PRIRODNO-MATEMATIČKI FAKULTET
Univerzitet u Novom Sadu

FACULTY OF SCIENCES
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Pursuant to Article 102, Paragraph 12 of the Law on Higher Education ("Official Gazette of the RS", Nos. 88/2017, 73/2018, 27/2018 - other law, 67/2019, 6/2020 - other laws, 11/2021 - authentic interpretation, 67/2021, 67/2021 - other law, 76/2023, and 19/2025) and Article 66 of the Statute of the University of Novi Sad, Faculty of Sciences (consolidated text) No. 0601-408/25 dated February 23, 2023, the Academic Council of the Faculty of Sciences, University of Novi Sad, at its 23rd session held on April 9, 2026, adopted the following

# STUDY RULES FOR STUDENTS OF THE UNIVERSITY OF NOVI SAD, FACULTY OF SCIENCES
(Consolidated Text)

## I Basic Provisions

Article 1

(1) These Study Rules for Students of the University of Novi Sad, Faculty of Sciences (hereinafter: the Rules) regulate the manner and conditions of studying and passing examinations at the University of Novi Sad, Faculty of Sciences (hereinafter: the Faculty) for students of all types and levels of studies accredited in accordance with the Law on Higher Education (hereinafter: the Law).

## II Student Status

Article 2

(1) A student is a person enrolled in bachelor, master, integrated, doctoral academic studies, or bachelor and master vocational studies at the Faculty.
(2) A student shall be enrolled either under the status of a budget-funded student or a self-funding student.
(3) Regarding rights and obligations at the Faculty, budget-funded students and self-funding students are completely equal.

## III Rights, Obligations, and Responsibilities of Students

Article 3

(1) A student has the right to:

1. Enrollment, quality education, and objective grading;
2. Timely and accurate information regarding issues related to their studies;
3. Active participation in decision-making processes, in accordance with the law;
4. Self-organization and free expression of their own opinion;
5. Privileges arising from their student status;
6. Equally high-quality study conditions for all students;
7. Education in the language of a national minority, in accordance with the law and the accredited study program;
8. Diversity and protection against discrimination;
9. Respect for their personality, dignity, honor, and reputation;
10. Elect and be elected to the Student Parliament and other bodies of the Faculty.

(2) A student is obliged to:

1. Fulfill teaching and pre-examination obligations;
2. Respect the general acts of the Faculty and the University;
3. Respect the rights of the employees and other students of the Faculty;
4. Participate in decision-making in accordance with the law;

5. Act responsibly and conscientiously toward the Faculty's property. The student is liable for any damage they cause, and the Faculty or Department may request financial compensation from the student.

(3) A student has the right to appeal to the Faculty Council if they believe their rights under Paragraph 1 of this Article have been violated, or if it is determined that the non-fulfillment of duties under Paragraph 2 has been inaccurately established or inadequately sanctioned.

**IV Suspension of Student Rights and Obligations (Academic Leave)**

Article 4

(1) At the student's request, a suspension of rights and obligations shall be granted in the event of:

1. Serious illness;
2. Referral to a student internship lasting at least six months;
3. Military service or completion of military service;
4. Childcare for a child up to one year of age, or special childcare extending beyond the child's first year;
5. Pregnancy maintenance;
6. Care for an immediate family member due to serious illness lasting at least six months;
7. A death in the family;
8. Inability to work continuously for at least 3 months due to illness (proven by a report from a chosen physician of the Students' Health Center, a specialist doctor from public or private healthcare institutions, hospital discharge papers, and other necessary documentation);
9. Studying and/or conducting an internship as a guest student at another faculty or leading research institution in the country or abroad, approved by the Department Council;
10. Participation in preparations for the Olympic Games, World, or European Championships when holding top-tier athlete status;
11. And in other justified cases.

(2) A female student undergoing a medically assisted reproduction procedure shall be granted a suspension of rights and obligations upon her request.
(3) A student who was prevented from attending classes, fulfilling pre-examination obligations, and taking exams due to illness or absence for professional specialization lasting at least three months may take the exam in accordance with the general act of the Faculty.

Article 5

(1) A student requesting the status of suspension of rights and obligations for the current academic year, in accordance with the Law on Higher Education and the Faculty Statute, shall submit a written request to the Faculty's Student Affairs Office no later than June 15th of the current academic year.
(2) Along with the request for exercising the right to suspension, the student is obliged to attach relevant, valid documentation proving their inability to attend classes during the current academic year.
(3) The decision on the suspension of rights and obligations is rendered by the Dean of the Faculty, upon the proposal of the Vice-Dean for Education, in accordance with the Faculty Statute.
(4) In exceptional cases, when justified reasons exist, the request may be submitted until the end of the current academic year, and the validity of the request shall be decided by the Dean, upon the proposal of the Vice-Dean for Education.
(5) The student has the right to appeal the Dean's decision to the Faculty Council within 15 (fifteen) days from the date of delivery of the decision.
(6) The decision approving the suspension of a student's rights and obligations is issued for the current academic year, stating the exact period to which the suspension applies.

Article 6

(1) During the period of suspension of rights and obligations, the student cannot attend classes, register for or take exams, or fulfill pre-examination and other obligations within the curriculum.
(2) Previously fulfilled obligations achieved up to the moment the student was unable to attend classes shall be recognized once the suspension status ceases.
(3) During the suspension period, the student is not entitled to privileges arising from student status, such as: scholarships, loans, a refund of 50% of the tuition fee paid for the academic year in which the suspension was approved, accommodation and meals in student standard institutions, applying for and participating in mobility programs, etc.
(4) A student whose suspension has been approved and whose studies are budget-funded shall retain their budget status in the following academic year.
(5) Suspension cannot be granted to a student if they took exams during the period stated as the timeframe when they were unable to follow classes and fulfill other obligations provided by the study program.

(6) If the suspension is approved for a self-funding student who has already paid a portion of the tuition fee for the year in which the leave was approved, the paid amount shall be transferred to the next academic year.
(7) Establishing the right to a suspension of rights and obligations in one academic year does not exclude the student's right to re-submit a request for suspension in accordance with the provisions of these Rules.
(8) A student has the right to terminate their suspension status upon personal request, by submitting a written application and relevant documentation at the moment conditions for continuing their education are met, before the expiration of the academic year.
(9) In the event of a suspension termination, the Dean shall issue a formal resolution terminating the student's suspension of rights and obligations.

**V Termination of Student Status**

Article 7

(1) Student status shall terminate in the event of:

1. Withdrawal (withdrawal from the faculty);
2. Completion of studies;
3. Failure to enroll in the academic year;
4. Failure to complete studies by the deadline set at double the number of academic years required to realize the study program, except in the case of distance/part-time study while working;
5. Imposition of the disciplinary measure of expulsion from studies at the Faculty.

(2) A student who studies while working, a student with disabilities, a student enrolled under affirmative action measures, and a student holding top-tier categorized athlete status shall retain their student status until the expiration of the deadline set at triple the number of academic years required to realize the study program.
(3) The period of suspension of rights and obligations approved in accordance with the Statute shall not be counted toward the deadline referred to in Paragraph 1, Item 4 of this Article.
(4) Termination of student status due to failure to complete studies on time shall be formally noted by the Dean through a resolution, taking effect on the first subsequent day following the expiration of the deadline when the conditions for termination were met.

**Extension of the Deadline for Completion of Studies**

Article 8

(1) Based on a student's personal request submitted before meeting the conditions for the termination of student status, the Dean may extend the student's deadline for completing their studies by two semesters if the student:

1. Met the conditions for being granted a suspension of rights and obligations during their studies but did not use that right, or did not use it for the full duration that could have been approved given the circumstances;
2. Started and completed another approved/accredited study program during their studies, at the same or higher degree level at the University or another accredited higher education institution in the country or abroad;
3. Has a maximum of 30 ECTS credits remaining to complete their studies on the day the deadline expires.

(2) For a student in a third-degree study program (doctoral studies) whose doctoral dissertation topic has been approved and who has utilized the right under Paragraph 1 of this Article, the deadline for completing their studies may be extended by an additional year upon personal request. This requires the mentor's written consent and justification, and the Faculty Council shall make the decision.

**VI Types and Levels of Studies at the Faculty**

Article 9

(1) The educational activity of the Faculty is carried out through academic and vocational studies based on accredited study programs for acquiring higher education.
(2) Academic study programs are conducted within academic studies, training students to develop and apply scientific and professional achievements in the work process.
(3) Vocational study programs are conducted within vocational studies, training students to apply the knowledge and skills necessary for inclusion in the work process.
(4) For professional training of individuals with a higher education degree for inclusion in the work process, a

short study program is conducted, which has a clearly defined structure, purpose, and learning outcomes, and for which a certificate of completion of the short study program and acquired competencies is issued.

Article 10

(1) Studies are organized and carried out through all three levels of studies:

1. **First-degree studies:**
   - Bachelor academic studies, which last three years and carry at least 180 ECTS credits, or bachelor academic studies, which last four years and carry at least 240 ECTS credits;
   - Bachelor vocational studies, which last three years and carry at least 180 ECTS credits.
2. **Second-degree studies:**
   - Master academic studies carry:
     a) At least 120 ECTS credits, when a volume of 180 ECTS credits was previously achieved in bachelor academic studies, or
     b) At least 60 ECTS credits, when a volume of 240 ECTS credits was previously achieved in bachelor academic studies;
     c) Master vocational studies last two years and carry at least 120 ECTS credits.
3. **Third-degree studies:**
   - Doctoral academic studies carry at least 180 ECTS credits, with a previously achieved study volume of at least 300 ECTS credits in bachelor academic and master academic studies combined.

(2) Academic study programs may be organized as integrated programs within bachelor and master academic studies and carry at least 300 ECTS credits.

Article 11

(1) A student may study within only one study program at the Faculty.
(2) Exceptionally, based on a written request, a student may be approved to simultaneously study an additional study program, subject to the prior consent of the Department Council where the request is submitted.
(3) The decision to approve simultaneous study of another study program under Paragraph 2 of this Article shall be made by the Dean of the Faculty.

**VII Syllabus and Course Implementation Plan**

Article 12

(1) Studies are implemented according to the annual course implementation plan.
(2) The Faculty may organize part-time studies for students who are employed or who, for other reasons, are unable to attend classes regularly.
(3) The annual course implementation plan, adopted at the Council session in July of the current year, determines the professors and teaching assistants participating in the implementation of the corresponding forms of teaching for the upcoming academic year.
(4) The annual course implementation plan is published on the Faculty's website before the start of classes in the current academic year.
(5) For justified reasons, amendments to the annual course implementation plan may be made during the academic year. Any changes shall be published in the manner established in Paragraph 4 of this Article.

**VIII Organization of Classes and Student Workload**

Article 13

(1) The organization of educational work and execution of the curriculum is carried out during the academic year, which generally begins on October 1st and ends on September 30th of the following calendar year.
(2) During the academic year, the study program is organized into two semesters (winter and summer).
(3) The winter semester begins on October 1st and generally ends on February 15th of the following calendar year.
(4) The summer semester generally begins on February 16th and ends on September 30th of the same calendar year.
(5) The annual course implementation plan of the Faculty, adopted by the Faculty Council, establishes the period of class implementation, enrollment and semester verification timelines, and exam schedule periods for the entire academic year.
(6) Upon the proposal of the Department Council, the Faculty Council shall appoint a Study Program Director who is responsible for organizing student admission, course implementation, compliance with legal norms, and study execution procedures from admission to the completion of the study program.
(7) Upon the proposal of the Department Council, the Faculty Council may appoint a Head of Studies for a specific

degree level or field of study implemented at the department.
(8) The Head of Studies referred to in Paragraph 7 of this Article is responsible for organizing and implementing the teaching process in accordance with valid legal regulations and provides instructions to Study Program Directors for organizing and implementing classes and preparing, organizing, and executing entrance examinations.

Article 14

(1) The total engagement of a student within a 40-hour workweek during two semesters of one academic year represents a sum of at least 60 ECTS credits.
(2) A student's total engagement consists of active teaching (lectures, practical classes, laboratory work, field work, seminars, etc.), independent work, colloquiums, exams, final thesis preparation, voluntary work in the local community, and other forms of engagement.
(3) Classes are organized by semesters in accordance with the study program and the annual course implementation plan.
(4) Teaching for an individual course is generally conducted during one semester and cannot last longer than two semesters.
(5) Classes for certain courses may be organized in a shorter timeframe as shift-teaching or block-teaching. If classes are organized this way, a student's weekly obligations may exceptionally exceed the volume established by the study program and implementation plan.
(6) The share of practical and/or field work is determined by ECTS credits.
(7) For students with special needs, studies or specific parts of studies may be organized and implemented in a manner adapted to their needs.
(8) Class and extracurricular activities for students in physical education and health culture may be organized as elective/facultative. A student does not earn ECTS credits through these activities.

**IX Year Enrollment**

Article 15

(1) Each academic year, upon semester enrollment, the student opts for courses from the study program and may enroll only in those courses for which they have fulfilled the prerequisites according to the study program curriculum.
(2) Based on a decision by the Department Council or the Study Program Director, if such a choice is provided for by the study program, a student may also enroll in courses from other study programs of the same level within the Faculty, subject to the consent of the respective course professor.
(3) At the Department of Chemistry, Biochemistry, and Environmental Protection, a student may select a maximum of one course from another study program during an academic year.
(4) Transferring from one study program to another at the Department of Biology and Ecology may be approved, provided that the student has passed all examinations required by the study program they are currently enrolled in, up to and including the current year of study.
(5) As a rule, the volume of ECTS credits per semester is 30 credits, totaling 60 ECTS credits for an academic year.
(6) A budget-funded student opts for as many courses as necessary to achieve at least the minimum number of ECTS credits defined by Law, unless they have fewer than that number of ECTS credits remaining until the completion of the study program.
(7) A budget-funded student may enroll in over 60 ECTS credits at the expense of the budget, but the difference between the number of enrolled credits and 60 ECTS credits must not exceed the number of points carried by the course with the lowest ECTS value among all enrolled courses. Any ECTS credits enrolled beyond this number shall be paid for according to the valid Faculty Price List.
(8) Exceptionally, high-achieving students may be approved to enroll in more than 60 ECTS credits, but no more than 90, to complete their studies in less time than the prescribed duration, in accordance with Faculty capabilities and conditions established by a special decision of the Faculty Council.
(9) A self-funding student opts, in accordance with the study program, for as many courses as necessary to achieve at least 37 ECTS credits, unless they have fewer than 37 ECTS credits remaining until the completion of the study program.
(10) A student who studies while working opts, in accordance with the study program, for as many courses as necessary to achieve at least 30 ECTS credits upon enrolling in the corresponding year of study, unless they have fewer than 30 ECTS credits remaining until the completion of the study program.
(11) The selection of courses attended during the year is carried out separately for the winter and summer semesters.

Article 16

(1) A candidate who has acquired the right to enroll in the 7th semester (4th year) of bachelor academic studies in the Biology study program may enroll in one of the modules provided by the study program (General Biology, Molecular Microbiology). The Molecular Microbiology module can accommodate a maximum of 25 students. The Molecular Microbiology module can be enrolled in by a candidate who has passed all mandatory courses in the field of microbiology provided by the study program, such as Biology of Algae and Fungi, Fundamentals of Microbiology, or equivalent.

(2) The ranking list of candidates for enrollment in the 4th year of bachelor academic studies in Biology - Molecular Microbiology module at the Department of Biology and Ecology is established by evaluating the length of study time during the first six semesters of study (A) weighted at a maximum of 10%, the number of passed exams (B) weighted at a maximum of 20%, the average grade from mandatory courses in the field of microbiology (C) weighted at a maximum of 20%, and the overall average grade of passed exams (D) weighted at a maximum of 50%, where:

$A$=10×($n$/)$n$+$p$)
$B$=20×($b$/$a$)
$C$=(Grade in Course 1+Grade in Course 2)
$D$=5×GPA
Total Points=$A$+$B$+$C$+$D$

Where:

- n – number of years of study duration
- p – number of repeated years of study
- a – total number of exams in the first three years (first 6 semesters) of study
- b – number of passed exams
- Course 1 and Course 2 – grades from the two mandatory microbiological courses
- GPA – average grade of passed exams

(3) If, after scoring for enrollment in the 4th year of the Biology study program (Molecular Microbiology module), two or more students have the same number of points, priority shall be given to the candidate with a higher average grade from the microbiological group of mandatory and elective courses in the bachelor academic study program.

Article 17

(1) Students begin a higher year of study by enrolling in the winter semester of the study program according to the course implementation plan.

(2) Upon completion of classes in a semester, all students are required to verify the semester. By verifying the semester, a student acquires the right to continue fulfilling teaching obligations in the subsequent semester.

(3) An authorized officer of the Faculty shall verify the semester if the student has signatures from all course professors.

Article 18

(1) The fulfillment of obligations for each course is confirmed by the course professor with their signature.

(2) A professor may withhold a signature from a student who has not regularly attended classes. As a rule, a student who has missed less than 20% of lectures and practical classes in a course is considered to be attending classes regularly.

(3) At the student's request, the Dean of the Faculty may approve semester verification without a professor's signature on the fulfillment of obligations for a maximum of two courses.

Article 19

(1) If a student has not completed all obligations in tracking the course content of a subject, they cannot take the exam.

(2) If a student has not met the requirements for enrollment in a higher year of study, they shall re-enroll in the academic year in accordance with the provisions of the University Statute and the Faculty Statute.

Article 20

(1) A student acquires the right to enroll in the next year of study when, in accordance with the study program, they have achieved at least 37 ECTS credits during the academic year.

(2) A student who achieves 48 ECTS credits in the current academic year has the right to be budget-funded in the next academic year if they rank within the total number of students whose studies are financed from the budget.

(3) Exams recognized upon enrollment in studies are excluded from the calculation of ECTS credits for budget-funded enrollment. Only ECTS credits achieved within the current academic year are calculated.
(4) The ranking of students referred to in Paragraph 2 of this Article includes students enrolling in the same year of study in a specific study program, and is performed based on the number of ECTS credits achieved, total years of studying, and success achieved in mastering the study program.
(5) A student who has not achieved at least 37 ECTS credits during the academic year may continue their studies by re-enrolling in the study obligations they did not fulfill in the previous year.
(6) Students with disabilities and students enrolled under affirmative action measures who achieve 36 ECTS credits in the current academic year have the right to be budget-funded in the next academic year.

Article 21

(1) A student who has budget-funded status in the final year of study retains the right to be financed from the budget for a maximum of one year after the expiration of the regular duration of studies.
(2) A student who, in accordance with Paragraph 1 of this Article, has retained the right to be financed from the budget, has the same rights, obligations, and responsibilities as a budget-funded student during the regular duration of schooling.

Article 22

(1) A student who does not pass an exam in a mandatory course by the start of the next academic year, i.e., by the start of teaching for that course in the next academic year, shall re-enroll in the same course.
(2) A student who does not pass an exam in an elective course by the start of the next academic year, i.e., by the start of teaching for that course in the next academic year, may re-enroll in the same course or opt for another elective course.
(3) Fulfilled pre-examination obligations are valid only until the start of classes for that course in the next academic year.
(4) A student who has not achieved at least 37 ECTS credits may select new courses from a higher year of study, prioritizing the group of mandatory courses, if possible.

**X Exams and Other Forms of Knowledge Assessment, Passing Exams, Exam Periods**

Article 23

(1) The forms of knowledge assessment are:

1. Exams,
2. Colloquiums,
3. Term papers/seminar papers,
4. Assignments,
5. Other forms.

(2) Student knowledge can be tested and evaluated during theoretical and practical classes (tests, colloquiums, seminar papers, assignments, etc.), and the final grade is established at the exam.

Article 24

(1) A professor has the right and obligation to test and evaluate a student's knowledge in every form of teaching established for the course they teach.
(2) During the first lecture, the professor introduces the students to the course implementation model, obligations for successfully mastering the content (syllabus), as well as the manner of testing knowledge and examination.
(3) A student's success in mastering an individual course is continuously monitored during classes and expressed in points.
(4) By fulfilling pre-examination obligations and passing the exam, a student can achieve a maximum of 100 points.

Article 25

(1) The study program determines the proportion of points earned in pre-examination obligations and on the exam, whereby pre-examination obligations contribute a minimum of 30 and a maximum of 70 points.

Article 26

(1) A student's success on an exam is expressed by a grade from 5 to 10, according to the following scale:

- From 51 to 60 points – grade 6 (six)
- From 61 to 70 points – grade 7 (seven)
- From 71 to 80 points – grade 8 (eight)

- From 81 to 90 points – grade 9 (nine)
- From 91 to 100 points – grade 10 (ten)

(2) Passing grades (10, 9, 8, 7, and 6) are entered into the Record Book (Grade Report) and the student's index. Grade 5 is not a passing grade and is entered only into the Record Book.

Article 27

(1) An exam is a form of knowledge assessment.
(2) An exam is taken orally, in writing, or practically.
(3) A student is considered to have accessed the exam once the questions or assignments have been communicated to them. After that, any withdrawal from the exam is treated as if the student failed the exam.

Article 28

(1) A student takes the exam upon the conclusion of teaching for that course, and at the latest by the start of teaching for that course in the next academic year.
(2) A student with disabilities has the right to take the exam in a manner adapted to their capabilities.
(3) After three unsuccessful attempts at passing the same exam, a student may request to take the exam before an examination commission in the next exam period by submitting a petition to the Student Affairs Office.
(4) The commission referred to in Paragraph 3 of this Article is appointed by the Dean of the Faculty upon the proposal of the Director of the corresponding department, and consists of three members from among the professors.
(5) If the course professor participates in the composition of the Commission, they shall serve as the chairperson.
(6) If the course professor does not participate in the composition of the Commission, the chairperson must be a professor from the same narrow scientific field.

Article 29

(1) Exam periods are established by the Faculty's annual work plan, in accordance with the acts of the University of Novi Sad and the Faculty.
(2) For justified reasons, the Dean of the Faculty, with the consent of the Faculty Council, may also determine extraordinary (extra) exam periods.
(3) When feasible to provide, two exam dates may be organized within an exam period.

Article 30

(1) The grade on an exam is determined by the course professor or the examination commission referred to in Paragraph 3 of Article 28.
(2) After the exam concludes, the professor announces the achieved grade.
(3) The professor must complete the entire exam process, enter the grade into the index and the electronic record system, lock the electronic record, print, sign, and return it to the Student Affairs Office within a maximum of 15 days from the end of the exam period.

Article 31

(1) If a student passes the exam but is not satisfied with the achieved grade, they have the right to waive the achieved grade in writing before the grade is entered into the index and records. In that case, the course professor enters "student waives the achieved grade" as a note in the electronic record, attaching the student's written statement to the physical record sheet.
(2) A student who has waived an achieved grade is considered to have used one of the provided three exam attempts within the meaning of Article 28, Paragraph 3 of these Rules.

Article 32

(1) A student who is not satisfied with a received passing grade, but has no objections to the conduct of the exam, may within 36 hours of receiving the grade (the announcement of the grade) initiate a procedure to annul the exam by submitting a written request to the Dean via the Student Affairs Office. The request must contain the name of the course, the exam date, and the grade received.
(2) If the Dean approves the request, the exam is annulled and is taken again in one of the subsequent exam periods.
(3) If action is taken in accordance with the provision of Paragraph 2 of this Article, it is considered that the student used one of the three provided exam attempts within the meaning of Article 28, Paragraph 3 of these Rules.

Article 33

(1) A student has the right to submit a reasoned appeal directly or via registered mail to the Student Affairs Office, addressed to the Dean of the Faculty, regarding a received grade if they believe the exam was not

conducted in accordance with the Law, Statute, or general acts of the Faculty, within 36 hours of receiving the grade.
(2) The appeal must contain the name of the course, the time of the exam, and the observed irregularities along with a justification.
(3) The Dean renders a decision on the student's appeal, in consultation with the Student Vice-Dean, within 24 hours from the day the appeal is received.
(4) If the student's appeal is approved, the student takes the exam again at the latest within three days from the day of receiving the decision on the appeal.
(5) In the case of filing an appeal against the oral part of an exam, the student takes the exam before a three-member examination commission appointed by the Dean upon the proposal of the Director of the corresponding department; if the appeal was filed against the written part of the exam, the Commission shall review and grade the student's written work in the presence of the student.
(6) If the course professor participates in the composition of the Commission, they shall serve as the chairperson.
(7) If the course professor does not participate in the composition of the Commission, the chairperson must be a professor from the same narrow scientific field.
(8) The grade achieved on an exam before the Commission is final, and the student can no longer appeal.
(9) If the student does not submit an appeal within the prescribed deadline, or the Dean of the Faculty issues a resolution rejecting the student's appeal regarding the regularity of the conducted exam, the Student Affairs Office shall register the achieved grade.

**XI Final Thesis Defense Procedure (Bachelor/Master Thesis)**

Article 34

(1) A student defends their final thesis after passing exams in all courses and fulfilling all study obligations established by the study program in which the student is enrolled.
(2) The final thesis involves the preparation of a paper that is evaluated after a public defense.
(3) The final thesis represents independent work by the student.
(4) The format of the final thesis is established by a publicly available template form.

Article 35

(1) A student may register a final thesis topic in bachelor and integrated studies when they have achieved at least two-thirds of the ECTS credits required to complete their studies.
(2) A student in master's studies may register a final thesis topic at the earliest when they have passed at least one exam provided for by the study program.
(3) The final thesis topic, mentor, and the commission for evaluation and defense of the final thesis are approved by the corresponding Department Council based on the thesis topic registration application.
(4) The final thesis mentor must be from among the professors engaged in the corresponding study program at the Faculty, full-time or part-time.
(5) The mentor of a final thesis in master academic studies may also be an individual elected to a scientific title (research title) who is engaged in the corresponding study program at the Faculty.

Article 36

(1) The deadline for defending a final thesis in bachelor, master, and integrated studies is until the expiration of the deadline for completion of studies while holding student status.

Article 37

(1) The final thesis is defended before a commission of at least three members appointed by the Department Council.
(2) The defense of the final thesis is oral and public.
(3) The date, place, and time of the final thesis defense are publicly announced at least three days before the day of the public defense on the website of the corresponding Department.
(4) Following the defense of the final thesis, the Commission withdraws for deliberation. After deliberation, the Commission publicly announces the Decision, which it renders in accordance with the final thesis grading method established by the study program the student attended, stating either: "defended," "defended with a grade," or "did not defend."
(5) The commission for the defense of the final thesis decides by a majority vote.

Article 38

(1) A student who did not defend their final thesis may request approval of a different topic.
(2) The procedure for the re-preparation and defense of a final thesis is the same as the procedure for the first registered topic.

Article 39

(1) All disputed matters related to the final thesis defense procedure are resolved by the corresponding Department Council.
(2) If a student is not satisfied with the decision of the Department Council, they may lodge an appeal with the Dean of the Faculty within three days from the day the decision is communicated. The decision of the Dean of the Faculty is final.

**XII Completion of Studies**

Article 40

(1) Bachelor academic studies are completed by passing all exams and fulfilling other study obligations in accordance with the study program, and preparing and defending a final thesis (if provided for by the study program), meaning that the student has achieved a minimum of 180 or 240 ECTS credits.
(2) Bachelor vocational studies are completed by passing all exams and fulfilling other study obligations in accordance with the study program, and preparing and defending a final thesis (if provided for by the study program), meaning that the student has achieved a minimum of 180 ECTS credits.
(3) Master academic studies are completed by passing all exams and fulfilling other study obligations in accordance with the study program, and preparing and defending a final thesis, meaning that the student has achieved at least 60 ECTS credits (when a volume of 240 ECTS credits was previously achieved in bachelor academic studies) or at least 120 ECTS credits (when a volume of 180 ECTS credits was previously achieved in bachelor academic studies).
(4) Master vocational studies are completed by passing all exams and fulfilling other study obligations in accordance with the study program, and preparing and defending a final thesis (if provided for by the study program), meaning that the student has achieved a minimum of 120 ECTS credits, provided that a study volume of at least 180 ECTS credits was previously achieved in bachelor vocational or bachelor academic studies.
(5) Integrated academic studies are completed by passing all exams and fulfilling other study obligations in accordance with the study program, and preparing and defending a final thesis, meaning that the student has achieved at least 300 ECTS credits.
(6) Doctoral academic studies are completed by passing all exams and fulfilling other study obligations in accordance with the study program, and preparing and defending a doctoral dissertation, meaning that the student has achieved at least 180 ECTS credits.

Article 41

(1) Upon completing studies in accordance with the provisions of the Law, Statute, and these Rules, the student acquires the corresponding professional, academic, or scientific title.

**XIII Transitional and Final Provisions**

Article 42

(1) For all matters related to study rules, taking and grading exams for doctoral students, the provisions of these Rules shall apply unless otherwise regulated by the Faculty's Regulations on Doctoral Studies.

Article 43

(1) For all matters related to enrollment in the next year of bachelor, master, integrated, and doctoral academic studies, and bachelor and master vocational studies, the rules established by the competent ministry of the Republic of Serbia and the Senate of the University of Novi Sad shall apply.

Article 44

(1) For all matters related to study rules, taking and grading exams for students enrolled in bachelor, magister, and doctoral studies, as well as for candidates who registered a doctoral dissertation before the entry into force of the Law, the provisions of these Rules apply unless otherwise regulated by the Law, general acts of the University of Novi Sad, and the Faculty.

Article 45

(1) For all matters related to the manner and conditions of studying and passing exams at the Faculty for students of bachelor academic, bachelor vocational, master academic, integrated academic, and doctoral academic studies accredited in accordance with the Law, which are not regulated by these Rules, the provisions of the Faculty Statute, University Statute, general acts of the University of Novi Sad, and the Law shall apply.

Article 46

(1) Amendments and supplements to this act are adopted according to the procedure for adopting general acts of the Faculty.

Article 47

(1) These Rules shall enter into force on the eighth day following their publication on the Faculty's notice board.

Article 48

(1) Upon the entry into force of these Rules, the Study Rules for Students of the University of Novi Sad, Faculty of Sciences in Novi Sad, basic text No. 0601-261/24-1 dated May 16, 2024, with amendments and supplements No. 0601-261/24-3 dated April 10, 2025, amendments and supplements No. 0601-261/24-5 dated August 27, 2025, and amendments and supplements No. 0601-261/24-10 dated November 4, 2026, shall cease to be valid.