On the basis of article 117 of the Law on High Education (“Official Newspapers of the Sarajevo Canton” number 17/99, 14/00 and 15/01), article 37 on the Law on Institutions (Official Gazette of R BiH» number 6/02, 8/93 and 13/94) and Rulebook of the University, Managing Board of the Faculty of Economics in Sarajevo according to previously obtained authorization of the Ministry of Education, Science and Information of the Sarajevo Canton number 11-03-38-489/16 from January 30, 2002 at its XIII session held on February 20, 2002 adopted the following

RULEBOOK of the Faculty of Economics in Sarajevo

I ELEMENTARY PROVISIONS

Article 1

Rulebook of the Faculty of Economics in Sarajevo (further on referred to as Rulebook) contains the provisions related to: the name and the seat of the Faculty; the Founder, obligations of the Faculty towards the Founder; activities; organization of the Faculty; lecturing, scientific and research work; students and study rules; teachers and assistants; Managing and Supervisory Boards; appointment and suspension of a Dean; other Faculty bodies, their rights and obligations; professional departments of the Faculty; general acts brought by Faculty and the manner of their enforcement; realization of the publicity of work; other issues relevant for the work of the Faculty.

Article 2

Faculty of Economics in Sarajevo (further on referred to as Faculty) is a public high education institution.

Faculty is a member of the University in Sarajevo.

Faculty was founded in 1952 according to Statutory Order of the Government of the Republic of Bosnia and Herzegovina related to the foundation of the Faculty of Economics in Sarajevo on October 14, 1952 («Official Gazette NR BiH» number 19/52). Assembly of the Sarajevo Canton undertook the obligations of the founder by the Law on High Education («Official Newspapers of the Sarajevo Canton» number 17/99 from October 14, 1999).

The seat of the Faculty: Sarajevo, Trg oslobodenja, number 1.
Article 3

«Faculty has a status of a legal entity and is registered into the Register of high education institutions of the Sarajevo Canton kept by Ministry of Education, science and information of the Sarajevo Canton (further on referred to as Ministry) under the ordinal number , on the page , and into the Register of Public Institutions at the Cantonal Court in Sarajevo under the number /2001». Faculty is liable for its obligations by all its assets. The founder has vicarious responsibility for the Faculty obligations.

Article 4

Faculty has a seal. The seal of the Faculty has a form of circle with the following text written in the first concentric circle: «FACULTY OF ECONOMICS IN SARAJEVO», in the second circle «UNIVERSITY IN SARAJEVO» in big letters with central located logo of the University in Sarajevo. Faculty uses one big and eleven small seals. Diameter of the big seal is 50 mm and 25 mm of the small one containing the content from the paragraph 1 of this article. Special general act brought by a Dean of the Faculty determines use, handle and manner of preservation.

Article 5

Faculty has its emblem whose idea and art solution is to be adopted by Managing Board.

Article 6

The Faculty Celebration Day is on October 14.

Article 7

Dean of the Faculty represents the Faculty with no limitations. The powers of Dean within juridical operations are determined by article 133 of this Rulebook. Dean may transfer a part of his powers to other persons with special authorizations and liabilities and may also give a proxy for representation in accordance to Law.
Article 8

Faculty may enlarge its activities and undertake status changes: merging, division and separation on the basis of the Faculty Managing Board decision along with founder's consent. Faculty may join other Institutions in order to improve its activities.

Article 9

The activities of the Faculty include lecturing, scientific-research and expert work, such as it follows:

80.301. High and higher education

- The first, the second and the third level of higher and high education
- Higher education not leading towards University or corresponding education
- Higher and high education leading to University or corresponding education

73.201 Research and experimental development within social science
74.1374.130. Market research and public opinion poll
74.1474.140. Consulting related to business performing and management
72.1072.100. Offering advises about computer equipment
72.2072.200 Consulting and offer of program equipment (software)
72.4072.400 Elaboration and management of data basis
74.1174.110 Legal issues
- general consultations and recommendations, preparation of legal acts
- contracts on legal entities foundation, partnership contracts and similar acts related to foundation of legal entities
74.1274.120 Accounting, bookkeeping and control; consultancy related to taxes
74.1374.130 Market research and public opinion poll
74.1474.140 Consulting related to business performing and management
22.1122.110 Publishing of books
22.1322.130. Issue of magazines and periodical publications
22.2222.220. Printing
52.4752.470 Retail trade in books, newspapers, magazines, paper goods and writing accessories
72.3072.300 Data processing
International cooperation and foreign trade performing

Article 10

Faculty cooperates with high educational institutions, universities and other educational institutions in the country and abroad.
Faculty performs foreign trade operations within registered activities.

II ORGANIZATION OF THE FACULTY

Article 11

Organizational units are formed within Faculty in order to realize efficient and rational organization for performing Faculty activities.
Organization of work according to groups and description of work by organizational units and work places are to be determined by this Rulebook and special general acts.
Organizational units do not have status of a legal entity.

Article 12

Faculty has the following organizational units:

1. Graduate and Postgraduate study
2. Business School
3. Faculty Institute
4. Center for Management and Information Technologies (MIT Center)
5. Publishing
6. Professional services

Article 13

According to Dean authorization, an operational unit may perform the activities within juridical operations.
Inside organizational units, smaller organizational parts may be formed – Centers, in accordance to Dean Decision and on the basis of the Head of Organizational Unit.

Article 14

Special review of the results of performing activities is kept for each organizational unit.
III LECTURING AND SCIENTIFIC-RESEARCH WORK

1. Graduate Study

Article 15

Graduate study at the Faculty lasts four years for obtaining high level expert education and
two years for obtaining higher education in accordance to rules, standards and normative of
high education.
Graduate study is organized as:

- Regular study financed by corresponding Canton
- Regular study for persons self financing their education
- Regular study financed from other sources
- Irregular study

Article 16

A student who completes a four-year study gets the expert title «graduated economist»
A student who completes a two-year study gets the expert title «an economist».

Article 17

Graduate study is organized in the seat of the Faculty or outside it.
Decision on organizing lectures outside the seat of the Faculty is to be brought by the
Managing Board at the proposal of the Academic Council and along with the accordance from
the Ministry.

Article 18

Graduate study is performed in accordance to actual curriculum and lecturing programs.
Curriculum determines lecturing subjects and total number of lectures, exercises and other
compulsory forms of the lecturing work (further on referred to as: lecture).
Lecturing program determines content of the lecturing subject, manner of performing
lecturing and passing the exams so as the other forms of knowledge testing, obligatory books
and other obligatory literature representing the basis for knowledge testing and passing the
exams.
Curriculum is an integral part of this Rulebook (Appendix 1.).
Article 19

A teacher is obliged to make a lecturing program for the subject he is teaching and to propose it to the Cathedra. The Cathedra is submitting it to the Academic Council for verification and further proceeding. Academic Council may ask for the opinion of other corresponding faculties in the world regarding curriculum and lecturing programs during the procedure of their proposition or at latest a year upon their adoption.

Article 20

Curriculum determines general, expert and optional subjects that are performed at the Faculty. Faculty determines general lecturing subjects and their content under the previously obtained agreement from the Sarajevo Canton Government. Lecturing from general subjects may be organized at the level of University that organizes such lectures with the main high-level institution. Expert and general subjects are compulsory for all students and optional are compulsory for those students who have chosen them. Optional subjects are proposed to students as a choice for widening expert knowledge and general culture. Managing Board determines curriculum of expert and optional subjects, at the proposal of the Academic Council, with previous agreement from the University. Content of lecturing programs of expert and optional subjects, so as their changes and amendments, at the proposal of the Academic Council, is determined by Managing Board with the accordance from the University.

Article 21

Performing of lectures, organization of student’s exams from subjects for which the Faculty is not the principal may be granted to some other high education institutions of the University that is principal for such subjects by the decision of the Academic Council. Other forms of the knowledge testing may be granted to some specialized institution by the decision of the Academic Council. Faculty may accept the performing of lectures and exams at other high level educational institutions from previous paragraph for subjects that are not principal at the Faculty.

Article 22

The Academic Council, for each school year, determines specialized branches from the curriculum for the student’s enrollment within current year depending on the possibilities of Faculty, interests of students and public needs.
Article 23

The school year begins on October 1st of the current year and finishes on September 30th of the next calendar year.
The school year is divided to the winter and summer semester.
During July and August the Faculty may organize special lectures, summer semester by the decision of the Dean of Faculty on the proposal of the Academic Council.

Article 24

The exams at graduate study are organized during the following examination periods:

- January-February
- April
- June-July
- September.

Each examination period has two examination terms.
Student, after fulfilling certain conditions, has a right to pass exams in each examination term.

Article 25

Testing of knowledge for subjects being a part of the Faculty curriculum may be expressed in credits that represent quality and quantity of completed obligations from the curriculum and the program.
Managing Board brings decision on the number of the credit points that are given to each subject at the proposal of the Academic Council.

2. Postgraduate Study

Article 26

Faculty may organize postgraduate study from certain field for obtaining the Master degree in Economic Sciences and the expert level of a specialist.
Postgraduate study from previous paragraph is organized and performed according to curriculum and programs that are adopted by Managing Board at the proposal of the Academic Council of the Faculty with previous agreement of the University.

Article 27

Postgraduate study for obtaining the Master Degree in Science lasts four years.
Study for obtaining a degree of a Specialist lasts at least two semesters.
Article 28

Postgraduate study has a Council of postgraduate study composed of teachers as the subject leaders. Dean and Pro Dean for Lecturing and Scientific and Research Work are members due to their functions. Organization of postgraduate study, content of the open competition, duration and rules of studying, time of lectures performing and organization of exams, financing of study, obtaining diplomas, revoke of the scientific degree of a Master and expert degree of a Specialist, conditions for engagement of teachers and scientific and research assistants engaged in performing lectures and exams, so as other relevant issues are determined by special Faculty act.

3. Scientific Degree of a Doctor of Science

Article 29

Scientific degree of a Doctor of Economic Sciences is the highest scientific degree at the University from the fields that are researched as the principal at the Faculty.

3.1. Procedure for obtaining doctorate in science

Article 30

Doctorate in science may be obtained under conditions and in the manner determined by law, Rulebook of the University and this Rulebook. The University in Sarajevo awards doctorate in science.

Article 31

Doctorate in science from certain scientific field for which the Faculty is principal is realized at the Faculty.

Article 32

Application for starting procedure for obtaining doctorate in science, the candidate submits to the Academic Council of the Faculty. Along with the application, the candidate encloses evidences on fulfilling general legal conditions for obtaining doctorate in science proposing the provisional thesis of dissertation with the explanation giving basic information of the content of the Theme, the goal of the research methods the candidate will use in elaborating chosen theme, so as the projection of the expected results and their contribution to the very scientific field.
Article 33

Treating the application of the candidate, the Academic Council may, if founding the application uncompleted or missing corresponding evidence or explication, ask for some additional documents within time period not longer than fifteen days from the day of the candidate receipt of the written notice on the Faculty Council's demand. If the candidate does not act according to the Academic Council within predicted term his application will be considered as withdrawn.

Article 34

Upon the receipt of the application for initiating the procedure for obtaining doctorate in science, the Academic Council of the Faculty will decide whether proposed theme of dissertation and its basic content indications comply with the scientific field for which the Faculty is principal and whether there are conditions for its realization. Then, it submits a demand to the Senate of the University of Sarajevo to forming a commission that will state whether the candidate fulfill general conditions for obtaining doctorate in science and whether proposed theme of dissertation may be accepted as suitable for an independent scientific and research work. In the same demand the Academic Council of the Faculty proposes a president and the members of Commission respecting legal criteria. On the basis of the Faculty proposal, Senate of the University nominate a president and the members of the Commission from the second paragraph of this article informing the Faculty about this nominations.

Article 35

Procedure of the Commission in relation to the application should be considered as urgent. When estimating candidate's fulfilling general conditions for obtaining doctorate in science, Commission particularly state:

- whether the candidate has a scientific Master Degree from corresponding scientific field,
- whether the candidate has published scientific works from corresponding scientific field and when they were published.

When estimating feasibility of dissertation theme, Commission particularly state:

- whether the theme is, according to its provisional title and basic content indications and goal, sufficiently wide to be treated as adequate for an independent scientific research,
- whether there are needed conditions for realizing program of research that the candidate presents in proposed program.
Reports with corresponding proposals the Commission delivers to the Academic Council of the Faculty and the Council delivers those documents to the Senate of the University to verification.

Article 36

If accepting the candidate general conditions for obtaining doctorate in science and if proposed doctoral dissertation is found to be appropriate for elaboration through an independent scientific and research work, the Academic Council of the Faculty brings corresponding decision determining a mentor for offering adequate help and expert advices to the candidate while performing a work on dissertation. Mentor may be regular or associate professor who has published scientific works from scientific field dissertation is related to.

Article 37

If the Academic Council of the Faculty accepts the Commission's report rejecting the application because of the candidate's failing in fulfilling general conditions for obtaining a doctorate in science or because of estimating the proposed theme not acceptable, it will bring a decision on rejecting the application. The applicant has right to object to the Senate of the University within eight days from the day of the rejection receipt. Decision brought by the Senate of the University is final.

Article 38

Given the fact that the Commission couldn't decide to which scientific field proposed dissertation theme belongs or if it finds that the dissertation theme according to its elementary content and methodology enters into two or more scientific fields, i.e. that it has multidisciplinary character, it will propose to the Senate of the University to decide upon what faculty or scientific institution – member of the University, procedure for obtaining doctorate in science may be proceeded.

Article 39

Doctoral dissertation is submitted to the Faculty in fifteen copies. Dissertation should be written in Bosnian, Croat or Serbian language. All copies must have a resume in English language. Resume should have subject, methods and the main results of dissertation.
Article 40

Upon the receipt of dissertation, the Academic Council proposes to the Senate of the University the composition of the Commission for evaluation and dissertation defense having at least three members that are nominated in accordance to criteria determined by Law. President of the Commission for evaluation and dissertation defense may not be a professor or scientist performing a duty of a mentor.

Article 41

During the procedure of evaluating dissertation, Commission for evaluation and dissertation defense is obliged to review the dissertation and to submit the report with adequate propositions to the Academic Council within time determined during the nomination of the Commission. This term can't be longer than six months. At the proposition of the Commission, the Academic Council may accept dissertation, may return it to the candidate for changes or amendment, or reject it. In the case of accepting it, the Academic Council determines day, hour and the place of dissertation defense. In the case of returning it to the candidate for changes or amendment, the Academic Council will determine reasonable term by which the candidate should satisfy this demand. In very specific and justified cases previously approved term, at the candidate's demand, the Academic Council may extend for maximum next six months. Rejected dissertation cannot be submitted again for the purpose of obtaining doctorate in science.

Article 42

The notice on scheduled dissertation defense is announced on the notice board of the Faculty, University and daily newspapers. The notice from the previous paragraph contains: last and first name of the candidate, dissertation theme, place and time of defense, the information that the dissertation may be seen at certain time and place at the Faculty premises at latest ten days before defense and that it is possible to be present at the defense. Notice on the scheduled defense must be announced at latest thirty days before the fixed day of defense.

Article 43

Within the term from the previous article, dissertation has to be attainable to scientific and wider public. To this regard, a copy of dissertation must be exposed within suitable premises of the Faculty.
The interested persons must have possible review of dissertation along with all documentary amendments with the presence of the expert assistant from the Faculty. Those interested persons may address in written form their remarks, considerations, suggestions and questions to the Commission for the evaluation and dissertation defense at latest ten days before scheduled time of defense demanding Commission to inform the public during dissertation defense about their remarks, considerations, questions and suggestions.

Article 44

Dissertation defense is of public character. The President of the Commission chairs session of the Commission for the evaluation and dissertation defense. President of the Commission opens the session giving biography data of the candidate. A member of Commission appointed by President reads information about his previous scientific work and those proving his fulfilling conditions for dissertation defense. Another member of the Commission appointed by President reads a Report on the dissertation evaluation on which basis the Academic Council of the Faculty accepted dissertation, then a Decision on accepting dissertation and finally he informs about the names of the Commission members before whom the candidate defends dissertation.

Article 45

Upon completing actions from previous article, at the President demand, the candidate exposes in oral the subject, method and the main scientific results of dissertation. Candidate gives answers separately to all questions. President of the Commission informs the candidate about questions and remarks received by interested scientific and other persons providing they were important for discussion and stating all facts related to subject, application of methods and conclusions given by dissertation. At the candidate's demand, President of the Commission will allow the candidate to have the final words related to remarks the Commission members addressed to dissertation. Upon the final words of the candidate, President of the Commission announces the procedure of the dissertation defense closed and the Commission withdraws to confer on the defense results.

Article 46

While conferring Commission unanimously or by majority of votes decides that the candidate defended or not defended the dissertation. President of the Commission declares decision and concludes the procedure of dissertation defense.
Article 47

During defense, Minutes are taken and signed by all members of the Commission and recording secretary.

Article 48

Commission submits the Report on the course and results of defense to the Faculty Dean and he is to inform the same the Academic Council.

Article 49

Dean of the Faculty delivers a Decision of the Commission with Report and other documentation about defended dissertation to the Rector of the University for the purpose of the candidate’s promotion.

Article 50

Upon defense of doctoral dissertation and the promotion of the candidate, Faculty delivers a copy of doctoral dissertation to National and University Library and to all University libraries in Bosnia and Herzegovina. Resume of doctoral dissertation is published by the Official Herald of the University or by special University publication «Resume of doctoral dissertations» that have been defended at the institutions of the University in Sarajevo.

Article 51

Given the fact that upon the dissertation defense and promotion there was a suspicion that the dissertation was not an independent scientific work, an objection is to be submitted to the Lecturing-Scientific Council of the Faculty. The Senate of the University in Sarajevo, Scientific-research institution or interested individual, may submit objection to the Academic Council that the dissertation is not an independent work. The Academic Council forms a Commission composed of 3 to 5 members according to the criteria determined by this Rulebook with the task of verifying the foundation of suspicion related to the independence of dissertation elaboration.
Article 52

If the Commission finds the remark not founded it will give the notice to the Senate of the University and propose the suspension of further procedure. Decision of the Senate of the University is final.

Article 53

If the Commission confirms foundation of the suspicion that dissertation is not an independent scientific work it will submit the report to the Senate of the University with the proposal of bringing a decision on revoking doctorate in science. If the Senate of the University accepts the evaluation of the Commission, Rector of the University will inform about this the person whose doctorate is revoked and the Faculty. The Academic Council of the Faculty, at latest a month upon receiving the report from the previous paragraph, at the session with the presence of the person whose doctorate was denied, will consider the Commission's Report and objections the person had to the Report and then will bring adequate decision. The session of the Academic Council may be held without presence of the person whose doctorate has been denied if he fails in excusing his absence in due time. The Academic Council of the Faculty may, by two-thirds majority of votes among professors and assistants with doctoral degree, stipulate proposal on revoking doctorate in science. Proposal from previous paragraph a Dean of the Faculty delivers to the University for further procedure.

4. Scientific and research work

Article 54

Scientific and research work at the Faculty is organized with purpose of improving scientific value of disciplines that are being lectured within graduate and postgraduate studies. Scientific and research work from the previous paragraph are realized by teachers and assistants within their working duties in accordance to general acts and individual Work Contracts. Students take participation to scientific and research work in accordance to curriculum and program.
5. Specific forms of education

Article 55

Within regular activities, Faculty may organize permanent or occasional forms of expert advanced studies and permanent education.

Article 56

Expert advanced study from the previous article is realized according to the plans and programs adopted by council of the corresponding organizational unit along with the agreement of the Academic Council. Faculty issues appropriate diploma on the attendance and successfully completed form of education.

6. Business School

Article 57

Business School, as an organizational unit, organizes forms of expert advanced study for the purposes of business processes in accordance to article 56. Appropriate diploma is issued on attendance and successfully completed form of education.

Article 58

A Director of the Business School manages Business School. Council of Business School is an expert body of the School.

Article 59

Specific Provisions related to the work of the Business School are determined by separate general act brought by Managing Board of the Faculty at Dean’s proposal.

7. Institute of the Faculty

Article 60

Scientific, research and expert work is organized through Institute of the Faculty, as an organizational unit, including particularly the following affairs:
elaboration of studies and scientific and research projects,
elaboration of programs, expertise and opinions,
consultant activities.

Article 61

Director of the Institutes manages the Institute.
Council of Institute is the expert body.

Article 62

Specific provisions related to the work of the Institute are determined by separate act brought by Managing Board of the Faculty at Dean's proposal.

8. Center for Management and Information Technologies (MIT Center)

Article 63

Organizational unit MIT Center:
- Offers infrastructure services for the overall process of the work at the Faculty within the range of information technologies
- Works out studies, general design and integral information systems,
- Works out elaborates, educational programs and expertise from the field of management and information technologies.

Article 64

Director manages the work of MIT Center.
Council of MIT Center is an expert body.

Article 65

Specific provisions related to the work of MIT Center are determined by separate act brought by Managing Board at Dean's proposal.
9. Publishing activities

Article 66

Publishing activities are organized within Faculty for the purpose of issuing adequate literature necessary for scientific, pedagogy and research work. Faculty issues a Collection of the Works of the Faculty of Economics University in Sarajevo.

Article 67

Director manages the work of publishing activities. Publishing Council and Editor of publishing activities are expert body. Editor in Chief of all issues at the Faculty is Dean.

Article 68

Specific provisions related to the organization of Publishing activities at the Faculty, rights and obligations of unit heads, competencies of the Publishing Council, editorial staff, editor and editor in chief and other issues are regulated by special general act brought by Managing board of the Faculty at Dean's proposal.

Article 69

IV Expert departments of the Faculty

Expert departments of the Faculty perform all expert, administration and technical works for the purpose of realizing successful Faculty activities. Staff that is organizationally joined through expert departments realizes activities from the previous paragraph.

1. Department for the work with students
2. Department for lecturing
3. Department for Library
4. Department for economic and financial affairs
5. Department for legal and personal affairs
6. Department for general affairs

Article 70

Executive Director elects heads of Departments along with Dean's approval.
Article 71

Executive Director of the Faculty organizes and coordinates the work of expert departments. Pro Dean for lecturing, within his competencies, may give orders for the work of expert departments in charge for the work with students, lecturing and Library.

Article 72

Dean and Pro Dean, over Executive Director, or directly, give tasks to expert departments according to functional principle.

Article 73

Activities performed by expert departments may be transferred to some specialized organization on the contractual basis at Dean’s proposal and Managing Board decision.

V STUDENTS AND RULES OF STUDYING

1. Statutory issues

Article 74

Status of a student at the Faculty is obtained on the basis of enrollment of the corresponding year of study in accordance to Law, Rulebook of the University and this Rulebook.

Article 75

Repeated status of a student is obtained in accordance to this Rulebook and Rulebook of the University.

Article 76

Exams passed at other high school institutions in the country and abroad evaluated through classic mark or on the basis of granted credits according to the Rules of such Institution, are recognized to students in accordance to the Rulebook on validation and equivalence brought by the Managing Board of the Faculty.
2. Rights, duties and obligations

Article 77

By enrolling to the Faculty, student gets rights and undertakes obligations coming out from that Rulebook, other general and specific acts of the Faculty. Students have right to founding student associations and joining them in accordance to Law.

Article 78

Student is obliged to respect working and technological discipline determined by general acts of the Faculty and to adjust his attitude and behavior in accordance with habitual norms of academic comportment in relation to teachers and assistants so as other employees and students at the Faculty.

Article 79

Student has right and duty to be present to all forms of lecturing processes that are ongoing according to curriculum and programs.

Article 80

It the Faculty obligation to inform students at the beginning of the school year about the curriculum and programs of study, study regime, rights, duties and obligations of students and about all other relevant issues that are related to the process of studying at the Faculty.

Article 81

Dean, or according to his authorization Pro Dean for lecturing and scientific and research work (further on referred to as Pro Dean) brings decision on the realization of individual rights, duties and obligations of a student at the Faculty if not determined otherwise by some other legal rules.

Article 82

Student may enroll the next year of study along with maximum two non-passed exams. Student who transfers exams to the next year of study may not pass the exams from that year of study unless he passes the exams from the previous year of study.
Article 83

Student who repeats the year of study has right of passing exams within regular exam terms. Student who repeats the year of study may follow lecturing process from the subject he hasn't passed. Student has right to complete study according to the enrolled curriculum and programs within 8 years of study.

Article 84

Student of some other Faculty may enroll and continue study at this Faculty providing that he has passed at the previous Faculty at least two exams. Transfer and enrollment to the Faculty are done within terms that are related to the enrollment of students to the next year of study or repeated enrollment. Decision on transfer and enrollment, on the basis of written demand of a student, brings Dean or Pro Dean.

Article 85

During the study a student may change department or specialization of study. Dean brings decision on such demand. Enrollment to some other department or specialized study is done within terms that are related to repeated enrollment.

Article 86

Student who completed all obligations determined by Curriculum and program and Provisions of this Rulebook, gets corresponding diploma.

Article 87

Students who have excellent success (average mark 8,50) are getting praises in accordance to specific act of the Faculty. Dean brings decision on praises.

Article 88

Excellent students with an average mark of 8,50 have right to pass exams from the year they are enrolled to, at personal demand, before completing lecturing.
Dean or Pro Dean brings decision on approving the passing of exams from previous paragraph.

3. Discipline responsibility of students

Article 89

Because of violation of duties done by personal fault, student is personally liable in discipline and material sense. Violation of obligations, measures, procedure, bodies and other issues related to violation of obligations, are settled by the Rulebook on discipline responsibility of students brought by Managing Board.

Article 90

Light violation of discipline is considered:

- Indecent behavior at the Faculty;
- Producing of material damage to the Faculty or University facilities;
- Behavior that may jeopardize the image of students in general or certain students of the Faculty, teachers, assistants and other Faculty staff;
- Presence of students at lectures, exams and at the Faculty in alcohol conditions/ untidy and unfit for exam;
- Hindering of lectures and exams;
- Application for exams personally or on behalf of other students for the exam term in which, according to the Rules, student has no right.

For light violation of academic order and discipline a discipline measure «warning» or «public warning» may be delivered.

Article 91

Student is obliged to recompense material damage done deliberately or imprudently.

Article 92

Heavy violation of discipline is considered:
1. Correction of data in public document issued by the Faculty
2. Correction or adding of data into evidence kept by the Faculty
3. Unauthorized copying of copyright protected texts
4. Theft
5. Provoke of fight or participation to fight within Faculty premises, before the Faculty building, and provocation of disturbances at such places
6. Expression of national, religious, race and other intolerance
7. Disrespect of regulations related to protection at work
8. Initiation, giving or helping student to use alcohol or narcotics and consumption of those items within Faculty premises
9. Use of clandestine means at exams and passing of exams that is contrary to the regulation
10. Passing the exams instead of other
11. Carrying inn weapons and explosive means.

For heavy violation of the academic order and discipline a discipline measure of the expel from the Faculty in duration of 1 to 3 school year.

4. Testing of the students' knowledge

Article 93

Accepted knowledge and abilities of students are being tested through the following forms:

- Follow up and recording of the work results during the school year through tests and other forms
- Elaboration and evaluation of the seminar work
- Vacation praxis in the legal entities
- Final testing of knowledge
- Elaboration and defense of final seminar or diploma work.

Article 94

All forms of the knowledge testing are conducted in accordance to this Rulebook and decision of the Academic Council.

Final knowledge testing is done:
- In oral, or
- In written, or
- Written and oral.

It is subject teacher who determines manner of the knowledge testing and passing of exams.
Cathedra is authorized to unify manner of the knowledge testing at certain subjects and to cooperate with other cathedras in this procedure.
In the case of dispute, final Decision on the manner of the exam passing brings Pro Dean for lecturing.
On issues that are not determined by acts from previous paragraph, Decision will bring Dean or Pro Dean.
Subject teacher and assistant perform all forms of testing.
Defense of final seminar or diploma work is obligatory conducted by a teacher in accordance to article 93 of this Rulebook.
Subject teacher is responsible for the results of the knowledge testing.
Evidence is kept for all forms of lecturing and signed by Dean or Pro Dean.

Article 95

Students of the four years study during the study must complete 6 courses of English language. While enrolling to II and each next year of study, student is obliged to submit the certificate on the passed exam in English language composed of two courses. He cannot pass diploma exam without submitting certificate on the passed exams in English language composed of 6 courses.
Students of two years study during the study must complete 4 courses of English language. While enrolling II year of study they are obliged to submit the certificate on the passed exam in English language composed of two courses. They cannot defend final seminar work without the certificate on the passed exams in English language composed of 4 courses.

Article 96

Certificate on passing exam in English language from previous article, student obtains from verified institution with which the Faculty has concluded Contract on offering services according to determined program for English language at the Faculty of Economics.

Article 97

Contract on offering services concluded between Faculty of Economics and verified institution arranges manner of performing lectures, passing the exams, participation of the faculty in the costs, and other issues.

Article 98

Students of III and IV year of study are obliged to work out one seminar work in each year of study from the subject personally selected.
Teacher who during the school year has more than 50 (fifty) applied seminar works may direct student to some other subject along with written explanation to the Pro Dean for lecturing.
Whereas student cannot apply seminar work to any teacher, Decision on the subject for seminar work brings Pro Dean for lecturing at the proposal of Student Department. Seminar work is defended before subject teacher or senior assistant and is graded as «successfully defended» or «not defended». Subject teacher signs certificate on defended seminar work.

Article 99

Result of the final knowledge testing of the student, including a negative grade, a teacher obligatory enters in the exam application form and in a student's booklet.

Article 100

Student may pass the exam before subject teacher at most three times.
The fourth and every next time student passes the exam before the commission.
Pro Dean for lecturing forms the commission.
Commission is composed of three teachers from the same or familiar subject.

Article 101

Student who is not satisfied with the exam grade may within 24 hours from the day of the exam submit a written demand for new knowledge testing before the commission nominated by Pro Dean for lecturing.
Pro Dean for lecturing, on the basis of the written demand of the candidate, during next 48 hours, forms a commission of three members out of whom one is a subject teacher.
If it is related to written part of the exam, commission from the previous paragraph verifies written work and if it estimates that the student satisfied, then the student is obliged to pass the oral part of the exam before the commission.
President of the commission in these cases may not be subject teacher.

Article 102

Student is obliged, during VIII semester, to select subject and to propose diploma work theme to subject teacher.
Student elaborates diploma work under the mentorship of the subject teacher.
Teacher has right to propose to student other theme.
Teacher who has during current school year accepted more than 20 diploma works may direct student to some other subject for his diploma work along with written information to Pro Dean for lecturing.

Student has right to defense diploma work providing that he has passed all exams according to curriculum and has satisfied other obligatory forms of the knowledge testing.

Diploma work is defended before the commission formed by Pro Dean for lecturing and is composed of subject teacher and two teachers from the same or familiar scientific discipline.

5. Students – advanced university students

Article 103

Student who verified last semester of study obtains a status of – advanced university student. This status lasts two next consecutive semesters for the four year and two year students.

6. Stay of student status

Article 104

Status of student stays during military service, maternity leave, in the case of heavy disease of the family member the student is obliged to take care of according to Law. At the explained demand of a student, Dean may out of exceptionally justified reasons permit for certain time a stay of the student status and at maximum an academic year. Upon the expiration of the stay, student continues study and has rights and obligations as before bringing decision on the stay of student status.

7. Cessation of the student's status

Article 105

Status of a student ceases:

1. by graduation at the corresponding degree of study,
2. by withdrawal from the Faculty
3. by the expel from the Faculty because of heavy violation of discipline obligations
4. by no repetition of enrollment of the school year in which he didn't satisfy all conditions
5. by no enrollment to the next school year although all needed preconditions were satisfied
6. in other cases that are strictly anticipated by Law.
8. Student organization

**Article 106**

Bodies of the Faculty cooperate with student organizations on issues related to studying and activities in relation to studies.

**VI TEACHERS AND ASSISTANTS**

**Article 107**

Teacher is selected for lecturing subject or narrow scientific field. If the teacher is selected for scientific field, decision of the Academic Council will determine subject or subjects he will perform lecturing activities.

**Article 108**

Teachers of general subjects may be promoted to the rank of lecturer if the Faculty is not principal high school institution for such subject.

**Conditions for the selection and procedure of selection of teachers and assistants**

**Article 109**

Assistants are selected to the rank of assistants and senior assistants. Assistant may be a person who graduated at the Faculty of Economics and for not principal subjects other familiar Faculty and persons who have an average of grade 8,00 in every subject and the average grade 8,50 from the cathedra subjects.

Senior assistant may be a person that has scientific degree of a master of the economic science or master degree for the subject that is not principal at the Faculty.

Assistants are selected for lecturing subject or scientific field. Besides conditions defined by this article for the selection of assistants and senior assistants determined by this Rulebook, Academic Council may introduce additional conditions for selection.
Article 110

Additional conditions for the selection of assistants and senior assistants are:

- Experience in performing functions of a demonstrator during graduate study
- Published works in domestic and foreign professional magazines
- Participation to scientific and research projects
- Knowledge of foreign languages
- Computer skill
- Diploma work: grade and connection with the subject the selection is related to
- Evaluation of the quality of work and rank of assistant (for senior assistant).

Article 111

Teachers have the following obligations in performing lectures:

- Regular performing of lectures according to curriculum, program and lectures time table
- Organization of scientific and research work from own field
- To work out curriculum of the subject they are selected for and to develop it with regard to content and expert literature
- To organize exams regularly and according to time table so as other forms of the knowledge testing of students and to respect program of obligatory literature
- Regular organization of consultations with students according to scheduled time table
- To provide adequate elementary book for the subject
- To perform other activities determined by Law, general acts of the University, this Rulebook and other general act.

It is obligatory for a teacher to participate in the realization of activities of other organizational units of the Faculty.

Article 112

Faculty is obliged to select senior assistant or assistant to work with the teacher being 55 years old who performs lecturing on expert subject.
Article 113

Assistants have obligations:

- To perform lecturing activities regularly according to curriculum, program and time table at the subject they are selected (exercises, consultations, seminar and other forms of work)
- To participate in the knowledge testing according to this Rulebook
- To participate to scientific and research work in the country and abroad in the function of lecturing and improvement of knowledge
- Participation to specific scientific and research projects led by the Faculty or organizational units of the Faculty
- To fulfill conditions for selection into higher rank in due time
- To work respecting instructions of subject teacher.

Article 114

Conditions for selection of teachers and assistants of the Faculty are determined by Law and by general act of the University and this Rulebook.
Procedure of selection of teachers and senior assistants is performed in accordance to Law and general act of the University and for assistants in accordance to general act brought by Managing Board at the proposal of the Academic Council.

Article 115

Teachers and assistants are selected through open competition into lecturing or assistant rank.
Upon selection into adequate rank according to an open competition, teacher, or assistant, makes a Work Contract with the University to limited or unlimited time within 90 days. Work Contract, besides general, must contain specific obligation of each teacher and assistant related to lecturing, educational, scientific and other issues and activities.

Article 116

Before final selection, candidate for the selection into a rank of a lecturer and a docent, or into higher rank, is obliged to give the access lecture if he has not performed lecturing before.
Article 117

For certain subjects Faculty may engage demonstrators. Demonstrator may be a student of the same or higher year that passed the very subject with the minimal grade 9.00 and has an average grade 8.00 from other subjects. Dean brings decision on engagement of a demonstrator.

Article 118

In the case of the absence of the teachers from the Faculty, lecturing and exams are entrusted to a teacher of narrow scientific field of the same or familiar subject according to the decision of Academic Council. If in the case of previous paragraph there is no teacher from the same or familiar subject, Faculty will engage teachers from other high school institution to perform lecturing, exams and other forms of the knowledge testing from that subject during the presence of the said circumstances. Academic Council of the Faculty does verification of a teacher from paragraph 2 of this article.

Article 119

Working status ceases for teachers, except full professors, senior assistants and assistants who are not selected into the same or higher rank under conditions determined by Labor Law and Law on High Education.

Article 120

For the purpose of informing students about certain scientific achievements, development of social and economic relations and application of scientific results in practice, Faculty may invite teachers from other high school institutions, scientists and experts from practice to give certain number of lectures.

Article 121

At the end of every semester Faculty organizes students evaluation of teachers and Academic Council determines assistants work according to the method that guarantees anonymity and that. Results of the questionnaire for every teacher and assistant are delivered to them respectively, to Dean and Pro Dean and to head of the corresponding Cathedra.
Result of the questionnaire is presented to cathedras and then to Academic Council to discussion. On the basis of results and conclusions of the Academic Council, Dean and Pro Dean bring necessary measures for improving lecturing process.

VII BODIES OF THE FACULTY

Managing Board

Article 122

Managing Board is a managing body of the Faculty.

Article 123

Managing Board has a president and four members. President and members of the Managing Board are nominated and suspended by the Government of the Sarajevo Canton.

Article 124

Managing Board is elected to four years period.

Article 125

Managing Board of the Faculty:

- brings Rulebook of the Faculty on the basis of the agreement from the Ministry of education, science and information,
- makes decision on relations of the Faculty towards the founder,
- is responsible to the founder for the results of work of the Faculty,
- adopts plans and programs of work and development,
- select and suspend Dean, Pro Dean and Executive director,
- adopt financial report, periodical and annual balances,
- enacts legal acts that are not within Dean's powers,
- directs, controls and evaluate the work of Dean,
- submits to the founder annual report of work and financial management of the Faculty
- makes decision, as an appellate body, on the employees objections to certain acts on rights, obligations and responsibilities coming out from labor relations,
- makes decision on expenditure and transfer of authorizations to Dean and other persons depending on the needs,
- makes decision on other issues that are by Law in the range of its competencies.
Article 126

Book of regulations settles the manner of work and decision making of the Managing Board.

SUPERVISORY BOARD

Article 127

Faculty has Supervisory Board composed of president and two members. The Founder selects and suspends president and the members of Supervisory Board. Supervisory Board is elected for four years period.

Article 128

Supervisory Board:

- at least once in six months analyses reports on the Faculty operations
- reviews annual report on the operations and annual balance,
- at least once in six months reviews and checks regularity and legacy in keeping business books of the Faculty,
- reports to the founder, Managing Board and Dean about the work results.

Supervisory Board adopts expertise and attitude by majority of votes out of the total number of members.
Supervisory Board brings Books of regulations related the organization of its work.

MANAGEMENT BODIES

Article 129

Dean is managing the Faculty.

Article 130

Managing Board selects and suspends Dean according to the procedure determined by law.
Article 131

Besides conditions determined by law, special conditions for the selection of the Faculty Dean are:

- to be a full or associate professor
- to have labor relation at Faculty based on unlimited time and with full office hours.

Article 132

Selection of a Dean is done on the basis of an open competition. Dean is selected to two years period with possibility of one consecutive nomination.

Article 133

Dean of the Faculty:

- represents Faculty
- organizes and manages the work and operations of the Faculty
- organizes and coordinates lecturing and scientific process within the Faculty performing all necessary activities and procedures in this regard,
- follows up and coordinates the work of cathedras,
- nominates and suspends directors of the organizational units and Coordinators of Dislocated lecture
- coordinates the work, gives directions and instructions to the Heads of the organizational units of the Faculty,
- proposes to the Managing Board:
  - nomination of Pro Dean and Executive director of the Faculty
  - periodical and annual balances
  - plans and programs of work and development
  - legal acts within Managing Board competencies,
- submits to Managing Board reports of work and Faculty operations
- gives orders for the realization of the financial plan,
- takes care of the legacy of work and suspends the realization of general and individual acts that are contrary to the law, this Rulebook and other general acts,
- performs other activities that are coming out of the function,
- makes decision on individual rights, obligations and responsibilities of teachers and assistants in first degree,
- forms permanent and temporary bodies.
Article 134

Persons with special authorizations and responsibilities are:

- Dean
- Pro Dean
- Executive director
- Directors of organizational units

Article 135

Dean may form Board of Dean as an advisory body.
Board is composed of Dean, Pro Dean, Executive director and directors of organizational units.
Dean, or Board of Dean is having meetings with Chiefs of Cathedras or with other teachers and assistants when necessary.

Article 136

Faculty has Center for international cooperation.
Dean as a general staff function of Dean forms center for international cooperation.
The task of the Center is to establish, develop and improve cooperation of the Faculty in Sarajevo with all relevant international institutions and individuals within all activities of the Faculty.

Article 137

Pro Dean for lecturing and scientific and research work:

- initiates activities and procedures for the realization of lecturing and scientific process,
- manages lecturing process of graduate and postgraduate study,
- manages the work of lecturing offices, library and work with students within the realization of the lecturing process function,
- participates in the preparation of the Academic Council sessions,
- coordinates the work of cathedras in the purpose of successful performing of the lecturing process,
- makes decision on rights, obligations and responsibilities of students,
- participates in the preparation of legal acts connected to lecturing process,
- proposes measures for implementation of adopted plans related to library and publishing activities and for the work with students, coordinates work of the Council of years,
- manages the work of the Academic Council in the absence of Dean,
- performs other necessary activities,
- is responsible for credibility and legacy of the undertaken actions and proposed acts within his competencies.

Special chief may be nominated for the organization of the lecturing process of the postgraduate study.

Article 138

Conditions for the selection of Pro Dean:

- teacher with minimum rank of a docent
- labor relations with Faculty to unlimited time and full office hours.

Article 139

Managing Board of the Faculty nominates Pro Dean at the Dean's proposal.

Article 140

Executive director of the Faculty:

- runs the work of professional services of the Faculty,
- selects chiefs of professional services with Dean's agreement,
- coordinates the work of the chiefs of professional services, gives instructions, directions and orders within those conditions that are not within Pro Dean competencies, provides working conditions for the work of all services,
- makes decision on individual rights, obligations and responsibilities in the range of labor relations of the professional services staff in first degree
- prepares and takes care about the realization of acts and decisions that realize material and financial operations of the Faculty
- prepares reports of work and operations
- performs other activities at Dean's authorization
- is responsible for legacy and suitability of undertaken actions and proposed acts within his competencies.
Article 141

Conditions for the selection of Executive director:

- graduate economist in labor relations with Faculty with full office hours,
- organizational abilities and management knowledge.

Article 142

Managing Board nominates Executive director at Dean's proposal.

Article 143

Chief of organizational units of the Faculty:

- runs the work of that unit,
- represents organizational unit,
- negotiates about conclusion of contracts,
- takes care about the realization of projects and other activities within the range of organizational unit affairs,
- concludes contracts within his competencies if not otherwise decided by Dean,
- takes care about the preparation and realization of concluded contracts,
- submits the report of work and of organizational unit results to Dean,
- is responsible for legacy and suitability of undertaken and proposed acts within his competencies.

Article 144

Coordinator for lecturing outside the Faculty seat:

- follows up the continuity of the dislocated lecturing realization
- cooperates with Dean, Pro dean and Executive director in making decisions and surveys realization of those decisions,
- participates in the preparation and realization of material and financial needs of lecturing outside the Faculty seat
- coordinates the work with corresponding municipality and Canton bodies for the purpose of providing continuous lecturing process in accordance to contractual arrangements,
- submits periodical and annual reports,
- performs other activities within his domain.

VIII FACULTY BODIES

1. Academic Board

Article 145

Academic Board is a scientific and expert body of the Faculty. Academic Board is composed of teachers, three representatives of senior assistants and two representatives of assistants in labor relations of limited or unlimited time and full or part time office hours. Representatives of senior assistants and assistants to the Academic Council are selected by majority of votes of senior assistants and assistants. Representatives of senior assistants and assistants are elected to two years period.

Article 146

Academic Council performs following activities:

- Proposes to Managing Board candidate for nomination to Dean function,
- Proposes curriculum and lecturing programs of graduate and postgraduate study to the Senate of the University in Sarajevo,
- Follows up the implementation of curriculum and lecturing programs,
- Brings programs of scientific and research work and program of professional education in the function of graduate and postgraduate study,
- At least once a year discusses on scientific and research work,
- Regularly discusses on quality of performed lecturing and proposes measures and activities,
- Proposes criteria and manner of the knowledge testing of candidates who apply for enrollment at open competition,
- Determines program on obtaining professional degree of a specialist and science degree of a master,
- Forms commissions for the preparation of proposals for the selection of teachers and assistants according to open competition and makes selection of teachers and assistants,
- Selects representatives of Faculty into the Councils of organizational units and gives agreement for associate members of those Councils,
- Proposes to University to award rank of professor emeritus to retired professors,
- Makes decision on engagement of teachers, scientists, eminent experts from practice,
- Brings decisions on formation of cathedras and councils of organizational units within its competencies,
- Nominates Chiefs of Cathedras and secretary of Cathedra at the Cathedra proposal,
- Perform validation and equivalence of diplomas obtained abroad,
- Performs other activities in accordance to Law, general acts of University and this Rulebook.

Academic Council brings decisions, conclusions and attitudes.

Article 147

Book of regulations determines the manner of work and decision-making.

2. Cathedra

Article 148

Cathedra is a unit uniting more familiar subjects from curriculum and lecturing program and is responsible for their realization.
Academic Council in regard with dependence on the familiarity of subjects determines what lecturing subject belongs to corresponding Cathedra.
Teachers and assistants are included into corresponding cathedras.
Managing Board by special Decision decides about the name and number of cathedras at the Faculty.

Article 149

The task of the Cathedra is to:

- propose and analyze content of lecturing subjects,
- analyze and follow up lecturing process in general and obligatory within domain of subjects that are its part submitting the report to Pro Dean,
- take care about the improvement of lecturing, coordination of the content of lecturing between familiar subjects and manner of the knowledge testing,
- propose to Dean obligations for teachers and assistants for subjects belonging to cathedra for the next school year
- analyze work of teachers and assistants,
- organize and realize scientific and research work, propose measures for professional and scientific education of assistants and other staff,
- start initiatives for equipping cathedra with teachers and assistants and start initiative for the selection of teachers and assistants to higher ranks,
- propose to Dean possible members of the commission for the selection of teachers, assistants for subjects that belong to cathedra,
- perform other activities determined by this Rulebook, Book of regulations of the University and decisions of competent Faculty bodies.

Cathedra is obliged, at the end of each semester, to submit the report of the work to Dean and to Academic Council.

Article 150

Cathedra proposes to the Academic Council Chief and Deputy Chief out of full or associate professors and secretary of cathedra to two years period without limitation of number of mandate.

IX  VALIDATION AND EQUIVALENCE OF DIPLOMAS OBTAINED ABROAD

Article 151

Faculty does validation and equivalence of diplomas on completed education, professional and scientific degrees obtained abroad in accordance to Law. Faculty may, on the basis of the decision made by subject teacher, recognize the exam from other high school institution of the same level as the Faculty.

Procedure and manner of validation and equivalence, recognition of exams are more determined by special general act of the Faculty brought by Managing Board at the proposal of Academic Council.

X  THE MANNER OF COOPERATION WITH TRADE UNIONS

Article 152

Trade unions are informed about initiated procedures of determining responsibilities of workers, of the execution of development plans and annual program of work. Managing Board and other Faculty bodies are obliged to inform trade unions in due time about previously discussed and adopted general acts.
Article 153

Representatives of trade unions have right to be present at the sessions of Managing Board and other managing bodies and may give suggestions and present attitudes of their organization especially about issues related to realization of workers' rights, their material conditions and realization of provisions from Collective agreement.

XI DEFENSE, INFORMATION AND BUSINESS SECRET

Article 154

The employed at the Faculty in the case of the war or war danger have right and duty to proceed with work and to execute work obligations, to observe rules, obligations and responsibilities in accordance to Law and other regulations related to quoted situations. Rights, obligations and responsibilities of Managing Board, Dean and the employed within the range of defense are regulated by positive legal acts.

Article 155

Bodies of management and professional bodies have right and obligations to provide information of the employed, students and public in the measure and in the manner depending on the Faculty needs and possibilities. Bodies from the previous paragraph are obliged to provide free access to information that are in the possession of the Faculty in accordance to Law and this Rulebook. Dean brings decisions on specific issues that are the content of the information and on the manner of access to information.

Article 156

The employed at the Faculty are obliged to keep business and official secrets, data and documents that are by Law and other Faculty acts determined as such. Book of regulation on business secret brings Managing Board of the Faculty on the Dean's proposal.

XII FINANCING OF THE FACULTY

Article 157

Faculty gains funds from the budget and other sources.
Article 158

Faculty gains a part of funds for satisfying its needs and interests in the field of high education through budget, according to criteria and standards that are at the Ministry's proposal determined by Government.

Funds from previous paragraph provide:

- a part of gross salaries and compensations for teachers and assistants;
- a part of gross salaries for Common Services that provide normal work of the Faculty;
- a part of material costs;
- as part of the employed feeding;
- a part for the employed transport.

Article 159

Funds from previous article are provided from budget only for regular students whose enrollment was done in accordance to plan brought by the Government of the Sarajevo Canton.

Article 160

Faculty realizes income at the following ways:

- from students that personally finance their education,
- through scientific and research work,
- through offering intellectual, cultural services and material goods,
- from publishing activities,
- from copyrights and patents,
- from legacy, gifts and devise,
- other manners.

Article 161

Profit is gained in accordance to Collective agreement after the compensation of material and amortization costs and the employed salaries from the total income realized in the sense of article 3 of this Rulebook. Annual financial plan determines total income and expenditure of the Faculty. Financial plan from previous paragraph brings the Managing Board.
XIII  CODE OF BEHAVIOR

Article 162

Members of managing bodies, leadership and employed staff are obliged within their activities at the Faculty not to enter into relations that may have as a consequence creation of the conflict of interests, competition to the Faculty and its organizational units or creation of specific influence. 
Code of behavior adopts Managing Board of the Faculty.

XIV  PROCEDURE IN BRINGING RULES AND OTHER GENERAL ACTS

Article 163

Rules of the Faculty brings Managing Board of the Faculty by majority of votes on the basis of previously obtained agreement from the Ministry of education, science and information. Dean proposes rules of the Faculty.
During the procedure of bringing the rules, a discussion is organized within all organizational units of the Faculty and according to the Managing Board decision even outside the Faculty.

Article 164

Managing Board of the Faculty at the proposal of Dean brings other general acts within its competencies.

Article 165

Changes and amendment of Rules and other general acts are done in the manner and according to procedure predicted for it’s bringing. Bodies that enacted them give explanation of certain general acts.

Article 166

Rules and other normative acts are coming into force on the eight-day from the day of their announcement on the Faculty Notice Board if not determined otherwise by Law or other actual regulations.
XV TRANSITIONAL AND CLOSING PROVISIONS

Article 167

Integral part of this Rulebook are curriculum and program number 01-1-8/96 from January 15, 1997 being applied since 1995/96 with changes and amendment adopted on XIV regular session of the Managing Board of the Faculty from November 17, 1999, so as Lecturing plans for VII/1 degree - four years study and VI/1 degree – two years study adopted on 31. Session of the Academic Council held on September 18, 2001.

Article 168

On the day of the entering into force of this Rulebook, the Rules of the Faculty of Economics of the University in Sarajevo number 01-1-8/96 from January 15, 1997 cease to be valid. Other general acts of the Faculty will be adjusted within three months upon enacting this Rulebook.

Article 169

This Rulebook comes into force 8 days from the day of its announcement on the Faculty Notice Board providing previously obtained agreement from the side of founders.

Rulebook announced on
The Faculty Notice Board
February 20, 2002
Number:01-368/2002
Sarajevo, February 20, 2002

President of the Managing Board
Prof. Dr. Ismet Dautbašić