

514.

Pursuant to Article 23 paragraph 2 and Article 31 paragraph 2 of the Law on Higher Education (Official Gazette of Montenegro, 44/14), the Ministry of Education hereby issues the

RULEBOOK
ON MORE DETAILED CONDITIONS FOR THE ESTABLISHMENT,
PERFORMANCE OF ACTIVITIES, LICENSING PROCEDURE AND THE MANNER
OF KEEPING A REGISTER OF HIGHER EDUCATION INSTITUTIONS

Contents of the Rulebook

Article 1

This Rulebook shall lay down more detailed conditions for the establishment and performance of activities of higher education institutions in terms of premises, teaching materials, equipment and other resources required for the performance of activities, conditions for unrestricted access for persons with disabilities, licensing procedure and the manner of keeping a Register of higher education institutions.

Premises

Article 2

Premises of a higher education institution (hereinafter: the premises) shall comprise land and building.

Land

Article 3

Land of an institution shall comprise:

- land on which a building of the institution has been built (hereinafter: the building);
- access roads, paths and other areas;
- sport facilities;
- commercial yard (space for fuel transportation, garbage disposal, storage of various materials, and similar).

Building

Article 4

As a rule, the building shall be an architectural and construction entity comprising one or several buildings adapted for the implementation of study programme and shall not be below the ground level.

The building shall meet technical regulations, standards and norms of quality, purpose and use in accordance with regulations on construction of structures.

The building shall be adapted for access and movement of persons with reduced mobility and disabled persons in accordance with regulation governing the conditions and the manner of

adaptation of buildings to enable access and movement of persons with reduced mobility and disabled persons.

Facilities of Institution within Business or Residential Building

Article 5

Facilities of institution located within a business or residential building shall be functionally connected into a whole which meets the norms and standards in terms of quality, purpose and safe use and shall be separated from the space used by other users of the business or residential building.

Lighting and Heating

Article 6

The building shall use both natural and artificial lighting.

Facilities within the building intended for the implementation of study programme shall have enough daylight, while the area of all windows in a room shall be equivalent to minimum $\frac{1}{4}$ of floor area of the room.

Artificial lighting in the building shall be:

- 150 lux in teaching facilities;
- 300 lux in laboratories and other facilities for practical teaching where precise work is required;
- 120 lux in sport facilities;
- 60 lux on staircases and in sanitary rooms;
- 30 lux in corridors and other rooms.

Light sources in the building shall be evenly spaced.

Heating within the building shall correspond to the temperature of minimum 18°C, and if the temperature in the building reaches more than 32°C cooling system is required.

Facilities

Article 7

The building shall have facilities for:

- 1) theoretical and practical teaching and research, or art work;
- 2) library and reading room;
- 3) computer lab;
- 4) extracurricular activities of students;
- 5) teaching, administrative and technical staff.

Teaching Facilities

Article 8

Facilities for theoretical and practical teaching shall meet specific conditions for the implementation of study programme in terms of size, equipment and other conditions in accordance with this Rulebook.

Facilities referred to in paragraph 1 of this Article shall have a sufficient number of seats for all students in groups formed in accordance with a special regulation governing norms and standards for financing public higher education institutions and students at higher education institutions.

Facilities for Theoretical Teaching

Article 9

Minimum area of facilities for theoretical teaching (classrooms, amphitheatres, lecture halls, etc.) per student shall be 1.25 m², or 0.50 m² in case of fixed desks.

Facilities for Practical Teaching

Article 10

Minimum area of facilities for practical teaching (laboratory, atelier, studio, etc.) per student shall be determined as follows, for:

- art and sport - 5m²;
- medical sciences - 4 m²;
- natural, technical and biotechnical sciences - 3 m²;
- social sciences and humanities - 1.25 m².

Special Areas

Article 11

Facilities referred to in Articles 7, 8 and 9 of this Rulebook shall have areas providing unrestricted access and stay of persons with disabilities, namely minimum:

- two in facilities with up to 30 seats;
- three in facilities with 30 to 80 seats;
- five in facilities with 81 to 300 seats.

Library

Article 12

A library shall have adequate space to accommodate library holdings (textbooks, additional literature, dictionaries, handbooks, encyclopaedias, science or professional journals, publications, master and doctoral theses, professional or science papers relevant for study programme) with the area of minimum 60 m², as well as adequate reading facilities having at least the same area, including an organised book holdings suited for study programmes and number of students, and an updated subject and author catalogue, in line with special regulations governing library activities.

Reading facilities referred to in paragraph 1 of this Article shall have adequate space to accommodate at least 10% of total number of students attending the institution.

Library shall have mandatory readings for individual courses available for minimum 10% of students.

Library shall offer at least five copies of each textbook for a study programme for which the license is sought, as a rule, both in print and in electronic format, as well as an adequate number of additional library resources (books, professional and scientific journals and publications, etc.) from areas relevant for that study programme.

A student shall have an access password and instructions for the use of library holdings as well as computer and technical resources available at library and reading room premises.

Library shall have an online public access catalogue of materials, information on direct access to digital libraries and scientific databases and minimum two computers for the purpose of insight into the entire library holdings available.

Computer Lab

Article 13

A computer lab shall have minimum 1.2 m² of useful area per one seat at computer, with minimum 20 computers with available internet access, yet it cannot have less than one computer per 20 students.

Extracurricular Activities of Students

Article 14

An institution shall have facilities for extracurricular activities of students (sport and recreation, cultural, etc.) and work of student organisations.

Facilities for Academic and Other Staff

Article 15

An institution shall have a sufficient number of facilities for academic staff.

An institution shall have facilities for the work of student affairs office and financial and accounting department.

Facilities for student affairs office shall have the area of minimum 10 m² per one employee, i.e. 5 m² per one employee of financial and accounting department.

Teaching Materials and Equipment

Article 16

An institution shall have teaching materials, equipment and other resources required for the performance of activities in line with curriculum of a study programme implemented and the planned learning outcomes.

Application for Licensing

Article 17

Licensing procedure shall be initiated by an institution by means of filing an application.

Along with the application referred to in paragraph 1 of this Article, the institution shall provide:

- act on establishment;
- certified copy of accreditation certificate;
- information on study programme;
- evidence on provided adequate premises, teaching materials, equipment and other resources required for the performance of activities, in line with this Rulebook;
- evidence on provided academic staff in line with Article 23 paragraph 1 items 4 and 5 of Law on Higher Education (employment agreements, decisions on conferring titles, etc.);
- evidence on provided funds for financing study programme, in line with Article 23 paragraph 1 item 6 and Article 26 of the Law on Higher Education;
- evidence on provided hygienic and technical conditions in line with special regulations.

Evidence from paragraph 1 indent 4 of this Article, refer to all authentic documents on ownership or lease.

If the premises are a subject of a sale and purchase agreement, in addition to application the license applicant shall submit a decision of a competent body on recording ownership rights over the real property.

If an institution provides a lease agreement as evidence on provided premises, it shall be concluded for a period of minimum three years and certified by a notary public.

In addition to application for license, i.e. license amendment, an institution shall submit completed forms defined by an administrative authority in charge of education affairs (hereinafter: the Ministry) and published on its website.

Application for Licence Amendment

Article 18

In addition application for licence amendment, in the event of making status changes or introducing new study programmes, an institution shall submit evidence referred to in Article 17 of this Rulebook.

In addition to application for licence amendment, in the event of changing seat, i.e. premises, or performing activities outside the seat, an institution shall submit evidence referred to in Article 17 paragraph 2 indents 1, 4 and 7 of this Rulebook.

Commission

Article 19

An institution's compliance with licensing conditions shall be determined by Licensing Commission (hereinafter: the Commission), formed by the Ministry.

The Commission shall have minimum three members, where at least one member is an expert in the area for which the licence is sought.

A more detailed composition of the Commission shall be determined by a decision on forming the Commission.

Work of the Commission

Article 20

The Commission shall determine institution's compliance with licensing conditions by reviewing the documentation delivered with application for licensing and by direct assessment of compliance with licensing conditions.

After completed review referred to in paragraph 1 of this Article the Commission shall prepare a report.

The Commission shall deliver report referred to in paragraph 2 of this Article with proposal for licensing, or proposal for rejecting the request, to the Ministry.

Deadline for Supplementing

Article 21

If an institution does not meet the prescribed licensing conditions, the founder shall fulfil those conditions within 30 days from the date of the Commission's notice.

If the founder fails to meet the prescribed conditions within the deadline referred to in paragraph 1 of this Article, the Commission shall propose the Ministry to reject the license application of the institution.

Decision on Licensing

Article 22

The Ministry shall render a decision on licensing an institution following the proposal of the Commission.

Register

Article 23

Register of Higher Education Institutions (hereinafter: the Register) shall be kept both in paper and electronic format and updated by a person authorized for keeping the Register.

Paper format Register shall be an A3 size hardcover book with numbered pages.

Electronic format Register shall be in the form of information table with numbered pages.

Contents of the Register

Article 24

The Register shall include:

- serial number;
- date of entry;
- name, seat and address of institution;
- change of name, seat and address of institution;

- name of study programme;
- name of founder, number and date and name of body which adopted the act on establishment;
- number and date of certificate on accreditation of study programme;
- organisational units;
- profile of a study programme (number of credits);
- academic year from which an institution started working;
- number and date of decision on conducting activity outside the seat;
- status changes;
- level of education and diplomas obtained at institution;
- maximum number of students to enter study programme;
- date and number of decision on licensing and number of Official Gazette of Montenegro in which the decision was published;
- date and number of decision on discontinuing a study programme, or an institution;
- date when an institution will stop enrolling students into the first year of studies;
- date and number of decision on termination of license validity and the number of Official Gazette of Montenegro in which the decision was published;
- section for notes;
- signature of person keeping the Register.

The internal page of the Register cover shall be signed by the minister in charge of education affairs and seal of the Ministry.

Manner of Making Entries

Article 25

One page of the Register book shall hold information for one institution.

A licensed institution shall be entered under one serial number, and information on the institution's performance of activities outside its seat shall be entered under special character of the same number.

Information shall be written in pen.

Correction of Entries

Article 26

Correction of information in the Register shall be conducted by crossing off the incorrect wording so that it remains legible, and writing the correct wording underneath adding the reason for correcting information in the "Note" section.

Deleting an institution from the Register shall be done by circling the serial number with red ink pen and diagonally crossing out sections containing information referred to in Article 24 of this Rulebook, adding the reason for deletion in the "Note" section.

Entries, and corrections, shall be signed by a person keeping the Register and certified with seal of the Ministry.

Entry into Force

Article 27

This Rulebook shall enter into force on the next day following that of its publication in the Official Gazette of Montenegro.

Number: 01-1646

Podgorica, 28 April 2015

Minister,
MSc Predrag Bošković, m.p.