 13) connection with pre-university education;
- 14) protection of intellectual property in knowledge transfer processes.

Article 21

The Academy encourages, establishes and develops cooperation with educational and scientific institutions and organizations in the country and abroad in order to exchange experiences, improves the quality of work and organize joint activities in the field of education, scientific and professional research, scientific and professional development of teachers and associates and student mobility.

For the purpose of performing the tasks referred to in paragraph 1 of this Article, the Academy shall establish direct contacts with foreign educational institutions and organizations, conclude protocols or cooperation agreements, exchange teachers, associates, administration and students, organize international meetings and participate in such meetings in the country and abroad.



Article 22

The Statute of the Academy, the founding act and the general acts of the Academy shall determine the powers and the manner of management that ensure the unique and harmonized activity of the higher education institution.

The Academy integrates the functions of all units within it by implementing a unique policy aimed at continuously improving the quality of teaching, encouraging research, innovation and supporting students in academic and career development.

In order to achieve these goals, applied studies academy has competences in the following areas:

- 1) strategic planning;
- 2) adoption of study programs;
- 3) quality assurance and control;
- 4) enrollment policy;
- 5) election to the title of a teacher;
- 6) issuing diplomas and diploma supplement;
- 7) international cooperation and mobility of interest to the Academy as a whole, in accordance with the Statute of the Academy;
- 8) investment planning;
- 9) defining codes of professional ethics and rules of conduct in the institution;
- 10) managing intellectual property in knowledge transfer processes;
- 11) planning the policy of hiring and employing teachers and associates;
- 12) formation and development of a unique information system;
- 13) lifelong learning;
- 14) career guidance, counseling and student support.
- 15) publishing professional journals and publications.

Sections and units within the Academy has the right to make proposals in relation to the above issues, in the manner regulated by the Statute of the Academy.

II - ACADEMY ACTIVITY

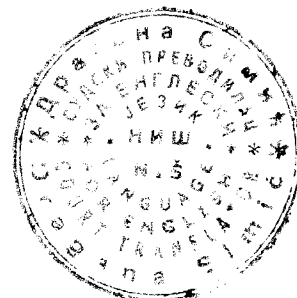
Article 23

Political, party and religious organization and activities are not be allowed at the Academy, and all teachers, associates, students and other participants in the higher education process are required to act politically neutral within the Academy, which is the responsibility of the president, who are authorized to take measures that are necessary to prevent a violation of this prohibition or duty.

Article 24

The Academy performs its activity according to the following classification, in accordance with the Law:

- 8542 Higher education
- 8559 Other education
- 5811 Book publishing
- 5814 Publishing of journals and periodicals
- 5819 Other publishing
- 1814 Book binding and related services
- 1820 Duplication of Recorded Records
- 4761 Retail sale of books in specialized stores
- 4719 Other retail sale in non-specialized stores



5829 Release of other software
6201 Computer programming
6202 Information technology consultancies
6209 Other information technology services
6311 Data processing, hosting, etc.
7022 Business and other management consultancy activities
7220 Research and development on social sciences and humanities
7312 Media Presentation
7320 Market research and opinion polling
8510 Preschool education
8541 Post-secondary education which is not higher education
8560 Auxiliary education activities
9101 Library and archive activities
7490 Other professional, scientific and technical activities
7219 Research and development in other natural and technical sciences
7211 Research and experimental development on biotechnology
7120 Technical testing and analysis
7112 Engineering activities and related technical consultancy
7119 Research and development in other natural sciences.

EDUCATIONAL ACTIVITY

Completion of first and second degree study programs

Article 25

The study program means a set of mandatory and elective study areas, meaning courses with the outlines of the curriculum, the mastery of which provides the necessary knowledge and skills for obtaining a diploma of the appropriate level and type of studies.

In accordance with the accreditation and work license, the Academy implements vocational applied study programs, which enable students to apply the knowledge and skills necessary for involvement in the work process, namely:

- first degree studies - bachelor applied studies;
- first degree studies - specialist applied studies;
- second degree studies - master applied studies.

The Academy, in accordance with the law, can implement short study programs of 30 to 60 ECTS credits and issue a certificate of completion of the short study program and acquired competencies. The short program of study, the learning outcome, the manner of achieving the short program and the appearance of the certificate of completion of the short program of study are regulated by a general act of the Academy.

Article 26

The bachelor applied study programs are performed in accordance with the European Credit Transfer System, in a duration of 3 (three) academic years - 6 (six) semesters, granting 180 ECTS credits.

Study programs for specialist vocational studies shall be realized over a period of 1 (one) academic year - 2 (two) semesters, granting 60 ECTS credits.

Master's degree programs are performed in duration of over 2 (two) academic years - 4 (four) semesters, granting 120 ECTS credits.



Article 27

A student gains the right to a public diploma certificate issued if he has passed all the exams and fulfilled all the obligations stipulated by the curriculum of bachelor applied studies, specialist applied studies or master applied studies, with an indication of the acquired professional title and vocation of the first or second degree of vocational studies in the relevant field .

The list of titles in the relevant fields and abbreviations of professional, academic and scientific titles are determined by the National Council, upon the proposal of the Conference of the Academies of Vocational Studies and Higher Education in accordance with the provisions of the Law on Higher Education.

Article 28

A student who passes all the exams and fulfills all the obligations stipulated in the curriculum of basic vocational studies, acquires a professional title indicating the title of the first degree of bachelor applied studies in the relevant field, and in international communication and in English diploma the title obtained is bachelor (appl.).

Upon graduation, that is, graduation from the study programs of the bachelor applied studies of the Academy, the following titles are awarded:

1. Section Niš: bachelor applied of industrial engineering, bachelor applied of road traffic engineering, bachelor applied of electrical engineering and informational technologies, bachelor applied of civil engineering, bachelor applied of environmental protection engineering;
2. Section Vranje: bachelor applied of environmental protection, bachelor applied of economy, bachelor applied of technological engineering, bachelor applied of furniture and wood product technology engineering, bachelor applied of road traffic engineering, bachelor applied of mechanical engineering, bachelor applied of management;
3. Section Pirot: bachelor applied of preschool education

A student who has passed all the exams and fulfilled all the obligations stipulated in the curriculum of specialist applied studies obtains a professional title indicating the title of the first degree of specialist applied studies in the relevant field.

Upon completion of the specialist vocational studies of the Academy, the following titles are awarded:

1. Section Vranje: Specialist applied in traffic engineering; Specialist applied in management engineering
2. Section 2 Pirot: Specialist Applied of Preschool Education

A student who has passed all the exams and fulfilled all the obligations stipulated in the Master program of applied studies, obtains the professional title of a Master applied with the title of the second degree of master applied studies in the relevant field, and in international communication and in English diploma the title obtained is master (appl.).

Upon completion of the Master applied studies of the Academy, the following titles are awarded:

1. Section Niš: Master Applied of Environmental Protection Engineering, Master Applied of Electrical Engineering and Informational technologies;
2. Section Vranje: Master Applied of Technology Engineering, Master Applied of Economics;
3. Section Pirot: Master Applied of Preschool Education.

Article 29

The study programs are adopted by the Academic Council of the Academy, on the proposal of the Academic Council of the Sections, in accordance with the Law and the Statute.



The Academic Council of the Academy cannot, without the consent of the Academic Council of the Sections make a decision to terminate the study program.

In the event of termination of the study program, the Academy is obliged to enable the enrolled students to complete their studies according to the started study program and the rules of study in accordance with this law.

The Academy submits to the Ministry the decision on the termination of the study program, for the purpose of introducing changes in the register of accredited higher education institutions and in the register of accredited study programs, within 30 days from the day of making the decision.

The Academy's study programs shall be implemented after accreditation has been obtained by the competent authority.

Study programs shall be published on the Academy's website and in special publications.

Changes and additions to study programs are made according to the procedure for their adoption.

Article 30

The Academy organizes and performs studies in the Serbian language.

The Academy may organize and perform studies, or parts of studies, in foreign languages, if such a program is approved or accredited.

If the study program is not accredited for teaching in a foreign language, the Academy may carry out the study program in a foreign language, not exceeding 20% of the total volume of the study program and arrange to take exams in a foreign language not exceeding 20% of the total number of exams. The decision on conducting part of the study program in a foreign language and passing the exams referred to in the previous paragraph shall be made by the Academic Council of the Section.

For students with disabilities, the Academy can organize and conduct studies, i.e. individual parts of studies in gestural language. Students with disabilities shall be allowed to record lectures and other forms of teaching in the appropriate technique (audio, video, etc.) in order to successfully master the subject matter within the study program and take the exam.

Realization of the study program at a distance

Article 31

The Academy may pursue a distance study program under the conditions and in the manner set out in a special general act, accreditation standards and if by a work license it is approved to conduct distance studies and a maximum number of students that can take distant studying is defined.

The more detailed conditions and the way of organizing distance studies shall be regulated by a General act of the Academy.

Realization of the concept of lifelong learning

Article 32

Within its activity, the Academy implements lifelong education programs, outside the scope of study programs for which it has been licensed.

The Academy implements adult education programs, that is, education of the population outside the regular school and university education system.

The contents of the lifelong education program and the conditions for the manner and procedure of realization shall be regulated by a special general act of the Academic Council of the Academy.

The aforementioned education shall not be defined by the level of education, and the Academy issues a corresponding certificate to the person who has mastered the specified education program.

A person enrolled in the program referred to in paragraph 1., or 2. of this Article does not have student status within the meaning of the Law on Higher Education.



Establishing a partner institution as a legal entity

Article 33

In accordance with the provisions of the Law on Higher Education, the Academy may establish partner institutions in the capacity of a legal entity outside its headquarters, in partnership with one, two or more legal and natural persons, in accordance with the law.

They may be founded in cities in the territory of the State of Serbia in certain regions, as well as outside the borders of the state of Serbia.

Article 34

The Academy shall enter into partnership with its study programs and staffing base, as its main contribution. Other partners as founders are investing: adequate teaching space, facilities to equip the space, necessary equipment and more.

III - ACADEMY ORGANIZATION

Article 35

General acts issued by the President of the Academy in accordance with the Law and the Statute shall regulate the internal organization and management of the Academy.

Article 36

The basic organizational structure of the Academy consists of the following organizational units:

1) Higher education units without the status of a legal person:

- Section Niš,
- Section Vranje,
- Section Pirot,

2) Organizational units without the status of a legal person:

- Centre for Research, Development and Career Guidance,
- Centre for Quality Improvement and Publishing,
- Centre for International Cooperation,
- Secretariat.

The organization and operation of organizational units is governed by a general act issued by the President of the Academy.

In accordance with the needs of even regional development, the Academy may establish other organizational units outside the headquarters of the Academy.

Teaching unit

Article 37

Within the teaching units- Sections of the Academy, the educational activity of the Academy (theoretical and practical teaching, professional practice and practical work of students, international and distance studies) is realized. The teaching unit consists of: teachers and associates. The Section teaching unit is managed by the Head of the Section.



The President of the Academy shall appoint the Heads of the Sections from among professors of the applied studies in order to organize and manage the work of the section. Departments, computer and other laboratories and other working bodies necessary for the effective teaching process can be established within the Section.

Center for Research, Development and Career Guidance

Article 38

The Research and Development activity of the Academy shall be realized within the Centre for Research, Development and Career Guidance, as an organizational unit without legal personality.

Centre for Research Development and Career Guidance:

1. supports the work and coordinates the activities of the Academy in the field of lifelong learning, career development and alumni center;
2. connects the academic and business community,
3. Increases employment opportunities for graduates,
4. cooperates with the public, private and non-governmental sectors at home and abroad in order to ensure better competitiveness in the labor market,
5. develops methodologies and instruments for enhancing knowledge transfer to the social community,
6. develops measures to improve higher education in accordance with the current requirements of the labor market and the community at large,
7. participates in the establishment of an institutionalized lifelong learning system,
8. develops, defines and implements training, courses and modules in the field of lifelong learning and issue certificates or certificates on completed training of trainees;
9. supports the development of small and medium-sized enterprises by providing a specific training program for entrepreneurs;
10. organizes seminars and conferences dedicated to promoting the activities of the Centre and attracting new students;
11. prepares and organizes workshops, courses and training for students and staff at the Academy;
12. coordinates and cooperates with foreign higher education institutions in the framework of international projects in the field of lifelong learning;
13. organizes trainings for acquiring key competences in the lifelong learning system: communication in the mother tongue and foreign language, competences in mathematics, science, technology, information and communication technologies and social interaction, developing initiative and entrepreneurial spirit;
14. develops cultural content;
15. promotes lifelong learning and the creation of an environment for achieving the principles of lifelong adult learning;
16. develops new forms of learning based on the implementation of information communication platforms and similar work environments
17. establishes a network with local partner institutions, such as: the city, the Employers' Union, the National Employment Service and others;



The Centre for Research Development and Career Guidance has five members and consists of: a head appointed by the president of the Academy, one representative of the Section appointed by the Academic Council at the proposal of the Section Council and the president of the Council of Employers.

The Quality Improvement Centre

Article 39

The Quality Improvement Centre is an organizational unit of the Academy without legal personality, which within its activities shall define the strategy and policy of monitoring, ensuring, improving and developing the quality and perform administrative and organizational tasks related to self-evaluation, accreditation and raising the quality of study programs, teaching and the work conditions of the Academy and higher education units.

The Quality Improvement Centre shall:

- develop a unique system of quality assurance and improvement at the Academy;
- encourage, coordinate and organize quality management and improvement in all areas of the Academy's work and activities;
- define standards, criteria and quality indicators;
- develop evaluation and self-evaluation procedures and research on the quality of education, research and professional work;
- conduct a self-evaluation procedure;
- collect quality information from all users of system services;
- explore the causes of inefficient and overlong study;
- develop quality assurance mechanisms;
- supervise student evaluation of study quality;
- encourage and organize ongoing discussions on quality and promotes a culture of quality in the academic community and the general public;
- encourage the professional development of teaching and non-teaching staff.

Students participate in the Quality Improvement Centre work.

The work of the Centre is managed by a Head appointed by the President of the Academy.

The organization and operation of the Center are determined in greater detail by a general act issued by the Academic Council of the Academy.

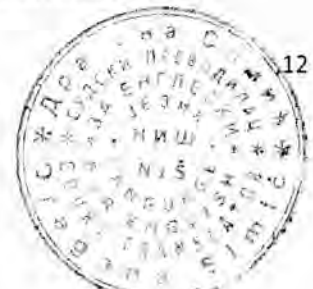
The International Cooperation Centre

Article 40

The International Cooperation Centre has five members: a head appointed by the president of the academy and three members appointed by the Academic Council from the ranks of teachers at the proposal of Section council and one student elected by the Student Parliament.

The Center for International Cooperation shall:

1. prepare draft annual and multiannual plans for international cooperation,
2. monitor the implementation of the international cooperation plan,
3. prepare the necessary decisions and other documentation for participation in international projects and other forms of international cooperation,
4. makes necessary contacts with higher education institutions and other institutions abroad,
5. prepare draft regulations on international cooperation,
6. analyze the effects of international cooperation and creates feedback information on it,
7. suggest specified forms and partners in international cooperation,



8. prepare a draft annual report on international cooperation.

Employees of the Academy who are engaged in professional teaching activities and in international cooperation have the right and obligation to work in jobs of common interest in this field at the Academy.

The Academic Council adopts a general act on the work of the International Cooperation Centre. Once a year, the Centre submits to the Academic Council a report on the work of the Centre

Ethics Committee

Article 41

The Academy establishes the Ethics Committee, as a professional and advisory body.

The Ethics Committee consists of seven (7) members, six (6) from the ranks of the Academy's teachers and one (1) member from the ranks of the Administrative and Technical services.

The Ethics Committee appoints the Academic Council upon the proposal of the President of the Academy.

The term of office of the Ethics Committee members is three (3) academic years.

The Ethics Committee has a chairman, elected by public vote from among the members of the Ethics Committee, by a majority vote of the members.

The first session at which the mandate is verified and the ethics committee is constituted is scheduled by the President of the Academy.

At the proposal of the President of the Ethics Committee, the Secretary of the Ethics Committee shall be elected.

The Ethics Committee's competence is based on the conception of rules, scope and content of ethical principles related to the work of the Academy:

- 1) considering all ethical issues related to scientific research and teaching work of teachers, associates and students of the Academy;
- 2) analyzing ethics in the practical work of teachers, associates and students of the Academy;
- 3) the right to object to the teacher's or student's qualification and competence and analyze the potential risks that may arise in the phase of professional and scientific work;
- 4) ensuring that human rights and in particular the right to human dignity are respected in every scientific and professional research;
- 5) taking care of ethics in all students and their mentors research and preparation of final, specialist and master papers;
- 6) if necessary, hiring experts in particular fields and other tasks which may be subject to ethical consideration.

The Ethics Committee adopts the Rules of Procedure.

The Ethics Committee works on sessions chaired by the Ethics Committee Chairman.

The Ethics Committee may, if required by the interests of keeping official or personal secrets, or interests and reasons of morals, exclude the public from the work of the session.

Secretariat

Article 42

Within the Secretariat, professional services for non-teaching activities are organized, namely: material-financial, legal, student, library, tasks related to the information system, supply of textbooks, technical, archival, maintenance and procurement, auxiliary tasks, etc. which integrate their work into the Academy.

Offices of the non-teaching services are organized in the Sections of the. A separate act will regulate the description of the tasks and responsibilities of the offices.

IV - ACADEMY BODIES

Article 43

The bodies of the Academy are:

1. Management body
2. Governing body
3. Collegium
4. Professional bodies and
5. Students Parliament
6. Employers' Council.

1. MANAGEMENT BODY

Article 44

The management body of the Academy is the Council of the Academy (hereinafter: the Council).

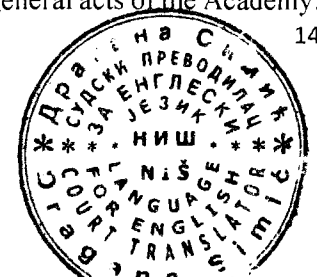
The Council shall decide on organizing the elections for the Council members (from the rank of the teaching staff and from students and employees in non-teaching activities) not later than 90 days before the end of the term.

The selection of Council members from the rank of the teaching staff shall be made by the Academic Council of the Academy on the proposal of the Academic council of the Section, from among the rank of students on the proposal of the Student Parliament of the Academy, from the rank of non-teaching staff of the proposal of the Secretariat and from the rank of the founders on the proposal of the founder.

Article 45

Academy Council shall:

- 1) adopt the Statute, upon the proposal of the Academic Council of the Academy;
- 2) elect and dismiss the President of the Academy;
- 3) elect and dismiss the President of the Council and the Deputy President of the Council;
- 4) adopt the financial plan of the Academy, upon the proposal of the Academic Council of the Academy;
- 5) approve the business report and the annual financial statement of the Academy, on the proposal of the Academic Council of the Academy;
- 6) adopt the plan of using the funds for investments, on the proposal of the Academic Council of the Academy;
- 7) approve the Academy's asset management decisions;
- 8) approve the allocation of funds of the Academy;
- 9) make a decision on the amount of tuition and other fees paid by the students, upon the proposal of the Academic Council of the Academy;
- 10) make a decision on exemption from tuition and other fees paid by students;
- 11) submit a report to the founder at least once a year;
- 12) select the external auditor of the financial operations of the Academy;
- 13) adopt Rules of Procedure of the Council;
- 14) decide on appeal against first instance decisions of the governing body;
- 15) adopt a general act on disciplinary responsibility of students and staff at the Academy;
- 16) supervise the conduct of the governing bodies for the purpose of executing the acts of the educational supervisor referred to in Article 135, paragraph 3, items 5 and 6 of the Law on Higher Education;
- 17) perform other tasks in accordance with the law, this Statute and other general acts of the Academy.



The proposals referred to in paragraph 1, item. 1, 4, 5, 6 and 9. for the Academic Board of the Academy are prepared by professional body - Collegium
The Council decides by a majority vote of the total number of Council members.

Article 46

The Academy Council has nineteen (19) members.

The Council consists of:

- 55% of the representatives of the Academy staff - 10 members from the Academy staff:
 - 4 members from the Section Niš, three from the rank of the teaching staff and one from the non-teaching staff,
 - 3 members from the Section Vranje, two from the rank of the teaching staff and one from non-teaching staff and
 - 3 members from the Section Pirot, two from teaching the rank of the staff and one from non-teaching staff.
- 30% of founding representatives -6 members and
- 15% of the students' representatives of the Academy - 3 members, rounded to the nearest odd number.

Persons who are not full-time employees may not be elected as members of the Council.

The members of the Collegium, the Heads of Sections, Heads of Departments and Heads of Administrative Technical Services may not be elected members of the Council.

A member of the Council may be a member of the governing body of only one higher education institution.

Article 47

The members of the Council from among the teaching staff are elected by the Section Academic Council.

The Head of the Section Academic Council appoints a three-member committee that implements the procedure for selecting candidates from the teaching staff for the members of the Academy Council.

Article 48

The procedure for election of Council members from among the teaching staff, from the list of proposed candidates is carried out at the meeting of the Academic Council of the Section, by secret vote of the members of the Academic Council of the Section.

Each member of the Academic Council of the Section Niš votes for up to 3 (three) candidates.

A ballot paper in which more than 3 (three) candidates are rounded up, or it cannot be determined for whom a member of the Academic Council has voted shall be considered invalid.

If two or more candidates win the equal number of votes, the voting procedure shall be repeated for those candidates, unless the candidates with the equal number of votes won are up to the required number of Council members from the teaching staff of the Niš Section.

Each member of the Academic Council of the Vranje Section and the Pirot Section votes for up to 2 (two) candidates.

A ballot paper in which more than 2 (two) candidates are rounded up, or it cannot be determined for whom a member of the Teaching Board has voted shall be considered invalid.

If two or more candidates win the equal number of votes, the voting procedure shall be repeated for those candidates, unless the candidates with the equal number of votes won are up to the required number of Council members from the teaching staff of the Vranje and Pirot sections.

An elected member of the Council is a candidate who won more than half the votes of the total number of the Academic Council members.

If, after voting for a list of two candidates, the Academic Council does not elect a Council member from that section, the procedure for nomination and selection of Council members from that section shall be repeated.



Article 49

Student Council members (3 in total), one from each section, are elected and dismissed by the Student Parliament of the Academy, by secret ballot at the Student Parliament session.

The candidates who win the most votes are elected to the Council as student representatives.

If two or more candidates win the same number of votes in the list of candidates ranked by number of votes, the voting procedure is repeated for those candidates, unless the candidates with the same number of votes won are up to the required number of Student Parliament members (three). Only ballots containing up to three candidates shall be considered valid.

Only a student enrolled in studies in the academic year in which the members of the Student Council are elected may be selected as a Student Council Member.

The decision on the election of members of the Council from among the students are submitted to the Council and the managing body.

Article 50

Council members from non-teaching staff (1 in total) are elected and dismissed by the department's non-teaching staff assembly, by secret ballot.

The Assistant to the President of the Academy in charge of the relevant Section appoints a three-member Commission, which shall carry out the procedure for the election of members of the Academy Council from among the non-teaching staff of the Section.

Each member of the non-teaching staff of a Section votes for up to one candidate from the list of candidates of a particular section.

A ballot paper on which more than 1 (one) candidate is rounded up or cannot be determined for whom a member of the section non-teaching staff has voted shall be considered invalid.

The candidates who win the most votes in the section are elected to the Council as representatives of the non-teaching staff.

If one or more candidates in a section win the same number of votes in the list of candidates ranked by number of votes, the voting procedure shall be repeated for those candidates,

Article 51

The founder's representatives to the Council is appointed and dismissed by the founder.

The representatives of the founders are appointed by the Government, from prominent figures in the fields of science, culture, education, arts and economy.

Article 52

The first meeting of the newly elected Council shall be chaired by the former President of the governing body. The first meeting of the Council, until the election of the President of the Council, is chaired by the oldest member of the Council.

At the session referred to in paragraph 1 of this Article, the verification of the mandate of the members of the Council, the election of the President of the Council and the Deputy President of the Council shall be carried out, in accordance with a procedure to be determined by the Council.

The term of office of an elected member of the Council shall not be verified in the event that his or her election was made contrary to the provisions of the Higher Education Act or this Statute.

The President of the Council is elected by secret ballot from among the teachers - members of the Council, and the candidate who receives the majority of votes of the total number of Council members is elected. The President of the Council appoints a Deputy from among the members of the Council.

Article 53

The term of office of the Council members is 4 (four) years.

The term of office of the Student Council members is 2 (two) years.



The term of office of a Council member subsequently elected expires until the expiry of the term of office of the Council member instead of which the new member is elected.

The Council may duly sit and decide if more than half of the members of the Council are present at the meeting, and decisions are taken by a majority vote of the total number of Council members, as a rule by public vote.

The decision on the election and dismissal of the President of the Academy is made by a majority vote of the total number of Council members by secret ballot

Article 54

The Council works and decide on meetings, which are convened as necessary, and at least once every three months.

The meeting of the Council are prepared, convened and chaired by the President of the Council and, in his absence, by the Deputy-President of the Council.

The President of the Academy and other persons upon invitation attend and participate the work of the Council meeting, without the decision-making power.

The Council may decide that a particular meeting of the Council shall not be public when discussing issues identified by this Statute, by a general act or by a Council decision as a business or professional secret.

Article 55

Records shall be kept of the work of the Council, which include the place and time of the meetings, the names of the members present and absent, the approved agenda of the session, a brief summary of the discussion on individual issues, and the decisions and conclusions reached at the meeting.

The records are signed by the President of the Council and the recording secretary.

The recording secretary of meetings of the Council are the person employed by the Secretariat of the Academy.

The Council adopts the Rules of Procedure of the Council.

Article 56

Membership of the Council ceases:

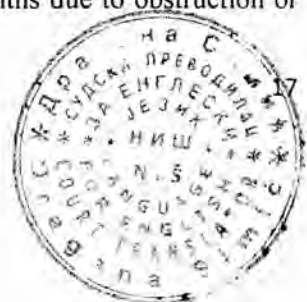
1. at the end of the term of office and
2. before the end of his term of office in the following events:
 - on personal request;
 - fulfilling conditions for termination of employment, or termination of the property that was the basis for the appointment or election;
 - by dismissal.

Decision on termination of membership in the cases referred to in paragraph 1, item 2, indents 1-2. of this Article shall be adopted by the Council without a vote, at the session at which the case was noted. At the same Session, the Council decides on the verification of the mandate of the first next candidate from the same section who receives the greatest number of votes when voting for council members in that term, provided that the number of votes received by that candidate cannot be less than 1/3 of the total of the members of the Academic Council of the Section

Article 57

A member of the Council may be dismissed before the expiry of their term of office in case of:

1. not fulfilling the duties of a Council member;
2. not complying with the laws, other regulations and general acts of the Academy;
3. not performing the duties of a Council member for more than six months due to obstruction or absence.



The proposal for the dismissal of a Council member from among the rank of the staff of the Academy is decided by secret ballot of the Academic Council of the Section, in accordance with the provisions on the election of Council members.

In the event that the Academic Council of the Section decides to dismiss a member of the Council from among the rank of the staff, at the first subsequent session of the Council, a decision is made to verify the mandate of the first next candidate from the same section who received the highest number of votes when voting for Council members in that term, provided that the number of votes received by that candidate may not be less than 1/3 of the total number of members of the Section.

In the event that a member of the Council representative of the students, or a representative of the Government of the Republic of Serbia, fulfills the conditions stipulated in paragraph 1 of this Article, the Council drafts a proposal for the dismissal of a Council member from among the rank of students, or a representative of the Government and submit it to the student parliament, or the Government of the Republic of Serbia.

2. MANAGEMENT AUTHORITY

Article 58

The President of the Academy shall be the management authority of the Academy.

The President of the Academy is elected from the rank of full-time professors of the Academy, employed full time for the indefinite period at the Academy.

The President of the Academy is elected for a period of three years with the possibility of one consecutive election.

The President of the Academy is elected by the Council on the basis of an internal competition.

Article 59

The internal competition for election of the President of the Academy is announced by the Council, three months before the expiration of the term of the President of the Academy.

The internal competition for election of the President of the Academy contains: the name and address of the Academy, the conditions for the election of the President of the Academy, the documentation to be submitted by the candidate with the application and the deadline for submission of the application - 8 days from the date of announcement of the internal competition.

The internal competition for election of the President of the Academy is published on the Academy bulletin board, section bulletin boards and the Academy website.

The Academy Council appoints a three-member Commission from among its members to conduct an internal competition for the election of the President of the Academy.

Article 60

The Election Committee receives applications and reviews the application material, determines the timeliness and completeness of the candidates' applications, establishes the list of candidates who meet the requirements for election of the President of the Academy, prepares a report with a list of candidates for the session of the Academic Council of the Academy, no later than 5 days from the expiry date for submitting applications.

The Election Committee for the election of the President of the Academy submits to the Academic Council of the Academy a report on the conducted Competition and a list of candidates for the President of the Academy who have applied for the internal competition and who fulfill the conditions stipulated by the internal competition.

After the public presentation of their work program (duration of presentation up to 10 minutes), each of the candidates for the President of the Academy, the members of the Academic Council of the Academy vote by secret ballot for the candidates for election of the President of the Academy.



CERTIFIED TRANSLATION FROM SERBIAN INTO ENGLISH LANGUAGE,

Dragana Simić, Court translator for English language, Trg Kralja Aleksandra 5/15, 18000 Niš, gaganaiissus@gmail.com

The President of the Academic Council of the Academy appoints a three-member committee that shall organize and conduct the voting procedure of the members of the Academic and Expert Council of the Academy for election of the President of the Academy.

Each member of the Academic Council can vote for only one candidate from the list. A ballot paper in which more than one candidate is rounded up or no candidate is rounded shall be considered invalid.

The Election Committee determines and informs the Academic council of the Academy about the results of voting.

The Academic Council of the Academy submits to the Council a list of up to 2 (two) candidates with the highest number of votes, if more than two candidates have applied for the election.

The proposed list, ie the established order of candidates for the election of the President of the Academy, is a recommendation to the Council and does not oblige the members of the Council in the election of the President of the Academy.

Article 61

The Council may decide on the election of the President of the Academy if more than half of the total number of Council members attend the session.

The Council elects the President of the Academy, based on the list of proposed candidates determined by the number of votes of the members of the Academic Council of the Academy, by secret ballot, whereby each member of the Council may vote only one candidate.

If, in the first round of voting (when there are more than one candidate), no candidate receives the required majority of the total number of Council members ("fifty percent plus one vote"), the two candidates with the highest number of votes enter the second round.

If, even after the second round of voting, no candidate receives the required majority of votes, the entire selection process is repeated.

The decision shall be made if a majority of the total number of Council members voted for one of the proposed candidates.

Article 62

The candidate for President of the Academy must meet the following requirements:

- is a full-time teacher with the title of a professor with the scientific title of Doctor of Science;
- has at least 5 years of full-time teaching with the tile of professor, with full time employment;
- has strong organizational skills;
- was not convicted by a final judgment of a criminal offense against sexual liberty, falsified a public document issued by a higher education institution or received a bribe in performing activities in a higher education institution, or sentenced by a final judgment to imprisonment for another criminal offense, did not violate the code of professional ethics;
- has not been relieved of his duties of the management body in accordance with the Law on Higher Education and that the Anti-Corruption Agency has not given him a recommendation for dismissal;
- is a citizen of Serbia.

The applicant, with the application for the competition, submits the Work Program for three years and the evidence of fulfillment of the conditions set out in paragraph 1 of this Article.

Article 63

In addition to the rights and duties established by law, the President of the Academy performs the following tasks, in accordance with the law and this Statute, as follows:

- 1) represent and acts on the behalf of the Academy;
- 2) be responsible for the legality of the work of the Academy;



- 3) organize and manage the process of work of the Academy;
- 4) sign diploma and diploma supplement;
- 5) manage the work of the Academic Council of the Academy and execute the decisions of the Academic Council of the Academy and the Council of the Academy;
- 6) adopt a procurement plan with the approval of the Council;
- 7) make decisions on the selection of tenderers in public procurement procedures, in accordance with the Law on Public Procurement;
- 8) adopt and implement a quality assurance policy and strategy in the work of the Academy;
- 9) adopt a general act defining the positions and the degree of professional qualification and other conditions for work, as well as other general acts in accordance with the law;
- 10) make decisions on employment and placement of employees, as well as on the selection of bodies, commissions, working groups and bodies, as well as other individual acts in accordance with the law;
- 11) decide on all issues in the field of labor relations in accordance with the law;
- 12) make the decision to publish the competition for teacher election;
- 13) announce the competition for student enrollment and appoint the members of the commissions for enrollment;
- 14) adopt a plan of professional development and take care of professional development of teachers, assistants and non-teaching staff at the proposal of the Academic Council of the Academy;
- 15) conclude employment contracts and other contracts;
- 16) make decisions on praising and rewarding students;
- 17) submit to the Council of the Academy a proposal of the report on the Academy's business, which shall be submitted to the founder of the Academy;
- 18) make a decision on the distribution of funds with the prior approval of the Council of the Academy;
- 19) make a decision on the management of the assets of the Academy with the prior consent of the Council of the Academy;
- 20) adopt rules of procedure if negotiations with a representative trade union in the process of passing a collective agreement with the employer fail;
- 21) perform other tasks established by law, the Statute and other general acts of the Academy.

The President of the Academy may delegate certain tasks and tasks to another employee by authorization or power of attorney.

Article 64

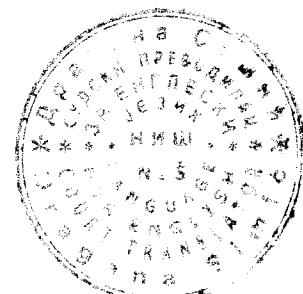
The President of the Academy is responsible for his work to the Academy Council and the founder of the Academy.

The President of the Academy may be removed from office before the expiry of the period for which he was elected, at his own request and in cases provided for by the Law.

A written request for the dismissal of the President of the Academy may be submitted at least 1/3 of the total number of members of the Academic Council of the Academy or 1/3 of the total number of Council members.

The decision to dismiss are made by the Council, by secret ballot with a majority vote of the total number of members.

In case of dismissal of the President of the Academy, the Council, at the proposal of the President of the Council, at the same session appoints the acting President of the Academy, for a period not exceeding 6 months, from among the professors of the Academy, who fulfills the conditions determined for the election of the President of the Academy and initiates the procedure for election of a new President of the Academy.



Article 65

The President of the Academy appoints the Head of the Section, persons from the ranks of the employed professors of applied studies of the department.

In accordance with the law and this Statute, the head of the Section shall also perform the following tasks:

- organize and manage the work of the Section in its jurisdiction, in accordance with the Law and the Statute;
- propose to the President of the Academy measures for the improvement of the work of the department within his competence;
- take care of the execution of decisions of the Academy bodies;
- take care of the implementation of the Statute and other general acts of the Academy;
- initiate and propose the solutions on issues of importance for performing the activities of the Section;
- propose a decision on announcing the competition for the appointment to the position and title of teachers and associates of the Section,
- make a proposal for the appointment of heads of departments
- participate in the work of the Academic Council of the Academy;
- organize teaching work within the defined curricula and activities of the department;
- take care of improving the teaching activity and development of the teaching and scientific youth staff and staff required for the work of the departments within the Section;
- take care of the participation of teachers and associates in conferences and consultations of a scientific and professional character, and in the realization of this goal is guided primarily by the needs of the teaching process and the realization of scientific research, educational and professional projects;
- give opinions on the requirements for the development (and edition) of textbooks, textbooks and scripts, and teachers and associates, taking into account the compliance of the requirements with the needs of the teaching process;
- arrange substitutions during the teacher's absence;
- prepare a schedule of classes and a schedule of exams;
- monitor and analyze educational work and propose measures for its improvement;
- implement activities on the introduction of modern forms and methods of work;
- monitor the development of students' education and success and propose measures to increase the efficiency of teaching;
- assist students in organizing learning, rational use of leisure time and choosing optional activities;
- assist teachers in planning, preparing and delivering teaching;
- engage in the preparation of special reviews, reports and analyzes regarding the work of teaching staff;
- participate in the preparation of the annual report on the work of the department and the annual program of work of the department;
- participate in activities related to student enrollment;
- propose the composition of examinations commissions and keep records of the results achieved in the examinations;
- organize work on the entrance exam at the department;
- keep records of working hours of teaching staff;
- coordinate the development of the investment and public procurement plan for the needs of the department;



- work on establishing communication and cooperation with companies and institutions from the governmental or non-governmental sector, local self-government bodies for which the Academy educates staff or to whom it can provide services in the field of design and education;
- work on the development and implementation of a plan for the formation of teams for the development of professional projects and projects of applied scientific research from the ranks of employees and external associates;
- in cooperation with other department heads, work on rationalization of the use of work space and laboratory equipment, as well as other forms of rationalization of educational processes prescribed by law;
- work on the preparation, drafting and conclusion of contracts and agreements of the Academy with organizations and institutions in order to ensure and continuously improve the quality of teaching, study programs and improve material working conditions in the department;
- submit reports on his/her work to the President of the Academy
- perform other tasks stipulated by the Law and the Statute by order of the President of the Academy.

Academy Manager

Article 66

The Academy has a manager appointed by the President of the Academy.

The Academy's manager is elected according to the competition without commencing employment relationship.

The term of office of the Academy Manager lasts as long as the term of the President who has elected him.

The Academy Manager may be a person who:

- holds the title of Professor of Applied Studies at the Academy,
- has experience in performing managerial functions.
- the manager shall perform the following tasks:
 - take care of the cooperation of the Academy with the economy,
 - take care of the cooperation of the Academy with local self-government, public services and other state institutions,
 - take care of the implementation of the projects of the Academy and the economy,
 - propose work plans with the necessary activities and resources in the field of cooperation with the economy,
 - take care of the creation of the Academy's services which it provides to third parties,
 - follow the trends of technology development and market needs and propose establishing the Academy's policy in the field of cooperation with the economy,
 - propose measures for the implementation of the integrative function of the Academy established by the Law on Higher Education and this Statute.

3. PROFESSIONAL BODIES

Article 67

The professional bodies of the Academy are:

1) Academic Council of the Academy

- 1.a) Academic Council of the Niš Section
- 1.b) Teaching Council of the Vranje Section
- 1.c) Academic Council of the Pirot Section

Academic Council of the Academy

Article 68



The Academic Council is the highest professional body of the Academy.

The Academic Council of the Academy consists of the President of the Academy and the Heads of Sections by function, the Heads of departments from all Sections of the Academy (professors, lecturers and senior lecturers), part-time and full time professors.

The term of office of the members of the Academic Council of the Academy is as long as they hold office.

The term of office of the members of the Academic Council is one year.

Student representatives at the Academic Council of the Academy are elected and dismissed by the Student Parliament of the Academy by public vote, at the beginning of each school year, so that students make up to 20% of the total number of members of the Academic Council of the Academy.

The same representation of students referred to in paragraph 3 of this Article is in the working bodies appointed by the Academic Council of the Academy.

Students participate in the work of the Academic and Academic Council of the Academy and its bodies when discussing issues related to quality assurance of teaching, reform of study programs, analysis of study effectiveness, and determination of the number of ECTS credits.

The Academic Council of the Academy may sit and decide validly if more than half of the members attend the session, and the decisions are made by a majority vote of the members present.

Article 69

The President of the Academy chairs the Academic council in his capacity, convenes the meetings and governs the work of the Academic Council of the Academy.

The method of operation of the Academic Council of the Academy is stipulated by the Rules of Procedure.

Article 70

Academic Council of the Academy shall:

- 1) draft the Statute of the Academy
- 2) Adopt a Code of Professional Ethics
- 3) draft an Academy financial plan
- 4) draft the Business Report and the Annual Accounts of the Academy
- 5) draft the amount of tuition and other student fees
- 6) approve the study program proposals and make the decision to start the study program accreditation process
- 7) make a proposal for the opening of new higher education and other units within the Academy
- 8) decide on the election to the ranks of teachers and associates, at the proposal of the Teaching and Expert Councils of the department, in accordance with the general act of the Academy and the recommendations of the National Council for Higher Education
- 9) adopt special programs of vocational training and education throughout life at the proposal of the Teaching Councils of the sections;
- 10) approve the programs of development and research work of the Academy
- 11) approve the examination program for the examination of knowledge for enrollment of students in the first year of the study program at the proposal of the Teaching and Expert Councils of the sections;
- 12) make the decision on the number of students for enrollment in the first year of the study program, in accordance with the law, work permit and this Statute, on the proposal of the Academic Councils of the department
- 13) decide on the recognition of foreign higher education documents and the evaluation of other study programs, in accordance with the law and the Statute
- 14) adopt the Rulebook on Textbooks and the Rulebook on Publishing
- 15) consider reports of the President of the Academy and other professional bodies of the Academy



- 16) establish measures to encourage the development of highly successful and talented students
- 17) consider and prepare proposals for decisions within the competence of the Council of the Academy related to the realization of the teaching process and the organization of teaching
- 18) consider and make proposals to the Student Parliament
- 19) adopt the Rules of Procedure of the Academic Council of the Academy
- 20) adopt the Rulebook on Student Assessment and Assessment
- 21) adopt quality system procedures,
- 22) adopt the Rulebook on Student Enrollment and Study Rules
- 23) adopt the Rulebook on the Organization and Operation of the Chair
- 24) adopt the Rulebook on the conditions for appointment to the title of teacher and associate
- 25) adopt general acts on the criteria and conditions for transferring ECTS credits
- 26) regulate closer conditions and manner of realization of the study program at a distance
- 27) perform other tasks in accordance with the law, this Statute and other general acts of the Academy.

Article 71

The Academic council of the Section consists of teachers and associates working full-time and part-time, with a full-time job that mainly accomplishes the teaching process in the courses of that Section. The Head of the Section chairs the Academic Council of the Section.

Article 72

Section Academic Council shall:

- 1) consider issues of interest for the realization and development of teaching, scientific and professional work within the scope of their professional fields
- 2) propose to the Academic Council of the Academy study programs and the decision on initiating the process of accreditation and termination of study programs
- 3) propose members of commissions for the preparation and drafting reports and proposals for election to the titles of teachers and associates
- 4) propose to the Academic Council of the Academy special programs of professional development and lifelong education.
- 5) propose to the Academic Council of the Academy programs for Academy development and research programmes.
- 6) propose to the Academic Council of the Academy a decision on the number of students to enroll in the first year of the study program in the relevant section, in accordance with the law, work permit and this Statute
- 7) propose measures to the Academic Council of the Academy to encourage the development of highly successful and talented students
- 8) propose to the Academic Council of the Academy criteria and conditions for transferring ECTS credits
- 9) make a decision on the members of the Commission for drafting and defending the final, specialist and final master's work
- 10) determine the proposal of the department representative to the Council of the Academy
- 11) perform other tasks in accordance with the law, this Statute and other general acts of the Academy.

Article 73

As supportive bodies (expert bodies) to the Academic Council of the Academy and the President of the Academy, occasional committees are established at the Academy in order to consider certain issues within their scope, in order to give opinions and suggestions, to draft materials on issues to be decided.

Occasional committees are appointed by the President of the Academy, in the capacity of the President of the Academic Council of the Academy.



Departments

Article 74

Departments are established so as to encompass of one or more related scientific and professional fields (for two or more related courses) belonging to the scientific field.

The Department consists of all teachers and associates who accomplish the teaching process in the courses on the Department.

The schedule and number of courses in each Department, the name of the department, the method of decision-making and other issues related department operation are determined by the Regulations on the Organization and Work of the Departments, adopted by the Academic Council of the Academy.

The decision to establish a Department is made by the Academic Council of the Academy, upon the proposal of the Academic Councils of the Section.

The Department is chaired by the Head of the Department.

Article 75

The Department shall:

- monitor and analyze the implementation of study programs;
- draft amendments to the study program;
- discuss all issues of organization and performance of studies and propose to the Head of the Department and the Academic Council of the section measures for the advancement of teaching, through new method implementation;
- propose the implementation of certain forms of teaching and changes in certain forms of teaching;
- take care of regular delivery of all forms of teaching and coordinates the work of teachers and associates;
- monitor student work and exam results;
- take care of the implementation of the quality strategy and policy and proposes measures for correction of the identified deficiencies;
- appoint the members of the Commission for the defense of final paper in undergraduate applied studies
- appoint the members of the Commission for the defense of final paper in specialist applied studies and master applied studies
- perform other tasks defined by this Statute and the general acts of the Academy.

Collegium

Article 76

The Collegium consists of the President of the Academy, President Assistants, the Academy Secretary.

The task of the College is to prepare materials and draft proposals for adoption of general acts and decisions within the competence of the Academy Council.

The Collegium drafts proposals for the following acts:

- the Statute of the Academy;
- the Academy's financial plan;
- Business and annual reports;
- Investment funds utilization plans and
- Decisions on tuition fees and other student fees.

The Collegium may draft other acts adopted by other bodies, at the request of the President of the Academy.



4. STUDENTS PARLIAMENT

Article 77

The Student Parliament is the body of the Academy in charge of exercising rights and protecting student interests at the Academy, in accordance with the Law.

The work of the Student Parliament is public.

Elections for members of the Student Parliament are conducted in April, once every two years by direct and secret ballot, respecting equal representation in respect of study programs and year of study, in which all students of the Academy have the right to vote and stand, provided they attending studies in the academic year in which the Student Parliament conducts elections.

All students attending studies in the academic year in which the Student Parliament is elected have the right to stand for election or to be elected.

Article 78

The nomination of candidates for election of members of the Student Parliament is made in the last three working days in March of the current year, and each of the proposed candidates shall give written consent with submission of proof of fulfillment of the conditions stated in the previous article of the Statute by 5 April of the current year at the latest (candidate who does not agree with the nomination or does not submit the necessary evidence shall be deleted from the list of candidates).

Voting for members of the Student Parliament takes place no later than April 15 of the current year, of which the Student Parliamentary Election Commission shall notify the students of the Academy through the website and by posting written notification at the entrance to the Academy, not later than 5 days before the day set for voting.

The Student Parliamentary Election Commission consists of 5 members, appointed by the Student Parliament. The manner of election of the members of the Commission appointed by the Student Parliament shall be regulated by an act of the Student Parliament (the candidate for election of a member of the Student Parliament cannot be a member of the Commission).

The term of office of student members of the Student Parliament shall be two years.

A member of the Student Parliament of the Academy who has terminated his status as a student in the study program he attends at the Academy shall have his term of office terminated, and the newly elected member of the Student Parliament shall have a term of office for the remaining term of the stated term.

Article 79

The Statute of the Student Parliament and the Rules of Procedure of the Student Parliament must comply with the law and the Statute of the Academy.

The Statute of the Student Parliament enters into force after obtaining the consent on the proposal of the Statute provided by the Academy Council.

The Academy Council declares its approval on the submitted proposal of the Statute of the Student Parliament within no more than 30 days from the date of submission.

Article 80

Representatives of the Student Parliament shall be entitled to attend the sessions of the Academic Council of the Academy and, where appropriate, the sessions of other professional bodies, when considering matters of importance for study, in accordance with the law and this Statute.

The work of the Student Parliament shall be financed from the funds approved to the Academy from the budget of the Republic of Serbia for its financing.

The Student Parliament (the President of the Student Parliament) is responsible for the purposeful use of funds to the Academy Council.



Article 81

The Student Parliament within its capacity shall:

- elect and dismiss students' representatives in the bodies of the Academy;
- elect representatives of students participating in the work of the bodies of the Academy when deciding on issues related to the quality assurance and assessment of the teaching process, reform of study programs, analysis and assessment of study efficiency, the establishment of ECTS points, protection of student rights and improvement of the student standard of the Academy students;
- participate in the Academy's self-evaluation procedures;
- instantiate the change of the general acts of the Academy, representing the interests of students;
- perform other tasks stipulated by law.

V - ORGANIZATION AND IMPLEMENTATION OF STUDIES

1. THE TYPES, LEVELS AND SCOPE OF STUDIES

Article 82

The Academy realizes higher education activities on the basis of accredited study programs, in accordance with the achievements of science and the needs of the labor market and economy, in order to provide the necessary knowledge and skills for obtaining diplomas of the appropriate level and type of studies.

Article 83

The study programs are realized within the educational-scientific field of technical-technological sciences and social sciences and humanities and IMT field, namely undergraduate applied vocational studies, specialist applied vocational studies and master applied vocational studies that enable students to apply knowledge and skills necessary for inclusion in the work process.

Article 84

Each course in the study program is expressed by the number of ECTS credits, and the volume of study is expressed by the sum of ECTS credits.

A sum of 60 ECTS points corresponds to the average total student engagement over a 40-hour workweek during one school year.

The bachelor applied study programs are realized over 3 (three) academic years - 6 (six) semesters, in the amount of 180 ECTS credits.

The Academy realizes the study programs of specialist applied studies in duration of 1 (one) year - 2 (two) semesters, in the amount of 60 ECTS credits, in accordance with the work license.

The Academy realizes study programs of master applied studies in duration of 2 (two) years - 4 (four) semesters, in the amount of 120 ECTS credits, in accordance with the license.

Total student engagement consists of active teaching, independent work, a colloquium, exams, final paper, volunteering in the local community and other forms of engagement.

The total number of active teaching hours may not be less than 600 during the academic year.

If the study program of undergraduate, specialist and master studies include the final paper, the number of credits for the final paper shall be calculated in the total number of credits required for the completion of the study.

The transfer of ECTS credits may be carried out between different study programs at the Academy in accordance with the law and general acts of the Academy.



2. STUDY PROGRAM

Article 85

The study program means a set of compulsory and elective study areas, that is, courses, with whose general content mastery provides the necessary knowledge and skills for obtaining a diploma of the appropriate level and type of studies.

The study program shall determine:

1. the names and objectives of the study program;
2. type of studies and outcome of the learning process;
3. professional, academic or scientific title;
4. conditions for enrollment in the study program;
5. a list of required and optional study areas, i.e. subjects, with general content outline;
6. the manner in which studies are carried out and the time required to carry out particular forms of study;
7. the credit awarded of each course expressed in the ECTS credits;
8. credit value of the final paper;
9. prerequisites for enrollment of individual subjects or groups of subjects;
10. manner of selecting courses from other study programs;
11. conditions for transferring from other study programs within the same or related fields of study and
12. other issues relevant to the realization of the study program.

Joint Degree Study Program

Article 86

The Joint Degree Study Program means a study program organized and conducted by several higher education institutions licensed to work for the respective study program.

The study program referred to in paragraph 1 of this Article may be realized when adopted by the competent bodies of higher education institutions that organize it.

3. IMPLEMENTATION OF STUDIES

Article 87

Studies shall be realized during the academic year, which, as a rule, begins on October 1 of the current year and ends on September 30 of the following year.

The academic year consists of winter and summer semesters. The semester shall last 15 weeks, and the teaching of individual courses is organized and taught, in principle, during one semester, and exceptionally in duration of two semesters (foreign languages, etc.).

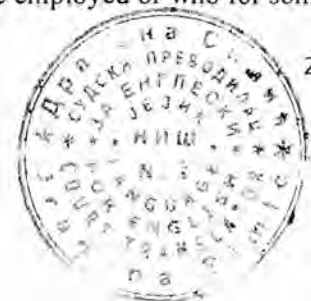
Article 88

Classes shall be organized according to study programs, years of study and groups, in accordance with the schedule of classes and exams.

The schedule of classes and exams is made by semesters and published on the bulletin board and on the website of the Academy and the Section. The Academy shall be obliged to publicly announce (on the Academy's website, by printing brochures and other publications, through the notice board and in other ways) matters of importance for studying at the Academy.

The attendance at lectures and other forms of teaching is obligatory for all students, except for the distance learning program.

The Academy may organize work-based studies for students who are employed or who for some other reason are unable to regularly attend classes.



Detailed conditions and methods of organization of study with work shall be regulated by a general act of the Academy.

Article 89

Distance studies are a form of realizing of the Academy study program using information and communication technology, such as electronic mail, the Internet, electronic library, print and other media and other means in the field of distance study technology.

Students attending distance studies take exams at the headquarters of the Academy, and if required, for a foreign student, the Academy may also organize the examination through electronic communications, provided that, by applying appropriate technical means, the control of the student's identification and work is ensured.

Detailed conditions and methods of organization of distance studies are regulated by a general act of the Academy.

Article 90

The studies are realized through the personal work of students, studying theoretical and practical experience and applying these experiences in practice, at lectures, laboratory and practical classes, seminars, consultations and other forms of work, which shall be determined by the study program curriculum.

Article 91

Theoretical studies and practical experience studies, at all levels of study, are realized in all semesters of studies and professional practice and practical work of students in the second, fourth and sixth semesters of studies, which shall be regulated in more detail by the general acts of the Academy.

4. ADMISSION TO THE STUDIES

Article 92

The Academy ensures enrolment to higher vocational applied education studies on the principles of equality and on the basis of a public competition, in accordance with the law, this Statute and other general acts.

In exercising their right to study, students have equal rights, without discrimination regarding sex, race, marital status, skin color, language, religion, political persuasion, national, social or ethnic origin, disability, etc.

A person with completed secondary education has the right to apply for enrolling undergraduate applied vocational studies at the Academy. (Until the application of the regulations governing general, professional and artistic matriculation, the enrollment at the undergraduate studies shall be realized in accordance with the regulations in force until the entry into force of this Law and the general act of the higher education institution.)

Candidates are enrolled in a specific accredited study program implemented by the Academy in accordance with the results achieved in previous education and in the entrance exam.

Enrollment in the studies entitles one to the title of a student.

Protection of persons with special needs

Article 93

Persons with permanent or temporary special needs in the enrollment and performance of student obligations and other activities shall have the rights stipulated by law, with respect and regard for their special needs, and the Academy is obliged to adjust the teaching process to their capabilities and needs.



Article 94

The Academy, not later than four months before the start of the academic year, announces and publishes a call for enrolment competition.

The competition defines: number of students for certain study programs, enrollment requirements, criteria for determining the order of candidates, the procedure for conducting the competition, the manner and deadlines for lodging an appeal against the established order, as well as the amount of tuition paid by students whose studies are not financed from the budget.

The Academic Council of the Academy shall determine the number of students to be enrolled in the study program, ie in the first year of the study program, which cannot exceed the number set in the work license.

The decision on the number of students to enroll in the first year of the study program financed from the budget shall be made by the Government of the Republic of Serbia in its capacity of founder of the Academy, in the opinion of the Academy and the National Council for Higher Education, not later than one month before the call for applications. In the following years, the number of students referred to in paragraph 3 of this Article may be increased by no more than 20% compared to the previous year, which shall be decided by the Academic Council of the Academy.

Enrollment in accredited study programs is realized under the conditions and in the manner stipulated by law, this Statute and the Rule book on enrollment and study rules, which are adopted by the Academic Council of the Academy. The Rule book shall in particular specify the following:

- 1) the content of the entrance examination, the manner of passing and the criteria for determining the order of candidates for enrollment in the first year of study;
- 2) a way of evaluating the results of general graduation instead of the results achieved in the entrance exam;
- 3) closer conditions and manner of enrollment in the first-degree studies of a student enrolled in the same or a related study program of the first degree of another independent higher education institution, a person who has acquired education in first-degree studies and a person who has ceased to be a student in accordance with the law and this Statute;
- 4) conditions, manner and procedure of enrollment in second-degree studies;
- 5) study rules are regulated more closely;
- 6) the manner and procedure for exercising the right of a self-financing student who during the academic year achieves 48 ECTS credits from the current year of the study program, to be financed from the budget in the next school year;
- 7) the manner of passing the entrance exam and grading in the exam shall be regulated in more details;
- 8) the procedure for exercising the right of a student with special needs to take the exam in a manner adjusted to his needs;
- 9) the manner of exercising the student's right to complain to the examination grade and the manner of considering the complaint and making a decision on the complaint;
- 10) other issues of importance for enrollment.

Article 95

The candidate for admission to the first degree studies takes the entrance examination, and the order of the candidates is determined on the basis of the general success achieved in secondary education and the results achieved in the entrance examination.

The candidate for enrollment in the first level of applied preschool studies is subject to a preliminary examination (speech, music and physical) which are eliminatory in nature and takes the entrance examination, and the order of candidates is determined on the basis of the general achievement achieved in secondary education and the results achieved in the entrance examination.



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Dragana Simić, Court translator for English language, Trg Kralja Aleksandra 5/15, 18000 Niš, gaganaiissus@gmail.com

The right to enroll the first degree studies is granted to the candidate who is ranked within the number of students stipulated by the competition rules, according to the work license.

Based on the criteria set by the competition, the Academy makes a ranking list of applicants, for each accredited study program.

The order of candidates for enrollment in the first year of bachelor applied studies shall be determined on the basis of the results achieved in the entrance examination (maximum 60 points) and the general success achieved in secondary education (maximum 40 points).

Article 96

Candidates applying for admission to the first year of bachelor applied studies take the entrance examination.

Candidate who, as a third or fourth grade student of high school, has won one of the first three places at the republic competition organized by the Ministry of Education, Science and Technological Development, or in the international competition, does not take the entrance examination. This candidate shall be evaluated for the entrance examination in accordance with the Study Rules

The date, place and time of the entrance examination and other conditions for participation in the competition are determined by the text of the competition.

Article 97

The competition procedure and enrollment in the first year of bachelor applied studies are conducted by the Enrollment Commission, appointed by the President of the Academy.

The Commission determines the number of points for each candidate, compiles their order and publishes the Preliminary Ranking List according to the criteria from the competition conditions.

The President of the Academy and the Enrollment Commission are responsible for the accuracy of data from the Academy's ranking list.

The powers and duties of the Commission are determined by the Decision on the appointment, in accordance with this Statute.

Article 98

The candidate may file a complaint to the established order from the Preliminary Ranking List within 24 hours from the date of publication of the Preliminary Ranking List.

The President of the Academy shall decide on the complaint of the candidate within 24 hours from the day of submission.

The candidate may appeal against the decision of the President of the Academy to the Council of the Academy within 24 hours from the announcement of the decision of the President of the Academy.

The Council of the Academy decides on the appeal of the candidate within 24 hours from the time of submission of the appeal.

The decision of the Council of the Academy in the procedure of organizing the competition is final.

Upon completion of the procedure for possible complaints, ie appeals of candidates, a final ranking list with the order of candidates for enrollment in the first year of undergraduate studies is published.

In the procedure for legal remedies referred to in this Article, the provisions of the Law on General Administrative Procedure shall be applied accordingly.

Article 99

A first-year student of another independent higher education institution, a person with a university degree in first-degree studies and a person who has ceased to be a student under the Higher Education Act may enroll in first level studies at the Academy.

The right referred to in paragraph 1 of this Article shall be exercised at personal request.



Article 100

Appropriate master and specialist applied studies may be enrolled by a person who has previously completed bachelor studies, or has been awarded with 180 ECTS credits.

The order of candidates for enrollment in the first year of master's and specialist applied studies is determined on the basis of the general average grade achieved in the bachelor studies and the length of the previous studies.

Article 101

Pursuant to Article 147 of the Law on Higher Education (Official Gazette RS 88/2017), until the beginning of application of the regulations governing general, professional and artistic matriculation, enrollment in basic studies shall be carried out in accordance with the regulations that were in force until the Law came into force. on higher education (Official Gazette of the RS No. 88/2017) and the general act of the Academy.

Upon implementation of the above regulations, the general act shall subsequently harmonize the procedure for enrollment in basic studies, in accordance with paragraph 1 of this Article.

Foreign citizens

Article 102

A foreign citizen may enroll in the study program under the same conditions as a domestic citizen.

A foreign citizen may enroll in the study program if he is fluent in Serbian and is insured with health insurance.

The Serbian language proficiency test shall be performed by an appropriate professional institution, which issues the candidate a certificate of proficiency in Serbian language.

Certificate of proficiency in Serbian is submitted to the Admissions Committee and the Student Service of the Academy and kept permanently in the student's file.

Article 103

The foreign citizen pays for the economic tuition fee, unless otherwise stipulated by the international agreement.

6. STUDENTS

Student status

Article 104

The student of the Academy, as stipulated by this Statute, is a natural person who enrolls in an accredited study program implemented by the Academy, in accordance with the law.

The student enrolls the studies in the status of a student whose studies are financed from the budget (hereinafter: the budget student) or the student who finances his studies (hereinafter: the self-financing student).

Student status is evidenced by the student record booklet (index).

Article 105

The student shall be entitled to the budget student status if he:

1) has enrolled in the first degree studies, ranked in the competition for enrollment within the number determined for enrollment of budget students, in the academic year in which he was enrolled after the competition;

2) has earned at least 48 ECTS credits during the academic year and, according to the grades, he is ranked within the total number of students in the section whose studies are financed from the budget (the criteria for ranking are stipulated by the decision of the Academic Council of the Academy);



3) disabled students and students enrolled within the course of affirmative measure action who achieve 36 ECTS in the current school year

4) a self-financing student who earns at least 48 ECTS credits from the current year of the study program during the academic year may enroll in the budget student status in the next academic year shall he be ranked within the total number of students of the relevant section.

A student can be funded from the budget only once at the same level of study.

Article 106

The student shall be entitled to the self-financing student status if he/she was:

1) enrolled in the first or second degree studies, ranked in the competition for enrollment within the number determined for enrollment of self-financed students;

2) enrolled in the second or next year of study, and in the previous academic year as a self-financing student earned at least 37 ECTS credits.

3) a budget student who earned at least 37 ECTS credits during the academic year but according to his grading was not ranked within the total number of students whose studies are financed from the budget, may continue studies in the status of self-financing student.

Article 107

The student status shall be terminated in the case of:

1) withdrawal from the studies;

2) completion of studies;

3) failure to enroll in the academic year (enrollment of the next year and renewal of the same year of study);

4) failure to complete studies by the expiry of the deadline set in the double number of school years required for the completion of the study program, except in the case of employed students and

5) imposing a disciplinary measure of exclusion from studies.

An employed student, a student with a disability, a student who is enrolled within affirmative studies measure and a student who has the status of a categorized top athlete retains the status of a student until the expiry of the term determined in the triple number of school years required for the completion of the study program.

Termination of student status, due to untimely completion of studies, is determined by the President of the Academy by a decision, with effect from the first day following the expiration of the term when the conditions for termination of status have been met.

A student whose status has been terminated because he did not enroll in the year may apply to the President of the Academy to grant him enrollment and to regain his status of student, if there exist justified reasons for this (illness, longer official leave, etc.).

Article 108

The President of the Academy may, upon personal request submitted prior to the date of termination of student status, prolong the deadline for completion of studies by one semester:

1) if during the course of the study the student fulfilled the conditions for granting dormant of rights and obligations, and did not use that right, that is, did not use it for the duration which, given the circumstances, could be granted to him;

2) if, during the course of the study, he/she began and completed another approved or accredited study program at the same or a higher level of study at the Academy or at another accredited higher education institution in the country or abroad;



3) if at the expiry of the term when the conditions for termination of the student's status have been fulfilled, a maximum of 15 ECTS credits for the completion of the study are left unfulfilled.

Article 109

A student who has terminated their student status may regain their student status provided:

- 1) that the Academy has the spatial and other conditions for enabling continuation of study,
- 2) to enroll the student in the study program which is realized at the time of re-acquiring the student status;

The decision of the President of the Academy to approve the re-acquisition of student status shall determine the exams and other obligations that are recognized to the student and the obligations of the student in the continuation of studies.

Visiting student

Article 110

The visiting student means a student of another higher education institution who enrolls the parts of the study program at the Academy in accordance with the agreement between the Academy and another higher education institution on the recognition of ECTS credits.

The visiting student status shall last for a maximum of two semesters.

The rights and obligations of the visiting student, the way they cover the cost of their study, the possibility of continuing their studies, and other issues related to the visiting student status are regulated by the agreement between two higher education institutions.

The rules of study

Article 111

The student is obliged to attend classes and fulfill other prerequisites set out in the study programs of the Academy, except in other cases stipulated by a general act of the Academy or by law.

Exceptionally, if a student fails to fulfill the prerequisite requirements for a particular course for justified reasons, he may file a reasoned request for making up for those obligations.

The request referred to in paragraph 2 of this Article shall be decided by the head of the relevant department.

Article 112

The course teacher with the signature in the student record booklet (index) confirms that during the semester the student fulfilled his obligations in the specific course of the study program.

The authorized person of the Academy signs and stamp the semester, provided that the student has the signature of the teacher in the respective courses.

A student may apply for the exam if he has completed all the prerequisites and has earned the right to take the exam and if he has verified the semester.

By verifying the semester, the student gains the right to continue to fulfill the stipulated obligations in the next semester.

The student enrolls the studies and verify the grade, in principle, by semesters and years of study.

Article 113

The student selects courses from the study program at the enrollment each academic year, provided he selects courses stipulated by the study program as compulsory courses for a particular year of study, and elective courses according to his own preference.



Elective courses are selected during the regular enrollment activities (semester enrollment) in a way that a student shall enter the required number of elective courses in the semester sheet and student record booklet (index).

The budget student opts for the number of courses necessary to earn at least 60 ECTS credits.

The self-financing student opts upon enrollment in the academic year for the appropriate number of courses necessary to earn at least 37 ECTS credits, and a maximum of 60 and pay a part of the tuition calculated according to the courses for which he has opted.

An employed student at the enrollment of the appropriate year of study shall, in accordance with the study program, opt for the appropriate number of courses necessary to earn at least 30 ECTS credits, unless he has less than 30 ECTS credits to earn by the end of the study program.

By passing the exam, the student shall earn a certain number of ECTS credits in accordance with the study program.

At the beginning of the next academic year, a student who fails the compulsory exam enrolls the same course; a student who fails the elective course exam may re-enroll or opt for another elective course.

The study program may condition student's decision to enroll in a particular course by stipulating the required previously passed exams in one or more courses determined by the study program.

Exceptionally, a student may opt to attend classes so that he or she may earn more than 60 ECTS credits if the Academy provides technical facilities to monitor additional classes.

The transfer of ECTS credits may be carried out between different study programs according to the criteria laid down in the general act of the Academy.

Article 114

Students may have their rights and obligations dormant in the following cases:

- 1) if he was prevented from studying due to a serious illness (for 3 months or longer);
- 2) for the maintenance of pregnancy and childbirth;
- 3) for the care of a child up to one year of age;
- 4) due to the special care of a child that lasts longer than his or her first year of life;
- 5) if, due to their status as a top athlete, they were in preparation for the Olympic Games, World, European or Balkan Championships, Universiade, etc. ;
- 6) for serving and additional serving military service.
- 7) referral to professional practice for at least six months;

Student shall realize the suspension of rights and obligations referred to in paragraph 1 of this Article upon personal request which is to be submitted before or at the moment of the reason for the suspension of rights and obligations (except in the cases referred to in paragraph 1, points 1 and 2 of this Article).

Article 115

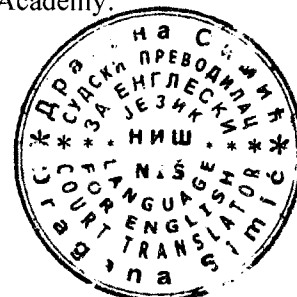
The study program of specialist vocational applied studies and master vocational applied studies stipulates the final paper.

The student shall decide on the topic of the final paper from the scope of vocational courses and vocational applied courses realized in the study program.

Article 116

By writing and defending the final paper, the student shall show that they possess satisfactory theoretical and practical knowledge in the given field, ability to solve professional problems independently and apply the acquired knowledge in practice.

The student can apply for the final paper if they have passed all the exams stipulated by the study program and fulfilled all obligations determined by the general acts of the Academy.



Article 117

The Academic Council of the Section shall assign a mentor for the final paper to the student.

A mentor may be a teacher elected to the title in a narrow scientific field to which the topic of the final paper belongs.

Article 118

The student begins to draft the final paper in the second semester of specialist vocational applied studies, that is, in the fourth semester of master vocational applied studies.

The student can obtain the right to defend the final paper of the specialist vocational applied studies if they have passed all the exams stipulated by the study program, completed the professional internship and if the final paper has been positively evaluated by the mentor.

The right to defend the final paper shall be obtained by the master of vocational applied studies if they have passed all the exams stipulated by the study program, completed the professional internship and if the final paper has been positively evaluated by the mentor.

The final work of the second-degree studies is defended before a committee whose composition is determined by the Academic Council of the department, consists of at least three members, all of whom are teachers of the Academy and one representative of the institution where the candidate completes the final master's thesis.

Article 119

The final paper grade shall be formed on the basis of the grade of the written part of the final paper and the grade of oral defense.

If the commission does not positively evaluate the work or the student does not defend the final paper, a student is obliged to re-apply for the final paper writing.

The topic of the new final paper is, as a rule, given in another area of expertise.

Article 120

Until the issuance of a diploma, the student shall be issued a certificate of a professional qualification, in accordance with the law and the Statute of the Academy.

Article 121

Students can receive honors in the form of written praise and awards for the results achieved in their studies.

The decision on the award shall be made by the President of the Academy.

Honours and awards shall be given to:

- 1) the best student of the Academy in the previous academic year;
- 2) a student who has completed studies in the previous academic year for general achievement during their studies;
- 3) to the student for their success in the previous year of study;
- 4) student for professional work done, and
- 5) to the student for achieved extraordinary success in sports and other activities of the Academy.

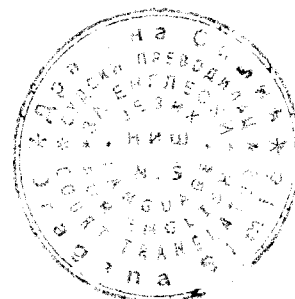
Article 122

At the request of the student, the Academy shall issue a public document on the completed part of the study program, which contains data on the level, nature and content of the study, as well as the achieved results.

Students' rights and obligations

Article 123

The student is entitled to:



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Dragana Simić, Court translator for English language, Trg Kralja Aleksandra 5/15, 18000 Niš, gaganaisus@gmail.com

1. the right to enroll in the appropriate study program in accordance with the Law, the Statute of the Academy and on the basis of the conditions established by the competition for enrollment in the first year of study, quality education and objective assessment,
2. the right to be informed in a timely and accurate manner on matters relating to studies,
3. the right to participate actively in decision-making in accordance with the law;
4. the right to self-organize and express their own opinions,
5. the right to benefits deriving from student status,
6. the right to equally high quality study conditions for all students,
7. the right to diversity and protection against discrimination,
8. the right to vote and to be elected to the Student Parliament and other bodies of the higher education institution,
9. the right to respect for personality, reputation, honor and dignity,
10. the right to be granted the right to a dormant of rights and obligations in the case of a serious illness, referral to a professional practice of at least six months, military service and additional military service, child care up to one year of age, special care for a child longer than the first year of life, maintenance of pregnancy and in other cases provided for in the Statute.
11. the right of appeal if the Academy breaches any of the obligations referred to in the first three items of this paragraph.

The complaint is submitted to the President of the Academy, who resolves it within 30 days from the day of its submission. The decision on appeal shall be considered final.

A student who has been prevented from taking the exam due to illness or absence due to professional development for at least three months may take the exam within the first following term in accordance with the Statute.

A student shall:

1. meet all the teaching and pre-exam requirements;
2. respect the general acts of the institution;
3. respect the rights of employees and other students in a higher education institution;
4. participate in decision making in accordance with the law.

The student has the right to appeal in accordance with the Statute, if a student is denied the rights referred to in paragraph 1, item. 1-3 of this Article.

Disciplinary and material responsibility of the student

Article 124

The student shall be deemed responsible for disciplinary violations established by this Statute and other general acts of the Academy.

Violating discipline can be minor and more severe.

Disciplinary measures imposed on a student for a minor violation of discipline are notice and reprimand, and for a serious violation of discipline, strict reprimand and exclusion from the Academy, up to 12 months from the date of pronouncement of the final measure.

Violations of discipline, manner of determining the responsibility of students, bodies involved in the procedure and imposition of measures for violations of discipline are regulated by a special Rulebook adopted by the Academic Council of the Academy.

Exams and other knowledge tests

Article 125



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Dragana Simić, Court translator for English language, Trg Kralja Aleksandra 5/15, 18000 Niš, gaganaissus@gmail.com

The exam is unique and taken orally, in writing, or in practical terms, as stipulated by the study program.

The exam is taken at the headquarters of the Academy, that is, in the facilities listed in the work permit.

The provision referred to in paragraph 2 of this Article shall also apply to the implementation of the distance learning program, except in the cases provided for in this Statute and the law.

The student can take the exam immediately after completing the teaching and fulfilling all the pre-requisites of the course.

Students who have not passed one exam may be granted a subsequent exam until the beginning of the next academic year.

Students with disabilities have the right to take the exam in accordance with their abilities and appropriately, which shall be regulated by a general act.

The forms of assessment of students shall be: exams, colloquiums, seminars and other papers, project assignments and other forms stipulated by the study program.

The teacher has the right to perform a knowledge test and to assess the student's knowledge during each form of teaching, and the final grade is determined in the exam.

The student's success in mastering a particular course shall be continuously monitored throughout the course and be expressed in points.

By completing the pre-exam requirements and passing the exam, a student can earn a maximum of 100 points.

The study program stipulates the proportion of points earned in pre-examinations and examinations, whereby pre-examinations participate with a minimum of 30 and a maximum of 70 points.

After three failures to pass the same exam, the student may request to take the exam before the commission.

The study program shall regulate in more detail the manner of taking and grading exams, which may stipulate another numerical way of grading, determining the relation of these grades with grades expressed numerically, etc.

Article 126

Exams are taken in the following exam terms:

- January-February
- April
- June
- September
- October

By the general act of the Academy, the dates of the beginning and the end of the examination terms shall be specified.

The decision of the Academic Council of the Academy may introduce additional exam terms.

Article 127

Student achievement in the exam are expressed by a grade of 5 (five) to 10 (ten).

A student who has not scored satisfactorily in the exam shall receive a grade 5 (five). The grades shall be noted in the student transcript of records, the examination record and the students' register. A grade 5 (five) shall not be not recorded in the student record booklet (index).

The number of points is recorded in the examination record and student record booklet (index).

Ratings can be numeric and alphabetic.

At the beginning of each academic year, a student, within the enrolled program of study, has the right to opt for a certain number of teaching (elective) subjects stipulated by the study program.



A student, with the exception of the student of the first year of study, may choose a course only if he has passed all exams in the courses that precede the study of the selected course, which is defined by the study program.

The number of ECTS credits, by courses and years of study, sufficient to determine the degree of study success is stipulated by the study program.

Article 128

The study program shall stipulate the courses the student must pass by the end of the current academic year in order to enroll in the next school year.

A freshman of the first level of higher vocational applied education who acquired at least 48 ECTS credits in the current academic year (on the basis of passing the exam) is eligible to be financed from the budget in the next academic year if ranked within the total number of students of the department whose studies are financed from the budget, in accordance with the law.

The ranking of students referred to in paragraph 1 of this Article includes students enrolled for the first time in the same academic year for a particular year of study of each program of study, and shall be made on the basis of the number of ECTS credits, total years of study and success achieved in mastering the study program, in the manner and by the procedure stipulated by a general act of a higher education institution.

A student who does not exercise the right referred to in paragraph 1 of this Article in the next academic year continues their studies in the status of self-financed student.

A student can be financed from the budget only once at the same level of study.

A student who achieves in the exams the lowest average grade nine in one year shall be entitled to the right to continue or finish their studies before the expiry of the deadline set by the study program, without the obligation to attend classes.

The student referred to in the previous paragraph of this Article shall be assigned a mentor from among the teachers by the Academic Council of the Academy, at the proposal of the student.

A student who demonstrates outstanding results in studies within particular areas shall be entitled to the appropriate rights to complete studies in the shortest possible time, in accordance with a general act of the Academy setting out in greater detail the conditions and procedure for exercising this right.

Article 129

The student gains the right to take the exam when they fulfill all the prerequisites set out in the course syllabus, verify the semester and fulfill other conditions stipulated by the course syllabus, in accordance with the study program and general acts of the Academy.

Article 130

The exam is public. The teachers are deemed responsible for meeting the criteria of exam publicness. The exam are taken before the course teacher.

The manner of taking the exam shall be stipulated by the study program.

The study program determines whether the exam shall be taken in writing, orally or in writing and orally.

Article 131

The exam shall begin by submitting the defined application for taking the exam in a certain course within a certain exam term, and end with the entry of the grade in the report card, the record on passing the exam and the signing of the record on passing the exam.

Article 132

Student cannot take the exam without the student record booklet (index). In case of doubt about the identity, the student may be asked for his ID card and, if necessary, perform a student identity check by examining the student file.



The exam shall commence when the student is given the question.

If a student does not appear at the scheduled time, it is considered that the student has withdrawn from exam taking.

Article 133

The oral part of the exam, if stipulated by the study program, the student takes after the results of the written part of the exam have been published.

Students who have not passed the exam or part of the exam taken in writing have the right to see their paper, and teachers are obliged to enable that, immediately after the results are announced (and for a maximum of 15 days from the date of the written exam).

The teacher is obliged to submit the examination record to the student service within 10 (ten) days from the day of exam completion.

Failure to fulfill or delayed fulfillment of obligations referred to in paragraph 3 of this Article shall be considered as serious violation of work obligation.

Article 134

The student is entitled to complain about the grade obtained by the course teacher to the head of the relevant department within 36 hours from the announcement of the results, ie the announcement of the grade.

Within 24 hours of receiving the complaint, the Head of the Department considers the complaint and, upon obtaining the opinion of the course teacher, renders a decision regarding the complaint.

If the student's complaint is accepted, the student retakes the exam within 3 days from the date of receipt of the decision on the complaint.

Time limits referred to in paragraphs 1-3. of this Article do not include non-working days.

Article 135

A student who is dissatisfied with a positive grade determined in the exam, immediately upon learning of the grade, is obliged to inform the teacher concerned about his dissatisfaction and to send a request to the student service to cancel the grade within 36 hours.

The student is obliged to re-apply for the exam in the course from which his grade has been canceled and to take the exam in the following term.

The student is entitled to the right to file a complaint with the head of the relevant department if he believes that the exam has not been completed in accordance with the law and the Statute of the Academy within 36 hours from the receiving of the grade.

Within 24 hours of receiving the complaint, the head of the department shall consider the complaint and make a decision. If the student's complaint is accepted, the student re-takes the exam within 3 days from the day of receiving of the decision referred to in this paragraph.

Deadlines from paragraphs 1,3. and 4 of this Article shall not include non-working days.

VI - ESTABLISHING A HIGHER EDUCATION UNIT OUTSIDE THE HEADQUARTERS OF THE INSTITUTION WITHOUT THE CAPACITY OF A LEGAL ENTITY

Article 136

The Academy as an independent higher education institution may establish one or more higher education units outside its headquarters, without the capacity of a legal entity, as a form of internal organizational unit, in accordance with the law and the Statute of the Academy. The decision to establish a higher education unit outside the headquarters of the Academy shall be rendered by the governing body,



CERTIFIED TRANSLATION FROM SERBIAN INTO ENGLISH LANGUAGE,
Dragana Simić, Court translator for English language, Trg Kralja Aleksandra 5/15, 18000 Niš, gaganaissus@gmail.com
the Council of the Academy, upon the proposal of the professional body, the Academic Council of the Academy, in accordance with the provisions of Art. 57 of the Law on Higher Education.

Article 137

The decision to establish a higher education unit outside the headquarters of the institution shall include:

- basic information about the Academy - an institution comprising a higher education unit,
- name and seat of the higher education unit,
- status of a higher education unit without legal entity,
- the name of the accredited study programs for which the Academy is licensed and which are implemented at the headquarters of the institution, which shall be realized in a higher education unit outside the headquarters,
- number of students enrolled in the higher education unit.

Preparation of documentation for accreditation of a higher education unit, outside the headquarters, without the status of a legal entity, shall be done according to the standards for accreditation of higher education institutions and study programs.

Article 138

The higher education unit realizes the studies of the first and second degree of higher applied education on accredited study programs in accordance with the work license. The work license confirms that a higher education institution may perform activities in a higher education unit outside the headquarters for a specified number of students.

Article 139

The funds for the establishment and operation of a higher education unit outside the headquarters of the Academy are provided by the founder - the Academy.

The Academy provides space and equipment, in accordance with accreditation standards, for the realization of teaching in a higher education unit.

Article 140

The enrollment of students in a higher education unit is made on the basis of a competition announced by the President of the Academy, at the proposal of the Academic Council of the Academy, in accordance with the law and the Statute of the Academy.

Article 141

The competition for enrollment in a higher education unit shall contain: number of students for enrollment in a higher education unit, enrollment requirements, criteria for determining the order of candidates, the procedure for conducting the competition and legal remedies, as well as the amount of tuition fee.

The procedure for the implementation of the enrollment competition is carried out at the premises of the higher education unit outside the headquarters indicated in the work permit.

Article 142

Classes (lectures, exercises), consultations, as well as knowledge tests (colloquiums and exams) are realized in the premises of the higher education unit outside the headquarters indicated in the work license.

Article 143

Students enrolled in a higher education unit are entitled, in the academic year they enrolled for the first time, to elect and be elected a member of the Student Parliament of the Academy, in order to exercise the rights and protect the interests of students in the higher education unit.



VII - ACADEMY STAFF

Article 144

The staff of the higher education institution consists of teaching and non-teaching staff.

The teaching staff consists of teachers and associates.

The non-teaching staff of the Academy consists of employees performing professional, administrative and technical tasks.

The rights and obligations of the employees of the Academy are governed by a special rulebook issued by the Council of the Academy in accordance with the Law on Higher Education and the Law governing Labor Relations.

Teachers and associates

Article 145

Educational, research and professional development work at the Academy are realized by teaching staff consisting of teachers and associates.

The teaching process is implemented by teachers in the ranks of lecturers, senior lecturers and professors of vocational applied studies.

Teachers, associate professors, associate professors and full professors can also participate in the realization of undergraduate, specialist and master vocational applied studies at the Academy.

Article 146

A person who has been convicted by a final judgment of a criminal offense of sexual liberty, falsification of a public document issued by a higher education institution or receiving a bribe while performing activities in a higher education institution may not obtain the title of teacher or associate.

If a person from the previous paragraph of this Article has acquired a title, the Academy shall make a decision on the prohibition of performing the duties of teacher or associate, and that person shall have the employment terminated in accordance with the law.

Article 147

A person with appropriate professional, academic, or scientific title and capacity for teaching may be appointed a teacher.

The titles of teachers are: Professor of Applied Studies, Senior Lecturer and Lecturer.

A person with the scientific title of Doctor of Science and has scientific or professional papers published in scientific journals or proceedings, with reviews, may be elected to the title of professor of applied studies.

A person with the scientific title of Doctor of Science may be elected to the title of Senior Lecturer.

A person with an academic title of master or a professional title of specialist of academic studies may be elected to the title of lecturer.

Article 148

The Academy announces a call for applications for the election to title of a teacher in a narrow field and establishment of employment relationship in accordance with the Rulebook on Organization and Systematization of the Academy's Affairs and on the proposal of the Academic Council of the Department.

A person elected to the title of Senior Lecturer and Lecturer acquires the title and establish a fixed-term employment contract in duration of five years.

A person elected to the title of professor of vocational applied studies acquires the title and establishes a permanent employment contract.

The President of the Academy concludes the employment contract with the person elected to the title of teacher.



The following elements shall be considered in the process of appointment to the title of a teacher: evaluation of the results of scientific and research work, evaluation of engagement in teaching and development of other activities of the Academy, evaluation of the results of teaching work, as well as evaluation of the results achieved in sustaining a scientific-teaching youth. In evaluating the results of the teaching work, the opinion of the students in the relevant department shall be taken into account.

Article 149

The appointment to the title of a teacher and establishing employment relationship are made on the basis of a competition.

The competition for election to a specified profession and employment of teachers shall be announced by the President of the Academy at the proposal of the relevant Academic Council of the department.

The Academic Council of the department proposes the appointment of a senior lecturer and lecturer for a fixed term of five years.

The Academic Council of the department proposes the appointment of a professor of vocational studies indefinitely.

The professor shall submit a report on his work every five years to the Academic Council of the Academy in order to evaluate his work.

Article 150

At the proposal of the Academic Council of the Department, the President of the Academy establishes a commission for writing reports and proposals for the election of candidates to the title of teacher (hereinafter: the Commission) within 30 days from the day of announcement of the competition.

The Commission consists of at least three members in the rank of teachers in accordance with the provisions of the Law on Higher Education, at least two of which are in the professional or scientific field for which the candidate is elected, and at least one member of the Commission is not employed by the Academy.

The members of the committee shall be of the same or higher title than the one to which the candidate is elected.

Article 151

The Commission submits a report to the Academic Council of the department with a proposal for the election of teachers within a period not exceeding 30 days from the expiry of the deadline for applying for election.

If the commission does not submit the report within the time limit referred to in paragraph 1 of this Article, a new commission shall be appointed.

The commission report shall contain: biographical data of the candidate, review of the professional or scientific papers of each applicant, an opinion on the fulfillment of the conditions for work, as well as a proposal for the election of a particular candidate with the explanation and opinions of all committee members.

If any of the members of the commission expresses a converse opinion, the member is obliged to elaborate on it.

Article 152

The Commission's report with the proposal for the election of candidates shall be made available to the public for 30 days, at the Secretariat of the Academy and by publishing a report to the website of the Academy.

The Academic Council shall consider the report with the proposal of the Teacher Selection Commission and the public's remarks and shall propose a decision on the election of one of the candidates.

The decision on the appointment and employment of teachers and associates shall be rendered by the Academic Council of the Academy at the proposal of the Academic Council of the Section.

If the Academic Council of the Section does not nominate any of the proposed candidates, a new competition shall be announced.

Article 153

The Electoral Council are a special composition of the Academic Council, which is formed when making decisions on the election to the title and other issues related to the teachers and associates of the Academy.

When deciding on the appointment to the title of a professor of vocational applied studies of the Academy and in the process of appointing a committee to prepare reports on applicants, the Electoral Council shall consist of teachers with the title of professors of vocational applied studies of the Academy.

When deciding on the appointment to the position of Senior Lecturer of the Academy and in the process of appointing the Commission to prepare reports on applicants, the Election Council shall consist of teachers with the title of Senior Lecturers and professors of the Academy.

When deciding on the selection of lecturers and in the process of appointing the Commission to prepare reports on the applicants, the Election Council shall consist of lecturers, senior lecturers and professors of applied studies at the Academy.

When deciding on the election of assistants with a doctorate and in the process of appointing a commission to prepare reports on applicants, the Electoral Council shall consist of professors of applied studies, senior lecturers, lecturers and assistants with a doctorate.

When deciding on the election of assistants and in the process of appointing a commission to prepare reports on applicants, the Electoral Council shall consist of professors of applied studies, senior lecturers, lecturers, assistants with doctorates and assistants.

When deciding on the appointment of a teaching associate and in the process of appointing a commission to prepare reports on applicants, the Electoral Council shall consist of professors, senior lecturers, lecturers, teaching assistants, assistants and teaching associates.

Article 154

If at the competition for the teacher, or associate, election, no candidate apply or the candidates do not meet the criteria, the President of the Academy, at the proposal of the Academic Council of the relevant Section, may for the purpose of realization of teaching in the relevant academic course or scientific field for which the competition has been announced, conclude an employment contract with a teacher or associate of another institution of higher education, should the teacher have the teaching title in the scientific field for which the competition has been announced in a duration of a maximum of one academic year.

Article 155

The Academy, without announcing the competition, with the consent of the Academic Council of the Academy, may hire a teacher from another independent higher education institution outside the territory of the Republic, in the rank of visiting professor.

The rights and obligations of the person elected to the title referred to in paragraph 1 of this Article shall be regulated by the teaching employment contract.

Article 156

The Academy may, at the suggestion of the Academic Council of the Section, engage part-time lecturer in a part-time active course, including lectures and exercises, in the first and second degree studies of the Section, not exceeding one-third of the course classes during the semester, with the educational level of at least master academic studies and having the necessary knowledge and skills in the relevant field and showing a talent for teaching profession.

Outside employment lecturer can only be engaged in professionally applicative courses.

Course teachers employed at the Academy - the Section shall be deemed responsible for ensuring the quality of teaching delivered by outside employment lecturers.



The General Act of the Academy regulates in more detail the manner of election and the period for which the outside employment lecturer is hired.

The person referred to in paragraph 1 of this Article concludes a contract of employment for a maximum of one school year with the possibility of extension, and payments under this contract shall be made from the Academy's own income.

Article 157

Teaching of foreign languages, or skills, except for a person with the title referred to in Article 147 of this Statute, can be performed by a teacher of foreign language, or skills, with higher education of the first degree, published professional papers in the relevant field and ability for teaching profession.

The skills teacher referred to in paragraph 1 of this Article may be elected only in those scientific, professional and artistic fields for which there are no doctoral studies in the Republic.

A person elected to become a foreign language teacher or a skills teacher acquires a title and concludes a fixed-term employment relationship in duration of five years.

Article 158

Associate titles shall be a teaching associate, an assistant and an assistant with Ph.D.

The Academy appoints to the title of a teaching associate in the first degree studies (bachelor applied studies) a student of master academic, master applied or specialist academic studies, who completed the first degree studies in the relevant narrow scientific or professional field for which the associate is elected (undergraduate studies in three-year or four-year term), with an overall average grade of at least 8 (eight).

The person referred to in the previous paragraph of this Article concludes a contract of employment for a period of one year, with the possibility of extending the contract for another year during the study period, not later than the end of academic year.

The Academy appoints to the title of an assistant a PhD student, who at each of the previous stages of study (basic and master studies) in the respective narrow scientific or professional field which graduated with an average grade of at least 8 (eight) and who shows a talent for teaching profession.

With the person appointed to the title of an assistant, a contract of employment for a period of three years is concluded, with the possibility of extension for another three years.

The Academy may, under the conditions referred to in paragraph 5 of this Article, appoint to the title of an assistant a Master of Science, to whom the topic of the doctoral dissertation has been accepted.

The Academy shall appoint to the title of an assistant with the doctorate a person who has acquired the scientific title of Doctor of Sciences and who shows a sense of teaching.

Specific conditions for the appointment to the title of an assistant professor with a doctorate are stipulated by the General Act of the Academy.

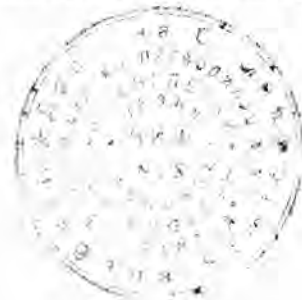
With the person appointed to the title of an assistant with the doctorate, the employment contract for a period of three years is concluded, with the possibility of extension for another three years.

The contract referred to in the previous paragraph of this Article shall be concluded by the President of the Academy.

Article 159

The President of the Academy, upon proposal of the Assistant President, may hire an associate outside the employment (demonstrators, etc.) to assist in teaching in the first degree (undergraduate vocational applied studies), namely the student of the first, second or third degree, who in the first degree studies achieved at least 120 ECTS credits with an overall average grade of at least 8 (eight), as well as with a minimum grade of 8 (eight) in the courses belonging to the scientific field for which an associate is engaged.

An outside-employment associate shall not enter into employment relationship, meaning that he shall not conclude an employment contract.



With the person referred to in the preceding paragraph of this Article, the President of the Academy concludes an employment contract for the maximum of one academic year, with the possibility of extension for another academic year.

Article 160

The Academy determines the employment policy, starting with the need for the teaching process at the Academy to be organized in a quality, rational and efficient manner.

Teachers and associates, as a rule, establish full-time employment in accordance with the Statute of the Academy.

Article 161

A teacher or an associate of the Academy may conclude a contract by means of which he is engaged by another higher education institution with the prior consent of the Academic Council of the Academy.

Article 162

Upon the completion of five year period of work in teaching at the Academy, a teacher of the Academy, may be granted paid leave of up to one academic year for professional or scientific education.

The decision to grant paid leave, upon the reasoned proposal of the employee and the relevant Section, shall be made by the President of the Academy.

Article 163

A teacher and an associate on military service, maternity leave, absence from work for the care of a child or other person, for special care of a child or for sick leave longer than six months, shall be granted the election period and employment contract extension for the stated period.

Article 164

Employment relationship with a teacher shall be terminated at the end of the academic year in which that teacher turned the age of 65 and at least 15 years of insurance covered working period.

Non-teaching staff

Article 165

The non-teaching staff of the Academy shall consist of persons performing professional, administrative, technical and other tasks.

The job description of non-teaching staff, according to specific positions, shall be stipulated by the Rulebook on Systematization of the Academy working position, which shall be rendered by the President.

With respect to the rights, obligations and responsibilities of non-teaching employees, the law governing employment relations shall apply, unless otherwise provided by law, as well as the provisions of this Statute and the general acts of the Academy.

VIII - RECORDS AND PUBLIC DOCUMENTS DIPLOMA CANCELLATION

Article 166

The Academy shall keep: student register book, records of diplomas and diploma supplements and records of exams, records and recognized foreign higher education documents for the continuation of education, records of students and certificates of completion of the short study program. These records shall be kept in the Serbian language and in Cyrillic in printed form and may also be kept electronically.

Register book, Records of Diplomas and Diploma Supplements are kept permanently, as are employee records and examination records.

The Minister defines more detailed conditions regarding the keeping, collecting, entering, updating, availability of records, as well as other issues of importance for recordkeeping.



Article 167

The Academy has an information system and maintain a database. The database is a collection of records referred to in the previous article of the Academy's Statutes, maintained by the institution in the electronic form. The records maintained by the Academy shall be a set of data on the institution, students, parents (dependents) and employees.

The user of data from the Academy's information system may be another state and other body and organization, as well as a legal and natural person, provided that they are authorized by law or other regulations to request and receive data, that such data is necessary for the performance of tasks within their competence or serve for research purposes and to ensure the protection of personal data.

For the purpose of scientific research work and in the preparation of educational-political and statistical analyzes, personal data shall be used and published in a manner that ensures the protection of the identity of students, teachers and other employees of the Academy.

The data in the Academy's records, database and information system must be safeguarded against unauthorized access and use.

The data entered into the records kept by the Academy are collected, stored and used for the purposes of performing the activities of the Academy and for the needs of the Ministry. Records are used in a manner that ensures the protection of the student's identity.

Unified Education Information System

Article 168

The Unified Education Information System (hereinafter referred to as UEIS) shall be established and maintained by the competent Ministry.

For the purpose of keeping the register referred to in para. 1 of this Article, the Academy shall update the information from Art. 114 para. 3, item 3 of the Law on Higher Education and Personal Data Protection, a unique educational number (hereinafter referred to as the UEN) shall be created, which shall follow its holder through all levels of education and shall be the key to linking all student data from UEIS.

The UEN represents an individual and unique mark consisting of 16 characters and shall be awarded to a student in an automated process through the UEIS at the request of the Academy, at the first enrollment of the student in the Academy.

If a UEN is assigned to a student at pre-higher education institutions, the Academy will not request the UEIS to assign a new UEN.

The temporary UEN is assigned to the student until he / she receives a unique citizen ID, foreign national, stateless person, exiled and displaced person.

In the request from para. 3 of this Article, the Academy enters into the UEIS information on the student's identity (name, surname, name of one parent, unique citizen identification number, passport number and issuer for foreign nationals).

The personal data referred to in paragraph 6 of this Article are collected solely for the purpose of assigning a UEN to a student.

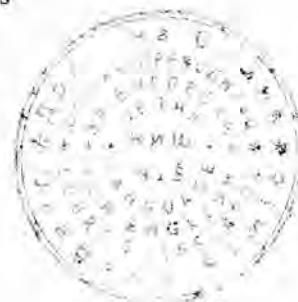
The authorized person employed by the Academy personally submits the UEN to the student in a sealed envelope together with the information for the access to the register kept by the Ministry about the students and shall keep records thereof.

UEN and temporary UEN data shall be stored permanently.

The Ministry shall be the controller of the personal data referred to in paragraph 6 of this Article. The Minister stipulates more detailed conditions regarding the UEN assigning procedure.

The Register of the Accredited Institutions

Article 169



Data on the Academy shall be entered into the Register of accredited higher education institutions in accordance with Article 116 of the Law on Higher Education. These data represent a set of general data that shall define the legal status of the Academy, the status of the Academy in the higher education system, data on the study programs implemented by the Academy, data on the realized short study programs and certificates issued, the amount of tuition fees, weekly fund of classes per study program for each year for lectures and practical classes, the language in which the study program is taught, the number of budget and self-financing students by study program and by year, data on facilities, data on acts and bodies of the higher education institution, information on the accreditation of the higher education institution and the results of the external verification of the institution, and data on its own revenues and their expenditure.

All data from para. 1 of this Article are open and publicly available on the Ministry's website.

The Register of accredited study programs

Article 170

Data on accredited study programs implemented by the Academy shall be entered in the Register of accredited study programs in accordance with Article 117 of the Law on Higher Education and shall include data on the study program, accreditation, type of studies, institution at which it shall be realized, scientific and artistic field, and area, language in which it is taught, tuition fees, number of students by type of funding by year of study, number of students who have completed the study program and other data relevant for monitoring the realization of the study program.

Student data records

Article 171

Data on students collected by the Academies shall be entered in the Student Register in accordance with Article 113 of the Law on Higher Education, they shall represent a set of personal data that state their identity, educational and social status and the necessary educational, social and health support.

The personal data on students are obtained by the Academy upon enrollment on a form stipulated by the Minister and filled in in paper form.

The following information are collected to determine the student's identity: name, surname, name of one parent, citizens' unique identification number, passports and issuers for foreign nationals, date of birth, place of birth, country and address of permanent residence, address of residence during study, nationality in accordance with law, marital status, citizenship, address, contact telephone number, photograph and other information in accordance with the Law on Higher Education.

To determine the educational status of a student, data on previously completed education, language of primary and secondary education, enrolled study program, type of study, year of study and year of enrollment in the study program, participation in international mobility programs, year of completion of study program are collected, the language in which the study program is performed, data on ECTS credits earned, data on awards and praises won during the study and issued public documents. The Academy keeps a record of students enrolled in short study programs and certificates issued.

Article 172

The Academy shall enter and update data using its access account through the UEN as follows:

- student information: year, place and country of birth, place and country of permanent residence, nationality in accordance with law and marital status;
- data indicating the educational status of the student: pre-completed education, language of primary and secondary education, enrolled study program, type of study, year of study and year of first enrollment in the study program, year of completion of study program, language of study program, data on ECTS credits and issued public documents;



- data indicating the social status of the student: the way of financing the studies, the mode of support during the studies, the working status of the student during the study, the highest level of education of the parents or dependents;
- data indicating the student's health status, i.e. the need to provide additional support when performing daily activities at the Academy.

Article 173

Data on employees in the Academy shall be entered into the Register of Employees in Higher Education Institutions in accordance with Article 113 of the Law on Higher Education and entered in the UEIS, ie in the Register of Employees, which shall represent a set of personal data that shall determine their identity, degree and type of education, work - legal status, salary and data for its calculation and payment, professional development, passed exams for work in education, career advancement and movement in the course of career. The register shall also contain data such as the coefficient of complexity of work as a basis for financing from the Regulation, the coefficient on the basis of which the calculation of earnings from a general act of the Academy is made.

Article 174

The purpose of data processing on which the Academy keeps records is to monitor and improve the quality, efficiency and effectiveness of the work of the Academy and its employees, to monitor, study and improve the educational level of students in the education process and to exercise the right to issue a public document.

A student or an employee of the Academy may obtain data kept on them in the Register in accordance with the law governing the protection of personal data.

Article 175

The data in the records shall be updated on the day the change occurred, and no later than 15 days after the change occurred.

UEN data are entered and updated no later than 30 days after the change occurs. Data from the Student Register shall be kept permanently.

All forms of data collection, storage and processing and use are carried out in accordance with the law governing the protection of personal data and the highest data protection standards.

Article 176

On the basis of the official records, the Academy shall issue public documents.

Public documents within the meaning of the Higher Education Act shall mean: a student's booklet (index), a diploma of higher education and a diploma supplement.

At the request of the student, the Academy issues a public document on the completed part of the study program, which contains data on the level, nature and content of the study, as well as the achieved results.

The Academy publishes Serbian-language public documents in Cyrillic script.

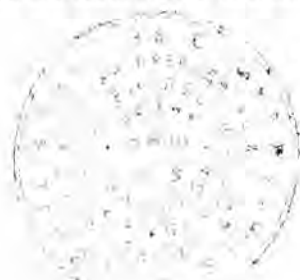
The diploma and diploma supplement may also be issued in English.

The description of the higher education system in the Republic at the time of graduation specified in the diploma must be attached to the diploma supplement.

The diploma on completed studies of the first or second degree of higher vocational education shall be signed by the President of the Academy and certified by the embossed seal of the Academy.

Article 177

The Academy shall issue a new public document after declaring the original of the document invalid in the "Official Gazette of the Republic of Serbia" based on data from the records it maintains.



The public document referred to in paragraph 1 of this Article shall have the meaning of the original public document and shall indicate that it is a new public document (duplicate).

Article 178

A diploma of higher education of the first or second degree of higher applied education and a diploma supplement shall be declared null and void:

1. if issued by an unauthorized organization
2. if signed by an unauthorized person
3. if the diploma holder has not fulfilled all the examination requirements in the manner and according to the procedure established by law and the study program of the higher education institution;
4. if the holder of the diploma has not met the requirements for enrollment in the first or second degree studies, i.e. the conditions for obtaining the appropriate academic title.

The Academy declares the diplomas and the supplement of the diploma null and void for the reasons set out in paragraph 1, items 2 - 4, and the Minister of Education ex officio for the reasons set out in paragraph 1, items 1.

If the Academy does not cancel the diploma for the reasons set out in paragraph 1 item. 2) -4) of this Article, the Minister shall issue a warning to do so within the next 30 days.

If the Academy does not cancel the diploma within the deadline from the previous paragraph of this Article, for the reasons set out in paragraph 1, item. 2) -4) of this Article, the Minister shall establish a committee composed of scientists, that is, artists and experts in the relevant scientific or artistic field, in order to form an opinion on the basis of which the Minister shall decide on the diploma cancellation.

IX - RECOGNITION OF FOREIGN DOCUMENTS AND EVALUATION OF FOREIGN STUDY PROGRAMS

Article 179

Recognition of a foreign higher education document is a procedure by which the holder of such a document establishes the right to continue their education. The procedure for recognition of a foreign higher education institution document is carried out in accordance with the provisions of the Law on Higher Education, unless otherwise provided by an international treaty.

Higher education documents acquired in the SFRY - until April 27, 1992, in the Federal Republic of Yugoslavia, i.e. the State Union of Serbia and Montenegro - until June 16, 2006 and Republika Srpska are not subject to the procedure of recognition of a foreign higher education document.

A public document referred to in paragraph 2 of this Article shall have the same legal effect as a public document issued in the Republic.

Article 180

The evaluation of a foreign study program is done on the basis of the type and level of knowledge and skills achieved, taking into account the education system in the country where the higher education certificate was acquired, the conditions of enrollment, the competences acquired upon completion of the study program, the rights arising from the higher education institution in the country were obtained and other relevant facts, without considering the formal characteristics and structure of the study program.

The Academic Council of the Academy evaluates the foreign study program, or part of the study program, for the purpose of education continuation. The evaluation of a foreign study program once completed shall be valid for all subsequent cases of recognition of a foreign higher education certificate when a foreign higher education certificate is acquired by completing the same study program.

Article 181

A person who has acquired higher education of the first or second degree in the fields in which the Academy is pursuing education, or who has started studies abroad but wants to continue education at

CERTIFIED TRANSLATION FROM SERBIAN INTO ENGLISH LANGUAGE,

Dragana Simić, Court translator for English language, Trg Kralja Aleksandra 5/15, 18000 Niš, gaganaissus@gmail.com

the Academy, may apply for recognition of a foreign higher education institution for the continuation of higher education.

In addition to the request referred to in paragraph 1 of this Article, the original of the foreign diploma or the original of the foreign public document, three copies of the certified translation of these documents, two certified photocopies of the foreign diploma, or foreign school public document and the list of passed exams, respectively the corresponding document on the passed exams shall be submitted , as well as the study program under which the diploma or foreign school document was obtained.

The request for recognition of a foreign higher education document is forwarded by the President of the Academy, or a person authorized by the President of the Academy, to the Nostrification Committee for the purpose of submitting the proposal to the department and the Academic Council of the Academy.

The costs of the proceedings are borne by the applicant and the amount of the costs of the proceedings shall be stipulated by a decision of the Academy Council.

Article 182

Recognition of a foreign higher education document for the purpose of continuing education in the higher education system (hereinafter: academic recognition) shall be carried out by the Academy, after the evaluation of a foreign study program, or part of a study program, has been completed.

Continuation of education and enrollment in higher education may be conditioned by the obligation to obtain additional learning outcomes or rejected shall a substantial difference be found between the type and level of knowledge and skills achieved and the conditions for enrollment in a particular study program.

The criteria for determining the existence of a substantial difference between the type and level of acquired knowledge and skills and the conditions for admission to a particular study program and the process of academic recognition shall be set out by the Academy general act.

The decision on the outcome of the procedure referred to in paragraph 1 of this Article shall be made by the Academic Council of the Academy, at the proposal of the relevant department, within 90 days from the date of receipt of the duly completed request. This solution shall be deemed final.

If in the process of recognition of a foreign higher education document it is found that the study programs differ significantly, the recognition is conditioned by passing the exam, or by fulfilling other obligations determined by the study program of the Academy.

The decision on whether and what exams the candidate will take will be taken by the Academic Council of the Academy.

The law governing the general administrative procedure shall apply to the academic recognition procedure.

Article 183

The authorized body of the Academy shall keep records and permanently keep the documentation on the recognition procedures implemented.

The records referred to in paragraph 1 of this Article shall be kept in electronic and written form and shall include: surname, name of one parent and first name, date and place of birth, citizenship, address and telephone number of the holder of the foreign higher education document - applicant; name of higher education institution which issued the document, place and state, duration of study (study program), type and level of study, direction of study (program, discipline), professional title, number and date of the act on evaluation of the foreign study program and name of the body that issued the act, number and date of the certificate on additional examinations, number and date of the document on passed additional examinations, number and date of decision on recognition of foreign higher education document and brief contents of the dispositive of the decision.

The authorized body of the Academy shall enter the records referred to in paragraph 2 of this Article into the Ministry's unique information system in accordance with the law.



X - METHOD OF FINANCING AND OPERATION OF THE ACADEMY

1. FUNDING REOURCES

Article 184

The Academy acquires funds for the performance of its activities in accordance with the law, other legal regulations and this Statute. The sources shall be obtained from the budget and from Academy's own revenues.

Forms of acquisition and obtaining the funds shall be:

- 1) funds provided by the founder;
- 2) tuition and other fees for educational services;
- 3) projects and contracts related to the realization of teaching, research and consulting services;
- 4) publishing;
- 5) fees for commercial and other services;
- 6) founder's rights and funds under contracts for the provision of services to third parties and consulting services;
- 7) funds from domestic and foreign investors;
- 8) capital gains;
- 9) donations, gifts and bequests;
- 10) other sources.

2. FINANCING THE ACADEMY ACTIVITIES

Article 185

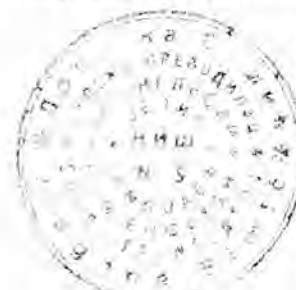
Funds for performing the activities of the Academy are provided from the budget of the Republic of Serbia for the implementation of accredited study programs, on the basis of contracts concluded by the Academy with the competent authority, according to the previously obtained opinion of the competent ministry, in accordance with the norms and standards of working conditions.

Funding the activity during one academic year are provided in accordance with the Annual Program of the Academy, adopted in accordance with this Statute.

The funds provided from the budget of the Republic shall be intended for:

- 1) material costs, current and investment maintenance;
- 2) salaries of employees, in accordance with the law and the collective agreement;
- 3) equipment;
- 4) library stock;
- 5) research and development activity;
- 6) scientific and professional development of employees;
- 7) encouraging the development of a teaching youth;
- 8) working with talented students;
- 9) international cooperation;
- 10) information sources and information systems;
- 11) publishing activity;
- 12) the work of the Student Parliament and the activities of students outside the classroom;
- 13) financing the equipment and conditions for students with disabilities studying;
- 14) the work of the Research, Development and Career Guidance Center;
- 15) operation of knowledge and technology transfer centers;
- 16) other purposes, in accordance with the law.

The Council of the Academy shall be responsible to the competent ministry for the purposeful and economical spending of the funds allocated from the budget.



The department submits twice a year to the Academy data on the number and structure of employees, for the implementation of study programs.

3. OWN RESOURCES REVENUE

Article 186

The revenue the Academy acquires by providing services and performing activities to third parties (tuition fees, providing services to third parties, gifts, donations, sponsorship, publishing and other income) shall be the Academy's own sources revenue.

The Academy shall dispose of the funds referred to in paragraph 1 of this Article in accordance with the law, this Statute, in accordance with the purposes for which it allocates its own funds by the general acts of the Academy, and in legal transactions shall act on its own behalf and on its own account.

The funds referred to in paragraph 1 of this Article shall be used for the promotion of activities and the improvement of the quality of work.

The generated own revenues will be recorded in accordance with the sources of acquisition in the relevant Section.

4. TUITION FEES

Article 187

The Academy acquires revenues from tuition fees pursuant to the decision on the amount of tuition fees for the next academic year for all study programs for students who pay tuition fees, based on the decision of the Academy Council made before announcing the competition for the enrollment of new students.

The tuition fee amount defines the cost of study for one academic year, or for the acquisition of 60 ECTS credits. The tuition fee includes the fee for full-time services provided by the Academy to the student within the framework of the completion of the study program, for one year of study.

The self-financing student pays the tuition fee in proportion to the number of ECTS credits enrolled for the school year.

The regular services provided by the Academy to the student as part of the realization of the study program covered by the tuition fee are determined by the Council of the Academy.

Services, which are not covered by the tuition fees, are paid by the students as set out in a general act issued by the Academy Council.

The criteria for determining the amount of tuition are set by the Academy by a general act.

5. FINANCIAL PLAN

Article 188

The revenues generated by the Academy are allocated by the financial plan of the Academy.

The financial plan proposal for the fiscal year shall be adopted in accordance with the regulations.

The realization of the adopted financial plan is evaluated by the annual account of the Academy.

The Academy's financial plan is adopted by the Council of the Academy, upon the proposal of the Academic Council of the Academy.

The Academy adopts the financial plan for the next calendar year by December 31 of the current year, and the final account report by the end of February of the following year for the previous year.

XI - QUALITY SYSTEM AND QUALITY POLICY

Article 189

Quality Center shall:

- implement ISO quality standards;
- organize internal quality evaluation of all the Academy's business processes;
- determine preventive and corrective measures, as well as measures to improve all the Academy's business processes;
- prepare revision of the quality system at least once a year;
- draw up self-evaluation reports based on a quality system review.

The Quality Center implements the process of evaluating the effectiveness of all the Academy's business processes according to the established dynamics and parameters of performance measurement.

Article 190

The basic commitments of the Academy in defining and constantly developing quality policy shall be the following:

- keeping up with contemporary world trends in the field of education
- application of the results of professional and scientific research in teaching processes
- application of modern methods and techniques of student education
- constant improvement and raising of the level of quality of the work of employees
- raising the level of information system and other equipment
- ensuring that all of logistical processes are of the highest quality
- meeting the requirements of students, service users, society and the environment.

Article 191

All the staff is responsible for the development and quality assurance of the work and shall make a full contribution to the quality policy of the Academy through appropriate personal, scientific and professional development and contribution to the work and improvement of the work process, achieving high standards in all business processes of the Academy.

XII – INFORMING THE PUBLIC ABOUT THE WORK

Article 192

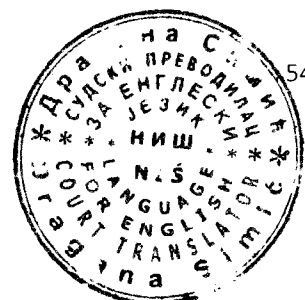
Employees, members of the authorities, students and the public have the right to accurate, complete, timely and clear information necessary for their work, education, exercise of rights and performance of duties and tasks.

The Academy provides information on its work, with the approval of the President of the Academy, through special publications and editions, through press conferences, issuing special announcements, providing personal insight into the acts and documents of the Academy to persons having a legal interest, through the Academy bulletin board and in any other convenient manner.

Article 193

The Academy has its official, publicly available website, clearly organized, in Serbian and English.

The web site of the Academy shall contain: basic information about the Academy and its activity, such as: data on the founder, study programs, research and development projects, international cooperation, schedule of teaching activities, results of student knowledge assessment, schedule of consultations, data on teachers, data on textbooks and literature, study cost data, current activities, and other data.



XIII - ENVIRONMENTAL PROTECTION

Article 194

The Academy is obliged to take care of the environment, in accordance with the law and special regulations, and to increase the environmental awareness of the employees and students.

Awareness raising on the importance of environmental protection is ensured during the educational process through a system of scientific and research work, improving the work process, equipment and other means of work and popularizing environmental protection.

XIV - BUSINESS SECRET

Article 195

The following data shall be considered as business secret:

1. data declared by the competent body of the Academy as a business secret
2. data communicated by the competent authority, as confidential, to the Academy
3. data relating to the affairs of the Academy, if designated as a military secret
4. data containing tenders for public competition or public bidding, pending the announcement of the results of the competition or public bidding.
5. other documents and data the communication of which to an unauthorized person, because of their nature and importance, would be contrary to the interests of the Academy.

Article 196

Employees are required to keep confidential business information, regardless of the source or method of disclosure.

The duty of professional secrecy also continues after the termination of employment.

Employees are required to keep confidential documents and information they find out in conducting business with other bodies, companies or institutions.

Article 197

The President of the Academy, or a person they authorize, may disclose the business secret to the authorized person.

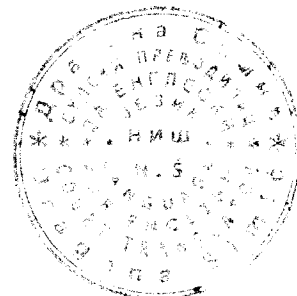
Documents which are classified as business secrets and are marked as such shall be recorded and kept by the employee at the Academy responsible for their keeping.

Article 198

A breach of professional secrecy shall be deemed as a grave breach of work obligations.

It is not be considered a violation of confidentiality to disclose information, or to give access to documents that represent a business secret, in the following cases:

- business secret is being communicated to persons, bodies or organizations to which it has to be or may be communicated on the basis of regulations or authorizations arising from the functions they perform, or the position, with the prior approval of the President of the Academy,
- to the members of the Council of the Academy, at the meetings of the Council, if such communication shall be considered necessary for the performance of the functions of the Council, providing that the present members are warn that such documents and information are considered a business secret,
- notifying the competent authority of the criminal offenses, economic offenses or misdemeanors,
- reporting to the supervisory authority.



XV - TRANSITIONAL AND FINAL PROVISIONS

Article 199

The provisions of the general acts of the legal predecessors of the Academy (the records of the College of Applied Technical Studies, Colleges of Applied Professional Studies, Vranje, and Colleges of Applied Preschool Studies), which were applied until the entry into force of this Statute, and which are not contrary to it, shall be applied in the work of the relevant Sections until the adoption of the General acts of the Academy on the basis of this of the Statute.

Article 200

On the day of registration in the court register, the Academy assumes the employees, assets, rights and obligations, students' registers and all other records of the College of Applied Technical Studies, Colleges of Applied Professional Studies, Vranje, and Colleges of Applied Preschool Studies Teachers of the Academy (professors of vocational applied studies, senior lecturers and lecturers) and associates (teaching associate, assistant and assistant with doctorate) elected to the title and employment, retain the title obtained at the Academy and sign an annex to the employment contract for the relevant department.

Non-teaching staff signs an annex to the employment contract.

The annex of the employment contract is signed by the President of the Academy on behalf of the Academy.

Article 201

Students of the College of Applied Technical Studies, Colleges of Applied Professional Studies, Vranje, and Colleges of Applied Preschool Studies in study programs by the academic year 2018/2019 continue studying at the enrolled study programs according to the started curriculum, study conditions and rules, in accordance with the law and statutes that were in force at the time of enrollment.

Article 202

Disciplinary proceedings for violations of students' rights and obligations initiated before the entry into force of this Statute shall be terminated in accordance with the provisions of the Statute under which the procedure was initiated.

Disciplinary proceedings for violations of employees' rights and duties initiated before the entry into force of this Statute shall be terminated in accordance with the provisions of the Statute under which the procedure was initiated.

Article 203

The procedures for election to the title and employment of teachers and associates initiated before the entry into force of this Statute shall be terminated in accordance with the provisions of the Statute under which the procedure was initiated.

Article 204

In the process of introducing and applying the ECTS credits, the Academy shall be obliged to monitor the results achieved in the exams, as well as other relevant indicators of student workload, and to obtain the opinion of the students on the effective workload in mastering the study programs, and to adjust the value of credits awarded to individual courses on this basis.

Article 205

A person who has acquired the right to a public document in accordance with the regulations in force until the date of entry into force of the Law on Higher Education, shall be issued a public document in the form stipulated before the new Law entered into the force.



Article 206

A person who has acquired an appropriate professional title at the Academy in accordance with the regulations in force until the entry into force of the Law on Higher Education (Official Gazette RS 88/2017), reserves the right to use it in accordance with the regulations under which it was acquired.

The person referred to in paragraph 1 of this Article may request the Academy, in the procedure and under the conditions stipulated by a special general act of the Academy, and in accordance with the criteria for harmonization of acquired titles stipulated by the Conference of Academies of Applied Studies, may request that the previously acquired title harmonizes to corresponding title in accordance with the Higher Education Act.

If the Academy determines in the procedure the right of the person referred to in paragraph 1 of this Article to the appropriate title, it shall issue a new diploma in accordance with the Law on Higher Education.

A diploma with a new title shall be issued only if the previously issued diploma is declared invalid.

The procedure for harmonization of acquired names shall be regulated by a special general act issued by the Academic Council of the Academy.

Article 207

Acting President of the Academy shall submit application for a work permit within 60 days from the day the Academy's statute was passed.

The Academy Council shall announce the election of the President of the Academy within 15 days from the date of election of the members of the Academy Council.

Article 208

All terms that indicate in the Statute the positions, professions, or vocations and titles, expressed in the grammatical masculine gender, mean the natural masculine and feminine gender of the persons to whom they refer.

Article 209

The Statute shall enter into force on the eighth day after its adoption by the Provisional Council of the Academy.

On the day this Act enters into force, the Statutes of the College of Applied technical Studies Niš, College of Applied Technical Studies, Colleges of Applied Professional Studies, Vranje, and Colleges of Applied Preschool Studies shall cease to apply.

PRESIDENT OF THE PROVISIONAL ACADEMY COUNCIL

Danijela Mančić, MSci

I hereby certify that this translation truly corresponds to the original text written in Serbian language.

Dragana Simić, Court translator for English language of the District Court of Niš,

Decision no. 740-06-1051/06-03 of 08/01/2007.

Reg. no. 19/120 – 1, Place and date: Niš, 12th December 2019

