

STANDARD 1: STUDY PROGRAMME STRUCTURE

Study program Specialist Academic Studies - Cosmetology to acquire a title of the specialist in pharmacy - cosmetology lasts for 1 year (2 semesters). The study program consists of 6 mandatory (4 in the first and 2 in the second semester) and 1 elective course (in second semester), and a preparation of the final work. The study program includes 765 classes of active teaching and scored with 60 ECTS. Teaching is done by working with small groups of students, individual (mentor) work and working methods which are adapted to the number of students (lectures, practical classes, individual research work, seminars, etc.). The teaching methods include lectures, seminar works, practical classes, consultations and interactive sessions performed by professors and associates. As part of teaching, students have the opportunity to meet with some of the theoretical principles and practical aspects of the field to be covered in the SAS cosmetology, novel approaches to solving specific problems and situations from cosmetology and pharmacy practice thus, acquire knowledge and skills relevant to the performance of future activities in cosmetology, cosmetic dermatology, and dermopharmacy. Students are directed to independent research, through individual work with a mentor, while a particularly motivated students and involved in research work in the field of cosmetology and cosmetic dermatology. All forms of teaching include the application of computers.

TABLES AND SUPPLEMENTS

[Supplement 1.1. Faculty of Pharmacy website](#)

Supplement 1.1a. Publication of the Faculty: Prospective students informer

STANDARD 2: PURPOSE OF STUDY PROGRAMME

The purpose of the study program of Specialist Academic Studies - Cosmetology is to provide students with professional education and expertise in the field of cosmetology. Students need to learn specific areas of importance primarily for cosmetic profession, and partly dermatopharmacy, to acquire specific skills and methods of work and research in the field of cosmetology and to prepare them for independent and team work, critical thinking and making the right decisions to solve problems in the profession, as well as further improvement of cosmetology and pharmaceutical profession. Graduate student is able to understand the national, European and international legislation in the field of cosmetology and to apply them in practice after graduation. Also, the student is able to apply acquired knowledge in cosmetic ingredients, the physiology of the skin, dermatology and other mandatory and elective courses, to critically examine, analyze and apply the formulation development, manufacturing/ production and testing of cosmetic products as well as the assessment of the effects of cosmetics on healthy and altered skin and skin appendices. Student's ability to knowledge gained from the legislation in the field of cosmetology, and border areas (pharmacy, medicine), cosmetic raw materials and cosmetic products (ingredients, cosmetic effects on healthy and altered skin adverse reactions in the skin) and cosmetovigilance, apply through the advisory role in the pharmacy for proper selection and application of cosmetic products in healthy users, and patients with skin and other diseases.

TABLES AND SUPPLEMENTS

[Supplement 1.1. Faculty of Pharmacy website](#)

Supplement 1.1a. Publication of the Faculty: Prospective students informer

STANDARD 3: GOALS OF THE STUDY PROGRAMME

The primary objective of specialized academic studies in cosmetology is education of highly competent professionals for specific tasks in the field of cosmetology. Also, training for specific skills and methodology needed for work in the field of cosmetology, both independently and as a part of a teamwork, critical thinking and making of independent decisions, providing additional knowledge in the field of cosmetology and related disciplines (pharmacy, dermatology), which are necessary for monitoring and evaluation of development of cosmetic and pharmaceutical profession. Development of creative skills, and training to professional problems, is achieved by accepting the possibility of continuing education and advancement in the field of cosmetology profession. Acquisition of high competence, academic knowledge and practical skills in the field of cosmetology, primarily related to introduction the candidates with the characteristics and the application of cosmetic ingredients and approaches to the formulation, development and testing of cosmetic products and dermocosmetic products that meet modern requirements for quality, safety and efficacy.

Specialist diploma will be recognized by the European institutions, allowing students to pursue further professional or scientific training (Ph.D.) in the field of cosmetology, pharmacy, or related disciplines at national or European universities.

TABLES AND SUPPLEMENTS

[Supplement 1.1. Faculty of Pharmacy website](#)

Supplement 1.1a. Publication of the Faculty: Prospective students informer

STANDARD 4: COMPETENCIES OF GRADUATED STUDENTS

Description of general and course-specific student competencies

By completing the degree program of Specialist Academic Studies - Cosmetology a student acquires professional education and becomes an expert in the field of cosmetology. The student is able to understand the national, European and international regulations in the field of cosmetology and related fields (pharmacy and medicine) and is able to apply them in practice by the end of the SAS Cosmetology. The candidate is, based on the acquired knowledge in cosmetology, skin physiology and selected chapters of dermatology, qualified for the formulation, development/production and testing of cosmetic products and dermocosmetic products for various purposes and providing competent information about their effects on the skin and skin adnexa, and adverse effects of cosmetics products.

Description of learning outcomes

Introduction of new and modern terminology and technical information in the field of cosmetology, dermopharmacy and selected chapters of dermatology, as well as developing skills for independent (or team) in solving technical problems, applying analytical and constructive critical approach. Students are allowed to engage in scientific research, either independently or within a team.

Upon completion of this course, the student is able to work independently in a profession in the field in which he specialized. Upon graduation, the student receives the title of specialist pharmacy-cosmetology. Based on the knowledge acquired, the student is capable for formulation, preparation /production and testing of cosmetic products for various purposes and dermocosmetic products, as well as the provision of competent information about their effects on skin and skin adnexa, and adverse effects of cosmetic products.

TABLES AND SUPPLEMENTS

[Supplement 4.1. Diploma supplement](#)

STANDARD 5: CURRICULUM

Specialist Academic Studies - Cosmetology last one (1) year and are carried out in two (2) semesters. The curriculum of the study program of Specialist Academic Studies - Cosmetology include the schedule of the courses in the first and second semester, a list of mandatory and elective courses, the total of active learning classes and courses description. The curriculum of the study program consists of 7 (seven) subjects (six mandatory and one elective), as well as writing and public defense of the final work. All courses are one-semesteral. The study program includes 765 hours of active teaching and counts for 60 ECTS.

The study program comprises mandatory and elective courses with a clearly defined position of the course in the curriculum. For each of the courses the total of active learning classes is determined as well as the number of ECTS in accordance with the obligations of students. Description the course contains: course title, course status (mandatory or elective), teacher's names, semester, number of ECTS credits, course content and a list of method units lectures and practical classes, reading lists for exam preparation, teaching methods, grading system, the number of points assigned for exam prerequisites and the final exam.

Student can access the public defense of the final work after complete all the courses and passed all the exams. Preparation of the final (specialist) work is assigned to the appropriate number of ECTS credits (15 ECTS), which is expressed by the students' work on the final exam and this number is included in the total number of credits required for completion of specialist studies.

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[Table 5.1. Semesters and year of studies timetables](#)

Table 5.2. Courses specifications

[Table 5.3. The study programme: list of the elective courses](#)

Table 5.4. List of courses according to the group of courses

Supplement 5.1. Timetable

[Supplement 5.2. The book of courses \(printed or electronic form at the institution website\)](#)

STANDARD 6: QUALITY, MODERNITY AND INTERNATIONAL HARMONIZATION OF THE STUDY PROGRAM

Study program Specialist Academic Studies - Cosmetology is aligned with similar respected European programs. The level of representation of certain subject areas (cosmetology, pharmacology, medicine-dermatology), the scope and content of the courses offered at the study program, as well as ways of organizing teaching, is comparable with the corresponding educational programs on foreign, especially European higher education institutions. Students are thus ensured for equal participation in both local and international, multidisciplinary professional research and development projects, as well as the possibility of further academic development through doctoral studies.

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Supplement 6.1,2,3. Documentation of at least three accredited international programs to which the presented study program is harmonized to

Supplement 6.4a, 6.4b, 6.4v, 6.4g. Recommendations or accordance with the representative good practices of the European institutions

STANDARD 7: STUDENT ENROLLMENT

In accordance with needs of the profession in the specialist academic studies - Cosmetology enroll students who meet the requirements stipulated in the Regulations of the specialized academic studies, Faculty of Pharmacy, University of Belgrade and the Ordinance on the conditions, manner and procedure for admission to the second and third level studies of the University. The call for the enrollment is open to the public and published by the University in the media and the web page of the Faculty. To the program of the specialized academic studies in Cosmetology can enroll pharmacists, medical doctors/specialists in dermatology, chemst-master and engineer technology master.

The number of students enrolled in the specialized academic studies in Cosmetology is determined by the general plan for study programs of the Faculty of Pharmacy adopted by the Academic Council of the Faculty of Pharmacy and delivered it to the University Council. University of Belgrade announces a joint call for the enrollment of students in the specialized studies.

The competition for the enrollment to the specialized academic studies include:

- the number of students,
- requirements for the enrollment,
- criteria for determining the order of candidates,
- the process and pace of implementation of the competition.

The head of the specialization and the Commission for postgraduate studies and specialized studies implement competition, and proposed ranking list of admitted candidates adopts the Academic Council of the Faculty.

Foreign nationals are enrolled in the study program under the same conditions as nationals with prior validation of undergraduate diploma, in order to continue their education.

Maximum number of participants is 20, and 15 optimal, in accordance with the given methods used in teaching. If there are more applicants than anticipated number of participants, admission is made on the basis of the average grade of the completed study programs. When enrolling the specialized academic studies in Cosmetology, students and the Faculty conclude a contract that specify mutual obligations.

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Table 7.1. Review of the number of students being admitted to the study program

Table 7.2. Review of the number of students per year of the study program in the current school year

Supplement 7.1. Open call for the admission of applicants

Supplement 7.2. Rule book on Specialized Academic Studies

Supplement 7.3. Conditions for the enrolment of students (abstract from the institution Status or other document)

STANDARD 8: EVALUATION AND PROGRESS OF STUDENTS

Evaluation of students is done by monitoring the professional (and possibly scientific) student work on the basis of points gained by executing pre-exam requirements, the preparation and presentation of seminars and exams. Exams are taken in writing and/or orally. Examination in each course is defined in the curriculum and the course program. The final score is a total of demonstrated success during the teaching and success in written and/or oral part of the exam, which was organized after the end of classes in the course.

Communication between teachers and students was achieved through mentoring. The students are allowed to consult the course teacher in the time allocated for consultation, to involve in research work or to study a given topic independently, within the seminary work.

The students' success on the exams is five (5) to ten (10), which is based on the actual number of points. Precise evaluation of exam prerequisites and exams are included in the carton for each course separately.

The general principles of grading system are:

1. The structure of the total number of points achieved by the student during the course duration affects forming of the grade.
2. The student's work in the particular course is continuously monitored during the course duration and expressed in the number of points.
3. The student's fulfilling exam prerequisites and final exams can gain a maximum of 100 points.
4. Of the total number of points, at least 30 is provided for activities and assessment tests in the semester (exam prerequisites).
5. The students' success on the exams are:
 - Grade 10 (outstanding) for the 91-100 points
 - Grade 9 (excellent) achieved for 81-90 points
 - Grade 8 (very good) for earned 71-80 points
 - Grade 7 (good) for earned 61-70 points
 - Grade 6 (sufficient) for earned 51-60 points
 - Grade 5 (failed) for earned 0-50 points.
6. Faculty keeps permanent records of examinations passed.

The passing grade is recorded in the index of the student and the official records, a grade 5 (failed) is entered only in the official records. The student gains 15 ECTS credits upon preparation and oral presentation of the final work whose subject is proposed by mentor and approved at the meeting of the Academic Council of the Faculty.

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Table 8.1. Collective list of points for each of the courses that the student acquires through exam prerequisites and the final exam

Table 8.2. Statistical data on the progress of students on the study program

STANDARD 9: TEACHING STAFF

To implement the teaching program of study specialist academic studies - Cosmetology hired a total of 12 teachers, of which 11 teachers are employed full-time at the Faculty of Pharmacy, and a teacher with the School of Medicine is engaged in the contract. Of the total number of the teachers, seven teachers with academic rank of full professors, one teacher is an associate professor and four teachers with the rank of assistant professors. Average engagement of teachers in the program of study is 1.61 hour per week, and in the Institution 6.32 hours per week. Percentage of teaching held by teachers employed full-time is 85.88 %.

In the realization of the study program two associates are involved, both employed full-time at the Faculty. Average engagement of associates is 0.5 hours per week, and in the Institution 11.90 hours per week.

Conditions and procedure for election of teachers and associates are clearly defined in the Statute of the Faculty. Decisions Electoral Council on the selection of teachers and associates and the Ordinance on the conditions and procedure for approval of higher vocational universities regarding the selection of teachers, are on the website of the Faculty and the University website. After each course, students fill out a survey to be analyzed and used to further improvement of the curriculum.

Quality control of the pedagogical and scientific research work of teachers and assistants is carried out in the framework of the Commission for monitoring, improving and developing the quality of academic programs. Control the quality of educational work is carried out continuously by means of a questionnaire (completed by the students). Training of teachers and associates takes place through individual research work and work in national and international projects and study visits to renowned research institutions in the country and abroad.

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Table 9.1. Scientific, artistic and professional qualifications of teachers and responsibility in teaching

Table 9.2. List of teachers engaged in the study program

Table 9.3. Summary review of number of teachers in certain scientific disciplines and narrow disciplines in scientific or artistic areas

Table 9.4. List of teaching associates engaged in the study program

Supplement 9.1. Copies of work cards or work contracts of teaching staff (if accreditation of study program is required)

Supplement 9.2. The Rulebook about election of teachers (if accreditation of study program is required)

[Supplement 9.3. The book of teachers \(with information specified in identical way as in tables from standards, if tables are not enclosed\)](#)

Supplement 9.4. Evidence about public availability of information about teachers and teaching associates (publication or website of the Institution)

Supplement 9.5. Teaching load and summary review of teachers and number of classes.

STANDARD 10: ORGANIZATION AND RESOURCES

For teaching implementation within the study program in specialized academic studies in Cosmetology, Faculty has adequate space, laboratories for practical classes, arranged auditoria and amphitheatres for courses monitoring, library stocked books, textbooks, manuals, scientific and professional journals, computer lab. Within the faculty there is a computer room available for the practical classes, as well as the internet lounge. Faculty has the equipment for video conference call that allows monitoring of the distance learning.

As part of the IT support for the students, there are available database search of electronic journals and professional books.

To perform the study program, the necessary number of teachers, assistants/associates teaching assistants and technical staff is engaged.

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Table 10.1. List of rooms with areas in the faculty building in which lectures are conducted on this study program

Table 10.2. List of equipment for conducting study program

Table 10.3. List of library units which are relevant for study program

Table 10.4. List of books which are available to students on study program

Table 10.5. Literature coverage of mandatory courses (books, collections, practicum which are in libraries or in stock)

Supplement 10.1. Inventory book

Supplement 10.2. Proof of existing information technology, number of internet connections, etc.

STANDARD 11: QUALITY CONTROL

In order to control the quality of the study program Specialized Academic Studies - Cosmetology it was ensured implementation of the established standards and procedures for evaluation of the quality of a study program through program evaluation during the study, as well as the evaluation of competence of graduates in order to continually monitor and improve the quality in terms of curriculum, instruction, teaching staff, evaluation of students, textbooks and literature. The quality control of the study program is carried out periodically through self-assessment (annually) and external quality evaluation (every three years). The quality control program of study provided the active participation of the students and their evaluations of program quality.

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Table 11.1. List of members of Commission for quality control

Supplement 11.1. Report about results of self-evaluation process of the study program

Supplement 11.2. Published document – Quality assurance politics

Supplement 11.3. Regulations on Textbooks

Supplement 11.4. Extract from the Statutes of the institution which regulates foundation and scope of work of Commission for quality assurance

STANDARD 12: DISTANCE LEARNING

The Institution does not organize distance learning.