

	Regulation on the conditions, criteria and rules for enrolment and study in the first cycle of studies at Goce Delcev University in Stip	Document code: ONS.PR.V.01 Version 04
		Page 1 / 32

**REGULATION
ON THE CONDITIONS, CRITERIA AND RULES
FOR ENROLMENT AND STUDY IN THE FIRST CYCLE OF STUDIES AT
GOCE DELCEV UNIVERSITY IN STIP**

CONTENTS:

- I. General provisions**
- II. Substance of the Regulation**
- III. Final provisions**
- IV. Documents and annexes**

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Legal basis: Pursuant to Article 94 of the Law on Higher Education ("Official Gazette of the Republic of Macedonia" no. 82/18)				
Adopted by: University Senate (session no. 148 of 8.5.2018; session no. 153 of 30.10.2018; session no. 184 of 27.5.2021; session no. 259 of 23.06.2026)				

I. SUBJECT MATTER

Article 1

This Regulation governs the conditions, criteria and rules for enrolment and study in the first cycle of studies (undergraduate studies) and integrated first- and second-cycle studies

Studies within the meaning of paragraph 1 of this Article are academic and professional study programs of the first cycle – undergraduate studies (hereinafter: first-cycle studies) and integrated first- and second-cycle studies.

Article 2

This Regulation is intended to ensure the efficiency of studies and the implementation of the guidelines of the Bologna Process, that is, of the European Credit Transfer and Accumulation System – ECTS: enhancing the mobility of students and teaching staff and improving the quality of study on the basis of the principle of competence in teaching and research.

Article 3

The first cycle of university academic/professional studies at the University shall be delivered in accordance with the Law on Higher Education, the Statute of the University and other general acts of the University.

Article 4

The University, that is the units of the University, shall organize and deliver first-cycle studies in the scientific, artistic and professional fields for which they are accredited.

II. ENROLMENT OF STUDENTS

Article 5

Students shall be enrolled in first-cycle studies at the units of the University in accordance with the law, with this Regulation and the calls for applications for enrolment in the first-cycle studies.

Eligibility for enrollment in first-cycle studies and integrated first- and second-cycle studies, and conditions for enrolment

Article 6

The following shall be enrolled at the units of the University in first-cycle studies and integrated first- and second-cycle studies:

- (1) full-time students financed by the State;
- (2) full-time and part-time students with co-financing of their studies;
- (3) emigrants and citizens of Republic of North Macedonia who completed their secondary education abroad;

- (4) citizens of Republic of North Macedonia who completed part of their secondary education abroad or who completed the international graduation;
- (5) students holding scholarships of the Government of Republic of North Macedonia;
- (6) students who are foreign nationals and who completed their secondary education abroad or in Republic of North Macedonia.

The persons referred to in paragraph 1, indents 1, 2, 3 and 4 of this Article shall be enrolled upon payment of a participation fee or a tuition fee, in accordance with the call for the enrolment of students in first-cycle studies and in integrated first- and second-cycle studies. Holders of scholarships of the Government of Republic of North Macedonia shall be enrolled under special conditions laid down by a decision of the Government of Republic of North Macedonia.

The persons referred to in paragraph 1, indent 6 of this Article shall be enrolled as foreign nationals upon payment of the tuition fee for foreign nationals, in accordance with the call for the enrolment of foreign students in first-cycle studies and in integrated first- and second-cycle studies. Foreign nationals shall pay the tuition fee for foreign nationals throughout the entire course of their studies, unless otherwise regulated by law, by an international or bilateral agreement, or by another instrument.

The amount of the tuition fee payable by students who are foreign nationals during their studies shall be determined by the University Senate upon a proposal by the Rectorate Board.

Article 7

A person who has passed the state graduation examination, the state professional graduation examination, the state artistic graduation examination or the international graduation examination, or who has completed four-year secondary education under the regulations in force before the introduction of the state graduation examination, may enroll in first-cycle academic studies, in integrated first- and second-cycle studies, in academic studies in the field of arts and in professional studies.

Through the study programs of its units and through the call for the enrolment of students, the University shall determine which secondary education curricula are appropriate for enrolment in particular studies.

Equal recognition of foreign education

Article 8

The enrolment conditions laid down in this Regulation shall also be deemed to be met by persons who have completed education under an equivalent study program abroad. Persons who acquired their education, or part of their education, abroad shall be required to submit a document issued by the competent authority in Republic of North Macedonia for recognition (nostrification) of the education acquired abroad.

The special conditions and the procedure for the enrolment of the persons referred to in paragraph 1 of this Article shall be regulated by the call for the enrolment of students.

Article 9

Persons holding dual Macedonian citizenship who do not speak the Macedonian language and students who are foreign nationals shall apply through the University official responsible for foreign students at the University, having previously attended preparatory instruction in the Macedonian language delivered at the Institute of Languages at the Faculty of Philology of Goce Delcev University – Stip.

Foreign nationals who speak the Macedonian language, verified by a certificate of proficiency in the Macedonian language issued by the Institute of Languages at the Faculty of Philology of Goce Delcev University – Stip, shall apply for the study programs of the University through the officer responsible for foreign student affairs at the University, without previously attending preparatory instruction in Macedonian language.

Article 10

Students may enroll as full-time or as part-time students, provided that they meet the conditions specified in the call for applications.

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

The University shall enroll a student as a part-time student on the basis of a statement submitted by the student concerning the need to study on a part-time basis, in which the student states the reason for part-time study (a person in employment; a person who has concluded a contract for a professional sporting or cultural engagement; a person with a disability who is unable to attend classes; a serious long-term illness preventing regular attendance of classes for more than one semester; and a parent of a child for the duration of maternity leave) – OSA.OB.08 Statement on fulfilment of the condition for part-time study.

The student shall conclude a study contract with the University, laying down in greater detail their mutual rights and obligations in the delivery of the teaching and educational process. The list of forms – contract forms is an integral part of this Regulation.

Article 11

In order to ensure the fair and appropriate representation of students who are members of the communities that are not a majority in the Republic of North Macedonia, additional students who are members of those communities shall be enrolled, their number amounting to no more than 10% of the total number of students enrolled in the first year per unit. Within that percentage, the members of all communities shall be duly represented up to the percentage at which the community concerned is represented in the total population of the Republic of North Macedonia.

Article 12

The University shall not charge a participation fee to:

- persons without parents under 26 years of age, provided that they are unemployed;

- persons with disabilities, in accordance with the Decree adopted by the Government upon a proposal by the National Council;
- disabled veterans;
- persons raised in homes for abandoned children, provided that they are unemployed;
- other persons specified in the Decree of the Government adopted upon a proposal by the National Council.

The enrolment quotas for the students referred to in the preceding paragraph shall be determined by a Decision of the Government of Republic of North Macedonia for each academic year.

The funds for the participation fees of these persons shall be covered from the budget of Republic of North Macedonia.

Article 13

A member of the security forces, the children of a member of the security forces who has been killed or has died, and the children of a disabled veteran of groups I to VII, as defined by the provisions of the Law on the Special Rights of Members of the Security Forces of Republic of North Macedonia and of the members of their families, shall be enrolled outside the State quota without payment of a participation fee, under the enrolment conditions laid down in the Call for enrolment, and their number may amount to no more than 10% of the total number of students in the study program concerned.

Candidates shall exercise the right referred to in the preceding paragraph upon application, by submitting a document issued by the Ministry of Defence or by the Ministry of Internal Affairs. Documents submitted subsequently by candidates enrolling in the first year shall not be taken into account.

Article 14

Candidates who meet the conditions for enrolment but who, owing to limited quotas, cannot be enrolled in the category of students financed by the State shall also be enrolled at the faculties as full-time students, within the number laid down in the Decision on the number of students to be enrolled in the first year at public higher education institutions, adopted by the Government of Republic of North Macedonia.

The students referred to in paragraph 1 of this Article shall be enrolled with co-financing of their studies. Enrolment in this category shall be carried out under the same conditions and criteria as those applicable to full-time students financed by the State, by concluding a contract with the University on their mutual rights and obligations in the delivery of the teaching and educational process (the list of forms as an integral part of this Regulation).

Article 15

The Decision on the number of students shall be adopted by the Government of Republic of North Macedonia upon a proposal by the University.

Article 16

The amount of the participation fee, the amount of the charge for the co-financing of studies and the amount of the charge for part-time students shall be determined by the Government of Republic of North Macedonia upon a proposal by the University.

The amount of the charge for foreign students shall be determined by the University Senate upon a proposal by the units of the University.

III. CRITERIA FOR ENROLMENT IN THE FIRST CYCLE OF STUDIES

Article 17

The basic criteria for enrolment in the first cycle of university studies shall be the overall achievement of candidates in all subjects attained in secondary education (accounting for no more than 60 points).

In addition to the overall achievement attained in secondary education, the achievement in the state graduation examination/state professional graduation examination/state artistic graduation examination shall also be added as an enrolment criteria (accounting for no more than 40 points). In study programs where the number of candidates applying for the first year exceeds the number of students determined in the Call, an assessment of the candidates' competences may be carried out, as well as additional testing where a larger number of candidates have an equal number of points on all grounds.

In study programs with particular specific features (the arts and other study programs specified in the Call), enrolment shall be carried out by means of a competence assessment. In study programs where enrolment is carried out by means of a competence assessment, the achievement in secondary education referred to in paragraphs 1 and 2 of this Article shall account for 40 points and the result of the competence assessment for 60 points.

More detailed provisions on the conditions and criteria for the enrolment of students in the first year, on the manner in which the overall achievement in secondary education and in the state graduation examination is evaluated, and on the manner and result of the competence assessment shall be specified in the Call.

III.1. PROCEDURE FOR ENROLMENT IN THE FIRST CYCLE OF STUDIES

Article 18

Enrolment in the first cycle of studies shall be carried out on the basis of a public call – ONS.OB.14 Call for the enrolment of students in the first cycle of studies, published by the University upon a proposal by the units.

The Call shall be published in at least one daily newspaper published in the Republic of North Macedonia and on the official website of the University.

The Call referred to in paragraph 1 of this Article shall contain:

- the name of the University and its address;

- the title of the study program;
- the location of the study program;
- the duration of the studies;
- the conditions for enrolment, specified in the acts of the University;
- the projected number of available enrollment places;
- the procedures and time limits for application and for carrying out enrolment in the studies;
- the amount of the participation fee or the tuition fee;
- the electronic mailbox of the University;
- other provisions.

The University shall adopt and publish the Call referred to in paragraph 1 of this Article on the basis of the proposals of the units.

The Call shall be published in Macedonian language.

For study programs accredited in English language, the Call shall also be published in English translation.

The application, together with the required documentation specified in the Call, shall be submitted to the University, that is, to the unit of the University, in accordance with the public call.

Article 19

The procedure for the enrolment of candidates in first-cycle university academic and professional studies shall be conducted by an Admissions Committee in accordance with the provisions of the Statute of the University.

Article 20

The final decision on the admission of students for each unit of the University separately shall be adopted by the University Admissions Committee. On the basis of that decision, students shall be enrolled in the first cycle of studies and entered in the matriculation register of enrolled students.

Application to the Call

Article 21

The candidate shall be required to submit an application for enrolment in studies in electronic form in the University's electronic system by the date determined in the Call.

In the electronic application, the candidate shall indicate the study program applied for and whether they are applying as a full-time or as a part-time student.

In addition to the application referred to in paragraph 1 of this Article, the candidate shall be required to enclose all documents specified in the Call.

Selection of candidates

Article 22

Through the Call, the University shall determine the conditions and the procedure for the selection of candidates in a manner that guarantees equal treatment of all candidates irrespective of race, color, sex, language, religion, political or other belief, ethnic, national or social origin, property, birth, social status, disability, sexual orientation and age.

University Admissions Committee

Article 23

For the purpose of monitoring the implementation of the Call, the Rectorate Board shall establish a University Admissions Committee.

The University Admissions Committee shall:

- monitor and carry out the implementation of the Call;
- ensures the uniform application of the provisions of the Call and of the instructions for its implementation;
- give opinions and guidance during the implementation of the Call and throughout the enrolment periods at the University;
- rank the candidates who have applied;
- decides on objections filed by candidates against the preliminary ranking list;
- adopt decisions on the enrolment of students at the units of the University;
- perform other tasks determined in the other acts of the University.

The University Admissions Committee shall be required, through the University's electronic system for application and ranking, to publish data on the candidates who have applied and on the ranked candidates on the official website of the University on an ongoing basis.

Right of objection

Article 24

A candidate who is dissatisfied with the result obtained through the selection of candidates shall, in accordance with the conditions of the Call, have the right to file an objection with the University Admissions Committee. The objection shall be submitted within 24 hours of the publication of the results of the selection. The objection shall be submitted in hard copy or in electronic form to the official electronic mailbox of the University.

The decision of the University Admissions Committee shall be final.

Decisions on objections shall be published on the notice board and on the website of the University.

Article 25

Upon the expiry of the time limits for filing objections and for deciding on them, the University Admissions Committee shall publish a decision on the admission of students for

each unit of the University separately (the final ranking list), on the basis of which students shall be enrolled.

Article 26

In study programs in which places remain unfilled after the end of the first enrolment period, enrolment shall be carried out in a second and a third enrolment period.

Article 27

If, in the first and second enrolment periods, several candidates at the end of the list of admitted candidates have an equal number of points, priority shall be given to candidates who are winners of awards at national and international competitions in fields relevant to the study program concerned. The type and relevance of the awards shall be determined by the unit delivering the study program.

Enrolment

Article 28

Once the candidate selection procedure has become final, a candidate who has acquired the right to enroll but who has failed to enroll within the prescribed time limit shall forfeit the right to enroll, and the right to enroll shall be acquired by the next candidate on the ranking list who did not previously occupy a place within the approved student enrolment quota.

Upon enrolment, students shall sign a study contract. Students enrolled in study programs delivered in English language may sign the contract in English language.

Upon fulfilment of the student's obligations determined for enrollment in the call for the enrollment of students and in this Regulation, an electronic student record shall be opened for the student and a student record book shall be issued to them.

The status of student shall be evidenced by the student record book.

Enrolment of part-time students

Article 29

Candidates who meet the conditions for enrolment and who, for justified reasons, are unable to enroll as full-time students may be enrolled as part-time students.

The following shall be deemed justified reasons within the meaning of the preceding paragraph: a person in employment; a person who has concluded a contract for a professional sporting or cultural engagement; a person with a disability who is unable to attend classes; a serious long-term illness preventing regular attendance of classes for more than one semester; and a parent of a child for the duration of maternity leave.

Upon enrolment, the candidate shall submit a statement on fulfilment of the condition for part-time study.

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

Article 30

Part-time students shall be enrolled under the same conditions and criteria as full-time students and shall be ranked on a separate ranking list.

Transfer from full-time to part-time status and vice versa

Article 31

During their studies, and provided that the study program allows for part-time study, a full-time student may change their study status and continue their studies as a part-time student upon payment of a tuition fee, by submitting a statement on part-time study.

A part-time student may change their student status and continue their studies as a full-time student upon payment of a tuition fee, provided that the reasons for studying on a part-time basis have ceased to exist, by submitting a statement that the reason for which they studied on a part-time basis has ceased to exist.

A change of student status shall be possible only once during the studies.

A change of student status shall be effective upon validation, that is, upon enrolment in a semester.

Visiting student

Article 32

A visiting student may be a full-time or part-time student from another university in the country or abroad who enrolls in parts of a study program at the University.

The status of visiting student shall last for not more than one academic year.

The rights and obligations of the visiting student and the amount of the study costs shall be governed by a separate contract concluded between the visiting student and the unit of the University.

Mobility student

Article 33

A mobility student may be a full-time or part-time student of the University who enrolls in parts of a study program at a university abroad, for not more than one academic year.

The rights and obligations of the mobility student shall be governed by the Regulation on the single credit transfer system and international mobility programs.

IV.1. RULES OF STUDY IN THE FIRST CYCLE OF STUDIES

Organisation of studies

Article 34

Study programs shall be divided into academic years and semesters.

Article 35

In accordance with the European Credit Transfer and Accumulation System – ECTS, the volume of a study program shall amount to 60 ECTS credits in one academic year, that is, 30 ECTS credits in one semester.

Article 36

The number of study credits for a given subject shall be determined on the basis of the total workload of the student (theoretical and/or practical instruction, tutorials, seminars etc.), the time the student needs for independent work (homework, projects, individual assignments/project tasks etc.), as well as the time needed for study in preparation for the assessment of knowledge and for the final assessment (tests, final examination etc.).

Duration of studies

Article 37

The first cycle of studies leading to a diploma shall last three, four, five or six years and shall be valued at 180, 240, 300 or 360 ECTS credits. ECTS credits shall correspond to the criteria of the European Credit Transfer and Accumulation System – ECTS.

Students of first-cycle studies shall have the right to complete the studies they have commenced under the study program in which they enrolled, within a period not exceeding twice the prescribed duration of the studies.

Structure of the study program

Article 38

The study program shall set out the general and special requirements that the student must meet in order to acquire specific knowledge, namely:

- an overview of the compulsory and elective subjects by academic year and semester;
- the number of hours of individual student workload per subject;
- the number of ECTS credits for each subject;
- the form of teaching (lectures, seminar papers, tutorials, consultations, etc.);
- the methods for assessing knowledge (grading) and the manner of taking the examination;
- other forms of instruction for the acquisition and development of professional knowledge and skills (seminars, projects, thematic clinics, practical work etc.);
- an overview of the requirements for attending classes and taking examinations;
- the diploma thesis or the final examination of the study program, where needed.

Article 39

The subject description shall contain:

- the title of the subject and the corresponding code for ease of identification (a code denoting the study program to which it belongs);
- a brief description of the subject contents enabling the student to understand its content;
- an indication of the level of the subject, providing a clear picture of the prior knowledge required (subject prerequisites, that is, an indication of the subjects that must be passed beforehand);
- recommended reading required for preparation, the objectives set and a list of specialist literature;
- an indication of compulsory and elective subjects;
- the names of the teaching staff and associates;
- the duration of instruction – year of study, semester, number of hours per week and the position of the subject in the overall structure of the studies;
- the method of delivering instruction and of covering the contents: lectures, consultations, tutorials, laboratory work, seminars, fieldwork, mentored work etc., with the number of hours per week and the total number of weeks of duration of a given activity;
- the manner and duration of the examination – the forms of assessment of knowledge during instruction, their number and the evaluation of practical work and of other forms of independent work (individual assignments/project tasks, projects etc.), and the manner and dates of examinations;
- a specific indication of any subject taught in a foreign language;

the ECTS credits determined for the subject in accordance with the general rules of ECTS, with an indication of the number of credits for the principal activities determined in the subject contents.

Organisation of instruction

Article 40

The academic year shall run from 1 October to 30 September of the following calendar year and shall be organized in two semesters: the winter semester and the summer semester.

Lectures in the winter semester shall begin on 1 (the first of) October and shall last 20 weeks (12 weeks of continuous lectures + 8 weeks for preparation for assessment and final assessment).

The validation of the winter semester and the enrollment in the summer semester (and the winter break) shall last two weeks.

Lectures in the summer semester shall begin on 15 (the fifteenth of) February and shall last 20 weeks (12 weeks of continuous activity + 8 weeks for preparation for assessment and final assessment).

The validation of the summer semester shall take place in the second half of May and shall last two weeks.

The summer break and the remaining activities and extracurricular activities (the organization of supplementary lectures – summer schools, summer universities etc.), including the forms of assessment of knowledge, shall last up to 8 weeks.

Student calendar

Article 41

The student calendar will contain the framework provisions on the beginning and the end of the academic year, the dates for the lectures, the colloquium weeks and the examination sessions, having in regard to national holidays and non-working days.

The student calendar for the following year shall be determined by the University Senate three (3) months before the end of the current academic year.

The student calendar shall be published on the official website of the University and shall form an integral part of the plan for the start of the lectures.

Realisation of teaching process

Article 42

Teaching process shall be delivered through:

- lectures;
- tutorials;
- consultations;
- seminar papers;
- homework – project tasks, practical and field work, clinical instruction, courses etc.

Teaching process may also be conducted in a virtual learning and teaching environment (e-learning).

Where envisaged in the subject contents, lectures delivered by domestic and foreign universities may be included in the teaching and educational process by means of audiovisual and other electronic aids.

Article 43

During lectures, during the preparation of individual assignments/project tasks and during preparation for the assessment of knowledge, the teacher shall be required to assist students by organizing consultations.

The times set for consultations shall be aligned with the timetable of lectures and shall be made available to students by being publicly displayed on the notice board of the unit and on the official website of the University or the e-learning portal.

Consultations with students shall be compulsory every week, for a minimum of two (2) and a maximum of six (6) hours.

The subject teacher will be responsible for the teaching process of all forms, lectures, tutorials, practical work and mentoring.

For the purposes of practical lectures, every student will be required to keep a Logbook of practical lecture activities, which shall be submitted to the subject teacher upon completion of that subject.

Article 44

Lectures will be organized and conducted on the basis of the established timetable. The University, that is, the units of the University, will be required to publish the timetable no later than 10 days before the beginning of the lectures.

The timetable shall contain: the title of the study program, the year of study, the title of the subject, the time (day and hour) of the lecture, the venue of the lecture (lecture room/amphitheatre, laboratory), the name of the teacher/associate and other information concerning the subject.

For each subject, the subject teacher shall determine a work plan and the time tables, the manner of assessing knowledge (tests, projects etc.) and shall be required to submit it to the Vice-Dean of the unit of the University no later than 15 days before the beginning of the lectures.

The subject teacher shall be required, in the first week of lectures, to acquaint the students with the work plan for the subject and to make it available to them in writing on the website of their personal profile or on the e-learning platform.

As a rule, changes to the timetable and to the work plan during the period of lectures shall not be permitted. In the event of illness or justified absence of the teacher, changes to the timetable shall be determined by the Vice-Dean of the unit.

Article 45

Certain forms of lectures may also be organized in the form of distance learning (virtual teaching); however, examinations must be organized with physical attendance at the seat of the unit or at its dispersed study location.

Examinations in artistic subjects may also be organized outside the seat of the unit where they take the form of public events such as concerts, exhibitions, performances etc.

Practical work and professional placements may also be organized and delivered as an integral part of regular lectures or as a separate unit, and may also be carried out outside the seat of the unit.

Regular attendance of lectures by students

Article 46

Where so envisaged in the study program or the subject content, full-time students shall be required to attend all forms of lectures determined in the subject contents. Attendance

records shall be kept by the subject teacher.

Attendance and activities during the various forms of lectures shall be evaluated with a corresponding number of points, as predicted in the subject contents.

A student who has been absent from any part of the lectures for justified reasons may, at their request, be allowed to make up for the missed part through additional activities agreed with the subject teacher and in accordance with the criteria determined in the subject content.

Student progress

Article 47

Students shall progress in their studies by passing examinations in the envisaged subjects/modules and by acquiring credits through the fulfilment of the obligations determined in the study program in accordance with ECTS.

Registration for subjects and records

Article 48

Students shall register the subjects they will attend and take in the following academic year three weeks before the beginning of lectures in the winter semester and, for the first academic year, upon enrolment in the semester and submission of the semester sheet.

Subjects shall be selected up to a workload of 30 ECTS credits per semester and 60 ECTS credits per year. An elective subject may be changed where it has not been passed by the time of enrolment in the next semester of the same parity (the following academic year or thereafter), no later than 30 days after the last date determined in the official calendar for enrolment in the odd/even semester.

After the expiry of the time limit for registering subjects, lists of students by registered subject shall be drawn up for the following academic year, for each study program and for each subject.

The subjects registered by the student may not be changed once they have been verified.

Accelerated progression of students

Article 49

A student who demonstrates above-average results in their studies, whose average grade in their studies is at least 9 (nine), shall be enabled to progress at an accelerated pace where this is possible in the study program.

The student shall submit a request for accelerated progression, and the Vice-Dean for Teaching of the unit shall examine the request and draw up conclusion deciding whether the conditions for the student's accelerated progression are met, and shall submit them to the ECTS coordinator of the University. The decision of the ECTS coordinator shall also determine the

manner of the student's accelerated progression (attendance of instruction from higher semesters, the possibility of approving extraordinary examination sessions etc.).

Re-registration for subjects

Article 50

For each re-registration for a subject (which the student is repeating), the student shall be required to pay the corresponding charge, the amount which shall be determined by a decision of the University Senate.

Enrolment and validation of a semester

Article 51

The validation of the semester and of the academic year will be compulsory for all students.

On the basis of the validation of the semester and the academic year, the number of ECTS credits acquired by the student shall be determined.

A semester shall be validated for a student provided that their electronic student record bears the signatures of the subject teachers for all subjects of that semester.

A student who has not met the condition referred to in paragraph 3 of this Article may have the semester validated under the conditions determined by a decision of the Rectorate Board.

A student may enroll in the next semester provided that the preceding semester has been validated.

The time limits for the validation and enrolment in a semester and academic year will be determined in the student calendar.

Enrolment in an academic year

Article 52

Students who acquire at least 36 ECTS credits in the first year may enroll in the second year (the third and fourth semesters) of studies.

Students who acquire at least 90 ECTS credits in the first and second years may enroll in the third year (the fifth and sixth semesters) of studies.

Students who acquire at least 150 ECTS credits in the first, second and third years may enroll in the fourth year (the seventh and eighth semesters) of studies.

Students who acquire at least 210 ECTS credits in the first, second, third and fourth years may enroll in the fifth year (the ninth and tenth semesters) of studies.

Students in study programs of integrated first- and second-cycle studies who, in the last two semesters (the eleventh and twelfth semesters), have had only practical work in rotations

may enroll in the eleventh semester having acquired 210 ECTS credits and having had the tenth semester validated.

Within the study program, the unit may prescribe prerequisite criteria, that is, previously mastered subjects (credits acquired, subjects passed and/or attended etc.) as a condition for enrolment in other subjects.

Examination regime and manner of assessment

Article 53

The following may be subject to assessment within the subject contents:

- attendance and participation in lectures;
- attendance and participation in tutorials;
- the attendance of colloquia (mid-term tests);
- the preparation of an individual assignment/project task.

The following student activities may also be taken into account as a supplement to the final assessment:

- successfully completed practical work;
- consultations attended;
- fieldwork;
- independent work/homework;
- mentoring of other students;
- artistic performances, artistic teaching productions etc.;
- projects prepared or delivered;
- awards/commendations received;
- other activities envisaged in the subject contents.

Article 54

The student's work shall be monitored and assessed continuously throughout a semester. Assessment shall be carried out by awarding points for each form of activity, through the assessment of knowledge during the semester and through the final assessment, at which the final grade is determined.

The study program may provide that certain forms of lectures are delivered without assessment or are assessed descriptively.

In the structure of the total number of points, at least 70% of the points must be envisaged for activities and for the assessment of knowledge during the semester. In the structure of points, the final assessment may account for no more than 30% of the points for full-time students, that is, 100% of the points for part-time students.

The units of the University shall determine the form of organization of the teaching activities for part-time students and for distance-learning students.

Part-time students and distance-learning students shall be required to attend the forms of assessment of knowledge, as envisaged in the subject contents, at the seat of the unit of the University, that is, at the teaching centre in which lectures for full-time students is organized.

Assessment of knowledge

Article 55

The assessment of knowledge shall be organized on the dates set for the start of the lectures in the subject for which the assessment of knowledge is envisaged.

The Vice-Dean for Teaching of the unit shall, in coordination with the subject teachers, establish the schedule of dates for the assessment of knowledge (in the form of examinations), ensuring that on the one day knowledge is assessed in only one subject of the current semester.

Tasks envisaged for the independent work of students (seminars, projects, assignments etc.) shall be distributed evenly throughout the semester. The total volume of these activities must be consistent with the workload envisaged for the subject in accordance with ECTS.

The forms of assessment of knowledge (examinations) may be theoretical and practical and shall be sat in writing only, orally only, or both in writing and orally and, at units in the field of the arts, also by performing/presenting practical work, that is, by performing/presenting artistic work.

Written assessment shall, as a rule, be carried out by means of a test or a written paper. The method of examination shall be determined by the teacher. The final assessment shall, as a rule, be oral. Examinations in artistic subjects shall, as a rule, be sat before a committee.

The subject teacher shall retain the results of written examinations until 1 November of the following academic year.

Article 56

If, during any form of assessment of knowledge or during an examination, the teacher considers that the student is behaving improperly, is obstructing other students or is using unauthorized aids, the teacher shall be required to remove the student from the assessment of knowledge, that is, from the examination.

In the cases referred to in paragraph 1 of this Article, the teacher shall be required to initiate disciplinary proceedings.

Article 57

Assessment shall be quantitative.

Pre-examination activities shall be evaluated with a maximum of 70 points, allocated as follows:

- 10 points for attendance and participation in lectures;
- 10 points for attendance and participation in tutorials;

- 20 points for the first colloquium;
- 20 points for the second colloquium;
- 10 points for an individual assignment/project task.

The condition for the award of points for lectures and for obtaining the signature of the subject teacher shall be fulfilment of the obligation of a minimum of 60% attendance by the student of the total number of lectures envisaged.

The condition for the award of points for tutorials shall be fulfilment of the obligation of a minimum of 60% attendance by the student of the total number of tutorials envisaged.

The condition for the final examination shall be the acquisition of a cumulative minimum of 42 points from the pre-examination activities.

If the student does not acquire a cumulative total of 42 points from all pre-examination activities, they shall re-register for the subject in the course of the following year, without recognition of the previous pre-examination activities.

If the student acquires a cumulative total of 42 points from all pre-examination activities, they shall not re-register for the subject in the course of the following year and their previous pre-examination activities shall be recognized.

A student who has acquired a cumulative total of 42 points from all pre-examination activities shall be entitled to take the final examination. The final examination shall carry a maximum of 30 points.

Part-time students shall take the final examination without evaluation of pre-examination activities. The final examination for part-time students shall carry a maximum of 100 points.

A student may take the final examination in a given subject before the subject teacher no more than three (3) times. On the fourth occasion, at the student's request, the examination shall be conducted before a committee composed of three (3) members from among teaching staff in the same or a related teaching and scientific field, established by the Dean or, in the Dean's absence, by the Vice-Dean of the unit.

The teacher before whom the student took the examination shall not be a member of the committee.

The final assessment shall take into account the student's achievements during continuous assessment, the examinations and other activities that are subject to assessment and are envisaged in the subject contents.

The final assessment shall be expressed quantitatively, with a grade from 5 (five) to 10 (ten). The grade 5 (five) shall denote a fail.

A passed examination shall be a condition for acquiring the number of credits prescribed in the subject syllabus.

Article 58

The student's achievement in the examination and in the remaining assessments of knowledge shall be evaluated and graded under a system comparable with the ECTS system,

as follows:

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

Article 59

First-cycle studies shall be completed by passing all examinations and/or by taking a final examination/preparing a diploma thesis, in accordance with the study program.

Average achievement

Article 60

The student's average achievement shall be the arithmetic mean of the grades of the final assessment in all subjects during the studies, including the final examination, that is, the diploma thesis.

Registration for examinations and final assessment

Article 61

Students shall register for examinations by completing examination registration forms and submitting them within the time limits set for examination registration, as a rule electronically or, in specific cases, through the student records office.

Students who have acquired the status of a student who has completed all coursework shall be entitled to register for and take all outstanding subjects for which they have acquired the right to take the examination, in all examination periods.

Registration for examinations after the expiry of the time limits set shall not be permitted.

Before the examination is held, a list of candidates registered to take the examination shall be drawn up, generated from the electronic student record system and shall be submitted in good time to the subject teacher or to the committee. The list may not be supplemented with other candidates once the examination has begun.

Article 62

The final assessment shall begin in the February session, in one examination period, with the submission of one examination registration form for two examination dates.

Students who fail to pass the envisaged examinations in the February session may repeat them in the June session, in one examination period, with the submission of one examination registration form, for two examination dates.

Students who fail to pass the envisaged examinations in the June session may repeat them

in the September session, in one examination period, with the submission of one examination registration form, for two examination dates.

The University may also organize additional examination sessions in April, October and December, in one examination period, with the submission of one examination registration form for one examination date.

The framework dates for the registration and conduct of the various forms of assessment of knowledge, including the final assessment, shall be defined in the student calendar.

Article 63

As a rule, the examination shall be public and shall be held in a lecture room of the unit; on the day on which the examination is conducted, the subject teacher or the committee established shall be required to verify the identity of the student and to check whether the student is included in the list of registered students. Identity shall be verified on the basis of the student record book and, where necessary, also on the basis of another personal identification document (identity card, passport etc.).

Publication of examination results

Article 64

The final grade in the examination shall be determined by the subject teacher.

The final grade shall be recorded in the examination registration form, in the student record book or in the electronic system, which shall be completed and signed by the subject teacher.

The student must be graded no later than five (5) working days from the day on which they took the examination.

The teacher shall be required to communicate the grade to the student, that is, the results of the oral examination, immediately after the examination has been held, and the results of the written examination or of the written part of the examination no later than five (5) working days from the day on which the examination was held, by displaying the results on the official website and by other appropriate means.

Where a teacher grades a student's written examination with the grade 5 (five), the teacher shall be required to acquaint the student with the shortcomings of the written examination if so requested by the student.

The teaching staff of the faculty shall be required to grade the student's examination with the grade 5 (five) also where the student:

- has left the room in which the written or oral part of the examination is being held, or withdraws from an oral examination already commenced;
- fails to appear for a written examination or for the written part of an examination, or fails to appear for an oral examination or for the oral part of an examination.

Objection concerning a grade from the assessment of knowledge

Article 65

A student may, within 24 hours, file an objection with the Dean of the unit if they are dissatisfied with the final assessment, that is, with the grade, or if they consider that the examination was not conducted in accordance with the law, the acts of the University or the Statute of the unit.

If the Dean establishes that the conditions referred to in paragraph 1 of this Article are met, the teacher shall review the grade from the final assessment. If the teacher does not review the grade determined, the student shall take the examination before a three-member committee composed of teaching staff from the same or a related teaching and scientific field, within the following 24 hours, on the next working day. The committee shall be established by the Dean or, in the Dean's absence, by the Vice-Dean of the unit.

The teacher before whom the student took the examination shall not be a member of the committee referred to in the preceding paragraph of this Article.

Upon request, the student shall be enabled to repeat the final assessment of a subject in order to obtain a higher final grade, within a period of no more than four (4) months from the date on which the examination was taken.

If the student obtains a lower grade in the repeated final assessment, that grade shall be final and the student shall not be entitled to repeat the final assessment.

Transfer of competence for the conduct of examinations

Article 66

Where the subject teacher is prevented from acting, the Dean of the unit may transfer the competence for holding examinations in a particular subject to another teacher from the same or a related teaching and scientific field, or to an examination committee established by the Dean of the unit.

V.1. DIPLOMA THESIS/FINAL EXAMINATION

Article 67

Studies at the units of the University shall be completed by passing all examinations envisaged in the study program, by fulfilling all other study obligations and by preparing and defending a diploma thesis (for studies lasting 4/5/6 years, 240/300/360 ECTS credits), that is, by taking a final exam (for studies lasting three years, 180 ECTS credits).

The diploma thesis shall be an independent piece of work by the student in a particular area of the study program, by which the student demonstrates command of the subject matter of the field in which they are to complete their studies.

The final examination shall be an independent presentation by the student of a selected topic from the subjects defined in advance in the study program, before a three-member

committee.

The student shall define the topic of the diploma thesis/final examination in agreement with the mentor from the relevant chair/institute/department, at the earliest upon enrolment in the final semester of the study program.

The proposed topic and mentor shall be verified by a decision of the teaching and scientific council of the unit.

Article 68

The application for the preparation of a diploma thesis and the application to take a final examination shall be submitted to the student records office of the unit during the final semester of the studies, within an examination registration session.

Upon enrolment in the final (sixth) semester of a 3+1 study program, the student shall submit a request for:

- taking the final examination and obtaining a diploma for three-year education;
- continuing the studies and obtaining a diploma for four-year education, by preparing and defending a diploma thesis, without taking the final examination and without the right to obtain a diploma for three-year education;
- taking the final examination and obtaining a diploma for three-year education, and continuing the studies by preparing and defending a diploma thesis and obtaining a diploma for four-year education, on the basis of a request submitted by the student.

The application for the public defence of the diploma thesis/for taking the final examination before a committee shall be submitted to the student records office of the unit together with a Mentor's report on the diploma thesis/final examination, ONS.OB.27
Mentor's report on a diploma thesis/final examination, at the earliest after the last examination in the study program concerned has been passed and all obligations under the study program have been fulfilled.

Article 69

The mentor of the diploma thesis/final examination shall propose a chairperson and two members of the Committee for conducting the procedure for the public defence of the diploma thesis/for taking the final examination before a committee.

One of the members of the Committee for conducting the procedure for the public defence of the diploma thesis/for taking the final examination before a committee shall be the mentor of the topic.

The Dean of the unit of the University shall confirm by decision the composition of the Committee for conducting the procedure for the public defence of the diploma thesis/for taking the final examination before a committee.

Article 70

The mentor of the diploma thesis/final examination shall be required to monitor the student's work in preparing the diploma thesis/in preparing the presentation of the topic for the

final examination, to assist the student with advice and to direct the student to the proper literature.

Article 71

The public defence of the diploma thesis/the taking of the final examination before a committee shall be conducted no later than 30 days from the date of adoption of the decision by the Dean of the unit of the University establishing the Committee for conducting the procedure for the public defence of the diploma thesis/for taking the final examination before a committee.

Article 72

The public defence of the diploma thesis shall consist of an oral presentation of the topic and of reasoned conclusions, as well as of answers to questions asked by the Committee concerning the presentation of the topic and the conclusions.

The taking of the final examination shall consist of a presentation of the selected topic before the three-member committee, as well as of answers to questions put by the Committee concerning the presentation of the topic.

The diploma thesis/final examination shall be assessed with a single grade from 10 (A) to 5 (F), the grade 5 (F) meaning that the student has not defended the diploma thesis/has not passed the final examination. The grade shall be adopted by a majority vote of the members of the Committee.

If the student defends the diploma thesis/passes the final examination, the application signed by the Committee for conducting the procedure for the public defence of the diploma thesis/for taking the final examination before a committee shall be submitted to the student records office of the unit. Where the student does not successfully defend the diploma thesis/does not pass the final examination, the Committee shall invite the student to a repeated defence of the diploma thesis/to re-take the final examination no later than within 30 days.

If the student does not successfully defend the diploma thesis/does not pass the final examination within the repeated time limit either, the topic of the diploma thesis/final examination shall be changed.

Conflict of interest

Article 73

In cases where the subject teacher and the student are related as follows: son, daughter, daughter-in-law, son-in-law, brother, sister, wife or husband, the teacher shall be required to withdraw from the examination in the subject, that is, from the examination, the diploma thesis or the final examination, and to notify the Dean, that is, the Director of the unit accordingly.

The Dean shall entrust the conduct of the examination to another teacher from the same or a related teaching and scientific field or to a special competent examination committee composed of three members.

If the student is related to the subject teacher as referred to in paragraph 1 of this Article,

the Dean of the unit shall appoint to the Committee for the defence of the diploma thesis or the final examination, in place of the teacher who has withdrawn, another teacher from the same or a related scientific area within the same scientific field.

Completion of studies

Article 74

A student shall have completed their first-cycle studies once they have passed all examinations, fulfilled all obligations envisaged in the study program and prepared and successfully defended the final examination/diploma thesis, in accordance with the accredited study program.

The student may also be granted recognition of credits from extracurricular courses and seminars attended, organized by the unit or by other higher education institutions, where so provided in the study program.

Upon completing their studies in accordance with this Article, the student shall acquire the corresponding professional or academic title or degree, as well as other rights in accordance with the specific regulations.

Documents issued to the student on the basis of the records

Article 75

A student who completes only part of the study program or who completes the studies in full shall, on the basis of the records, be issued with a certificate for the completed part of the study program, containing information on the level, nature and content of the studies, as well as on the results achieved.

A student who has passed all examinations envisaged in the study program in which they are enrolled and who has fulfilled the remaining obligations envisaged in the Statute of the University and in this Regulation shall obtain a diploma for completed first-cycle academic/professional studies in the study program concerned and shall be entered in the Main Register of Graduates.

In international use and in the diploma issued in English language, the academic title upon completion of undergraduate studies shall be bachelor or baccalaureus, that is, baccalaurea.

In international use and in the diploma issued in English language, the professional title upon completion of the first cycle of professional studies shall be bachelor or baccalaureus, that is, baccalaurea, with the addition of the profession, unless otherwise regulated by law.

The diploma shall certify that the student has completed a first-cycle study program and has acquired the corresponding professional or scientific title.

The diploma shall be authenticated with the embossed seal of the University. The diploma shall be signed by the Rector and by the Dean.

A diploma supplement shall be issued together with the diploma as a matter of obligation, in order to provide a detailed insight into the level, nature, content, system and rules of study and into the results achieved during the studies.

In addition to the diploma, the student shall also be issued with certificates, one (1) for the completed cycle of studies and one (1) for grades and credits, signed by the Dean of the unit.

The certificate and the diploma will be public documents.

Study program for a joint diploma

Article 76

A first-cycle study program leading to a joint diploma may be organized at the University, that is, at a unit thereof, together with another unit of the University or together with one or more universities or independent higher professional schools from the Republic of North Macedonia or from abroad accredited in the country in which they have their seat, which shall be decided by the University on its own initiative or upon a proposal by the units of the University.

Where the University conducts a study program leading to a joint diploma with a foreign university or independent higher professional school, the regulations of the university at which the study program is conducted shall apply as regards the ratio of compulsory to elective subjects.

The joint diploma will be a public document in which the universities and their units that jointly participated in the conducting of the study program shall be stated as a matter of obligation.

The joint diploma and the diploma supplement shall be signed by the Rector of the University and by the authorised representatives of the higher education institutions with which the study program leading to a joint diploma is organized.

Graduation ceremony

Article 77

The graduation ceremony shall be the formal conferral of diplomas for completed studies. Diplomas for completed first-cycle studies shall be conferred by the Dean of the unit.

VI.1. OTHER RIGHTS OF STUDENTS

Article 78

Matters relating to the status of students and to their rights and obligations, as well as disciplinary measures, shall be defined by the Law on Higher Education, the Statute of the

University and the statutes of the units of the University.

Termination and restoration of student status

Article 79

A student's status shall terminate in the following cases: if they graduate; if they fail to complete their studies within the time limit determined by law and by the rules of study of the unit; if they withdraw; if they are expelled; and in other cases determined in the rules of study of the unit.

The status referred to in paragraph (1) of this Article may be restored in accordance with the procedure determined in the Statute of the University, unless the status is terminated by permanent expulsion.

Following restoration of status, the student may continue their studies under the study program in force. In the event of a change to the study program, the student shall be required to attend the additional subjects, to fulfil the obligations and to take the examinations in the subjects that differ in the study program. A student whose status has been restored shall continue their studies in accordance with this Regulation upon payment of a tuition fee. The costs of restoring the status shall be taken by the student and shall be determined by a general act of the University.

Suspension of the student's obligations

Article 80

At the student's request, the student's obligations shall be suspended:

- during pregnancy;
- if the student has a child up to one (1) year of age;
- during an illness lasting longer than one (1) semester;
- for family reasons;
- during international student exchange lasting longer than 30 days in the course of lectures, provided that no ECTS credits are acquired through that exchange;
- during a professional placement lasting at least six (6) months;
- during preparation for and participation in sporting events where the student has the status of a member of the national team;
- where the student is unable to meet their financial obligations;
- in other cases the justification of which shall be decided by the Dean.

The suspension of obligations referred to in paragraph 1 of this Article shall be approved by the Dean or, upon the Dean's authorization, by the Vice-Dean for Teaching, on the basis of a written request by the student and the submission of the appropriate documentation.

If, during the suspension of obligations, changes are made to the study program, the student shall continue their studies under the amended study program and shall be required to fulfil the obligations constituting the difference between the two study programs.

For the duration of the suspension of obligations, the student shall not be charged financial obligations, provided that they have settled any outstanding financial obligations.

Article 81

While the suspension of obligations relating to the academic year is in effect, the student may take the outstanding examinations for which they have met the requirements, with a view to acquiring the right to enroll in the following year of studies.

Article 82

The student will be required to reactivate from the suspension of obligations within 30 days of the cessation of the reasons for the suspension.

If the student neither reactivates from the suspension nor enrolls in the following academic year, an interruption of studies will have occurred.

Continuation of studies after an interruption

Article 83

If a student does not enroll in the following academic year where they meet the requirements for enrolment in the following academic year, or does not re-enroll in the same academic year where they do not meet the requirements for enrolment in the following academic year, or does not reactivate from a suspension of studies approved to them for a given period of time, an interruption of studies shall be deemed to have occurred.

After an interruption of studies, the student may continue their studies under the study program in which they enrolled, unless a period exceeding twice the prescribed duration of the studies has elapsed.

If, during the interruption of studies, changes are made to the study program, the student shall continue their studies under the amended study program and shall be required to fulfil the obligations constituting the difference between the two study programs.

Simultaneous study in two study programs (parallel study)

Article 84

A student may study in two separate first-cycle study programs simultaneously (parallel study), at one or more higher education institutions, where this is envisaged in the study program and provided that it does not affect the fulfilment of the student's obligations envisaged in the two study programs.

A student may also enroll in parallel in another study program if they have met the enrollment requirements determined in the study program and upon reimbursement of the study costs.

The student shall enroll in the second study program as a part-time student and shall pay the study costs applicable to a part-time student.

A student who has successfully fulfilled the obligations under both study programs shall receive separate diplomas for each of the parallel study programs.

Article 85

Parallel study shall not apply to the studies at the Faculty of Medical Sciences in the study programs of General Medicine, Pharmacy and Dental Medicine, or at the Academy of Music (as for the study programs in which part-time study is permitted), as units at which parallel study may not be approved within the unit or from other units of the University.

Article 86

In order to exercise the right to parallel study, the student shall submit a request to the student records office. The Vice-Dean of the unit shall draw up a report and forward it to the ECTS coordinator of the University, who shall draw up a decision.

Together with the request for parallel study, the student shall also enclose a certificate of student status in the first study program.

The final decision on the student's requests for parallel study shall be taken before the beginning of the new academic year.

Article 87

Examinations passed in the first study program shall be recognized where the subjects in which the examinations were passed correspond, in their content and volume, to the subject in the second study program.

Recognition of the examination shall also entail recognition of the grade awarded to the student, as well as of the ECTS credits, in accordance with the study program.

Transfer from one study program to another

Article 88

During their studies, a student may transfer from one study program to another at the unit in which they are enrolled, as well as to a study program at another unit, under the conditions determined in the study program to which they transfer, that is, in the rules of study of the unit.

Students from study programs at other higher education institutions in the country may transfer to study programs at the units of the University, under the conditions determined in the study program to which they transfer, that is, in the rules of study of the unit, provided that there is a correspondence between the study programs for the acquisition of the professional or academic title determined in the study program to which they transfer.

The transfer of students shall be carried out on the basis of a request by the student for the recognition of the ECTS credits acquired.

A student requesting a transfer may be required to fulfil additional obligations in order to make up the differences between the study programs, that is, to fulfil the obligations in the subjects and to pass the examinations in order to be able to continue their studies.

The Vice-Dean of the unit shall draw up a document giving an opinion on the recognition of ECTS credits and shall submit them to the ECTS coordinator of the University. The ECTS

coordinator shall draw up a decision.

Examinations passed, with their original titles, grades and credits acquired at the home faculty and recognized by the decision referred to in paragraph (4) of this Article, shall be recorded in the student's file together with the decision on equivalence. The titles of the equivalent subjects and the credits of the unit to which the student has transferred shall be entered in the transcript of examinations passed.

Article 89

A student transferring shall be required to enroll in the studies before the end of the enrolment period. A student transferring shall continue their studies upon payment of a tuition fee.

The student shall have the right to the transfers referred to in paragraph (1) of this Article upon enrollment in the new academic year, and until October 31 or until the closing of the matriculation registers.

Special benefits

Article 90

Students in all three cycles of higher education who are: without parents, blind, deaf, persons with disabilities of the first and second groups, single mothers with children up to six years of age, and students who are hospitalized, shall have the right to take examinations in additional examination periods, at least twice during the year.

Awards

Article 91

A student may receive appropriate awards and commendations for outstanding results achieved in their studies. The type of awards and the criteria and procedures for conferring them shall be determined by the University and/or by the units of the University.

VII.1. ADMINISTRATIVE SUPPORT

Article 92

Administrative support for the first cycle of university studies shall be provided within the University, that is, within the e-index department and the Student Records Office.

The electronic student record shall perform the following activities relating to the implementation of the Regulation on study in the first cycle of studies:

1. Students:

- enrollment in studies;
- full overview and partial administration of all student data;
- enrollment and validation of a semester;
- administration of study tracks in accordance with the study programs;

- registration for examinations and for individual assignments/project tasks;
- registration for the final examination (the complete graduation procedure);
- submission of electronic requests;
- electronic payment for all services provided by the University (24/7/365);
- notice board;
- consultations;
- other activities relating to the student's studies.

2. Teaching staff/associates/administration:

- full overview and partial administration of data;
- assessment: regular assessment; assessment before a committee; final examination/diploma thesis (the entire procedure);
- signature;
- generation of reports;
- notice board;
- consultations;
- other activities relating to the student's studies.

3. Administration:

- full administration of the activities and data delegated on the basis of the post held.

The student records office of the unit shall perform the following activities relating to the implementation of the Regulation on study in the first cycle of studies:

- establishing and keeping the students' files in digital and paper form;
- keeping the matriculation register of enrolled and graduated students;
- keeping electronic records of the seminar papers and diploma theses issued;
- organizing examination registration forms by subject and by year, drawing up reports on the examination sessions and entering them in the student's file;
- performing other administrative tasks, and in particular: issuing certificates, transcripts and withdrawal documents at the student's request;
- preparing statistical data on the enrolment for the year for the unit for which it is responsible, on the results of the examination sessions and the like;
- preparing all types of reports containing the requested data relating to the work of the office, required for the annual report of the University and for other purposes;
- performing other tasks relating to the student's studies.

VIII.1. TRANSITIONAL AND FINAL PROVISIONS

Charges

Article 93

The price list determining the charges payable by students in addition to the participation

fee, that is, the tuition fee, shall form an integral part of this Regulation.

Article 94

This Regulation shall enter into force on the date of its adoption and approval by the Rectorate Board and the Senate.

DOCUMENTS AND ANNEXES

1. *ONS.OB.01 Contract governing the mutual rights and obligations in the delivery of the teaching and educational process for full-time students within the State quota;*
2. *ONS.OB.02 Contract governing the mutual rights and obligations in the delivery of the teaching and educational process for full-time students with co-financing;*
3. *ONS.OB.03 Contract governing the mutual rights and obligations in the delivery of the teaching and educational process for part-time students;*
4. *OSA.OB.02 Report of the Committee for the verification of a student file (incomplete);*
5. *OSA.OB.03 Report of the Committee for the verification of a student file (complete);*
6. *ONS.OB.14 Call for the enrollment of students in the first cycle of studies;*
7. *OSA.OB.08 Statement on fulfilment of the condition for part-time study;*
8. *ONS.PR.05 Procedure for the defence of a diploma thesis and for sitting a final examination;*
9. *ONS.PR.04 Regulation on the enrolment of foreign students;*
10. *ONS.PR.07 Procedure for the enrolment of a foreign student.*

President of the University Senate
Prof. Snezana Mirascieva, PhD
