

## **INSTRUCTIONS FOR PREPARING THE DOCUMENTATION FOR THE ACCREDITATION OF JOINT STUDY PROGRAMS**

### **1. JOINT STUDY PROGRAMS**

A joint study program (J-program) is a program of study for acquiring a combined diploma or degree that is organized and implemented by several education institutions with the status of legal entity. A joint study program can lead to acquisition of a joint degree, double (two) degrees or one degree issued by the higher education institution that is determined by a mutual agreement.

### **2. ORGANIZATION AND IMPLEMENTATION OF JOINT STUDY PROGRAMS**

J-programs can be organized in one or more areas (Interdisciplinary - Multidisciplinary - Transdisciplinary - IMT study programs) at all levels and for both types of higher education studies. A joint study program can be organized and implemented by higher education institutions which:

1. have individual work permits for the relevant study program, or
2. are jointly accredited to organize and implement the J-program.

**In the first case** the joint program can be implemented when it is adopted by the competent bodies of higher education institutions organizing it. The competent bodies shall adopt the document on implementation of the joint study program or the IMT program at the University level, which defines all elements that ensure the fulfilment of the appropriate standards for implementation of J-study programs. Basic elements of the document are:

- Data on the study program evidencing compliance with the standards, and
- Specifics

Specifics include:

1. Engagement of faculty, material and physical resources of each higher education institution,
2. Electronic form report for the study program as a whole and for each higher education institution,

3. Place of the study program implementation for parts of the study program with specified time,

4. Obligations of each higher education institution in the process of implementation of the study program,

5. Sources of funding and a way of covering costs.

**In the second case**, the documentation for the accreditation of the J-program is jointly submitted by two or more higher education institutions that have the status of a legal entity and the work permit issued by the ministry of the Republic of Serbia in charge of higher education. If some of the higher education institutions is registered in another country, it must be accredited in that country.

### **3. APPLICATION FOR ACCREDITATION OF JOINT STUDY PROGRAMS**

Two or more higher education institutions can apply for accreditation of a J-program if they together provide more than 70% of competent teaching staff, employed full-time, necessary for the realization of the study program. The accreditation documentation is united, and the application for accreditation can be submitted jointly by all involved institutions or by one higher education institution authorized by the others. The documentation for accreditation need to specify all the elements that define the participation of each higher education institution in the implementation of the study program.

### **4. ACCREDITATION OF JOINT STUDY PROGRAMS**

Each study program is accredited separately, and as such must meet all the required standards, where it is necessary to ensure compliance with the standards on the basis of the available resources (human, material and physical) that are not engaged in other study programs of higher education institutions - applicants which are accredited or are in the process of accreditation. In the implementation of the study program competent teaching staff from other higher education institutions may take part, providing that they have the consent of the competent body of their home institution, which indicates the type, the extent and the time of engagement in the study program.

## **5. PLACE OF IMPLEMENTATION OF JOINT STUDY PROGRAMS**

J-programs are realized in the seats of accredited higher education institutions - applicants, with the precise definition of parts of study programs that are implemented in individual seats. Depending on the requirement and the compliance with standards, the Commission for Accreditation and Quality Assurance may authorize simultaneous implementation of the program in the seats of higher education institutions for the approved numbers of students. Higher education institutions can apply for accreditation several J-programs at one or more levels of study, in which case for each program they have to document the fulfilment of standards and specify the number of students enrolled. The certificate of accreditation for the J - program contains all the necessary elements that define the participation of each higher education institution - applicant in meeting the standards and its role in the implementation of the study program.

## **6. COMPETITION FOR ADMISSION, DIPLOMA**

Accredited higher education institutions which organize and implement a J-program publish jointly the competition for admission of students. Diploma and diploma supplement shall be signed by the authorized persons from the higher education institutions participating in the implementation of the J - program in the case of joint degrees, or persons who are authorized to issue double degrees, or the authorized person from one higher education institution that is determined by the mutual agreement. If the higher education institution is the integral part of the university, diploma and diploma supplement shall be signed by the rector of the university.

## **7. DIPLOMA AND DIPLOMA SUPPLEMENT**

Diploma and diploma supplement are issued on the prescribed form in the Serbian language in Cyrillic script, in the language of the organizer of the joint program and in the English language. When the study program is implemented in the language of national minorities, or in one of the world languages, public documents are issued in the form printed bilingually, in the Serbian language in

Cyrillic script and in the language and script in which the teaching is implemented.

## **ADDITIONAL INSTRUCTIONS FOR PREPARING THE DOCUMENTATION FOR ACCREDITATION OF JOINT DOCTORAL STUDY PROGRAMS**

A joint program of doctoral studies should meet the following general requirements:

- **The main task**

Collaboration between the higher education institutions in the implementation of the joint program of doctoral studies should benefit the students enrolled on the joint programme, and more widely the research activities of the higher education institutions.

- **Implementation**

The joint program of doctoral studies provides students with an integrated research and educational platform through which they have access to information on research activities related to the study program and teaching materials of all courses contained in the curriculum.

- **Heads of the program**

Each higher education institution determines a person among the faculty engaged in carrying out the joint program of doctoral studies which is responsible for the implementation of the study program (hereinafter head). Heads meet regularly and have the following powers:

- Coordinate the process of selecting candidates for the joint program of doctoral studies;
- Monitor the implementation of the program in order to ensure the highest possible level of quality;
- Inform the competent bodies of higher education institutions about the activities related to the implementation of the program.

- **Admission**

The competition for admission of students to the joint program of doctoral studies is jointly published by all higher education institutions involved in its implementation. The competition includes conditions for

admission, tuition fee, as well as the number of students to be enrolled at each higher education institution.

- **Monitoring progression of students**

- The higher education institution to which the student is enrolled is responsible for the individual student research program. All relevant data on student progression is available to the representatives of other higher education institutions and they are given the opportunity to make comments.

- In case that a student during the doctoral studies resides on several higher education institutions which are jointly implementing the study program, the responsibility for organizing active instruction (lectures and research supervision) lies with the institution where the student is located.

- **Dissertation**

- The method and the procedure of preparation and defence of the doctoral dissertation shall be regulated by general acts of the higher education institution to which the student is enrolled, which define the procedure for approval of the dissertation topic and appointment of a mentor, the procedure for the dissertation assessment and the conditions for accessing the public defence. All commissions which are formed in this process (the Commission for assessing eligibility of the candidate and the dissertation topic, the Commission for assessment and evaluation of the doctoral dissertation and the Commission for the defence of the doctoral dissertation) are composed of representatives of at least two higher education institutions which are implementing the joint doctoral study program and one external member.

- All higher education institutions participating in the implementation of the joint study program receive timely information on the preparation and defence of the doctoral dissertation and have a possibility to give remarks in the decision-making process.

- **Financing**

Each institution is responsible for its own costs arising from participation in the implementation of the joint program of doctoral studies. Students pay tuition fees to the higher education institutions at which they are enrolled. Financing longer stays of students at another higher education institution shall be regulated by a special agreement.

- **Appeals and complaints**

The institution to which the student is enrolled is in charge of student appeals and complaints. Other higher education institutions will:

- Make available to the institution in charge any information on the subject of the appeal or complaint which is at their disposal;
- Receive from the institution in charge all the information regarding the appeal or complaint held by other higher education institutions;
- Have the opportunity to give remarks in the decision-making process.