

Pursuant to the Article 12, Paragraph 1, item 4, Article 59, Paragraph 2 and Article 69, Paragraph 2 of the Law on Higher Education ("Official Gazette of the Republic of Montenegro", No. 60/03 and "Official Gazette of Montenegro", No. 45/10), with opinion of the Council of Higher Education of Montenegro, the Government of Montenegro, at the session held on June 23rd 2011, passes the following

REGULATION
on Norms and Standards for Financing Public Higher Education Institutions
and Financing of Students at the Higher Education Institutions

Subject
Article 1

This Regulation determines norms and standards for financing of public higher education institutions (hereinafter: public institution) and students at this institutions, as well as financing students of those study programmes at private higher education institutions that have been determined as programmes of public interest.

Financing of Public Institutions and Students at those Institutions
Article 2

Public institutions shall obtain funds for realization of study programmes and financing of students, in accordance with the norms and standards determined in the Regulation herewith for undergraduate studies with scope of 180 to 360 ECTS and specialist studies, with the scope of 60 ECTS (hereinafter: studies) that are financed from the Budget of Montenegro (hereinafter: the Budget), as well as from other income generated through its own activities.

Study Groups
Article 3

Norms for the number of academic staff required for implementing a study programme at the public institution shall be determined in accordance with the number of study groups for lectures and practical classes.

The number of students in study groups shall be determined in accordance with study programme groups.

Defining study groups

Article 4

The number of students necessary for defining a study group for lectures, and/or practical classes shall be defined depending on the type of the study programme as follows:

- 120 students for lectures, and/or 60 students for practical classes at the study programmes in the fields of social sciences and humanities (law, economics, political sciences, philosophy, philology, etc.)
- 120 students for lectures, and/or 40 students for practical classes at the study programmes in the fields of natural and technical sciences (civil, mechanical, electrical engineering, transport, technology, metallurgy, architecture, environmental protection, mathematics and natural sciences, biotechnical sciences, physical education, informatics, etc.)
- 80 students for lectures, and/or 20 students for practical classes in preclinical subjects, five to ten students at clinical subjects for students studying in medical sciences (medicine, pharmacy, dentistry, veterinary, etc.)
- 15 students for lectures and/or five students for practical classes at the programmes in the field of arts.

The number of study groups

Article 5

The number of study groups for lectures and practical classes at a study programmes shall be determined in accordance with the number of newly enrolled students who are financed from the Budget.

The number of study groups for lectures and/or practical classes at a public institution at each year of study shall be determined by dividing the total number of students at a year with the number of students in a study group for lectures, and/or practical classes, as of Article 4 of this Regulation.

Exempt from the Paragraph 1 of this Article, if the Government of Montenegro (hereinafter: the Government) approves for a study programme admission of smaller number of students than stipulated under Paragraph 4 of this Article, the study group shall be formed out of all enrolled students at the programme.

If after the enforcement of the norm stipulated in Article 4 of this Regulation there remains certain number of students that is less than required for forming a study group, then it can be formed if the number is not below 70% of students necessary for lectures, and/or 50% necessary for practical study groups. This norm does not apply to first year of study.

Academic Staff

Article 6

Activities of the academic staff at a public institution financed from the Budget, in accordance with the study programme and statute, are:

- Preparation and delivering of theoretical teaching (hereinafter: lectures) and practical classes at undergraduate, specialist, master and doctoral studies, as well as any other teaching activities;
- Preparation and conducting examinations;
- Consultations with students;
- Performing other teaching activities that are defined in the study programme curriculum and public institution statute;
- Organisation of individual and collective scientific and/or artistic work with the students;
- Mentoring work with students;
- Participating in the work of the committee for approval, assessment and defence of master and/or doctoral theses;
- Participation in the development and upgrading curricula of the study programmes offered at the public institution;
- Monitoring and application of novelties in the area of teaching methods;
- Cooperation with teaching associates in performing all types of teaching and
- Taking part in the work of the scientific and teaching council and other expert bodies and committees at the public institution.

The Number of Employees

Article 7

The number of the public institution academic staff engaged for lectures and practical classes of compulsory subjects shall be defined as a ratio between the weekly quota of classes for the subject and number of study groups and prescribed weekly teaching hours of the academic staff.

Total Number of Employees

Article 8

Total number of academic staff necessary for lectures and/or practical classes shall be defined as a sum of the number of employees for all compulsory subjects at a study programme and for all years of the study programme duration.

The Number of Teaching Assistants

Article 9

The number of teaching assistants at a public institution, engaged for compulsory subject practical classes shall be defined as a ratio between the weekly quota of compulsory subject practical hours and number of study groups and prescribed weekly hours of teaching associate.

Total number of teaching associates for practical classes at each study programme shall be defined as a sum of number of employees at each compulsory subject at a study programme and all years of the study programme.

Technical Staff

Article 10

The number of technical staff at a public institution shall not exceed 15% of the total number of academic staff and teaching associates, in accordance with the public institution study programme.

Non-Academic Staff

Article 11

The number of non-academic staff at a public institution shall not exceed 20% of the total number of academic staff, teaching associates and technical staff.

Overheads and material costs

Article 12

Overheads and material costs of the public institution necessary for its activities shall encompass following expenses:

- Teaching (procurement of teaching material and stationery, journals and literature, inventory, work safety products, etc.);
- Professional development, seminars and business travels;
- Implementation of extracurricular activities;
- Electricity, heating and water expenses;
- Telephone, mail and internet services;
- Use of vehicles;
- Maintenance and
- other necessary purposes.

Expenses as of Paragraph 1 of this Article shall be reimbursed in the amount not exceeding 20% of the net income of employees at the public institution.

Other Costs
Article 13

Costs of other utilities (garbage disposal, sewage costs, etc.) as well as costs of payment operations and banking shall be reimbursed in the actual amount.

The Costs per Student at the Public Institution
Article 14

The costs per student at a public institution study programme shall be defined as a ratio of actual costs of the study programme, that shall be calculated in accordance with this Regulation, and number of students financed from the Budget.

The Costs of a Study Programme at the Public Institution
Article 15

The costs of a public institution study programme shall be determined as a product of the costs per student at a study programme, the number of students at a study year financed from the Budget and duration of the study programme.

The Costs per Student at a Private Higher Education Institution, at Study Programmes of Public Interest
Article 16

The costs per student at a private higher education institution, at study programmes of public interest shall be defined in the same amount as the costs per student at a public institution financed from the Budget, at the same study programme or within the group of study programmes distributed into study groups, in accordance with the Article 4 of this regulation.

Study programmes of public interest, the number of students and amount of financing the students at those private institution study programme shall be defined by the Government, with the opinion of the Council for Higher Education.

Financing Agreement
Article 17

Pursuant to the decision of the Government as of Article 16, Paragraph 2 of this Regulation, the public body competent for the finances shall enter into an agreement with the private institution, defining financing of students at the study programmes of public interest at the institution.

The agreement as of Paragraph 1 of this Article shall define rights and obligations of the public competent body in charge of finance and the private institution.

Entering into Force
Article 18

This Regulation shall enter into force on the eight day after being published in the “Official Gazette of Montenegro” and shall be implemented as of 1st January 2012.

Number:
Podgorica,

THE GOVERNMENT OF MONTENEGRO
President,
Dr Igor LUKŠIĆ