

	Regulation on the conditions, criteria and rules for the enrollment of foreign students in the first - cycle of study programmes at Goce Delcev University- Stip	Document code: ONS.PR.V.04 Version: 04
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**REGULATION
ON THE CONDITIONS, CRITERIA AND RULES
FOR THE ENROLLMENT OF FOREIGN STUDENTS IN THE FIRST-
CYCLE OF STUDY PROGRAMMES AT GOCE DELCEV UNIVERSITY –
STIP**

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Legal basis: Pursuant to Article 94 of the Law on Higher Education ("Official Gazette of the Republic of North Macedonia" nos. 82/18, 178/21, 58/24 and 124/25)				
Adopted by: University Senate (session no. 148 of 8.5.2018; session no. 153 of 30.10.2018; session no. 229 of 05.09.2024; session no. 261 of 31.08.2026)				

I. GENERAL PROVISIONS

Article 1

This Regulation governs the conditions, criteria and rules for the enrollment and study of foreign students in the first-cycle study programs at Goce Delcev University – Stip (hereinafter: the University), including foreign students enrolling in study programs conducted in Macedonian language and those enrolling in study programs accredited and conducted in English language.

Article 2

For the purposes of this Regulation, a foreign student means a person who applies to become a student in a study program at a unit of the University and who does not hold citizenship of Republic of North Macedonia.

Depending on the language in which the study program they enroll in is delivered, foreign students are divided into:

- foreign students in study programs conducted in Macedonian language – persons enrolling in study programs conducted wholly or predominantly in Macedonian language, who are required to have previously acquired knowledge of Macedonian language up to the prescribed level; and
- foreign students in study programs conducted in English language – persons enrolling in study programs accredited and conducted in English language, who are not required to attend preparatory lectures in Macedonian language as a condition for enrolment and study.

Article 3

Matters relating to the enrolment of foreign students at the University shall be performed by the authorized coordinator for foreign student affairs, who coordinates the procedures for application, recognition of foreign qualifications (nostrification) and issuance of certificates, as well as cooperation with the units of the University, the Institute of Languages at the Faculty of Philology and the competent State authorities (the Ministry of Education and Science, the Ministry of Internal Affairs and the Ministry of Foreign Affairs).

II. SUBSTANCE OF THE REGULATION

II.1. COMMON CONDITIONS FOR THE ENROLMENT OF FOREIGN STUDENTS

Article 4

A foreign national may enroll in a study program at the University provided that they meet the admission requirement determined in the Regulation on the conditions, criteria and rules for enrolment and study in the first cycle of studies at Goce Delcev University – Stip (ONS.PR.V.01) (completed appropriate secondary education, that is, a passed state or international graduation exam), and provided that the education acquired abroad has been nostrified, that is, recognized by the competent authority in Republic of North Macedonia.

Article 5

Students who are foreign nationals may not be enrolled as part-time students in the study programs of the University.

Article 6

The amount of the tuition fee payable by foreign students during their studies shall be determined separately for each study program, depending on the study program selected by the foreign student, including the language knowledge (Macedonian or English). Study programs may carry different tuition fees depending on the faculty/unit delivering the program, the duration of the program and its specific features.

Foreign nationals shall pay the tuition fee determined throughout the entire course of their studies, unless otherwise provided by law, by an international or bilateral agreement, or by another instrument.

Article 7

The amount of the tuition fee for each study program shall be determined by the University Senate, upon a proposal by the Rectorate Board, that is, upon a proposal by the units of the University, before the beginning of each academic year, and shall be published together with the Call for the enrollment of students in the first-cycle study programs at Goce Delcev University – Stip.

Article 8

In addition to the tuition fee, foreign students shall also pay charges for educational and administrative services (semester enrolment/validation, examinations and academic services, issuance of documents, supplementary payments and the like).

The amount of these charges shall be determined by the University Senate before the beginning of each academic year and shall be published on the official website of the University no later than the day on which the Call for the enrolment of students in the first-cycle study programs at Goce Delcev University – Stip is published.

Article 9

A foreign national holding dual citizenship, one of which is citizenship of Republic of North Macedonia, shall be treated in accordance with the conditions determined in the Regulation on the conditions, criteria and rules for enrolment and study in the first cycle of studies at Goce Delcev University – Stip, unless they have no knowledge of the Macedonian language, in which case the provisions of this Regulation concerning attendance of preparatory lectures in Macedonian language shall apply, while Article 5 of this Regulation shall apply with regard to the status of study.

Article 10

Throughout their studies, students shall be bound to observe the Code of Ethics of Goce Delcev University – Stip, as well as all general acts of the University relating to students.

II.2. SPECIAL PROVISIONS FOR FOREIGN STUDENTS IN STUDY PROGRAMS DELIVERED IN MACEDONIAN LANGUAGE

Article 11

A foreign national applying for a study program delivered in Macedonian language shall first enroll in preparatory lectures in Macedonian language at the Institute of Languages at the Faculty of Philology of Goce Delcev University – Stip, unless they already hold a certificate of proficiency in Macedonian language.

To that end, the candidate shall, in person or through an authorized representative, submit the following documents to the coordinator responsible for foreign student affairs no later than September 5:

- a copy of the certificate issued by the Ministry of Education and Science of Republic of North Macedonia confirming that the procedure for the nostrification of the secondary school diploma has been initiated;
- a copy of the secondary school diploma, certified by an apostille (for States party to the Hague Convention), or by a stamp of the Ministry of Foreign Affairs (for other States);
- copies of the certificates for all completed years of secondary education;
- a birth certificate; and
- a certificate of citizenship, that is, a copy of the passport (the page bearing the photograph).

All copies of foreign documents need to be certified by a notary in the State of origin, and all translations shall be produced by an authorized court interpreter, translated in Republic of North Macedonia and certified by a notary.

Article 12

If the candidate has prior knowledge of Macedonian language, they shall be referred for testing at the Institute of Languages, following which a certificate corresponding to the level established shall be issued to them. If the candidate attains at least a B1 level, they shall be enrolled in the selected study program without the obligation to attend preparatory lectures.

Article 13

Upon receipt and examination of the documents, the coordinator responsible for foreign student affairs shall refer the candidate to preparatory lectures and issue to them a certificate confirming enrolment in preparatory lectures in Macedonian language (ED.OB.36 Certificate of full-time student status in preparatory lectures in Macedonian language).

Article 14

The foreign student shall sign a contract with the Institute of Languages (ED.OB.23 Contract for training and courses (level A1 course), ED.OB.24 Contract for training and courses (level A2 course) and ED.OB.32 Contract for training and courses (level B1 course)), governing the rights and obligations of a student of the Institute.

Upon receipt of the decision granting temporary residence, the foreign student shall be bound, within 30 days of entering the Republic of North Macedonia, to sign the contract with the Institute of Languages and to pay the course fee. The contract shall be issued once payment has been made and once the certificate of regular attendance of preparatory lectures in Macedonian language referred to in Article 13 of this Regulation has been submitted.

The amount of the course fee shall be determined by the price list of services of the Institute of Languages.

Article 15

Preparatory lectures shall mean a course in Macedonian language organized by the Institute of Languages at the Faculty of Philology, lasting nine months, that is, three courses of three months each:

- first course – from 1 October to 31 December;
- second course – from 21 January to 31 March; and

- third course – from 1 April to 15 June.

The curriculum shall be determined by the Institute of Languages, with the following workload:

- level A1 – 240 contact hours;
- level A2 – 220 contact hours;
- level B1 – 220 contact hours.

The final examination for level A1 shall be taken in the December examination session, for level A2 in the April examination session and for level B1 in the June examination session.

Article 16

The Institute of Languages shall be bound to keep records of student attendance of the preparatory lectures and shall, at the request of the coordinator responsible for foreign student affairs, submit a notification together with an attendance list.

At the request of the Ministry of Education and Science, the Ministry of the Internal Affairs, the Ministry of Foreign Affairs and other competent institutions, the responsible coordinator shall issue information on student attendance of the course.

Article 17

Upon completion of the preparatory lectures, the foreign student shall, no later than 1 September, submit the following documents for enrolment in a study program:

- the decision on nostrification of the secondary school diploma, issued by the Ministry of Education and Science;
- the original documents submitted to the Ministry of Education and Science for the nostrification of the diploma; and

the certificate(s) of completed Macedonian language course(s).

II.3. SPECIAL PROVISIONS FOR FOREIGN STUDENTS IN STUDY PROGRAMS DELIVERED IN ENGLISH LANGUAGE

Article 18

A foreign national applying for a study program that is accredited and conducted in English language shall not be required to attend preparatory lectures in Macedonian language, nor to submit a certificate of proficiency in Macedonian language as a condition for enrollment and study.

Article 19

For study programs conducted in English language, the University shall also publish the Call for the enrolment of students in the first-cycle study programs at Goce Delcev University – Stip in the English language, on the official website of the University and on the website of the unit delivering the study program.

In addition to the elements determined in the Regulation on the conditions, criteria and rules for enrolment and study in the first cycle of studies at Goce Delcev University – Stip, the Call shall state, for each study program conducted in English language, the amount of the tuition fee and of the charges for educational and administrative services, as well as information on whether a competence assessment, that is, an entrance examination, is envisaged for the program.

Article 20

A candidate applying for a study program conducted in English language shall submit to the coordinator responsible for foreign student affairs:

- an application for enrolment;
- a nostrified secondary school diploma/decision, issued by the Ministry of Education and Science, or evidence that the nostrification procedure has been initiated, within the time limits determined in the Call;
- evidence of knowledge in English language; and
- other documents determined in the Call for enrolment and in the study program.

Article 21

A candidate who studied the English language for at least four (4) years during their secondary education shall not be required to submit an additional certificate of knowledge in English language. Evidence that this condition is met shall be the secondary school leaving certificate or a certificate issued by the school attended stating the number of years in which English was taught as a subject.

A candidate who does not meet the condition referred to in the preceding paragraph shall be required to submit an internationally recognized certificate of knowledge in English language at level B2 or above (IELTS, TOEFL, Cambridge English or an equivalent certificate specified in the Call).

Fulfilment of the language requirement (school leaving certificate, internationally recognized certificate) shall be established by the unit conducting the study program, in cooperation with the coordinator responsible for foreign student affairs.

Article 22

Candidates for study programs conducted in English language shall be subject to the ranking criteria determined in the Regulation on the conditions, criteria and rules for enrolment and study in the first cycle of studies at Goce Delcev University – Stip (overall achievement in secondary education and achievement in the State/international graduation examination), save for study programs for which a competence assessment, that is, an entrance examination, is envisaged.

For the study programs referred to in the preceding paragraph, foreign candidates shall take the competence assessment/entrance examination under the same conditions and following the same procedure as those determined for citizens of Republic of North Macedonia, save as regards the language requirement provided for in this Regulation.

Article 23

Students enrolled in study programs conducted in English language shall sign, in the English language, the study contract governing the mutual rights and obligations of the parties, including the amount of the tuition fee (ONS.OB.34 Study contract for a full-time student in the English language – EN).

Article 24

For foreign students in study programs conducted in English language, instruction, examinations, communication with the student administration office and administrative documents (certificates, transcripts etc.) shall be conducted and issued in English language. The diploma and the diploma supplement shall be issued bearing the academic/professional title also in English language, in accordance with the accreditation decision for the study program concerned.

Article 25

A foreign student enrolled in a study program conducted in English language who wishes, during their studies, to transfer to a study program delivered in Macedonian language shall first be required to submit a certificate of knowledge in Macedonian language at the level established by the Institute of Languages.

III. FINAL PROVISIONS

Article 26

All matters relating to the studies of foreign students that are not governed by this Regulation shall be governed, *mutatis mutandis*, by the provisions of the Regulation on the conditions, criteria and rules for enrolment and study in the first cycle of studies at Goce Delcev University – Stip and by the other general acts of the University.

Article 27

This Regulation shall enter into force on the date of its adoption.

Upon the entry into force of this Regulation, the Regulation no. 0201-644/21 of 6 September 2024 on the conditions, criteria and rules for the enrolment of foreign students in the study programs at Goce Delcev University – Stip, adopted at the 229th session of the University Senate (ONS.PR.V.04, Version: 03), shall cease to have effect.

IV. DOCUMENTS AND ANNEXES

1. ED.OB.33 Course application form;
2. ED.OB.34 Certificate of regular attendance of a Macedonian language course;
3. ED.OB.35 Certificate of full-time student status in preparatory lectures in English language;
4. ED.OB.36 Certificate of full-time student status in preparatory lectures in Macedonian language;
5. ED.OB.37 Certificate of knowledge in English language;
6. ED.OB.38 Contract for taking the Macedonian language examination for foreign nationals without course attendance (levels A1, A2, B1);
7. ED.OB.23 Contract for training and courses (level A1 course);
8. ED.OB.24 Contract for training and courses (level A2 course);
9. ED.OB.32 Contract for training and courses (level B1 course);
10. ONS.OB.14 Call for the enrolment of students in the first-cycle study programs at Goce Delcev University – Stip (with an English-language version for programs conducted in English);
11. ONS.OB.33 Study contract for a foreign student – MK;
12. ONS.OB.34 Study contract for a full-time student in English language – EN;
13. ONS.PR.V.01 Regulation on the conditions, criteria and rules for enrolment and study in the first cycle of studies at Goce Delcev University – Stip;
14. ONS.PR.07 Procedure on the conditions, criteria and procedure for the enrolment of foreign students in the study programs at Goce Delcev University – Stip;

15. US.OB.04 Decision of the University Senate adopting the price list of charges payable by students for educational and administrative services at Goce Delcev University – Stip and for the purposes of the electronic student record.

President of the University Senate,

Prof. Snezana Mirascieva, PhD