



ВИСОКА ТЕХНИЧКА ШКОЛА СТРУКОВНИХ СТУДИЈА –
СУБОТИЦА

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Pursuant to Article 104 paragraph 7 of the Law on Higher Education (“Official Gazette of the Republic of Serbia, No. 88/2017, 27/18 – other law and 73/18) as well as Article 16 of the Statute of the Subotica Tech-College of Applied Sciences at a session held on November 14, 2018, adopts

Grading Rules and Regulations

1. paragraph

This Rule and Regulation document defines the successful completion of examinations and their grading at the Subotica Tech-College of Applied Sciences in Subotica (hereinafter: the School) in the fields of basic professional studies, specialist and master professional studies.

2. paragraph

The student is an individual who is enrolled in a study program run by the School.

The student’s identity is verified by the index, as an identification document.

3. paragraph

Student’s performance in a given subject is continuously monitored during the teaching weeks and expressed in points, while the final grade is obtained by passing the exam (basic and master professional studies).

The study program determines the ratio between the points earned for pre-exam obligations and points earned at the exams.

The minimum points that can be earned for pre-exam obligations is 30 points and the maximum is 70 points.

The total amount of the student's pre-exam obligation points and points earned on passing the exam gives final grade, which will be entered into the student index. The student can get maximum of 100 points.

The exam result of the student is graded from 5 to 10, according to the following scale: 51- 60 points 6 (six), 61-70 points 7 (seven), 71-80 points 8 (eight), 81-90 points 9 (nine), and 91-100 points 10 (ten).

The grade of 5 (five) does not indicate successful completion of the subject and cannot be entered into the student index.

4. paragraph

The final grade for the subject is also influenced by the total number of points that the student has achieved during the class, which refers to in-class exercises, colloquiums, seminar papers, attendance of classes, etc.

The ways in which exams are graded and conducted are determined by the program of each subject.

5. paragraph

The exams are conducted in oral, written or practical form.

The student passes the exam of a given subject immediately after the end of the semester or no later than the beginning of the teaching of the subject in the following academic year.

The exam takes place in the building of the School or in the building listed in the work permit.

6. paragraph

Valid exam periods at the School: January-February, June-July, and August-September.

The January-February exam period is generally between the 15th of January and the 15th of February.

The June-July exam period is usually between the 6th of June and the 7th of July.

The August-September exam period is between the 25th of August and the 15th of September.

Students may take exams no more than three times in a subject during the school year. After three failed exams, the student may request to take the exam in front of the committee members.

A student with a disability has the right to take the exam in a place/manner adapted to her/his abilities, in accordance with the general act of the School.

7. paragraph

The exam application is submitted electronically.

8. paragraph

The student has the right to file a complaint to the Director if the student believes that the exam has not been conducted in accordance with the regulations of the School. After the exam, students have 36 hours to file their complaint.

The Director shall make a decision within a maximum of 24 hours after the reception of the complaint.

If the Director accepts the complaint, the student retakes the exam within three days of the date of receipt of the decision.

9. paragraph

The employees responsible for the student service of the school are required to keep up-to-date records of each student's work on an individual basis and to keep it in students' personal files.

Students' personal files contain the information related to the student's enrollment at the School, the completion of the exams, and any other documents related to the student's status and studies. The School is obliged to keep a record of the passed exams as well.

All student information is recorded in the student register, which is stored at the headquarters of the School.

10. paragraph

The exam calendar is published at the beginning of each school year and is an integral part of the School's curriculum.

The student who has fulfilled all prescribed prerequisites specified in the subject's curriculum may take the exam.

The exams are public and can be theoretical and practical, and may be conducted in written form only, verbally form only, or in written and verbal forms, depending on the curriculum and specific program of the subject.

Points obtained at the exam must be entered in the student index in a separate column, which together with the points obtained by completing the pre-exam requirements make the final grade.

11. paragraph

Basic professional studies and master professional studies are completed by passing all the required exams and study obligations, as well as writing and defending the Thesis.

Credits for the Thesis are included in the total number of credits required to complete the course.

Specialist professional studies are completed by passing all the required exams and stud obligations.

12. paragraph

Other rights, obligations and responsibilities of students are governed by both the Statute of the School and the Regulations Governing Enrollment and other Policies of Study.

13. paragraph

Grading Rules and Regulations shall enter into force on the eighth day following its publication on the School's board.

14. paragraph

With the entry into force of this Rules and Regulations document, the Grading Rules and Regulations adopted by the School at a session on the 31st of May in 2011 shall be repealed.

Chairman of the session held in the School,

Dr. Robert Pintér

This Rules and Regulations document was posted on the School's board on the 15th of November in 2018.

The date of the entry into force of this Rules and Regulations document is 23rd of November in 2018.

Secretariat