



UNIVERSITETI / UNIVERSITY  
"ISA BOLETINI"  
MITROVICË

| Course Curriculum Model (Syllabus)                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                   |
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| Faculty:                                                                                                 | FACULTY OF MECHANICAL AND COMPUTER ENGINEERING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |
| Department:                                                                                              | Economic Engineering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                   |
| Level:                                                                                                   | Bachelor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |
| Code of the course:                                                                                      | 112EE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |
| Course:                                                                                                  | Entrepreneurship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                   |
| Course Status:                                                                                           | Elective (E)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Mandatory/Elective                |
| Semester:                                                                                                | Second (II) - S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Winter/Summer                     |
| Number of hours per week:                                                                                | 2+2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | According to the approved program |
| ECTS:                                                                                                    | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | According to the approved program |
| Time/location:                                                                                           | P-L03                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |
| Year of studies:                                                                                         | 2024/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |
| Lecturer:                                                                                                | Prof. Ass. Dr. Faruk Ahmeti                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                   |
| Assistant:                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                   |
| Contact details:                                                                                         | Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Assistant                         |
| Email:                                                                                                   | faruk.ahmeti@umib.net                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ----                              |
| Telephone:                                                                                               | ----                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ----                              |
|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                   |
| <b>C<br/>o<br/>u<br/>r<br/>s<br/>e<br/>d<br/>e<br/>s<br/>c<br/>r<br/>i<br/>p<br/>t<br/>i<br/>o<br/>n</b> | <p>This Entrepreneurship faculty course is designed to immerse participants in the dynamic and multifaceted world of entrepreneurship, offering a comprehensive exploration of the key principles, strategies, and skills essential for successful venture creation. Grounded in both theoretical foundations and practical applications, the course encompasses various facets of entrepreneurship, including opportunity recognition, business planning, financial management, marketing strategies, and the cultivation of an entrepreneurial mindset. Participants will engage in discussions on case studies, real-world examples, and interactive activities to deepen their understanding of the entrepreneurial process. Moreover, the course places a strong emphasis on fostering creativity, innovation, and adaptability, equipping participants with the resilience and resourcefulness crucial for navigating the challenges of entrepreneurship. By the course's conclusion, participants will not only possess a solid theoretical foundation in entrepreneurship but will also have honed practical skills, enabling them to conceptualize, launch, and manage successful entrepreneurial ventures.</p> |                                   |

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| <b>P<br/>u<br/>r<br/>p<br/>o<br/>s<br/>e<br/>(<br/>G<br/>o<br/>a<br/>l<br/>s)</b> | <p>The overarching goals of this Entrepreneurship course are to cultivate a holistic understanding and practical mastery of entrepreneurship. Participants will engage with fundamental concepts, theories, and strategies crucial for navigating the entrepreneurial landscape. The course aims to instill an entrepreneurial mindset, fostering creativity, innovation, and adaptability. Practical application of knowledge is emphasized, equipping participants with the skills to develop effective business models, financial management strategies, and marketing approaches. Recognizing the dynamic nature of entrepreneurship, the course focuses on opportunity recognition and the ability to make informed decisions about venture feasibility. Participants will also develop proficiency in ethical entrepreneurship, emphasizing responsible business practices and social responsibility. Additionally, the course aims to nurture resource management skills, covering financial acumen, human capital allocation, and strategic utilization of resources for sustainable growth. Through these goals, participants will emerge with a well-rounded entrepreneurial skill set, ready to conceptualize, launch, and manage successful ventures in a rapidly evolving business landscape.</p> |
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| <b>L<br/>e<br/>a<br/>r<br/>n<br/>i<br/>n<br/>g<br/>o<br/>u<br/>t<br/>c<br/>o<br/>m<br/>e<br/>s</b> | <p>Upon successful completion of the Entrepreneurship faculty course, participants will attain a comprehensive set of learning outcomes, equipping them for entrepreneurial success. These outcomes include:</p> <ul style="list-style-type: none"> <li>- Entrepreneurial Knowledge: Develop a robust understanding of fundamental entrepreneurial concepts, theories, and strategies.</li> <li>- Practical Application: Acquire the practical skills necessary for translating entrepreneurial knowledge into actionable plans, including business model development, financial management, and effective marketing.</li> <li>- Creative Thinking: Cultivate an entrepreneurial mindset characterized by creativity, innovation, and adaptability in the face of dynamic business challenges.</li> <li>- Opportunity Evaluation: Enhance the ability to recognize and evaluate entrepreneurial opportunities, making informed decisions about venture feasibility.</li> <li>- Strategic Business Planning: Develop proficiency in formulating strategic and comprehensive business plans that encompass critical aspects of entrepreneurial ventures.</li> <li>- Resource Management: Master effective resource management, including financial acuity, human capital allocation, and strategic utilization of resources for sustainable growth.</li> <li>- Ethical Decision-Making: Promote ethical considerations in entrepreneurship, fostering responsible business practices and social responsibility.</li> <li>- Networking and Collaboration: Cultivate networking and collaboration skills to foster connections within the entrepreneurial ecosystem, leveraging opportunities for mentorship, partnerships, and support.</li> <li>- Resilience: Develop resilience and adaptability to navigate the uncertainties and challenges inherent in entrepreneurial endeavors.</li> <li>- Venture Sustainability: Understand the factors contributing to the sustainability of entrepreneurial ventures, ensuring long-term success and growth.</li> </ul> <p>These learning outcomes collectively prepare participants for the dynamic and multifaceted entrepreneurial landscape, providing them with the knowledge, skills, and mindset essential for realizing entrepreneurial ambitions and contributing to the innovation and development of vibrant business enterprises.</p> |
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| <b>P<br/>r<br/>o<br/>g<br/>r<br/>a<br/>m</b>                                                                                     | <table> <tr> <th><b>Weeks</b></th><th><b>Lecture</b></th></tr> <tr> <td><b>First week:</b></td><td>Introduction to Entrepreneurship and Syllabus Review</td></tr> <tr> <td><b>Second week:</b></td><td>Theoretical foundations of closedness</td></tr> <tr> <td><b>Third week:</b></td><td>The impact structure of the universe</td></tr> <tr> <td><b>Fourth week:</b></td><td>Creativity and initiation of activity</td></tr> <tr> <td><b>Fifth week:</b></td><td>Business plan</td></tr> <tr> <td><b>Sixth week:</b></td><td>First evaluation test</td></tr> <tr> <td><b>Seventh week:</b></td><td>Function management</td></tr> <tr> <td><b>Eighth week:</b></td><td>Financing the attack</td></tr> <tr> <td><b>Ninth week:</b></td><td>Risk-capital and stoppage</td></tr> <tr> <td><b>Tenth week:</b></td><td>Measures and instruments for enterprise clothing</td></tr> <tr> <td><b>Eleventh week:</b></td><td>Entrepreneurship and closure in the family business</td></tr> <tr> <td><b>Twelfth week:</b></td><td>Innovations in order</td></tr> <tr> <td><b>Thirteenth week:</b></td><td>Entrepreneurship in the digital age – digitization of enterprises</td></tr> <tr> <td><b>Fourteenth week:</b></td><td>Presentation of the research project</td></tr> <tr> <td><b>Fifteenth week :</b></td><td>Second evaluation test</td></tr> </table> | <b>Weeks</b> | <b>Lecture</b> | <b>First week:</b> | Introduction to Entrepreneurship and Syllabus Review | <b>Second week:</b> | Theoretical foundations of closedness | <b>Third week:</b> | The impact structure of the universe | <b>Fourth week:</b> | Creativity and initiation of activity | <b>Fifth week:</b> | Business plan | <b>Sixth week:</b> | First evaluation test | <b>Seventh week:</b> | Function management | <b>Eighth week:</b> | Financing the attack | <b>Ninth week:</b> | Risk-capital and stoppage | <b>Tenth week:</b> | Measures and instruments for enterprise clothing | <b>Eleventh week:</b> | Entrepreneurship and closure in the family business | <b>Twelfth week:</b> | Innovations in order | <b>Thirteenth week:</b> | Entrepreneurship in the digital age – digitization of enterprises | <b>Fourteenth week:</b> | Presentation of the research project | <b>Fifteenth week :</b> | Second evaluation test |
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| <b>Weeks</b>                                                                                                                     | <b>Lecture</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>First week:</b>                                                                                                               | Introduction to Entrepreneurship and Syllabus Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Second week:</b>                                                                                                              | Theoretical foundations of closedness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Third week:</b>                                                                                                               | The impact structure of the universe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Fourth week:</b>                                                                                                              | Creativity and initiation of activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Fifth week:</b>                                                                                                               | Business plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Sixth week:</b>                                                                                                               | First evaluation test                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Seventh week:</b>                                                                                                             | Function management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Eighth week:</b>                                                                                                              | Financing the attack                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Ninth week:</b>                                                                                                               | Risk-capital and stoppage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Tenth week:</b>                                                                                                               | Measures and instruments for enterprise clothing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Eleventh week:</b>                                                                                                            | Entrepreneurship and closure in the family business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Twelfth week:</b>                                                                                                             | Innovations in order                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Thirteenth week:</b>                                                                                                          | Entrepreneurship in the digital age – digitization of enterprises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Fourteenth week:</b>                                                                                                          | Presentation of the research project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Fifteenth week :</b>                                                                                                          | Second evaluation test                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>Literature</b>                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <b>L<br/>i<br/>t<br/>e<br/>r<br/>a<br/>t<br/>u<br/>r<br/>e</b>                                                                   | <p><b>Basic literature:</b></p> <ul style="list-style-type: none"> <li>- TakiFiti &amp; Veland Ramadani (2013). NDËRMARRËSIA.UEJL, Tetovë</li> </ul> <p><b>Additional literature:</b></p> <ul style="list-style-type: none"> <li>- Veland Ramadani &amp; Robert Schneider(2013), Entrepreneurship in the Balkans, Springer, New York.</li> <li>- Bobek Shuklev &amp; Veland Ramadani,(2012),Biznesi i vogël dhe ndërmarrësia, UEJL, Tetovë.</li> <li>- Norman M. Scarborough, (2012), Effective Small Business Management, 10<sup>th</sup> edition, Pearson-PrenticeHall, Inc., Upper Saddle River, New Jersey, USA.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |
| <p><b>Contribution to student workload (which should correspond to student learning outcomes - 1 ECTS credit = 25 hours)</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                |                    |                                                      |                     |                                       |                    |                                      |                     |                                       |                    |               |                    |                       |                      |                     |                     |                      |                    |                           |                    |                                                  |                       |                                                     |                      |                      |                         |                                                                   |                         |                                      |                         |                        |

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| T<br>e<br>a<br>c<br>h<br>i<br>n<br>g<br>m<br>e<br>t<br>h<br>o<br>d<br>o<br>l<br>o<br>g<br>y |                                              |       |            |       |
|                                                                                             | Activity                                     | Hours | Days/weeks | Total |
|                                                                                             | Lectures                                     | 2     | 15         | 30    |
|                                                                                             | Exercise sessions (with TA)                  | 2     | 15         | 30    |
|                                                                                             | Practical work                               | 0     | 3          | 0     |
|                                                                                             | Office hours                                 | 2     | 4          | 8     |
|                                                                                             | Fieldwork                                    | 0     | 3          | 0     |
|                                                                                             | Midterms, seminars                           | 2     | 3          | 6     |
|                                                                                             | Homework                                     | 2     | 3          | 6     |
|                                                                                             | Self-study                                   | 2     | 3          | 6     |
|                                                                                             | Final exam preparation                       | 3     | 2          | 6     |
|                                                                                             | Time spent on exams                          | 2     | 2          | 4     |
|                                                                                             | Projects, presentations, etc.                | 2     | 2          | 4     |
| TOTAL                                                                                       |                                              |       |            | 100   |
|                                                                                             |                                              |       |            |       |
| Assessment methodology:<br>(according to the Statute and Regulation for studies of UMIB)    |                                              |       |            |       |
| E<br>v<br>a<br>l<br>u<br>a<br>t<br>i<br>o<br>n                                              |                                              |       |            |       |
|                                                                                             | Tests / Colloquia (First Test) (Second test) |       | 30%        |       |
|                                                                                             |                                              |       | 30%        |       |
|                                                                                             | Final Research Project                       |       | 20%        |       |
|                                                                                             | Attendance                                   |       | 10%        |       |
|                                                                                             | Activities during lectures                   |       | 10%        |       |
|                                                                                             | Total                                        |       | 100%       |       |
|                                                                                             | Final grade                                  |       | Points (%) | Mark  |
|                                                                                             |                                              |       | 91 – 100   | 10    |
|                                                                                             |                                              |       | 81 - 90    | 9     |
|                                                                                             |                                              |       | 71 - 80    | 8     |
|                                                                                             |                                              |       | 61 - 70    | 7     |
|                                                                                             |                                              |       | 51 - 60    | 6     |
|                                                                                             |                                              |       |            |       |

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| A<br>c<br>a<br>d<br>e<br>m<br>i<br>c<br>P<br>o<br>l<br>i<br>c<br>i<br>e<br>s | <p><b>Criteria for regular attendance and rules of etiquette during the organization of the lesson are set.</b></p> <p><b>Computer work:</b><br/>Graphic works, I have to draw and write with a computer. In the works, it is obligatory to respect the criteria for both the visual and the content aspects of the required works.</p> <p><b>Ethics in teaching:</b><br/>Graphic work should be the personal work of each student. There will be no tolerance for copying, or "borrowing" from the Internet or any other material. The same or similar works will have negative evaluations in the final evaluation of the student.</p> <p><b>Time:</b><br/>In agreement with the students, the deadlines for submitting work will be determined. There will be no tolerance for delays in the submission of works. Failure to arrive at the time when the assignment is explained does not justify the student for not submitting the paper. The deadline will be given earlier. If you are going to travel abroad, then you need to submit the paperwork in advance. The student has the right to request a consultation with the professor whenever he/she deems it reasonable and necessary for the performance of his / her work.</p> <p><b>Rules of conduct and academic policies:</b></p> <ul style="list-style-type: none"> <li>• Active participation of students in lectures o participation in discussion, comments, and free expression of opinion, opinion and academic position (with arguments)</li> <li>• Mandatory independent work and use of additional sources of information (various scientific websites, scientific journals, conference proceedings, etc.)</li> <li>• Respecting lecture schedules without compromising academic freedom (silent cell phones) of respecting the words, thoughts, and ideas of colleagues,</li> <li>• It is not allowed to arrive late and leave without a valid reason from the lecture, test, or exam o preparation and holding of relevant lectures, (obligation of the teacher).</li> <li>• If the student is absent more than four times without reason in lectures and exercises, does not receive the signature for attendance. o the student cannot take the exam without an official document,</li> </ul> <p>If the student is dissatisfied with the grade obtained, has the right to complain in writing to the dean, within two working days after the announcement of the results, if the student does not follow the rules, in the exam uses tools that are not allowed, it is evaluated with a negative grade (UMIB Statute).</p> |
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