

**Republic of Macedonia
'Goce Delcev' University – Stip**



BOOK OF REGULATIONS ON FIRST CYCLE STUDY

(excerpt from the University Newsletter number 10, July 2009)

According to Article 52 of the Law on Higher Education (Official Gazette of R. Macedonia number 35/08, 103/08 and 26) the University Senate on the its 21th assembly on the 15 June 2009, passed the following

**BOOK OF REGULATIONS ON CONDITIONS, CRITERIA AND REGULATIONS FOR THE
ENROLMENT AND STUDY FIRST CYCLE STUDIES AT GOCE DELCEV UNIVERSITY STIP
GENERAL PROVISIONS**

Article 1

This book of regulations regulates the conditions, criteria and rules for enrolment and studying first cycle of studies.

Articel 2

This book of regulations provides efficiency of the studies, as well as realization of the Bologna process directives: decreasing the amount of time for studying compared to the current practice, increasing teachers and students mobility, improving studies quality based on competence in lectures and research.

Articel 3

The first cycle of studies is realized according to the Law of higher education, University Statute and other general regulations of the University.

Article 4

The University, i.e. its units and the technical school organize and conduct first cycle studies from science, arts and technical field for which they are accredited.

Article 5

University units accept: full-time students financed by the state, full-time and half-time students not financed by the state, expatriates and citizens of republic of Macedonia who have finished their secondary school abroad, citizens of The Republic of Macedonia who have finished part of their secondary school abroad and have obtained international A-levels, students who receive scholarship from Macedonian government, foreigners, students who have already finished studies at similar faculties or technical schools.

CONDITIONS FOR ENROLLMENT AT FIRST CYCLE STUDIES

Article 6

First cycle studies may be studied by people who have matriculated abroad or at home and fulfill the conditions of the Law of higher education, the Statute of the University, this book of regulations and the advertisement for accepting new students for first cycle studies.

Article 7

General conditions for applying for first cycle studies is for candidates to have completed four-year secondary school, in secondary schools accredited by the Ministry of Education and Science. By exception, people who do not have four year secondary school may apply for first cycle studies if they have special talents. They will have to complete the secondary school by their second year of first cycle studies. If the person from the previous paragraph does not meet the conditions, he or she ceases to be student at the university unit.

Article 8

All candidates – citizens of the Republic of Macedonia who have completed secondary school in the republic of Macedonia or part of their secondary school abroad, as well as candidates who have matriculated abroad, have equal status upon their applying for first cycle studies at the University. Expatriates and citizens of the republic of Macedonia who have completed their secondary education abroad, as well students who have completed similar higher education studies or technical studies, apply under special regulations states in the advertisement.

Article 9

Expatriates and citizens of the Republic of Macedonia who have completed their entire education abroad, as well as foreigners, apply at the Rectorate.

Articel 10

The University decides which secondary school programmes are compatible for applying to the corresponding academic or technical studies.

Article 11

Student may apply as full-time or part-time students, if they meet the criteria in the advertisement.

Candidates applying for part-time students have to be either employed or to not be able ti attend classes.

Article 12

In order to be provided fair conditions for minority groups in Macedonia, applicants members of these groups will be entered on another list. Their maximum number may not exceed 10 % of the

overall number of students who enroll at first year of studies at a unit. In this percentage point there will be represented all minority groups according to their percentage on national level.

Article 13

Student free from fee are:

- students without parents;
- people with first degree of invalidity;
- army invalids and
- people who grew up in orphanages.

These people studies will be financed by Budget of the Republic of Macedonia.

Article 14

Member of security forces, children of killed or passed away member of security forces and children of army invalids of I to IV group, regulated by the provisions of Article 12, paragraph 2 of the Law of special rights for members of security forces of the Republic of Macedonia and members of their families, will apply separate from the state ratio and will not pay fee, under the regulations in the advertisement, and their number will be no more than 10% from the whole number of students of the academic program.

The right from the previous paragraph will be exercised upon applying, by providing document issued from the Ministry of Defense or the Ministry for Internal Affairs.

Candidates may not supply a document after the application.

Article 15

Candidates who fulfill the enrollment conditions can enroll at faculties as regular students, and because of the limited quotes they cannot enroll in the category of students financed by the state, in the number frame confirmed by the Decision on the number of students enrolling in the first year at the public higher educational institutions brought by the Government of the Republic of Macedonia.

Students from paragraph 1 of this article enroll with joint financing studies. Enrollment in this category is done under the same conditions and criteria applied to the regular students financed by the state with signing a written agreement for joint financing studies.

When enrolling, students from this category sign a contract with the faculty containing mutual rights and obligations in the realization of the teaching - educational process.

Article 16

The Decision about the number of students proposed by the University is made by the Government of the Republic of Macedonia.

Article 17

The amount of participation, the amount of the refund of joint financing studies, and the amount of refund of the part-time students proposed by the University units is confirmed by the University Senate.

ENROLLMENT CRITERIA FOR THE FIRST CYCLE OF STUDIES

Article 18

Basic criteria for enrollment in the first cycle of university studies are the overall success of the candidates in all subjects reached in the secondary school (participating with 60 points minimum). To the overall success reached in the secondary school as criteria for enrollment, the success at the state graduation is also added (participating with 40 points maximum).

In the study programs where the number of students applied in the first year exceeds the number of students established by the competition, an examination of the students' competences is made, as well as additional testing if there are more candidates with the same points.

In the study programs which are characterized with distinct specificities (arts and other study programs established by the competition), the enrollment is made by a competence test. In the study programs where the enrollment is made by a competence test secondary school success from paragraphs 1 and 2 of this article participates with 40 points, and the success of competences test amounts to 60 points.

More detailed regulations for the enrollment conditions and criteria for the first year students, about the manner of evaluation of the overall secondary school success and the state graduation, as well as the manner and success on the competence test are established by the enrollment competition from article 19 of this Regulation.

PROCEDURE FOR ENROLLMENT IN THE FIRST CYCLE OF STUDIES

Article 19

The enrollment in the first cycle of studies is based on open competition, announced by the University, and suggested by its units.

Competition for the enrollment of students is published in at least one daily newspaper in The Republic of Macedonia and on the internet website of the university.

The competition contains the name and address of the University, name of the study program of the first cycle of studies, place of conducting classes, and number of available places for enrollment, procedures and dates for submission of documents and realization of enrollment. The application with all the necessary documentation quoted in the enrollment competition is submitted to the University - unit of the University in accordance with the open competition.

Article 20

The procedure for candidates' enrollment in the first university (academic) and professional cycle studies is administered by the enrollment competition commission in accordance with the University Statute regulations.

Article 21

The final decision about the enrollment of students in each unit of the University respectively is made by the University enrollment competition commission. Based on that decision the enrollment of students in the first cycle studies is made and their listing in the official register of enrolled students.

RULES OF STUDYING IN THE FIRST CYCLE OF STUDIES

Organization of studies

Article 22

Study programs are divided into study years and semesters.

Article 23

In agreement with ECTS, the scale of the study program is 60 points (credits) in one study year, i.e. 30 in a semester.

Article 24

Number of the study credits for a particular subject is determined by the total student load (theoretical and/or practical teaching, exercises, seminars and similar), the time student need for

independent work (homework, projects, seminar papers) and the time needed for studying and preparation for final assessment (tests, final exams).

Article 25

The faculty chairs determine the relationship between one teaching class and the number of classes needed for student's individual work, and that relationship has an impact on the number of the credits needed for the given subject.

Duration of studies

Article 26

The first cycle of studies for a university degree lasts three, four, five or six years and is evaluated with 180, 240, 300 or 360 (ECTS) credits. The ECTS credits respond to the European Credit Transfer System – ECTS criteria.

Structure of the study program

Article 27

The study program contains general and special conditions that the student must meet in order to gaining specific knowledge:

1. table of obligatory and elective subjects per each study year and semester;
2. table of classes for individual student load for each subject;
3. number of ECTS study credits for each subject;
4. other methods of teaching for gaining and accomplishing professional knowledge and skills (seminars, projects, thematic Clinique, practical work)
5. table of conditions for visiting classes and taking exams;
6. degree paper or final exam of the study program if it is planned.

Article 28

The data about a respective subject contain:

1. name of the subject and the appropriate code for easier identification of the subject (code denoting belonging to a particular study program).
2. a short description of the subject program which enables understanding of its content by the student;
3. evaluation of the subject level, which means a clear picture of previous knowledge needed (by naming the subjects that should be passed previously);
4. a list of recommended literature needed for preparation, anticipated aims and a list of professional literature;
5. naming the obligatory and elective subjects;
6. names and surnames of the professors and assistants;
7. duration of teaching – study year, number of classes per week, place of the subject in the overall structure of the study;
8. method of realizing teaching and learning of the curriculum - lectures, consultations, exercises, laboratorial exercises, seminars, field work, mentor's work and similar, with a number of classes per week and total number of weeks for the duration of a specific activity;
9. manner and duration of taking an exam - ways of testing the knowledge during the classes, their number and evaluation of practical work and other ways of individual work (seminar papers, projects), manner and time of taking exams;
10. special marking of the subject taught in a foreign language.
11. ECTS credits anticipated for a certain subject, in agreement with the common ECTS rules, stating the number of study credits for important activities anticipated with the subject program.

Organization of teaching

Article 29

Study year is organized in two semesters: winter and summer semesters.

Classes in the winter semester start from the third Monday in September and last 19 weeks (12 weeks continuous classes and 7 weeks preparation for assessment and the final assessment).

Verification of the winter and enrollment in the summer semester lasts two weeks.

Classes in the summer semester start from the third Monday in February and last 19 weeks (12 weeks continuous classes and 7 weeks preparation for assessment and the final assessment).

Summer holiday and other activities, as well as the activities outside classes (organization of additional - condensed teaching – summer schools, summer universities) including forms of evaluation last 8 weeks.

The precise calendar of the organization and realization of the study programs for the study year is determined and established by the University senate, maximum 60 days before the beginning of classes.

Article 30

Classes are organized and performed according to the determined classes' timetable. The University, faculties and higher professional school are obliged to publish the timetable of classes 10 days before their beginning.

Classes' timetable contains: name of the study program, study year, name of the subject, time (day and hour) of classes, place of holding the classes (classroom, amphitheatre, laboratory), name of the professor and other relevant information about teaching.

For each subject, the professor shall determine the plan of work and deadlines, manner of evaluation (tests, projects) and he/she is obliged to give it to the Vice Dean of the faculty or the higher school, 15 days maximum before the start of the study year.

In the first week the professor is obliged to introduce the working plan of the subject to students and to give it to them in a written form.

Article 31

Evaluation of knowledge is organized in the days and hours determined for the realization of classes predicted for the subject evaluation.

Tasks predicted for students' individual work (seminars, projects, exercises, etc.) must be equally arranged throughout the whole semester.

The entire coverage of these activities must be in accordance with the predicted subject load and the ECTS credits.

During classes, individual student work and preparation for knowledge assessment, the professor is obliged, to help the students by means of consultations. The time and date for these consultations should be adjusted to the terms of classes, and they should be announced on the notice board and the website of the university unit.

Consultation office hours with the students are obligatory for every week with a minimum of 2 (two) and maximum of 6 (six) classes.

Changes in the classes' timetable and the plan of work during classes are not allowed as a rule. In case of a professor's illness, the change in classes' timetable is made by the Vice Dean.

The respective professor is responsible for the realization of all types of class, lessons, exercises, practical work and mentorship.

Article 32

Certain teaching forms can be performed by means of "distance learning", virtual learning, but the exams must be organized in the Department's seat.

The art exams can be organized outside from the седиштето на одделот if they represent public manifestations like concerts, exhibitions, plays.

Practical and professional work can be organized as a part of the regular classes or as a special unit.

Subject registration and keeping records

Article 33

Students register the subjects they want to attend and take exams in the next study year three weeks before the beginning of classes in the winter semester, and if they are in the first study year, they can do that after the semester enrollment and submission of the semester form.

The choice of subjects is made up to 30 ECTS credits per semester, 60 credits per year. In the frames of a summer school the student can take two exams maximum.

After the subjects registration deadline lists of students are made per each subject and they are announced on the faculty's website and the notice board of the department for each study year and for each subject. The subjects that student have registered cannot be changed after their notification.

Repeated registration of subjects

Article 34

The student who does not pass the exam in the given terms enrolls the subject again if the subject is from the group of obligatory subjects, and if the subject is elective, it can be enrolled again or the student can choose another subject in order to acquire the necessary number of ECTS credits. For every repeated subject enrollment (that the student repeats), he/ she is obliged to pay an appropriate sum of money the amount of which is determined by the University Senate.

Registering ensuing/attended semester

Article 35

All students are obliged to register the ensuing semester and year. On basis of the registration of an attended semester and year, the number of ECTS student credits earned by the student is determined.

The student will be permitted to register an attended semester if all professors, from the respective semester, have signed the student's record booklet.

The student who has not fulfilled the requirement from pg.3 can be permitted to register an attended semester under conditions defined by the Rector's Office.

The student can register the ensuing semester only if the previously attended semester has been registered. The deadlines for registering an ensuing/attended semester are defined in the academic calendar.

Registering an ensuing study year

Article 36

Students who have earned a minimum of 36 ECTS in the first year can register the second year of studies. Students who have earned all first-year credits and a half of second-year credits (a total of 90 credits) can register the third year. Students who have earned all first- and second-year credits and a half of third-year credits (a total of 150 credits) can register the fourth year. Students who have earned all first-, second- and third-year credits and a half of fourth-year credits (a total of 210 credits) can register the fifth year.

Methods of examination and assessment

Article 37

The student can be assessed based on the following elements included in the course program:

- attendance on lectures,
- successfully realized tutorials,
- successfully realized midterms,
- completion of a seminar paper.

In addition to the final examination, the following student activities could be taken into consideration:

- successfully realized practical work,
- consulting with the Professors,
- field work,
- independent/home work,
- studying in the library,
- mentoring other students,
- projects realized,
- awards/acknowledgments earned, etc.

Article 38

Student's efforts are monitored and assessed continually throughout the semester. Assessment is done by awarding points to each form of activity, knowledge assessment throughout the semester and at the end of the semester when the final grade is concluded.

A minimum of 70 % of the total number of points have to be awarded through activities and knowledge assessments taking place throughout the semester.

The final examination is worth a maximum of 30 % of the total number of points.

It is a responsibility of the University units to specify the organization of the teaching activities for part-time and distance students.

Part-time and distance students are obliged to attend knowledge assessment forms and activities which are defined in the program of the course and carried out in the centre where teaching is organized for regular students.

Article 39

Knowledge assessment can be in the form of written, oral and practical examination.

Exams can be written, oral and practical.

As a rule, written examinations are in the form of tests or written assignments.

The method of examination is determined by the teacher.

Exams and all forms of knowledge assessment are of public character.

As a rule, the final examination is oral.

As a rule, exams in the field of Arts are taken before a Board.

Exam results are kept until November 1st of the following academic year.

Article 40

Assessment is quantitative.

The final grade for the respective course is expressed quantitatively. All assessment activities prior to the final examination are awarded with a maximum of 70 points, expressed as follows:

- 10 points for lectures;
- 10 points for tutorials;
- 20 points for the first midterm;
- 20 points for the second midterm and
- 10 points for the seminar paper.

As a prerequisite for the final examination, the student has to earn a cumulative minimum of 60 % of the points for each individual activity, i.e. a minimum of 42 points.

The final examination is worth a maximum of 30 points.

The final examination is expressed quantitatively with a grade ranging from 5 (five) to 10 (ten).

Grade 5 (five) stands for unsatisfactory success.

Article 41

The success of the student on the exam and all other forms of knowledge assessment is assessed and marked with a system which can be compared to the ECTS system, as follows:

- 10 (A) – 91–100 points
- 9 (B) – 81–90 points
- 8 (C) – 71–80 points
- 7 (D) – 61–70 points
- 6 (E) – 51–60 points
- 5 (F,FX) – 50 points or less

Article 42

First-cycle studies are completed by passing all exams and/or passing a final examination as defined in the study program.

Final Examination

Article 43

The final examination is carried out a week following the realization of the second midterm; this is done in two exam periods and submission of a new examination form. Students who have failed exams in the January exam period can take the respective exams in the June exam period.

Students who have failed exams in the June exam period can take the respective exams in the September exam period.

Article 44

Within 24 hours, the student can file a notice of objection with the Dean, or whomever is in charge of the respective University unit, against a decision regarding the final examination, more precisely, if the student is not content with the grade awarded, or believes that the final examination was not carried out in accordance with the law, the University acts and the book of regulations of the respective unit of the University.

If the Dean has determined that the conditions set in paragraph 1 of this article have been fulfilled, the teacher will revise the final examination grade. If the teacher does not revise the final examination grade, the student will take the exam before a three-member Board comprised of teachers in an identical or related field of study/research, within the following 24 hours. The members of the Board are determined by the Dean, i.e. the person in charge of the respective University unit. The teacher of the respective course must not be Head of the Board, as specified in the previous paragraph of this article.

BA Dissertation

Article 45

The completion of the studies at the units of the University is realized by successfully completing all exams included in the study program and a final examination taken before a three-member Board.

The final examination topic is chosen by the student from a list of topics published on the website of each department/institute/division of the faculty, respectively. This list is published at the beginning of each academic year.

The list of topics is verified by the teaching council of the University unit, based on a proposal submitted by the respective department/institute or division. A teacher is assigned for each topic, and the literature required is specified.

Article 46

The examination form for the final examination is submitted to the unit's student service within 10 days after the exam.

The following information is included in the examination form for the final examination: name of final examination topic, course, date of exam registration and signature of course teacher. The student service submits the examination form for the final exam to the Board for revision of student's records.

Article 47

The Board for revision of student's records is a three-member Board: the student service official, the secretary of the unit and the Vice Dean for teaching.

The Board in the previous paragraph meets on the 1st and 15th every month and reviews the submitted examination forms for the final examination.

The Board for revision of student's records reviews the submitted examination form for the final exam, reviews the student record and prepares a report on the state of the student's record regarding the submitted examination form.

If the student record is complete, the Board signs the report and submits it to the respective department/institute/division of the unit. If the student record is incomplete, the Board notifies the student who has submitted an examination form for the final exam that he/she has to complete the student record.

Article 48

On basis of the examination form and report submitted by the Board for revision of student's records, the respective department/institute/division of the University unit prepares a proposal for a president and two members of the Final Examination Board.

One of the Board members is the course teacher.

The Dean of the University unit confirms the composition of the Board for the final examination by making a ruling.

Article 49

The final examination is an independent presentation on a topic chosen by the student. It is a responsibility of the teacher to monitor the student during the preparation of the presentation of the topic for the final examination and to give advices and guidance to the student regarding the literature used.

Article 50

The final examination is carried out within 30 days, starting from the day a ruling was signed by the Dean to form a Board for the final examination.

Article 51

The final examination is realized with an oral presentation of the chosen topic and detailed conclusions, as well as answers to questions posed by the Board regarding the presentation.

If the student has passed the final examination, the examination form signed by the Board is submitted to the student service of the respective University unit.

In the event of failing the final examination, the student is invited by the Board to make a second attempt within the following 30 days. If the second attempt is unsuccessful, the student is obliged to alter the final examination topic. Depending on the success in the final examination, the student can be awarded with a grade ranging from 10 (A) to 5 (F). Decision about the grade is reached by a majority of votes of the Board members.

Types of documents issued to the student on the basis of evidence

Article 52

A student who has passed all exams specified in the study program and has met all requirements specified in the University Statute and this book of regulations, is awarded a diploma for successful completion of first-cycle of academic/vocational studies, and is recorded in the Register of Graduate Students.

Issuance of a diploma supplement is compulsory, so as to provide a detailed record of the level, nature, contents, system and rules of studying and the results accomplished in the course of the study period. The student is also issued a certificate for successful completion of the respective cycle of studies and a transcript of grades and credits.

TRANSITIONAL AND FINAL PROVISIONS

Article 53

The University Senate is responsible for the interpretation of the provisions of the book of regulations.

Article 54

Component parts of this book of regulations are: full-time students assessment form, part-time students assessment form, template for preparing for and taking a midterm, contract on the mutual rights and obligations of a part-time student cofinancing his/her studies, contract on the mutual rights and obligations of a full-time student in the state quota paying tuition fee, contract on the mutual rights and obligations of a full-time student cofinancing his/her studies, final examination form and template of a report by the Board for revision of student's records.

Article 55

It is a responsibility of first-cycle holders to coordinate the first-cycle studies with this book of regulations, as well their own general and individual acts with the resolutions in this book of regulations.

Article 56

The day on which this book of regulations comes into force, the book of regulations for the sole conditions and criteria for enrolling in first-cycle university studies is no longer valid.

Goce Delcev (University Newsletter number 4/2008), Regulations for enrollment conditions and criteria of the first cycle of studies at Goce Delcev University (University Newsletter number.6/2008) and the Regulations for studying conditions, criteria and rules at the Goce Delcev University (University Newsletter number 4/2008).

Article 57

This regulation comes into force from the day of publishing.

**Chairman of the University Senate
Rector Prof. Sasa Mitrev, Ph. D.**