

Information Technology School



ITS INFORMATION
TECHNOLOGY
SCHOOL

VISOKA ŠKOLA STRUKOVNIH STUDIJA ZA IT

POWERED BY  COMTRADE |  linkgroup

STATUTE

Belgrade, 2020

Contents

1. Basic Provisions	3
2. Conference of Academies of Applied Studies Serbia	5
3. Types, Levels and Scope of Study	6
4. School Bodies	7
5. School Financing	10
6. Faculty and Staff	11
Employment in Other Higher Education Institutions	13
7. Mode of Study	13
Distance Education	14
8. Students	14
Enrollment in First Degree and Second Degree Studies	14
Enrollment Competition	14
Professional Titles	18
Lifelong Learning	19
9. Registry and Public Documents	19
Data for EMIS (Education Management Information System)	20
Data in Student Registry	20
Data in the Registry and Employee Registry at ITS	21
Purpose of Processing, Using, Updating, Storing and Protecting Data	22
10. Recognition of Foreign Higher Education Documents and Evaluation of Foreign Study Programs	
11. Keeping Employees and Students Informed	23
12. Trade Secret	23
13. Transitional and Final Provisions	24

Pursuant to Articles 56 and 63 of the Law on Higher Education (Official Gazette of the Republic of Serbia, no. 6p.88/2017), at the session held on May 22, 2020, the School Board adopted the

STATUTE

of Information Technology School

1. Basic Provisions

Article 1

Information Technology School (hereinafter: ITS) is an independent higher education institution that realizes undergraduate applied studies and master's applied studies in the field of information technologies, e-business, information systems and computer multimedia.

Article 2

This Statute defines the organization of ITS, its mode of operation, management, leadership, study rules, election into teaching positions, as well as other matters of importance for the performance of activities and operation of ITS, in accordance with the Law on Higher Education of the Republic of Serbia (hereinafter: the Law).

Article 3

The business name under which ITS operates is Information Technology School (Visoka škola strukovnih studija za informacione tehnologije).

The abbreviated name of the School is ITS (from Information Technology School).

The seat of the School is in Zemun (Belgrade), 34 Cara Dušana Street.

ITS is a private higher education institution as defined by the Memorandum of Association and its annexes.

The School's anniversary is celebrated on May 24.

Article 4

ITS uses a round dry seal, 32mm in diameter, for the certification of issued diplomas. The text written on the inside of the seal is written in Serbian Cyrillic and reads: Republic of Serbia, College of Applied Studies– Information Technology School. The coat of arms of the Republic of Serbia is located in the center of the seal.

ITS possesses three wet round seals, 32mm in diameter the appearance and text on which is identical to the dry seal referred to in Paragraph 1 of this Article.

Each seal referred to in Paragraph 2 of this Article shall be marked with a Roman numeral engraved between the coat of arms of the Republic of Serbia and the seat of ITS.

The seal with the Roman numeral I shall be used for the certification of documents and bylaws issued by ITS.

The seal with the Roman numeral II shall be used for the certification of student public documents— transcripts of records and other documents issued by the Registrar's Office.

The seal with the Roman numeral III shall be used for the certification of financial documents.

ITS uses a rectangular, 65 x 30mm stamp, with the text in Serbian Cyrillic that reads: Republic of Serbia, College of Applied Studies – Information Technology School, act number...date...

Secretary of ITS, or a person authorized by him is responsible for the appropriate use and safe-keeping of the dry seal, wet seal and the stamp of ITS.

Article 5

The highest executive body of ITS is the Director.

The Director represents ITS.

Article 6

The activity of ITS is the realization of higher education through undergraduate applied studies (first degree studies) and master's applied studies (second degree studies) in accredited study programs aimed at transferring scientific and professional knowledge and skills, and train the next generation of experts.

Within its primary activity, ITS is authorized to implement lifelong learning programs outside the study programs specified in its license.

ITS is allowed to implement short training programs aimed at professional development and training of individuals who already completed higher education so they could seek employment with more success.

ITS shall perform other activities aimed at commercialization of scientific and research work, provided such processes do not interfere with the quality of teaching.

Business Activity Codes:

- 58.11 Book publishing
- 58.14 Journals and periodicals publishing
- 58.19 Other publishing
- 62.01 Computer programming
- Consulting in the field of information technologies
- Computer equipment management
- 62.09 Other services related to information technologies
- 63.11 Data processing, hosting, etc.
- 63.99 Information services previously unmentioned
- 63.12 Web portals
- Research and development in other technical and technological sciences
- Research and development in social sciences and humanities
- 73.20 Market research and public opinion research
- 70.22 Consulting pertaining to business and other management
- Post-secondary, non-university education
- Higher education
- Other education
- Ancillary educational services

91.01 Librarian and archiving activities

Retail sales of books in specialized stores

Retail sales of newspapers and other stationery in specialized stores

47.64 Retail sales of sports equipment in specialized stores

47.78 Other retail sales in specialized stores

ITS may perform other activities in accordance with the Law.

Article 7

The activity of ITS is realized within the following organizational units:

1. Teaching-educational,
2. Research and development,
3. Office for International Cooperation and Research
4. Secretariat

The teaching-educational unit performs educational activities as part of undergraduate and master's study programs.

The teaching-educational unit comprises all participants in the process of education.

The operation of the teaching-educational unit is managed by the Assistant Director in charge of teaching.

The research and development unit deals with project development, knowledge innovation, training and professional development, technology transfer, etc.

The research and development unit comprises expert teams participating in a certain activity.

The research and development unit operation is managed by the Assistant Director in charge of research and development.

The Office for International Cooperation and Research assists ITS staff and students in seeking and providing partnerships and supports their academic mobility, collaboration and research. The Erasmus Coordinator is a member of the Office, which manages the activities of the Erasmus program and other forms of international cooperation.

The Office for International Cooperation and Research deals with international cooperation and mobility benefiting the higher education institution in general. The activities of the Office for International Cooperation and Research are managed by the Assistant Director in charge of research and development.

The Secretariat handles legal, personnel-related, general study-related, financial, accounting, and technical matters.

The Secretariat is managed by the School Secretary.

2. Conference of Academies of Applied Studies Serbia

Article 8

ITS is a member of the Conference of Academies of Applied Studies Serbia (hereinafter: the Conference).

ITS actively participates in the activities of the Conference for the purposes of realization of common interests and definition of common policies, paying particular attention to the following issues:

- improving the teaching practice both in the field of science and art,

- offering proposals and opinions on the standards for assessing the quality of artistic, educational, and professional work,
- specifying the proposal of the list of professional titles in the relevant fields and their abbreviations, as well as other issues discussed at the Conference,
- financial position of academies of applied studies and student standard. ITS shall be represented by the Director at the Conference.

3. Types, Levels and Scope of Study

Article 9

ITS organizes and carries out applied studies in accredited study programs which train students to apply their professional knowledge and skills needed for employment.

First degree academic studies – undergraduate applied studies are carried out in the following study programs:

1. Study program **Information Technologies**,
2. Study program **E-business**.
3. Study program **Information Systems**,
4. Study program **Computer Multimedia**.

Second degree studies– master's applied studies are carried out in the following study programs:

1. Study program **Information Technologies**.

Article 10

Each course in a study program or short study program is worth a certain number of ECTS credits.

Undergraduate applied (vocational) studies are worth 180 ECTS credits.

Master's applied studies are worth at least 120 ECTS, provided the student previously completed the first degree studies worth 180 ECTS credits.

A short training program may be worth between 30 and 60 ECTS credits.

The sum of 60 ECTS credits corresponds to the average student workload during one academic year, in a 40-hour work week.

The total student workload involves active instruction (lectures, exercises, practicals, seminars, etc.), independent work, colloquiums, exams, final paper/project, internship, voluntary work in the local community, and other forms of engagement.

Total student workload in active instruction cannot be under 600 hours during one academic year.

The number of credits awarded for the final paper/project shall be included in the total number of credits required to complete the study program.

Article 11

A transfer of credits from another higher education institution is possible by virtue of an articulation agreement between ITS and the said institution, as well as a transfer between different study programs within the same level and type of studies.

Notwithstanding Paragraph 1 of this Article, ECTS credits can be transferred between different study programs within all levels and types of studies for students participating in international mobility programs.

The Information Technology School supports, promotes and provides student mobility as an integral part of internationalization of higher education. ITS provides the recognition of ECTS credits gained previously at a different higher education institution abroad, in accordance with the European Credit Transfer and Accumulation System and the contract signed between the student and the higher education institution, or a bilateral agreement between two higher education institutions.

A student may partake in mobility programs multiple times during their studies, whereby the total duration of the mobility period at the same study level cannot exceed one half of the overall duration of the student's study program or 50% of ECTS credits gained in the study program.

The main documents upon which ITS student mobility is based are:

1. Study visit plan;
2. Learning Agreement;
3. Learning and Research Agreement;
4. Training/Research/Teaching Plan;
5. Training Agreement and Quality Commitment;
6. Transcript of Records;
7. Traineeship Certificate;
8. Academic Recognition of the Mobility Period.

Article 12

The Academic Council of ITS shall appoint the Committee for monitoring, ensuring, improving and developing the quality of study programs, teaching and working conditions; the Committee shall also carry out the procedures of self-assessment and quality assessment of the study programs, teaching and working conditions.

The Rulebook on self-assessment and quality assessment of study programs, teaching and working conditions shall determine the manner and procedure of self-assessment.

The Committee shall apply the procedures in line with the criteria defined in the Rulebook issued by the Minister of education in order to carry out the tasks referred to in Paragraph 1 of this Article.

The Committee referred to in Paragraph 1 of this Article shall conduct the procedure of self-assessment and quality assessment of study programs, teaching and working conditions at intervals not longer than three years, and in line with the standards adopted by the National Council.

Student grades shall be taken into account in the procedure of self-assessment.

4. School Bodies

Article 13

ITS has a governing body, executive body, expert bodies, and the student parliament.

Article 14

The governing body of ITS is the School Board.

The Board comprises seventeen members. Seven are representatives of ITS, three student representatives, and the remaining seven are representatives of the founder.

Chairman of the Board is elected among representatives of ITS or the founder.

The term of office for Board members is four years.

Article 15

ITS representatives on the Board are elected by secret ballot.

Out of seven ITS representatives on the Board, six shall be proposed and elected by the Academic Council among faculty members, whereas one member shall be proposed and elected among staff by the Secretariat.

Student representatives shall be elected by the Student Parliament.

A Board member may be dismissed before the end of their term in case criminal proceedings are initiated against them, if they violate the professional code of ethics, due to inactivity, or due to termination of employment at ITS.

The proposal and decision on the dismissal shall be made by the body that appointed or elected them, in accordance with the procedure.

Article 16

The remit of ITS Board is defined by Law and this Statute, as follows:

1. to adopt ITS statute at the proposal of the expert body;
2. to appoint and dismiss the Director of ITS;
3. to decide on appeals against first-instance decisions of the executive bodies;
4. to adopt the financial plan at the proposal of the expert body;
5. to adopt the business report and the annual statement of accounts at the proposal of the expert body;
6. to adopt the investment plan at the proposal of the expert body;
7. to give consent for decisions on asset management of ITS;
8. to give consent for financial resource allocation;
9. to make decisions pertaining to tuition fees at the proposal of the expert body;
10. to submit a business report to the founder at least once a year;
11. to adopt the Rulebook on disciplinary liability of students;
12. to select the external auditor to conduct a review of ITS financial statements;
13. to supervise the work of executive bodies pertaining to the decisions of the education inspector referred to in Article 135, Paragraph 3, Items 5 and 6 of the Law on Higher Education;
14. to perform other tasks in accordance with the Law and this Statute.

Proposals referred to in Paragraph 1, Items 1, 3, 4, 5, and 9 of this Article shall be determined by the expert organ– the Collegium. The Collegium is made of: Director, Deputy Director, Executive Manager and Secretary.

The Board shall make decisions by a majority vote of the total number of members.

More detailed provisions on the convening and the manner of work of the Board shall be determined by the Rules of Procedure of the Board.

Article 17

The highest executive body of ITS is the Director.

The Director shall be elected among the faculty at ITS, and must be employed full-time, for an indefinite period.

The Director shall be elected for a period of three years, and shall remain in office for only one consecutive term.

Article 18

The procedure for the election of a new Director shall be initiated by the ITS Board, by announcing an internal competition.

The deadline for submitting applications is 15 days from the publication of the internal competition. The Board shall appoint a three-member Committee to carry out the competition.

The competition Committee shall receive and consider applications with accompanying documentation (proof of fulfillment of election requirements, work plan, proof that there are no legal obstacles to election). The applications of eligible candidates shall be submitted to the Board

within 7 days from the date of submission of applications.

The Board shall elect the Director by secret ballot.

The candidate who receives a majority of votes of the total number shall be appointed Director.

If no single candidate wins the required majority in the first round of voting, two candidates with the most votes shall compete in the second round.

If neither of the candidates wins the required majority after the second round, the election procedure shall be repeated.

The election procedure shall end by the end of June, and the term of the newly appointed Director begins on October 1 of the current year.

Article 19

The Director of ITS is responsible for business operations, legality, and realization of study programs at ITS.

Managerial duties of the Director include the following:

1. decisions on the formation and termination of employment, in accordance with the Law,
2. organizing and managing the work process and business operations of ITS,
3. person in charge of financial matters, decides on all types of expenditures, except expenditures approved by another body, as defined by Law, this Statute and the bylaws,
4. signs diplomas and diploma supplements,
5. executes decisions of the ITS Board,
6. issues a Rulebook on the systematization of work positions,
7. decides on the employee's contribution to the company's business success, i.e. increase of salary, at the proposal of the Collegium,
8. signs contracts, orders and other acts thereby executing decisions of other bodies and makes independent decisions within the limit of their power, in accordance with the Law, Statute and corporate bylaws of ITS,
9. performs other tasks in accordance with the Law, Statute and bylaws of ITS.

Article 20

The Director may be dismissed from office before the end of their term upon personal request, and in other cases specified by Law.

The decision on dismissal shall be made by the ITS Board by secret ballot. To become valid, the decision on dismissal requires a majority vote of the total number of Board members.

Article 21

The Director may have assistants appointed by the Board at the proposal of the Director. Assistant Director in charge of teaching is also the Deputy Director.

Article 22

The expert body of ITS is the Academic Council (hereinafter: the Council).

The Academic Council comprises all permanently employed teachers at ITS.

The Academic Council is chaired by the Director of ITS.

The work of the Academic Council is regulated by the Rules of Procedure of the Academic Council.

Article 23

Student representatives shall participate in the activities of the Academic Council and its bodies, i.e. discussions and decision-making on the matters pertaining to quality assurance of teaching, modifications to study programs, analysis of study efficiency, and determining the number of ECTS credits.

When it comes to issues referred to in Paragraph 1 of this Article, students shall make up to 20% of the Council bodies, whereas in the bodies formed by the Council, they shall make exactly 20% of the members.

Article 24

Within its remit, the Academic Council shall:

1. adopt study programs;
2. elect teachers and associates;
3. perform the analysis of teaching quality, study efficiency, monitor and carry out the reform of study programs;
4. make decisions on the recognition of exams for students from other higher education institutions, and determine the number of ECTS credits;
5. define lifelong learning programs;
6. perform other tasks in accordance with the Law, Statute and other bylaws of ITS.

The Academic Council adopts the professional code of ethics and rules of conduct at ITS, which determines ethical principles pertaining to publication of scientific and artistic results, relationship toward intellectual property, relationships between teachers and associates, other employees and students, conduct and behavior of the higher education institution and its teachers, associates and students in legal transactions, as well as in relations to the public and the media.

The Academic Council shall make its decisions by a majority vote of the total number of its members.

Article 25

If necessary, the Academic Council may form expert bodies to consider certain issues on which the Council is to decide.

Article 26

The Student Parliament is a body organized at ITS to help exercise the rights and protect student interests.

Students may participate in the operation of ITS by electing their representatives to sit in the Student Parliament, governing bodies, expert bodies and bodies of other institutions which accept student representatives.

The Student Parliament comprises three representatives from each year of study elected every two years in April by secret ballot, with a term of two years.

All students enrolled in any year of study at ITS in the year when the Student Parliament is elected have the right to vote for and be elected for the Student Parliament.

Representatives of students with disabilities and those enrolled by the rules of affirmative action enrollment shall also be represented in the Student Parliament.

The Student Parliament may elect and dismiss its representatives on the Board and the Academic Council within its competences of exercising student rights and protecting their interests.

The Rulebook on the Student Parliament regulates the election of parliament members, competence, manner of action, etc. in more detail.

5. School Financing

Article 27

ITS shall acquire resources to perform its activity in accordance with Law, from the following sources:

1. resources provided by the founders;
2. tuition fees;
3. donations, gifts and bequests;
4. funds appointed for the financing of scientific research;
5. projects and contracts pertaining to the realization of teaching, research and consulting services;
6. fees for commercial and other services;
7. founder's rights and contracts with third parties;
8. other sources in accordance with the Law.

The resources referred to in Item 1 of this Article shall be managed independently by ITS.

The School Board shall see to it that the resources referred to in Item 1 are used purposefully and economically.

Funds obtained by ITS as its own income (Items 2-8) may be disposed of in accordance with the Law and its corporate bylaws.

6. Faculty and Staff

Article 28

The faculty of ITS comprises teachers and associates, whereas the staff comprises employees who perform expert, administrative and technical tasks.

Article 29

Teaching positions include: professor of applied studies, senior lecturer, lecturer, foreign language teacher, and skills teacher.

To be elected to the position of a professor of applied sciences, the candidate must possess a doctoral degree (Doctor of Philosophy - PhD, or Doctor of Arts - Art.D), and professional or scientific papers published in relevant scientific journals or proceedings with accompanying reviews, or relevant artistic achievements in their chosen field.

To be elected to the position of a senior lecturer, the candidate must possess a doctoral degree (Doctor of Philosophy - PhD, or Doctor of Arts - Art.D) in their chosen field.

To be elected to the position of a lecturer, the candidate must possess a master's degree, or a specialist degree in their chosen field.

To be elected to the position of a foreign language teacher, the candidate must possess a bachelor's degree, published professional papers in the relevant field, and teaching skills.

Skills teachers referred to in Item 5 of this Article may be elected only in those scientific, professional and art fields for which there are no appropriate doctoral studies in the Republic of Serbia.

Professors of applied studies shall be elected and employed for an indefinite period.

Lecturers, senior lecturers, foreign language teachers and skills teachers shall be elected and employed for a period of five years.

Article 30

At the proposal of the Academic Council, ITS may hire an external lecturer not employed at ITS who possesses at least a master's degree and the required knowledge and skills for the given areas, as well as teaching skills and talent to participate in active instruction, including lectures and practicals in the first and second degree studies, realizing up to one third of the total classload for the given course during the semester.

External lecturers may be hired solely to teach professional-applied courses.

Tenured teachers at ITS shall be responsible for quality assurance of the instruction realized by external lecturers.

ITS shall sign a temporary employment agreement with an external lecturer for the maximum of one school year and the possibility of extension.

Article 31

The Director of ITS shall announce the competition for new employees and election into teaching positions.

At the proposal of the Academic Council, the Director shall form a three-member Committee to write a report, at least two members of which come from the same professional, or scientific area for which the candidate is elected. Members of the Committee occupy the same, or higher positions than the position to which the candidate is elected.

The Committee shall adhere to the recommendations of the National Council pertaining to the election into teaching positions. The Committee shall adopt the proposal by a majority vote. The report shall be presented to the public for a period of 30 days, and complaints may be filed during this period. After that, the Committee submits a proposal to the Academic Council for adoption. The decision of the Academic Council is final.

In case the Committee fails to submit a report within 60 days, the Academic Council shall appoint a new Committee.

Article 32

ITS may appoint a teacher from another independent institution of higher education outside Serbia as a visiting professor without announcing a competition for the position.

ITS shall sign a temporary employment agreement for teaching with the visiting professor. The agreement is concluded for one school year, but may be extended.

Article 33

The position of Associate includes: teaching assistant and teaching fellow.

Master's students or students of specialist academic studies who completed their undergraduate studies with a grade point average of minimum eight (8) are eligible for the position of a teaching assistant in undergraduate programs.

ITS may elect a master's student of applied studies, or a student of specialist applied studies who completed their undergraduate studies with a grade point average of minimum eight (8) to the position of a teaching assistant in undergraduate programs.

The Director of ITS shall sign a temporary employment contract with the person elected to the position of a teaching assistant for the period of one year, with the possibility of extending the contract for another year during studies, and no longer than the end of the school year when the candidate is expected to graduate.

ITS may elect a doctoral student who completed all previous levels of studies with a grade point average of minimum eight (8), and who possesses the required teaching skills to the position of a teaching fellow.

ITS may elect an undergraduate, master's or doctoral student to the position of an external associate (student instructor, etc.) provided they acquired at least 120 ECTS credits in undergraduate studies, and a grade point average of minimum eight (8).

ITS shall sign a fixed-term employment agreement for the period of three years, with the possibility of extension for another three years with the persons selected to the position of teaching fellows.

ITS shall sign a temporary employment agreement for the maximum period of one year, and the possibility of extension for another school year with the persons elected to the position of external associates.

Article 34

The Law on Higher Education, ITS Statute and the Labor Law shall apply to the rights and obligations of all employees at ITS, including work in other institutions of higher education, paid leave, suspension of employment and the elective period, as well as termination of employment.

After five years of teaching at ITS, a teacher becomes eligible for a paid leave for up to one school year for the purposes of scientific and professional training.

The costs of training are provided from the funds of ITS or other sources, in accordance with the plan of professional and scientific training.

The plan of professional development of teachers is adopted by the ITS Board at the proposal of the Academic Council.

Employment in Other Higher Education Institutions

Article 35

In order to prevent conflicts of interest, and maintain the quality of teaching, teachers and associates at ITS may sign an employment agreement with another higher education institution in Serbia only with the prior approval of the ITS Academic Council.

7. Mode of Study

Article 36

ITS organizes and carries out studies during the school year which begins on October 1, and ends on September 30 of the following year.

The school year is divided into two semesters, each lasting 15 weeks.

Instruction related to specific areas of study, i.e. individual courses is organized within one semester as a rule, exceptionally over two semesters which is specified in the study program.

Article 37

Instruction at ITS is organized and carried out in Serbian and English in accordance with other acts, i.e. the competition for enrolling into the undergraduate and master's program.

Article 38

ITS organizes lectures and others forms of instruction for all students, except for students who attend distance learning courses.

ITS organizes instruction adapted to the needs of students with disabilities to the best of our abilities.

Rules and regulations for studying determine the obligations of ITS in terms of organization and schedule of studies, ways of informing students about the time and place of lectures, learning outcomes, teaching aims, methods and content, exam criteria, ways to ensure transparency at exams, and get insight into exam results, as well as other issues of importance for students.

Distance Learning

Article 39

ITS may organize distance learning study programs. Conditions and manner of realization of distance study programs are regulated by the Rulebook on distance learning.

8. Students

Enrollment in First Degree and Second Degree Studies

Article 40

The status of an undergraduate or master's student is acquired by enrollment in ITS in one of study programs, as a self-financing student.

To enroll in undergraduate studies, the candidate must complete four-year secondary education.

To enroll in master's studies, the candidate must complete undergraduate studies worth at least 180 ECTS.

Students may enroll regardless of their race, gender, ethnicity, sexual preferences, nationality, social background, language, religion, political or other affiliation, birth status, existence of a motor or sensory disability, or economic status.

Foreigners may enroll at ITS on the same conditions as citizens of Serbia in terms of previous education, provided they submit a certificate issued by a relevant and authorized organization of their proficiency in the Serbian language.

Enrollment Competition

Article 41

Student enrollment is carried out in line with the enrollment competition.

The competition for enrollment in undergraduate studies (undergraduate applied studies), and master's studies (master's applied studies) is announced by the Director at the proposal of the Academic Council.

The competition includes: number of students for individual study programs, enrollment requirements, criteria for candidate placement on the ranking list, procedure for conducting the competition, manner and deadline for filing an appeal against the established ranking, and tuition fees.

The competition is announced no later than four months before the beginning of the school year. The Academic Council shall appoint a Committee for conducting the enrollment competition.

More detailed requirements and enrollment procedure are defined in the Rulebook on enrollment in undergraduate studies (undergraduate applied studies), and Rulebook on enrollment in master's studies (master's applied studies).

Article 42

The basis for determining a candidate ranking for enrollment in undergraduate studies shall be their grade point average during four-year secondary education, achievement in secondary school leaving exams, and entrance exam.

The basis for determining a candidate ranking for enrollment in master's studies shall be their performance in undergraduate studies, and results on the entrance exam.

The entrance exam shall include subject areas in accordance with the decision of the Academic Council of ITS.

Based on the competition criteria, ITS shall make a ranking list of applicants.

Applicants who met the admission criteria and ranked within the specified enrollment quota shall gain the right to enroll in undergraduate or master's studies.

Applicants for undergraduate studies who passed the unified state exam or state exam for professional certification are not required to take the entrance exam.

In place of the entrance exam, ITS shall take into account the applicant's results on the unified state exam or state exam for professional certification in accordance with the Rulebook referred to in Article 41 of the Statute.

ITS shall enroll applicants who took internationally recognized state exams (*International Baccalaureate Diploma Programme, etc.*) on conditions referred to in Items 1-3 of this Article.

An undergraduate student at another independent higher education institution, a person with a bachelor's degree, or a person whose student status has expired in accordance with the Law may, upon personal request, enroll in undergraduate studies on the conditions and in a manner prescribed by the Rulebook on enrollment in undergraduate studies.

Article 43

Applicants may submit an appeal request to the Director of ITS about the unified ranking list within three days from the publishing of the unified ranking list.

The Director shall make a decision on the appeal within three days after submission, after which the Enrollment Committee shall publish the final ranking list.

The final ranking list is the basis for enrollment.

If an applicant who met the criteria for enrollment fails to appear within the deadline specified in the competition, ITS shall enroll the next applicant on the ranking list within the deadline specified in the enrollment competition.

Article 44

An undergraduate or a master's student at another independent higher education institution, a person with a bachelor's degree, or a person whose student status has expired may enroll in one of study programs at ITS on the conditions and in a manner prescribed by the Rulebooks referred to in Article 41 of this Statute.

The decision on the recognition of exams and ECTS credits, as well as the semester in which the applicant will enroll is made by the Academic Council.

Article 45

Students have the rights and obligations prescribed by Law, Statute and other bylaws of ITS.

A student is entitled to:

1. enrollment, quality education and objective assessment;
2. timely and accurate information about all issues pertaining to studies;

3. active participation in decision making in accordance with the Law, this Statute and other bylaws of ITS;
4. self-organization and expressing their opinion;
5. benefits arising from the student status;
6. same quality of studies as all other students;
7. diversity and protection against discrimination;
8. be able to vote and be elected into the Student Parliament and other ITS bodies.

A student is obligated to:

1. fulfill their pre-exam requirements;
2. adhere to ITS bylaws;
3. respect the rights of employees and other students at ITS;
4. participate in decision-making as specified by Law.

A student has the right to appeal if ITS violates any of the obligations from Paragraph 2, Items 1-3 of this Article.

The right to appeal is exercised in accordance with Article 43 of this Statute.

The student shall file an appeal to the Director of ITS within 8 eight days from learning about the violation of other obligations from Paragraph 2, Items 2 and 3 of this Article.

Article 46

During enrollment in each school year, students choose courses from the study program which specifies compulsory courses for the given year of study.

Students shall choose as many courses as they need to obtain at least 37 ECTS credits, unless they have less than 37 ECTS credits left till graduation.

Employed students should choose as many courses as they need to obtain at least 30 ECTS credits when enrolling in the next year of study, and in accordance with the study program, unless they have less than 30 ECTS credits left till graduation.

Students referred to in Paragraphs 2 and 3 of this Article shall pay the percent of tuition fees proportionate to the number of ECTS credits awarded for their chosen courses.

For each successfully completed exam, students shall obtain a certain number of ECTS credits as specified in the study program.

Students who fails to pass a compulsory course before the beginning of the next academic year are obliged to enroll in the same course again.

Students who fail an elective course may enroll in the same course again, or choose another elective course.

Article 47

Student performance in mastering individual courses shall be continuously monitored throughout the course and expressed in the form of points, and the final grade shall be determined in the final exam.

Fulfilling pre-exam requirements and sitting for an exam, a student may obtain a maximum of 100 points.

The study program shall determine the proportion of points acquired for pre-exam requirements in the final grade, whereby pre-exam requirements may participate with a minimum of 30 and a maximum of 70 points.

Student performance in an exam is expressed in the form of grades ranging from 5 to 10, as follows: between 51 and 60 points – 6 (six), from 61 to 70 points – 7 (seven), between 71 and 80 points – 8 (eight), between 81 and 90 points – 9 (nine), and between 91 and 100 points – 10 (ten).

Grade 5 is not a passing grade and as such, not entered in the student transcript.

Article 48

Exams are unified and comprise the oral and the written, or practical part.

Students sit for exams in ITS headquarters, or other facilities specified in the license.

Students sit for exams shortly after the lectures in that course have ended.

The manner of sitting for exams, assessment and grading, as well as transparency of exams are regulated in more detail by the Rulebook on taking and assessing exams.

Article 49

Exam schedule at ITS is as follows: January, June, September and October examination period.

Students shall sit for exams shortly after the lectures in that course have ended, and no later than the beginning of the new academic year, in one of the languages in which the course was taught.

The manner of ensuring transparency of exams and exam results is determined by the Rulebook on taking and assessing exams.

After failing an exam for the third time, the student may ask to take the exam before the exam commission.

ITS is obligated to enable students with disabilities to sit for exams to the best of its abilities, and in accordance with the Study Rules.

Article 50

The student has the right to file a complaint about a grade to the Director of ITS if they believe the exam was not carried out in accordance with the Law, this Statute or Study Rules within 36 hours from the date of the exam.

The Director of ITS shall decide on the complaint within 24 hours from receiving it.

If the Director accepts the complaint, the student shall take the exam again within three days from receiving the decision referred to in the previous Paragraph.

Article 51

The student may, at their own request, be granted a temporary suspension of rights and obligations in case of serious illness, internship no shorter than six months, compulsory military service, parental leave, pregnancy leave, and other cases defined in the Study Rules.

The student who was unable to take an exam due to illness or internship no shorter than three months may sit for the exam in the next examination period in accordance with the Study Rules.

Article 52

The student shall bear disciplinary liability for violating obligations specified in the Rulebook on disciplinary liability of students at the time of committing.

For committing a serious violation, the student may be expelled from the higher education institution.

Disciplinary proceedings may be initiated no earlier than three months from learning about the violation of student obligations by the wrongdoer, and no later than one year from the date of the violation.

Milder and more serious violations of obligations, disciplinary bodies and disciplinary procedures are determined by the Rulebook referred to in Paragraph 1 of this Article.

Article 53

Student status shall be terminated in the following cases:

1. withdrawal from studies;
2. graduation;
3. failure to enroll in the next academic year;
4. failure to graduate within the given deadline (years required to complete a study program times two), except in case of working students;
5. imposition of the disciplinary measure expulsion.

Working students, students with disabilities, students enrolled by the rules of affirmative action enrollment, or students categorized among top athletes may retain their student status three times longer than the duration of the study program.

Upon personal request, the student may be granted an extension of the deadline for the completion of degree requirements referred to in Paragraph 1 of this Article, in accordance with the Study Rules. The decision on extension requests are made by the Academic Council.

Article 54

Student rights and obligations, study rules, student status, assessment, examination, complaints about grades, suspension of rights and obligations and other issues are regulated in more detail by the Study Rules.

Professional Titles

Article 55

An individual who completed undergraduate applied studies at ITS shall acquire a professional title that signals the level and the chosen area of study, in accordance with the list of professional titles approved by the National Council.

An individual who completed master's applied studies at ITS shall acquire a professional title that signals the level and the chosen area of study in accordance with the list of professional titles approved by the National Council.

The abbreviation of the professional title is given after the name and surname.

In English, the abbreviation of the title from Paragraph 1 of this Article is bachelor (appl.).

In English, the abbreviation of the title from Paragraph 2 of this Article is master (appl.).

Lifelong Learning

Article 56

ITS may organize and carry out different professional training programs no longer than one year as part of its primary activity, implementing the concept of lifelong learning, or lifelong education.

The program referred to in Paragraph 1 of this Article cannot be considered a study program in the full sense, and the trainees do not have the status of students in terms of the Law and this Statute. Trainees shall receive certificates of attendance for specific beginner-level or continuous training programs, or certificates of knowledge expansion in accordance with new scientific achievements in certain fields.

Programs referred to in Paragraph 1, as well as the Rulebook on the organization and realization of these programs are adopted by the Academic Council.

The content of the certificates is determined by the Academic Council.

The evaluation system of the scope and subject area of these lifelong learning programs is also based on ECTS credits, which may be used to enroll in other educational programs (regular or lifelong learning), or for renewing licenses and other permits.

9. Registry and Public Documents

Article 57

ITS shall keep records and issue public documents in a manner specified by Law.

All procedures for collecting, processing, publishing and using data shall be carried out in accordance with the Law on Personal Data Protection and this Law.

ITS shall keep: student registry, registry of issued diplomas and diploma supplements, employee registry, registry of recognized foreign higher education documents for continuing education, and minutes of examination.

ITS shall also keep records of the learners and issued certificates of completion of short study programs.

Records referred to in Paragraph 3 of this Article shall be written in Serbian Cyrillic alphabet, and kept in printed or electronic form.

Data entered into ITS registry shall be submitted to the Ministry for the performance of tasks defined by Law, in accordance with the Law on Higher Education.

ITS shall issue public documents based on the data from the registry referred to in Paragraph 2 of this Article.

Public documents include: student transcript of records, diploma of higher education, and diploma supplement.

ITS shall issue public documents in Serbian Cyrillic.

At the request of the student, ITS may issue a public document on the completed part of a study program, containing information on the level, nature and subject area of the studies, as well as student achievement, on a form prescribed by the Minister of Education.

ITS may issue a diploma and a diploma supplement in English at the request of the student.

Diploma is certified with a dry seal of ITS.

Diploma supplement shall be issued with the diploma.

The description of the system of higher education in Serbia at the time of issuing the diploma may be attached to the diploma supplement.

The diploma and the diploma supplement are signed by the Director.

The diploma and the diploma supplement may be nullified and thus rendered invalid. ITS may nullify a diploma or a diploma supplement if:

1. they were signed by an unauthorized person;
2. if the holder of the diploma failed to meet all the exam requirements in the manner specified by Law and study program at ITS;
3. if the holder of the diploma did not meet the requirements for enrollment in undergraduate or master's studies.

ITS may nullify a bachelor's or a master's diploma if it determines beyond a reasonable doubt that the final paper/project is not the result of the candidate's individual work.

ITS may issue a new public document after declaring the original document invalid in the Official Gazette of the Republic of Serbia based on the records it keeps. The public document from this Paragraph shall be clearly marked as a new public document, issued after declaring the original document invalid.

Data for EMIS (Education Management Information System)

Article 58

ITS shall enter and update data from the registry referred to in this Paragraph into the Education Management Information System (EMIS) into the appropriate registry, in electronic form.

During the first enrollment at ITS, ITS shall assign a unique Personal Education Number (PEN) to each student in an automated procedure through EMIS, provided the student does not already have a PEN from another higher education institution.

ITS shall enter the information about student identity (name, surname, name of one parent, personal identity number, number and issuing authority of the passport for foreign nationals) into EMIS as part of the request from Paragraph 2 of this Article.

Personal data referred to in Paragraph 3 of this Article shall be collected solely for the purposes of assigning a PEN to the student.

The authorized person (Secretary) of ITS shall personally deliver the PEN to the student in a sealed envelope, together with personal log-in data for the registry referred to in Article 114, Paragraph 3, Item 3 of the Law on Higher Education, and keep records of it.

Data in Student Registry

Article 59

Student data that ITS keeps in the registry represent a collection of personal data for confirming the student's identity, educational and social status and the required educational, social and health support.

ITS shall collect personal data from students by means of a form, the content of which is prescribed by the Minister and which is filled out by hand during enrollment.

For the purposes of confirming the student's identity, the following data shall be collected: name, surname, name of one parent, gender, personal identity number, number and issuing authority of the passport for foreign nationals, date of birth, place of birth, country and permanent address,

address during studies, nationality in accordance with the law, marital status, citizenship, address, phone number, photograph and other data in accordance with the law).

To determine the education status of a student, ITS shall collect data on their previous education, language in which they acquired primary and secondary education, study program in which they enrolled, type of study, year of study and year when they first enrolled in the study program, participation in international mobility programs, year of graduation, language in which the study program is taught, data on acquired ECTS credits, data on awards and commendations won during studies and public documents issued.

To determine the social status of a student, ITS shall collect data on the manner of funding studies, manner of funding their livelihood, address during studies, type of accommodation during studies, employment status of the student during studies, dependents, educational attainment of both parents, employment status of the parent (caretaker), and profession of the parents or caretakers.

To determine the health status of a student, ITS shall collect data on the student's need for additional support in performing everyday activities at the higher education institution.

Pursuant to the provisions referred to in Paragraphs 3 and 4 of this Article, ITS shall keep records on the students enrolled in short training programs and certificates issued.

Article 60

ITS shall enter and update data referred to in Article 59 (Article 118, Paragraph 3-6 of the Law on Higher Education) into the Student Register maintained by the Ministry of Education using its account on PEN, including:

1. personal information: age, country and place of birth, country and place of permanent residence, nationality in accordance with the law, marital status;
2. information needed to determine the student's education status: previous education, language in which they acquired primary and secondary education, study program in which they enrolled, type of study, year of study, year when they first enrolled in the study program, year of graduation, grade point average during studies, language in which the study program is taught, data on acquired ECTS credits, and data on public documents issued;
3. information needed to determine the student's social status: manner of funding studies, manner of funding their livelihood, employment status of the student during studies, dependents, educational attainment of parents or caretakers;
4. information needed to determine the student's health status, i.e. need for additional support in performing everyday activities at the higher education institution.

Data in the Registry and Employee Registry at ITS

Article 61

Employee data that ITS keeps and enters into EMIS, and Employee Registry referred to in Article 113, Paragraph 1 of the Law on Higher Education represent a collection of personal data for determining employee identity, level and type of education, employment-legal status, salary and data needed for its calculation and payment, state exams needed for employment in education, professional training, and career advancement in their chosen profession.

Data on teachers, associates and other employees include: name, surname, name of one parent, gender, personal identity number, citizenship, passport number for foreign nationals, date and place of birth, country of permanent residence, nationality in accordance with the law, telephone number and e-mail address, level of highest qualification, language in which they

acquired primary and secondary education, country, year, place and institution where they acquire the highest level of qualification, current teaching-scientific or teaching-artistic position and the year and institution where they were elected into a teaching position, type of employment agreement, type of employment (full-time or part-time), position and other data in accordance with the Law, as well as information about employment in other higher education institutions in Serbia or abroad.

Data from Paragraph 2 of this Article on the name, surname, place and institution where they acquired the highest level of qualification, current teaching-scientific or teaching-artistic position, institution where they were elected into a teaching position, and the current position are open data, available on the website of the Ministry of Education in machine-readable form for further use and publication.

Purpose of Processing, Using, Updating, Storing and Protecting Data

Article 62

The purpose of processing data stored by ITS is monitoring and improving the quality, efficiency and effectiveness of ITS and its employees, monitoring, studying and improving student level of education at ITS, and exercising the right to issue public documents.

ITS is a beneficiary of data entered into the registry of the Ministry of Education, and the statistical reports derived from them.

Students and employees at ITS may be given access to data kept about them in the registry, referred to in Article 114, Paragraph 3, Item 3, and Article 114, Paragraph 4, Item 4 of the Law on Higher Education, in accordance with the Law on Personal Data Protection.

Data in the registry are updated on the day of the change, and no later than 15 days from the change.

ITS enters and updates data into the registry maintained by the Ministry of Education from Article 114, Paragraph 3 of the Law on Higher Education on the day of the change, and no later than 30 days from the change.

Personal data from the registry kept by ITS are permanently stored, except for data on the student's social and health status, which are stored until the termination of the student status.

All forms of collecting, storing, processing and using data are carried out in accordance with the Law on Personal Data Protection and the highest standards of data protection.

ITS is obligated to make sure the records it keeps are protected against unauthorized access and use.

10. Recognition of Foreign Higher Education Documents and Evaluation of Foreign Study Programs

Article 63

ITS shall perform the recognition of foreign higher education documents that confirm the holder's right to continued education, or employment. In the procedure of recognition for the purposes of continued education in the system of higher education, ITS shall examine the right of the owner of a foreign higher education document to continued higher education, i.e. their right to enroll in applied bachelor or master's studies.

In the procedure of recognition for the purposes of employment, ITS shall determine the type and level of the highest qualification, as well as the professional title of the owner of a foreign higher education document.

Article 64

In the procedure of recognition of foreign higher education documents, ITS shall also perform the evaluation of foreign study programs.

The procedure of recognition of foreign higher education documents and evaluation of foreign study programs shall be carried out in accordance with the Law, and the Rulebook on the Recognition of Foreign Higher Education Documents and Evaluation of Foreign Study Programs.

11. Keeping Employees and Students Informed

Article 65

Employees have the right to be informed about all issues of importance for the exercise of their rights, obligations and responsibilities arising from the employment agreement.

Article 66

The Director of ITS or an authorized person shall provide information about all issues referring to the operation of ITS at the request of journalists or representatives of media, in accordance with the principles of transparency, except about issues characterized as a trade secret.

Article 67

Written documents, reports, minutes of school bodies, etc. shall be made available to employees and students, at the request of the interested party.

12. Trade Secret

Article 68

A trade secret includes documents and data declared as a trade secret and visibly marked as such by the ITS bodies, the disclosure of which to an unauthorized person would be contrary to the school's business policies and could harm its interests and business reputation.

Article 69

Trade secrets include:

- documents and data submitted by a state or other body to ITS as confidential;
- documents and data containing bids for competitions or tenders before the results of the tender have been publicly announced;
- confidential data found in requests, appeals and memos sent to ITS by different state bodies and individuals;
- data on the results of diagnostic and aptitude tests;
- results of exams for checking student proficiency and aptitude before the official announcement of the results.

Article 70

Responsibility for maintaining confidentiality of data does not end with the termination of a person's employment at ITS.

Responsibility for maintaining confidentiality shall last until the Director or the body that submitted the data release the employee from confidentiality obligation.

Article 71

The Director of ITS shall determine cases in which an employee is allowed to disclose or use confidential data.

Employee must not take documents marked as strictly confidential or confidential data outside the premises of ITS unless they have been allowed to do so by the Director.

Article 72

Strictly confidential and confidential mail shall be delivered to the Director, authorized person or the Secretary unopened through the register of letters received.

Strictly confidential or confidential material shall be entered into special case registers for strictly confidential and confidential materials, as well as for materials for official and internal use.

Materials containing classified information shall be kept under lock and key in a safe, or a cabinet with a special lock.

13. Transitional and Final Provisions

Article 73

ITS shall adopt the following documents:

1. Rulebook on publishing activity;
2. Rulebook on research and development unit;
3. Rulebook on disciplinary liability of students;
4. Rulebook on health and safety in the workplace;
5. Rulebook on fire protection rules;
6. Rulebook on accounting regulations;
7. Work regulations;
8. Rulebook on the systematization of work positions at ITS;
9. Rules of procedure of the Board;
10. Rulebook on Student Mobility and ECTS Credit Transfer
11. Study Rules;
12. Rulebook on the recognition of foreign higher education documents and evaluation of foreign study programs;
13. Rulebook on self-assessment and quality assessment of study programs, teaching and working conditions;
14. Rulebook on enrollment in first degree studies (undergraduate applied studies);
15. Rulebook on enrollment in second degree studies (master's applied studies);
16. Rulebook on taking and assessing exams;
17. Rulebook on the requirements and election procedure for teachers and associates;
18. Rulebook on textbooks;
19. Rulebook on distance education;
20. Rulebook on the requirements and procedure of giving consent for teachers'

employment in another higher education institution;

21. Rules of Procedure of the Academic Council;
22. Rulebook on the student parliament.

Documents referred to in Paragraph 1 of this Article are adopted by the Board (Items 1-9), Academic Council (Items 10-20), and Student Parliament (Item 21).

Article 74

With the entry into force of this Statute, the Statute adopted by the Board of ITS at the session from March 30, 2017, becomes invalid.

Article 75

The Statute shall enter into force on the day of adoption by the Board of ITS.

Chairman of the ITS Board

Professor Valentin Kuleto, PhD