

Republic of Macedonia
'Goce Delcev' University – Stip



BOOK OF REGULATIONS ON THIRD CYCLE STUDY

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

According to Article 52 and article 96 of the Law on Higher Education (Official Gazette of R. Macedonia number 53/08 and number 103/08), article 60 of Goce Delcev University Statute, the University Senate on the its 15th assembly on the 9 February 2009, passed the following

BOOK OF REGULATIONS ON CONDITIONS, CRITERIA AND REGULATIONS FOR THE ENROLLMENT AND STUDY IN THE THIRD CYCLE – DOCTORAL STUDIES AT GOCE DELCEV UNIVERSITY IN STIP

GENERAL PROVISIONS

Article 1

This book of regulations determines the conditions, criteria and regulations for the enrollment and studying in the third cycle – doctoral studies at Goce Delcev University in Stip.

Article 2

The University provides higher educational activity of third cycle.

The units within the University (further in the text – University units) provide higher educational activity of third cycle – doctoral studies in the study and scientific-research domain according to the study program of one or more alike and mutually related educational-scientific, i.e. art and professional sphere.

The scientific institution can provide higher educational activity in the third cycle of the university studies within the frame of the scientific domain on with that institution is founded as well as having accreditation for performing this type of studies and having a Decision to commence in such way that is determined by the conditions of the law and the Statute of the University.

Article 3

The third cycle – doctoral studies are realized through the credit transfer system, as a common procedure presented by the European Credit Transfer System (ECTS).

The third cycle – doctoral studies are realized based on the book of regulations for unique basis of the credit system and the book of regulations for the unique regulations for study at the University.

CONDITIONS AND CRITERIA FOR ENROLLMENT OF DOCTORAL STUDIES

Article 4

A person can enroll in doctoral studies after finishing the adequate second cycle of studies. The condition to enroll the third cycle is the applicant to have completed the second cycle of studies that is compatible with the profile of the doctoral studies. The candidates for the enrollment are required to have active knowledge of one of the world languages.

With the Decision from the Educational-Scientific board the adequacy of the second cycle is determined in order to enroll in doctoral studies.

For any candidate that has not completed adequate academic studies of the second cycle i.e. for candidates of a related scientific domain, the unit determines the additional conditions for the enrollment in doctoral studies.

Article 5

The enrollment in doctoral studies is done by an enrollment competition which is issued by the University, at least five months before the beginning of the studies.

The conditions and the criteria for application and enrollment in doctoral studies are precisely determined in the competition, which are previously determined and issued by the Rector's management board based on the suggestion of the doctoral studies' board.

The enrollment competition provides this information: the name and address of the higher educational institution, the title of the doctoral studies' study program, the place where the study program will be performed, the duration of the studies, enrollment conditions, number of students to be accepted, needed documentation for applying and enrolling, deadlines for the application and the procedure to enroll.

Article 6

The candidates apply to the published enrollment completion by filling an application form which is made by Science Sector (second and third cycle of studies).

Along with the application the applicants also provides the required documentation. The application delivered to the university, the Science Sector (second and third cycle of studies), the office for students affairs.

Article 7

The application and the documentation for the enrollment to the third cycle – doctoral studies from the Science Sector (second and third cycle of studies), the office for students affairs is then delivered to the University enrollment commission.

Article 8

In case the number of applicants is larger than the determined number in the competition, the choice of candidates that have gained the right to enroll is based on the grounds of the grade from the second cycle of studies after conducting a placement procedure.

Article 9

The placement procedure is conducted by the University enrollment commission for the enrollment in the third cycle of studies.

The members in the commission are elected by the Rectors management board in the line of educational-scientific i.e. scientific workers, based on the proposal of the units' doctoral studies board.

The president of the commission is the Vice Rector for Teaching.

Article 10

The results from the placement procedure are displayed on the University's notice board and on the web sites of the University and the unit.

The candidate that finds irregularities in the placement procedure has the right to file a complaint to the enrollment commission during the period of 24 hours from the day of the announcement of the rank order.

The Decision made by the complaint according to paragraph 2 from this article has to be issued within 24 hours after the complaint was placed. The Decision reports back to the holder of the complaint by displaying it on the University's notice board and on the web sites of the University and the unit. on the University's notice board and on the web sites of the University and the unit.

Article 11

The commission is required to deliver a final report with the results for the enrollment of the students to the Rector's management board.

The Decisions for the enrollment of candidates in the third cycle – doctoral studies are verified by the Rector's management board.

Article 12

The candidates exercise their right to enroll as long as they are on the rank order to the number determined for enrollment.

If the candidate that is on the rank order does not exercise their right to enroll in the determined time limit, they lose their right and the very next candidate on the rank order gains the right to enroll.

Article 13

The students with the right to enroll conclude a studying contract with the University, which closely determines their rights and obligations, the tuition fees etc.

Article 14

Foreign citizens have the same rights to enroll in the third cycle – doctoral studies under the same conditions of the citizens of the R. Macedonia with payment of the full price for the studying.

Article 15

The candidates that have the right to enroll the third cycle – doctoral studies do the enrollment.

The candidates from the related scientific domain complete the enrollment after they completed the additional conditions determined with the Decision passed on the appropriate educational scientific assembly.

After the acceptance and the enrollment of the doctoral candidate in the doctoral studies, the doctoral candidate in consultations with the head of the department where the doctoral studies will be performed define the compulsory subjects.

Article 16

The doctoral studies last 3 (three) years and have at least 180 ECTS credits. With a public defense of the doctoral thesis the candidate obtains the scientific title **doctor of science** (dr.sc), i.e. **doctor of art** (dr. art).

The University can organize third cycle studies with a duration of less than 3 (three) years, getting the title specialist in the specific domain (spec.). The title specialist i.e. the abbreviation is added to the academic title obtained in the second cycle of the university studies.

The University can determine that with the completion of the specialist studies a different title is received from the title determined with paragraph 3 from this article, in a situation when the specified scientific field with a separate law has determined specialist improvement.

Article 17

With the PhD enrollment, the candidate obtains the status of **PhD studies student**.

After the completion of the first phase, i.e. after the elaboration and the approval of the work, the student obtains the status of **PhD studies candidate**.

After the public defense of the PhD thesis the student obtains the academic rank **Doctor of Science (Sc.D), Doctor of Arts (D.A)**

STRUCTURE OF THE PhD STUDIES

Article 18

The PhD studies last **3 (three) years** and comprise two phases:

First phase – teaching and research phase

The first phase comprises: subjects/ seminars_____ (compulsory and elective) and short written work

-pilot-research work

Second phase- preparation of thesis and elaboration

The second phase includes: preparation of thesis –candidate`s authentic research, thesis submission and defense, work on the dissertation, submission of work, progress reports, evaluation of the dissertation paper. With the completion of the first phase, i.e. after the elaboration and the approval of the pilot-research work, the student obtains the status PhD candidate.

Procedure and terms

The first phase of the PhD studies lasts 3 (three) semesters and follows this procedure:

- **First year** - educational subjects and /or seminars
 - **First semester** – subjects/seminars (compulsory and elective)
 - **Second semester** -subjects/seminars (compulsory and elective)
- **Second and third year**
 - **Third semester:** short written work – pilot-research work evaluated by a professor from the adequate course of study and informs the educational - scientific council of the University department in due time .

The second phase of the PhD studies lasts 3 (three) semesters:

- **The fourth ,the fifth and the sixth,** are reserved for realization of the researches and elaboration of the dissertation paper.
- The head of the department where the PhD studies are organized is responsible for the quality of the education and the quality of the PhD scientific research.

THE PROCEDURE FOR APPLYING, EVALUATION AND DEFENSE OF THE DISSERTATION PAPER, RESECTIVELY ELABORATION ANR/OR PERFORMANCE OF WORK OF ART

Article 19

- The theme application for the elaboration of the dissertation paper comprises:
- Title of the theme
- thesis and its elaboration
- methods of scientific research
- review of the achievements of then scientific discipline which are related to the research thesis
- Theme structure
- Proposal of internal and external scientific advisor
- the student submits the application for the elaboration of the dissertation theme to the doctoral studies c council of the University department, after the acceptance of the pilot-research work and after the student acquires the status of PhD studies candidate.

Article 20

The doctoral studies council of the University department forms a commission for evaluation of the admissibility of the theme, thesis and the candidate for the applied doctoral dissertation.

The commission is composed of 3 (three) members who have educational-scientific degree, respectively degree from the applied theme`s field of the doctoral dissertation.

The commission is obliged to submit a report up to three months after the application of the theme to the doctoral studies council of the university department for the acceptance of the elaboration of the doctoral dissertation theme.

Article 21

The report for the admissibility , the thesis and the candidate are approved by the doctoral studies council on University department level, up to 1(one) month after the submission of the report.

After the acceptance of the commission`s report from article 20, the doctoral studies council of the university department prepares proposal for assignment of internal and external scientific advisor.

The proposal for external is submitted by the doctoral studies department council to the doctoral studies council on university level.

On commission`s proposal from article 20, the doctoral studies council may demand further work on the application.

The student is obliged to complete his work on the application in 30 (thirty) days after his application was returned.

If the commission evaluates negatively the application of the theme, the thesis or the candidate of the doctoral dissertation or the procedure demanding further work, the doctoral studies University department will decide to stop the procedure for acquisition of scientific degree PhD and

will notify the student about that decision. In this case the student has the right to apply a theme only once again from the same educational-scientific field.

Article 22

The commission has the following obligations with regard to the evaluation of the admissibility of the theme, the thesis and the candidate:

- to evaluate the candidate, the theme and the thesis of the doctoral dissertation;
- to evaluate the methodology, the goals, the hypothesis, the actuality of the research problem
- to evaluate the structure of the theme

Article 23

The scientific advisory is organized by two scientific advisors: internal and external, the internal being from the university department where the program of study is organized, and the external from another department of the university or from other university.

On proposal of the doctoral studies council of the department, the internal and the external scientific advisor are elected by the educational-scientific council. From the day of their election, the time-limit for the elaboration and defense of the doctoral dissertation starts.

Before the election of the external scientific advisor, the doctoral studies council of the university gives his/her opinion to the educational-scientific council.

Article 24

The tasks of the internal scientific advisor are:

- To advise, direct and guide the candidate during the second phase of the doctoral studies
- To give opinion, suggestions, remarks and proposals during the elaboration of the dissertation
- to submit 2 (two) written reports on the progress of the elaboration of the dissertation to the doctoral studies council of the university department and to the external scientific advisor.

Article 25

The external scientific advisor is obliged to submit 2 (two) reports to the doctoral studies council of the department, at the end of the second year of the doctoral studies –a written report on the work progress , as well as a report on the final version for the work progress of the doctoral dissertation, which is submitted to: the doctoral studies council of the department, the doctoral studies council on university level and to the educational-scientific council of the university department.

After a candidate`s well-grounded and valid request the scientific advisor can be changed.

The decision is made by the educational-scientific council on a proposal of the doctoral studies council of the department.

DOCTORAL DISSERTATION AND ELABORATION

Article 26

The doctoral dissertation is an independent scientific work, which is a result of independent scientific labor and represents a contribution to the development of the corresponding scientific or artistic field.

The doctoral dissertation the artistic field can be a composition, concert or a stage performance of a musical work or a soloist concert.

During the second phase- doctoral dissertation phase, the candidate is obliged to submit report to the scientific advisors twice annually for the achieved progress. The student is obliged to elaborate the doctoral dissertation in 2 (two) years after he has been assigned scientific advisors for the doctoral dissertation.

If, due to valid reasons, the student doesn't elaborate his/her doctoral dissertation during the time-limit from paragraph 1 of this article, the educational-scientific council may prolong the time-limit for the accomplishment of the doctoral dissertation for another two years.

The valid reasons from the previous paragraph include: long-lasting serious illness, pregnancy and childbirth, absence from the country if the candidate is assigned to temporally work abroad, scientific improvement abroad, participation in scientific and sport expeditions and other valid reasons.

Article 27

The commission for evaluation of the doctoral dissertation is formed after the submitted final report from article 25 and the submitted 10 exemplars of the doctoral dissertation to the doctoral studies council of the department. The doctoral dissertation is evaluated by the commission comprising 5 (five) members as follows: the internal scientific advisor, 2 (two) members from the theme field of the university department and 2 (two) members from cognate field to the doctoral dissertation of the university department or from another university.

Article 28

The commission for evaluation of the doctoral dissertation is appointed by the educational-scientific council on proposal of the doctoral studies council of the university department after previous opinion by the doctoral studies council of the university.

The commission for evaluation of the doctoral dissertation should evaluate the dissertation in terms of:

- scientific contribution
- applicative contribution
- the manner of writing and presentation
- consistency of the parts in the entire framework

Article 29

The report for the evaluation, alongside with the proposal for the adoption is published in the University bulletin, before being submitted to the educational-scientific council of the department.

The council adopts the report in a time-limit of 30 (thirty) days from the day of publication.

The adopted report by the educational-scientific council of the department is delivered to the doctoral studies council of the University.

PUBLIC DEFENSE OF THE DOCTORAL DISSERTATION

Article 30

The defense of the doctoral dissertation takes place in front of a commission comprising 5 (five) members, that normally is the same as the commission for evaluation. The decision on the structure is made on the same session on which the educational-scientific council gives the opinion on the evaluation report.

The internal scientific advisor cannot be the president of the public defense commission for the doctoral dissertation.

The defense of the doctoral dissertation is public and takes place in the premises of the University department where the study program is organized.

The president of the public defense commission opens the procedure, states general information about the student, the results of his study and his work. After the announcement by the president of the commission, the student summarizes the content of his/her work and explains the conclusions which he/she has reached during the elaboration of the work.

The members of the commission ask questions and may demand clarifications regarding the work and the defense.

After the commission establishes that there has been enough discussion on the subject of the defense, the president of the commission announces that the defense is concluded, and the commission recesses for deciding by voting.

A report on the defense of doctoral work is written. The person who writes the report is the secretary of the science section. (second and third cycle of studies).

RESULT FROM THE DEFENSE

Article 31

After the completion of the defense of the doctoral work, the commission makes a decision on the defense, which can be:

“the candidate has successfully defended the doctoral dissertation” or

“the candidate did not defend the doctoral dissertation”

The results of the doctoral dissertation are displayed in a dissemination mode on University level.

The results of the doctoral dissertation are published in a scientific magazine, one year after the defense of the dissertation at the latest.

PROMOTION OF PERSONS WHO HAVE COMPLETED THIRD CYCLE-DOCTORAL STUDIES AND HAVE OBTAINED THE SCIENTIFIC DEGREE PhD

Article 32

The promotion of persons who have completed the third cycle- doctoral studies and have obtained the degree PhD is exerted by the rector in accordance with the Statute and the acts of the University. After the defense of the doctoral dissertation by the candidate, the secretary of the science section (second and third cycle) informs the dean of the department, the scientific advisors, the members of the commission for defense, the vice-chancellors of the University and the candidate in writing form about the day of his/her PhD solemn proclamation.

Other persons can also be present at the promotion.

Article 33

The dean, or the director of the university unit, announce the biography of the candidate with its professional, scientific and social activities, and reports the opinion of the board established to conduct the PhD dissertation defense and to determine the date for the defense. The mentor or the board member announces the title and the content of the dissertation and the scientific results achieved by the PhD candidate through the research process. Promotion to the title Doctor of science is completed with the statement of the university rector that the requirements have been completed prior to conferring upon the candidate the doctorate in a given scientific field, and the issuance of the diploma. The PhD candidate who successfully defended the doctoral thesis, is entered into the book of records for doctors of science, archived by the university. For the period prior to the formal written issuance of the doctoral diploma, the candidate is given a certificate for completed doctoral studies.

EARNING ECTS FOR DOCTORAL STUDIES

Article 34

The first semester courses and instructions earn a total of 30 credits.
The second semester courses and instructions earn a total of 30 credits.
The third semester thesis completion (pilot-research work) earns a total of 30 credits.
The doctoral dissertation phase earns 90 credits.

LANGUAGE REALIZED DURING THE THIRD CYCLE – DOCTORAL STUDIES

Article 35

Doctoral studies course work, instructions and exams are conducted in Macedonian language, while particular studies or segments of the study programs, are conducted in English, as determined by the university Council for doctoral studies.

The university Council for doctoral studies decides upon the portions of the study programs that might be completed in English.

According to the Ordinance, foreign citizens could work on their dissertation and defend it publicly, in Macedonian, or in one of the foreign languages (English, German, French or Russian), with a mandatory translation of the doctoral dissertation in Macedonian.

FINANCE ISSUES PERTINENT TO THE THIRD CYCLE DOCTORAL STUDIES

Article 36

Doctoral studies are considered private studies and doctoral studies students are financially responsible for them.

ACADEMIC UNITS

Article 37

To conduct the third cycle doctoral studies, the university organizes two level academic units:

- University Council for doctoral studies at university level, and
- University Unit Council for doctoral studies

Article 38

University Council for doctoral studies at university level consists of:

- Head of the doctoral studies within the university unit;
- Vice-president for science, and
- Three members from different scientific fields, selected by the University Senate, upon Rector's recommendation, from professors mandated for three years. The mandate of the

remaining members of the doctoral studies Council, is valid in accordance to the fulfillment of their position.

The Council is chaired by the Vice-president for science

Article 39

The university Council for doctoral studies executes the following responsibilities:

- Coordinates the functioning of the Council for doctoral studies within the university unit;
- Gives opinion about third cycle studies program;
- Determines the proposal-academic competition enrollment for doctoral studies students based upon the recommendation of the educational-scientific council of the units;
- Determines the proposed number of students and the amount of fees for doctoral studies, and refers the same to the university Rector's Board;
- Elects two members of the council for doctoral studies within the university units, upon the recommendation of the university unites;
- Gives suggestions for organizing of joint doctoral (interdisciplinary) studies at university level;
- Gives opinion regarding the commission members to assess doctoral dissertations and
- Gives opinion for external mentor

Article 40

The Council for doctoral studies at a university unit level consists of:

- 5 (five) professors from the university unit elected by the educational-scientific council
- 2 (two) professors from the pool of professors in the respective scientific field at the university, the same being elected by the Council for doctoral studies at university level, upon the recommendation of the educational-scientific council.

The Head of the doctoral studies at unit level is, by position, a vice-dean for education.

The mandate of the members of the Council has a 3 (three) year duration.

The Council of doctoral studies is chaired by the Head of the Council.

Article 41

The council for doctoral studies at university unit level is competent to:

- Propose to the educational-scientific council the third cycle studies program in doctoral studies;
- Issue decision for establishing a commission that determines the viability of the theme, the thesis and the candidate;
- Confirm the viability of the theme, the thesis and the candidate;
- Issue a proposal for internal and external mentor;
- Propose suggestion for the amount of fees for doctoral studies;
- Determine additional requirements for enrolment in doctoral studies;
- Suggest to the Rector's Board members for the university enrollment competition commission;
- Make assessment and offer opinion upon the recommendations for organizing joint doctoral studies programs (at university level);

- Proposes members for the commission on grade evaluation and doctoral dissertation defense
- Reviews reports of the internal and external mentor related to the advancement of the doctoral dissertation;
- Reviews the report of the external mentor for the final version of the doctoral dissertation and

Reviews the report on the grade evaluation of the doctoral dissertation and submits proposal to the educational-scientific council.

ADMINISTRATIVE SUPPORT

Article 42

The administrative support for the third cycle doctoral studies is conducted within the sector for science (second and third cycle of studies) at university level

TRANSITIONAL AND FINAL REGULATIONS

Article 43

The University Senate is in charge of interpreting the regulations from this Ordinance.

Article 44

The enrolled students, until this Ordinance is enacted, will finalize their studies according to the ordinance valid at the moment of their enrolment in doctoral studies

Article 45

Doctoral studies candidates are required to adjust the doctoral studies and their general and specific acts together with the regulations of the Ordinance.

Article 46

This ordinance is enacted from the day of announcement.

**Chairman of the University Senate
Rector Prof. Dr. Sasa Mitrev**