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PROCEDURE FOR ORGANIZING STUDIES OF ELECTIVE SUBJECTS/MODULES OF SMK

I. GENERAL PROVISIONS

1. The procedure for the organization of studies of optional subjects/modules of the SMK University of Applied Social Sciences (hereinafter referred to as the Procedure) determines the selection of compulsory subjects/modules (hereinafter referred to as PPD) and optional study subjects (hereinafter referred to as PSD) of the SMK and the organization of their classes.

2. The purpose of optional subjects/modules is to meet students' individual study needs, to develop general abilities, to deepen the knowledge of the field of study in a certain field or specialization, to develop knowledge and skills of other fields of study, to form value attitudes and to develop educated and versatile specialists not only in their field, but also possessing the knowledge necessary for a social and constantly improving person.

3. Each study program provides for the corresponding volume of optional (PPD and PSD) subjects/modules that must be studied in order to obtain a qualifying degree, in terms of credits and choice alternatives.

4. Heads of study programs provide the Director with PSD lists and subject annotations considered by the study program committees. The director approves the PSD list for each academic year.

5. The subject is removed from the PSD list in such cases when:

5.1. the subject is not studied for 3 consecutive study years;

5.2. the quality of studies is not guaranteed.

II. ORGANIZATION OF THE SELECTION OF SUBJECTS

6. The minimum number of students to be able to study optional subjects/modules is 15. The minimum and maximum number of students in a group can be indicated in the annotations of optional subjects/modules, if a special workplace or special technologies are required for the practical work of the studied subject.

7. The list of PSDs approved by the director and their annotations are published in the SMK E-learning environment.

8. A student can choose only those PSDs that are not taught in the program he is studying. The selection of subjects is coordinated by the head of the Study Program, and the registration for the studies of optional subjects/modules (PPD and LPD) is carried out by the administrators of the Studies Department.

9. Before registering for PPD and PSD, students are given the opportunity to familiarize themselves with subject annotations.

10. Students must register for semester electives/modules before the start of the semester in which the planned PPD subject will be taught.

11. The heads of the study program inform the students about the options before the start of the new semester.

12. Registration of students for the study of optional subjects/modules is carried out in three stages:

12.1. **In the first** students register for the study of optional subjects/modules in the e-learning environment by the specified deadline. After registration, the Department of Studies provides and publishes in the SMK e-learning environment two general PPD and PSD lists to the heads of study programs, which indicate the names of the subjects/modules, the names and surnames of the students who chose them, and the number of students who chose them:

12.1.1. a list of subjects/modules chosen by no less than the number of students specified in point 6;

12.1.2. list of subjects/modules chosen by less than the set minimum number of students, but more than 50%. of the number of students specified in point 6.

12.2. **The second** stage of the selection procedure is attended by students who have chosen those PPDs and PSDs in which the number of registered students is less than the set minimum or who did not participate in the first stage. At the end of the second stage, the Department of Studies again compiles a common list of PPD and PSD, submits it to the head of study programs and publishes it in the e-learning environment of the College.

12.3. **In the third** those students who chose subjects whose classes cannot be organized according to the requirements of point 6 or who did not participate in the first selection stages participate in the second stage. In the third stage, it is mandatory to choose those subjects for which a sufficient number of students have registered.

13. The Department of Studies prepares final lists of optional subjects/modules according to study forms, student groups, specifying students' names and surnames, and submits the lists to the heads of the study programs implementing the study programs and publishes them in the E-teaching environment.

14. The final lists, coordinated with the Department of Studies, are approved by order of the Director of the SMK and published in the SMK E-learning environment no later than within two weeks of the beginning of the semester in which the elective subjects/modules are conducted.

15. Students who have not chosen PSD by the set time are included by the study department administrator in the list of subjects for which a sufficient number of students have registered.

16. The choice of PPD and PSD for full-time students is organized and coordinated by the Heads of Study Programs.

17. After the publication of the lecture schedule, students have the right to de-register from the selected subjects/modules and choose others in their place no later than two weeks after the beginning of the semester. Deregistration from selected subjects/modules and choosing others in their place is allowed when:

- 17.1. incompatible schedule;
- 17.2. does not fall within the student quota for the selected subject/module;
- 17.3. administrations of academic units cancel the selected subject/module.
- 17.4. less than 15 students choose a subject/module.

III. ORGANIZATION OF STUDIES OF ELECTIVE SUBJECTS/MODULES

18. Compulsory optional study subjects/modules intended for deepening knowledge in the field of study or specialization are carried out according to the terms planned in the study plan of the specific study program.

19. Students can choose PSD subjects according to the terms planned in the study plan of the specific study program.

20. The achieved study results of PPD and PSD study subjects are evaluated in accordance with the procedure for evaluating the results of SMK studies.

21. Students can choose to study more optional subjects than provided in the study program. In this case, an additional tuition fee set by the Founder must be paid for the studies of the selected study subjects/modules, which is proportional to the volume of the study subject in credits.

IV. FINAL PROVISIONS

22. The procedure and its changes are approved by order of the Director of the SMK University of Applied Social Sciences.
