

REGULATIONS
on the Appeals Committee for Considering Appeals Regarding the Results of Entrance
Examinations for Applicants to Undergraduate Programs at the Faculty of Liberal Arts and
Sciences (FLAS)

1. General Provisions

1.1. These Regulations define the main objectives, composition, authority, and procedures of the Appeals Committee for reviewing appeals concerning the results of entrance examinations for applicants to undergraduate programs at the Faculty of Liberal Arts and Sciences (FLAS) (hereinafter referred to as the Regulations, the Admissions Committee, and FLAS/the Faculty).

1.2. The Appeals Committee of the Faculty is established to provide organizational support for handling appeals concerning the results of entrance examinations and additional creative and/or professional entrance tests, to ensure uniform evaluation standards, and to resolve disputes.

1.3. In its activities, the Appeals Committee is guided by the Law on Higher Education of Montenegro, local regulatory acts of the Faculty governing undergraduate admissions, and these Regulations.

1.4. The decision of the Appeals Committee is final and not subject to review.

1.5. The term of authority of the Appeals Committee is limited to the entrance examination period.

1.6. These Regulations and any amendments are approved by order of the Dean of the Faculty.

2. Composition of the Appeals Committee

2.1. The composition of the Appeals Committee is approved by order of the Dean no later than five working days before the start of the entrance examinations.

2.2. The Appeals Committee consists of:

2.2.1. the Chairperson;

2.2.2. the Deputy Chairperson;

2.2.3. members of the Appeals Committee.

2.3. The Committee is composed of the most experienced and qualified academic staff of the Faculty and/or co-founders. If necessary, administrative staff and employees from other organizations may also be included, with their consent.

2.4. The Chairperson (or in their absence, the Deputy Chairperson) organizes the work of the Committee, distributes responsibilities among members, and supervises the Committee's work.

3. Powers

3.1. The Appeals Committee is authorized to:

- receive and consider appeals from applicants regarding violations of the established entrance exam procedures and/or disagreement with their exam results, submitted in accordance with the Regulations on Appeals;

- determine whether the content, structure, and difficulty of entrance examination versions comply with the Faculty's educational standards;

- review exam assessments according to the criteria developed by the Examination Committee;

- make decisions on whether to revise or uphold the given score;

- inform the applicant about the final decision.

4. Appeal Procedure

4.1. Appeals are submitted by the applicant using remote technologies by uploading a scanned copy or photo of a signed appeal addressed to the Chairperson of the Appeals Committee via their Personal Account.

4.2. Appeals concerning violations of exam procedures must be submitted on the day of the exam.

4.3. Appeals regarding exam results must be submitted on the day results are announced or on the next working day. If submitted on a non-working day, the appeal is considered submitted on the following working day.

4.4. Appeals must be reviewed using remote technologies within three working days of submission.

4.5. The Committee members may request and discuss with the Chairperson, Deputy Chairperson, Examination Committee, or Admissions Committee members any necessary documents (exam programs, exam versions, exam protocols, results sheets, and other relevant documents).

4.6. Committee members must ensure timely and objective consideration of appeals.

4.7. Decisions are made by a simple majority vote and documented in a protocol signed by the Chairperson (or Deputy Chairperson in their absence).

4.8. Following the review, a decision is made to either revise the exam result or uphold the existing score.

4.9. The result of the appeal review is communicated to the applicant via a protocol uploaded to their Personal Account within three working days of submission.