



## ***HANDBOOK FOR INTERNATIONAL STUDENTS***

***International Relations Office of University Mediterranean  
Podgorica***

## ABOUT UNIVERSITY MEDITERRANEAN

University *Mediterranean, Podgorica* is the first private university in Montenegro. It was founded on 30 May 2006. Since its foundation, University *Mediterranean* has been functioning as a single legal entity in accordance with the Bologna Declaration.

It consists of 6 organizational units: **Faculty of Tourism Bar – MTS – "Montenegro Tourism School"**, **Faculty of Business Studies "Montenegro Business School"**, **Faculty of Visual Arts**, **Faculty of Information Technology**, **Faculty of Foreign Languages and Faculty of Law**. University *Mediterranean* is part of **Atlas Group** - one of the leading corporations in the South-eastern Europe with a crucial role in the implementation of investment activities and projects. It is also a member of the Balkan Universities Network.

The quality of study programmes at all faculties of the University was reviewed in 2013 by the *Expert Committee of the Council for Higher Education*. The University was reaccredited for another five years, which is an indication of high quality of our work.

The University is clearly and fully committed to enhancing the quality of its study programmes in a systematic and organized manner in order to become a modern, flexible, competitive and efficient institution of higher education.

The University is actively involved in European cooperation programmes such as **TEMPUS, ERASMUS MUNDUS, CEEPUS, UGRAD, ERASMUS, etc.** The International Relations Office regularly organizes info days in order to promote these programmes and mobility projects. Since July 2010, the University has been a partner in the international mobility project EUROWEB (European Research and Educational Collaboration with Western Balkans).

The **Student Parliament** of the University *Mediterranean, Podgorica* is the representative body established in order to implement projects which are important to students. It ensures that the student voice is heard in all matters of University life. Some of the major projects implemented by the Student Parliament are: the Debate club, which periodically organizes public debates on various topics and the Volunteer club, which frequently organizes educational trainings, and various charity events. The Student Parliament also helps ensure an active social life for students, so various trips are organized, as well as numerous cultural and entertainment events, such as theme parties, movie nights and other gatherings.

The University offers an opportunity to get involved in sport and physical activity. The basketball club *University Mediterranean* was founded in 2006. The University is also involved in the organisation of the karate tournament **GRAND PRIX MEDITERRANEAN**. The main purpose of the tournament is to connect science and sport and popularise physical culture among students. Through sport as an extracurricular activity, University *Mediterranean* aims to provide better study conditions for its students.

## STUDYING AT *MONTENEGRO BUSINESS SCHOOL*



**The Faculty of Business Studies “Montenegro Business School”** was established in **2005**, as the first faculty in Montenegro which provides education to future highly qualified specialists in the field of financial and marketing management. The main objective of the Faculty is to provide the highest quality education, continuously develop creative individual abilities of students and their specialist knowledge and enable faster and better employment after graduation.

There are two undergraduate study programmes at the Faculty: **Financial Management** and **Marketing Management**. In the third year of undergraduate studies students choose one of two specialist fields of study: **Banking and Insurance or Accounting and Audit** within the Financial Management study programme, or one of two specialist fields of study: **International Marketing or Public Relations** within the Marketing Management study programme.



The Specialist studies were introduced in the 2008/2009 academic year and the Master’s studies in the next academic year, as continuation of undergraduate study programmes. As recognition of our activities on the internationalization of study programmes, in the 2012/2013 academic year we launched the MBA (Master of Business Administration – Management, Finance and Agribusiness) postgraduate study programme in English, the only of its kind in Montenegro. We also broadened our academic offer in the same academic year by the specialist study programme **Management of Protected Areas** with two fields of study – **Management of National and Regional Parks** and **Urban Heritage Management**, as well as the specialist

study programme **Accounting and Auditing**. Apart from tenured professors and teaching assistants with extensive academic background, the Faculty also engages renowned lecturers from the country, region and Western Europe, as well as the experts with extensive industry background to transfer their specialized knowledge and practical experience. The Faculty has strong links with industry; most of our teaching staff have been actively involved in industry and have practised what they teach.

All study programmes are based on the principles of the Bologna Declaration and the norms and standards of the European Credit Transfer System (ECTS).

The Faculty ensures cooperation with numerous institutions of higher education, including the University of Debrecen, Wageningen University, Budapest Business School, Scottish Agricultural College, Reading University from Great Britain, Belgrade Banking Academy, the Faculty of Economics and the Faculty of Organizational Sciences of the University of Belgrade, etc.

The Faculty is involved in the MSDNAA programme (Microsoft Developer Network Academic Alliance), and on the basis of this membership students are enabled to use software packages of the Microsoft Company free of charge.

### ***Resources***

Faculty of Business Studies “Montenegro Business School” is well equipped for the courses it provides.

Students have an access to all resources of the Faculty, including a computer laboratory, library and modern teaching facilities. They are also provided with the e-learning platform for the delivery of training via the web, which enables the registered users to find and use the course material posted and have a regular contact with their lecturers through e-mail communication.

### ***Welcome activities***

International Relations Office of University “Mediterranean”, Montenegro Business School is organizing different events for the incoming students, with the aim to help them integrate into the student community, e.g. one-day round trips, national nights and other similar events.

### ***Language courses***

The University organizes courses of Montenegrin for the international students.

## **UNDERGRADUATE STUDY PROGRAMMES**

The Faculty offers two undergraduate study programmes: **Financial Management** and **Marketing Management**. In the third year of undergraduate studies students choose one of two fields of study: **Banking and Insurance** or **Accounting and Audit** within the Financial Management study programme, or one of two fields of study: **International Marketing** or **Public Relations** within the Marketing Management study programme.

These are innovative programmes that provide you with the unique combination of business skills, necessary to meet the demands of modern business.

Both programmes include a common 'core' of courses, which are typically studied in the first year, covering key business and management disciplines such as accounting, business and society, communication and information systems, economics, law, marketing, statistics and management. A choice of elective courses will give you the opportunity to tailor your studies to suit your personal interests and career goals. The courses are designed to give you a solid foundation of business knowledge that is essential for every profession. The core structure also provides a high degree of flexibility, giving you a taste of the different disciplines early on in your degree; if you find an area that you particularly enjoy, you may choose to transfer between programmes to focus on this speciality.

Throughout the Marketing study programme you will learn how to write a marketing plan, brief advertising agencies and research providers, and analyse and interpret market data. You will also learn to think critically, manage projects and work as part of a team, as well as develop professional writing and communications skills.

Throughout the Financial Management study programme you will learn and develop the specialist finance skills on a progressive basis in a range of areas including financial markets, corporate finance, personal finance, portfolio management and risk analysis.

### ***Programme requirements***

Students are required to write and defend the Bachelor's thesis after they have passed all the exams. Students work independently on the thesis under the guidance of a supervisor. It is an opportunity to put the knowledge learned during the programme into practice. The thesis is the culmination and final product of an involved process of research, critical thinking, source evaluation, organization, and composition. It shows that the student has mastered the given topic on the basis of the knowledge acquired during the studies and elaborated and analysed it applying the specified methodology.

The thesis defence consists of an oral presentation of the thesis findings and explanations, abstracted conclusions, and comments from the members of the Committee, as well as the answers to the questions of the Committee members referring to the thesis findings and conclusions. If the student does not satisfy the requirements of the final thesis defence, they have the right to ask for permission to choose another topic within the same or another course.

The Bachelor's thesis and its defence are graded with a single grade from "excellent" (A) to "insufficient" (F) and are awarded 7 ECTS credits.

## ***Examination and assessment***

The knowledge of students is evaluated through mid-term tests and the final exam. The type of assessment used in a particular course is indicated in each course description. The method of assessment for all courses will be decided by the course teacher and announced to students at the beginning of each course.

A student can get a maximum of 20 points in a mid-term test (40 points in both mid-term tests). Attendance, active participation in classes, seminar papers, homework papers, etc. are awarded 0 - 10 points. The points scored determine the final grade for a particular subject.

Comprehensive quality assessment of the student's overall achievement, knowledge, skills and activities that the student exhibited during the organized study or other method of work within a course, is done in the final exam. Grading and assessment in the exam is done according to the ECTS grading scale, with grades awarded as follows:

- A - Excellent (outstanding performance with minor errors);
- B – Very good (above average with few errors);
- C - Good (average with notable errors);
- D - Satisfactory (generally fair, but with significant shortcomings);
- E - Sufficient (meets the minimum criteria);

Passing grades are A, B, C, D and E, and according to the ECTS grading scale they have the following meaning:

The F grade is not a passing grade and represents a failure; more work is required.

Students failing a particular course will normally be offered to resit the exam. Students are also allowed to resit the exam if they consider the results achieved as not fully satisfactory to them.

## ***Teaching/learning methods***

A variety of teaching and learning methods will be employed during the courses: interactive lectures, case studies, problem solving tasks, business games, panel discussions, workshops, etc. Team or group work will be encouraged throughout the courses to enable the knowledge and information exchange between students. Special emphasis will be given to presentation skills.

We help you practise what we teach. Practical placements are organized in the second year. You get the opportunity to watch others in your chosen profession and, gradually and under supervision, you'll get a chance to put your own learning into practise.

## ***Learning outcomes***

Graduates from these programmes will have the skills to apply logical, critical and creative solutions to problems faced in the global business environment. You will learn how to think creatively and analytically about complex problems. You will also develop extra skills that will help you polish your professional abilities.

You will be able to access, use and evaluate information in business decision making, communicate effectively in various forms and demonstrate knowledge and application of prescribed ethical codes and behaviours in the workplace.

Finally, these programmes will teach you the practical skills that employers look for in marketing and financial management graduates.

### ***Titles awarded after completion of undergraduate study programmes***

After completion of undergraduate study programmes, students are awarded the academic degree of Bachelor of Science in Marketing or the Bachelor of Science in Financial Management.

After obtaining the Diploma of Undergraduate Academic Studies, a student can enrol in postgraduate specialist studies on the same or a related study programme.

### ***Career opportunities***

Upon completion of the Marketing/Financial Management study programme, you will be qualified to perform jobs in the field of Marketing/Financial Management in all business activities where there is demand for this personnel profile.

As a graduate from the Financial Management study programme, you will be provided with a wide range of career opportunities. You will have the competitive advantage of being able to apply for positions in the financial service industry in areas such as investment, banking, lending, foreign currency trading, funds management, risk management, management consulting and financial planning.

As a graduate from the Marketing study programme, you will be able to pursue a career in brand management, advertising, public relations, communications, media and more. Graduate careers include advertising manager, public relations manager, marketing manager, promotions manager, brand manager, sales manager or sales research analyst, with opportunities to progress into the managerial positions of marketing director or account manager.