

STATUTE OF

THE UNIVERSITY OF BANJA LUKA

Banja Luka, July 2022

Pursuant to Article 54, Paragraph (1), Item 2), and Article 149 of the Law on Higher Education (Official Gazette of the Republic of Srpska, Issue No. 67/20), the Senate of the University of Banja Luka, in its 81st session held on 7th July 2022, adopted

S T A T U T E O F THE UNIVERSITY OF BANJA LUKA

I. GENERAL PROVISIONS

Article 1

- (1) This Statute provides detailed provisions on the autonomy, rights and obligations of the University of Banja Luka (hereinafter: the University) in relation to its Founder, as well as its authority in legal transactions; its name, seat and activities; its representation and presentation; the basics of its organisation; its governing bodies and procedures; the management and administration of the University; the rights and obligations of the Faculties, the Academy of Arts and the Institute for Genetic Resources (hereinafter: University Members) in legal transactions; the conduct of teaching, scientific research, professional and artistic activities; the procedure for conferring academic titles; the manner in which staff and students exercise their rights and obligations; the organisation of staff and students; the rights of students with disabilities; measures for assuring the quality of study programmes, teaching and study conditions; the public nature of the University's work; the management of records and public documents; the recognition of foreign higher education qualifications for the purpose of continuing education and the equivalence of previously earned degrees; University funding; and any other matters important for the operation of the University.
- (2) The grammatical terms used in this Statute to refer to the male or female gender apply to both genders.

Article 2

- (1) The University is an institution of higher education that:
 - 1) Integrates teaching, scientific research, professional and artistic work, as well as projects of significance to society, as the three core components of the integral process of higher education;
 - 2) Delivers a minimum of ten distinct academic degree programmes across at least four different fields of study;
 - 3) Organises academic studies across all three cycles of higher education.
- (2) The University comprises the following Faculties, Academy and Institute: the Academy of Arts; the Faculty of Architecture, Civil Engineering and Geodesy; the Faculty of Economics; the Faculty of Electrical Engineering; the Faculty of Mechanical Engineering; the Faculty of Medicine; the Faculty of Agriculture; the Faculty of Law; the Faculty of Natural Sciences and Mathematics; the Faculty of Mining; the Faculty of Technology; the Faculty of Political Science; the Faculty of Physical Education and Sports; the Faculty of Security Sciences; the Faculty of Philology; the Faculty of Philosophy; the Faculty of Forestry (hereinafter: the Faculties/Academy); and the Institute for Genetic Resources (hereinafter: the Institute).
- (3) The names and types of study programmes, including short-term programmes, offered by

the University shall be specified in the statutes of the respective Faculties and the Academy.

Article 3

- (1) The University is autonomous in conducting its activities.
- (2) The University has autonomy in teaching, scientific research and artistic work within the scope of the granted operating licence.
- (3) In accordance with the Law, the University has the right to:
 - 1) Freedom of research, artistic creation and the transmission of knowledge;
 - 2) Elect its academic, governing and administrative bodies;
 - 3) Organise its structures and activities according to its own rules, in compliance with the Law;
 - 4) Employ academic and other staff in accordance with the Law on Higher Education and the regulations governing employment;
 - 5) Develop, approve and implement degree programmes, scientific research projects and art projects, and establish rules of study;
 - 6) Confer titles upon academic and other staff, in accordance with its legal authority;
 - 7) Independently conduct academic, research and artistic cooperation and activities with other institutions of higher education and other legal and natural persons in the Republic of Srpska (hereinafter: the Republic), Bosnia and Herzegovina, and abroad;
 - 8) Elect its governing bodies in accordance with this Statute and other regulations;
 - 9) Maintain financial independence in accordance with the Law;
 - 10) Manage its property in accordance with the Law;
 - 11) Manage its intellectual property in knowledge transfer processes.

Article 4

- (1) The physical space of the University is inviolable.
- (2) Police officers may enter the University premises without the permission of the authorised body of the University, based on a court warrant.
- (3) Notwithstanding Item (2) of this Article, police officers may enter the University premises without the permission of the University's authorised body and without a court warrant when necessary to arrest an offender or to protect people and property.

Article 5

- (1) The name of the University is: the University of Banja Luka.
- (2) The Founder of the University is the National Assembly of the Republic of Srpska.
- (3) The Founder's responsibilities, rights and obligations toward the University are defined by the Law on Higher Education (hereinafter: the Law) and applicable secondary legislation.
- (4) The University was founded on 7th November 1975.
- (5) The seat of the University is located in Banja Luka, University Campus, Bulevar vojvode Petra Bojovića 1A.

Article 6

- (1) The University has the status of a legal entity and is liable for its obligations with all its property in legal transactions.
- (2) The Founder is subsidiarily responsible for the University's obligations.
- (3) The University's property may not be expropriated or mortgaged without the approval of both the Steering Board of the University and the Founder.

Article 7

- (1) The University has an emblem, a dry seal, a stamp, a rubber stamp, and a flag.
- (2) The University also has academic regalia.
- (3) The University's regalia include the Rector's chain and robe, the Vice-Rector's robe, the Dean's chain and robe, the Vice-Dean's robe, and the robe of the Institute Director.
- (4) The appearance, content and usage of the emblem, regalia and flag of the University are defined in a special act adopted by the University Senate.
- (5) The Faculties, the Academy and the Institute may have their own emblems and insignia, which must be used and presented alongside the University insignia.

Article 8

- (1) The University stamp is round in shape, with a diameter of 35 mm (for the large stamp) and 25 mm (for the small stamp). It contains the emblem of the University and the text 'Универзитет у Бањој Луци' written in Cyrillic script, as well as the English text 'University of Banja Luka'.
- (2) The dry seal of the University is identical in shape to the stamp described in the previous paragraph of this Article and is used exclusively to verify degrees issued by the University.
- (3) The University also has a rubber stamp for incoming and outgoing post. It is rectangular and includes text, with space for the protocol number and date.
- (4) The Faculties, Academy and Institute use the University stamp and rubber stamp, which also include their names. Other University entities may only use them with the approval from the Steering Board.
- (5) The Rector of the University shall define the number, manner of use and procedures for using the University stamp and rubber stamp through a special act.

Article 9

- (1) The University Members have the right and obligation to use the name, emblem and flag of the University in their activities and to incorporate them into their own insignia, either in full or in part.
- (2) In all other cases, the use of the name, emblem and flag is subject to approval by the Steering Board of the University.

Article 10

- (1) The University may present the following awards and prizes:
 - the University Scroll of Honour Award;
 - the University Certificate of Merit;
 - the Nikola Tesla Gold Badge;
 - monetary and material prizes.
- (2) The University may confer these honours and awards upon distinguished scholars, staff members, students of the University, the Faculties, the Academy, its Institutes, as well as other natural and legal persons, in recognition of their contributions to the promotion and development of the University.
- (3) Detailed provisions governing the awarding of the University Scroll of Honour Award, the Certificate of Merit, the Nikola Tesla Gold Badge and other University honours and prizes, including the inscriptions, shall be defined in a special act adopted by the University Senate.

Article 11

The University Day is on 7th November.

Article 12

- (1) The official languages of the University are those of the Serbian, Bosniak and Croatian peoples, with equal use of both Cyrillic and Latin scripts.
- (2) The teaching faculty hold lectures, seminars and other forms of instruction in one of the official languages of the Republic, according to their preference.
- (3) Students may sit for examinations in one of the official languages of the Republic, according to their preference.
- (4) Classes at the University, or certain aspect of them, may be organised and conducted in a foreign language, in accordance with the Law.

II. ACTIVITIES OF THE UNIVERSITY

Article 13

- (1) Tertiary education is the University's primary activity.
- (2) Within the field of higher education, the University provides education and carries out teaching, scientific research, artistic work, consultancy, and publishing activities. It may also engage in other activities aimed at monetising the results of scientific research and artistic work, provided that these do not compromise the quality of teaching.
- (3) The University carries out its activities either directly or through its Members.
- (4) The University ensures equal conditions for all, without any direct or indirect discrimination on the grounds of sex, race, sexual orientation, disability, marital status, skin colour, language, religious affiliation, political or other views, national, ethnic or social background, affiliation with any national community, property, status obtained through birth, age, or any other status, position or circumstance.

Article 14

- (1) The activities of the University include:
 - 1) 85.42 – Tertiary education;
 - 2) 85.59 – Other education n.e.c.;
 - 3) 85.60 – Educational support activities;
 - 4) 01.10 – Growing of non-perennial crops;
 - 5) 01.11 – Growing of cereals (except rice), leguminous crops and oil seeds;
 - 6) 01.21 – Growing of grapes;
 - 7) 01.22 – Growing of tropical and subtropical fruits;
 - 8) 01.23 – Growing of citrus fruits;
 - 9) 01.24 – Growing of pome fruits and stone fruits;
 - 10) 01.25 – Growing of other tree and bush fruits and nuts;
 - 11) 01.26 – Growing of oleaginous fruits;
 - 12) 01.27 – Growing of beverage crops;
 - 13) 01.62 – Support activities for animal production;
 - 14) 02.40 – Support services to forestry;
 - 15) 18.13 – Pre-press and pre-media services;
 - 16) 18.14 – Binding and related services;
 - 17) 18.20 – Reproduction of recorded media;
 - 18) 25.73 – Manufacture of tools;
 - 19) 26.11 – Manufacture of electronic components;
 - 20) 26.12 – Manufacture of loaded electronic boards;

- 21) 26.20 – Manufacture of computers and peripheral equipment;
- 22) 26.30 – Manufacture of communication equipment;
- 23) 26.40 – Manufacture of consumer electronics;
- 24) 26.51 – Manufacture of instruments and appliances for measuring, testing and navigation;
- 25) 26.52 – Manufacture of watches and clocks;
- 26) 26.70 – Manufacture of optical instruments and photographic equipment;
- 27) 27.40 – Manufacture of electric lighting equipment;
- 28) 27.90 – Manufacture of other electrical equipment;
- 29) 28.29 – Manufacture of other general-purpose machinery n.e.c.;
- 30) 28.41 – Manufacture of metal forming machinery;
- 31) 28.49 – Manufacture of other machine tools;
- 32) 28.99 – Manufacture of other special-purpose machinery n.e.c.;
- 33) 29.31 – Manufacture of electrical and electronic equipment for motor vehicles;
- 34) 33.13 – Repair of electronic and optical equipment;
- 35) 33.14 – Repair of electrical equipment;
- 36) 33.20 – Installation of industrial machinery and equipment;
- 37) 43.21 – Electrical installation;
- 38) 46.51 – Wholesale of computers, computer peripheral equipment and software;
- 39) 46.52 – Wholesale of electronic and telecommunications equipment and parts;
- 40) 46.62 – Wholesale of machine tools;
- 41) 46.69 – Wholesale of other machinery and equipment;
- 42) 46.90 – Non-specialised wholesale trade;
- 43) 47.41 – Retail sale of computers, peripheral units and software in specialised stores;
- 44) 47.61 – Retail sale of books in specialised stores;
- 45) 47.62 – Retail sale of newspapers and stationery in specialised stores;
- 46) 47.64 – Retail sale of sporting equipment in specialised stores;
- 47) 55.90 – Other accommodation;
- 48) 56.29 – Other food service activities;
- 49) 56.30 – Beverage serving activities;
- 50) 58.11 – Book publishing;
- 51) 58.13 – Publishing of newspapers;
- 52) 58.14 – Publishing of journals and periodicals;
- 53) 58.19 – Other publishing activities;
- 54) 59.11 – Motion picture, video and television programme production activities;
- 55) 59.12 – Motion picture, video and television programme post-production activities;
- 56) 59.20 – Sound recording and music publishing activities;
- 57) 60.10 – Radio broadcasting;
- 58) 60.20 – Television programming and broadcasting activities;
- 59) 61.20 – Wireless telecommunications activities;
- 60) 62.01 – Computer programming activities;
- 61) 62.02 – Computer consultancy activities;
- 62) 62.03 – Computer facilities management activities;
- 63) 62.09 – Other information technology and computers service activities;
- 64) 63.11 – Data processing, hosting and related activities;
- 65) 63.12 – Web portals;
- 66) 68.20 – Renting and operating of own or leased real estate;
- 67) 69.20 – Accounting, bookkeeping and auditing activities; tax consultancy;
- 68) 70.21 – Public relations and communication activities;
- 69) 70.22 – Business and other management consultancy activities;

- 70) 71.11 – Architectural activities;
- 71) 71.12 – Engineering activities and related technical consultancy;
- 72) 71.20 – Technical testing and analysis;
- 73) 72.11 – Research and experimental development on biotechnology;
- 74) 72.19 – Other research and experimental development on natural sciences and engineering;
- 75) 72.20 – Research and experimental development on social sciences and humanities;
- 76) 73.11 – Advertising agencies;
- 77) 73.12 – Media representation;
- 78) 73.20 – Market research and public opinion polling;
- 79) 74.20 – Photographic activities;
- 80) 74.30 – Translation and interpretation activities;
- 81) 75.00 – Veterinary activities;
- 82) 77.40 – Leasing of intellectual property and similar products, except copyrighted works;
- 83) 80.20 – Security systems service activities;
- 84) 82.19 – Photocopying, document preparation and other specialised office support activities;
- 85) 82.30 – Organisation of conventions and trade shows;
- 86) 86.21 – General medical practice activities;
- 87) 86.22 – Specialist medical practice activities;
- 88) 86.23 – Dental practice activities;
- 89) 86.90 – Other human health activities;
- 90) 90.01 – Performing arts;
- 91) 90.02 – Support activities to performing arts;
- 92) 90.03 – Artistic creation;
- 93) 91.01 – Library and archives activities;
- 94) 91.04 – Botanical and zoological gardens and nature reserves activities;
- 95) 93.11 – Operation of sports facilities;
- 96) 93.19 – Other sports activities;
- 97) 93.29 – Other amusement and recreation activities;
- 98) 94.11 – Activities of business and employers membership organisations;
- 99) 94.12 – Activities of professional membership organisation;
- 100) 94.99 – Activities of other membership organisations n.e.c.;
- 101) 95.11 – Repair of computers and peripheral equipment;
- 102) 01.12 – Growing of rice;
- 103) 01.14 – Growing of sugar cane;
- 104) 01.15 – Growing of tobacco;
- 105) 01.16 – Growing of fiber crops;
- 106) 01.29 – Growing of other perennial plants;
- 107) 01.41 – Farming of dairy cattle;
- 108) 01.42 – Farming of other cattle and buffaloes;
- 109) 01.43 – Raising of horses, donkeys, mules and hinnies;
- 110) 01.44 – Raising of camels and llamas;
- 111) 01.45 – Raising of sheep and goats;
- 112) 01.46 – Raising of swine/pigs;
- 113) 01.47 – Raising of poultry;
- 114) 01.49 – Raising of other animals;
- 115) 01.70 – Hunting, trapping and related service activities;
- 116) 01.13 – Growing of vegetables, melons, watermelons, roots and tubers;

- 117) 01.19 – Growing of other perennial crops;
- 118) 01.28 – Growing of spices, aromatic, drug and pharmaceutical crops;
- 119) 01.30 – Plant propagation and growing of decorative plants;
- 120) 02.10 – Silviculture and other forestry activities;
- 121) 02.20 – Logging;
- 122) 02.30 – Gathering of wild growing non-wood products;
- 123) 03.11 – Marine fishing;
- 124) 03.12 – Freshwater fishing;
- 125) 03.21 – Marine aquaculture;
- 126) 03.22 – Freshwater aquaculture;
- 127) 10.32 – Manufacture of fruit and vegetable juice;
- 128) 10.39 – Other processing and preserving of fruit and vegetables;
- 129) 11.01 – Distilling, rectifying and blending of spirits;
- 130) 11.02 – Manufacture of wine from grape;
- 131) 11.03 – Manufacture of drinks and other fruit wines;
- 132) 11.04 – Manufacture of other non-distilled fermented beverages;
- 133) 11.05 – Manufacture of beer;
- 134) 16.10 – Sawmilling and planing of wood;
- 135) 18.12 – Other printing;
- 136) 20.53 – Manufacture of essential oils;
- 137) 46.21 – Wholesale of grain, unmanufactured tobacco, seeds and animal feeds;
- 138) 46.22 – Wholesale of flowers and plants;
- 139) 46.23 – Wholesale of live animals;
- 140) 46.24 – Wholesale of hides, skins and leathers;
- 141) 46.22 – Wholesale of flowers and plants;
- 142) 46.21 – Wholesale of grain, unmanufactured tobacco, seeds and animal feeds;
- 143) 46.31 – Wholesale of fruit and vegetables;
- 144) 47.76 – Retail sale of flowers, plants, seeds, etc.;
- 145) 74.90 – Other professional, scientific and technical activities n.e.c.;
- 146) 74.10 – Specialised design activities;
- 147) 81.30 – Landscape service activities;
- 148) 93.12 – Activities of sport clubs;
- 149) 93.13 – Fitness facilities;
- 150) 95.11 – Repair of computers and peripheral equipment;
- 151) 21.10 – Manufacture of basic pharmaceutical products.

- (2) The University is authorised to engage in foreign trade and provide services related to foreign trade, within the scope of its registered activities.

Article 15

- (1) The activities of the University and its Members are public.
- (2) The University and its Members periodically inform the public about their activities in an appropriate manner.
- (3) The principle of publicity must be realised in a way that does not conflict with the interests of the University.

III. UNIVERSITY ORGANISATION

Article 16

- (1) The University is organised in such a way as to allow for the integration of multiple

Members, ensuring that its operations are carried out fully and in an integral manner.

- (2) The Members mentioned in Item (1) of this Article do not have the status of legal entities and engage in legal transactions under both the name of the University and their own name.

1. The rights and obligations of the University Members in legal transactions

Article 17

- (1) The authority of the University Members in legal transactions with third parties is confined to the University's registered activities.
- (2) The University Members manage and may use the financial resources they generate, which are recorded under their respective codes as spending units of the University, in accordance with the Law, secondary legislation, the financial plan of the Member and the financial plan of the University. The Steering Board and the Rector of the University may use the resources referred to in Paragraph (2) of this Article only with the prior consent of the Dean of the Member or the Director of the Institute.
- (3) Each University Member must adopt its own Statute, which must be aligned with the Law and this Statute.
- (4) The statutes of the University Members are adopted by the Academic Council (or the Artistic-Academic/Scientific Council) (hereinafter: the Council) of the Member, following approval by the Senate and the Steering Board, in accordance with their respective competencies.

Article 18

- (1) The Deans (or the Director) represent and present their respective University Member in legal transactions, within the scope of authority stipulated by the Law, the Statute of the University and the Statute of the Member.
- (2) The Deans (or the Director) referred to in Paragraph (1) of this Article are accountable under the Law for all actions or procedures that result in the violation of the Law, the general acts of the University, or other regulations of the University Member they represent and on whose behalf they act.

2. The structure of the University Members

Article 19

- (1) A Faculty is a Member of the University that develops teaching and scientific research as the basis for its activities.
- (2) The Academy of Arts is a Member of the University that develops teaching, artistic creation and scientific research as the basis for its activities in culture and arts.
- (3) The Institute is a Member of the University that conducts scientific research as the basis for its activities.

Article 20

- (1) A health institution duly recognised as a hospital or similar entity under a special law may be granted the title of 'University', provided it meets all the necessary pedagogical, scientific and professional criteria for conducting university-level teaching and scientific research.
- (2) Upon the proposal of a Faculty, the Senate may grant the status of a teaching facility (base) to a health or other institution that meets all the necessary pedagogical, scientific

- and professional criteria for university-level teaching and scientific research.
- (3) The relationship between such teaching facilities (bases) and a Faculty or the University shall be further defined by a contract of academic and business collaboration.

Article 21

- (1) The University may establish additional Members whose activities will ensure the higher education system operates fully and in an integrated manner, in accordance with the Law and the University's development strategy.
- (2) A University Member may include organisational subunits such as centres, agencies, departments, scientific research institutes, laboratories, libraries, institutes or other traditional forms of cultural diplomacy, and similar entities.
- (3) The University may establish research institutes, innovation centres, centres of excellence, technology transfer centres, art centres or institutes, business and technology incubators, science and technology parks, as well as other organisational units for conducting innovative activities and monetising research results, in accordance with the Law.

Article 22

- (1) The Rectorate and the University administration handle the professional and operational tasks within the scope of the activities of the University and its bodies.
- (2) The number, structure and names of the administrative offices of the University are defined in the University Rulebook on Internal Organisation and Job Classification.

IV. UNIVERSITY BODIES

Article 23

- (1) The Steering Board is the body responsible for steering the work of the University.
- (2) The Senate is the highest academic authority of the University.
- (3) The Rector is responsible for administering the University.

1. The Steering Board

Article 24

The Steering Board has the following responsibilities:

- 1) To pass an opinion on the University Statute;
- 2) To adopt the University Rulebook on Internal Organisation and Job Classification, subject to prior approval by the Ministry of Scientific and Technological Development, Higher Education and Information Society (hereinafter: the Ministry), and based on the Rector's proposal;
- 3) To prepare and adopt financial and development plans;
- 4) To adopt the annual operations plan of the University and its Members, based on a proposal from the University Senate;
- 5) To approve the financial plan of the University and its annual financial operations report;
- 6) To evaluate the financial plans and financial operations reports of the University Members;
- 7) To propose to the Ministry the tuition fees for full-time first- and second-cycle students who were previously fully subsidised by the Republic and are repeating a year;
- 8) To set the tuition and enrolment fees for self-funded, part-time, and international students across all three study cycles;

- 9) To set the enrolment fees for full-time first- and second-cycle students fully subsidised by the Republic, as well as for students who were previously fully subsidised by the Republic and are repeating a year;
- 10) To guide, oversee and evaluate the Rector's work regarding financial operations;
- 11) To propose to the Senate the dismissal of the Rector of the University;
- 12) To decide on the allocation of funds exceeding the amounts specified in the University Statute;
- 13) To make second-instance decisions on employee appeals against the Rector's decisions regarding employment matters;
- 14) To submit to the Ministry reports on the University's operations at least once a year;
- 15) To approve the establishment and dissolution of University Members, upon the proposal of the Senate;
- 16) To approve the Statutes of the University Members, in accordance with its competencies;
- 17) To pass general regulations governing material and financial operations, as well as labour and labour relations, in line with the Law and the University Statute;
- 18) To adopt the University List of Expenses, based on the proposal of the Rector and the Faculties/Academy;
- 19) To make decisions on relations with other national and international higher education institutions;
- 20) To formulate and adopt the development and investment policy for the University, the Faculties/Academy and the Institute, upon the proposal of the Senate and the Rector;
- 21) To give prior approval to the Rector and the Deans/Institute Director for individual expenditures exceeding BAM 20,000;
- 22) To follow policies that protect the standard of living of the staff and students of the University;
- 23) To perform other tasks as stipulated by the Law, the Statute and the general regulations of the University.

Article 25

- (1) The Steering Board is a governing body that manages the University and is responsible for its operations.
- (2) The Steering Board consists of eleven (11) members, including:
 - 1) 4 (four) representatives from the University's academic staff;
 - 2) 1 (one) representative from the University's administrative staff;
 - 3) 1 (one) student representative;
 - 4) 2 (two) representatives from the business community;
 - 5) 3 (three) representatives appointed by the Government of the Republic of Srpska (hereinafter: the Government).
- (3) Following a public call, the Senate elects and appoints representatives from the University's permanently employed academic and administrative staff. Each scientific field studied at the University is ensured a maximum of one representative, in accordance with the Law.
- (4) The Senate appoints student and business community representatives to the Steering Board, based on proposals from the student representative body, the Chamber of Commerce and Industry of the Republic of Srpska, and the Union of Employers of the Republic of Srpska.
- (5) Only full-time students first enrolled in their current year of study are eligible to serve as the student representative on the Steering Board.
- (6) The student representative is elected by the University's Students' Parliament by secret

ballot.

- (7) Members of the University Steering Board representing the Founder may not be employees of the University or contracted by the University.
- (8) Members of the Steering Board representing the business community may not serve on the bodies of enterprises that have commercial dealings with the University.
- (9) Members of the Steering Board may not serve on other governing bodies of the University or any other higher education institutions.

Article 26

- (1) The University Senate issues a public call for nominations for members of the Steering Board.
- (2) The public call for nominations is published in a daily newspaper distributed throughout the Republic of Srpska and on the University website.
- (3) The application deadline is ten days from the date the public call is published in the daily newspaper.
- (4) The election committee, appointed by the Senate, reviews the received applications, shortlists the candidates who meet the appointment criteria and submits the candidate list to the Senate for review and election.

Article 27

- (1) Members of the Steering Board from among the academic and administrative staff are elected by secret ballot by the Senate members.
- (2) Candidates from the academic and administrative staff who receive the majority of votes from the Senate members with the right to vote on the matter are appointed to the Steering Board.

Article 28

- (1) A public call for members of the Steering Board from the academic and administrative staff specifies both general and special criteria for applicants.
- (2) The general criteria mentioned in Paragraph (1) of this Article include:
 - 1) Candidates for the Steering Board from the academic and administrative staff must be citizens of the Republic of Srpska/Bosnia and Herzegovina;
 - 2) Candidates must not have been dismissed from public service or an institution within the Republic in the last three years prior to the launch of the public call;
 - 3) No criminal proceedings should be pending against the candidate for an offense that would disqualify them from holding a position on the Steering Board;
 - 4) Candidates must not face any restrictions under Article IX, Paragraph 1 of the Constitution of Bosnia and Herzegovina.
- (3) The special criteria for the election of members of the Steering Board from among the academic staff are as follows:
 - 1) The applicant must hold a senior or junior university teaching title;
 - 2) The applicant must be an employee of the University at the time the public call is announced.
- (4) Applicants from the academic and administrative staff competing as prospective representatives on the Steering Board must submit a brief curriculum vitae and other documents specified in the public call along with their application.

Article 29

- (1) Members of the Steering Board, except for the student representative, are appointed for a

- term of four years, with the possibility of one re-election.
- (2) The student representative is appointed for a term of one year.
 - (3) The Rector, Vice-Rectors, Financial Director, Secretary General, Deans, Institute Director and other employees whose positions may give rise to a conflict of interest, as defined by special regulations, may not serve on the Steering Board.

Article 30

- (1) The reasons for the early termination of a Steering Board member's term may include:
 - 1) A personal request;
 - 2) Dismissal from membership;
 - 3) Termination of employment or any other status that formed the basis for election and appointment;
 - 4) Election to a position that disqualifies them from serving on the Steering Board;
 - 5) Judgement of conviction for a criminal offence.
- (2) The termination of a Steering Board member's term is acknowledged by the Steering Board.
- (3) A Steering Board member may be dismissed in the event of:
 - 1) Conduct that may harm the reputation of the University;
 - 2) Incapacity to perform their duties as a Steering Board member for an extended period (at least three months) due to illness or other reasons;
 - 3) Incapacity to perform their duties demonstrated in any other manner.
- (4) The provisions regarding the election and appointment of Steering Board members shall also apply to the dismissal procedure.

Article 31

- (1) The Chair of the Steering Board is elected by secret ballot from among the academic staff, by a majority vote of all Steering Board members. The Deputy Chair is elected from the members of the Board appointed by the Founder.
- (2) The Secretary General of the University also serves as the secretary of the Steering Board.

Article 32

- (1) The Steering Board makes decisions by a majority vote of all its members.
- (2) The procedure for convening and chairing meetings, decision-making and other matters related to the meetings and functioning of the Steering Board are governed by its Rules of Procedure.

Article 33

- (1) Members of the Steering Board are entitled to remuneration for their service on the Steering Board.
- (2) The amount of remuneration for serving on the Steering Board is set by the Steering Board, based on the Rector's proposal.

2. The University Senate

Article 34

- (1) The responsibilities of the University Senate include:
 - 1) Making decisions on teaching, scientific research, artistic work and professional activities conducted at the University;

- 2) Adopting the University Statute, following an opinion from the Steering Board and approval from the Ministry;
 - 3) Approving the Statutes of the University Members;
 - 4) Passing general regulations in accordance with the Law and the University Statute;
 - 5) Adopting short study programmes, first-, second- and third-cycle degree programmes, integrated study programmes and lifelong learning study programmes, based on proposals from the Academic Council or the Artistic-Academic Council of the respective University Member;
 - 6) Electing and dismissing the Rector of the University;
 - 7) Appointing and dismissing the Vice-Rectors, upon the Rector's proposal;
 - 8) Appointing members to the Steering Board from among the academic and administrative staff;
 - 9) Appointing student and business community representatives as members of the Steering Board;
 - 10) Appointing Scientific Field Committees for distinct scientific fields, as proposed by the Councils of the University Members;
 - 11) Approving the announcement of public calls for admission to professor and associate titles, in accordance with the University Rulebook on Internal Organisation and Job Classification;
 - 12) Electing academic staff, based on proposals from the Academic Councils or the Artistic-Academic Council of the respective University Members, and opinions from the respective Scientific Field Committees;
 - 13) Approving Degree Committee reports prior to admission of candidates to the academic title of Doctor of Science;
 - 14) Awarding the honorary titles of Professor Emeritus and Visiting Professor, based on proposals from the Academic Councils or the Artistic-Academic Council of the University Members;
 - 15) Awarding the honorary title of Honorary Doctor of Science, based on proposals from the Academic Councils or the Artistic-Academic Council of the respective University Members, or the Rector;
 - 16) Proposing to the Ministry the number of students to be admitted to the first year of first- and second-cycle studies at the University, whose tuition fees will be fully Government-funded;
 - 17) Proposing to the Ministry the number of self-funded, part-time, and international students to be admitted to the first year of all three study cycles;
 - 18) Adopting the First-, Second- and Third-Cycle Rules of Study;
 - 19) Proposing agreements with other national and international higher education institutions, based on proposals from the Councils of the Faculties, the Academy of Arts, the Institute and other interested parties;
 - 20) Proposing to the Steering Board the annual programme of activities of the University and its Members, based on proposals from the Rector and the University Members' Academic (Artistic-Academic) Councils;
 - 21) Adopting the list of the responsible professors and teaching associates, based on proposals from the Academic and Artistic-Academic Councils;
 - 22) Adopting the University Self-Evaluation Report;
 - 23) Extending proposals to the Steering Board to establish or dissolve Faculties or other University Members;
 - 24) Performing other tasks in accordance with the Law and the University Statute.
- (2) The student representative serving on the Senate may vote on the issues defined in Paragraph (1), Items 1), 2), 3), 4), 5), 6), 9), 16), 17), 18), 19), 20) and 22) of this Article.

Article 35

- (1) The University Senate consists of the Rector, Vice-Rectors, Faculty Deans, the Director of the Scientific Research Institute and student representatives, whose number shall not be less than 15% of the total Senate members, and who are elected from among full-time students across all study cycles, provided they enrolled in their current year of study for the first time.
- (2) The Students' Parliament elects student representatives to the Senate from all three study cycles according to a procedure defined in a special act adopted by this body.
- (3) Senate members are elected for a term of four years, or in the case of Deans, until the expiration of their appointment as Deans, except for student representatives, whose term lasts one year, with the possibility of re-election.
- (4) The Rector and Vice-Rectors remain members of the Senate for the duration of their terms of office.
- (5) Senate members receive remuneration for their work, paid from the income/profits generated by the University, as set by the Steering Board, upon the Rector's proposal and in accordance with the financial plan.

Article 36

The procedure for the dismissal of Senate members shall be conducted in accordance with the provisions of Article 30 of this Statute.

Article 37

The Senate makes decisions by a majority vote of all Senate members who have the right to vote on a specific matter.

Article 38

- (1) The Senate is presided over by the Rector of the University.
- (2) In the Rector's absence, the Senate is presided over by one of the Vice-Rectors, as appointed by the Rector.
- (3) In addition to Senate members, other individuals may attend Senate sessions, as invited and approved by the Senate Chair. These individuals have no voting rights.

Article 39

- (1) The Senate establishes advisory bodies in the form of Scientific Field Committees and adopts an act specifying their number, structure, authority and working procedures.
- (2) Full professors must constitute at least half of the total members of the Scientific Field Committees.
- (3) The Senate may form committees or other working bodies to provide opinions or proposals on specific matters within its scope of work.

Article 40

The procedure for convening and chairing sessions, decision-making and other matters related to the sessions and functioning of the Senate are governed by the Rules of Procedure adopted by the Senate.

3. Rector, Vice-Rectors, Financial Director and Secretary General

3.1 Rector

Article 41

- (1) The Rector acts on behalf of and represents the University.
- (2) The Rector is responsible for ensuring the legal compliance and operational efficiency of the University's operations.
- (3) In addition to the duties defined by regulations governing the public service system, the Rector:
 - 1) Acts on behalf of and represents the University;
 - 2) Organises and governs the work of the University, ensuring its legal compliance;
 - 3) Adopts regulations in accordance with the Law and the University Statute;
 - 4) Proposes Vice-Rectors to the University Senate;
 - 5) Appoints and dismisses the Deans (Directors) of University Members, based on proposals from their respective Academic Council, Artistic-Academic Council or Scientific Field Committee;
 - 6) Proposes general acts in accordance with the Law and the University Statute;
 - 7) Submits reports on the University's financial operations to the Steering Board;
 - 8) Ensures the implementation of the financial plan of the University;
 - 9) Approves expenditures not exceeding BAM 20,000;
 - 10) Grants prior approval to the Faculty Deans and the Institute Director for expenditures higher than BAM 6,000 but not exceeding BAM 20,000;
 - 11) Proposes performance optimisation measures to the University bodies;
 - 12) Proposes measures to the Steering Board to ensure efficient and legal conduct of the University's activities;
 - 13) Proposes the University operational and development plans to the Steering Board;
 - 14) Proposes the Rulebook on Internal Organisation and Job Classification to the Steering Board, after obtaining an opinion from the University Members;
 - 15) Implements the decisions of the Steering Board and other University bodies;
 - 16) Makes decisions on the rights, obligations and responsibilities of employees arising from their employment status;
 - 17) Extends proposals to the Senate for awarding the honorary title of Honorary Doctor of Science;
 - 18) Participates in the work of the Rectors' Conference of the Republic of Srpska (hereinafter: the Rectors' Conference) and the Rectors' Conference of Bosnia and Herzegovina;
 - 19) Submits proposals to the Steering Board concerning education and the mission of the University, taking into account recommendations and opinions of the Senate;
 - 20) Prepares annual and other financial plans and reports, based on proposals from the Faculty Deans/Institute Director, for review by the Steering Board;
 - 21) Handles other matters defined by the Law, this Statute and other regulations, as well as any other matters that do not fall within the responsibility of other University bodies.
- (4) The Rector has the authority to suspend the execution of decisions made by Faculty Deans/Institute Director when such decisions conflict with the Law or this Statute.
- (5) A complaint may be filed with the University Steering Board against the decisions made by the Rector as referred to in Paragraph (4) of this Article.
- (6) The decision of the Steering Board on an appeal is final, after which an administrative dispute may be initiated before a court with authority over the matter.
- (7) The Rector may delegate part of his or her academic responsibilities to the Deans of the Faculties/Academy.
- (8) The Rector may delegate part of his or her administrative responsibilities to the Secretary General and the Financial Director.

Article 42

- (1) The Rector is elected and dismissed by the Senate following a public call, in accordance with the Law.
- (2) Only a full professor employed full-time at the University may be elected as Rector.
- (3) Notwithstanding Paragraph (2) of this Article, a full professor teaching a branch or branches of clinical medicine and dentistry, who is employed part-time at the University but holds a full-time employment contract with a health institution that serves as a teaching base for the University, may be elected Rector, under the condition they enter full-time employment at the University before assuming the position of Rector.
- (4) The election procedure for a new Rector begins with the Senate's decision to announce a public call at least 90 days before the expiration of the Rector's mandate, and with the appointment of a three-member Election Committee to carry out the tasks defined in the Senate's decision.
- (5) The Senate announces the public call for the election of the new Rector.
- (6) The Senate defines the election procedure, which is implemented by the Election Committee, which is appointed by the Senate.
- (7) The candidate who receives more than half of the votes from all Senate members by secret ballot is elected as Rector.
- (8) If no candidate wins the required majority vote from the total number of Senate members, a re-vote will be held to choose between the two candidates who received the most votes.
- (9) If, after the re-vote, no candidate wins the required majority, the entire election process is repeated.
- (10) If a new Rector is not elected before the expiration of the term of the Rector in office, the Senate appoints a person to perform the duties of Rector until the election is concluded, for a period which may not exceed six months from the expiration of the current Rector's term of office.

Article 43

- (1) The Rector is elected for a term of four years, with the possibility of re-election for one additional term.
- (2) The Rector attends meetings of the Steering Board, but does not have voting rights.
- (3) The Rector may not concurrently hold the position of Dean or Director of a University Member, nor any other managerial position at the University.
- (4) The Rector is accountable to the Senate for academic matters, and to the Steering Board for financial operations.

Article 44

- (1) The Rector may establish a Collegium to consider and take a stance on matters within the scope of work of the University.
- (2) The Collegium shall include the Rector, Vice-Rectors, Financial Director, Secretary General, and the president of the Students' Parliament of the University. If needed, the Chair of the Steering Board and the Deans/Director of the University Members may also be included.

Article 45

- (1) The Rector's term in office ends:
 - 1) Upon expiration of the term;
 - 2) Upon resignation;

- 3) Upon meeting the conditions for retirement;
 - 4) If they are elected to another position that is incompatible with the role of Rector;
 - 5) In the event of a final conviction resulting in mandatory imprisonment.
- (2) The Senate may dismiss the Rector from office before the expiration of the term in the following cases:
- 1) Actions by the Rector that may harm the reputation of the University;
 - 2) The Rector's incapacity to perform duties for an extended period (at least three months) due to illness or other reasons;
 - 3) Other demonstration of incapacity to perform the duties of Rector.
- (3) If the Rector's appointment ends or they are dismissed from office before the expiration of the term, the Senate shall appoint a person to perform the duties of Rector until a new Rector is appointed, in accordance with the provisions of the Law and the University Statute.
- (4) The Senate's decision to elect or dismiss the Rector is final, after which an administrative dispute may be initiated before a court with authority over the matter.

3.2 Vice-Rectors

Article 46

- (1) The Vice-Rectors are elected by secret ballot, based on the Rector's proposal, from among the senior teaching faculty holding the academic or artistic-academic titles of full or associate professor, who are employed full-time at the University.
- (2) Notwithstanding Paragraph (1) of this Article, a full professor or an associate professor teaching a branch or branches of clinical medicine and dentistry, who is employed part-time at the University but holds a full-time employment contract with a health institution that serves as the University's teaching base, may be elected Vice-Rector, under the condition they enter full-time employment at the University before assuming the position of Vice-Rector.
- (3) The candidate who receives the majority of votes from the Senate members with voting rights on this matter is elected Vice-Rector.
- (4) A Vice-Rector is elected for a term of four years, with the possibility of re-election for one additional term.
- (5) A Vice-Rector's term in office expires with the expiration of the Rector's mandate.
- (6) The number and responsibilities of Vice-Rectors are defined in the Rulebook on Internal Organisation and Job Classification.
- (7) A Vice-Rector performs tasks as outlined in the Rulebook on Internal Organisation and Job Classification, as well as any other duties assigned by the Rector or other University bodies.
- (8) A Vice-Rector may not concurrently hold a managerial position within any University Member or any other managerial role at the University.
- (9) A Vice-Rector term in office ends in the following cases:
 - 1) Upon expiration of the term;
 - 2) Upon resignation;
 - 3) Upon meeting the conditions for retirement;
 - 4) If they are elected to another position that is incompatible with the role of Vice-Rector;
 - 5) In the event of a final conviction resulting in mandatory imprisonment.
- (10) Upon the Rector's proposal, the Senate may dismiss a Vice-Rector before the expiration of their term in the event of:
 - 1) Actions by the Vice-Rector that may harm the reputation of the University;
 - 2) The Vice-Rector's incapacity to perform duties for an extended period (at least three

- months) due to illness or other reasons;
- 3) Other demonstration of incapacity to perform the duties of Vice-Rector.
- (11) In the case of termination or dismissal from office before the Vice-Rector's term expires, the Senate shall appoint a person to perform the duties of Vice-Rector, based on the Rector's proposal, until a new Vice-Rector is appointed in accordance with the provisions of the Law and the University Statute.

3.3 Financial Director

Article 47

- (1) The University has a Financial Director.
- (2) The Steering Board elects the Financial Director following a public call and as proposed by the Rector.
- (3) The Rulebook on Internal Organisation and Job Classification specifies the general and special requirements for the election of the Financial Director.
- (4) The Financial Director performs tasks and duties outlined by the Law and the general regulations of the University. In particular, the Financial Director:
 - 1) Proposes general acts related to the financial operations of the University;
 - 2) Presents and proposes plans for University funding and development to the Rector;
 - 3) Prepares annual reports on the operations of the University;
 - 4) Directs and oversees the work of the administrative staff handling University and University Member finances;
 - 5) Manages investment expenditures in line with decisions and guidelines from the Steering Board;
 - 6) Implements decisions from University governing bodies in accordance with the Law and this Statute.
- (5) The Financial Director submits a report on their work to the Rector at least once a year.
- (6) The Financial Director is elected for a four-year term, with the possibility of re-election.
- (7) The Financial Director is accountable for their work to the Steering Board and the Rector.

Article 48

- (1) The Financial Director's term in office ends in the following cases:
 - 1) Upon expiration of the mandate;
 - 2) Upon resignation;
 - 3) Upon meeting the conditions for retirement;
 - 4) If they are elected to another position incompatible with the duties of Financial Director;
 - 5) In the event of a final conviction resulting in mandatory imprisonment.
- (2) The Financial Director may be dismissed before the end of their term in the event of:
 - 1) Actions by the Financial Director that may harm the reputation of the University;
 - 2) Incapacity to perform the duties of Financial Director for an extended period (at least three months) due to illness or other reasons;
 - 3) Other demonstration of incapacity to perform the duties of Financial Director.
- (3) If the Financial Director is dismissed before their term expires, the Rector shall appoint an acting Financial Director to perform these duties until a new appointment is made in accordance with the provisions of the Law and the University Statute.

3.4 Secretary General

Article 49

- (1) The University Secretary General is elected by the Steering Board of the University following a public call and as proposed by the Rector.
- (2) The Rulebook on Internal Organisation and Job Classification specifies the general and special requirements for the election of the Secretary General.
- (3) The Secretary General is elected for a four-year terms, with the possibility of re-election.
- (4) The Secretary General heads the University Secretariat and coordinates the work of the administrative staff of the Faculties, the Academy and the Institute.
- (5) The Secretary General's authority, duties and responsibilities are further defined by the Rulebook on Internal Organisation and Job Classification.
- (6) The Secretary General is accountable for their work to the Rector, the Senate and the Steering Board.

Article 50

- (1) The Secretary General's term in office ends in the following cases:
 - 1) Upon expiration of the mandate;
 - 2) Upon resignation;
 - 3) Upon meeting the conditions for retirement;
 - 4) If they are elected to another position incompatible with the duties of Secretary General;
 - 5) In the event of a final conviction resulting in mandatory imprisonment.
- (2) The Secretary General may be dismissed before their term expires in the event of:
 - 1) Actions by the Secretary General that may harm the reputation of the University;
 - 2) Incapacity to perform the duties of Secretary General for an extended period (at least three months) due to illness or other reasons;
 - 3) Other demonstration of incapacity to perform the duties of Secretary General.
- (3) If the Secretary General is dismissed before the end of their term, the Rector shall appoint an acting Secretary General to perform these duties until a new appointment is made in accordance with the provisions of the Law and the University Statute.

V. FACULTIES, THE ACADEMY, INSTITUTES AND THEIR GOVERNING BODIES

1. Faculties and the Academy

Article 51

The University Faculties and the Academy conduct teaching, scientific research or artistic work in one or more academic, scientific or artistic fields.

Article 52

- (1) The internal organisation and job classification at the University and its Members are defined by the Rulebook on Internal Organisation and Job Classification, which is proposed by the Rector and adopted by the Steering Board, with the prior consent of the authorised Government Ministry.
- (2) Before drafting the document mentioned in Paragraph (1) of this Article, the Rector must obtain the opinions of the Councils of the University Members and the Coordination Council of the University.

Article 53

The Faculties and the Academy are responsible for:

- 1) Scientific research and artistic work;
- 2) Teaching, examination and assessment of students;
- 3) Extending proposals to the Senate on matters related to study programmes, short study programmes and courses offered at the Faculties and the Academy across all three study cycles;
- 4) Proposing faculty members for admission to academic titles;
- 5) Issuing public documents;
- 6) Managing property in accordance with the Law;
- 7) Proposing activities aimed at improving the internal organisation of the Faculties and the Academy;
- 8) Proposing the establishment of legal entities whose activities bridge higher education, science, art and practice;
- 9) Administering study programmes and overseeing the preparation and defence of thesis projects across all three study cycles;
- 10) Carrying out professional projects in their respective fields of expertise;
- 11) Ensuring legal and purposeful expenditure of funds generated in accordance with the Law;
- 12) Promoting the work and development of the Faculties and the Academy;
- 13) Carrying out other activities within their scope of competence, as approved by the Senate or the Steering Board, provided they meet the necessary requirements.

Article 54

- (1) The governing bodies of the Faculties and the Academy include:
 - 1) The Academic Councils of the Faculties and the Artistic-Academic Council of the Academy;
 - 2) The Dean.
- (2) The Faculties and the Academy may include provisions in their Statutes allowing for the establishment of professional bodies to consider specific issues of relevance.

Article 55

- (1) Within their scope of competence, the Councils of the University Members:
 - 1) Adopt the Statute of their respective University Member, after obtaining an opinion from the Steering Board and the Senate's approval;
 - 2) Adopt general acts that govern the work of their respective University Member, upon a proposal from the Dean;
 - 3) Provide opinions and proposals to the Senate on academic, scientific, artistic and professional matters, in accordance with this Statute;
 - 4) Present to the Senate for approval draft and final lists of senior and junior teaching faculty to deliver courses at their respective University Member;
 - 5) Propose to the Senate first-, second- and third-cycle degree programmes, as well as modifications to the structure, content and teaching methods of degree programmes;
 - 6) Propose to the Senate individuals to be awarded titles such as Professor Emeritus, Honorary Doctor of Science and Visiting Professor;
 - 7) Propose to the Rector the appointment and dismissal of the Dean;
 - 8) Submit proposals to the Rector regarding the employment status of their respective academic staff;
 - 9) Provide their opinion to the Rector on the draft Rulebook on Internal Organisation and Job Classification, particularly regarding the segment relevant to their respective University member;
 - 10) Appoint Vice-Deans, as proposed by the Dean;

- 11) Propose to the Senate and the Steering Board a development programme for their respective University Member;
 - 12) Propose to the Senate the announcement of public calls to admit staff to senior and junior academic titles;
 - 13) Establish election committees to prepare reports on admission to academic and artistic-academic titles and to draft proposals for candidate admission;
 - 14) Propose to the Senate the members to be appointed to the Scientific Field Committees;
 - 15) Review and adopt degree programme self-evaluation reports;
 - 16) Appoint committees to oversee the preparation of first- and second-cycle theses and third-cycle doctoral dissertations;
 - 17) Adopt the Faculty/Academy Rulebook for the Use of Own Income;
 - 18) Approve the transfer of students from other higher education institutions, in accordance with the Law;
 - 19) Supervise the work of students studying at their respective Faculty or the Academy;
 - 20) Establish Councils for study programmes within their respective scientific fields, as offered by the Faculty or Academy, and specify their composition and scope of work in accordance with the Statute;
 - 21) Propose to the Senate the number of students to be admitted to the Faculty or Academy, along with the admission procedure;
 - 22) Appoint a committee for the recognition of time spent on foreign exchange and arbitrate complaints regarding the committee's decisions;
 - 23) Approve the conclusion of cooperation agreements between the Faculty/Academy and other faculties, academies, departments, institutes, institutions or organisations, both at home and abroad;
 - 24) Carry out other duties in accordance with this Statute and other general acts of the University and the Faculty or Academy.
- (2) The student members of the Councils may vote on matters specified in Paragraph (1), Items 1), 5), 7), 11), 15), 17), 21), 22) and 23) of this Article.

Article 56

- (1) The Councils of the Faculties and the Academy include full-time senior and junior teaching faculty permanently employed at the University, as well as students of that University Member, of whom at least 15% must be full-time students.
- (2) The teaching faculty may serve on the Council of only one University Member.
- (3) Notwithstanding Paragraph (1) of this Article, the Council may include academic staff holding senior and junior academic titles teaching in study programmes related to health and health protection, who are employed part-time at the University, but have full-time employment contracts with a health institution that serves as a teaching base for the University.
- (4) University Members elect students to their respective Councils following a procedure defined in a general act adopted by the Senate and the Faculty or Academy Statute.
- (5) If the Council of a Faculty or the Academy has more than 60 academic staff employed full-time at the University, it will include representatives from all study programmes, with the total number of members, including student representatives, not exceeding 60.
- (6) The Council composition (number) and the member election procedure are further defined by the Statute of the Faculty/Academy.
- (7) The Faculty/Academy Council makes decisions within its competence by a majority vote of the Council members with the right to vote on the matter.

Article 57

The procedures for convening and chairing Council sessions, decision-making and other matters related to the conduct of sessions and the work of University Member Councils are governed by the Rules of Procedure adopted by the Councils.

Article 58

- (1) The Faculties and the Academy are managed by Deans, who serve as their governing bodies.
- (2) The Rector appoints and dismisses Deans, as proposed by their respective Faculty/Academy Councils, from among their senior teaching staff holding the academic or artistic-academic titles of full professor or associate professor, who are employed full-time at the University and serve on the Council of their respective University Member.
- (3) Notwithstanding Paragraph (2) of this Article, a senior faculty member holding the academic titles of associate professor or full professor and teaching a branch or branches of clinical medicine and dentistry, who is employed part-time at the University, but has a full-time employment contract with a health institution that serves as a teaching base for the University, may be appointed Dean, provided they enter full-time employment at the University following their election as Dean.

Article 59

- (1) The election procedure for Deans begins with an initiative from the Faculty/Academy Council, no later than 90 days before the expiration of the current Dean's mandate.
- (2) The Faculty/Academy Council appoints an Election Committee, which receives candidate applications and conducts the election procedure.
- (3) The candidate proposed as the new Dean must be employed full-time at the University and must receive more than half of the votes from the total number of members of the Faculty/Academy Council by secret ballot.
- (4) If multiple candidates compete for the position of Dean and none receives a majority of the votes from the total number of Council members, the two candidates with the highest number of votes remain on the list and the vote is repeated.
- (5) If no candidate receives the required majority after the re-vote, the entire election procedure is repeated.
- (6) After the Faculty/Academy Council adopts the proposal for the Dean's appointment and submits it to the Rector, the Rector may return the proposal to the Council if deemed not to be in accordance with the Law, with the recommendation to review the proposal.
- (7) If the election is not completed before the expiration of the current Dean's mandate, the Rector shall appoint a person to perform the duties of the Dean of the Faculty/Academy until the new Dean is elected, for a period not to exceed 6 months.
- (8) The Rector's decision to appoint or dismiss a Dean is final, after which an administrative dispute may be initiated before a court with authority over the matter.

Article 60

Deans are appointed for a four-year term, with the possibility of one re-election.

Article 61

- (1) The Dean represents the Faculty/Academy, is responsible for ensuring its legal compliance and holds rights and obligations in accordance with the Law, this Statute and the Statute of the Faculty/Academy. The Dean is authorised to:
 - 1) Organise and manage the work of the Faculty/Academy;
 - 2) Ensure the implementation of the decisions and conclusions of the governing bodies of

- the University and the Faculties/Academy;
- 3) Ensure the Faculty/Academy funds are expended efficiently, economically and purposefully;
 - 4) Approve individual expenditures from the Faculty/Academy's funds up to BAM 6,000, in accordance with the financial plan of the Faculty/Academy and applicable laws and regulations;
 - 5) Approve individual expenditures from the Faculty/Academy's funds between BAM 6,000 and 20,000, following the Rector's approval, in accordance with the financial plan of the Faculty/Academy and applicable laws and regulations;
 - 6) Submit the financial plan and the report on the financial operations of the Faculty/Academy to the Steering Board at least once per year;
 - 7) Convene and chair the sessions of the Faculty/Academy Council;
 - 8) Review students' requests and respond to them as authorised;
 - 9) Approve the termination of student status;
 - 10) Organise and implement the teaching process and artistic work at the Faculty/Academy;
 - 11) Adopt specific legal acts, as outlined by the University Statute, the Statute of the Faculty/Academy and other general regulations;
 - 12) Develop and realise cooperation with organisations and institutions within the scope of operations as defined by the University Statute and the Statute of the Faculty/Academy;
 - 13) Enter into agreements with counterparts at other universities, both domestically and abroad, with the prior consent of the Faculty/Academy Council, and manage and approve all necessary documents related to scientific research projects, both at home and abroad;
 - 14) Decide on the rights, obligations and responsibilities of University employees assigned to the Faculty/Academy, as authorised by the Rector;
 - 15) Propose candidates for Vice-Deans to the Faculty/Academy Council;
 - 16) Carry out other duties defined by the Law, this Statute, the Statute of the Faculty/Academy or other general regulations, or as authorised by the Steering Board or the Rector.
- (2) Deans are accountable for their work to the Councils of their respective Faculties or the Academy, as well as to the University governing bodies.

Article 62

- (1) A Dean's term of office ends in the following cases:
- 1) Upon expiration of the mandate;
 - 2) Upon resignation;
 - 3) Upon meeting the conditions for retirement;
 - 4) If they are elected to another position incompatible with the role of Dean;
 - 5) In the event of a final conviction resulting in mandatory imprisonment.

Article 63

- (1) Upon a proposal from the Faculty/Academy Council, the Rector may dismiss a Dean before the expiration of their term in the following cases:
- 1) Actions by the Dean that may harm the reputation of the Faculty/Academy;
 - 2) Incapacity to perform their duties as Dean for an extended period (at least three months) due to illness or other reasons;
 - 3) Other demonstration of incapacity to perform the duties of Dean.
- (2) In the cases specified in Paragraph (1) of this Article, the Rector shall appoint an acting

Dean until a new Dean is appointed in accordance with the provisions of the Law and the University Statute.

Article 64

- (1) The Faculties and the Academy of Arts have Vice-Deans.
- (2) Vice-Deans are appointed from among the faculty holding a professor title, whether academic or artistic-academic, who are employed full-time at the University and serve on their respective Faculty/Academy Council.
- (3) The responsibilities of a Vice-Dean include:
 - 1) Assisting the Dean with the organisation and implementation of teaching, research, international cooperation and other activities of the Faculty/Academy;
 - 2) Substituting for the Dean at the Dean's request;
 - 3) Drawing up lesson and examination timetables;
 - 4) Overseeing the organisation and delivery of lessons and the conduct of examinations;
 - 5) Preparing and participating in carrying out scientific research and international cooperation.
- (4) Vice-Deans are accountable for their work to the Dean, the Faculty/Academy Council and the relevant Vice-Rector of the University.
- (5) The number of Vice-Deans and their duties are defined by the Rulebook on Internal Organisation and Job Classification.
- (6) Vice-Deans are appointed and dismissed by the Faculty/Academy Council by secret ballot, as proposed by the Dean.
- (7) A Vice-Dean's term of office lasts until the expiration of the Dean's term of office.
- (8) The term of a Vice-Dean expires, or they may be dismissed from duty, in the instances defined in Articles 62 and 63 of this Statute.

Article 65

The Dean may establish committees or other temporary or permanent working bodies to provide opinions and proposals regarding specific issues within their scope of competence, in accordance with the Faculty/Academy Statute.

2. Institutes

Article 66

- (1) An Institute is a University Member that conducts scientific research and related activities.
- (2) The internal organisation and job classification of Institutes are defined by the Rules referred to in Article 53 of this Statute.
- (3) The Steering Board approves the establishment, division, merger and dissolution of Institutes, as proposed by the Senate.
- (4) The work of Scientific Research Institutes is partially Government-funded. They are also funded from profits generated through the implementation of scientific research programmes and projects, and other sources.

Article 67

Institutes have Scientific Councils (hereinafter: Institute Council) as their specialised governing bodies, in accordance with the relevant law and the applicable provisions, *mutatis mutandis*, of this Statute concerning Faculty/Academy Councils.

Article 68

- (1) Institutes are managed by Directors.
- (2) Institute Directors are appointed by the Rector based on proposals from the Institute Councils.
- (3) Institute Directors are elected from among individuals holding research titles (research fellows, senior research fellows, research advisors) or academic titles (assistant professors, associate professors, full professors) who are employed full-time at the University. The term of office of Institute Directors is four years, with the possibility of one re-election.
- (4) The provisions of this Statute that apply to Faculty/Academy Deans also apply to the procedure, term duration and expiration, and dismissal of Institute Directors.
- (5) The Institute Director reports to the Institute Council and the University governing bodies.
- (6) The Institute Director:
 - 1) Organises and manages the work of the Institute;
 - 2) Approves the use of the Institute's resources, in accordance with the financial plan approved by the Steering Board;
 - 3) Submits financial plans and reports on the financial operations of the Institute to the Steering Board;
 - 4) Ensures the Institute's funds are expended efficiently, economically and purposefully;
 - 5) Acts on behalf of and represents the Institute in accordance with the Law and this Statute;
 - 6) Implements the decisions of the Institute Council and the University governing bodies;
 - 7) Adopts regulations in accordance with this Statute and other general acts of the University;
 - 8) Chairs the meetings of the Institute Council;
 - 9) Proposes the organisational structure of the Institute to the Rector;
 - 10) Enters into contracts with counterparts at other universities, both domestically and abroad, with prior approval from the Institute Council, and manages and approves all necessary documents related to scientific research projects, both at home and abroad;
 - 11) Approves the participation of students in professional and research projects;
 - 12) Decides on the number of students to be admitted to professional practice at the Institute;
 - 13) Performs other duties defined by this Statute and other general acts, as well as those authorised by the Steering Board of the University or the Rector.

Article 69

The provisions of this Statute that apply to the Faculties and the Academy also apply, with necessary modifications, to other matters relevant to the work of the Institutes.

Article 70

- (1) The Faculties and the Academy may establish Research Institutes as subunits to further their research activities.
- (2) The organisation, operation, administration/management and other matters important to the functioning of Research Institutes within University Members shall be defined by the Member Statutes.
- (3) The work of Research Institutes is funded from profits generated through the implementation of research programmes and projects, as well as other sources, in accordance with the Law.

3. Joint Units

Article 71

- (1) Other organisational units may be established by the University (hereinafter: Joint Units) to facilitate the integrated implementation of the University's activities.
- (2) The number, scope and administration/management of Joint Units, as well as other issues relevant to the functioning of the University, are defined by the Rulebook on Internal Organisation and Job Classification.

VI. ORGANISATION AND DELIVERY OF UNIVERSITY STUDIES

1. General Matters

Article 72

- (1) The University organises academic and professional studies across all three cycles, in accordance with the Law.
- (2) These studies conclude with the attainment of pre-specified qualifications, as outlined by the general regulations for each study cycle, which are based on learning outcomes and acquired ECTS credits, in line with the qualification framework of the European Higher Education Area (EHEA) and other internationally recognised higher education qualifications.
- (3) A short study programme may be organised as part of a first-cycle degree programme if it provides adequate knowledge, skills and competencies for a specific area of work, profession, students' personal development or further studies toward the completion of the first cycle.
- (4) The University issues a Certificate of Completion, with the relevant competencies earned, for the short study programmes referred to in Paragraph (3) of this Article.

Article 73

Studies at the University are administered based on licensed and accredited study programmes and in accordance with rules of study aligned with the European Credit Transfer System (ECTS).

Article 74

- (1) The number of ECTS credits obtained for a course of study represents a quantitative measure of the overall work and activities necessary for a student to successfully complete the course and achieve the expected learning outcomes.
- (2) One ECTS credit corresponds to students' activities taking between 25 and 30 hours of study time.

2. Enrolment

Article 75

The University guarantees equal access to degree programmes across all three study cycles based on a public notice (competition), in accordance with the Statute and other general acts of the University and the Faculties/Academy.

Article 76

- (1) The key requirement for admission to first-cycle studies is the completion of four years of secondary education in the Republic of Srpska and Bosnia and Herzegovina, or an equivalent education obtained abroad.

- (2) Individuals who graduated from secondary school abroad must apply for recognition of their diploma with the authorised institution, in accordance with applicable legislation.
- (3) Notwithstanding Paragraph (2) of this Article, individuals who graduated from secondary school in the Republic of Serbia are not required to apply for recognition of their diploma.

Article 77

- (1) Admission is based on competition and considers candidates' previous academic achievements (secondary school, first- and second-cycle degrees) and entrance examination results, according to uniform general criteria and procedures outlined in the Rulebook adopted by the Senate, based on input from the Faculty/Academy Councils.
- (2) Each Faculty/Academy will further specify the admission criteria for their degree programmes in their statutes, in line with their specific requirements.

Article 78

- (1) The University admissions call is announced by the University Senate, based on proposals from the Faculty/Academy Councils.
- (2) The number of students to be admitted to the first year of first- and second-cycle studies who will be fully Government-funded is set by the Government, based on the proposal from the Senate.
- (3) The number of self-funded, part-time, and international students to be admitted to the first year of all three study cycles is set by the Government, based on the proposal from the Senate.
- (4) The University admissions call is issued in a public newspaper and on the University's website.

Article 79

Higher education at the University may be pursued through full-time or part-time study.

3. First-cycle studies

Article 80

- (1) To obtain a first-cycle qualification, students must complete a study programme totalling 180 or 240 ECTS credits, corresponding to three or four years (six to eight semesters) of full-time or part-time study.
- (2) Notwithstanding Paragraph (1) of this Article, there are integrated programmes that combine both first- and second-cycle studies, with a minimum of 300 ECTS credits. Integrated studies in medicine and dentistry require a minimum of 360 ECTS credits.
- (3) The maximum duration of study for first-cycle programmes is defined by the Rules of Study and the Learning Agreement.

4. Second-cycle studies

Article 81

- (1) To obtain a second-cycle qualification following the first cycle, students must complete studies totalling 60 or 120 ECTS credits, corresponding to one or two years (two to four semesters) of full-time or part-time study.

- (2) For one to complete a second-cycle programme, the total number of ECTS credits earned from both the first and second cycles must be 300, corresponding to a period of five years of full-time study.
- (3) The maximum duration of study for second-cycle programmes is defined by the Rules of Study and the Learning Agreement.

5. Third-cycle studies

Article 82

- (1) After completing a second-cycle programme, students may enroll in third-cycle studies, in accordance with the requirements outlined in the general regulations of the University, except for students of medicine, dental medicine, pharmacy and veterinary medicine.
- (2) The right to enroll and the manner of study for third-cycle programmes for students of medicine, dental medicine, pharmacy and veterinary medicine are defined in a separate act adopted by the University Senate.
- (3) Candidates who successfully complete three years of study and research are awarded the third-cycle degree.
- (4) Students enrolled in third-cycle study programmes are considered doctoral candidates.

Article 83

Students complete a third-cycle study programme by defending a doctoral dissertation and are thereby awarded the scientific degree of Doctor of Philosophy in their respective scientific or artistic field.

Article 84

- (1) The supervision and assessment of students working on their doctoral dissertation are defined by a rulebook adopted by the Senate.
- (2) The rulebook ensures the transparency of the process and specifies the allocation of ECTS credits for study and research as two distinct components.

Article 85

- (1) The Senate approves the research or dissertation proposals submitted by doctoral students.
- (2) The Council of the Faculty or Institute where the research will primarily take place submits a request to the Senate for approval of the doctoral research or dissertation proposal.

Article 86

- (1) If it is determined by the authorised body of the University that a professional, scientific or artistic work has been plagiarised, that work shall be deemed null and void, along with any awards, titles and degrees obtained based on the plagiarised work.
- (2) As determined by the Senate, a person who has received a scientific or professional title may have their degree and title revoked in cases of plagiarism, claiming authorship of another person's work, copyright infringement or any other unethical practices in the preparation of written works leading to the conferment of that degree.
- (3) The revocation of a title or degree obtained through dishonest means, as outlined in the previous paragraph, is decided by the Senate, which adopts a special act after consulting the relevant Faculty/Academy Council.

6. Part-time studies

Article 87

- (1) As a rule, part-time studies are not different from full-time studies in terms of teaching methods or exam structure and weighting (transfer of ECTS credits and learning outcomes), except that lectures, seminars and other activities are adapted to accommodate students' specific circumstances.
- (2) All forms of teaching and learning for part-time students are organised and delivered outside students' regular working hours (in the afternoons, on Saturdays, holidays, etc.).
- (3) University Members may offer part-time studies for accredited first- and second-cycle study programmes.
- (4) The University Senate approves the organisation of first- and second-cycle part-time studies, based on proposals from the Academic (Artistic-Academic) Councils of the Faculties /Academy.
- (5) Examinations (end-of-term evaluations) for part-time students are organised during the examination periods outlined in this Statute and according to a schedule announced at the start of the semester.
- (6) The Faculties/Academy set their semester timetables schedules for all teaching and learning activities within the academic calendar and inform students of them prior to the start of the semester.
- (7) The Academic (Artistic-Academic) Council of the Faculty (the Academy) proposes to the Senate the number of students to be admitted to the first year of part-time studies, along with part-time study tuition fees.
- (8) The conditions for reduced tuition fees or tuition fee exemptions available to full-time students do not apply to part-time students.
- (9) Individuals wishing to enroll in part-time studies must meet the admissions criteria defined by the Law on Higher Education, the University Statute and the Statute of the respective Faculty/ Academy.
- (10) Students may change their status once during their studies (from full-time to part-time, and vice versa).
- (11) Full-time students may transfer to part-time study programmes, as specified in the Law, the Statute and the relevant regulations.
- (12) A part-time student may be granted full-time status under the following conditions:
 - a) The student has passed all exams required by the curriculum by the end of the current academic year;
 - b) The student has not retaken any academic year since enrolment.
- (13) Candidates for part-time studies are selected through a public call issued by the University. They must take an entrance exam based on the same criteria as those for full-time students.
- (14) The teaching process is organised into semesters and academic years, as outlined in the study programme requirements.
- (15) Part-time students can earn between 0 and 100 points in the final exam.
- (16) The Academic (Artistic-Academic) Council of the Faculty/Academy sets the number of contact hours for part-time students, which must be at least 30% of the total number of lessons per semester across all forms of teaching and learning (lectures, seminars, fieldwork, office hours, etc.).
- (17) Student attendance records are kept across all forms of teaching and learning.
- (18) The academic calendar outlines the semester timetable for all forms of teaching and learning, which the Faculty/Academy informs students of before the term begins.
- (19) The Faculties/Academy maintain the necessary records (registry, student files,

student record booklets, etc.) for part-time students, clearly marked as part-time studies.

7. Multidisciplinary or interdisciplinary studies

Article 88

- (1) Multidisciplinary or interdisciplinary programmes are offered by one or more institutions of higher education.
- (2) The Senate adopts a general regulation that outlines the organisation of studies mentioned in Paragraph (1) of this Article.

8. Joint degree programmes

Article 89

- (1) Joint studies refer to degree programmes that are jointly offered and delivered by the University in collaboration with one or more accredited national or international institutions of higher education.
- (2) The University may establish a joint degree programme with another accredited institution, either national or international, based on a shared curriculum and a general regulation adopted by the University Senate.
- (3) The setup, implementation and completion of joint studies, as well as the awarding of a joint degree, are governed by an agreement or contract between the University and the other participating institution(s) of higher education, in line with the provisions of the Law and a general act of the University.

9. Combined degree programmes

Article 90

- (1) Two or more members of the University may collaborate to offer study programmes that span all three cycles (combined degree programmes).
- (2) The structure and delivery of combined degree programmes are governed by a special act approved by the Senate, based on a proposal from the Members organising and delivering the programme.

10. Distance learning

Article 91

- (1) Certain aspects of the educational process may be delivered through distance learning, using the appropriate technological and electronic tools, provided the Faculty/Academy meets the necessary requirements for this mode of teaching and learning. Examinations, however, must be conducted at the Faculty/Academy's premises, as specified in its accreditation.
- (2) The specific conditions, methods and formats for delivering distance learning, as well as other relevant details, are outlined in the Statute of the Faculty/Academy offering the programme, as specified in Paragraph (1) of this Article.

11. Lifelong learning

Article 92

- (1) The University will organise lifelong learning programmes using innovative teaching and learning methods and tools (such as new technologies, correspondence schools, etc.), utilising University premises and equipment available within the daily and weekly timetable.
- (2) Lifelong learning programmes will be delivered through the continuous education centres of the University Members.
- (3) The structure and operation of the centres referred to in Paragraph (2) of this Article are outlined in the Rulebook on Internal Organisation and Job Classification.
- (4) The centres mentioned in Paragraph (2) of this Article issue certificates upon completion of training programmes.

Article 93

The aim of lifelong learning programmes is to provide additional knowledge, and the certificates awarded upon completion may not serve as substitutes for the degree programmes offered by the University.

Article 94

The assessment system for lifelong learning programmes is based on the ECTS and learning outcomes.

Article 95

The Faculty/Academy statutes will further define the instruction, criteria, standards and procedures for lifelong learning programmes.

12. Teaching, scientific research and artistic work

Article 96

Teaching, scientific research and artistic work are all regarded as equally important within the University's activities.

Article 97

Scientific research and artistic work are conducted by the University's academic and research staff, either independently or within the University's scientific research and artistic entities (units and subunits).

Article 98

First-, second- and third-cycle students and researchers who are not employed by the University may take part in the scientific research and artistic work conducted at the University.

Article 99

Scientific research activities encompass fundamental, applied and developmental research.

Article 100

Artistic activities include art research, professional artistic research disciplines and artistic creation.

13. Publishing activities

Article 101

- (1) As part of its registered activities, the University is authorised to publish textbooks, monographs, journals and other scientific, professional and artistic publications, in collaboration with the Faculties/Academy.
- (2) The publishing activities of the University are governed by a special University act, adopted by the Senate following consultations with the Councils of the Faculties/Academy and the Institutes.

14. Practicals, internships and placements

Article 102

- (1) Practicals, internships and placements are designed to help students develop the knowledge, skills and competencies that may be delivered as part of the teaching and learning process in laboratories at one or more University Members, their teaching facilities, research and experimental centres, public institutions or the private sector.
- (2) A general act of the Faculty/Academy further defines the organisation of practicals, internships and placements.

15. Curricula and syllabi

Article 103

The University outlines the content and structure of all study programmes, rules of study and examination and marking procedures in a general act, which is available to students and other interested parties.

Article 104

- (1) Study programmes consist of compulsory, elective and optional courses, with an outlined content structure. The learning objectives of degree programmes aim to equip students with the knowledge, skills and competencies required to attain a degree of a specific level and type of study.
- (2) Study programmes are adopted by the Senate based on proposals of the Faculty/Academy Councils.
- (3) Each study programme specifies the procedures for preparing the final paper, the ECTS credits awarded for it, and the method for its preparation and defence.
- (4) The mandatory components of a study programme are defined by the Law.
- (5) The scope and workload of a study programme for one academic year are expressed as the sum of the ECTS credits awarded.
- (6) Each course within a study programme is assigned a specific ECTS value.
- (7) ECTS credits may be transferred between different study programmes offered by the University, in accordance with criteria established by the Senate, based on proposals from the Faculty/Academy Councils.
- (8) The scope and workload of a study programme for one semester is equivalent to 30 ECTS credits.
- (9) The total ECTS value per semester (30) or academic year (60) reflects the total student workload, which includes attending lessons, mid-term tests, exams, independent study,

preparing final papers, practicals and volunteering. This workload is equivalent to a 40-hour workweek over the course of an academic year.

Article 105

- (1) Modifications to study programmes and changes to the forms and methods of teaching are carried out according to the procedure established for the approval of study programmes.
- (2) Any modifications to study programmes the University is accredited to deliver made to harmonise them with work organisation and advances in science and art, which are aligned with applicable study programme accreditation standards, shall not be considered as leading to new study programmes.
- (3) Modifications and additions to a study programme, as described in Paragraph (2) of this Article, may not involve changes to the educational field the programme belongs to, the name of the study programme, or the title awarded upon completion.
- (4) The University must notify the Ministry of any modifications and additions to study programmes within 60 days of their.

Article 106

The curriculum outlines the scope of studies, the courses and their content, their distribution across terms and academic years, and the number of lessons for various forms of teaching.

16. General rules of study

Article 107

- (1) Teaching at the University is organised and delivered over an academic year, which typically begins on 1st October and lasts for 12 calendar months.
- (2) The academic year is divided into two semesters – the winter semester and the summer semester – each lasting 15 weeks.
- (3) The timetable of academic events and tasks for each semester is set by a special decision of the Senate.

Article 108

- (1) Upon completing a course, students are required to sit for an examination, whose form is defined by the curriculum, the study programme and the regulations governing the marking system.
- (2) Students' progress in mastering the content of a course is continuously supervised and evaluated according to the guidelines set out in the study programme.
- (3) All examinations are conducted in public, with a minimum of three persons present.
- (4) The following marks are used to assess students' performance in examinations: 10 – exceptional, 9 – excellent, 8 – very good, 7 – good, 6 – satisfactory, and 5 – unsatisfactory.
- (5) The mark of 5 is not entered into students' record booklets.
- (6) The University may also adopt a different, non-numerical marking system for certain forms of teaching.
- (7) Examinations are held at the seat(s) of the University, its Members or locations outside the seat(s) of the University and its Members, as specified in the operating licence.
- (8) In accordance with the study programme and the Statute, the University may organise examinations outside its seat only if required by the nature of the course.

- (9) Professors are required to inform students of the examination results immediately, or no later than 7 days after a written examination.
- (10) In the event of an emergency situation declared in the Republic or in any part of its territory (hereinafter: an emergency situation) or a state of emergency declared in the Republic or in any part of its territory (hereinafter: a state of emergency), as well as in other justified cases, examinations shall be organised and conducted in accordance with instructions issued by the Minister and approved by the Government.
- (11) In cases where there are concerns about the impartiality or objectivity of a course lecturer, such as when the lecturer is married to a student or is related to a student either directly or through collateral relations to the fourth degree, the Dean will appoint a three-member committee or assign another professor teaching the same course to conduct the examination in these exceptional or individual cases.
- (12) The Dean approves examinations to be held outside the seat on a case-by-case basis, as further specified by the statutes of the respective Faculties or the Academy.
- (13) Students with disabilities have the right to a mentor tailored to their needs and to taking examinations in a manner adapted to their abilities. They are also entitled to equitable inclusion in all University processes involving students.

Article 109

- (1) The examination periods are as follows: January–February; April; June–July; September; and October.
- (2) Examinations are held twice during the January–February, June–July and September examination periods.
- (3) Examinations are held once in the April and October examination periods. Examinations in the October period must be completed by the end of the first week of October at the latest.
- (4) Notwithstanding Paragraphs (2) and (3) of this Article, the Senate may approve additional examination sessions within the periods specified in Paragraph (1) of this Article, at a justified request from the Students' Parliament.
- (5) Students are entitled to sit for exams twice in the examination periods outlined in Paragraph (2) of this Article.
- (6) A minimum of 10 days must elapse before an examination is held a second time.
- (7) The statutes of the Faculties/Academy shall specify the procedures, methods and tools for overseeing the teaching process and examinations taken in a subsequent year of study, and for maintaining relevant records.

Article 110

- (1) After failing an examination three times, a student is entitled to request an examination by a committee.
- (2) The appointment of an Examination Committee, the procedure for taking exams, the process of responding to complaints about exam results and other related matters are further defined by the statutes of the Faculties/Academy.
- (3) If a student is dissatisfied with the results of an examination, they may file a complaint with the Dean of the Faculty/Academy within 48 hours the results are announced publicly. If the deadline for filing a complaint falls on a non-working day, it will be extended to the next working day.
- (4) Students may appeal against the Dean's decision to the Faculty/Academy Council, whose decision is final.
- (5) It is the Dean's responsibility to review such complaints. If the complaint is deemed valid, the Dean must appoint a three-member Committee within 48 hours to repeat the

examination.

- (6) The professor who originally examined the student and whose assessment was the reason for the complaint may not serve as the president of the three-member committee.
- (7) Further criteria and procedures for the repetition of an examination shall be outlined in the statutes of the Faculties/Academy.
- (8) A student who fails the examination held by the Committee, as outlined in Paragraph (5) of this Article, must retake the course.
- (9) The course lecturer may request that a student be examined by a Committee, as further specified by the statutes of the Faculties/Academy.
- (10) A student dissatisfied with their mark may request its cancellation.
- (11) The procedure for mark cancelation and examination repetition is further outlined by the statutes of the Faculties/Academy.

Article 111

- (1) Students' performance is continuously supervised and evaluated throughout a semester, in accordance with the rules of study.
- (2) Evaluation consists of awarding credits for all forms of activity and knowledge assessment over the period of a semester (including compulsory in-class activities), as well as for the final examination (end-of-course assessment).
- (3) Course lecturers are required to inform students, at the start of the course, about the methods of lesson delivery, student supervision and evaluation, the nature and content of the final examination, the distribution of credits, and how the final mark is calculated and awarded.
- (4) The structure of pre-examination requirements will be outlined in the rules of study.
- (5) An oral examination is a mandatory component of the knowledge evaluation process (end-of-course examination).

Article 112

Based on a proposal from the Council of the relevant Faculty/ Academy, a student may transfer to a study programme belonging to the same or related field, in accordance with the rules adopted by the Senate.

Article 113

Students' volunteering, the evaluation of volunteering and other related matters are further outlined in the Student Volunteering Evaluation Rulebook.

Article 114

Student exchanges and the recognition of the credits, marks and other results achieved during an exchange are carried out in accordance with the rulebook adopted by the Senate, with prior approval from the Faculty/Academy Councils.

VII. STUDENTS AND THE RULES OF STUDY

Article 115

Student status is granted after one has been admitted to the University and has signed the Learning Agreement, in accordance with the requirements and procedure outlined in this Statute and the Statute of the respective Faculty/Academy.

Article 116

- (1) The Learning Agreement outlines the student's rights, obligations and responsibilities, the study conditions, the rights and obligations of the University and the respective Faculty/Academy toward the student, as well as other matters outlined in this Statute and other acts of the University and the relevant Faculty/Academy.
- (2) The Rector of the University may authorise the Deans of the Faculties/Academy to sign Learning Agreements with students.
- (3) Upon enrolment at the University, a student is issued a student ID (a student record booklet).

Article 117

- (1) A student may earn 60 ECTS credits per year of study, which includes any credits from the previous year that were not earned.
- (2) Students who earn at least 45 ECTS credits during the academic year in which they are enrolled meet the requirements to register for the next year of study.
- (3) If a student does not meet the requirements to enroll in the next year, they must retake the year. In doing so, they are entitled to attend lessons and sit for exams from the next year of study, up to the number of ECTS credits earned in the previous year.
- (4) When registering to retake a course, students must pay a compensatory fee, which is set by a decision of the Steering Board, as proposed by the Senate.
- (5) Based on proposals from the Faculty/Academy Councils, the University Senate adopts the rules of study, the courses and the other requirements that must be met before a student can register for and attend specific courses in their current year or semester, as well as the conditions for enrolling in the next year of study.

Article 118

- (1) Upon meeting all the requirements specified by the curriculum, a student is awarded a degree for the completion of their studies.
- (2) Along with the degree, a diploma supplement is issued, detailing the skills, competencies and knowledge acquired by the degree holder.

Article 119

- (1) In addition to the rights defined by the Law, students who admitted to the University have the right to:
 - 1) Be informed about their rights and obligations at the start of each academic year;
 - 2) Attend lessons in accordance with the curriculum and timetable;
 - 3) Express their views on the quality of teaching and the work of academic staff without facing any consequences;
 - 4) Actively participate in the quality assurance system for curricula, the teaching process and study conditions;
 - 5) Sit for examinations in accordance with the pre-defined criteria and examination periods;
 - 6) Transfer and have recognised the ECTS credits, marks and other results achieved while on exchange at another higher education institution, based on multilateral or bilateral agreements, exchange programmes and other forms of international cooperation;
 - 7) Freely explore and test the knowledge they have acquired, propose new ideas and offer opinions without the risk of losing student status or other privileges;
 - 8) Enjoy freedom of speech, organisation and assembly, in accordance with the Law;

- 9) Be respected and appreciated by the University staff and their fellow students;
 - 10) Not be discriminated against on any grounds, including sex, race, sexual orientation, physical disability, marital status, skin colour, language, religion, political or other beliefs, national, ethnic or social origin, affiliation with a national community, property, status acquired at birth, age, or any other status, position or circumstance;
 - 11) Access to fair and impartial mechanisms for the resolution of disciplinary issues concerning students;
 - 12) Exercise other rights in accordance with the Law, this Statute, the statutes of the Faculties/ Academy, and the laws regulating students' rights.
- (2) The University establishes the conditions necessary for the exercise of the rights outlined in Paragraph (1), Item (6) of this Article, in accordance with the 2015 ECTS Guide.

Article 120

- (1) A student may request a leave of absence in accordance with the Law, this Statute and the Statute of their respective Faculty/Academy.
- (2) A leave of absence may be granted to a student upon personal request in the following cases:
 - 1) Serious illness;
 - 2) An internship or placement lasting at least three months but no longer than one year;
 - 3) High-risk pregnancy;
 - 4) Childcare for a child until the age of one;
 - 5) Holding a managerial or administrative position in a student representative body for a maximum of one term;
 - 6) Other cases recognised and defined by the general acts of the University.

Article 121

- (1) In addition to the obligations stipulated by the Law, students are required to:
 - 1) Dedicate themselves to their studies, fulfill their responsibilities diligently, and actively engage in academic activities;
 - 2) Actively participate in the work of the University and the Faculty/ Academy bodies, where they serve as appointed student representatives;
 - 3) Represent the University and the Faculty/Academy with dignity, both in activities within and outside the institution;
 - 4) Show respect for the academic and administrative staff of the University, as well as fellow students, adhere to the rules of conduct at the University and the ethical code, protect University and Faculty/Academy property, and take responsibility for any damage caused;
 - 5) Cover the costs of their education in accordance with the Law, this Statute, their Learning Agreement and applicable regulations.

Article 122

- (1) Students are guaranteed the opportunity for exchange visits and the recognition of ECTS credits, marks and other academic results achieved at another university, both domestically and abroad, in accordance with the Law, this Statute and the general acts of the University or their respective Faculty/Academy.
- (2) Students may spend up to 12 months during each study cycle at another university at home or abroad through international student exchange programmes, based on bilateral agreements between universities and other forms of international cooperation.

- (3) Academic and administrative matters related to student exchanges will be defined by a special act of the Senate.

Article 123

- (1) Students may receive special honours, prizes and scholarships for exceptional academic achievements and for exemplary representation of the University, its Faculties and the Academy.
- (2) The procedure and criteria for awarding the honours referred to in the previous paragraph of this Article will be further defined in a special act of the Senate.

Article 124

- (1) The Law outlines the procedure and conditions for the termination of student status.
- (2) The decision to terminate a student's status is made by the Dean.
- (3) A complaint against the decision referred to in **Paragraph (1)** of this Article may be filed with the Faculty/Academy Council, whose decision is final.
- (4) A student may challenge the final decision of the Faculty/Academy Council in an authorised court.
- (5) The Students' Parliament may address the Faculty/Academy Council if there are concerns about irregularities in any proceedings that led to the decision referred to in **Paragraph (2)** of this Article.

Article 125

- (1) If a student loses full-time status, they may be granted part-time status, provided that the University, i.e. the Faculty/Academy, has the necessary space and staff capacity to organise part-time studies.
- (2) The decision to reinstate student status will also outline the student's obligations upon resuming studies.
- (3) The Dean has the authority to reinstate student status.

Article 126

- (1) Students are held accountable for failing to meet their obligations.
- (2) Disciplinary measures may be imposed for both minor and serious violations of these responsibilities.
- (3) A student facing disciplinary action has the right to address the disciplinary committee appointed by the relevant Faculty/Academy Council.
- (4) Following the disciplinary procedure, the disciplinary committee proposes a disciplinary measure, which is then confirmed by a decision of the Dean.
- (5) A complaint against the imposed disciplinary measure may be filed with the relevant Faculty/Academy Council, whose decision is final.
- (6) The Senate establishes the rules governing disciplinary procedures, accountability and the steps following a complaint.

Article 127

The University, the Faculties and the Academy act in accordance with the Law on General Administrative Procedure in matters related to student rights and obligations.

VIII. STUDENTS WITH DISABILITIES

Article 128

- (1) Persons with special needs have the right to matriculate at the University, meet their obligations as students and participate equally in all educational processes, with their specific needs taken into account.
- (2) The University Members must, with the support of the University, adapt teaching and examination conditions to the abilities and needs of students with disabilities.

Article 129

Individuals granted disabled student status may be allowed to pursue their degree programme, receive instruction and be assessed under special conditions, as outlined in the special act of the University Senate.

IX. STUDENT ORGANISATIONS

Article 130

- (1) The Students' Parliament is a student representative body that represents and presents students and their interests.
- (2) The selection procedure and the number of members of the Students' Parliament are outlined in a special act of the Senate.
- (3) Students eligible for election to the Students' Parliament are full-time students of all three study cycles, who first enrolled in their current year of study in the same year they apply for Parliament membership.
- (4) Students from all three study cycles, enrolled in the academic year when Council members are elected, are eligible for election to the Faculty/Academy Council.
- (5) Students with voting rights are those enrolled in all three study cycles during the academic year of the election for members of the Students' Parliament and student representatives of the Faculty Council.
- (6) Members of the Students' Parliament are elected for a term of one year.
- (7) The work procedures and the name of the student representative body are specified in a regulation adopted by the Students' Parliament.
- (8) The general and special acts of the Students' Parliament must not conflict with the Law or this Statute.
- (9) An agreement between the University and the Students' Parliament will define the procedure for allocating premises and ensuring other necessary conditions for the work of the Students' Parliament.

X. ACADEMIC AND ADMINISTRATIVE STAFF OF THE UNIVERSITY

1. Definitions

Article 131

- (1) The University's academic staff includes individuals involved in teaching, scientific artistic work, and research.
- (2) The academic staff consists of senior teaching faculty (professors), junior teaching faculty and researchers.
- (3) Researchers are individuals holding research titles, elected in accordance with the Law on Scientific Research Activities and Technological Development, as well as the rulebook that defines the procedure, terms and conditions for awarding academic titles at the

University.

- (4) The University's administrative staff includes individuals carrying out professional, administrative and technical tasks.

2. Employees' rights and obligations

Article 132

- (1) General legislation governing labour relations and the Law apply to matters concerning the rights, obligations and responsibilities of employees of the University.
- (2) The Rector is responsible for endorsing specific rights, obligations and responsibilities of University employees, based on proposals from authorised bodies.
- (3) The Rector concludes employment contracts with all employees of the University.
- (4) In accordance with the provisions of this Statute, the Steering Board adopts general acts that regulate labour relations, procedures for determining disciplinary and material accountability of employees, the awarding of prizes and honours to outstanding employees, performance standards, criteria for the evaluation of academic and administrative staff, and other general acts necessary for the work of the University.
- (5) The general acts mentioned in Paragraph (4) of this Article must comply with the laws and regulations governing specific areas of labour relations and may not conflict with the provisions of this Statute.

Article 133

- (1) The University's academic staff enjoys full freedom of organisation and assembly, in accordance with the legislation governing this area.
- (2) The right of the academic staff to free thought and expression may only be limited by the Law.
- (3) Discrimination against academic staff on any grounds, including sex, race, sexual orientation, marital status, skin colour, language, religion, political or other views, national, ethnic and social origin, affiliation with any national community, property, birth or any other status, is prohibited.
- (4) Within a workweek, senior faculty members (professors) meet obligations related to education, academic work, artistic and professional activities, as outlined in the education and research plan.
- (5) Within a workweek, junior faculty members hold seminars and practicals, organise mid-term tests, supervise students' progress, carry out other activities defined by the curriculum, meet obligations related to second- and third-cycle studies and conduct research.
- (6) In addition to the duties specified in Paragraphs (4) and (5) of this Article, senior and junior faculty members may, as directed by the employer, carry out other tasks to complete their full working hours, in accordance with the regulations specifying remuneration standards and norms.
- (7) The University's academic staff assigned to University Members offering study programmes in the fields of medicine and health may enter into part-time employment with the health institutions that serve as the scientific bases for the respective University Member.
- (8) The teaching faculty are required to regularly update their academic profiles and research repositories, and to accurately state their affiliation with the University when publishing research papers or participating in traditional and electronic media, in accordance with the special act adopted by the Senate.

Article 134

- (1) The University Members ensure their academic staff meet their obligations.
- (2) Both senior and junior teaching faculty are required to maintain records of their lessons, verified by signatures of attending students as well as their own.
- (3) Copies of student attendance sheets for the current and previous academic years are kept in the archives of the relevant University Member.

Article 135

The methods and instruments used to ensure the academic staff meet their obligations in extraordinary circumstances are defined by a decision of the Senate.

3. The Code of Professional Ethics

Article 136

- (1) University employees and students must adhere to ethical principles and principles of scientific truth, demonstrating critical thinking and respect for the aims and values of higher education in their work, activities and conduct at the University.
- (2) The Senate adopts the Code of Professional Ethics, which outlines the moral principles and professional ethics in teaching, artistic work and scientific research. Its purpose is to protect professional dignity, promote moral values and raise awareness of the responsibility shared by all members of the academic community of the University.
- (3) The way procedures for determining responsibility for violations of ethical principles and the corresponding measures are regulated by the Code of Professional Ethics adopted by the Senate.

4. Academic titles and title conferral requirements

Article 137

- (1) The academic titles awarded by the University Senate are categorised as senior and junior, and may be both academic and artistic-academic.
- (2) The senior academic and artistic-academic University titles include:
 - 1) Full professor;
 - 2) Associate professor; and
 - 3) Assistant professor.
- (3) The junior University titles include:
 - 1) Teaching assistant;
 - 2) Art teaching fellow;
 - 3) Senior teaching assistant;
 - 4) Senior art teaching fellow; and
 - 5) Lector.

Article 138

- (1) The minimum requirements for promotion or election to senior and junior academic and artistic-academic titles are outlined by the Law and a secondary regulation.
- (2) The University Senate adopts a general act that specifies the procedures and requirements for the conferment of senior and junior academic and artistic-academic titles.
- (3) The general act mentioned in Paragraph (2) of this Article also outlines the procedures

and requirements for the election of individuals previously awarded a scientific and research title to senior and junior academic and artistic-academic titles.

Article 139

A temporary or permanent employment contract is concluded with the elected individual, in accordance with the provisions of the public call (for employment, part-time engagement, or conferral of title without employment), either on a full-time or part-time basis. The contract contains the provision that the individual must be re-elected to the same title or promoted to a higher title, as outlined in the annual Plan of Conferral of University Academic Titles, with the exception of tenured professors.

Article 140

- (1) The election period for the University's academic staff is defined by the Law.
- (2) Upon personal request, the election period for the faculty on maternity leave or extended sick leave (lasting longer than six months) may be extended for the duration of the sick or maternity leave.

Article 141

- (1) Admissions to academic titles may be suspended for the period during which the title holder serves as Vice-Rector or a public official, upon a prior request submitted to the University Rector and with granted permission.
- (2) If an individual holding an academic title resigns from their job at the University, but chooses to renew employment while still holding the title, they will not need to be re-admitted to the same title. Instead, they will be allowed to re-enter into the employment contract, but must be re-admitted to the same title or promoted to a higher title prior to the expiration of their election period, in accordance with the Law.

Article 142

- (1) The Senate elects academic staff through a public call.
- (2) The public call for the election of academic staff is announced in accordance with the annual Plan of Conferral of University Academic Titles, no earlier than eight months and no later than six months before the expiration of the previous election period.
- (3) The public calls, announced by the University Senate based on proposals from the Faculty/Academy Councils, are published in a public newspaper and on the University website.
- (4) The public calls are issued for specific scientific and artistic fields.
- (5) The Senate adopts a list of specific scientific and artistic fields, as proposed by the Faculty/Academy Councils.
- (6) The Faculty/Academy Council appoints an Election Committee (hereinafter: the Committee) to review the application and prepare a report.
- (7) The Committee referred to in Paragraph (6) of this Article consists of at least three professors from the relevant scientific or artistic field, of whom at least one from the candidate's (electee's) specific field.
- (8) The Election Committee must comprise at least one individual employed at another institution of higher education.
- (9) The titles of the Committee members must be at least equal to the title the candidate is being conferred, and the members must not be related to the candidate (electee).
- (10) Election and Degree Committee members may not be the electee's

(master/doctoral student's) spouse, in-law or blood relation, including first-degree relative.

- (11) Based on the Committee's report, the Faculty/Academy Council proposes to the Senate that the candidate be awarded the title in question.
- (12) The Faculty/Academy Council provides its opinion on the Committee's proposal.
- (13) If the candidate to be awarded the title is married to a member of the Academic Council of the relevant Faculty (i.e. the Artistic-Academic Council of the Academy), or is a blood relation or in-law (no further than the first degree), the Council decides on the proposal by secret ballot.
- (14) The Senate decides on the election by public vote, based on the proposal from the Faculty/Academy Council and the opinion of the Council for the candidate's respective scientific field.
- (15) The Senate is obliged to approve or deny the conferment of the title within six months of the announcement of the public call.
- (16) Exceptionally, if the election procedure is not completed within six months due to objective reasons, the University Senate must finalise the decision within two months after the expiration of the original deadline.
- (17) If the candidate proposed for election is the spouse, in-law or immediate blood relation (first degree) of a member of the Senate, that member will be excluded from voting in this particular case.
- (18) The exclusion procedure will be defined in the Senate Rules of Procedure.
- (19) The Rector concludes an employment contract with the electee in accordance with the terms and conditions of the public call. The Dean of the Faculty/Academy (the Director of the Institute) is responsible for ensuring the implementation of the contract.
- (20) A candidate who is dissatisfied with the decision may submit a request to the Senate to review the decision referred to in Paragraph (14) of this Article, within 15 days of receiving the Senate's decision.
- (21) The judgement of the Senate on the review request is final, after which an administrative dispute may be initiated before a court with authority over the matter.

Article 143

- (1) The failure of a faculty member to be re-elected to the same academic title or promoted to a higher title will result in employment termination.
- (2) Individuals referred to in Paragraph (1) of this Article are not entitled to severance pay, in accordance with the provisions governing labour relations.
- (3) Teaching faculty members whose election period has expired may continue to participate in the educational process for no longer than two months after the expiration of their election period.

5. Hiring teaching faculty from other Bosnian-Herzegovinian and foreign universities

Article 144

In accordance with its general act, the University may hire teaching faculty from other universities in Bosnia and Herzegovina or abroad, provided they hold an academic title that qualifies them to teach in the relevant scientific or artistic field.

6. Hiring distinguished scientists, experts or artists

Article 145

- (1) A distinguished scientist, expert or artist may participate in the teaching process at the University, as approved by the Senate and based on a proposal and a justification from the Faculty/Academy Council, or the Rector's proposal and justification.
- (2) The terms, conditions, procedure and manner of hiring individuals as specified in Paragraph (1) of this Article shall be regulated by the statute of the respective Faculty/Academy.

7. Hiring visiting professors

Article 146

- (1) As proposed by a Faculty or Academy Council, the University Senate may confer the title of 'Visiting Professor' on professors from other universities in Bosnia and Herzegovina or abroad.
- (2) Visiting professors must hold the rank of full professor.
- (3) The Rector concludes a contract with an individual awarded the title of Visiting Professor.

8. Engaging external associates

Article 147

- (1) An individual employed by a legal entity that has an agreement of cooperation with the University can be hired to assist with a part of practicals, either at the University (on-campus) or outside the University (off-campus) (instruction in specific parts of the programme, as well as professional or artistic work, training in specialised knowledge and skills, and exercises).
- (2) A service contract is concluded with the individuals outlined in Paragraph (1) of this Article.
- (3) The terms and conditions for engaging external associates will be further defined by the statutes of the University Members.

9. Engaging student assistants

Article 148

- (1) Full-time students with an average mark of 8.0 or higher throughout their studies may be engaged as teaching supports to assisting with course organisation and delivery.
- (2) Student assistants, referred to in Paragraph (1) of this Article, are appointed by the Council of their home Faculty/Academy, where they attend studies and where they will be engaged.
- (3) The terms and conditions for engaging and appointing student assistants will be further defined by the statutes of the University Members.

10. Sabbatical leave

Article 149

- (1) Faculty members holding the academic titles of assistant professor, associate professor or full professor, who have been employed at the University for at least 5 (five) years, are entitled to one year of sabbatical leave, subject to approval by the Senate, upon a proposal from their respective Faculty/Academy Council.
- (2) Sabbatical leave may be granted to individuals in Paragraph (1) of this Article if it is confirmed that the teaching process during the leave will proceed uninterrupted, and if the

reason for the leave is in the interest of the University and the Faculty/Academy.

- (3) The procedure, terms and conditions for granting sabbatical leave will be defined by general act adopted by the University Senate.

11. Paid leave

Article 150

- (1) Upon personal request and following a proposal from the Council of a University Member, faculty members may be granted paid leave by the Senate for a period of one academic year, for the purpose of scientific, artistic or professional work or development.
- (2) Paid leave may be granted to individuals in Paragraph (1) of this Article if it is confirmed that the teaching process during the leave will proceed uninterrupted, and if the reason for the leave is in the interest of the University, Faculty or the Academy.
- (3) The faculty member must submit a request, including a detailed explanation, to the Council of their respective University Member, which will draft a proposal and submit it to the Senate for review and approval.

12. Unpaid leave

Article 151

- (1) Upon personal request and following a proposal from the Council of a University member, faculty members may be granted unpaid leave by the Senate for a maximum duration of four years, for development purposes.
- (2) Unpaid leave may be granted to individuals in Paragraph (1) of this Article if it is confirmed that the teaching process during the leave will proceed uninterrupted.
- (3) The faculty member must submit a request, including a detailed explanation, to the Council of their respective University Member, which will draft a proposal and submit it to the Senate for review and approval.

13. Engagement at other institutions of higher education

Article 152

- (1) A faculty member employed by the University may enter into a contract for additional work or another engagement at another institution of higher education, in accordance with applicable regulations, provided they obtain a prior opinion from the Dean of their respective Faculty/ /Academy and the Rector's approval.
- (2) The procedure, terms and conditions for granting approval, as outlined in Paragraph (1) of this Article, is defined by a general act adopted by the Steering Board of the University.

14. Retirement and engagement of retired faculty

Article 153

- (1) A faculty member's employment at the University terminates at the end of the academic year in which they turn 68 years of age.
- (2) Notwithstanding Paragraph (1) of this Article, full professors may be hired to teach for up to one year, upon proposal from the University Senate, if no suitable candidate has been elected following a public competition. This engagement may be extended, following the same procedure, until the end of the academic year in which the professor turns 70 years of age.

- (3) A person who has retired in accordance with the regulations of the Federation of Bosnia and Herzegovina, the Brčko District of Bosnia and Herzegovina or another country is not eligible to teach at the University.
- (4) Retired full professors, as described in Paragraphs (1) and (2) of this Article, may serve on Master and Doctoral Degree Committees until they reach 75 years of age.

15. Foreign language and skills instructors

Article 154

- (1) Foreign languages taught at non-philological departments/faculties, as well as skills courses, may also be taught by foreign language and skills instructors who hold a Bachelor or Master degree with an average mark of 8.0 or higher in both first- and second-cycle studies (or an equivalent qualification), or by those holding a Master of Science research degree in a relevant field, with an average mark of 8.0 or higher in both undergraduate and postgraduate studies (or an equivalent qualification), and who have published at least two professional or research papers.
- (2) Foreign language and skills instructors are elected through the procedure governing the election of senior and junior teaching faculty.
- (3) Foreign language and skills instructors are elected for a term of 5 (five) years, with the possibility of re-election.

16. Honorary titles and awards

16.1 Honorary doctorates

Article 155

- (1) The University may confer an honorary doctorate upon distinguished scientists, cultural figures and other public figures from both the country and abroad, in recognition of their exceptional contributions to specific areas related to education, science, research, art and other areas of creation.
- (2) The Senate makes the decision to confer an honorary doctorate based on a proposal from one or more Faculties/Academy or the Rector.
- (3) The Rector conducts the official ceremony for the conferral of honorary doctorates.

16.2 Professor Emeritus t

Article 156

- (1) Based on a proposal from the Academic Council of a Faculty or the Artistic-Academic Council of the Academy, the University Senate may confer the title of Professor Emeritus upon a retired full professor, in recognition of their exceptional contributions to science or art, their international reputation and their role in mentoring young academics and new Faculty members in their respective field of expertise, whether scientific or artistic.
- (2) A Professor Emeritus may:
 - 1) Teach second- and third-cycle courses;
 - 2) Participate in research projects;
 - 3) Serve on Election Committees (title conferral committees); and
 - 4) Serve on Master and Doctoral Degree Committees.
- (3) A Professor Emeritus may not be appointed as a responsible professor.
- (4) The procedure, terms and conditions for conferring the title and rights upon individuals defined in Paragraph (1) of this Article are specified by a general act of the University.

- (5) Professors Emeriti may exercise the rights and obligations described in Paragraph (2) of this Article, as specified in a University engagement contract, until they reach 75 years of age.

16.3 University honours and awards

Article 157

The University may award Scrolls of Honour, Certificates of Merit and monetary and other prizes to distinguished lecturers and other University employees in recognition of their successful professional careers at the University and their significant contributions to its development. The University may also recognise other natural or legal persons who have promoted the University and supported its growth. The specific terms and conditions for these honours and awards are defined by special act adopted by the Senate.

17. Administrative staff

Article 158

- (1) The number and composition of the University's administrative staff, as well as the procedures, terms and conditions for their employment, are outlined in the Rulebook on Internal Organisation and Job Classification.
- (2) When employing administrative staff, the University will ensure equitable representation and distribution of members from the constituent nations and other groups.

XI. LABOUR RELATIONS

Article 159

General legislation governing employment and labour relations shall apply to the rights, obligations and responsibilities of academic staff and other employees of the University, except where otherwise specified by the Law or this Statute.

Article 160

- (1) After consulting with the Dean of the relevant Faculty/Academy or the Institute Director, the Rector will assess as justified and approve requests from faculty members for part-time engagement at other institutions, including evaluating any potential conflicts of interest, in accordance with the Law.
- (2) If a faculty member is appointed to a public office, decisions will be made in accordance with the applicable legislation governing that specific area.

XII. ASSURANCE OF QUALITY OF STUDY PROGRAMMES, TEACHING AND WORK CONDITIONS

Article 161

The quality assurance system is an integral part of the overall University Management system.

Article 162

All employees and students of the University, who exercise their rights and fulfill their obligations in the area of quality – either through direct engagement or through

representatives in steering, advisory, professional and operational bodies – are part of the quality assurance system.

Article 163

- (1) Institutional responsibility for quality assurance and enhancement rests with the Senate and the Rector.
- (2) The Academic Council (or the Artistic-Academic/Scientific Committee) and the Dean/Director are responsible for assuring and enhancing the quality of their respective Faculty, the Academy or the Institute (University member).

Article 164

- (1) The quality assurance system comprises the following advisory, professional and operational bodies:
 - 1) The Quality Assurance and Enhancement Committee, and
 - 2) The Quality Assurance and Enhancement Board.
- (2) The Quality Assurance and Enhancement Committee is an advisory, professional and operational body of the Senate and the Rector.
- (3) The Quality Assurance and Enhancement Board is an advisory, professional and operational body of the Academic Councils, the Artistic-Academic Council, the Scientific Committees, and the Deans/Director of the University Members.
- (4) The general acts of the University define the organisation and functions of the Quality Assurance and Enhancement Committee and Board.

Article 165

- (1) The following documents are related to the quality assurance system:
 - 1) Law on Quality Assurance in Higher Education;
 - 2) Quality Policy;
 - 3) Quality Assurance Strategy;
 - 4) Procedures for Quality Monitoring and Enhancement;
 - 5) Rules of Organisation and Operation of the Quality Assurance and Enhancement Committee;
 - 6) Rules of Organisation and Operation of the Quality Assurance and Enhancement Board;
 - 7) Other documents defined by the Procedures for Quality Monitoring and Enhancement.

XIII. The public nature of the work of the University

Article 166

- (1) The work of the University is public.
- (2) It is the obligation of the University to inform the public about its activities in a timely and accurate manner.
- (3) The University and the Faculties, Academy and Institute inform the public through mass media, individual verbal statements, regular and special publications, as well as announcements on billboards and webpages.

XIV. RECORDS AND PUBLIC DOCUMENTS

1. Records

Article 167

- (1) The University and its Members maintain the following records:
 - 1) Students of first-cycle studies;
 - 2) Students of second-cycle studies;
 - 3) Students of third-cycle studies;
 - 4) Examinations;
 - 5) Students' academic achievements at the end of the academic year;
 - 6) Issued degrees;
 - 7) Student admissions book;
 - 8) Register accompanying the students' enrolment books;
 - 9) Student files;
 - 10) Issued public documents;
 - 11) Recognised foreign higher education degrees;
 - 12) Previously attained titles recognised as equivalent to new titles;
 - 13) Completed procedures for the recognition of exchanges;
 - 14) Early graduates;
 - 15) Student recipients of university awards and honours;
 - 16) Students penalised for violating student obligations;
 - 17) Bachelor, master and doctoral degree holders;
 - 18) Permanent and temporary employees;
 - 19) Conferment of academic titles;
 - 20) Property, commercial contracts and financial operations of University Members;
 - 21) Scientific research projects, publishing projects, etc.;
 - 22) University libraries;
 - 23) All other data specified by the Steering Board of the University; and
 - 24) Other records specified by the Statute and general acts of the University.
- (2) The manner of record-keeping shall be defined by the general act of the University.
- (3) Student enrolment books and issued degree registers are kept permanently.
- (4) Personal and confidential data in the records are protected in accordance with the Law and in a manner previously defined.

2. Public documents

Article 168

- (1) The public documents issued by the University include:
 - 1) Bachelor degree (degree of attainment of a higher education title);
 - 2) Master and doctoral degree (degree of attainment of the academic title of Master and the scientific degree of Doctor of Philosophy);
 - 3) Diploma Supplement;
 - 4) Student record booklet;
 - 5) Drop-out documents;
 - 6) Degree Certificates;
 - 7) Transcript of Records;
 - 8) Academic Achievement Certificate;
 - 9) Professional Development Certificate;
 - 10) Decision on equivalence of previously obtained titles with new titles;
 - 11) Decision on recognition of foreign educational qualifications;
 - 12) Decision on recognition of exchange visits;
 - 13) Lifelong Learning Programme Completion Certificate;
 - 14) Certificate of completion of a short study programme and acquired competencies.

- (2) The University issues public documents in one of the official languages in use in the Republic, in either Cyrillic or Latin script, as requested by the student.
- (3) Courses taught in a foreign language lead to public documents issued on a bilingual form, in one of the official languages in use in the Republic, in either Cyrillic or Latin script, as requested by the student, and in the language and script in which the courses were taught.
- (4) Upon a student's request, the University is obliged to issue the degree and diploma supplement in the English language.

XV. RECOGNITION OF FOREIGN HIGHER EDUCATION DEGREES FOR CONTINUING EDUCATION AT THE UNIVERSITY AND EQUIVALENCE OF PREVIOUSLY EARNED DEGREES

Article 169

- (1) The University is authorised to recognise foreign higher education degrees and qualifications obtained by students outside the territory of Bosnia and Herzegovina, both for continuing studies at the same level and for enrolling a higher level of study.
- (2) The recognition procedure does not apply in the following cases:
 - (3) Public documents (degrees) obtained in the former SFRYugoslavia before 6th April 1992;
 - (4) Public documents and degrees listed in Articles 4 and 5 of the Agreement on Mutual Recognition of Educational Documents and Regulation of Status-Related Matters for School and University Students (Official Gazette of the Republic of Srpska, Issue No. 79/05), obtained from accredited institutions of higher education in the Republic of Serbia.
- (5) A public document mentioned in Paragraph (2) of this Article holds the same legal effect as a public document issued in the Republic of Srpska.

Article 170

Individuals who earned degrees from the University under previous legislation or curricula (before the introduction of the ECTS) may request that the Faculty or Academy where the degree was obtained issue, through a special procedure, a decision on the equivalence of their previously obtained title with a new title, in accordance with the Law.

Article 171

The Senate will adopt a special act to further regulate the procedure, terms and conditions for the recognition of foreign higher education qualifications and the equivalence of previously earned degrees.

XVI. UNIVERSITY FUNDING

Article 172

- (1) The resources used to finance the activities of higher education at the University are obtained from the following sources:
 - 1) The Republic budget;
 - 2) University profits;
 - 3) Budgets of local administrations;
 - 4) Grants;
 - 5) Other sources.
- (2) The resources outlined in Paragraph (1) of this Article belong to the University and the

University Member that generated them. They are to be used in accordance with the Law, this Statute, secondary legislation and the applicable financial plan.

- (3) The University may only be funded from sources that do not compromise its autonomy.
- (2) The individuals responsible for the expenditure and use of funds, in line with the financial plan and regulations governing higher education and financial operations, are the Rector of the University, the Dean/Director of the University Member and the Steering Board, in accordance with the University acts.
- (3) The University, Faculties and the Academy may generate profits through:
 - 1) The implementation of scientific research and artistic programmes;
 - 2) International and national projects;
 - 3) Provision of professional education and development;
 - 4) Tuition and other fees charged to students;
 - 5) Profits from publishing and IT activities;
 - 6) Profits from copyrights and patents;
 - 7) Profits from managing University property (land and real estate), including property allotted for use by the University;
 - 8) Income from legal transactions resulting from the involvement or membership of the University in a commercial society or enterprise;
 - 9) Bequest and endowments;
 - 10) Other sources arising from the provision of services and professional and artistic activities under special contracts.

Article 173

- (1) The financial plan of the University, its Faculties, the Academy and the Institute specifies the funds required for their activities, ensuring the fulfillment of their primary functions.
- (2) The Rector, financial Director, Deans of the Faculties and the Academy, and the Director of the Institute are responsible for preparing the financial plan, as well as the annual and other financial reports, which are reviewed and approved by the Steering Board.
- (3) Deans of the Faculties and the Academy, as well as the Director of the Institute, are responsible for planning, managing and allocating the funds assigned to their respective institutions. They prepare the financial plan and financial operation report, which are then submitted to the Steering Board of the University.

Article 174

The Faculties, Academy, Institute and other organisational units of the University maintain separate internal financial records in accordance with the Law and this Statute.

Article 175

Financial resources from the income generated by the University, allocated in accordance with its regulations, are made fully available to the University Members.

Article 176

- (1) The acquisition, use and distribution/allocation of the profits and income generated by the University is governed by special acts.
- (2) These acts, as outlined in the previous paragraph of this Article, are adopted by the Steering Board, based on proposals from the University Members.
- (3) The profits or income generated by the University may be used in accordance with the regulations specified in Paragraph (2) of this Article.

XVII. INTERIM AND FINAL PROVISIONS

Article 177

- (1) The mandates of the existing bodies of the University, Faculties, Academy and Institute will continue until their expiration, as stipulated by the Law.
- (2) The terms of office of the members of the Steering Board, elected under regulations in effect prior to the enactment of the Law on Higher Education (Official Gazette of the Republic of Srpska, Issue No. 67/20), will expire no later than three months from the date of the enactment of this Statute.
- (3) The Faculty/Academy Deans who hold the academic title of assistant professor may remain in office for no more than two years from the enactment of the Law on Higher Education (Official Gazette of the Republic of Srpska, Issue No. 67/20).
- (4) Student representatives serving on University bodies, including those of the Faculties and the Academy, will remain in office until the expiration of their mandate, in accordance with the Law.

Article 178

- (1) In accordance with the provisions of the University Act, students enrolled in postgraduate studies lasting five or six years may complete their studies under the original curriculum, terms, conditions and rules of study by the end of the 2021/2022 academic year at the latest.
- (2) Candidates whose doctoral research/dissertation proposals were approved in accordance with the provisions of the University Act shall defend their dissertations within five years.
- (3) If candidates referred to in Paragraph (2) of this Article fail to defend their doctoral dissertations within the specified period, the deadline may be extended by up to one year.

Article 179

- (1) The University Members shall adopt their own statutes no later than three months from the date this Statute comes into effect.
- (2) The Senate and the Steering Board will give their consent to the statutes referred to in Paragraph (1) of this Article, in accordance with their respective competences.

Article 180

- (1) On the date this Statute comes into effect, the following previous regulations of the University of Banja Luka will become null and void: Statute No. 02/04-3.927-15/12; Amendments and Supplements to the Statute of the University of Banja Luka, No. 02/04-3.189-2/17, dated 23rd February 2017; Amendments and Supplements to the Statute of the University of Banja Luka, No. 02/04-3.2536-2/18, dated 27th September 2018; Amendments and Supplements to the Statute of the University of Banja Luka, No. 02/074-3.3376-3/19, dated 26 December 2019.

Article 181

This Statute shall enter into force eight days after its publication on the University website.

**SENATE CHAIR
R E C T O R**

Ref.: 02/04-3.1395-1/22

Prof. Radoslav Gajanin, PhD