

Pursuant to Article 58 of the Statute of the University of Belgrade-Faculty of Forestry No. 01-1 / 36 of March 14, 2019, in connection with Article 86, paragraph 3 and 103, paragraph 4 of the Statute of the University of Belgrade (Gazette of the University of Belgrade No. 201 of March 2, 2018), the Teaching - Scientific Council of the Faculty of the University of Belgrade - Faculty of Forestry, at the session held on _____ adopts the following:

RULEBOOK ON THE ORGANIZATION OF TEACHING AND STUDYING IN THE STUDY PROGRAM "FORESTRY AND NATURAL RESOURCES MANAGEMENT"

I BASIC PROVISIONS

Article 1

This Rulebook regulates in more detail the organization of the study program "Forestry and Natural Resources Management" at the University of Belgrade - Faculty of Forestry (hereinafter: the Faculty), which are not regulated by the Statute and other general acts of the University of Belgrade and the Faculty, the forms of teaching, the rights and obligations of teachers, associates and students, the manner, procedure and other issues related to testing students' knowledge and other issues related to studies in this study program of the Faculty.

Article 2

The Faculty organizes and conducts studies during the academic year, which, as a rule, begins on October 1 and lasts for 12 calendar months.

The academic year has, as a rule, 42 working weeks, of which 30 teaching weeks and 12 weeks for consultations, exam preparation and exams.

The academic year is divided into autumn and spring terms, each of which has, as a rule, 15 teaching weeks and six weeks for consultations, exam preparation and exams.

Classes are organized and conducted in two terms, in accordance with the teaching plan.

Article 3

The studies are realized on the basis of a study program.

Students have access to the study program, the Statute of the Faculty and other general acts which regulate the rules of studying, the rights and obligations of students, disciplinary and the material responsibility of students.

Student rights and obligations

Article 4

The student has the right:

1. to enroll in the study program, receive quality education and objective assessment;
2. to be timely and accurately informed on all issues related to the studies;
3. to actively participate in decision-making, in accordance with the Law and the Statute;
4. to self-organize and express one's own opinion;
5. to benefits arising from the student status;
6. to equal quality study conditions for all students;
7. to evaluate the study program and express their opinion on the pedagogical work of teachers;
8. to be different and protected against discrimination;
9. to respect for personality, dignity, honor and reputation.

The student is obliged to:

1. fulfill teaching and pre-examination obligations;
2. respect the general acts of the University and the Faculty;
3. respect the rights of employees and other students at the University and the Faculty;
4. participate in decision-making in accordance with the Law and the Statute.

The student has the right to appeal to the Teaching-Scientific Council of the Faculty, if the Faculty violates any of the obligations from paragraph 1, items 1 to 3 of this Article.

The complaint is submitted in writing (in three copies) to the dean, student vice-dean and the Student Service within 3 days from the day when, in the opinion of the student submitting the complaint, the Faculty violated any of the obligations.

Before submitting the appeal against the decision-making to the Teaching-Scientific Council of the Faculty, the dean, together with the student vice-dean, conducts a preliminary procedure in which he/she examines the allegations of the submitted appeal.

The Teaching-Scientific Council of the Faculty shall make the final decision on the appeal based on the allegations of the appeal and the report on the previous procedure submitted and signed by the dean and the student vice-dean.

Article 5

Students are introduced to the rights and obligations at the beginning of the academic year.

The Faculty is obliged to timely introduce students to the rights and obligations during the school year related to the organization of classes and exams.

Article 6

The schedule of classes - lectures and exercises is published by the Student Service no later than five days before the beginning of classes.

The schedule is given by years of study.

Article 7

The student is obliged to attend lectures and exercises, perform pre-examination obligations (preliminary exams, term papers, projects, etc.), provided by the study program and actively participate in all types of teaching.

In addition to teaching, the Faculty can organize professional excursions and visits.

Article 8

Classes are conducted in English. Teaching staff and students must have evidence of English language competencies, prescribed by the acts of the University.

Article 9

For each subject there must be adequate literature in the English language, which corresponds to the study program and covers the subject matter required for the exam.

Article 10

In the first week of teaching, the subject teacher is obliged to introduce students to the content of the subject, dynamics of work, methods of work, pre-examination obligations of students, manner of taking the exams, manner of grading, structure of total points and manner of forming grades, literature and other necessary information.

Teachers and associates are obliged to provide two appointments per week lasting at least one hour for consultations with students and to display the notice of these appointments in front of their office, i.e. on the notice board before the beginning of the term.

Article 11

Chairs can create catalogs of knowledge and skills according to the valid study program, and make them available to students at the beginning of classes.

In addition to the curriculum of theoretical and practical teaching, the catalog of knowledge and skills contains information sufficient for good orientation of students in terms of knowledge required in the exam (what the student must know how to do practically, what he/she should know in detail and what he/she should know at the level of basic information).

The catalog of knowledge and skills also contains a list of literature required for the preparation of the exam - a compulsory textbook for the appropriate subject (list of compulsory textbooks) and extended literature.

Suspension of rights and obligations of students

Article 12

A student who is enrolled in the current school year is, at his/her request, granted suspension of rights and obligations, in case of:

- 1) serious illness, with attached documentation;
- 2) referrals to student internships lasting at least six months;
- 3) military service and additional service;
- 4) care of one's own child up to one year of age;
- 5) special care that lasts longer than the child's first year of life;
- 6) pregnancy care.

A female student who is in the process of biomedically assisted fertilization, at her request, is granted the suspension of rights and obligations in accordance with the general act of the higher education institution.

During the approved standstill, the student cannot take the exams or fulfill the pre-exam obligations and other obligations from the teaching process.

A student who has been prevented from attending classes, fulfilling pre-examination obligations and taking the exam due to illness or absence due to professional training for at least three months, may take the exam, in accordance with the general act of the Faculty.

Article 13

The student exercises the right to suspension of rights and obligations at his/her personal request, along with which he submits proof of inability to perform his/her obligations.

The request referred to in paragraph 1 of this Article shall be submitted by the student, through the Student Service, to the Commission for teaching the second level of studies of the Faculty, which on the basis of evidence assesses whether there is a basis for the suspension of rights and obligations.

II FORMS OF TEACHING

Article 14

Forms of teaching, i.e. student engagement are the following: lectures, exercises, seminars, term papers, practicums, presentations, projects, practical classes, fieldwork, consultations, preliminary exams, tests, mentoring, student participation in professional and scientific work and other forms of teaching in accordance with the study program.

Article 15

Lectures are the basic form of teaching. In lectures subject teachers introduce students to the content of the subjects of the study program.

In addition to the determined content of the subject, lectures may also contain new scientific and professional knowledge and analysis of current issues related to the established content of the subject.

Through lectures, students are introduced to seminar classes, practical classes and exercises.

Lectures cover those topics for which this form of teaching is more rational than other forms and should include: a synthetic review of materials in an area that will be covered in other forms of teaching, which emphasizes the scope and essence of the material new knowledge that changes, modifies or deepens important concepts included in the objectives of the course, topics that are not adequately addressed in the required literature for the subject, as well as the material that, according to experience, is particularly difficult for students.

Article 16

Lectures are given by teachers of the Faculty, and teaching associates and assistants participate in the preparation and can attend lectures. Assistants may, under the supervision of the teacher, hold part of the lecture, as part of the preparation for the teaching work.

Teachers of other faculties, i.e. universities as well as accredited lecturers outside employment may give lectures at the Faculty, under the conditions, in the manner and according to the procedure prescribed by the Law, the University Statute, the Faculty Statute and other general acts.

Article 17

Exercises are part of active teaching in which, depending on the subject, basic knowledge is practiced and applied, examples from the material presented at lectures are elaborated, practical and theoretical tasks and cases from practice are solved, programs from the subject material are made and the like.

Exercises are prepared and performed by teachers and associates as well as lecturers outside employment, trainee researchers and research associates.

The teacher - the holder of the subject is responsible for the content of the exercises and the work of the engaged persons.

Article 18

Students are obliged to regularly attend lectures and exercises and fulfill the obligations provided by the curriculum, about which records are kept.

Article 19

A practicum is a class in which what is learned is practically applied in the classes of lectures and exercises.

Article 20

A presentation is an oral presentation of a paper prepared on a given topic and, as a rule, with the use of a personal computer.

Article 21

A project is a special piece of work prepared according to a pre-determined project task.

Article 22

Seminars are a form of teaching in which students, under the guidance of the seminar leader, actively process certain teaching materials, which students prepare in advance.

The aim of the seminar is to deeply and critically consider some thematic contents, to introduce students to the ways of critical thinking and reasoning in certain scientific fields.

Seminars can be problem oriented, with video or computer simulations, etc. Seminar leaders are teachers and assistants.

Article 23

Practical teaching (field teaching, school practice, professional excursion and other forms of teaching that enable the acquisition of prescribed knowledge and skills) is a form of teaching in which students deepen knowledge and skills from the material covered and where the practical application of acquired knowledge and skills from the covered material is checked, under the supervision of a professional.

Article 24

Consultations are a form of teaching in which the teacher, in direct contact with the student, explains to the student the complex parts of the material and provides assistance in solving certain problems and provides assistance in drafting projects, seminars and final papers.

Consultations are individual, but if necessary, they can also be collective, and then they aim to stimulate students to work.

Consultations are performed by teachers, assistants and teaching associates.

Article 25

Preliminary exams are a form of teaching in which students independently do certain tasks in order to check the acquired knowledge from the covered material. Preliminary exams can be oral, written, practical or combined.

Article 26

Term papers are a form of teaching in which students deal with certain problems from the material covered and acquire knowledge from the methodology of conducting research work in a particular field.

The aim of the term paper is to introduce students to research work.

Article 27

Voluntary work is the work of a student without compensation, which is organized by the Faculty on projects of importance for the local community. The project is thematically related to the content of the subject in the study program.

The student is obliged to write a report on the performed voluntary work. This report is submitted to the Faculty in its final form, in writing, as a document kept in the student's file.

Voluntary work of a student on a project that is important for the local community can last a total of 4 to 10 working weeks in the academic year, which is evaluated according to the Rulebook on extracurricular activities. The name of the project, its short content and the number of ECTS credits earned are entered in the diploma supplement.

III EXAMINATION

Article 28

During regular classes and after classes, teachers and associates have the right and duty to test students' knowledge.

The methods of testing knowledge must be in accordance with the appropriate study program.

The student can take the exam in parts, according to the order determined by the study program.

Student assessment is performed by continuous monitoring of student work on the basis of points earned by fulfilling pre-examination obligations and taking exams.

Fulfillment and assessment of pre-examination obligations

Article 29

The student is obliged to fulfill all determined pre-examination obligations.

Fulfillment of the established minimum of pre-examination obligations is a condition for taking the exam.

Article 30

The student regularly attended classes if he/she attended active classes. In justified cases, the student may miss a maximum of three lectures and three exercises during the term, and the lost exercises must be made up for.

Exceptionally, based on the decision of the dean and with the appropriate confirmation, students may be granted absence from classes due to:

- participation in preparation and sports competitions, as a top athlete,
- professional practice in the country and abroad for less than 6 months and
- other justified reasons subsequently determined by the Teaching-Scientific Council.

The decision referred to in paragraph 2 of this Article shall also regulate the manner of compensation for teaching.

A single record is kept on the fulfillment of student obligations for all forms of teaching.

Article 31

Students' knowledge during classes is checked and assessed during classes, and the final grade is determined at the exam.

Grading is done by assigning points for each form of activity and testing of knowledge during classes and at the exam, which determines the final grade.

In the structure of the total number of points, at least 30 points and a maximum of 70 points must be provided for activities and knowledge tests during the term (pre-examination obligations).

The proportion of points is determined by the study program.

During classes, knowledge is tested in preliminary exams, tests, term papers, exercises and other forms of continuous testing of students' knowledge.

Preliminary exam

Article 32

The preliminary exam checks the knowledge from a part of the covered material of an individual subject.

The success in the preliminary exam is evaluated by points in accordance with the appropriate study program.

The material that is examined at the preliminary exams corresponds to the content of the subject covered so far.

Preliminary exams can be written, oral, practical or combined.

Term paper

Article 33

The student may prepare and defend a term paper if it is prescribed by the study program of the appropriate year of study.

The student and the teacher, i.e. the assistant agree on the topic of the paper, and the topic is approved by the subject teacher.

After finishing the paper, the student hands over one copy of the paper to the teacher, and the defense of the paper takes place, as a rule, in the next two weeks after the paper is handed in.

The student is obliged to prepare and defend a term paper during the same academic year in which the topic was approved.

The success of the paper defense is expressed in points.

Exercises

Article 34

Exercises elaborate on the covered material of individual subjects.

Manner and procedure of knowledge assessment

Article 35

After attending the lectures and fulfilling all the conditions provided by the study program, the student can take the exam.

At the request of the teacher or associate, the student is obliged to show his/her student ID card as well as the ID card/passport in addition to the student logbook.

Article 36

The final assessment of the student's knowledge of the content of the subject is performed at the exams.

The exam is taken within the exam periods, determined by the Plan, the holding of which is decided by the Teaching-Scientific Council of the Faculty.

The manner of taking the exam is determined by the study program.

The exam cannot last longer than 3 (three) school classes effectively if taken in writing (by solving a written assignment or producing a practical piece of work), or longer than 1 (one) hour per candidate if taken orally.

An initiated written or oral exam, for one candidate, cannot be interrupted.

During the exam, the student is obliged to behave in accordance with the established rules of conduct that prohibit:

- leaving the room and returning to the room where the exam is held, getting up and moving around the room;
- any communication, unless the person on duty is asked a question in order to clarify ambiguities in the task formulation;
- any other activities and behaviors that disrupt the course of the exam.

At the oral exam, the student has the right to, after getting acquainted with the questions, prepare a concept of answers lasting a maximum of 15 minutes. This time does not enter the time provided for the duration of the oral exam.

The written exam or the written part of the exam is taken in special notebooks.

Article 37

If the exam consists of written and oral part, a student who does not pass the written part of the exam, cannot take the oral part of the exam.

Article 38

The results of the written part of the exam are published no later than 5 (five) working days from the day of the exam.

A passed part of the exam is recognized to the student for the next three exam periods.

Within the examination period, the time interval between the announcement of the results from the written part of the examination and the beginning of the oral part or vice versa cannot be shorter than 24 hours.

Within the examination period, if it lasts longer than 7 days, as a rule, at least two terms for taking the exam must be determined, provided that the time interval between certain terms, when possible, should be 5 days. If the exam period lasts longer than 20 days, the time interval between terms must be at least 5 days. Exam dates must be known to the student, as a rule, no later than 15 days before the start of the exam period.

Article 39

Written papers from the written part of the exam or from the written exam, as well as tests completed at the exam after grading and publishing the results, must be fully presented to the student who took them, when he/she requests it, in the prescribed time, and before the oral part of the exam, if the exam is taken in writing and orally.

Teachers and associates are obliged to provide the necessary explanations. Written assignments from the exam are kept until the beginning of the next exam period.

The teacher, i.e. the associate is obliged to submit the results of the exam (minutes from taking the exam and the exam application) to the Student Service within 5 (five) working days from the day of the end of the exam period.

Article 40

The student has the right to review his/her assignment from the written part of the exam within 7 (seven) days from the day of publishing the results from that part of the exam, at a time determined by the subject teacher, i.e. the president of the exam commission.

Article 41

The subject teacher immediately informs the student about the result of the oral exam, i.e. from the oral part of the exam and enters the grade in the student logbook, exam application and the Minutes of the exam, except for grade 5 (five) which is not entered in the student logbook.

The subject teacher, i.e. associate, keeps his/her own records of passed exams with the names of the candidates.

Article 42

The exam must start at the scheduled time.

The exam can exceptionally be postponed only for justified reasons, only in agreement between the teacher and the student, i.e. students and must take place no later than on the last day of the exam period. All provisions of this Rulebook apply to the postponed examination, including the provisions on the mandatory publicity of the examination.

The exams are held during working hours in the premises of the Faculty designated for that purpose.

Article 43

The exam is public and the student has the right, to request the presence of the public if he/she takes the oral exam.

The publicity of the exam that is taken in front of one teacher is ensured by the presence of several students, who take the exam or just listen to it, during the entire duration of the exam.

When it is not possible to ensure the presence of more students, it is necessary for another teacher or associate from the department to attend the exam.

When it is not possible to ensure the presence of the public in the manner specified in the previous provisions of this article, the exam may be held if the student agrees with it, i.e. if he/she does not object to that. Otherwise, it is postponed until the conditions for public examination are provided.

Article 44

A student can take only one exam in one day.

If he is to take two exams according to the schedule, from the same year of study on the same day, one of those exams is postponed at the request of the student in agreement with the teacher.

Article 45

A student is considered to have taken the exam if he/she has entered the procedure of taking the exam.

If the student does not arrive at the time scheduled for the exam, he/she is considered to have given up taking the exam.

The exam begins with the announcement of exam questions or after the division of tasks or topics.

If a student stops taking the exam during the exam, it is considered that he/she has not passed the exam.

At the exam, the student can use the aids determined by the Chair council or the subject teacher.

A student who uses textbooks, texts, notes, other people's work and advice illegally at the exam, withdraws from the exam and is given an unsatisfactory grade.

For students with disabilities, who are not able to take the exam orally or in writing, the Faculty will determine the appropriate way of taking it.

Article 46

Students are obliged to strictly adhere to the provisions of this Rulebook and other general acts, which concern the procedures and behavior during teaching and testing.

In case of obvious violation of some of these provisions, and especially in case of attempting to take an exam for another person, in case of attempting to use illegal aids during the exam (illegal reminders, illegal means of communication, copying from another student, etc.) or in case of interfering with the normal flow of the exam procedure, especially when it is to the detriment of other students, the teacher has the right and duty to remove the student from the exam, as well as to submit a disciplinary report.

Article 47

The student's success in the exam is expressed by a grade ranging from 5 (five) to 10 (ten). The lowest passing grade is 6 (six).

The grade in the exam is formed by the sum of the number of points achieved in all forms of teaching obligations.

As a rule, a positive grade is obtained if all teaching obligations are assessed positively.

The number of points for certain forms of participation in pre-examination obligations is determined by the appropriate Chair council at the proposal of the subject teacher.

The student's success in mastering an individual subject is continuously monitored during classes and is expressed in points.

By fulfilling the pre-exam obligations and taking the exam, the student can achieve a maximum of 100 points.

With the study program, the subject teacher determines the proportion of points obtained in pre-examination obligations and in the exam.

With pre-examination obligations, a student can gain at least 30 and a maximum of 70 points.

After fulfilling all pre-examination and examination obligations, the subject teacher evaluates the student according to the scale determined by the Statute of the University of Belgrade (Gazette of the University of Belgrade, number: 201/2018), as follows:

up to 50 points - grade 5 (failed)

from 51 to 60 points - grade 6 (satisfactory)

from 61 to 70 points - grade 7 (good)

from 71 to 80 points - grade 8 (very good)

from 81 to 90 points - grade 9 (exceptionally good)

from 91 to 100 points - grade 10 (excellent).

The grade is given by the teacher, i.e. the examination commission.

The grade is entered in the student logbook, the minutes of the exam and the student's registry book.

Grade 5 - failed is not entered in the student logbook and student register.

The teacher evaluates the student and enters the final grade, immediately after the exam, in the presence of the student who took the exam and the students who attended the exam. Before writing down the grade, the teacher is obliged to inform the student of the grade.

When determining the final grade in the exam, the student's result achieved by fulfilling the pre-exam obligations is also taken into account.

Article 48

A student who is not satisfied with the obtained positive grade, and has no objections to the course of the exam, has the right not to accept the grade and to take the exam in the new exam period. In that case, the exam is considered annulled at the request of the student, which is entered in the exam application and the minutes.

The exam can be annulled only once in this way.

Article 49

A student who is not satisfied with the received grade, and considers that the exam procedure was not in accordance with the Statute and this Rulebook, has the right to file a complaint to the dean within 36 hours from the time of receiving - the announcement of the grade.

The dean or a person authorized by him/her makes a decision on the complaint in consultation with the student vice-dean, as a rule, within 24 hours from the date of receipt of the complaint, and no later than 3 days from the date of receipt of the complaint.

Article 50

At his/her personal request, a student may take the exam referred to in paragraph 2 of the previous article before the examination commission.

The request for taking that exam before the examination commission is submitted to the dean in writing.

The re-examination before the Commission must be held no later than five working days after the decision approving the student's request.

The commission of three members is appointed by the dean from the ranks of teachers, and after consultation with the head of the Chair where the subject exam is. The subject teacher is an obligatory member of that Commission, but he/she cannot be its president.

One member of the Commission must be a teacher of another subject from the same Chair.

The written exam or the written part of the exam is not repeated before the Commission, but the Commission re-evaluates it.

The Commission shall take a decision by a majority of votes. The Commission's assessment is final.

The Commission keeps minutes of the course of the exam and enters the final grade in it. The minutes are signed by all members of the Commission. The minutes are delivered to the Student Service and are kept in the student's file.

If a student passes the exam before the Commission, the grade is entered in the student logbook and the exam application by the subject teacher.

Article 51

Teachers and associates, as well as the Chair council, are obliged to permanently monitor and comprehensively analyze the overall exam results in the relevant subject, as well as the results achieved in the exams of each individual examiner and to regularly propose and take appropriate measures to improve and upgrade the system of testing students' knowledge.

Students have the right and duty to participate in this process with their proposals and to give their contribution through their representatives in the bodies of the Faculty, or in direct communication with the heads of chairs.

Teachers and associates are obliged to respect the provisions of this Rulebook regarding everything.

Master's thesis

Article 52

Studies are completed by passing all scheduled exams and fulfilling other study obligations, as well as by preparing and defending a master's thesis.

IV OTHER RULES OF STUDIES

Article 53

A student in the first year of study after enrollment, applies for 60 ECTS credits, for attendance and taking the exam.

After the expiration of the deadlines for the registration of subjects, lists of students by subjects are formed (only elective subjects are listed) and they are submitted to the appropriate teaching departments.

The list of compulsory subjects and their schedule by study years is determined by the study program.

Classes in the elective subject will be organized if the minimum number of students that was determined before enrollment is registered for that subject, by the decision of the dean at the proposal of the Scientific-Teaching Council.

Article 54

A student who has not fulfilled his/her study obligations, i.e. achieved the established prescribed minimum number or 60 ECTS credits, may continue with his/her studies by re-enrolling for the study obligations that he/she did not fulfill in the previous year, under the conditions and in the manner prescribed by general acts, i.e. determined by the Faculty Teaching-Scientific Council.

The criteria and conditions for the transfer of points are prescribed by a general act - a decision made by the Teaching-Scientific Council of the Faculty, in accordance with the general act of the University, i.e. an agreement signed with another higher education institution.

IV FINAL PROVISIONS

Article 55

The Faculty is obliged to keep records on the evaluation and progress of students.

Article 56

The provisions of this Rulebook apply to students enrolled in the study program "Forestry and Natural Resources Management", which is implemented at the Faculty according to the provisions of the Law on Higher Education.

Article 57

This Rulebook enters into force within eight days from the day of its adoption or publication on the notice board and the website of the Faculty.

President of the Teaching - Scientific Council
Prof. Dr. Ratko Ristić