**RULES ON THE ORGANISATION OF THE STUDIES IN THE ELECTIVE SUBJECTS AT THE FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION**

**The accompanying rules were adopted by virtue of resolution of the Faculty Council of the Faculty of Economics and Business Administration, Minutes No 4/2 April 2020 and updated by virtue of Minutes No 5/26 April 2021. They enter into force as of the academic 2021 / 2022**

**EDUCATION DEGREE "BACHELOR"**

1. The elective subject’s campaign in the education degree "Bachelor" for the winter semester is carried out in September using the Student Information Management System (SIMS). The students subscribe for the desired subjects between 15th and 30th September. Un-subscribing from an elective subject is allowed by 10th October by filing a request to the Dean of the Faculty of Economics and Business Administration. Subjects remaining subscribed after the deadline set, become compulsory for the student and they are included in the exam protocols thereon. The choice of the student regarding elective subjects is not possible to be revised during the semester.
2. The elective subject’s campaign in the education degree "Bachelor" for the summer semester is carried out in February using the Student Information Management System (SIMS). The students subscribe for the desired subjects between 1st and 15th February. Un-subscribing from an electable subject is allowed by 1st March by filing a request to the Dean of the Faculty of Economics and Business Administration. Subjects remaining subscribed after the deadline set, become compulsory for the student and they are included in the exam protocols thereon. The choice of the student regarding elective subjects is not possible to be revised during the semester.
3. Subjects with continuing studies during the two semesters are elected by the students for the entire academic year during the winter semester campaign. Un-subscription from such subjects is not allowed during or after the first semester.
4. During the full course of studies each student has the right up to three elective subjects which were not passed. Such subjects are unsubscribed ex-officio upon graduation if the student has the required number of credits from elective subjects as per the curriculum.
5. Studies in the elective subjects in education degree "Bachelor" are carried out if there are at least six students subscribed. Students are obliged to indicate in the Student Information Management System (SIMS) back-up subjects to which they are directed in case of insufficient number of students to proceed with the studies.
6. The students elect subjects only from those included in the curriculum of their major. All other subjects that the students would like to attend and pass an exam, are considered facultative. The marks from the facultative subjects are not included in the total result, they do not give additional credits and cannot be used to offset the credits from the compulsory and elective subjects.
7. Studies in the elective subjects are carried out in one group and one elective subject may be offered only to the students in one course, as set out in the educational plan. A list of the elective subjects by majors in accordance with the current educational plan is published on the website of the Faculty of Economics and Business Administration before the start of each campaign.
8. Brief description of the content of the course, the language in which it is taught, the requirements of the lecturers are included in the Student Information Management System (SIMS) regarding all elective subjects and the curricula are also enclosed. Evaluation on all elective subjects is based on current marks.
9. Officers in charge of Bachelor degree programmes inform the students as to the beginning of the campaign, the current list of the elective subjects and they keep in touch with the students if any questions arise. The students are notified as to any imposed restrictions attached to the elective subjects, as well as their choice regarding elective subjects is not possible to be revised during the semester.
10. The Deputy Dean for Education offers a change in the lecturers' teams based on the students enrolled in the elective subjects after 10th October and 1st March each academic year, which is not subject to revision during the winter and summer semester.
11. Language subject studies in an elective form are carried out in compliance with other rules.
12. The preparation and implementation of the elective subjects campaign are the responsibility of "Information activities" officer at the Faculty of Economics and Business Administration.

**EDUCATION DEGREE "MASTER"**

1. The elective subjects’ campaign in the education degree "Master" for the winter semester is carried out in October using the Student Information Management System (SIMS). The students subscribe for the desired subjects between 15th and 30th October. Subjects remaining subscribed after the deadline set, become compulsory for the student and they are included in the exam protocols thereon. The choice of the student regarding elective subjects is not possible to be revised during the semester.
2. The elective subjects’ campaign in the education degree "Master" for the summer semester is carried out in February/March using the Student Information Management System (SIMS). The students subscribe for the desired subjects between 20th February and 5th March. Subjects remaining subscribed after the deadline set, become compulsory for the student and they are included in the exam protocols thereon. The choice of the student regarding elective subjects is not possible to be revised during the semester.
3. During the full course of studies each student has the right up to two elective subjects which were not passed. Such subjects are unsubscribed ex-officio upon graduation if the student has the required number of credits from elective subjects as per the curriculum.
4. The students elect subjects only from those included in the curriculum of their Master's degree programme. All other subjects that the students would like to attend and pass an exam are considered facultative. The marks from the facultative subjects are not included in the total result, they do not give additional credits and cannot be used to offset the credits from the compulsory and elective subjects.
5. Brief description of the content of the course, the language in which it is taught, the requirements of the lecturers are included in the Student Information Management System (SIMS) regarding all elective subjects and the curricula which are available to the students are also enclosed.
6. Studies in the elective subjects are organised in one group.
7. The leading department in a specific master's degree programme may limit the elective subjects in the education degree "Master" by setting a minimum number of students enrolled to conduct classes.
8. At the beginning of the elective subjects’ campaign the students are informed of the limitations imposed, as well as that their choice is not subject to revision during the semester. In the Student Information Management System (SUSI) the students are obliged to indicate back-up subjects.
9. Subjects taught during the two semesters are elected by the students for the entire academic year. The students are not allowed to unsubscribe from them during or after the first semester.
10. The preparation and implementation of the elective subjects’campaign are the responsibility of "Information activities" officer at the Faculty of Economics and Business Administration.