

Republic of Macedonia
'Goce Delcev' University – Stip



BOOK OF REGULATIONS ON SECOND CYCLE STUDY

(excerpt from the University Newsletter number 8, April 2009)

According to article 52, paragraph 1, paragraph 23 of the Law on Higher Education (Official Gazette of the Republic of Macedonia number 35/08 and number 103/08) and article 60 of Goce Delcev University Statute, the University Senate on its 15th assembly held on 9th February 2009, passed the following

BOOK OF REGULATIONS ON CONDITIONS, CRITERIA AND RULES OF ENROLLMENT AND STUDY IN THE SECOND CYCLE OF STUDIES AT GOCE DELCEV UNIVERSITY- STIP

General provisions

Article 1

Enrollment and studying conditions, criteria and rules for the second cycle of studies are determined by this Regulation.

Article 2

This Regulation provides greater efficiency of studies as well as the realization of the guidelines of the Bologna process: reduction of the studying period compared to previous practice, increase of the students' and professors' mobility, improvement of the studying quality based on the principles of competitiveness in teaching and research.

Article 3

The University performs higher educational activity of the second cycle of studies. University units perform higher educational activity from the second cycle of studies in one or more related, i.e. mutually connected disciplines or related areas of art. Educational institution can perform higher educational activity of the second cycle of studies in the frames of the educational area for which it has been founded if it is accredited for performing this type of studies and has a decision to start work, in accordance with the conditions and manners determined by law and by the University Statute.

Article 4

The second cycle of University studies are realized by means of ECTS, as a common procedure that is established in accordance with the ECTS. University second cycle studies are realized in agreement with the Regulation of the unique bases of ECTS and the Regulation for the studying rules at Goce Delcev University- Stip.

Article 5

University second cycle studies can be organized if the conditions predicted by the Law on Higher Education are fulfilled.

Types of University second cycle studies

Article 6

University second cycle studies are organized as: university second cycle studies - specialized professional studies, and university academic second cycle studies - master studies.

Article 7

Study programs for all cycles of studies are proposed by the University units and accepted by the University Senate after previous agreement of the Rector's administration on the study program elaborates for all the three cycles of study, and the elaborates for new profiles of professionals.

Article 8

The duration of the second cycle of university studies is one to two years (one to two study years), determined by the study programs of the respective University unit. Completing the second cycle of university studies - master studies, the student gains from 60 to 120 credits.

Completing the second cycle of university studies - specialized professional studies, the student gains 60 credits.

Enrollment conditions for the second cycle of studies

Article 9

Each candidate who has completed the first cycle of studies or higher school studies and who fulfills the conditions predicted by the Law on Higher Education, University Statute and this Regulation can enroll in the second cycle of university studies.

The candidates who had finished the appropriate first cycle of studies in the duration of three years or 180 credits can enroll in the second cycle of university studies - specialized professional studies with the duration of 1 year or two semesters, i.e. 60 credits.

The candidates who had finished the appropriate first cycle of studies in the duration of three years or 180 credits can enroll in the second cycle of university studies with the duration of 2 years or four semesters, or 120 credits.

Only the candidates who had finished the appropriate first cycle of studies in the duration of 4 years or 240 credits can enroll in the second cycle of university studies with the duration of 1 year or two semesters, or 60 credits.

The person who had finished professional studies of the first cycle can enroll in the second cycle of academic studies; for the enrollment the passing of some differential exams can be determined in agreement with the unit's act.

Article 10

The compatibility of the first cycle of the university academic studies for the enrollment in the second cycle of university studies is determined by the regulations of the University units.

Article 11

Foreign citizens also have the right to enroll in the second cycle of studies in accordance with the conditions determined by law and this Regulation.

Students from the second cycle of studies have the right to complete the studies according to the conditions and the study program in which they enrolled in the period two times longer from the prescribed duration of studies at most.

If the student did not complete the studies as stated in the previous paragraph, the University unit by its decision determines the additional conditions and the deadline in which the student can complete the studies.

If there is a change in the study program after the expiry date, the student can continue the studies by the changed study program, based on the general act of the University and its unit.

If after the expiry date of this article the study program does not exist anymore, the student can transfer his/her credits to another study program, based on the general act of the University and its unit.

Article 12

The enrollment in the second cycle of studies is based on a competition which is proposed by the University units and announced by the University.

The decision on the number of students who will enroll in the second cycle of studies is brought by the Rector's administration, proposed by the University units.

The competition is published in one daily newspaper in the Republic of Macedonia and on the University internet website.

The competition contains the name and address of the institution of higher education, the name of the study program of the second cycle of studies, place where the classes are held, duration of studies, enrollment conditions, number of students, documents needed for submission and enrollment, submission deadlines and the procedure for enrollment. The application with all the necessary documentation quoted in the competition is submitted to the University, Science Department (second and third cycle of studies).

Article 13

The candidates apply on the published open competition by fulfilling the enrollment application for the second cycle of academic studies/specialized professional studies in agreement with the competition. With the application the candidates submit the necessary documentation stated in the competition.

Article 14

The procedure of enrollment in the second cycle of university (academic) and professional studies is administered by the competition commission.

The ranking of candidates is made by the competition commission of each University unit. Members of the competition commission are named by the teaching-scientific council, i.e. scientific council of the unit with a separate decision.

The number and the members of the competition commission, as well as other issues significant for its work are determined by the decision from paragraph 3 of this article in agreement with the Statute and this Regulation.

Article 15

The ranking list of the candidates is published on the notice board of the University and its units and on the university website.

The candidate who considers that the procedure is not regular has the right to appeal to the competition commission within 24 hours time from the day when the results are published on the notice board of the University, i.e. its units.

The decision after the appeal from paragraph 2 of this article must be made within 24 hours time from the appeal. The decision is announced to the appellant by publishing it on the notice board and on the University and unit website.

The student enrollment commission is obliged to file a final report of the student enrollment in the study programs of the second cycle of studies to the teaching-scientific council of the unit.

Article 16

The candidate has achieved the right to enroll if he/she is on the ranking list within the number predicted by the enrollment competition.

The candidate who achieved the right to enroll but at the same time does not do so in the predicted time, loses the right to enroll and the next candidate on the ranking list comes into his/her place.

Article 17

Foreign citizens have the right to enroll in the second cycle of studies under the same conditions as Macedonian citizens by paying the whole price of studying.

Article 18

The decision of acceptance in the second cycle of studies is made by the teaching-scientific council of the University unit.

The candidates from a related educational area are enrolled after they fulfill the additional conditions stated in the competition.

Article 19

The student signs a contract with the University for studying by which their mutual rights and obligations are determined more closely.

Organization, study coverage and manners of studying

Article 20

The second cycle of university studies is organized as studies with a higher level of educational and research complexity and a higher level of the student's load in a given area.

Article 21

The duration of studies is organized according to the student's load and the coverage of the needed credits that he/she should acquire depending on the number and type of the subjects' programs given in the study program.

Article 22

The second cycle of studies, beside the regular subject programs for which appropriate teaching and research activities are anticipated, consists of the final exam, i.e. preparation and defending of the master paper or specialization paper.

The period needed for preparation and defending of the master or specialization paper starts at the moment when the student gains the needed number of credits anticipated with the study programs for the second cycle of academic university studies.

Article 23

The study programs for the second cycle of studies are divided into academic years and semesters.

Article 24

The second cycle of academic university professional studies (specialized studies) lasts two semesters, of which one semester or at least 30 credits for studying the regular subjects' programs, and one semester for the preparation of a specialized paper or at least 30 credits.

The second cycle of university academic studies (master studies), in the duration of 1 (one) year or two semesters, requires up to 42 credits for taking the regular predicted subjects' programs, and at least 18 credits for the preparation of the master paper.

The second cycle of university academic studies (master studies) in the duration of 2 (two) years, where three semesters or at least 90 credits are anticipated for the regular subjects' programs and the student's activities, and one semester for the preparation of the master paper or at least 30 credits.

The overall number of credits that should be taken in the first and second cycle of university, academic studies is 300 credits.

The students in the second cycle of studies have the right to take every exam maximum twice, otherwise they lose the right to study.

Financing the second cycle university studies

Article 25

The second cycle academic/specialist studies have the character of private studies and are financed by the students.

Study programme

Article 26

The study programme is approved by the University Senate on the proposition made by the University units based on the suggestions about the second cycle study programmes given by the Rector's Office.

The study programmes should consist of obligatory and optional courses in the ratio of 75% to 25%.

The topics for the master's thesis are chosen from the area of the second cycle study programme. The thesis topics and the supervisors are approved by the Academic Council and are announced on the notice board and the University unit website.

Procedure for application, evaluation and defense of a specialist's/master's thesis or production and/or performance of a work of art.

Article 27

Specialist's thesis is an individual work which systematizes the current knowledge in the field and contributes to practical problems solutions.

Master's thesis is a result of the individual work of the student which systematizes the current scientific knowledge in the field and contributes to its further development.

Master's thesis in the arts can be in the form of a composition, a concert or stage performance or a soloist concert.

Article 28

The thesis can be supervised by the member of the academic staff from whose field of work is the chosen topic or by the student's choice, after approval by the Academic Council.

Article 29

The supervisor directs the student in his/her research and helps him/her throughout the whole process of writing the thesis.

Article 30

Requests for a change of the supervisor are decided by the Academic Council of the University unit.

Article 31

The chosen topic is submitted to the University unit by the student. The Director of the second cycle studies is responsible for the correct procedure for the choice of thesis topic in the second cycle studies.

Article 32

The student chooses and submits the thesis topic proposal (specialist or master) at the end of the first semester, or the beginning of the last semester at the latest. The application contains: the title of the thesis, explanation for the professional, scientific or artistic justification of the submitted proposal, a work plan, and a bibliography.

The Academic Council determines the title of the thesis based on the scientific area that the student has chosen for his/her master's/specialist's studies. The title of the theses can also be proposed by the candidate in consultation with the supervisor.

Article 33

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

Article 34

The thesis is an individual work in which the student discusses the chosen topic and applies scientific and specialist methodology which shows that he has gained mastery of the study programme and has qualified for its application.

The thesis at the Faculty of Music can consist of a performance of an artistic project or a composition, which has to be an individual specialist-artistic achievement.

Article 35

The results of the thesis should make a contribution to:

- the systematization of scientific or specialist/artistic problems and current solutions in a certain field,
- finding a solution to a current scientific/specialist or artistic problem which has been set as the aim of the thesis,
- application of current scientific/specialist or artistic achievements in finding the solution of the complex-specialist problem.

Article 36

The thesis can be submitted after all the exams and other requirements prescribed in the study programme have been completed.

Article 37

The thesis should be written in an academic style, and formatted stylistically and technically according to the modern methodology, techniques and technology of producing publications, for which guidelines are issued by each University unit.

Article 38

After the completion of the thesis, the student submits a written request for starting the procedure for evaluation and defense of the master's/specialist's thesis to the Students Service with the Department for Science (second and third cycle studies).

The request contains:

- Application;
- Explanation for completed supervision and written agreement by the supervisor that the thesis complies with the criteria given in the explanation of the thesis proposal;
- 10 copies of the thesis;
- Report from the official university records and the ECTS credits of the student.

Article 39

The Department for Science (second and third cycle studies) delivers the complete documentation quoted in Article 38 to the Academic Council of the University unit.

Article 40

The Academic Council, within 45 days of the submission of the request, appoints a Committee for evaluation of the specialist's/master's thesis which consists of 3 members: a president and two members. One of the members of the Committee is the student's supervisor.

Article 41

The committee prepares a report in which they give an evaluation and explanation of the thesis (a short outline of the thesis: the aim, the applied methodology, the results and the conclusions made as a result of the undertaken research), within 30 days of the submission of the thesis.

Article 42

At the Faculty of Music, the Committee can conduct a review of the work of art in order to determine if the practical part satisfies all the elements required for acceptance of the thesis.

Article 43

After the review of the thesis, the Committee can return the thesis to the student in order to make some changes or improvements, as well as set a deadline for completing the thesis.

Article 44

If the Committee rejects the thesis, the student can submit a new application of the thesis topic within 30 days of the receipt of the decision for rejection of the thesis.

Article 45

The report quoted in Article 41 is delivered to the Academic Council of the University unit. The Academic Council makes a decision that the thesis is accepted or not accepted within 30 days of the receipt of the report.

Article 46

After the report has been accepted, the Academic Council appoints a committee for defense of the thesis and sets the date of the defense, within 15 days of the acceptance of the report. The members of the committee for evaluation of the master's or specialist's thesis can also be members of the committee for defense.

Article 47

The information about the acceptance of the report and the date of the defense is sent to the student and announced on the notice board and the website of the University unit.

Article 48

The students defends the specialist's thesis within 2 (two) years of the day the last exam prescribed in the study programme was passed.

The students defends the master's thesis within 2 (two) years of the day the last exam prescribed in the study programme was passed.

On the student's request, the University unit can extend the deadline for defense of the specialist's or master's thesis for the length of time that has prevented the student from working on the specialist's/master's thesis, which can be 2 (two) years at the most. After this period, the student has no right to defend the submitted specialist's/master's thesis. Justifiable reasons for extending the deadline may be: long serious illness, pregnancy and giving birth, absence from the country if the candidate has been sent on a temporary work assignment abroad, advanced scientific training abroad, scientific or sports expeditions and other reasons.

Article 49

The defense of the thesis is public, and it is announced on the notice board of the University unit at least 7 (seven) days before the day of the defense.

Article 50

The procedure for the defense is the following:

- The President of the Committee opens the procedure for the defense of the thesis, presents information about the student, the title of the thesis, the time for completion of the thesis, and the supervisor;
- The student presents his thesis by explaining the aim and the objectives, the methodology, the results, the discussions about the results, and conclusions;
- The members of the Committee may ask questions and comment on the results of the thesis;
- The President of the Committee may allow the audience to ask questions and comment on the results of the thesis;
- The Committee withdraws in order to make a decision;
- The President of the Committee announces the decision to the student.

The form for the defense of the thesis is determined by the Department for Science (second and third cycle studies).

The defense of the thesis at the Faculty of Music consists of practical and written part and can be carried out in two parts, not later than 7 (days) after the performance of the practical part.

If the thesis consists of two parts, the student first performs the practical part, after which follows the oral defense of the written part of the thesis.

During the defense of the thesis, the secretary of the Department for Science (second and third cycle studies) takes the minutes, which is then signed by the members of the Committee.

Article 51

After the defense of the thesis, the Committee announces the grade for the defense of the thesis publicly.

The assessment is made with two descriptive grades: "defended the specialist's/master's thesis" and "didn't defend the specialist's/master's thesis".

Article 52

The defense of the thesis is public.

Article 53

The formal ceremony for the presentation of the diplomas for completed second cycle academic university studies and defended master's/specialist's thesis takes place on the day of the University.

The Dean of the Faculty (the University unit) presents the students with the diplomas for completed second cycle studies.

The Students Service with the Department for Science (second and third cycle studies) issues a certificate for completed second cycle studies in which it is stated that it has a temporary character, until the student receives the diploma.

Documents and students' records

Article 54

The student who has passed all the exams prescribed for the second cycle academic university studies, has defended the thesis and has fulfilled all the other requirements prescribed by the regulations of the University, gets a degree, i.e. diploma for completed second cycle study programme. The diploma is accompanied by a diploma supplement which gives detailed information about the level, the content, the system and the study regulations, as well as the results.

Article 55

The student who has defended the thesis is registered in the book of records for graduated students of second cycle academic university/specialist studies kept by the Students Service (second and third cycle studies).

Academic or specialist's title

Article 56

The person who has completed the second cycle university specialist's studies with 240 credits is awarded a diploma with the scientific title – **specialist**, with the addition of the corresponding area of study, if it is not otherwise determined by law.

The person who has completed the second cycle university academic studies with 300 credits is awarded a diploma with the scientific title – **master**, with the addition of the corresponding area of study, if it is not otherwise determined by law.

In the international communication and the diploma in English, the academic title after the completion of the second cycle studies is **master**.

Article 57

In exceptional circumstances, the number of credits and the duration of studies in the areas connected with professions regulated by the European Union, will be regulated by the general acts of the University and the University units.

For specializations in the areas of medicine, dentistry and pharmacy, which are regulated by a special law, the University will issue a book of regulations for second cycle studies after the conditions for organizing this type of studies have been fulfilled.

Administrative support

Article 58

The administrative support in the second cycle of academic university studies is provided within the University – Science sector (second and third cycle of studies), in accordance with the department that organizes them.

Organization and authority of Science sector's organs (second and third cycle of studies)

Article 59

The Science sector (second and third cycle of studies) within the University is a structure with a purpose to promote, organize and coordinates all the activities related to the second and third cycle of studies which have been founded on a consistent base with generally accepted educational policies realized through the unique methods of teaching process and research.

The University's Science Sector (second and third cycle of studies) conducts and coordinates the activities connected to the organization, performance and the development of the second and third cycle of the University's academic studies.

The technical organs of the Science Sector (second and third cycle of studies) are:

1. Manager of the Sector;
2. Secretary of the Sector and
3. administrative-technical service for students.

Article 60

The Vice Rector for Teaching of the University is the manager of the Sector, responsible for the activities of the Sector and answers to the Rector for their work.

The manager of the Sector:

- organizes the work of the Sector;
- suggests a working program of the sector for the current academic year to the university senate.
- coordinates the activities for foundation of common university studies in second and third cycle;
- compares the decisions and conclusions of the University Senate;
- a report of the work of the Sector is presented to the Senate once a year, precisely at the end of the academic year, and
- does other additional activities as well, appointed by the Senate or the Rector.

Article 61

The Secretary of the Sector deals with the professional and administrative work of the Sector, especially with:

- organizes the students record evidence of the Science sector (second and third cycle of studies);
- keeps documentation of the work of the Sector;
- prepares materials for the Manager of the Sector;
- keeps records of the master/specialist papers;
- organizes the procedure for promotion of the completed studies in the second cycle, and
- does other additional activities as well, appointed by the Senate or the Rector.

Article 62

The technical office for professional-administrative work is consisted of: Head of the students' affair office and chief of division for students' affairs. Their rights, obligations and responsibilities as well as the conditions for the performing their work are determined by the book of regulations and the systematization of the working positions within the University.

Article 63

The manager of the Science Sector (second and third cycle of studies) hands in a report of the work of the Sector to the Rector at least once a year, precisely the end of the academic year.

Article 64

The manager of the second cycle of studies of a Faculty is the Dean. The managers of the Departments, as basic educational-scientific parts of the Faculties, where the second cycle of studies is organized, are responsible for the realization of the programs in the second cycle of studies.

Specific and Final Provisions

Article 65

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

Article 66

The enrolled students will be completing the postgraduate studies according to book of regulations that was in force at the moment of their enrollment to the postgraduate studies.

Article 67

The bearers of the second cycle of studies are obliged to coordinate the masters and other professional studies with this book of regulations as well as with its basic and specific acts with the provisions of this book of regulations.

Article 68

This book of regulations comes into force on the day of its issue.

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