

UNIVERSITY OF NOVI SAD
FACULTY OF PHILOSOPHY
No:02-349/1
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EXTRACTS FROM THE
STATUTE OF FACULTY OF PHILOSOPHY
UNIVERSITY OF NOVI SAD

All unnecessary omitted

1. LEGAL STATUS

Article 2.

Faculty of Philosophy was founded by The People's Assembly of the People's Republic of Serbia by the Law on Foundation of the Faculty of Philosophy and Faculty of Agriculture in Novi Sad ("Official Gazette P.R.S." number 36/54, 30th June 1954).

The Faculty performs its activities under the name *Univerzitet u Novom Sadu, Filozofski fakultet*.

In business correspondence, one could use the English name: *University of Novi Sad, Faculty of Philosophy*.

The Faculty Council will determine by their Decision the official translation of the Faculty's name into official languages used in Vojvodina.

The Founder of the Faculty is the Autonomous Province of Vojvodina.

Article 3.

The Faculty is a higher education institution, i.e. a higher education unit within the University of Novi Sad (hereinafter the University) with the status of a legal entity.

The seat of the Faculty is at no. 2 Dr Zoran Đinđić Street, Novi Sad.

Article 4.

The role of the Faculty is determined by the relevant laws, the University Statute, this Statute and other general acts.

The Faculty is registered in the court register of the Commercial Court of Novi Sad, registration sheet number 5-18.

The Faculty disposes with the means owned by the Founder and its own resources.

In legal transactions with third parties the Faculty acts on its own behalf and on behalf of the University when it disposes with the means owned by the Founder.

In legal transactions with third parties when it disposes with its own means, the Faculty acts on its own behalf.

Faculty Representation

Article 10.

The Dean, as the managing body of the Faculty, represents the Faculty in accordance with the law, the University Statute and this Statute.

When absent, the Dean is substituted by the Vice-Dean whom the Dean authorised in writing.

The Dean may transfer power to another person in written Decision.

The Dean is obliged to abide by the authorisation stipulated by the law, the University Statute, this Statute and to implement decisions of the management and professional bodies of the Faculty.

Article 11.

In performing its activities, the Faculty uses two stamps and a seal.

The stamp of the Faculty is round in shape and contains the coat of arms of the Republic of Serbia in the middle.

The text on the stamp is written in the Serbian language in Cyrillic script and it says: *Република Србија Аутономна Покрајина Војводина Универзитет у Новом Саду, Филозофски факултет* (Republic of Serbia Autonomous Province of Vojvodina University of Novi Sad, Faculty of Philosophy).

At the bottom of the stamp the seat of the Faculty is mentioned - Novi Sad.

The stamp is 32 mm in diameter.

The stamp referred to in paragraph 3 of this article is used for verification of official documents and other decision-making documents and documents that officially address other companies and individuals.

The 20 mm diameter stamp is also round in shape and contains the same text as the stamp referred to in paragraph 3 of this article and is used for student semester verification, the verification of Employment Record Books and Health Care Cards etc.

The stamps referred to in paragraphs 6 and 7 of this article can be made in several copies which are marked in Roman numerals, and that is only upon the Dean's Decision.

The shape and the text of the seal are to be further determined by the Dean's Decision.

Activities of the Faculty

Article 12.

The Faculty realises its basic activity in accordance with the classification of activities classified as:

- 8325 - Bachelor's degree, specialist, Master's degree and doctoral studies in the following scientific fields:
 - Serbian Language and Linguistics;
 - Serbian Language and Literature in national minority classes;
 - Serbian Literature and Language;
 - Comparative Literature;
 - Journalism;
 - Library Science;
 - English Language and Literature;
 - German Language and Literature;
 - Russian Language and Literature;
 - French Language and Literature;
 - Greek Language and Literature;
 - Hungarian Language and Literature;
 - Slovak Language and Literature;
 - Romanian Language and Literature;
 - Ruthenian Language and Literature;
 - History;
 - Pedagogy;
 - Psychology;
 - Sociology;
 - Philosophy;
 - Conducting teaching out of home departments and faculties, conducting professional examinations, constant and temporary forms of professional development, testing knowledge of the languages taught at the Faculty,

performing professional expertise and other professional activities within the range of its fields of activity.

- 73201-73202 - Basic, applied and developmental research in the fields mentioned in the previous line of this article, organisation of scientific conferences and seminars.
- 22110-22130 - Publishing of books, textbooks, technical and scientific publications.
- 52470 - Retail trade of books, newspapers and office supplies (forms).
- 74830 - Secretarial and translation activities.

2. ORGANISATION OF THE FACULTY

Article 22.

The Faculty decides on its internal organisation and the management of this Statute and other general acts, in accordance with the law and the University Statute.

Article 23.

The main organisational structure of the Faculty is:

1. Departments,
2. Centres,
3. the Library,
4. Expert Offices.

Article 24.

A department is an educational and scientific organisational unit of the Faculty within which at least one accredited programme is conducted.

A department might comprise the following subunits: divisions, language teaching centres, departmental libraries, centres, laboratories or some other units.

Article 25.

Faculty departments are:

1. Department of English Studies
Division for English Language and Literature
Language Teaching Centres
Research Division
Departmental Library
2. Department of German Studies
Division for German Language and Literature
Language Teaching Centres
Research Division
Departmental Library
3. Department of History
Division for History
Research Division
Departmental Library
4. Department of Comparative Literature
Division for Comparative Literature
Research Division
Departmental Library
5. Department of Media Studies

- Division for Journalism
Departmental Library
6. Department of Pedagogy
Division for Pedagogy
Research Division
Departmental Library
Pedagogical Centre
 7. Department of Psychology
Division for Psychology
Research Division
Departmental Library
Laboratory for Experimental Psychology
Centre for Applied Psychology
 8. Department of Romance Studies
Division for French Language and Literature
Language Teaching Centres
Research Division
Departmental Library
 9. Department of Romanian Studies
Division for Romanian Language and Literature
Language Teaching Centre
Research Division
Departmental Library
 10. Department of Ruthenian Studies
Division for Ruthenian Language and Literature
Language Teaching Centre
Research Division
Departmental Library
 11. Department of Slavic Studies
Division for Russian Language and Literature
Language Teaching Centres
Research Division
Departmental Library
 12. Department of Slovak Studies
Division for Slovak Language and Literature
Language Teaching Centres
Research Division
Departmental Library
 13. Department of Sociology
Division for Sociology
Research Division
Departmental Library
Centre for Sociology Research

14. Department of Serbian Language and Linguistics
 - Division for Serbian Language and Literature
 - Division for Serbian Language and Literature in national minority classes
 - Language Teaching Centre
 - Research Division
 - Departmental Library
 - Centre for Serbian as a Foreign Language
15. Department of Serbian Literature
 - Division for Serbian Literature
 - Research Division
 - Departmental Library
 - Centre for Folklore Research
16. Department of Philosophy
 - Division for Philosophy
 - Research Division
 - Departmental Library
17. Department of Hungarian Studies
 - Division for Hungarian Language and Literature
 - Language Teaching Centre
 - Research Division
 - Departmental Library

3. MANAGING BODY

Article 45.

The managing body of the Faculty is the Dean.

Article 46.

The dean of the Faculty is elected without competition, for the mandate period of three years with the possibility of prolonging the function for one more mandate period.

The Faculty Council elects and releases the Dean.

The Faculty has three vice-deans from the rank of professors: Vice-Dean for Education, Vice-Dean for International Relations and Science and Vice-Dean for Finances.

The Faculty also has a student vice-dean.

The candidate for the dean proposes the candidates for vice-deans from the rank of professors employed full-time at the Faculty.

4. PROFESSIONAL BODY

Scholarly and Teaching Council

Article 71.

Scholarly and Teaching Council is the professional body of the Faculty that decides on the questions of interest for teaching, scientific and research issues.

Scholarly and Teaching Council consists of the Departments' representatives from the rank of professors. The number of representatives per department is proportional to the number of the Department members.

Head of Department is the member of Scholarly and Teaching Council by their function, and the rest of the members are chosen proportionally to the total number of Department members applying the criterion 1:15.

Department representatives in the Scholarly and Teaching Council are chosen by the Department during Department meetings.

Dean and Vice-Deans are the members of the Scholarly and Teaching Council by their functions with the right to vote.

Student Vice-Dean is the member of the Scholarly and Teaching Council and has the right to vote on the matters of quality assurance of teaching, reform of study programmes, analysis of study efficiency and the determining the ECTS credits.

Article 72.

The mandate period of the members of the Scholarly and Teaching Council lasts for three years.

The president of the Scholarly and Teaching Council is the Dean, by function, and in the case of his/her absence, the president is one of the vice-deans whom the Dean authorised.

Article 73.

When the Scholarly and Teaching Council is to decide on the issues related to quality assurance of teaching, reform of study programmes, analysis of study efficiency and the determining the ECTS credits - the students make 20% of the Council members.

Student Parliament is obliged to deliver a list of students that will participate at the Council meeting referred to in paragraph 1.

The students who participate at the meeting referred to in paragraph 1 have the right to decide.

5. PROPERTY OF THE FACULTY

Article 148.

The property of the Faculty consists of:

1. the right to use the real-estate and other resources provided by the founder of the Faculty,
2. property rights on real-estate and other resources acquired by endowments, donations, gifts, or investment of its own revenues,
3. other movable properties acquired by Faculty's own revenues.

Real-estate and other funds provided by the founder are state-owned and can be utilized only for activities regulated by the law and cannot be alienated without the consent of the founder.

6. FINANCING OF THE FACULTY

Article 149.

The Faculty acquires funds for carrying out its activities in accordance with the law and the Statute.

Types of acquisition and gain of financial means are:

1. funds provided by the founder,
2. tuition fees,
3. donations, gifts and endowments,
4. funds for financing scientific research,
5. projects and contracts related to the conducting of teaching, research and consulting services,
6. remuneration for commercial and other services,
7. funds as a result of rights of the founder and the contracts with third parties,
8. other sources in accordance with the law.