



## OPERATING INSTRUCTIONS FOR THE USE OF THE ELECTRONIC INDEX FOR STUDENTS CONTENTS:

### CONTENTS:

1. Purpose
2. Area and Application
3. Definitions and Abbreviations
4. Responsibilities
5. Description of Procedures
6. Measurement
7. Documents and Attachments

	Date	Name and Surname	Function
<b>Prepared by</b>	01.04.2026	Dr. Riste Timovski	Head of the Electronic Index Sector
<b>Approved by</b>			
Legal basis: Based on Article 52 of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 35/08, 103/08, 26/09, 83/09, 99/09, 115/10, 17/11, 51/11, 123/12, 15/13, 24/13, 41/14, 116/14, 130/14, 10/15, 20/15, 98/15, 145/15, 154/15, 30/16, 120/16 and 127/16)			
Adopted by: University Senate (Session No.: 148, Date: 08.05.2018)			

## **1. Purpose**

The purpose of this operating instruction is to specify all activities that students are obliged and/or have the opportunity to perform through the student information system (e-index) of the Goce Delcev University.

## **2. Areas of Application**

It is applied by all students of the University.

## **3. Definitions and Abbreviations**

**EIS** – Electronic Index Sector

**SIS** – Student Information System

**SAA** – Student Archive Department

## **4. Responsibilities**

The main holder of responsibilities in terms of the implementer of activities in the SIS is the student.

The main holder of responsibilities regarding the functionality of the SIS are the EIS and SAA.

## **5. Description of Procedures**

According to the legal regulations in the Republic of Macedonia, within the ICT infrastructure of the Goce Delcev University, an electronic index / student information system (hereinafter e-index or SIS) has been implemented. It directly affects students as end users. Part of this system is a dedicated web portal for students. The main goal of the electronic index is to offer each student management of their personal electronic index (by both the student and the University), through which each student can perform all activities of a study and administrative nature regarding the University. Through their profile, the student can fully realize their studies from the following aspects:

- Administration and insight into personal data and study data;
- Semester enrollment;
- Semester confirmation;
- Exam registration;
- Project task registration;
- Module selection for modular study programs;
- Electronic payment and electronic review of financial transactions;
- Electronic consultations;
- Electronic bulletin board;
- Electronic student requests;
- Electronic access to documents and necessary contacts;
- Electronic graduation procedure, and others.

## 51. Login / Logout of the Student Web Portal (e-index)

For using the student web portal, i.e., the e-index, any of the well-known web internet browsers is used: Google Chrome, Microsoft Edge, Internet Explorer, Mozilla Firefox, etc. The access address to the portal's login page is: <https://students.ugd.edu.mk>:

A small screenshot of the login form with fields for "Корисничко име:" and "Лозинка:", a checkbox for "Запамети на следниот пат.", and a "Најави се" button.

Image 1. Login form

In the specified fields, the student enters their own username and password in the format:

Корисничко име: **name.IndexNumber**

Password: **OwnPassword**

Information on how to set the initial password is sent to the student's private e-mail (used for enrollment at UGD), after their enrollment. By clicking Enter or "Login", the user logs into their user profile (e-index). The user logs out of the portal by clicking the "Logout" link which is part of the left main menu. The following sections of this document explain all the main menu links present in the student's electronic index.

## 52 Home

After logging in, the student's initial interface is displayed.

The screenshot shows the home interface with a left sidebar menu, a top banner, and a main content area with two tabs: "Лични податоци" and "Податоци за студентите". The "Лични податоци" tab is active, showing a table of personal data.

Број на индекс	1111112	Статус	Активен
Активен семестар	1 (Завршен)	Начин на студирање	Редовен
Освоени кредити	0	Начин на плаќање	Државна квота
Просек	0	Факултет на прием	Факултет за информатика
Факултет	Факултет за информатика	Оддел/Катедра на прием	Информатика - Штип
Оддел/Катедра	Информатика - Штип	Насока/Модул на прием	Информатика - Штип
Насока/Модул	Информатика - Штип	Учебна година на прием	2012/2013
Студиска програма	2012/2013	Префрлен од универзитет	
Проверено досие (пред дипломирање)	Не	Префрлен од факултет	

Image 2. Home screen

The Home link is divided into two sections:

- Personal Data, and
- Study Data.

For changing the data shown within Home, the student communicates with the Student Archive Department (SAA).

### 5.2.1. Home → Personal Data

This section displays the information shown in the image.

Универзитет „Гоце Делчев“ - Штип  
e - Индекс

Лични податоци    Податоци за студентите    Имате 0 од 1 непрочитани консултации    Најавен корисник: Студент

Име	Студент	Општина на живеење	Штип
Презиме	УГД	Адреса на живеење	Крсте Мисирков бб
Име на родител		Држава на живеење	Македонија
Матинско презиме		Државјанство	
ЕМБГ	111111111111111111	Националност	Македонец
Дата на раѓање	01.01.1991	Студентска е-пошта	student.111112@student.ugd.edu.mk
Пол	Женски	Приватна е-пошта	contact@ugd.edu.mk
Општина на раѓање	Штип	Мобилен телефон	
Држава на раѓање	Македонија	Телефон	032 550 000

Нема слика

Image 3. Personal Data

All data is taken from the student application and enrollment platforms. Several important notes are given below:

- Phone – can be updated by the student;
- Private e-mail – can be updated by the student / with each change, **mandatorily** inform the employees in the Student Archive Department, for the purpose of entering the new private e-mail into the password reset and change system, and
- Mobile phone (must be entered in the format +389 70123456) – can be updated by the student / with each change, **mandatorily** inform the employees in the Student Archive Department, for the purpose of entering the new (mobile) number into the password reset and change system.

Changing the data for private e-mail, mobile phone, and phone can be done by the student. The change is made by clicking the "Change" button positioned next to the field that needs to be changed, which opens the appropriate change field.

Приватна е-пошта

Мобилен телефон

Телефон

ИЗМЕНИ

Image 4. Data change

This data is used for various types of information that UGD sends to its students (SMS campaigns, personalized targeted notifications via SMS and/or e-mail, and other).

### 5.2.2. Home → Study Data

This section displays the information shown in the image:

Број на индекс		Статус	Активен
Активен семестар	2 (Запишан)	Начин на студирање	Редовен
Освоени кредити	30	Начин на плаќање	Државна квота
Просек	9,6	Факултет на прием	Филмска академија
Факултет	Филмска академија	Оддел/Катедра на прием	Балетска педагогија
Оддел/Катедра	Балетска педагогија	Насока/Модул на прием	Балетска педагогија
Насока/Модул	Балетска педагогија	Учебна година на прием	2025/2026
Студиска програма	2025/2026	Префрлен од универзитет	
Проверено досие (пред дипломирање)	Не	Префрлен од факултет	

Image 5. Study Data

Several important pieces of information are given below:

- Index Number – assigned by UGD upon enrollment in studies;
- Earned Credits – sum of credits from passed subjects;
- Study Program – generation of students in which the student is enrolled/studying;
- Student Status – current status (below in this instruction there is a chapter explaining all statuses and transitions between them);
- Mode of Study (Full-time or Part-time);
- Payment Method – this data depends on the quota under which the student was accepted and enrolled;
- Average – shows the average of all passed subjects (exams), with a value from 6 to 10;

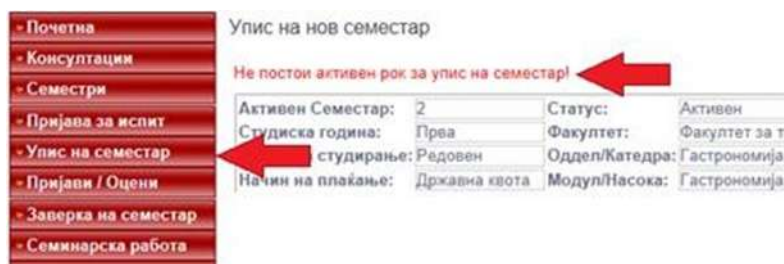
### 5.3 Semester Enrollment

Within the Semester Enrollment form, the student enrolls in the appropriate semester (odd/even) in the corresponding academic year. Until graduation, the student must regularly enroll and confirm a regular (for the first or higher time) or graduate semester (applies only to first cycle). In case of untimely semester enrollment, the status changes to Temporarily Inactive Student, whereby the student loses the right to perform any activity. Semester enrollment is carried out in accordance with the annual activity calendar.

All students who electronically enroll in a semester (with appropriate prior payment, as explained below, and in accordance with the University's price list), have no additional obligation to submit additional physical documentation (pink sheet, semester sheet, payment slips) at the counter of the Student Archive Department. These will be automatically generated/printed according to internal established procedures at the SAA level.

#### 5.3.1. Semester Enrollment Form

To perform semester enrollment, click on Semester Enrollment, after which the semester enrollment form is generated. In case there is no active semester enrollment deadline, a message appears as in the image below, and additionally, the semester enrollment button "Enroll semester" is inactive.



Упис на нов семестар

Не постои активен рок за упис на семестар!

Активен Семестар:	2	Статус:	Активен
Студиска година:	Прва	Факултет:	Факултет за т
студирање:	Редовен	Оддел/Катедра:	Гастрономија,
Начин на плаќање:	Државна квота	Модул/Насока:	Гастрономија,

Image 7. No active enrollment deadline

The semester enrollment form consists of two sections:

- Information about the semester being enrolled, and
- Subjects that the semester will contain.

In this example elaborated in this chapter, the student has an active second

semester in the 2011/2012 academic year and is enrolling in the third semester for the first time in the 2012/2013 academic year.

### 5.3.2. Information about the Semester being Enrolled

The header of the semester enrollment form contains the information shown in the image.

Image 8. Semester info header

### 5.3.3. Enrolling Subjects and Semester

The second section of the semester enrollment form consists of the subjects that need to be enrolled in the semester:

**Задолжителни предмети (2)**

Реден број	Предмет	Професор	Кредити	Предавања	Вежби	Лабораторија	В.О.	Признат	Оцена
1	Техника на послужување и готварство	Нема Професор	8,00	2	2	2	202	Не	
2	Туристички дестинации	Нема Професор	8,00	2	2	2	202	Не	

**Задолжителни предмети со избор (Изберете 1 предмет(и) од секоја група на задолжителни предмети со избор)**

Реден број	Предмет	Група предмет	Професор	Кредити	Предавања	Вежби	Лабораторија	В.О.	Признат	Избор	Оцена
1	Англиски јазик 3	Странски јазик 3	Нема Професор	6,00	2	2	1	152	Не	Избори	
2	Германски јазик 3	Странски јазик 3	Нема Професор	6,00	2	2	1	152	Не	Избори	
3	Италијански јазик 3	Странски јазик 3	Нема Професор	6,00	2	2	1	152	Не	Избори	
4	Руски јазик 3	Странски јазик 3	Нема Професор	6,00	2	2	1	152	Не	Избори	
5	Француски јазик 3	Странски јазик 3	Нема Професор	6,00	2	2	1	152	Не	Избори	
6	Шпански јазик 3	Странски јазик 3	Нема Професор	6,00	2	2	1	152	Не	Избори	

**Изборни предмети (Изберете 2 предмет(и) од вкупно 3 предмет(и))**

Реден број	Предмет	Професор	Кредити	Предавања	Вежби	Лабораторија	В.О.	Признат	Избор	Оцена
1	Маркетинг во угостителството	Нема Професор	4,00	1	1	1	101	Не	Избори	
2	Патнички агенции	Нема Професор	4,00	1	1	1	101	Не	Избори	
3	Сметководство	Нема Професор	4,00	1	1	1	101	Не	Избори	

**Предмети со преостаната обврска (1)**

Реден број	Предмет	Професор	Кредити	Предавања	Вежби	Лабораторија	В.О.	Признат	Избор	Оцена
1	Германен (Бански) туризам	Јане Котески	4,00	2	2	1	101	Не	Избори	

Залишни семестар

Image 9. Subjects for enrollment

Following is an explanation for each of the marked tables:

- (1) marks the table of mandatory subjects with all parameters. These are automatically enrolled in the semester. (2) marks the number of mandatory subjects.
- (3) marks the table of mandatory elective subjects (e.g., mandatory foreign language, where the student can choose one of the offered foreign languages according to the study program). In this example, the mandatory elective subject belongs to the Foreign Language 3 group, and the student chooses from the offered foreign languages. (4) marks the number of subjects the student must choose from each of the displayed groups, according to the study program the student is studying.
  - If the student chooses fewer or more mandatory elective subjects than planned, the system does not allow semester enrollment when clicking Enroll semester, generating an appropriate message.

- (5) marks the table of elective subjects. (6) marks the number of elective subjects the student must choose from each of the displayed groups, according to the study program the student is studying.
  - If the student chooses fewer or more elective subjects than planned, the system does not allow semester enrollment when clicking Enroll semester, generating an appropriate message.

Important: Each mandatory elective or elective subject, upon enrollment in the semester, becomes a mandatory subject for that student.

- (7) marks the table of subjects that have become subjects with status Remaining Obligation. (8) marks the number of such subjects for the specific student at the time of semester enrollment. A subject changes to Remaining Obligation status in one of the following cases:
  - A subject for which the student has not earned the required minimum points from pre-exam activities (applies only to full-time first-cycle students), and
  - An unpassed subject that belongs to a recognized semester, for full-time students, which needs to be re-enrolled in a higher appropriately paired semester.

These subjects need to be enrolled in one of the following semesters that have the same parity (odd or even) as the original semester the subject belongs to, according to the study program the student is studying.

Finally, the student clicks Enroll semester. In case of successful semester enrollment, the system generates an appropriate message and the button freezes until the next semester. The prerequisites for successful semester enrollment are explained below.

#### **5.3.4. Prerequisites for Semester Enrollment**

For successful electronic enrollment of a semester, the following prerequisites must be met:

##### **For all study cycles:**

- The student needs to have sufficient financial (available) funds (according to the UGD price list) for:
  - Participation fee at the semester level (if the semester is for the first time), and
  - Other funds for semester enrollment.
- A system-active deadline for (electronic) semester enrollment must exist, in accordance with the official calendar of student activities at UGD, published on the University's website.
- The student must make a correct selection of the number of elective and/or mandatory elective subjects (with the option for subjects that are a remaining obligation), before clicking the Enroll semester button.

##### **For the first study cycle:**

- Enrollment in a higher study year is automated according to ECTS conditions for enrollment in a higher study year, namely:

- minimum 36 credits required for enrollment in the second study year;
- minimum 90 credits required for enrollment in the third study year;
- minimum 150 credits required for enrollment in the fourth study year;
- minimum 210 credits required for enrollment in the fifth study year, and
- minimum 270 credits required for enrollment in the sixth study year.

In case of enrollment in an odd semester, if the student does not have enough credits for enrollment in a higher study year, they automatically receive the only option – re-enrolling in the same study year/semester (for the second time or higher, according to reality).

### **5.3.5. Re-enrollment in a Semester / Study Year (for first study cycle)**

In case the student does not have enough credits to enroll in the next study year (higher odd semester), they re-enroll in the same study year (for the second, third time, etc.). When re-enrolling in the same study year, the following points apply:

- The required financial means for enrollment in the same study year/semester (for the second or more times) are the same financial means as for the study year (semester) for the first time, with the exception (without) of the financial means for the participation fee (these are fully settled during the initial studying / for the first time during one academic year), and with payment of additional funds for re-enrollment of credits.
- All unpassed subjects (mandatory, elective, mandatory elective, or subjects that are a remaining obligation from that study year) are re-enrolled until the moment of enrollment in the odd semester (from that study year) for the second (or more) time.

### **5.3.6. Important Information Regarding Semester Enrollment**

For all study cycles:

- The student changes their status from Active to Graduate with the process of confirming the last semester according to their study program. This change in the electronic index happens automatically.

For the first study cycle:

- Subjects for which full-time students do not earn the required minimum points (42) need to be re-enrolled in some future appropriately paired regular or graduate semester.
- Subjects for which the student earns a grade of 5 during a committee examination (examination after the 4th attempt) in one of the exam sessions, are taken (by committee) until they are passed by the student.
- Once the student confirms the last semester and does not graduate by the last day of the deadline for enrollment in the next academic year (next

odd semester), they are obliged to enroll in a graduate semester. The enrollment (and confirmation) of graduate semesters continues until the student graduates from their study program.

- If a full-time student has not earned 42 points from pre-exam activities within a certain subject and has in the meantime graduated (the subject was a remaining obligation at the time of graduation), that subject needs to be re-enrolled in the appropriately paired graduate semester.

## 54 Semester Confirmation

Semester confirmation is carried out in accordance with the annual activity calendar. Until graduation, the student must regularly enroll and confirm a regular (for the first or higher time) or graduate semester (applies to the first study cycle). Otherwise, the student's status changes to Temporarily Inactive, whereby the student loses the right to perform any activity.

All students who electronically confirm a semester (with appropriate prior payment, as explained below, and in accordance with the University's price list), have no additional obligation to submit additional physical documentation (payment slips for semester confirmation or purchasing signatures) at the counter of the Student Archive Department.

### 5.4.1. Semester Confirmation Form

To confirm a semester, click on the link Semester Confirmation, after which a form is generated as in the image below.

Семестар:	3	Факултет:	Факултет за Гастрономи
Студиска година:	Втора	Оддел/Катедра:	Гастрономи
Училиш на студирање:	Редовен	Модул/Насока:	Гастрономи
Плаќање:	Државна квота		

Image 10. No active confirmation deadline message

The semester confirmation form consists of two sections:

- Information about the current semester / the semester being confirmed, and
- Information about the subjects contained in the semester being confirmed.

In this example, elaborated in this chapter (in the images below), the student has an active and enrolled third semester in the 2012/2013 academic year, and it is subject to confirmation.

### 5.4.2. Information about the Semester Subject to Confirmation

The header of the semester being confirmed contains all the information related to the semester being confirmed, as shown in the following image:

Рок за заверка на семестар од 04.10.2012 00:00:00 до 17.11.2013 00:00:00

Семестар:	3	Факултет:	Факултет за туризам и бизнис логистика	Датум на запишување:	18.11.2012
Студиска година:	Втора	Факултет:	Факултет за туризам и бизнис логистика	Учебна година:	2012/2013
Начин на студирање:	Редовен	Оддел/Катедра:	Гастрономија, исхрана и диететика	Студиска програма:	2011/2012
Начин на плаќање:	Државна квота	Модул/Насока:	Гастрономија, исхрана и диететика	Кој пат е запишан:	Препат
Статус на семестар:	Запишан	Признат семестар:	Не	Датум на заверка:	

Image 11. Semester header

The second section of the semester confirmation form displays the subjects that are part of that semester:

Статус	Предмет	Професор	Оцена	Ов.Кредити	Признат	Статус на предметот	Ел.Потпис	Купен потпис	Пр.Обвора	Пријави
Активен	Англиски јазик 3	Нема Професор		0,00	Не	Зад. со избор	Не	Не	Не	Не
Активен	Маркетинг во угостителството	Нема Професор		0,00	Не	Изборен	Не	Не	Не	Не
Активен	Сметководство	Нема Професор		0,00	Не	Изборен	Не	Не	Не	Не
Активен	Техника на послужување и готварство	Нема Професор		0,00	Не	Задолжителен	Не	Не	Не	Не
Активен	Туристички дестинации	Нема Професор		0,00	Не	Задолжителен	Не	Не	Не	Не
			Ок.кредити	0,00						

Заверка на семестар:

5

4

Image 12. Subjects in semester being confirmed

The explanation of the table and marked columns follows:

- (1) marks the status of each subject according to the study program the student is studying;
- (2) marks the column showing the current status of the electronic signature at the level of each subject. The electronic signature at the level of each subject in the electronic index is updated solely by the subject teacher for that subject. Signatures are collected only by full-time first-cycle students;
- (3) shows the column with information about signatures purchased by the student. Signatures are purchased only by full-time first-cycle students;
- (4) marks the button used for purchasing signatures, and
- (5) marks the button for semester confirmation.

### 5.4.3 Prerequisites for Semester Confirmation

For successful electronic confirmation of a semester, the following prerequisites must be met:

For all study cycles:

- A system-active deadline for (electronic) semester confirmation must exist, in accordance with the official calendar of student activities at UGD, published on the University's website;
- The student needs to have sufficient financial (available) funds (according to the UGD price list) for:
  - Participation fee at the semester level, if they are paying it in installments (the remainder of the participation fee for that semester), and
  - Other necessary funds for semester confirmation.

Otherwise, the system generates a message that the semester cannot be confirmed due to lack of funds for participation / semester confirmation.

For the first study cycle:

- For full-time students: All electronic signatures (for all subjects in the semester) must be updated to a value of Yes by the subject teacher, if the student has practically obtained a signature as verification that they attended the subject. The following rules apply:
  - For subjects where lectures and exercises are held (having an hour format different from 0+0), the student automatically receives a signature if they have a **minimum of 6 points from lectures and minimum of 6 points from exercises**.
  - For subjects where lectures and exercises are not held (having an hour format equal to 0+0), the subject teacher enters the e-signature individually for each student in the e-index.

Those with a value of No (not yet updated by the subject teacher) are highlighted in red in the Electronic signature column. If the student is missing a number of signatures less than or equal to the maximum allowed number of signatures (which is 2 signatures per semester), they can purchase them by clicking the Purchase signature button (for all subjects for which signatures are missing at once), provided they have sufficient funds to carry out this activity. For purchased signatures, the Electronic signature and Purchased signature fields become Yes. **Only when all electronic signatures have the value Yes, the Semester Confirmation button is enabled**, so the semester can be confirmed.

For the first and second study cycles:

- All project tasks for subjects for which it is necessary, according to the study program the student is studying, must be electronically registered. Otherwise, the system generates an appropriate message and does not allow electronic confirmation of the semester;
- In case of successful semester confirmation, the following message appears:

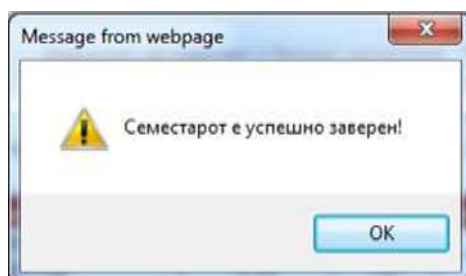


Image 13. Successful semester confirmation message

## 55 Semesters

Within this form, all semesters realized during the student's studies are displayed:

Семестар:	1	Факултет:	Факултет за туризам и Бизнис логистика	Датум на залишување:	05.11.2012
Студиска година:	Прва	Оддел/Катедра:	Гастрономија, исхрана и дијететика	Учебна година:	2012/2013
Начин на студирање:	Редовен	Модул/Насока:	Гастрономија, исхрана и дијететика	Студиска програма:	2011/2012
Статус на семестар:	Залишан	Признат семестар:	Не	Кој пат е залишан:	Првпат
				Датум на заврша:	

Статус	Предмет	Професор	Оцена	Осв.Кредити	Признат	Статус на предметот	Еп.Потпис	Курен потпис	Пријави
Активен	Економија на угостителство	Билјана Петровска		0.00	Не	Задолжителен	Не	Не	
Структура на оцена >>									
Економија на угостителство									
	Предавања	Вежби	Семинарска работа	Колониум 1	Колониум 2	Дополнителна активност	Визуелно поени		
							0.0		
Активен	Основи на туризмот	Златко Јаковлев		0.00	Не	Задолжителен	Не	Не	
Структура на оцена >>									
Активен	Ресторански менаџмент	Владимир Китанов		0.00	Не	Задолжителен	Не	Не	
Структура на оцена >>									

Image 14. Semesters

For each semester, the displayed information is divided into two sections:

- Header, and
- Structure.

The semesters in the system are displayed in chronological order, representing a picture of their actual realization by the student during their studies.

Important information characterizing that semester is shown in the header. Several important pieces of information are given below:

- Semester Status – Enrolled / Confirmed / Interrupted, depending on its current state;
- Recognized semester – "No" for semesters realized by the student, i.e., "Yes" in case of transferring the student to higher semesters;
- Academic year – in which each semester is realized separately, and
- Which time it is enrolled – at the level of each semester separately.

The structure of each semester shows all relevant information regarding the subjects studied in that semester. Several important pieces of information are given below:

- Status – applies to each subject separately, possible values are:
  - "Active" – means that activities for this subject can be processed (exam registration, project tasks), and
  - "Inactive" – applies to a subject that has been re-enrolled in one of the future semesters (where it is "Active"). For inactive subjects, it is impossible to process activities (exam registration, project tasks) in the system;
- Professor – by clicking "on" the professor's name, all professors and assistants who have grading privileges for that subject / direction / generation are shown;
- Recognized – at the level of each subject, has the value "Yes"

for recognized subjects/exams passed in other directions and "No" for others;

- Subject Status – at the level of each subject, with the following possible values:
  - Mandatory;
  - Elective;
  - Remaining obligation (applies only to first study cycle), if the subject is:
    - A subject for which the student has not earned the required minimum points from pre-exam activities (applies only to full-time students);
    - Unpassed and belongs to a recognized semester, for full-time students, which needs to be re-enrolled in a higher appropriately paired semester;
  - Re-enrolled subject (applies only to first study cycle), if the subject was a remaining obligation and is re-enrolled in the appropriately paired higher semester (displayed within that semester).
- EI. Signature – refers to the signature the student receives at the subject level. This is in direct correlation with the system for assigning electronic signatures at the subject level by the subject teacher, and
- Registrations – at the level of each subject separately, a link to all existing registrations for that specific subject.

For the first study cycle: By clicking on the Grade structure at the level of each individual subject, the student has the opportunity to review the grade structure, namely:

- Points from lectures;
- Points from exercises;
- Points from project tasks;
- Points from the first colloquium;
- Points from the second colloquium;
- Points from additional student activities, and
- Points from the final exam.

Subject professors and subject assistants for the respective subject have privileges to update points from pre-exam activities. Only subject professors for the respective subject have privileges to update the status of the exam registration / points from the final exam.

## **56 Selection of Direction**

For study programs that are modular (students study part of the studies together, and after a certain semester choose a module/direction), the student selects the module/direction they wish to continue with after a certain semester (according to the study program's accreditation) via the e-index. The selection

of the direction in which the student continues their studies is made by accessing the Direction Selection form.

Image 15. Direction selection form

Within this form, the field **Current direction (up to Current semester)** shows the current direction the student is studying in. In the field **From <Number (next)> semester I continue in**, the module/direction the student chooses to continue their studies with is selected. Finally, click **Save**. The student has the option to select a specific direction/module only once, after which the data is saved in the system. On the right side of the form, there is information about already made selections. The student can perform this activity at the earliest after enrolling in the semester **before which** they need to decide for the next semester.

## 57. Exam Registration

Registering for a (final) exam via the e-index is only allowed if all prerequisites for this activity are met by the student. Electronic exam registration is performed through the Exam Registration form from the menu on the left side of the electronic index:

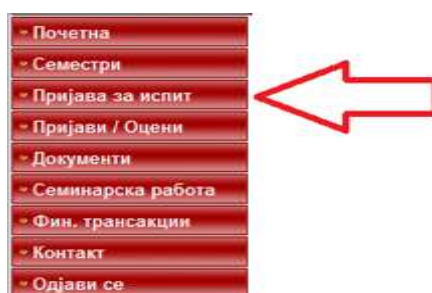


Image 16. Exam Registration link

On the screen, all semesters enrolled up to the moment of registration are displayed. In the section marked with arrow 1, information about an active exam session is displayed if it exists. Only if an active session exists, is there a possibility for exam registration, i.e., the exam registration buttons (arrow 3) are active. In the column marked with arrow 2, the status of the last processed registration in the system for the respective subject is displayed.

In case of an active session, the section marked with arrow 1 displays information about the session name, as well as the deadline for exam registration for that session (image below). Exam registration is possible (in an active session) only if the following prerequisites are met:

- Existence of an active session, according to the annual activity calendar (exam registration buttons are active);
- If there is no previous registration for the subject with status registered;
- If there is a previous registration for the subject, which has one of the below-listed statuses (status of the last registration), namely:
  - with status "Did not pass"
  - with status "Did not appear"
  - with status "Cancelled registration“;
- If the semester in which the subject was taken is confirmed (the student has obtained a signature or it has been purchased);
- If the subject is not a remaining obligation (applies to first study cycle);
- If the student has sufficient points from pre-exam activities for the exam, i.e., at least 42 points (applies only to full-time first-cycle students);
- If the student has sufficient funds for registering for the exam in accordance with the price list, regarding the type of session (regular or additional), the student's mode of study (full-time or part-time), and the type of registration (regular or committee).

Пријавување на испити

Активна сесија

1

Семестар:	1	Факултет:	Факултет за информатика	Датум на запишување:	15.03.2011
Студиска година:	Прва	Оддел/Катедра:	Информатика - Штип	Учебна година:	2010/2011
Начин на студирање:	Редовен	Модул/Насова:	Информатика - Штип	Студиска програма:	2010/2011
Начин на плаќање:	Директно на места	Кај пат е запишан:	Преплат	Датум на завршеток:	01.02.2011
Статус на семестар:	Завршен	Признак семестар:	Не		

Статус	Статус на послед. пријава	Пријава за испит	Комисијско полагање	Предмет	Професор	Оцена	Осредителна Оцена	Статус на предметот	Билет плас	Купен билет	Цена
Активен	↑	Пријава за испит	Не	Математика I	Нема Професор		0.00	Не	Задолжителен	Да	Не
Активен	↑	Пријава за испит	Не	Англиски јазик	Нема Професор		0.00	Не	Задолжителен	Да	Не
Активен	↑	Пријава за испит	Не	Основи на програмирање	Нема Професор		0.00	Не	Задолжителен	Да	Не
Активен	↑	Пријава за испит	Не	Електротехника	Нема Професор		0.00	Не	Задолжителен	Да	Не
Активен	↑	Пријава за испит	Не	Интернет технологии	Нема Професор		0.00	Не	Задолжителен	Да	Не
				Вкупно:			0.00				

2 семестар

Семестар:	2	Факултет:	Факултет за информатика	Датум на запишување:	01.02.2011
Студиска година:	Прва	Учебна година:	2010/2011		

Image 17. Exam registration form

Пријавување на испити

Активна сесија Фебруарска втора сесија

Пријавување од 15.03.2011 00:00 до 31.03.2011 00:00

Image 18. Active exam session

If there is a possibility for exam registration (all previously listed prerequisites are met), click the Register exam button next to the respective subject, after which a confirmation message for the activity is generated.

## Пријавување на испити

Активна сесија Фебруарска втора сесија  
Пријавување од 15.03.2011 00:00 до 31.03.2011 00:00

Статус	Статус на пос. приј.	Пријави испит	ОК	Cancel
Активен		Пријави испит		

Image 19. Registration confirmation

In case of successful exam registration, the following message is generated, whereby information (2) appears next to the subject that a registration exists, which can be seen on the link (3):

## Пријавување на испити

Активна сесија Фебруарска втора сесија  
Пријавување од 15.03.2011 00:00 до 31.03.2011 00:00

Електронското пријавување на испит по предметот Математика 1 е успешно **1**

Статус	Ств. на пл.	Пријави испит	Ком. пол.	Предмет	Професор	Оцена	Осв. кред.	Признат	Статус на п.	Ел. потп.	К. По.	Пријави
Активен	Пријавен	Постои Пријава		Математика 1	Нема Професор		0.00	Не	Задолжителен	Да	Не	Пријави <b>3</b>
Активен		Пријави испит		Англиски јазик	Нема Професор		0.00	Не	Задолжителен	Да	Не	

Image 20. Successfully registered exam

In case of unsuccessful electronic exam registration, the system generates a message about unsuccessful registration and states the reason, after which the student needs to try again to perform electronic exam registration after fulfilling the appropriate prerequisites. In case of unsuccessful exam registration due to a lack of sufficient financial funds (for registration and/or administrative fee), when attempting to register for an exam, the system displays the message in the following image.

## Пријавување на испити

Активна сесија Фебруарска втора сесија  
Пријавување од 15.03.2011 00:00 до 31.03.2011 00:00

Електронското пријавување на испит по предметот \_\_\_\_\_ е неуспешно поради недостиг на финансиски трансакции.

Статус	Ств. на пл.	Пријави испит	Ком. пол.	Предмет	Професор	Оцена	Осв. кред.	Признат	Статус на п.	Ел. потп.	К. По.	Пријави
Активен	Пријавен	Постои Пријава		Математика 1	Нема Професор		0.00	Не	Задолжителен	Да	Не	Пријави <b>3</b>
Активен		Пријави испит		Англиски јазик	Нема Професор		0.00	Не	Задолжителен	Да	Не	

Image 21. Unsuccessful registration message

### 5.7.1. Committee Registrations (for first study cycle)

From a user perspective, committee registrations are registered in the same way as the regular registrations explained above. The electronic index recognizes whether it is a regular or committee registration, i.e., each electronic registration at the subject level, created after three registrations with a grade of 5, refers to committee examination of the exam.

When registering for a committee exam (committee registration), the following activities occur:

- The system automatically informs the dean and the vice-dean for teaching of the unit where the student studies about the specific student, subject, and session.
- The dean or the vice-dean for teaching, after forming the Committee for the realization of the exam, grant privileges to the Committee members for electronic evaluation of the committee registration. The system automatically informs all Committee members at the time the privileges are granted.
- The committee registration is evaluated by the President of the Committee.

## 58 Registrations/Grades

In this form, the student has the ability to view all registrations made in their electronic file. The view in this form is aggregated with the following filtering options:

Ред.Бр.	Предмет	Оцена	Статус	Сесија	Професор	Датум на пријава	Датум на полагање
1.	Основи на туризмот	6	Положил	Февруарска Права сесија 01-14,2010,За Сите Факултети	Нема Професор	03.02.2010	10.02.2010
2.	Економија на угостителство	8	Положил	Февруарска Права сесија 01-14,2010,За Сите Факултети	Нема Професор	03.02.2010	08.02.2010
3.	Термален (бански) туризам	8	Положил	Февруарска Права сесија 01-14,2010,За Сите Факултети	Нема Професор	03.02.2010	11.02.2010
4.	Ресторански менаџмент	6	Положил	Февруарска Права сесија 01-14,2010,За Сите Факултети	Нема Професор	03.02.2010	09.02.2010

Image 22. Registrations/Grades link

- Possibility to filter by session – the student can choose a specific session from all sessions in which they have made at least one registration, or choose all sessions, and
- Possibility to filter registrations based on their status – Passed or Failed.

By clicking the "Show" button, a tabular display is generated based on the set filters, with the following columns:

- Subject – for which the registration was made;
- Grade – at the level of registration for a specific subject;
- Session – in which the registration was made;
- Professor – subject teacher with whom the exam registration / taking was performed;
- Registration date,
- Exam date.

Clicking on any column sorts the information in the tabular display alphabetically/chronologically.

## 59 Project Task (applies to first and second study cycles)

Students must register project tasks through the electronic index. Registration of the project task is accompanied by the realization of an automatic negative electronic transaction in the electronic file according to the existing price list. The student can register a project task during the active semester, after its enrollment, and before its confirmation.

Registration of the project task is done by accessing the Project Task form:

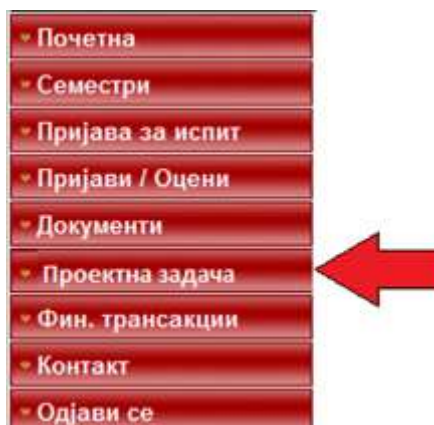


Image 23. Project Task link

A project task can only be registered for subjects for which it is mandatory (planned) and which are in the current semester. In case there is no active enrolled but unconfirmed semester, clicking on Project Task generates the message shown in the following image:

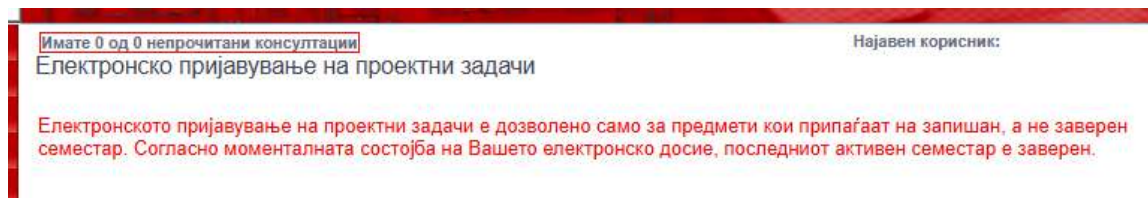


Image 24. No active current semester message

A project task is registered by realizing previously paid financial funds by the student to the appropriate revenue code and amount for that purpose, according to the price list. For each subject, the student registers one project task. In case of an active (enrolled, but still unconfirmed) semester, clicking on the Project Task link displays a tabular view of the subjects in the semester and a column named Project Task, i.e., a Register button for each subject individually.



Image 25. Active semester and project task registration

The system automatically generates intuitive messages and information in case

of successful or unsuccessful registration of a project task for each subject individually. All project tasks are registered as a prerequisite for semester confirmation.

## **5.10. Financial Transactions and Other Relevant Information**

Within the Fin. Transactions form, all paid and used financial funds at the level of the student file / student's EMBG are displayed, in terms of individual transactions and a summary balance by revenue codes, i.e., at the level of the student's e-index.

### **5.10.1. Pre-paid Concept of the e-index**

The concept on which the student's electronic file operates is based on a pre-paid administration of finances, namely:

- appropriate payment by the student, depending on the purpose and the price list, and
- utilization of the paid funds by the student.

This means that to perform any activity (exam registration, semester enrollment, submitting an electronic request for a certificate, exam recognition, etc.), the student must **FIRST** make a payment of the appropriate amount to the appropriate revenue code:

- using the e-commerce service (this enables the availability of the paid funds at the moment of payment, during the period 24/7/365 throughout a calendar year);
- by physical payment in any bank / post office, and
- using electronic banking services (electronic payment slips);

For the second and third cases, the processing of payments is carried out in the following way:

1. Payment by the student at a bank / post office / electronic banking by 13:00 / 14:00 during a working day (the hour varies among different banks).
2. Processing of the daily turnover of banks / the post office at 15:00 / 16:00 through the clearing process towards NBRM (Treasury of RM) (the hour varies among different banks).
3. Electronic delivery of all paid funds by students in accordance with 1. and 2. by 09:00 / 10:00 the next working day, from NBRM (Treasury of RM) to UGD.
4. Automatic electronic booking (distribution) of the paid funds in the students' electronic files.

The basic parameter based on which the paid financial funds are practically distributed in the electronic index is the student's unique master citizen number (EMBG). In that regard, the only correct payment is a payment made personally by the student, with their EMBG. By clicking the "Financial

Transactions" link, a form with two sections is displayed:

- Balance by revenue codes, and
- Financial transactions.

### 5.10.2. Balance by Revenue Codes

The information displayed within this section relates to the current financial status of the student within each of the revenue codes (for the first study cycle):

- Administrative fee;
- 723113;
- 723011;
- 723012;
- 723013;
- 723014;
- 723019;
- 723119, and
- 200001926783548 (University Sports Center).

At the level of each revenue code, the following are displayed:

- total paid funds,
- total used funds,
- total available funds.

Состојба по приходни шифри

Имање 0 од 6 непрочитани консултации

Приходна шифра	Опис	Уплатени средства	Искористени средства	Расположливи средства
TM	Административна такса (таксена марка)	20.000,00	150,00	19.850,00
723011	Такси за диплома и сертификат	0,00	0,00	0,00
723012	Такси за запишување	24.500,00	24.500,00	0,00
723013	Такси за испити	43.500,00	42.860,00	640,00
723014	Такси лабораториски	0,00	0,00	0,00
723019	Други образовни такси	5.720,00	5.720,00	0,00
723119	Други помошни активности во образованието	2.070,00	2.070,00	0,00
	<b>Вкупно</b>	<b>95.790,00</b>	<b>75.300,00</b>	<b>20.490,00</b>

Image 26. Balance by revenue codes

### 5.10.3. Transfer of Financial Funds from One Revenue Code to Another (applies only to first study cycle)

This functionality allows students, through their electronic index, to transfer only available financial funds between the following revenue codes: **723011**, **723012**, **723013**, **723014**, **723019**, and **723119**. The procedure for transferring financial funds is detailed below.

From the left navigation menu within the electronic index, select the **Funds Transfer** link, after which the form for transferring financial funds is displayed in the right central part:

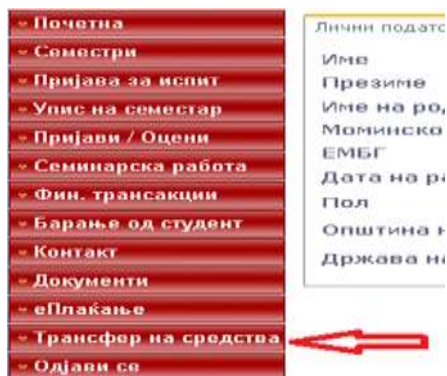


Image 27. Access to transfer form

### Трансфер на средства

Износ	<input type="text" value="100"/>	1
Од приходна шифра	<input type="text" value="723014"/>	2
На приходна шифра	<input type="text" value="723019"/>	2
<input type="button" value="Префрли средства"/>		3

Image 28. Filling out the transfer form

1. In the **Amount** field, enter the sum for which the transfer needs to be made. Only a positive integer value can be entered in this field (entering decimal numbers is not allowed).
2. In the **From** revenue code and To revenue code fields, select the appropriate revenue codes from/to which the transfer of financial funds is made.
3. After filling in the above-mentioned fields, proceed with the transfer of financial funds by clicking the **Transfer funds** button.

If the transfer is successful, a message for a successful transfer appears, and in the Financial Transactions section, two separate financial transactions are created, one positive and one negative, as confirmation of the performed transfer of financial funds:

#### Финансиски трансакции

Ред. Бр.	Датум на книжење	Износ	Приходна шифра	Опис на трансакција	Студент	Вид на трансакција
1.	23.12.2013	100,00	723019	Трансфер на фин. средства од 723014 на 723019 приходна шифра	Студент УГД 1111112	Е-индекс трансакција
2.	23.12.2013	-100,00	723014	Трансфер на фин. средства од 723014 на 723019 приходна шифра	Студент УГД 1111112	Е-индекс трансакција

Image 29. Transactions during transfer

#### 5.10.4. Financial Transactions

Within the Financial Transactions section, a detailed overview of all transactions related to that student's electronic file (EMBG) is displayed:

Ред. Бр.	Датум на книжење	Износ	Приходна шифра	Опис на трансакција	Студент	Вид на трансакција
16.11.2012	-3.000,00	723013	723013	Партиципација по семестар		Е-индекс трансакција
16.11.2012	-50,00	TM		Улис на семестар		Е-индекс трансакција
16.11.2012	500,00	723013	723013	СЕМИНАРСКИ		Банкарска трансакција
16.11.2012	-200,00	723013	723013	Заверка на семестар		Е-индекс трансакција
16.11.2012	-6.000,00	723013	723013	Партиципација по семестар		Е-индекс трансакција
16.11.2012	-100,00	TM		Улис на семестар		Е-индекс трансакција
23.10.2012	-160,00	723013	723013	Признавање на испит		Е-индекс трансакција
08.06.2011	200,00	723019	723019	ZAVERKA		Банкарска трансакција
08.06.2011	500,00	723019	723019	SEMINARSKI		Банкарска трансакција
28.01.2011	500,00	723019	723019	ЗА СЕМИНАРСКИ		Банкарска трансакција
28.01.2011	6.125,00	723012	723012	ПАРТИЦИП		Банкарска трансакција
28.01.2011	200,00	723019	723019	СЕМЕСТАР ЗАВЕРКА		Банкарска трансакција
28.01.2011	500,00	723019	723019	СЕМЕСТАР		Банкарска трансакција
01.06.2010	200,00	723019	723019	ЗАВЕРКА		Банкарска трансакција

Image 30. Transactions during transfer

Within this section, the following are displayed:

- Serial number;
- Booking date (the entire display is sorted by this data);
- Revenue code (regarding which the transaction was processed);
- Transaction description, which:
  - for incoming payments contains the data from the Payment Purpose field on the payment slip, and
  - for outgoing payments (by the student) contains predefined names that descriptively term the reason for the transaction.
- Student – data consisting of First Name, Last Name, and Index Number of the student, which is crucial for students with two student files (it can be seen from which student file the funds were used);
- Type of transaction, which contains the following data:
  - bank transaction (for positive incoming payments), and
  - e-index transaction (for negative outgoing transactions by the student).

#### 5.10.5. Processing of Administrative Fee Payment

In accordance with the Law Amending the Law on Administrative Fees (Official Gazette of RM No. 145 – p.9, dated 5.11.2010), tax stamps are out of use and for their replacement, it is necessary to submit payment slips for realized financial transactions for the administrative fee (or SMS codes in case of paying the AF via SMS, explained below).

The following possibilities exist for processing / replenishing the balance for the administrative fee in the student's electronic file (most of them are the same as payments for other revenue codes):

- Realization of payment for AF via the e-index / e-commerce module, by the student (without involvement of the Student Archive Department), whereby the funds are **immediately and automatically** booked in the student's electronic file.
- Realization of payment for AF in the electronic file by the advisor, based on a separately submitted form/payment slip by the student to the employee in the Student Archive Department.

In the second case, it is necessary that the payment slip be first entered into the electronic index by the employee in the SAA, where the payment slip is submitted.

## 5.10.6. Other Important Information

In the case of physical payments, all payment slips processed at a bank or post office are made personally by the student, with the mandatory filling in of their unique master citizen number in the designated field on the payment slip (tax number or EMBG).

In the case of electronic exam registration through the electronic index, no physical exam applications or payment slips are submitted at the counter of the Student Archive Department. It is recommended to keep the payment slips for the student's personal records, if the payment is made through payment institutions.

Lump sum payments are allowed, i.e., multiple payments (for multiple activities) at once (electronically or physically).

Payments made at a bank or post office by 13:00 – 14:00 during a day become available in the electronic index by 10:00 the next working day at the latest. It is necessary that the paid amount corresponds at least to the number of exams the student wants to register. The table shows the amounts that full-time and part-time students need to pay for each exam.

### 5.11. Electronic Payment

The electronic payment module (ePayment), implemented within the Student Information System (eIndex), allows students to make electronic payments for all types of services they perform towards the University. Namely, in this way, each student has the opportunity, through their electronic index, to make an electronic payment using a valid payment card (debit and/or credit) issued by any bank in the Republic of Macedonia, for each revenue code (723113, 723011, 723012, 723013, 723014, 723019, and 723119), the transaction account of the University Sports Center (200001926783548), as well as for the administrative fee (tax stamp). The availability of this service is **24/7/365 days a year**, so upon successful realization of an electronic payment through this service, **automatically at the same moment**, a financial transaction in the amount of the paid sum is created in the student's electronic index, and the paid financial funds are **immediately** available for use by the student for any activity through their electronic index. In this way, 100% certainty is guaranteed that the financial funds paid through the ePayment service will be booked to the paid revenue code/account, which is not the case when making a payment through any commercial bank or post office, where payments are delayed for days (missing defined deadlines for specific activities) and are booked to the wrong revenue code/account, creating additional problems for students when performing their activities via the e-index. The following describes the electronic payment process. Access to the electronic payment form is done by accessing the ePayment link, after which the appropriate form is displayed.



Image 31. Access to ePayment form

In the **Revenue code/Account** field of the electronic payment form, one of the possible revenue codes (723113, 723011, 723012, 723013, 723014, 723019, 723119), the transaction account of the University Sports Center (200001926783548), or the Administrative fee (tax stamp) is selected. Information on which codes/accounts are associated with which services (where the student needs to pay certain funds and how much, **before** using/clicking on the service, according to the pre-paid concept of the e-index) is available in the UGD price list.

In the **Amount** field, the student enters the amount (as an integer value, without decimal values) for which the payment is made. The minimum amount that can be entered in the named field is 1 denar / there is no limit on the maximum amount. The **Total amount** field displays the total sum that will be charged to the student's payment card, as Amount + Fee, where a fee of 1.6% is calculated on the entered amount. For example, if you enter the value 100 denars in the Amount field, the sum of 102 denars will be charged from the entered payment card, and that value is displayed in the Total amount field. After the successful payment, the student's electronic index will be credited with financial funds to the appropriate revenue code/account in the amount of 100 denars.

Appropriate user messages are implemented within the electronic payment form, through which the system informs the end user about the (in)correctness of filling out the form.

The appropriate interface is shown below:



Image 32. Filling out ePayment form

After the ePayment form is filled out by the end user, by clicking the **Continue** button on the same-named form, the system redirects the end user to a secure web page through which the payment is made:



Image 33. Transitional payment form

By clicking the Pay button, a form is generated through which the actual charging of the entered amount from the payment card (which is entered into the form itself) is carried out by the CaSys processing center.

In the designated form, information is entered for the payment card number, cardholder name, payment card type, its expiration date, and the CVV2/CVC2 code of the card. The Amount field shows the amount (with the calculated 1.6% fee) that will be charged from the card. The Details field contains a description of the financial transaction being performed.

Универзитет „Гоце Делчев“ - Штип  
е - Индекс

Препознај ја својата иднина

- Почетна
- Огласна табла
- Консултации
- Семестри
- Пријава за испит
- Упис на семестар
- Заверка на семестар
- Пријави / Оцени
- Семинарска работа
- Фин. трансакции
- Барање од студент
- Контакт
- Документи
- Уплата за АТ
- еПлаќање
- Одјави се

еУплата на финансиски средства

Апликација за бесплатна дебитна картичка од УНИБанка за студенти

[Упатство за пополнување на формата за плаќање](#)

За дополнителни информации поврзани со процесот на плаќање, Ве молиме обратете се во Дежурниот Центар на КаСис, +389 2 3293 888

Број на платежна картичка

Име на имателот на платежната картичката

Тип на платежната картичка

Важност на платежната картичка  /

CVV2/CVC2

Износ:  MKD

Детали:

Полињата означени со ѕвездичка "\*" се задолжителни.

Дали сте сРаву регистриран корисник? [НАЈАВИ СЕ](#)

Secured by Thawte 2013-07-09 ABOUT SSL CERTIFICATES

VERIFIED by VISA MasterCard SecureCode

Image 34. Payment form

After the payment form is successfully filled out, by clicking the Continue button, the system redirects the end user to a special web page containing a summary overview of all information entered up to that point, through which an additional confirmation is required (click the Confirm button) for the charge to be carried out by the CaSys processing center.



Image 35. Payment confirmation form

If the collection of financial funds by the CaSys processing center is (un)successful (the charge of the entered amount from the entered payment card is (not) performed), the system informs the user accordingly.



Image 36. Successful and unsuccessful payment message

This completes the process for realizing electronic payment through the electronic index, whereby in the case of a successful financial transaction, a financial transaction for the appropriate revenue code/account is automatically created in the amount charged by the processing center (without the calculated 1.6% fee) in the student's electronic index.

Приходна шифра	Опис	Уплатена средства	Искористена средства	Расположивни средства
TM	Административна такса (таксона марка)	900.00	450.00	450.00
723011	Такси за диплома и сертификат	0.00	0.00	0.00
723012	Такси за запишување	42,955.00	42,955.00	0.00
723013	Такси за испити	12,300.00	10,000.00	2,300.00
723014	Такси лабораториски	0.00	0.00	0.00
723019	Други образовни такси	6,960.00	6,960.00	0.00
723119	Други помошни деловности во образованието	0.00	0.00	0.00
200001926703548	Универзитетски спортски центар	0.00	0.00	0.00
200002248241963	ЗСПУ „Гоце Делчев“ - Штип	0.00	0.00	0.00
	<b>Вкупно</b>	<b>62,055.00</b>	<b>50,305.00</b>	<b>2,750.00</b>

Image 37. Display of created transaction

There are three possibilities for an unsuccessful transaction:

- Insufficient funds on the card;
- The daily transaction limit has been exceeded, or
- The card does not allow internet payments.

### 5.2 Consultations (applies to first study cycle)

The student has the ability for electronic consultations with the following categories of their users:

- employees in the Student Archive Department (student services);
- professor, and
- assistant.

Consultations offer the possibility for the student to ask a question to one of the previously listed recipient categories, with the option to attach documents related to it. The recipient has the ability to answer the student's question.

Within the Consultations link, there are two forms:

- Ask a question, and
- Sent questions / Received answers.

In the upper part of the form, next to the name of the logged-in student, information about the current number of unread consultations (received answers regarding the question asked by the student) is displayed:

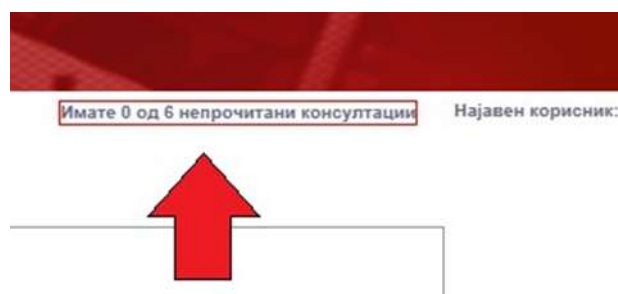
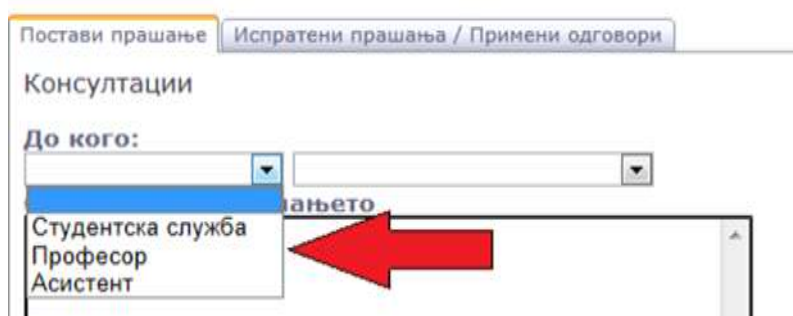


Image 38. Unread consultations info

By clicking Ask a question, the student can create a question, as follows:

- The recipient category is selected:

## Електронски Консултации



Постави прашање Испратени прашања / Примени одговори

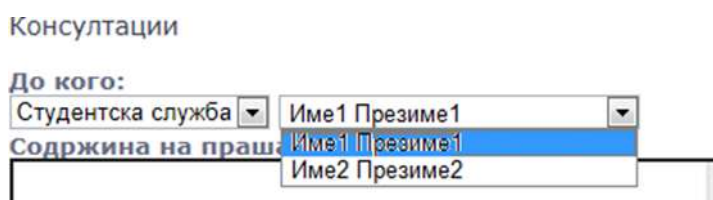
Консултации

До кого:

Студентска служба  
Професор  
Асистент

Image 39. Specific person selection

- The specific person is selected:



Консултации

До кого:

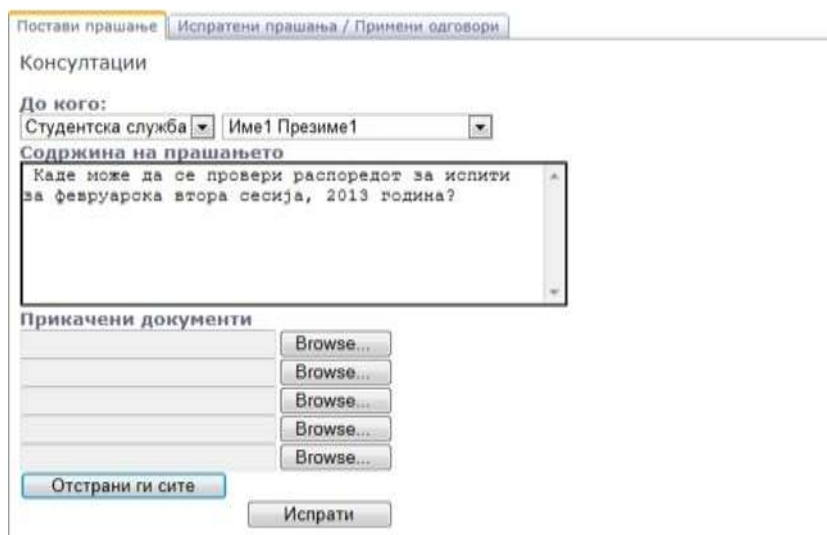
Студентска служба Име1 Презиме1

Содржина на прашањето: Име1 Презиме1  
Име2 Презиме2

Image 40. Specific person selection

- • The question is written (the Question content is filled in). Within the question asked, the student has the option to attach documents (remove them in case of error, before sending the question) and click Send when the question is complete:

### Електронски Консултации



Постави прашање Испратени прашања / Примени одговори

Консултации

До кого:

Студентска служба Име1 Презиме1

Содржина на прашањето

Каде може да се провери распоредот за испити за февруарска втора сесија, 2013 година?

Прикачени документи

Browse...  
Browse...  
Browse...  
Browse...  
Browse...

Отстрани ги сите

Испрати

Image 41. Asking a question

In the consultations table, the student has an overview of all realized consultations with all necessary information regarding them.

Постави прашање / Испратени прашања / Примени одговори

Консултацији					
Редни број	Прочитан одговор	Категорија	Име презиме	Испратено на	Прикачени документи
1	Да	Професор/Асистент	Име1 Презиме1	03.10.2012 09:43:48	
2	Не	Референт	Име2 Презиме2	02.10.2012 10:41:20	
6	Да	Професор/Асистент	Име3 Презиме3	02.10.2012 10:19:07	Документ1.jpg Документ2.xlsx

Прашање  
Тест прашање

Одговор  
Nema problem - Test odgovor.!

Одговорено на:  
02.10.2012 10:25

Прикачени документи	
Документи	Од->До
Документ1.jpg	Студент->Професор
Документ2.xlsx	Професор->Студент

Image 42. Sent questions / received answers

In the consultations table, the student has an overview of all realized consultations with all necessary information regarding them.

### 513 Bulletin Board

An electronic bulletin board is implemented in the electronic index, within which students have the ability to view announcements for them, published by the following categories of users of the student information system:

- teaching staff;
- associate staff, and
- advisors in the Student Archive Department.

Електронска огласна табла Имање 8 од 9 м

Датум и час на објавувања	Наслов	Содржина	Прикачувања	Објавено од	Работна позиција
11.12.2013 13:22 Важи од: 11.12.2013 Важи до:	Наслов 1	Содржина 1 <a href="#">Видејте повеќе...</a>		Име3 През1	Професор/Асистент
11.12.2013 11:25 Важи од: 10.12.2013 Важи до:	Наслов 2	Содржина 2 <a href="#">Видејте повеќе...</a>		Име3 През2	Студентска служба

Image 43. Bulletin board

For each announcement, the following information is displayed:

- Date and time of publication (announcements are sorted by this data);
- Title;
- Content (by clicking more, the entire content of the announcement is read);
- Attachments (links to attached documents are displayed);
- Published by (information on the name and surname of the creator), and
- Position (information on the job position of the announcement creator).

### 514 Electronic Student Requests

Within the Student Request form, the student has the ability to electronically create a request for one of the following purposes (which are present in the official UGD price list):

- Request to the Student File Archive Department (this request covers the following categories:
  - Transfer from faculty to faculty;
  - Transfer from one direction to another within the same faculty;
  - Change of study program;
  - Exam recognition;
  - Refund of paid funds, or
  - Any other type of request by the student.

Note: This type of request is most often subject to approval by the competent instances of the faculty/university.

- Issuance of transcript;
- Issuance of mobility documents;
- Issuance of certificate of passed exams / graduation;
- Issuance of duplicate certificate of passed exams;
- Diploma holder;
- Issuance of diploma supplement;
- Issuance of duplicate index;
- Change of surname in document;
- Issuance of certificate of passed exams in English;
- Issuance of student confirmation;
- Issuance of curriculum and syllabus for abroad;
- Pedagogical internship;
- Field teaching;
- Issuance of diploma;
- Issuance of duplicate diploma;
- Laboratory exercises;
- Activation of studies, from status Temporarily Inactive;
- Activation of studies, from status In Moratorium;
- Activation of studies, from status Withdrawn, and
- Change of study mode (Full-time ↔ Part-time).

Within the Details field for this type of service/request, important information and the price for the selected service/request by the student are displayed.

Before creating the request, the student needs to have sufficient available financial funds in the e-index for the specific request/service according to the UGD price list, after which they access the Student Request link (1), click on the list (2), and select the specific request (3) – in this example, it relates to a request for issuing a student confirmation..

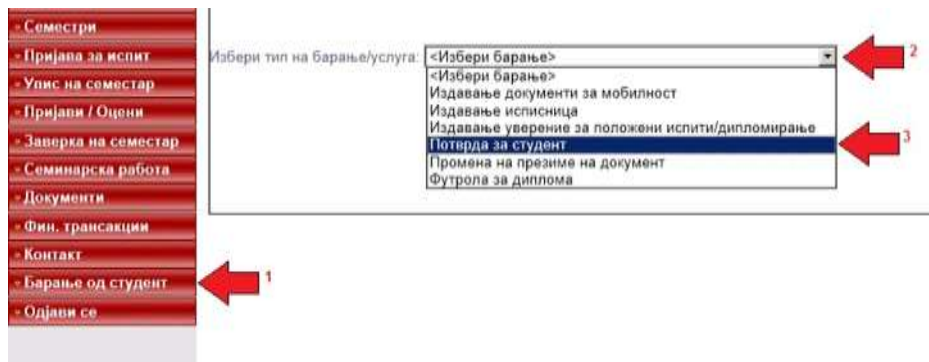


Image 44. Student request

If the option Change of study mode (Full-time ↔ Part-time) or Transcript is selected, the student must state the reason for the change of study mode or withdrawal in the Reason field.

After creation, the request is first visible to employees in the Student Archive Department, who process the request or forward it further to the competent instance, depending on the type of request.

The student can monitor the status of the request and/or documents issued based on them at any time within the List of e-requests form:

Ред.бр.	Тип на барање	Креирано на	Опис на барање	Опис на приложени документи	Моментална инстанца	Статус	Документи
1.	Активирање на студии (од статус Времено неактивен)	08.11.2024 13:37				Издаден документ	
2.	Баранье до оддел за архива на студентски досиеја	10.02.2021 15:50	- Барање за префрлување од еден на друг факултет. - Барање за признавање на испити.	- Уверение за положени испити - Исписница	ЕКТС Координатор	Одобрено	Детали за одлука
3.	Потврда за студент	04.01.2021 16:33				Издаден документ	

Image 45. Overview of created requests and their status

After creating the request, during its processing and possible approval, the student is in contact with the Student Archive Department (via student e-mail, phone, or in person) regarding the practical implementation of the service / execution of the request / collection of the document (if the request relates to that) or any other information.

#### 5.14.1. Issuance of a Referral (applies only to first study cycle)

In order to complete the process of realizing student internship, which is a condition for enrollment in each higher study year, the student needs to submit a request for generating a referral via the e-index. By selecting the request type "Issuance of a referral", the student needs to fill in the following information:

- Agreement with an internship company (only companies/institutions with which the student's faculty has an active agreement and the maximum number of students according to the agreement has not been exceeded are available). If the company where the student wants to perform the internship is not displayed, they must contact the

UGD career center;

- Selection of a date From / To for the realization of the internship, and
- Academic year for which that internship is a condition (the next academic year).

The screenshot shows a web form for creating an e-request. The form is titled 'Креирај е-барање' and 'Листа на е-барања'. It contains several fields:

- Тип на барање:** A dropdown menu with the selected value 'Издавање на упатница'.
- Детали за овој тип на услуга / барање:** A text area containing the text: 'Издавање на упатница за реализација на студентската пракса. Не се потребни финансиски средства.'
- Договор со компанија за пракса:** A dropdown menu with the selected value '„Дрекслер Мајер“ - Кавадарци'.
- Практична настава од:** A date input field with the value '12.06.2025'.
- Практична настава до:** A date input field with the value '12.07.2025'.
- Предуслов за учебна година:** A dropdown menu with the selected value '2025/2026'.

At the bottom of the form is a button labeled 'Креирај барање'.

Image 46. Filling out referral data

After creating the record, the student accesses the List of e-requests menu and generates the referral / required document themselves (downloads it to any computer and prints it):

The screenshot shows a table titled 'Листа на е-барања' with the following columns: Ред.Бр., Тип на барање, Креирано на, Опис на барање, Опис на приложени документи, Моментална инстанца, Статус, and Документи. There are two rows of data:

Ред.Бр.	Тип на барање	Креирано на	Опис на барање	Опис на приложени документи	Моментална инстанца	Статус	Документи
1.	Издавање на упатница	18.04.2017 11:09	Компанија:Име на компанија Практична настава од:12.04.2017 до:16.04.2017 Предуслов за учебна година:2016/2017 Донесена потврда:Не Преземи Поништи			Во тек	
2.	Уверение за положени испити / дипломирање	26.02.2017 15:37				Издаден документ	

Image 47. Generating a referral

If it is impossible to perform the internship in that company for reasons not covered by regular scenarios, the student has the option to cancel this referral (by clicking Cancel) and generate a new one.

The student then completes the internship in the company, based on which the competent entity (the company) verifies:

- The referral previously generated by the student, printed, and submitted to the company (signature, stamp), and
- The internship diary, duly completed and verified.

After this point, the student submits the referral at the counter of the Student Archive Department (student affairs), together with the internship diary to the internship mentor at their unit (vice-dean for teaching). Based on this document, the employee in the Student Archive Department records in the student's file that the confirmation has been brought for that academic year, which is a condition for enrollment in a higher study year in that academic year.

## **5.15 Student Statuses**

This chapter elaborates on all possible student statuses, the way to transition from one status to another, as well as information related to each of those statuses.

At the beginning of their studies (enrollment through a competition or by transfer from another university), the student receives the status of an active student. Only with this status (and later graduate status) does the student have the right to all student administrative and practical activities. It is maintained by timely enrollment and confirmation of odd and even semesters, regular or graduate, by the student.

The following status changes from the Active student state are possible:

- Active → In Moratorium – status change realized by submitting a request for moratorium at the SAA counter, after which the status of the electronic file changes to In Moratorium. During this period, the student can only view their electronic file, without any activity.
- In Moratorium → Active – status change realized after the expiration of the period defined as the moratorium period for studies. The student activates their studies by enrolling in the same study year they interrupted from the beginning.
- Active → Temporarily Inactive – automatic status change realized by untimely enrollment or semester confirmation by the student, regardless of the reason. During this period, the student can only view their electronic file, without any activity.
- Temporarily Inactive → Active – status change realized after submitting a student request for reactivation of interrupted studies. The student activates their studies by enrolling in the same study year they interrupted from the beginning, as well as by regulating the necessary costs, according to the UGD price list.
- Active → Graduate – status change realized by the confirmation of the last regular semester / enrollment in the first graduate semester. The student has full access to their electronic file.
- Active → Graduated / Mastered / Doctorated – status change realized by passing the last exam (final exam / thesis / master's thesis / doctoral dissertation), complete administrative verification of the student's physical and electronic file. The student does not have the right to access their electronic file.
- Active → Withdrawn – status change realized by submitting a request

for withdrawal. The student does not have the right to access their electronic fil.

## 516 Student Graduation Procedure – Realization of Final Exam / Thesis (applies to first study cycle)

The graduation procedure consists of three steps:

- Application for the preparation of the final exam / thesis;
- Request for file verification, and
- Application for the public defense of the final exam / thesis.

### Application for the preparation of the final exam / thesis

Earliest during the last regular semester of the study program the student is studying (after enrolling in it), the student submits an **Application for the preparation of the final exam / thesis** through their electronic index, by clicking on the Final/Thesis form:

The screenshot shows a web interface for submitting an application. On the left is a red sidebar menu with various options. The main content area is titled 'Пријава за изработка на ЗИ/ДТ' (Application for preparation of final exam/thesis) and contains several fields and buttons. A red arrow points to the 'Пријава за изработка на ЗИ/ДТ' menu item. Another red arrow points to the 'Завршен/Дипломски' menu item. A third red arrow points to the 'Поднеси пријава' (Submit application) button. The form includes a dropdown menu for 'Предметен наставник' (Subject Teacher) with the option '<Избери професор>' (Select professor) selected. The date is set to '14.03.2014'. The form also contains two large text input fields labeled '3' and '4', and a 'Поднеси пријава' button labeled '6'.

Image 48. Final exam / Thesis application form

By clicking on the Application for preparation of FE/T, the form for submitting the application is displayed:

- In field 3, enter the name of the subject / teaching-scientific study discipline;
- In field 4, enter the name of the topic for the final exam / thesis;
- The mentor for the preparation of the final exam / thesis is selected from the offered options from the Subject Teacher (5), and
- Submit the application by clicking the Submit application button (6).

Upon creating the application, an automatic e-mail is sent to the mentor, who must be the first to approve it in the system. Only one application for the preparation of the final exam / thesis can exist at one time. The mentor can::

- approve the application, after which the system automatically informs (by e-mail) the dean, vice-dean for teaching, and the secretary, and the procedure continues further, or
- reject the application (after which the student has the opportunity to submit a new application again).

After the mentor approves the application, the application for the topic needs to be approved by the teaching-scientific council of the unit (TSC). The status of the application can be seen by selecting Review of created applications/requests as in the following image:

Тип на пријава/Барање	Креирано (Да/Не)	Креирано на датум и час	Креирано од корисник	Статус (Ментор)	Одобрена од ННС	Комплетирано досие
Пријава за изработка на завршен испит / дипломски труд	Да	14.03.2014 16:17	Студент УГД	Одобрено	Да	
Барање за проверка на студентско досие	Да	17.03.2014 08:51	Студент УГД	↑ 3	↑ 4	Да
Пријава за јавна одбрана на завршен испит / дипломски труд	Да	17.03.2014 08:52	Студент УГД			

Image 49. – Review of created requests form

In this form, the Student has an overview of the status of the application for the preparation of the final exam / thesis, the Request for student file verification, and the application for the public defense of the final exam / thesis in the electronic index.

Based on the application approved by the mentor, the Teaching-Scientific Council of the unit makes a decision to:

- approve the application, i.e., verify the topic and the application for the preparation of the final exam / thesis, and the procedure continues further, or
- reject the application (after which the student has the opportunity to submit a new application again).

In case the application is rejected by the mentor or the TSC, the student has the right to restart the procedure by submitting a new application for the preparation of the final exam / thesis.

### Request for File Verification

After the student passes the last exam, completes the final exam / thesis, and fulfills all obligations, they submit a **Request for student file verification** through their electronic index. To submit the request for student file verification, the **Application for the preparation of the final exam / thesis** must be approved by the mentor and the TSC. By clicking the link **Request for student file verification**, the form for submitting a request for student file verification is displayed, as in the following image.

Image 50. Request for file verification form

The request is submitted by clicking the Submit request button (3). The advisor, according to the submitted Request for student file verification, convenes the Commission for verification/opening of the student file. According to the Rulebook on the conditions, criteria, and rules for enrollment and studying in the first cycle of studies at the Goce Delcev University, the Commission for student file verification within each unit of the University meets on the first and fifteenth of each month, with the aim of reviewing and processing the received requests for student file verification.

After performing the verification/opening of the student file, the Commission issues:

- Report from the Commission for student file verification (for a complete file) or
- Report from the Commission for student file verification (for an incomplete file). In this case, the advisor informs the student of the deficiencies through the student information system. The student has an overview of the deficiencies in the file in the Request for student file verification section in the field "Notification regarding the documents missing from your electronic file".

After completing any possible deficiencies in the file (the student is in constant communication with the Student Archive Department), the advisor reconvenes the Commission, which, based on the completed/resolved deficiencies, issues a Report from the Commission for student file verification for a complete file. In case of file completion, the student receives an automatic e-mail at the moment it is notated in the system by the advisor in the SAA. The file is complete if the column Completed file in the request overview form (below in the image) states "Yes".

### Application for Public Defense of Final Exam / Thesis

After the file is completed, the student submits an Application for public defense of final exam / thesis via the e-index. They do this with a single click on the Register exam button in the Exam Registration form, for the subject related to the Final exam / Thesis, and the system automatically (by itself) creates a record for the Application for public defense of final exam / thesis. Electronic

registration of the final exam / thesis is not possible if all subjects have not been previously passed (appropriately updated). Additionally, electronic registration of the final exam / thesis does not require points from pre-exam activities in any case.

In case of registration for the final exam / thesis, the following activities occur:

- Upon electronic registration of the final exam / thesis, the system automatically informs the dean and the vice-dean for teaching via e-mail;
- The dean makes a decision to form a commission for the public defense of the final exam / thesis. Afterwards, the Dean or the Vice-dean for teaching, after forming the Commission for the public defense, grants privileges to the Commission members for insight and electronic evaluation of the application for public defense of the final exam / thesis. The system automatically informs the President and members of the Commission at the moment the privileges are granted;
- The President of the commission has the ability to electronically evaluate the electronic application for public defense of the final exam / thesis, which they do after the practical implementation of the final exam / thesis, and
- The application is verified by the commission, printed, and stored in the student's physical file.

Other activities:

- The decision to approve the topic, as well as the decision on the date and commission for the public defense, is submitted by the dean of the unit / TSC to the Student Archive Department, after which the advisor informs the student about the status of their subject.
- The student, in agreement with the mentor, specifies a date for the public defense of the final exam / thesis.
- During the practical realization of the public defense, the mentor provides the necessary documentation for the student and possesses it during the realization of the public defense of the final exam / thesis.
- After the successful realization of the public defense of the final exam / thesis, the Commission fills out a **Record of the defense of the final exam / Thesis**.
- The Commission performs an electronic evaluation of the candidate's final exam / thesis in the electronic index.
- The Commission submits the complete documentation to the Student Archive Department.

## 6. Measurement

No measurement points are defined in the process of preparing the

Annual Report on the work of the Goce Delcev University Stip.

## **7. Documents and Attachments**

There are no additional documents or attachments.