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Pursuant to Article 94, paragraph 1, line 22 of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018), the University Senate of the University "Ss. Cyril and Methodius" in Skopje, at the 26th session held on November 27, 2018, adopted the following

RULEBOOK

on conditions, criteria, rules and procedure for enrolment and study of the first cycle of studies (undergraduate studies) and the second cycle of studies (postgraduate studies) at the University "Ss. Cyril and Methodius" in Skopje

GENERAL PROVISIONS

Article 1

This Rulebook governs the conditions, criteria, rules and the procedure for enrolment and study of the first cycle of studies (undergraduate studies) and the second cycle of studies (postgraduate studies), as well as the integrated first and second cycle of studies at the University "Ss. Cyril and Methodius" in Skopje.

Studies in sense of paragraph 1 of this article are academic and professional study programs of the first cycle - undergraduate studies (hereinafter: first cycle of studies), integrated studies of the first and the second cycle, academic and professional study programs of the second cycle - postgraduate studies (hereinafter: the second cycle of studies).

STUDY ENROLMENT

Article 2

Students enroll the first and the second cycle of studies, as well as the integrated studies of the first and the second cycle at the departments of the University "Ss. Cyril and Methodius" University in Skopje, in accordance with the law, this Rulebook and the announced Call for Enrolment in the first and the second cycle of studies.

The right to enrolment in the first cycle of studies and the integrated first and second cycle of studies

Article 3

Eligible students for the first cycle of studies and the integrated studies from the first and the second cycle are the following:

- citizens of the Republic of Macedonia who have completed their secondary education in the Republic of Macedonia;
- citizens of the Republic of Macedonia who have completed part of their secondary education abroad;
- emigrants and citizens of the Republic of Macedonia who have completed their entire education abroad;

- foreign citizens who have completed their secondary education abroad;
- foreign citizens who have completed their secondary education in the Republic of Macedonia;
- citizens of the Republic of Macedonia with completed cycles of higher education at institutions for higher education in the Republic of Macedonia and abroad;
- foreign citizens with completed cycles of higher education at institutions for higher education in the Republic of Macedonia and abroad;
- other persons in accordance with the law and/or the announced Call for enrolment of students in the first cycle and the integrated first and second cycle of studies.

Students from paragraph 1, lines 1, 2 and 3 are enrolled by co-payment or a full tuition fee in accordance with the Call for enrolment of students in the first cycle and the integrated studies of the first and the second cycle of studies.

Students from paragraph 1, lines 4, 5 and 7 are registered as foreign citizens by paying tuition fees for foreigners in accordance with the Call for enrolment in the first cycle and the integrated studies of the first and the second cycle of studies. Foreign citizens pay a tuition for foreigners throughout their education, unless otherwise provided by law, international/bilateral agreement or other act. If during the studies, the student acquires a citizenship of the Republic of Macedonia, he/she continues the study by paying tuition fees anticipated for the citizens from the Republic of Macedonia in the amount valid on the day when the student has submitted the application. The student exercises the right to study as a citizen of the Republic of Macedonia from the day of submitting the application, if approved.

The students from paragraph 1, line 6 are enrolled by paying tuition fees in accordance with the Call for enrolment in the first cycle students and the integrated first and second cycle studies.

The student who has renounced his/her citizenship of the Republic of Macedonia, continues his/her studies as a foreign citizen by paying tuition fees for foreigners in an amount that is valid on the day of submission of the application by the student. Upon renouncement, the student acquires the status of a foreign student on the day the decision issued by a competent authority in the Republic of Macedonia enters into force.

If the student from paragraph 5 of this article completes the education, the respective Department has the right to commence a court procedure and require reimbursement of the study costs in the amount of the tuition fees for foreign citizens.

Students who have acquired their education or part of their education abroad, are obliged to submit a document from a competent body in the Republic of Macedonia for recognition of the education acquired abroad.

Conditions for study enrolment

Conditions for enrolment in the first cycle of studies and the integrated first and second cycle of studies

Article 4

Students who have passed the state matura or international matura exam or who have completed a four-year secondary education according to the regulations that were in force

before the introduction of the state matura, can enroll in the first cycle studies and the integrated studies from the first and the second cycle.

The University, with the study programs in the respective Departments and the Call for student enrolment, determines which curricula for secondary education are suitable for enrolment at certain studies.

For studies requiring an entrance exam, in addition to the conditions from paragraphs 1 and 2 of this article, the candidates need to take the entrance exam as well.

The Department can establish special conditions for enrolment for the first cycle study programs and the integrated first and second cycle of studies. These conditions are an integral part of the Call for study enrolment in the first cycle of studies.

Foreign citizens need to submit a proof, determined by the Call for enrolment of students, of knowledge of the language in which the study program is conducted.

Conditions for enrolment in the second cycle of studies

Article 5

Students eligible for the second cycle of studies are as follows:

- students who have completed the appropriate study programs of the first cycle;
- students who have completed the appropriate undergraduate studies in accordance with the regulations in force until the introduction of the cycles in higher education.

The University, with the study programs of the Departments and the associate members and the Call for enrolment of students, determines which previously completed studies are suitable for enrolment in certain second cycle study programs, as well as the conditions for enrolment of candidates who have completed other study programs.

Those who have completed professional studies can enroll in academic study programs of the second cycle, in which case additional exams need to be taken, depending on the study program.

The Departments decide on the possibility from paragraph 3 of this article.

Only students who have completed the first cycle of studies with duration of at least 4 years, attaining minimum of 240 ECTS credits, i.e who have completed undergraduate studies with duration of at least 4 years, are eligible for the study program of the second cycle of studies that last one year and offer a possibility to award only 60 ECTS.

Students who have acquired the education abroad as stated in paragraph 1, lines 1 and 2, are obliged to submit a document from a competent body in the Republic of Macedonia for recognition of the acquired education abroad.

The respective Department can determine special enrolment conditions for the second cycle study programs it organizes. These conditions are an integral part of the Enrolment Call for the second cycle of studies.

Foreign citizens submit a proof, determined by the Enrolment Call for students, regarding the knowledge of the language in which the respective study program is conducted.

Equal evaluation of foreign education

Article 6

The conditions for enrolment from Articles 4 and 5 of this Rulebook are fulfilled by the students who have completed their education according to an equal study program abroad. The special conditions and the procedure for enrolment of students from paragraph 1 of this article are regulated with the Call for student enrolment.

The procedure for enrolment in the first cycle of studies and the integrated first and second cycle of studies

Enrolment Call

Article 7

The enrolment in the first cycle of studies and the integrated studies of the first and the second cycle is done on the basis of a public Call.

The Call from paragraph 1 of this article contains:

- the name of the University and its address;
- the name of the Department of the University;
- the name of the study program;
- the place of the study program;
- duration of studies;
- the conditions for enrolment, determined by an act of the University and the Departments;
- the number of vacancies for enrolment;
- selection criteria;
- previous completed education;
- the procedures and deadlines for application and finalization of the enrolment process;
- the amount of the co-payment and the tuition fee;
- proof of knowledge of the language in accordance with this Rulebook;
- the e-mail of the Department;
- other provisions.

The University adopts and announces the Call from paragraph 1 of this article based on the proposals by the Departments.

The Call is published in Macedonian language.

For study programs that are accredited in English, the Call is also announced with English translation.

Filing an application

Article 8

The candidate shall submit an application for enrolment for studies and an online application from the university system by the day determined in the competition.

In the applications from paragraph 1 of this article, the candidate must indicate his/her selection of the study program and whether he/she is applying for a full-time or part-time student.

In addition to the applications from paragraph 1 of this article, the candidate is obliged to submit all the documents listed in the Call.

Selection of candidates

Article 9

The University determines the conditions and the procedure for selection of candidates in a manner that guarantees equality of all candidates regardless of their race, skin color, gender, language, religion, political or other belief, ethnic, national or social origin, property, birth, social status, disability, sexual orientation and age.

University Admission Committee

Article 10

In order to monitor the implementation of the Call, the Rector's Office establishes a University Admission Committee.

The University Admission Committee is composed of 9 members from the ranks of professors, from the scientific fields of natural sciences, mathematics, technical-technological, medical sciences and health, agricultural and veterinary sciences, social sciences, humanities and arts, as well as one member from the ranks of the students.

The professional and administrative support to the University Admission Committee is provided by the Professional Service of the University.

University Admission Committee:

- monitors the process of the Call at the faculties;
- takes care of the unified application of the provisions in the Call and the instructions for its finalization;
- gives its opinions during the process of enrolment itself;
- at the request of the Departments, it performs the competencies of the Admission Committee of the respective Department;
- performs other activities determined by this Rulebook and the general and other acts of the University, as well as those delegated by the Rector who authorizes the said Committee for the respective activity.

The opinions of the University Admission Committee are mandatory for the Department.

Department Admission Committee

Article 11

Each Department of the University which has a study program intended for student enrolment via Enrolment Call, is obliged to form its own Admission Committee, before the announcement of the Enrolment Call for new students.

The members of the committee are elected by the teaching-scientific council of the Department, from the rank of professors. The committee is headed by the Vice Dean for Education. The Department Admission Committee from paragraph 1 of this article is composed of a maximum 7 members.

It takes care of the completion of the application procedure and selection of the candidates in accordance with the provisions contained in the Enrolment Call for students.

It also decides on the complaints filed from candidates.

The Department Admission Committee is obliged to regularly submit data on the course of the registration, selection and enrolment of new students to the University Admission Committee. The data are submitted in a way that will be determined by the University Admission Committee.

The Department Admission Committee is obliged to prepare a report on the results of the enrolment, which it submits to the teaching-scientific council of the Department.

Filing a complaint

Article 12

The candidate who is not satisfied with the result obtained by candidate selection in accordance with conditions prescribed in the Enrolment Call, has the right to file a complaint to the Department Admission Committee, which is the organizer of the study program for which the candidate applied.

The objection from paragraph 1 of this article is submitted within 24 hours from the announcement of the selection results.

The above mentioned results are published on the bulletin board and on the website of the Department, stating the time of publication.

The committee is obliged to decide on the candidate's complaint within 24 hours after the deadline for its submission.

The decision from paragraph 4 of the Department Admission Committee as stated in this article is final.

A complaint may be filed against the decision referred to in paragraph 5 of this Article to the Administrative Court.

Enrolment

Article 13

After the end of the procedure for selection of the registered candidates, the candidate who exercised the right to enroll, but did not enroll within the prescribed (announced) deadline, loses the right to enroll, and the right to enroll is acquired by the next candidate on the ranking list who has not previously taken a place within the approved student enrolment quota.

Upon enrolment, students sign a study agreement.

Students enrolled in study programs conducted in English can sign a contract in English.

The agreement from paragraph 2 of this article is signed by the Dean of the Department and the student.

By fulfilling the obligations for enrolment, determined by the Enrolment Call for students and this Rulebook, the student is issued an Academic Transcript.

Student status is proved by the Academic Transcript.

Procedure for enrolment in the second cycle of studies

Article 14

In the procedure for enrolment in the second cycle of studies, the provisions of Articles 6 - 9 and Article 13 of this Rulebook are duly applied.

Right to a complaint

Article 15

The candidate who is not satisfied with the result obtained by the candidate selection, in accordance with the Enrolment Call conditions, has the right to a complaint.

The complaint from paragraph 1 of this article is submitted within 24 hours from the announcement of the selection results.

The result from paragraph 2 of this article is published on the bulletin board and on the website of the Department, stating the time of publication.

The complaint is submitted to the Committee of the Department that organizes the study program for which the candidate applied. The complaint is submitted in printed form or electronically, sent to the electronic mailbox of the Department stated in the Enrolment Call for students.

The Committee is obliged to decide on the complaint of the candidate within 24 hours from its submission.

The decision on the complaint shall be submitted to the electronic mailbox of the candidate and in printed form within 3 days from the expiration of the deadline from paragraph 5 of this article.

A complaint may be filed against the decision referred to in paragraph 6 of this Article to the Administrative Court.

Full-time and part-time student

Article 16

Students, as a rule, enroll with the status of a full-time student.

According to the study program, if provided, the student has the right to enroll as a part-time student.

A person can be enrolled as a part-time student if he/she:

- is employed, in which case he/she submits an appropriate document proving the employment;
- is hired in another way, in which case he/she encloses an appropriate document proving the engagement;
- due to health reasons is not able to continuously attend classes, exercises, etc. in accordance with the study program, in which case he/she encloses an appropriate document proving his/her health condition;
- parent of a child up to one year of age;
- moved abroad;
- meets the conditions for other circumstances determined by a general act of the Department.

Transfer from full-time to part-time student
Transfer from part-time to full-time student

Article 17

During the studies, if the study program determines the possibility for a part-time study, the full-time student has the right to continue studying as a part-time student, by paying a certain tuition fee.

The part-time student is entitled to continue his/her studies as a full-time student by paying certain tuition fee.

The transitions from paragraphs 1 and 2 of this article are made during verification, i.e. registering the semester.

Conditions for transfer from full-time to part-time student

Article 18

The student can transfer from full-time to part-time student in the cases determined in Article 16, paragraph 3 of this Rulebook.

Conditions for transfer from part-time to full-time student

Article 19

The student can transfer from part-time to full-time student if the reasons for studying as a part-time student have ceased and it is in accordance with the regulations for the number of students in groups for lectures, exercises, etc.

Visiting student

Article 20

A visiting student can be a full-time or a part-time student from another university in the country and from abroad who enrolls in part the study program of the University.

The status of a visiting student lasts for a maximum of one academic year.

The rights and obligations of the visiting student, the amount of tuition fees, the possibility of continuing studies at the University Department and other issues related to the status of the visiting student are regulated by the Rulebook on the single credit transfer system and the transfer from one study program to another i.e. from one Department to another Department of the University and an agreement concluded between the visiting student and the Department.

Student mobility

Article 21

Student mobility refers both to a full-time or a part-time student at the University who enrolls in a study program at a University abroad for a maximum of one academic year.

Before applying and enrolling in courses at a foreign university, transient student is obliged to obtain confirmation/consent from the coordinator or the course professor of the equivalent course in the University Department to confirm compatibility of the foreign university course with the University program of at least 80%. Upon completion of the transience, the student submits to the University Department a study agreement and a transcript of grades, on the basis of which he/she requests the transfer of credits and the grade. The grade/s and credits for the passed exam/s are contained in a Decision issued by the Dean and are also written in the Academic Transcript and the e-file. The entry in the Academic Transcript is done by an authorized person of the Department, who applies a stamp, a number and a date of the decision. The credits obtained from the mobility exams are recognized in the respective semester, as stipulated by the University.

The rights and obligations of the transient student, the amount of tuition fees, the continuation of studies at the University Department and other issues related to the status of the student mobility are regulated by the Rulebook on the single credit transfer system and international mobility programs.

Study expenses

Article 22

Full-time students in the first cycle of studies and integrated studies of the first and the second cycle are enrolled by partial payment (co-payment quota) or tuition fees, in accordance with the Enrolment Call for the first cycle of studies and the integrated studies from the first and the second cycle.

Part-time undergraduate students are enrolled by paying tuition fees, in accordance with the Enrolment Call for enrolling undergraduate students.

Second cycle students are enrolled by paying tuition fees, in accordance with the Enrolment Call for enrolment of second cycle students.

Transfer of the student from partial for full tuition payment

Article 23

A student enrolled in a co-payment quota loses the such status and continues his studies in the tuition quota if:

- he/she enrolls one course for the third time;
- has not won at least 50% of the attained credits in a certain semester until the beginning of the next appropriate semester (winter, i.e. summer).

STUDIES

University calendar

Article 24

The university calendar for the next academic year is adopted at least 5 months before the beginning of the next academic year, and is published in the university bulletins and on its website.

The university calendar contains the framework provisions for the beginning and end of the academic year, the terms for teaching, exams and public holidays and non-working days.

Based on the university calendar, the Departments adopt a calendar for the next academic year and publish it through their media, at least 3 months before the beginning of the next academic year.

Conducting classes

Article 25

The teaching is performed through:

- lectures;
- exercises;
- consultations;
- seminar papers, homework, projects, practice, field teaching, clinical teaching, courses, etc.

Article 26

The lectures are a type of classes by which the course program is organized, and the student acquires theoretical knowledge that enables them to follow the practical lectures (exercises). They provide a synthesized review of the contents of the study program. During lecturing, additional contents and the latest findings from the area is presented to the students that should enable the students to master certain parts of the study program,. For such content, the student is provided with an appropriate additional materials.

The lectures from paragraph 1 of this article are performed by professors selected in the teaching-scientific title.

Professors are obliged to organize the lectures in accordance with the course program which is part of the study program.

Some of the lectures can be conducted through clinical teaching by a prominent expert in the relevant field.

The selection of the prominent expert from is done by the teaching-scientific council on the proposal of a committee that is formed to conduct the evaluation process of the candidate/s.

Visiting professors from abroad can be included in the teaching-educational process.

Article 27

Teaching can also take place in a virtual environment for studying and teaching (e-learning).

If provided in the course program, the teaching-educational process may include lectures from domestic and foreign universities with the help of audiovisual and other electronic aids.

Article 28

The exercises are part of the teaching-educational process in which students master practical experiences in accordance with the lectures of the course program.

The person engaged to perform the exercises is obliged to actively explain to the student, to visually help him/her and with him/her during exercises.

Professors hired to teach the course program are responsible for preparing the exercises.

Article 29

The consultations are part of the teaching-educational process, which enable the student to clarify certain parts of the course programs through direct contact with professors and associates for easier mastering of the contents of the course program.

Article 30

Every professor and associate professor is obliged to hold consultations with students four hours a week.

The term for consultations is published at the beginning of the school year/semester on the Department's website.

The absence of the consultation term is announced in advance by the professor.

Article 31

Seminar papers, homework and essays are prepared by the student as independent papers using materials suggested by the professor.

The project assignments are prepared by the student as an individual assignment or a group assignment of several students.

Field teaching is performed when it is provided in the course program.

Article 32

The teaching schedule is published before the beginning of the school year on the Department's website.

Regular attendance

Article 33

If it is foreseen with the study, i.e. the course program, the regular students are obliged to attend, i.e. to perform all forms of studies determined by the course program, for which an appropriate number of points can be obtained.

Records of attendance and class activities are expressed in points, as provided by the course program.

A student who has justifiably been absent from any part of the class may, at his request, be allowed to make up for the missing part.

Student progress

Article 34

Students progress in their studies by taking exams for the stipulated courses/modules and by fulfilling the obligations provided by the study program.

Students enroll in a semester with a minimum of 21 and a maximum of 35 ECTS credits.

The provision from paragraph 2 of this article does not apply for enrolment in a semester where conditional criteria are provided, i.e. previously mastered courses.

Particularly successful students (with an average grade of 8.5) can be allowed to attain up to 40 ECTS credits.

Semester registration

Article 35

The student can register new courses from the following semester, in accordance with the rules for advancement set out in the respective study program.

The Department, within the study program, can prescribe conditional criteria, i.e. previously mastered courses (won credits, passed and/or heard courses, etc.), as a condition for admission to other courses.

The registration of the course programs in the next semester is done before the beginning of the respective semester.

If the student has passed the exams from the winter semester and needs to enroll, i.e. rewrite only the courses from the summer semester, he/she enrolls an empty winter semester and vice versa.

The Department may introduce a study cycle, thus guaranteeing the student engagement in every semesters.

Article 36

When registering the courses, the student first registers the non passed compulsory and elective courses from the respective (summer/winter) semester, then the compulsory courses from the current semester and finally, the elective courses from the current semester, but in such a way that the total study obligations in one semester not to exceed the number of ECTS credits determined by this Rulebook.

In the winter semester, the courses that are determined in the study programs for the winter semester are enrolled.

In the summer semester, the courses that are determined in the study programs for the summer semester are enrolled.

Article 37

When registering the courses, it is necessary to meet the conditions set by the study programs.

When re-registration of a failed elective, the student has the right to replace the elective course with another one from the courses that are activated in the respective semester as elective courses.

Modification of the study program

Article 38

If during the study there is a change in the study program, the student who studied according to one of the previous programs and has not completed the study within the deadlines determined by those programs, continues the study in accordance with the conditions for transfer to new study programs.

Semester validation

Article 39

The student validates courses from the semester if he/she has received signatures from the course professors, which confirms his/her fulfillment of the foreseen teaching obligations.

The student who has not fulfilled the obligations prescribed by the study program of a certain course program and has not received a signature, can not take the exam.

The validation of the semester courses is done in terms published by the Department on its website.

Grading

Article 40

The following can be subject to grading:

- colloquia;
- exercises /practical work/field teaching;
- seminar work;
- homework;
- projects;
- courses;
- essays;
- artistic performances, artistic teaching production, etc;
- other activities provided by the course program.

Continual assessment

Article 41

Acquired knowledge of the students is checked and evaluated continuously - during the teaching and is expressed in points.

The study program can determine that some forms of teaching are conducted without assessment or that they are assessed descriptively.

Exams

Calendar and schedule of exams

Article 42

The exam calendar is published at the beginning of each academic year together with the teaching schedule and is published on the website of the University Department.

The schedule of exams is determined in such a way that the number of exam dates for each course/module in each exam period can include all students who have the right to take that course/ module.

Registration of exams

Article 43

The student can schedule an exam in writing or electronically, if possible. When registering for the exam electronically, the student is obliged to additionally submit an exam application in material form.

In writing, the exam is registered with a registration form. The application form is a document whose content and form are uniform for all constituent Departments of the University.

In the regular exam period, the student is obliged to register the exam within the deadlines set in the teaching calendar.

Article 44

The student enters the exam with an identification document and an academic transcript.

Exam terms

Article 45

The student has the right to take the exams within the winter, summer and autumn exam period. Exam term lasts at least 3 weeks. For each course, in each exam period, two terms can be given. The difference between the two terms can not be less than 10 days.

Conducting exams

Article 46

The testing of students' knowledge is also done by taking exams.

The exams are performed in written and/or oral way, as well as in another way determined by the study program.

The student who has fulfilled all the obligations prescribed by the respective course program has the right to take the exam.

Article 47

Exams can be organized immediately after the completion of a block of teaching content.

If provided by the study program, an exam grade can also be formed from the points from the colloquia.

When the student registers for the exam and does not appear at the exam, i.e. did not take the exam, the application for the exam states: *has not taken the exam* and is not considered to take the exam in front of a committee.

Publicity of the exam

Article 48

The exams are conducted in the presence of the public. Exams may not be conducted for only one student without the presence of other persons (student, assistant, other professor).

The professor is obliged to announce the achieved result of the oral exam to the student immediately after the exam.

The student has the right to inspect the examination documentation.

Announcing exam result

Article 49

The grades that the students have received after testing their knowledge are announced publicly (bulletin board, the website of the Department, etc.), within 7 working days from the test, ie from the day of taking the exam.

Professors are obliged, at the request of the student, to provide insight into the reviewed paper and the grade obtained, within 2 working days from the announcement of the results.

Complaint regarding the awarded exam grade

Article 50

The student, within 3 working days from the day of the result announcement, can file a complaint to the course professor, if he/she is not satisfied with the results of the exam, or part of the exam, .i.e the grade, or if he/she thinks that the exam was not conducted in accordance with the general acts of the institution and the Department that regulate this matter.

If the professor determines that the conditions from paragraph 1 of this article are met, he/she is obliged to reconsider the evaluation of the exam results or part of the exam within 7 working days from the submission of the complaint from paragraph 1 of this article.

The professor can confirm the grade he/she has determined or change it.

The confirmation, i.e. the change of the grade from paragraph 2 of this article, is written on the application with the indication: "the obtained grade ____ is confirmed" or "the obtained grade is changed into a grade _____".

The student has the right to withdraw the filed complaint.

In the cases from this article, the Department can, with a general act, determine the conditions, the manner and the procedure for taking the exam before a committee.

Examination before the Committee

Article 51

If the professor evaluates the student's exam twice with a grade of "5", the student has the right to ask the Dean, i.e. the Head of the Department, to form a three-member committee of professors from the same or related teaching-scientific area before which the student will take the exam. The professor with whom the student took the exam is not a member of the committee from the previous paragraph of this article.

Transfer of competencies for conducting exams

Article 52

In case of incapacity of the course professor, the Dean, i.e. the Head may transfer the competencies for holding the exams in the specific course to another professor from the same or related teaching-scientific field, or to the committee for conducting the exam.

Final grading

Article 53

The final grading includes student's achievements during the continuous evaluation, exams taken and other tested activities stipulated within the course program.

Exams, or some other forms of testing the acquired knowledge, skills and abilities, are conducted for all courses that the student has enrolled, according to the contents determined by the study program.

The final grade is confirmed at the final knowledge testing or at the regular exam session.

The final grade is the result of the final knowledge testing or the exam, depending on how the study program is determined.

The final grade must be entered in the academic transcript and in the application form as a final grade.

Article 54

In order to fulfill the obligations of the course program, the student receives a certain number of points, and can achieve a maximum of 100.

Evaluation can be quantitative or descriptive, or quantitative and descriptive //ISTO E, DA NE TREBA KVALITATIVNO???.

The final grade is expressed quantitatively from 5 (five) to 10 (ten). A grade of 5 (five) indicates insufficient success.

The final grade for an appropriate course program can be expressed qualitatively, in addition to the quantitative expressions.

The proportion resulting from the scope of the continuous evaluation, the exam and the other activities that are subject to final evaluation, is determined by the lecturer of the course program.

Passing the exam is a condition to obtain the required number of credits prescribed by the course program.

Obligations of the professor

Article 55

The professor is obliged to remove the student from the knowledge test, i.e. from taking the exam, if he/she considers that the student behaves inappropriately, obstructing other students or using impermissible aids.

In the cases from paragraph 1 of this article, the professor is obliged to initiate a disciplinary procedure.

Records

Article 56

The professor is obliged to enter the final grades in the electronic system and in the exam applications, within 5 (five) working days from the final grade and within this period to submit them to the Student Affairs Office together with the report on the final grade.

The report from paragraph 1 of this article contains:

- exam period, i.e. term, date of the exam;
- name of the course;
- personal name of the professor;

- list of students (with name and surname), obtained final grade with number and letters;
- data on the number of students who took the exam (last included no. ____);
- signature of the professor.

The report is kept in a printed form, bound for each school year, and/or in electronic form. The report lasts for infinite time and is kept in the Student Affairs Office.

The results and materials from the continuous evaluation and exams, apart from the course professor, are kept and stored within the institute, i.e. the department or with a group of course professors.

The results from paragraph 4 of this article are stored in printed form or electronic form for one year.

Comparability of the grading system

Article 57

The numerical grading system is compared to the ECTS grading system.

10 => A	A => 10
9 => B	B => 9
8 => C	C => 8
7 => D	D => 7
6 => E	E => 6
5 => F	F, FX => 5

The percentage scale is determined by the study program.

Average success

Article 58

The average of the student is the arithmetic mean of the grades from the final grading in all courses during the studies, including the final exam, i.e. the final thesis.

Re-registering courses

Article 59

A student who has not passed the exam within 3 exam terms, can re-register the same exam in the next academic year in the respective term .

Retaking exams

Article 60

The student, at his request, is allowed to retake the exam for a higher final grade of the course, for a period of up to four months from the exam.

The request for re-taking the exam is submitted to the Dean.

The Dean annuls the last grade with a Decision, which is an integral part of the application.

An authorized person from the service notes on the application form of the student that *the student annuls the grade with decision no. ____ from ____.*

The student needs to submit a new application and the grade obtained from the re-examination is noted on the new application.

The grade obtained on the re-examination is final and the student is not entitled to re-examination.

Registering courses from other study programs not included in the existing study program

Article 61

After passing all the courses stipulated in the study program, before the defense of the diploma thesis, if provided by the study program, the student has the right to enroll a maximum of 5 courses from another study program of the Department where he is enrolled or a study program from another Department.

The request for enrolment is submitted within 15 days from the date of the last exam, and the enrolment is done during the enrolment in the winter or summer semester at the respective Department.

The student does not have the right to re-register the courses from paragraph 1 of this article.

The records for the enrolled courses from other study programs are kept at the Department where the student is enrolled.

The Department from paragraph 4 of this article issues a certificate for passed courses from other study programs. The certificate is also a part of the diploma supplement.

Conflict of interest

Article 62

In cases when the course professor and the student are related: son, daughter, daughter-in-law, son-in-law, brother, sister, wife or husband, the professor is obliged to be exempted when taking the course, i.e. the exam, and to inform the Dean, i.e. the Director of the Department.

The Dean, i.e. the director of the Department, entrusts the conduct of the exam to another professor from the same or related teaching-scientific area or to a special competent examination committee, composed of three members.

Final thesis

Article 63

At the University Department where the final thesis is planned, students have the right and duty to apply for and defend a diploma thesis from the area where they complete their studies.

At the request of the student and with attached proof of absence from the country, the Dean may approve the defense of the dissertation remotely via the Internet and a defined

medium, in a specially established procedure and in agreement with the mentor and members of the committee.

The title and diploma thesis is proposed by the course professor from the chosen discipline in agreement with the student.

The diploma thesis is evaluated with a grade from 6 (six) to 10 (ten).

The student can apply for a diploma thesis if he/she has won a minimum of 140 ECTS credits in the three-year study programs, i.e. 200 ECTS credits in the four-year study programs. The Departments on which integrated studies of the first and second cycle are performed, the number of ECTS credits is stipulated by their own act.

With the general act, the Department determines the manner of appointing a mentor, the topics for the diploma thesis and the members of the defense committee.

Final thesis defense

Article 64

The defense of the final thesis is carried out after the student has passed all the stipulated courses/modules and has fulfilled the conditions and all his/her obligations anticipated with the study program.

The defense of the final thesis is done before a committee of 3 members, one of which is the mentor.

The mentor, in agreement with the student, determines the day of the defense of the final thesis.

The committee from paragraph 2 of this article, after the defense of the final thesis, gives a grade from 5 to 10, whereby the grade 5 means that the final thesis is not successfully defended.

In case a grade of 5 is obtained for the final thesis, the provisions of Article 51 of this Rulebook shall apply.

A special form for the defense of the final thesis is filled in, which is signed by the members of the committee.

The application for the final thesis with the title of the topic, the members of the committee and the evaluation of the final thesis are attached to the student file.

Professional, i.e. master thesis, that is, making and/or performing a work of art

*Procedure for application, evaluation and defense of professional, i.e. master thesis,
that is, making and/or performing a work of art*

Article 65

Professional paper is an independent professional work that systematizes existing knowledge and contributes to solving problems in practice.

The master's thesis is the result of the independent work of the students, which systematizes their current knowledge and contributes to their further development.

A master's thesis in the field of art can also be an exhibition of works of art, a theater play, a film, radio or television show, a composition, a concert or stage performance of a musical work, a solo concert, and in architecture, an architectural project.

Article 66

The student can apply for a professional, i.e. master's thesis with acquired at least 30 ECTS credits for one-year, or at least 90 ECTS credits for two-year studies of second cycle, or after passing all exams, depending on the study program.

The application for preparation of the professional, i.e. master's thesis is submitted to the teaching-scientific, i.e. scientific council, after a previously given positive opinion of the teaching-scientific collegium for the second cycle, after passing the stipulated exams.

The application contains: a title of the topic, an explanation of the scientific, artistic and professional justification of the topic, a work plan and a literature review.

The title of the topic and the thesis is proposed by the candidate in agreement with the mentor.

The decision on the accepted topic for the preparation of the professional, i.e. master's thesis is made by the teaching-scientific, i.e. the scientific council.

The decision to appoint the mentor, upon the proposal of the teaching-scientific collegium, is made by the teaching-scientific, i.e. the scientific council, at the same session at which the topic was accepted.

The mentor is determined by the teaching-scientific and scientific staff from the specific scientific, i.e. artistic field to which the paper work refers. The mentor is a professor included in the study program where the student is enrolled.

Upon a reasoned request of the candidate or the mentor, the teaching-scientific, i.e. the scientific council can make a decision to change the mentor.

The mentor whose employment was terminated due to fulfilled pension conditions, retains the status of mentor until the end of the procedure for defense of the professional, i.e. master's thesis.

Article 67

The title of the accepted master's thesis is published in the University Bulletin and on the Department's website, in Macedonian and English.

Article 68

After the completion of the mentoring phase, i.e. after the preparation of the thesis, the student submits five copies of the professional, i.e. master's thesis, with a request to form a committee for evaluation of the professional, i.e. master's thesis, comprised of three members.

Upon a reasoned proposal of the mentor for the completed mentoring phase, the teaching-scientific, i.e. scientific council forms a committee for evaluation of the professional, i.e. master's thesis of three members, within 45 days from the day of submitting the paper.

The deadline from paragraph 2 of this article does not run in the period from July 15 to August 25 in the calendar year.

The committee for evaluation of the professional, i.e. master's thesis is obliged to review the paper and to submit the possible remarks to the student in writing, within 3 months from the day of the establishment of the committee.

The committee can return the paper to the candidate with remarks of completion up to 2 times and sets a deadline for action. If the candidate does not act upon the remarks within the set deadline, the procedure is stopped and the candidate has the status of a student.

Article 69

The student is obliged to prepare and submit the professional paper no later than six months from the day of approval of the topic of the professional paper.

The student is obliged to prepare and submit the master's thesis no later than one year from the day of approval **of the master's thesis**.

At the request of the student, the Department of the University may approve to extend the deadlines referred to in paragraphs 1 and 2 of this Article, for the same duration of time for which the student was incapable to work on his professional, i.e. master's thesis. After the expiration of this term, the student loses the right to defend the submitted professional, i.e. master's thesis.

Article 70

The committee, within 3 months from the day of the approval of the paper, prepares a report in which it gives an evaluation and explanation of the paper and submits it to the teaching-scientific, i.e. scientific council of the Department.

After the adoption of the report, at the same session of the teaching-scientific, i.e. scientific council, a defense committee of 3 members is formed.

The members of the committee for evaluation of the master's or professional thesis can also be members of the committee for defense.

The Defense Committee, in agreement with the candidate, determines the day of the defense, but no later than 30 days from the day of its formation. The candidate is informed in writing about the day of the defense.

At the request of the candidate, the deadline referred to in paragraph 4 of this Article may be extended.

Article 71

The defense is public and is published on the bulletin board of the Department, at least 7 days before the day of the defense.

Article 72

After the completion of the defense, the committee publicly announces the evaluation of the defense of the professional, i.e. master's thesis.

The evaluation is done with descriptive grades: "the student defended his professional, i.e. master's thesis", "the student did not defend his professional, i.e. master's thesis".

Minutes are kept of the course of the defense in which the evaluation of the defense is entered. The minutes are signed by the members of the committee.

Article 73

The master, i.e. professional thesis is written in Macedonian language.

If the study program is carried out in one of the world languages, the master, i.e. professional thesis is written in the appropriate language with translation into Macedonian.

In groups of the Faculty of Pedagogy "St. Kliment Ohridski" in Skopje, where teaching is conducted in Albanian and Turkish, the master's or professional thesis can be written in the appropriate language with mandatory translation into Macedonian. The master's or professional thesis can be defended in the appropriate language with mandatory translation into Macedonian.

Completion of studies

Article 74

The student has completed the first cycle of studies when he/she passes all the exams, fulfills all the obligations provided by the study program and prepares and successfully defends a diploma thesis in accordance with the accredited study program. Upon completion of the first cycle of studies, the student acquires at least 180, i.e. 240 ECTS credits.

The student has completed the second cycle of studies when he/she passes all the exams, fulfills all the obligations provided by the study program and prepares and successfully defends a professional, i.e. master thesis, i.e. after he/she makes and/or performs a work of art. Upon completion of the second cycle of studies and the credits acquired from the first cycle, the student acquires at least 300 ECTS credits.

The student may acquire credits by attending extracurricular courses and seminars organized by the Department or other higher educational institutions, if prescribed by the study program. The maximum number of credits that a student can earn in such a way is 6.

Upon completion of studies in accordance with this article, the student acquires an appropriate professional or academic title or degree, as well as other rights in accordance with the specific regulations.

Article 75

The number of credits for studies related to performing regulated professions is at least 300, i.e. 360 ECTS credits, unless otherwise regulated by law.

The provisions of Article 74 of this Rulebook and the study programs shall be appropriately applied for the completion of the studies for regulated professions.

Certificate, diploma and diploma supplement

Article 76

The student who will perform all the obligations according to the study program for improvement or only part of the study program for obtaining education is issued a certificate for the completed part of the study program, which contains data on the level, nature and content of studies, as well as achieved results.

The University issues a diploma to the student who will perform all the obligations according to the study program for obtaining higher education in any cycle of education, based on the records kept for him.

The diploma confirms that the student has completed a study program of the first or the second cycle and acquires an appropriate professional or scientific title.

An integral part of the diploma is the Diploma Supplement.

The diploma is signed by the Rector and the Dean, i.e. the Head

The diploma supplement is signed by the Dean, i.e. the Head.

The diploma is certified with a dry stamp of the University.

In the study programs organized by two or more Departments of the University, the joint diploma is signed by the authorized persons of the higher education institutions who organize a study program for obtaining a joint diploma, as well as the Rector of the University, unless otherwise regulated by a mutual agreement signed by the higher education institutions and the Rector.

The diploma supplement from paragraph 4 of this article is signed by the authorized persons of the higher education institutions that organize a study program for obtaining a joint diploma, unless otherwise regulated by mutual agreement.

The certificate and the diploma are public documents.

Promotion

Article 77

The promotion is a solemn presentation of diplomas for completed studies.

The Dean, i.e. the Head of the Department presents the diplomas from the first and second cycle of studies.

OTHER STUDENT RIGHTS

Special benefits

Article 78

Students at all levels of higher education, from the first and second group who are without parents, who are blind, deaf, disabled, mothers with children up to six years of age and hospitalized, are entitled to additional exam deadlines.

Abeyance

Article 79

At the student's request, the obligations are suspended:

1. during pregnancy;
2. if the student is with a child up to 1 (one) year;
3. during illness longer than 1 (one) semester;
4. for family reasons:
 - support of persons from the immediate family;
 - illness, help and care of close family members;
 - natural disasters related to the residence, i.e. the residence of the student;
5. during the international exchange of students lasting longer than 30 days during the teaching, if the mentioned exchange does not obtain ECTS credits;
6. during the preparation and performances at sports events when the student has a status of a member of the national team of the Republic of Macedonia;
7. due to inability to fulfill the financial obligations;
8. in other cases.

For suspension of the obligations from paragraph 1 of this article, the student submits a written request and submits appropriate documentation.

Persons from a close family in terms of paragraph 1, item 4, lines 1 and 2 of this Rulebook are the parents, brothers and sisters of the student.

If during the suspension of the obligations there are changes in the study program, the student continues to study in the changed study program and is obliged to fulfill the obligations that make the difference between the two study programs.

The student is obliged to activate the study within 15 days after the termination of the reasons for abeyance.

The student who suspends his/her studies, and the abeyance is not interrupted until the beginning of the next school year, is obliged to extend the rest at the beginning of the school year and each subsequent school year.

If the student does not act in accordance with paragraph 6 of this article, he/she is considered to have terminated his/her studies.

For the duration of the abeyance the student is not indebted with financial obligations if he has settled the arrears.

Continuation of discontinued studies

Article 80

It is considered that the student has terminated his/her studies if he/she does not register the semester, until the beginning of the next semester, even though he/she has fulfilled the conditions.

If during the interruption of the studies the study program is changed, the student is obliged to attend classes, to complete them, and to register for the differences in the changed study program.

For the duration of the suspension of studies, the student does not pay a tuition fee. The student continues the studies by paying tuition fees if the break lasts for 3 or more consecutive semesters.

Transfer to other studies

Transfer of study programs at the University

Article 81

During the studies, the student can transfer from one study program to another of the Department where he/she is enrolled, as well as to a study program in another Department, under conditions determined by the study program to which he/she is transferred, i.e. the rules for studying in the Department.

The student has the right to the transitions from paragraph 1 of this article and during the enrolment in the first academic year until the closing of the registry books, if the number of the study program he/she aims at, is available for more students.

Transfer from other institutions of higher education

Article 82

Students from study programs from other higher education institutions in the country and abroad can transfer to study programs of the University Departments, under conditions determined by the study program where the student transfers to, i.e. following the study rules of the Department, if there is an overlap of the study programs for acquiring the professional, i.e. academic title determined in the study program to which the student is transferred.

The student who requests transfer can be assigned additional obligations for overcoming the differences in the study programs, i.e. to fulfill the obligations in the courses and to pass the exams in order to be able to continue with the studies.

The transfer can be allowed if the student of the University Department acquires at least 60% of the anticipated credits from the study program. Otherwise, if the student agrees, he/she needs to re-register already recognized or additional courses. The Department can determine which courses are not liable to use for credit transfer.

Article 83

Among other conditions, a student who wants to transfer from one Department / study program / higher education institution must meet the following conditions:

1. to meet the conditions for regular enrolment in the next semester at the home faculty;
2. to have a decision from a competent body in the Republic of Macedonia for recognition of acquired higher education qualifications abroad (for students who studied abroad) with equivalence for the grades;
3. to know the Macedonian language (for foreign citizens), i.e. the language in which the teaching is performed.

Common transfer provisions

Article 84

The number of students who can be transferred is determined by the Dean's office, i.e. the institute administration at the beginning of each academic year, depending on the norms and standards and the capacity available.

The students who are foreign citizens, as well as students who are citizens of the Republic of Macedonia studying at foreign universities, acquire the right to pass under the same conditions as Macedonian citizens based on special quotas for foreign citizens.

Article 85

If more candidates meet the conditions for passing the established number, the advantage is given to the candidates who have achieved a higher average grade at the faculty, i.e. the university where they come from.

Article 86

The transfer is made on the basis of a decision for recognition of attained credits with equivalence of courses and credits.

The decision for transfer is made by the Dean upon the proposal of the course professor, i.e. the course professors.

The Dean may also form a committee, i.e. committees for determining the fulfillment of the conditions for the transfer.

The passed exams with the original title, grades and credits awarded at that point at the home faculty and recognized with the decision from paragraph 2 of this article, together with the decision for equivalence, are recorded in the student's file. The certificate of passed exams shall include the names of the equivalent courses and credits from the Department to which the student transfers.

In case of partial recognition, the student is obliged to enroll in the course and fulfill the obligations for the part that is not recognized. The final grade is the arithmetic mean of the two grades and the number of credits for that course is noted at the Department to which the student transfers.

For students transferring from foreign universities, in addition to the initial grades, the equivalence of grades determined by a decision of a competent authority in the Republic of Macedonia is entered.

Article 87

Transfer student is obliged to enroll until the end of the enrolment period.

Article 88

Transfer student continues his studies by paying tuition fees.

Termination and renewal of the student status

Article 89

The student loses his / her student status in the following cases:

1. if he graduates;
2. if he/she does not complete the studies within the deadline determined by law and the rules for studying at the Department;
3. if written;
4. if it is excluded;
5. in other cases determined by the rules for studying at the Department.

The status from paragraph 1 of this article can be renewed according to the procedure determined by the statute of the Department, unless the status has ceased with permanent exclusion. The cost of renewing the status is borne by the student.

After the renewal of the status, the student can continue the studies according to the study program that is applied.

If the study program is changed, the student is obliged to listen to, fulfill and take the differences in the study program.

The student whose status has been restored, continues his studies in accordance with the rules for studying at the Department, and in accordance with the rules for studying at the University.

The student whose status has been renewed, continues his studies by paying tuition fees.

Parallel study

Article 90

The student can study in two study programs of the first cycle of studies at the same time (parallel study), in one or more higher education institutions, if provided by the study program and if it does not affect the fulfillment of the student's obligations provided in both study programs.

The student can exercise the right to parallel study:

- when enrolling in the first year, by submitting an application for enrolment in both study programs;
- by enrolling in the next semester or academic year.

Students from paragraph 1 of this article are enrolled outside the quotas, and a maximum of 10 per study program.

The Department, i.e. the Departments in which the student studies and the student himself, sign an agreement that regulates the mutual rights and obligations.

The student who studies in parallel studies, pays tuition fees to the Department where he/she declares that would be studying in parallel, i.e. to the Department where he/she is enrolled in accordance with paragraph 2, line 2 of this article.

The student who studies at the same time pays the tuition to the Department at which he/she is enrolled.

Exercise and protection of students' rights

Article 91

The Dean, i.e. the Head of the Department decides on the exercise of the student's rights, except for the issues otherwise determined by this Rulebook.

The request in reference to the above is submitted by the student to the Dean, in writing, accompanied by appropriate documentation.

The Dean decides within 30 days from the receipt of the request.

If the Dean does not decide within the set deadline, the next day after the deadline, the student has the right to submit the same request to the Dean's office, which is obliged to decide at the first subsequent session held, after receiving the request.

When the Dean renders a decision, the student has the right to appeal within 15 days from its receipt and sends his/her complaint to the Dean's office. The latter is liable to render a decision at the first subsequent session of receipt of the complaint.

The decision of the Dean's office is final.

On behalf of the student, requests for exercise of a right may be submitted by another person who submits a statement that he acts on behalf of the student.

The Dean may authorize the Vice Dean for Education or another person to decide on student rights.

The Vice Dean for Education decides upon the issues related to the exercise and protection of students' rights in the absence of the Dean.

Article 92

The requests for issuance of administrative and real acts, in accordance with the Law on General Administrative Procedure, i.e. the requests for exercise and protect legal rights and interests of the students stipulate an administrative fee payment, in accordance with the Law on Administrative Fees, except the requests for issuance of original certificates and original diplomas for completed studies, as well as for other activities for which no fee is paid in accordance with the law.

Administrative fee is not required for exam applications, enrolment and semester registration.

Right to inspect exam records and student file

Article 93

The student has the right to inspect the exam records.

The student, his parent, guardian or a person authorized by them has the right to inspect the student file.

When enrolling, the student fills in a statement for the right to approve of exam records and student file inspection by individuals stated in paragraph 2 of this article. The statement is valid throughout the study.

Issuance of certificates

Article 94

For issuing certificates, the request is submitted to an authorized person from the student service at the respective Department.

The certificates are signed and issued by an authorized person from the student service of the respective Department.

Manner of communication

Article 95

The communication between the Department and the student is done in a printed or electronic form.

When the communication is in a printed form, the delivery between the Department and the student is done through the archive of the Department.

When the communication is done in electronic form, the correspondence between the Department and the student is done through the electronic mailboxes of the Department and the student.

Catalog of services

Article 96

The procedure for exercising the rights of students is publicly published on the websites of the University and the Departments.

Fees

Article 97

An integral part of this Rulebook is Annex 1, which determines the fees paid by students apart from the tuition fee.

General acts of the Departments

Article 98

Faculties and scientific institutes make decisions in form of general acts that further regulate the conditions, criteria, rules and procedure for enrolment and study in accordance with their specifications.

The decisions from paragraph 1 of this article must not be in contradiction with this Rulebook, in case of which, this Rulebook shall apply.

TRANSITIONAL AND FINAL PROVISIONS

Article 99

Annex 1 of Article 97 of this Rulebook shall be adopted within 6 months from the entry into force of this Rulebook.

Article 100

This Rulebook enters into force on the day of its publication in the University Billetin.

Article 101

Students enrolled until the entry into force of this Rulebook, continue to study according to the rules established by the study programs and the provisions of this Rulebook if they are more favorable to them.

Rector

Prof. d-r Nikola Janklovski , *//signed//*