



REPUBLIC OF NORTH MACEDONIA
Ss. Cyril and Methodius University - Skopje
Faculty of Electrical Engineering and Information Technologies
Number: 02-283/
Date: 24.2.2021
SKOPJE



Based on Article 28 of the Law on Higher Education (Official Gazette of The Republic of North Macedonia no. 82/2018), Article 89 of the Rulebook on requirements, criteria, rules, and procedures for enrolment and studying at the first cycle of studies (undergraduate studies) and the second cycle of studies (postgraduate studies) (University Bulletin no. 417/2019) and Article 59 of the Statute of The Faculty of Electrical Engineering and Information Technologies within the “Ss. Cyril and Methodius” University in Skopje (University Bulletin no. 457/2019), the Teaching-Scientific Council, on a session held on 24.02.2021, has adopted the following **DECISION on**

STUDY RULES

for first cycle studies (undergraduate studies) and the second cycle studies (postgraduate studies) at “SS. Cyril and Methodius” University in Skopje - Faculty of Electrical Engineering and Information Technologies – Skopje

I. SUBJECT OF REGULATION

Article 1

With this Decision on the Study Rules for first the cycle studies (undergraduate studies) and the second cycle studies (postgraduate studies), the enrolment procedures, the student calendar, the lectures, the exam system, and progress are edited, including the conditions for faster improvement, completion of the education, transfer between the study programs, re-enrolment of terms, re-registration of courses, i.e. conditional improvement, continuation of studies after termination, parallel, interdisciplinary and individual studies, exam recognition, and recognition of other study obligations passed at different higher education institutions, types of documents issued to the students based on the records determined by the Law on Higher Education, the Procedure for Protection of Student Rights, the bodies competent for leading the procedures and decisions, disciplinary liability and students’ rights and obligations in a disciplinary procedure and other rules related to the rights and obligations of the students at the “Ss. Cyril and Methodius” University in Skopje, Faculty of Electrical Engineering and Information Technologies - Skopje (further in the text: the Faculty).

II. STUDENT ENROLMENT

Conditions for enrolment

Article 2

The students enroll in first cycle studies (undergraduate studies) and the second cycle studies (postgraduate studies) (further in the text: first cycle and the second cycle of studies) at the Faculty, in accordance with the Law on Higher Education, the Rulebook on requirements, criteria, rules, and procedures for enrolment and studying at the first cycle of studies (undergraduate studies) and the second cycle of studies (postgraduate studies) (further in the text: The Rulebook), and the calls for enrolment of students in the first cycle and the second cycle of studies.

Article 3

The status of a student and a member of the academic community is gained by enrolling in first cycle and the second cycle of studies at the Faculty.

After meeting the requirements projected for enrolment, determined by the Rulebook, and the calls for enrolment of students in the first and the second cycle of studies, the student is issued an Academic Transcript.

The status of the student is proven with an Academic Transcript.

If the student loses or damages the Academic Transcript, a copy of the Academic Transcript will be issued upon their request. The expenses regarding the issuance of the copy Academic Transcript copy shall be borne by the student.

The student has the status of a student only if they have enrolled at an ongoing winter/summer terms.

Article 4

The student, who has completed one study program and has acquired an appropriate academic title, cannot enroll in the same study program again.

Full-time and part-time students regular graduate students

Article 5

Full-time students enroll in the first cycle of studies by paying a participation fee (participation quota) or tuition fee (tuition quota), in accordance with the call for enrolment of students in first cycle of studies.

Part-time students do not enroll in the first cycle of studies at the Faculty.

Students enroll in the second cycle of studies by paying a tuition fee.

The amount for studying paid by the students from paragraph 1 and paragraph 3 of this article is published in the call for enrolment of students in first and the second cycle of studies.

The payment of the participation/tuition fee when enrolling the term is determined according to the registered ECTS credits, starting in the winter (third) term.

If the student terminates his/her studies, drops out, or for any other reason loses the status of a student, they are not entitled to refund.

Attendance of lectures by the students

Article 6

If projected with the study program, respectively with the course program, full time students are obliged to attend, i.e. to perform all types of lectures established by the course program, for which the student can obtain an appropriate number of points.

The record for attendance and class activities is represented in points, as projected with the course program.

The student, who has a justified absence from any part of the lectures, upon his request, can be allowed to cover that part, to the minimum points necessary for receiving a signature.

The student is obliged to submit a request for compensating the missed material, with appropriate documentation proving the justification. The Vice Dean of Education at the Faculty decides regarding the compensation.

Guest Student

Article 7

A guest student can be a full-time student from another University in the country or abroad that enrolls parts of a study program at the Faculty.

The guest student submits a request for obtaining a status of a guest student at least one month before the start of the term. In the request, the guest student states the study program and the courses he/she wants to register. Each subject has a number of credits determined with the study program. The maximum number of credits per term the guest student can register is 35 ECTS credits.

The guest student can register courses from different study programs organized at the Faculty. The guest student could be denied enrolling a certain subject if pre-determined conditional criteria (preconditions), i.e. previously completed courses as a condition for enrolling that particular subject, are projected for that particular subject

In addition to the request, the student should attach the following documents: certificate/document proving the student status at another University in the country or abroad, as well as proof of English proficiency (if he/she doesn't have any knowledge of Macedonian)

The Dean decides on the student's request, upon a suggestion by the Vice Dean of Education.

The decision for study expenses, i.e. the price for 1 credit is determined with a price list.

The rights and obligations of the guest student, the amount of the study expenses, the possibility to continue the studies at the Faculty, as well as other questions related to the status of the quest student, are regulated with an agreement concluded between the guest student and the Faculty.

The student guest is issued an Academic Transcript.

The attendance of the lectures and passed exams are recorded in a special student file.

After completing the obligations determined with the study program, and passing the projected exams, the guest student is issued a Certificate for Passed Exams.

The status of guest student can last one study year at the most.

The Faculty keeps record on the number of guest students in the first and the second cycle of studies, the duration of their stay, the country they come from, etc.

III. STUDENT CALENDAR

Article 8

After the adoption of the University Calendar, the Faculty adopts a Student Calendar, as part of the Faculty's Study Calendars, which is published on the Faculty's website at the beginning of the study year.

The Student Calendar consists of the following:

- Lecturing and associate staff that will perform the lectures at the study program;
- Time and place of holding the lectures (amphitheatres, lecture rooms, laboratory);
- List of literature necessary for the studies and taking the exams;
- Other instructions for lectures;
- Exam registration;
- Timetables for taking the exams, examination deadlines, and standards for examination;
- Other important data for neat performance of the study programs.

IV. PROGRESS

Student's progress

Article 9

The students' progress in their studies by meeting the obligations projected with the study program, taking exams, administrative verification of obtained credits, and enrolment in the next year, i.e. term.

The progress per years, i.e. term is gradual.

The student progresses during the studies; i.e. registers courses with appropriate number of credits.

Students can register a minimum of 21 ECTS credits and a maximum of 35 ECTS credits in one term.

The provision of paragraph 4 of this article does not apply for enrolling a term for which conditional criteria are projected, i.e. previously mastered courses.

Particularly successful student

Article 10

The status of a particularly successful student can be obtained by a student of the first cycle studies, who has fulfilled all the obligations from the study program from previous term and has achieved a GPA (Grade Point Average) of at least 8.5 before term registration.

Particularly successful students can use their special rights with the Dean's approval, or by the Vice Dean as authorized by the Dean, starting from the winter (third) term, on the basis of a previously submitted request to the Faculty's Department of Student Affairs, through the Faculty's archive.

The student enjoys the status of a particularly successful student as long as they meet the conditions stated in paragraph 1 of this article.

The particularly successful students (with a minimum of 8.5 GPA) can be allowed enrolment of up to 40 ECTS credits, whereby the student initially registers 30 ECTS projected credits from the term that is being enrolled, and then a maximum of 10 ECTS credits from the (winter or summer) term.

For encouragement of successful students, the Faculty can give yearly awards to the best students.

The criteria and the awarding procedure are determined with a special decision adopted by the Dean's Office.

The Faculty can adopt a decision to exempt students, who have achieved a GPA of at least 9.5 in the previous study year, from paying participation fee. The exemption refers to each study year.

Term registration

Article 11

The student may register new courses from the next term, in accordance with the rules for progress, determined with the appropriate study program.

The registration of the course programs in the next term is made before the beginning of the appropriate term.

The student is obliged to register the term electronically and submit a written application to the Department of Student Affairs within the registration deadlines.

The registration is carried out in the period of 2 to 3 weeks before the start of the term and lasts until the beginning of the term.

The Faculty publishes the announcement regarding the term registration 2 weeks before its start, established in the Student Calendar.

If the student has successfully passed all the exams from the winter term and needs to register, i.e. re-register courses from the summer term only, he/she registers empty winter term and vice versa.

The Faculty can introduce cycles in the lectures, which allows the student to be engaged in all of the term.

Article 12

The student, who has not registered the term in the projected deadline, can do the same under certain conditions in additional periods published in the Announcement mentioned in Article 11 Paragraph 5, but no later than 2 weeks before its commencement.

In exceptional cases, the student can register later than this deadline. Upon an explained request submitted by the student, the Vice Dean of Education adopts a decision for accepting or rejecting the late registration.

Registration of courses

Article 13

After registering the courses, the student initially registers the compulsory courses he/she has not passed, and the elective courses of the appropriate (summer/winter) term, then the compulsory courses from the ongoing term, and finally the elective courses from the ongoing term, whereby all of his/her study obligations in one term do not exceed 35 ECTS credits.

Courses, established in the study programs for the winter term, are registered in the winter term.

Courses, established in the study program for the summer term, are registered in the summer term.

Article 14

When registering the courses, it is necessary that the student fulfills the conditions set by the study programs.

When re-registering elective subject the student has not passed, he/she has the right to replace the elective subject with a different elective subject, of the courses activated in the appropriate term, as an elective subject.

Elective courses

Article 15

An elective subject from the list of elective courses is activated if the same is chosen by at least by 6 students.

The student chooses the courses from Paragraph 1 through the IKnow system.

After confirmation by the Faculty that the elected courses have been accepted, the student enters the courses into the Academic Transcript.

Article 16

One elective subject can be chosen by a maximum of 60 students.

If one subject is elected by more than 60 students, the IKnow system won't allow the student to register that subject, therefore the student is obliged to choose another subject.

The principle of accepting the elected subject is first registered - first served.

Re-registering courses

Article 17

The student, who has failed to pass the subject in the three examination periods, is obliged to re-register the subject.

With the re-registration, the student is obliged to attend the lectures for the re-registered subject with the next generation of students. During the term, the student has the right to take the exams he/she has re-registered, through continual assessment, in the regular exam sessions or in additional exam sessions, if organized.

The students who re-register courses have the right to register a new subject, which, according the study program has a condition to previously take the exam that is re-registered, but the examination must be successive.

Article 18

Having a place in a certain study year is determined on the basis of the credits the student has been awarded , considering that the average workload during one study year is 60 credits, i.e. the average workload during one term is 30 credits.

The student is considered to be enrolled at the II study year, provided they have obtained at least 30 credits and have registered at least one subject from the III term; in the III study year provided the student has been awarded at least 90 credits and has registered at least one subject from the IV term; and in the IV study year provided the student has obtained at least 150 credits and has registered at least one subject from the VI term.

Term verification

Article 19

The student can verify the term if they have received signatures from the subject professors, which confirms their fulfillment of the projected lecture obligations.

The student who has not fulfilled the obligations established with the study program from a certain course program, and has not received a signature, cannot take the exam.

The term verification is done in the periods published by the Faculty on its website.

Article 20

During the term verification, if the student lacks signatures from the subject professors, he/she will be allowed to make an administrative verification of the term only, by providing a proof for payment of a certain financial compensation determined in a price list.

Registration of courses from other study programs, outside the courses anticipated with the student program

Article 21

After passing all of the courses established with the study program, before the defending their graduation thesis, the student has the right to register a maximum of 5 courses from another study program at the Faculty, or from a study program at another faculty, for which the student bears the expenses for registration of the courses with a tuition fee. The registration procedure is established with the Rulebook.

The record is kept in the existing Academic Transcript, where it is stated that the courses are taken after completion of the studies.

The student is obliged to pass the exams from paragraph 1 of this article within one year.

The student is obliged to pass the elected courses in 3 (three) exam sessions.

The student does not have the right to re-register the courses from paragraph 1 of this article.

The provisions from the Rulebook and these Study Rules are appropriately applied for registration and passing of these courses.

The price of 1 ECTS credit is determined with a price list.

The records of the registered courses from other study programs are kept in the student file.

The student can give a statement that he/she does not want a certain passed course, from paragraph 1 of this article, to be recorded in the Confirmation of additionally passed courses, as well in the Diploma Supplement.

V. LECTURES

Manner of performing the lectures

Article 22

The educational process is carried out through:

- Lectures,
- Exercises (auditory and laboratory),
- Consultations,
- Papers, homework, projects, exercises, field teaching, courses, etc.

Article 23

The lectures are a type of classes by which the course program is organized, and the student acquires theoretical knowledge that enables them to follow the practical lectures (exercises). They provide a synthesized review of the contents of the study program. During lecturing, additional contents and the latest findings from the area is presented to the students that should enable the students to master certain parts of the study program,. For such content, the student is provided with an appropriate additional materials.

The lectures from paragraph 1 of this article are held by professors selected according to their lecture-scientific title.

The lectures for one course, generally, are held by one professor.

When two professors for one course are projected with the study program, the Teaching-Scientific Council, within the engagement of professors in the term teaching, establishes the scope of teaching engagement for each of them, as well as which professor will be responsible for the course and data entry in the IKnow system.

The professors are obliged to organize the lectures according to the course program that is a part of the study program.

Article 24

Some of the lectures can be performed by a prominent expert from the practice in the relevant field.

Individuals stated in paragraph 1 of this article can hold lectures only for one term during the study year, and do not have the right to evaluate students.

The selection of the prominent expert is made by the Teaching-Scientific Council on the suggestion by the Committee formed to conduct the process of evaluation of the candidate(s).

According to a special program, visiting professors from abroad are included in the teaching-educational process..

Article 25

Classes can also take place in virtually (e-learning). A combined form of e-learning is applied at the Faculty. That approach is based on a combination of the traditional type of lectures, with lectures taking place in virtual environment using e-learning technology.

The scope of e-learning is set by the Teaching-Scientific Council.

The manner of performing the lectures with e-learning is determined with a special decision adopted by the Teaching-Scientific council of the Faculty.

Article 26

The exercises are part of the teaching-educational process in which the students master their practical experiences, in accordance with the lectures of the course program.

The auditory exercises elaborate examples from the material contained in the course programs for which the lectures are held.

With the laboratory exercises, the student gets familiar with the methods of laboratory research and measurements, and acquires practical knowledge for working in laboratory (programming, projecting, measurements, research, etc.). Part of the exercises can be performed at laboratories outside the Faculty, by previous approval from the Vice-Dean of Lectures.

The person (assistant or demonstrator) hired to carry out the practical exercises is obliged to actively explain to the student, to help them by observing, and work with the student, while he/she performs the exercises.

Auditory exercises can be performed by professors.

The professors hired for organizing the lectures for a given course are responsible for preparation of the exercises.

Article 27

The consultations are part of the teaching-educational process which enables the student to clarify certain parts of the course programs through immediate contact with professors and associates, for easier mastering of the contents of the course program.

Article 28

Each professor and associate is required to hold student consultations four hours a week.

Consultation hours are published on the Faculty's website at the start of the term.

The professor should announce their absence during the consultation hour, in advance.

Article 29

The student prepares the papers and homework assignments as independent works by using materials suggested by the professor.

The student prepares the project assignments as individual assignment or as group assignment by several students.

Field teaching is conducted if stated in the course program.

The field teaching is performed by special instructions approved by the Dean.

Lectures attendance

Article 30

The students are obliged to attend all forms of lectures determined with the course program and as a result, they receive an appropriate number of points. Attendance records (kept electronically or in a written form) and class activities are expressed in points as determined with the course program.

The student, whose absence from certain lectures is justified, can be allowed to compensate the same, to the minimum points required for a signature for the appropriate course.

The compensation of paragraph 2 of this article is possible if the absence was no longer than one month and there are objective reasons for the same.

The student is obliged to submit a request for absence compensation, with the appropriate documentation for justification. The compensation is approved by the Vice Dean of Education.

Organizing lectures in case physical presence is not attainable

Article 31

The lectures can be performed through electronic technical devices within the computer system of the Faculty, in case when the government authorities require or recommend this type of lectures due to the existence of certain conditions where the lectures can't be performed with physical presence of students and professors.

The Teaching- Scientific Council, before the start of the study year/ term, adopt a decision on the manner of organized the lectures in accordance with paragraph 1 of this article.

VI. EXAMINATION

Manner of knowledge evaluation

Article 32

Knowledge evaluation of students is done continuously, during the teaching-educational process, for all the courses the student has registered. The achieved results are expressed in points.

The knowledge is evaluated through exams (in parts or as a whole).

The continuous knowledge evaluation can be performed in the following manner:

- Tests,
- Homework assignments,
- Project tasks,
- Laboratory exercises preparation,
- Papers, etc.

The study programs define the forms for continuous knowledge evaluation for each course.

Article 33

The student has the right to take an exam in a course if they have fulfilled all of the obligations determined with the appropriate course program, within the autumn, winter, and summer exam session.

The time period and the duration of the exam session are determined with the Faculty's Academic Calendar, while the Student Calendar determines the timetables of the exams for each exam session.

In exceptional cases, additional exam period for taking the exams can be organized for certain courses. The decision for organizing an additional term is made by The Teaching-Scientific Council, upon the request by the Faculty's Student Assembly.

The decision from paragraph 3 of this article is compulsory for the course professors and associates.

The exam timetable is compulsory for the students, the course professors, and associates.

The colloquium timetable must be announced at least 7 days before the start of the colloquia..

The period and duration of the colloquium weeks during the term are determined with the Faculty's Academic Calendar and the Student Calendar.

Exams registration

Article 34

The student who has duly registered the term can register the exams for the courses in the respective term, regardless if they have passed the exams with continuous evaluation or with a final exam.

Exams registration is done electronically and in a written form. The electronic exam registration is done through the system for electronic student registry (Iknow:

iknow@ukim.edu.mk). The written exam registration is done with an application form in hard copy, which the student submits when taking the exam.

The course professor is obliged to register the final grades into the system for electronic student registry (Iknow: iknow@ukim.edu.mk) (including the 5 grade) within 5 business days from grade completion and within this period the professor should also submit the application forms to the Department of Student Affairs, with a signed report on the final evaluation.

If certain circumstances occur, when the application form is missing from the student file and a signature from the course professor can't be provided (due to retirement, long absence, death, etc), the Head of the Institute is responsible for confirmation of the assessment's reliability in the application/Academic Transcript.

If the student took exams/colloquia, and did not register or doesn't met the requirements necessary to take the exam, the exams are annulled, with a decision signed by the Dean.

Conducting exams

Article 35

The exams are conducted according to a procedure determined with the valid ISO standard of the Faculty.

The procedure from paragraph 1 of this article is published on the website of the Faculty.

Article 36

The exams are organized immediately after the completion of the block-teaching contents, i.e. through colloquia and after the end of the term, with a final exam.

The study program determines how an exam is taken, as a whole or in parts.

Article 37

Knowledge check is performed continuously by awarding points for all forms of activity, and knowledge testing during the term, as well as the final exam at the end of the term.

The tasks provided for the individual work of the student (seminar, project assignments, homework assignments, etc.) should be evenly distributed throughout the term. The total scope of these tasks must be in accordance with the workload projected with the course, in accordance with the assigned number of ECTS credits.

Maximum testing capacity for the student is one exam in a day.

If on the basis of a duly submitted application for final exam, only one student applies, the course professor must provide public announcement for the exam.

Article 38

When the exam is consisted of an oral part, the final result is announced by the professor immediately after the exam.

During the oral exam, the student must not be alone with the professor, the presence of at least one other person, student, professor, or associate is compulsory.

The professor is obliged to schedule the oral part of the exam no later than one day after the announcement of the final results of the written exam, and the oral part of the exam must be completed 7 days after the announcement of the final results of the written exam at the latest.

The oral exam can last up to 60 minutes.

Article 39

If the exam is written, it can last for a maximum of as many hours as the number of the teaching hours during the week, and a maximum of four school hours.

The written exam results, expressed in points, are published within 7 days from the day of taking the exam. This deadline can be longer if there are justified reasons, which are determined by the Vice Dean of Education.

Upon publishing the results from paragraph 2 of this article, the number of the student's Academic Transcript and the points achieved are posted.

The student has the right to inspect the exam documentation in the published time periods, but not longer than 2 (two) business days from the publishing of the results stated in paragraph 2 of this article.

After the expiration of the deadline for inspection of the exam documentation, and within three days, the professor announces the final results from the written exam with grades.

Article 40

The exam can consist of a written and oral part.

After passing the written part of the exam, the student is obliged to appear at the oral part of the exam in the same exam session.

Article 41

The colloquia are taken within the colloquium weeks in the winter and summer term. The Faculty organizes two colloquium weeks during one term, according to the Student/Faculty Academic Calendar.

Article 42

The tests, as a form of knowledge evaluation, can be performed without prior notice and can last for a maximum of one school hour.

Article 43

The exams and exam results are public.

The student has the right to inspect the exam documentation.

Article 44

The student has the right to take the exam for one course for a maximum of three times, and for the third time, he/she has the right to require to take the exam before a committee.

When the student requests to take the exam before a committee, the Dean issues a decision to form a committee of three members, comprised of professors from the same or related teaching-scientific field.

The course professor announcing the exam can not be a member of the committee stated in paragraph 1 of this article.

Article 45

The student has to pass the course from a respective term until the latter is pre-registered including the respective course.

If the student does not pass the course in the deadline determined in paragraph 2 of this article, he/she registers the course again, if the course is compulsory. If the course that the student has not passed by the deadline from paragraph 2 of this article is elective, he/she has the right to register the same elective course again, or to register another elective course.

Complaints filed against exam grading

Article 46

In the case of filing a complaint, in accordance with the Rulebook on Failed Exams (grade 5) and the grade confirmed by the course professor, the student, through the Faculty archive, has the right to ask the Dean to take the exam before a three-member committee. If the Dean determines that the student meets the criteria for taking the exam before a committee, the Dean adopts a decision on annulment of the grade and forms a committee, comprised of three professors from the same or related teaching-scientific field. The Department of Student Affairs writes down on the student's application that the Dean has annulled the grade with a decision no. _____ from _____, and the same is an integral part of the student file.

The exam should be carried out in period of 3 business days as of the day of adopting the annulment decision and forming the committee. The grade from the re-evaluation is final.

In case the complaint refers to a successfully passed exam, if the professor confirms the same, i.e. changes the grade, and the student is not satisfied with the result, he/she has the right, through the Faculty Archive, to ask the Dean to take the exam before a three-member committee. If the conditions are met, the Dean adopts a decision for the annulment of the grade and forms a

committee, comprised of three lecturers from the same or related teaching-scientific field. The Department of Student Affairs writes down in the application that the Dean has annulled the grade with a decision no. _____ from _____, and that the same is an integral part of the student file. The exam should be carried out in a period of 3 business days, as of the day of adopting the grade annulment decision from paragraphs 1 and 2 of this article, and forming the committee. The grade obtained at the re-evaluation is final.

Retaking of the exam

Article 47

In case of repetition (re-taking) of the exam in a manner established by the Rulebook, upon the student's request, the student can be allowed to retake the exam for a higher final grade in the course; in a period of at most 4 months after taking the exam.

The retaking of the exam is conducted in the first subsequent exam period.

Conflict of interests

Article 48

In cases where the course professor and the student are related: son, daughter, daughter-in-law, son-in-law, brother, sister, wife, or husband, the professor is obliged to request an exemption from the examination from the Dean via written notification.

The Dean, with a decision, entrusts the conducting of the exam to another professor from the same or related teaching-scientific area, or a special competent exam committee, comprised of three members.

Transfer of competencies for conducting exams

Article 49

In case of a longer inability of the course professor, the Dean can transfer the competencies for conducting exams for the particular course to another professor elected in the same or related teaching-scientific field or committee.

Organizing and conducting exams

Article 50

The course professor is responsible for organizing and conducting the exam.

The professor's presence is compulsory during the exam.

The professor or the associate (person on duty) is obliged to verify the student's identity when they take the exam. The identity is proven by the student's Academic Transcript.

In case the student does not carry the Academic Transcript, the identity is proven via ID (identity card) or passport.

If during the identity verification, it is determined that another student takes the exam instead of the student, a disciplinary procedure is initiated against both students in accordance with the Statute of The University.

Rules of conduct for students during exams

Article 51

During the written exams the following is not allowed:

- Cheating, speaking, and turning around;
- Having an active mobile phone or any type of an audio or visual device/transmitter of information for the questions asked, unless the nature of the task requires or allows the use of digital technology;
- Untimely handing over of the exam, after the professor has signaled that the writing time is over;
- The use of any literature regarding a given question, unless the nature of the course allows it during the exam.

During the oral exams the following is not allowed:

- Corresponding, talking, or collaboration between students, unless the professor has allowed that type of work;
- Having an active mobile phone or any type of an audio or visual device/transmitter of information, unless the nature of the task requires or allows the use of digital technology;
- The use of any literature regarding a given question, unless the nature of the course allows it during the exam.

All of the stated cases of violation of the rules of conduct during exams entail disciplinary liability, in accordance with Article 39 of the University Statute.

VII COMPLETION OF THE STUDIES

Article 52

The student has completed the first cycle of studies, when he/she passes all of the exams, fulfills all of the obligations established with the study program, and when he/she prepares and successfully defends a graduation thesis, according to the accredited study program. Upon completion of the first cycle of studies, the student acquires at least 240 ECTS credits.

The graduation thesis is a final exam and has equal treatment as the other courses established with the study program, and the same is re-registered.

The graduation thesis can be conducted (defended) outside the scheduled exam sessions.

The student has completed the second cycle of studies when he/she passes all the exams, fulfills all of the obligations established with the study program, and prepares and successfully defends a master's thesis. Upon completion of the second cycle of studies, along with the credits awarded from the first cycle, the student acquires at least 300 ECTS credits.

Article 53

The student may also be credited for attending extracurricular activities, such as conferences, courses and seminars, organized by the Faculty, or other higher education institutions, if established with the study program.

The maximum number of credits a student can earn on this basis is six (6).

A student who has attended courses or seminars mentioned in paragraph 1 of this article, submits the student file, the original certificate of their successful completion and the acquired credits.

Studies completion period

Article 54

The students of the first cycle of studies have the right to complete the started studies according to the conditions and the study program they have enrolled, for period of time that is twice longer than the prescribed duration of the studies, i.e. maximum 8 (eight) years for the four-year studies, from the beginning of the academic year when the student has enrolled at the Faculty.

The students of the second cycle of studies have the right to complete the started studies according to the conditions and the study program they have enrolled, for a period of time that is twice longer than the prescribed duration of the studies, i.e. maximum 2 (two) years (four terms) from the beginning of the academic year when the student has enrolled at the Faculty.

The deadline for completion of the studies includes the third exam (final) session established for the courses enrolled for the summer term.

After the expiration of the deadline, the student can continue his studies by submitting a request for continuation of his/her studies. If in the meantime there is a change in the study program, the student continues the studies according to the study program that is being applied.

The transfer, from the previous study program to the study program that is being applied, is made on the basis of the recognition of the courses, in accordance with Article 76 of these Rules of Study.

GRADUATION THESIS

Procedure for enrolment, evaluation and defense of the graduation thesis of the first cycle of studies

Article 55

The graduation thesis as a compulsory course is enrolled by the term determined with the study program where the student is enrolled.

As an exception to paragraph 1 of this article, if the student has already registered 35 ECTS in the term in which he/she has to register the graduation thesis, then he/she can enroll in another term.

The student can register their graduation thesis if he/she has obtained a minimum of 200 ECTS credits.

The student proposes the mentor, the topic and the subject of the topic in the graduation thesis application.

The graduation thesis is registered according to the procedure and forms established by the applicable ISO standard. The procedure and forms are published on the website of the Faculty.

The graduation thesis is submitted to the Department of Student Affairs, through the archive of the Faculty, on an established form in accordance with paragraph 3 of this article.

The application on the topic contains, in particular, the following information:

- Name of the faculty;
- Name and surname of the student;
- Academic Transcript number;
- Study program;
- Title of the topic;
- Subject and explanation of the topic;
- Basic literature;
- Place and date of application;
- Name and surname and consent of the mentor.

The filled out application is attached to the student file.

Article 56

A mentor for the graduation thesis can only be a professor who is organizing the course lectures within the study program.

The mentor can only be a professor selected at the Faculty.

During the school year, one professor can mentor up to 15 graduation theses.

If there are valid reasons for a professor to mentor more than 15 graduation theses, the Vice Dean of Education shall give their consent, upon the request of the student who wants to register their graduation thesis with the professor who is already a mentor to 15 graduation theses.

Article 57

The mentor is obliged to follow the work of the student, to help him/her with advice, and to

refer him/her the literature necessary for preparation of the graduation thesis.

The prepared graduation thesis is handed over to the mentor for review. The student is obliged to act according to the instructions and notes by the mentor.

The mentor is obliged to review the graduation thesis and return it to the student with a comment, no later than 45 days from the day of handing over the graduation thesis.

Article 58

The student can submit the completed graduation thesis for evaluation, after he/she passes all of the required exams, meets all of the conditions set out in the study program, and regulates all administrative and financial obligations, which is confirmed by the Department of Student Affairs.

After the student has prepared the graduation thesis, he/she submits a written request, signed by the mentor, for defending the graduation thesis, to the Department of Student Affairs where the student file is reviewed.

If, after reviewing the student file, it is concluded that the student has passed the exams and has regulated the administrative and financial obligations, the employee who carried out the inspection of the file signs the form of the application from paragraph 2 of this Article, after which the same is submitted to the archive of the Faculty.

Article 59

If the employment of the graduation thesis mentor has been terminated due to fulfilled retirement conditions, he/she can be a mentor until the defense of the graduation thesis, provided the mentoring phase is over, but not longer than 15 days from the termination of the employment.

Article 60

The Vice Dean of Education, at the proposal of the mentor, makes a decision on the members of the Committee before which the defense of the graduation thesis will be performed.

The mentor is the first member of the Committee. Professors from the educational and scientific area/field of the registered topic are the members of the Committee.

Within the Committee there can be at least one prominent expert of the educational and scientific area/field of the reported topic, in case when the same is prepared outside the Faculty, as the fourth member of the Committee, without any right to evaluation.

Article 61

The mentor, in agreement with the student, determines the date and place for defense of the graduation thesis.

The defense of the graduation thesis is performed within 5 to 15 days from the day of submitting the request for evaluation and defense of the graduation thesis, before a Committee of 3 members (professors), of which the mentor is a member.

The public defense of a graduation thesis is performed before the Committee from Article 61, which must be in full composition.

After the completion of the graduation thesis defense, the Committee from paragraph 2 of this article, gives a grade from 5 to 10, whereby grade 5 means that the graduation thesis is not defended.

Minutes are kept during the defense of the graduation thesis, signed by the Committee members.

The Committee shall act by a majority of votes. If one of the members of the Committee has a contrary opinion, he is obliged to submit his/her individual opinion in form of a report to the Dean of the Faculty.

The application of Article 56 and the minutes from paragraph 4 of this Article are attached to the student file.

Course of defense of the graduation thesis

Article 62

The defense begins with an introductory speech by the mentor who introduces the audience to the topic of the graduation thesis.

After the presentation by the mentor, the candidate is allowed to present the graduation thesis for a maximum of 20 minutes.

The defense consists of an oral presentation of the results of the work and an explanation of the separate conclusions, as well as an answer to the questions from the Committee regarding the results and conclusions obtained with the preparation of the graduation thesis.

The evaluation is made by a majority vote by the members of the Committee.

A student who has received a grade of 5 for the graduation thesis can be issued a certificate for passed exams, with a note that no graduation thesis has been prepared. He has the right to complete the same graduation thesis or to submit an application for a new graduation thesis.

MASTER'S THESIS

Application procedure, evaluation of master's thesis

Article 63

The master's thesis is a result of the student's independent work, which systematizes the existing science knowledge and contributes to their further development.

Article 64

The student can apply for a master's thesis after he/she has acquired at least 30 ECTS credits.

The application for preparation of the thesis is submitted, in four copies, through the archives of the Faculty to the Teaching-Scientific Council, upon prior positive opinion from the

Teaching-Scientific collegiate of the respective study program where the student reporting the master's thesis is registered. An electronic version of the application is submitted to the Teaching-Scientific collegiate.

The application contains the following: title of the topic, explanation of the scientific justification of the topic, work plan and review of the literature.

Upon proposal by the Teaching-Scientific Collegiate, Decision on the accepted topic for preparation of the master's thesis and for determining a mentor is adopted by the Teaching-Scientific Collegiate, at the same session on which the application for master's thesis preparation is reviewed.

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

Article 65

The mentor is determined by the Teaching-Scientific staff from the narrower scientific field of which the submitted paper is. The mentor is a professor included in the study program where the student is enrolled at.

During one academic year, one professor can be appointed as a mentor to a maximum of 12 candidates preparing master's theses.

Upon a reasoned request by the candidate or the mentor, the Teaching-Scientific, i.e. the Scientific Council may make a decision on changing the mentor.

The mentor whose employment was terminated due to fulfilled conditions for retirement, can be a mentor until the defense of the thesis, if the mentoring phase is completed, i.e. if the thesis is handed over for evaluation at the time when the mentor was employed.

Article 66

The student is obliged to prepare and submit the master's thesis no later than one year from the day of approving the master's thesis.

Upon request by the student, the Teaching-Scientific Council may grant an extension of the deadline from paragraph 1 of this Article, for the period of time of the reasons preventing the preparation of the thesis, but no longer than a year. After the expiration of this period, the student loses the right to defend the submitted master's thesis.

Article 67

After the completion of the mentoring phase and the completed lectures and financial obligations, the student submits a request for establishing a three-member Committee for evaluation of the master's thesis, together with four copies of the draft version of the master's thesis.

The Teaching-Scientific Council shall, no later than 45 days after the handing over of the thesis, through the archives of the Faculty, establish an evaluation Committee.

The deadline from paragraph 2 of this article does not start in the period from July 15 to August 25 in the calendar year.

The Committee for evaluation of the thesis is obliged to review the thesis of the student, and to submit any objections in written form within 3 months from the date of the forming of the Committee.

The Committee can return the paper to the candidate with notes for completion up to 2 times and sets a deadline for action. If the candidate does not act according to the notes within the determined deadline, the procedure is stopped, and the student status of the candidate ceases.

Article 68

The Committee for evaluation of the master's thesis is obliged, within the deadline determined in Article 67, to prepare a report in which it gives a grade and explanation of the work, through the archive of the Faculty submits it to the Teaching-Scientific Council, at least 15 days before holding the session on which the thesis should be reviewed.

One week before the meeting of the Teaching-Scientific Council, where the report mentioned in paragraph 1 of this Article shall be discussed, the student shall submit five copies in hard copy.

The report and the paper are available for inspection in the Library of the Faculty at least 15 days before the session of the Teaching-Scientific Council of the Faculty is held.

After the adoption of the report, at the same session, the Teaching-Scientific Council forms a three-member defense Committee. The members of the defense Committee are, usually, the same members as the evaluation Committee.

Article 69

The Defense Committee from Article 68, in agreement with the candidate, determines the day of the defense, but no later than 30 days from the day of its forming. The candidate is informed in writing about the day of the defense.

The defense of the master's thesis can be organized at least seven days after the forming of the defense Committee.

At the request of the candidate, the deadline mentioned in paragraph 1 of this Article may be extended.

The defense of the thesis is public and is published on the bulletin board or on the website of the Faculty, at least 7 days before the day of the defense.

Course of defense of the master's thesis

Article 70

The defense of the master's thesis begins with an introductory speech by the Chairman of the defense Committee, in which he/she presents the biographical data about the candidate, introduces the audience to the topic of the master's thesis, as well as the conclusion of the report of the evaluation Committee. The first member of the Committee is the Chairman.

After the presentation by the Chairman of the Committee, the candidate is allowed a period of (as a rule) 30 minutes to present the master's thesis with the main results of the research.

After the presentation by the candidate, the members of the Committee ask questions. Questions related to the master's thesis can be asked by the others present, in writing and through the Committee.

The candidate should show that he/she masters the topic of the master's thesis and possesses in-depth knowledge in the narrow scientific field from which the master's thesis is.

Article 71

After finishing the defense of the thesis, the Committee for defense of the thesis publicly states the grade of the master's thesis defense.

The grading is performed with two descriptive grades: has defended the master's thesis and did not defend the master's thesis.

Minutes are kept for the duration of the defense, in which the grade of the defense is entered. The minutes are signed by the members of the Committee.

The application for a thesis with the title of the topic, the decision to accept the topic, as well as deciding on a mentor, the decisions on the members of the Committees, the report with the grade of the master's thesis, and the minutes from the defense of the thesis are attached to the student file.

Article 72

The master's thesis is written in Macedonian.

If the study program is performed in one of the world languages, the master's thesis is written in the appropriate language with translation into Macedonian.

VIII OTHER RIGHTS OF THE STUDENTS

Special benefits

Article 73

Students at all levels of higher education, who have no parents, who are blind, deaf, disabled from the first and the second group, mothers with children up to six years of age, and the hospitalized, are entitled to additional exam deadlines.

The Dean or, upon his authorization, the Vice Dean of Education, decides on the exercising of the right from paragraph 1 of this article, with a decision, based on a submitted request by the student, accompanied by appropriate documentation.

The professor is obliged to act upon the decision by the Dean/Vice Dean, to schedule an exam date and to accept the student for the exam in the additional exam period.

Suspension of the student's obligations

Article 74

Upon the student's request, the obligations are suspended in the following cases:

1. during pregnancy, for which he/she submits medical documentation;
2. of a student with a child up to 1 (one) year old, for which he/she submits a birth certificate for the child;
3. during an illness longer than 1 (one) term, for which he/she submits a certificate and medical documentation;
4. for family reasons, for which they attach appropriate evidence or explanation of the reasons;
 - supporting persons from the immediate family (parents, brothers and sisters of the student);
 - illness, help and care of immediate family members (parents, brothers and sisters of the student);
 - natural disasters associated with residence, that is, the stay of the student;
5. during international exchange of students lasting longer than 30 days during the lectures, if with the said exchange the student does not obtain ECTS credits, for which he/she submits an agreement or other proof proving the participation in the international exchange;
6. during preparation and performances at sports events when he/she has the status of a member of the national team of the Republic of North Macedonia, for which he/she submits a certificate issued by the relevant sports organization;
7. inability to fulfill the financial obligations, for which he/she submits evidence for the material condition of the student and his/her family;
8. if he/she enrolls in the same study program at a university abroad, in a procedure established by ECTS rules for enrolment in another university, for which he/she submits the appropriate documentation;
9. attending various courses for a period longer than 2 months in duration of the term (police, military, aviation, etc.), for which he/she submits the appropriate documentation;
10. in other cases for whose justification decides the Dean, that is, the person authorized by the Dean.

Article 75

The request for suspension is submitted before the suspension occurs, within the deadlines for term registration. As an exception, the request for suspension can be submitted during the school year, if it is regarding a hospital treatment, pregnancy or when the reason for suspension is not known and could not be predicted at the time of term registration.

The suspension of the obligations from paragraph 1 of this article is approved by the Dean or, upon his authorization, the Vice Dean of Education, based on a written request by the student, and submitted appropriate documentation.

When handing over the decision for suspension, the student is warned about the possible change of the study program during the suspension. If during the suspension of the obligations there are changes in the study program, the student continues his/her studies in the changed study program and is obliged to fulfill the amended obligations as compared between the two study programs.

During the suspension of the obligations, the student can take exams if he/she has fulfilled the conditions for taking those exams.

The student is obliged to activate his/her studies within 15 days after the termination of the reasons for suspension.

The student who has suspended his/her studies, and the suspension is not interrupted until the beginning of the next school year, is obliged to extend the suspension at the beginning of the school year and each subsequent school year.

If the student does not act in accordance with paragraphs 5 and 6 of this article, he/she is considered to have terminated his/her studies.

For the duration of the suspension of obligations, the student is not indebted with financial obligations, if he/she has settled the outstanding financial obligations.

Modification of the study program

Article 76

If during the studies there is a change of the study program, the student who has studied according to one of the previous programs and has not completed his/her studies within the deadlines determined by those programs, continues his/her studies in accordance with the conditions for transfer to new study programs.

When transferring to a new study program, in accordance with paragraph 1 of this article, the student submits a request by filling out a prescribed form. The student has the right to request recognition of the passed exams and the awarded credits from the study program at which he/she has previously studied.

The request is accompanied by a certificate for passed exams from the study program in which he/she has previously studied.

The Teaching-Scientific Council makes a decision for equivalence of the courses from the previous study program with the courses from the new study program.

In case the student is transferred to the new program, and has passed the courses from the old program, whereas it cannot be acted on the equivalence mentioned in paragraph 4 of this article, the Dean establishes a Committee for recognition and equivalence of the courses and credits.

The Committee mentioned in paragraph 5 of this Article shall prepare a report containing the following elements:

- the study program at which the student has studied,
- passed exams with the original title, grades, realized credits,
- the study program at which the student will continue his/her studies,
- the names of the equivalent courses, credits and grades and
- the term in which the student will continue his/her studies

The Committee may partially recognize a certain exam, if there is a slight coincidence in the content of the course. The Committee ascertains the same and instructs the student in cooperation with the course professor for the respective course that the professor should determine the additional conditions that the student must meet for full recognition of the exam. The course professor determines whether the student will have to re-register the course or take part of the exam.

Based on the Report from paragraph 6 of this article, after checking the validity of technical character by the authorized person from the Department of Student Affairs, a decision is prepared, which is signed by the Dean.

If irregularities are found in the Report, the same is returned to the Committee for finalization, which is obliged to make the corrections within 3 working days and return it to the Department of Student Affairs.

Continuation of interrupted studies

Article 77

It is considered that the student has terminated his/her studies if he/she does not register the term, until the beginning of the next term, even though he/she has fulfilled the conditions.

If during the interruption of the studies the study program is changed, the student is obliged to attend the same, to fulfill them and to take the differences in the changed study program.

The student who has interrupted his/her studies, and the study programs in which he/she has enrolled at are terminated, may continue his/her interrupted studies according to the study programs that are being applied at the moment.

The student shall submit a reasoned request within these deadlines set for term registration, according to the academic calendar of the Faculty and the Student calendar.

The student attaches a certificate for passed exams to the request from paragraph 4 of this article, as well as other evidence appropriate to the request.

The courses that are successfully mastered in the study program in which the student has studied can be recognized as successfully mastered in the study program in which the student continues his studies. The recognition shall be made by the Committee in accordance with Article 76 of these Rules of Study.

After the recognition of the exams, a decision is prepared on the basis of which the recognized courses are entered as fulfilled obligations in accordance with the study program. The decision is kept in the student file.

After the recognition of the passed courses, the student continues his/her studies, i.e. he/she takes the remaining courses from the study program at which he/she continues his/her studies.

For the duration of the suspension of the studies, the student does not pay participation, i.e. tuition.

The student continues his studies by paying tuition fees if the suspension lasts 3 or more subsequent terms.

Transfer from one study program to another

Article 78

During the studies, the student can transfer from one study program to another at the Faculty, as well as to a study program from another Faculty, under conditions determined with the study program to which the student transfers, the Rulebook and these Rules of Study.

Article 79

Among other conditions, a student who wants to transfer from one faculty/study program must meet the following requirements:

1. to meet the conditions for full-time enrolment in the next term at the parent faculty;
2. to have a decision from a competent body in the Republic of North Macedonia for recognition of acquired higher education qualifications abroad (for students who have studied abroad) with equivalence for the grades;
3. to know Macedonian (for foreign citizens), i.e. the language in which the lectures are performed.

Article 80

The number of students able to switch to another study program is established by the Dean's administration at the beginning of each academic year, according to the norms and standards and the filled up capacity.

Students who are foreign citizens, as well as students who are citizens of the Republic of North Macedonia, studying at foreign universities, acquire the right to transfer under the same conditions as Macedonian citizens, based on special quotas for foreign citizens.

Article 81

If more candidates than the determined number meet the conditions for transfer, the advantage is given to the candidates who have achieved higher average at the Faculty, i.e. the University they come from.

The students from paragraph one of this article submit a request and documents, issued by the institution at which they were previously enrolled at, as attachments to the request.

The student attaches the following documents to the request from paragraph 2 of this article:

- Academic Transcript and copy for insight;
- certificate for passed exams;
- confirmation from the university that the student meets the requirements for enrolment in a higher term in the academic year;

Courses who are successfully passed at the study program, from which the student transfers, can be recognized as such at the study program to which the student transfers. A Committee for recognition of exams, formed by the Dean or the Teaching-Scientific Council, reviews the

application and recognizes the exams. Depending on the number of acquired credits, the student continues his studies in the respective term, i.e. year.

Article 82

The student independently bears the costs for transfer from one study program to another, as well as the tuition costs of the study program to which he/she transferred in the tuition quota.

Transfer from other University unit, or from other Universities in the country and abroad

Article 83

A student from another University unit, or from other universities in the country and abroad, can transfer to study programs at the Faculty, under conditions determined by the study program to which they are transferring, i.e. by these Rules of Study, if there is a coincidence of the study programs for obtaining the professional, i.e. academic title, determined in the study program to which the student transfers.

The request is submitted to the Dean of the Faculty no later than 20 (twenty) days before the beginning of the term. In addition to the request, the student submits the following:

- Academic Transcript and copy for insight;
- Original certificate for passed exams with names of courses, number of classes, grades, number of credits, status of the course;
- Confirmation from the Faculty that he/she meets the conditions for full-time enrolment in the next term;
- Curriculum and program issued by the Faculty from where the student transfers.

The foreign students, in addition to the original documents from the previous paragraph, submit a certified translation of the study program with the course programs, as well as a Decision by a competent authority in the Republic of North Macedonia for recognition of the acquired higher education qualifications abroad (for students who have studied abroad) along with grades equivalency.

Additional obligations may be established, for the student requiring the transfer, for overcoming the differences in the study programs, that is, fulfilling the obligations for the courses and passed exams, in order to be able to continue their studies.

The student, whose transfer to the Faculty has been approved, must achieve at least 60% of the credits established with the study program he/she enrolls in, whereby he/she is obliged to re-register already recognized or additional courses.

Article 84

The transfer of the student from one study program to another is performed before the beginning of the enrolment in the winter, i.e. summer term.

Depending on the number of acquired credits, the student continues his studies in the respective term, i.e. year.

Article 85

The transfer is performed on the basis of a Decision for recognition of realized credits, i.e. a Decision for course and credits equivalency.

The decision mentioned in paragraph 1 of this Article determines which courses are equivalent and recognized as passed and with how many credits.

The passed exams with their original title, grades and realized credits at the parent faculty, and recognized with the Decision from paragraph 2 of this article, together with the decision for course equivalency, are recorded in the student file. The certificate for passed exams shall include the names of the equivalent courses and credits from the study program to which the student has transferred.

In case of partial recognition, the student is obliged to register the course and fulfill the obligations for the part that is not recognized. The final grade is the arithmetic mean of the two grades, and the number of credits, for the course at the unit to which the student is transferred, is recorded.

The certificate for passed exams shall include the names of the equivalent courses and credits from the study program to which the student has transferred.

In case of partial recognition, the student is obliged to fulfill the obligations for the part that is not recognized. The final grade is the arithmetic mean of the two grades, and the number of credits, for the course at the unit to which the student is transferred, is recorded.

It is not possible to recognize more credits than the number of credits for the course program in the study program where the student is transferred.

For students transferring from foreign universities, in addition to the original grades, the grade equivalencies, determined with a decision of a competent authority in the Republic of North Macedonia (if such is issued), is given.

For students transferring from foreign universities, in addition to the original grades, grade equivalencies is provided, defined with a decision of a competent authority in the Republic of North Macedonia.

IX PARALLEL, INTERDISCIPLINARY AND INDIVIDUAL STUDY

Parallel study

Article 86

The student can study at two study programs of the first cycle of studies at the same time (parallel studies), in one or more higher education institutions, if the same does not affect the fulfillment of the obligations of the student established with both study programs.

To exercise the right to parallel studies, the student must apply in the call for enrolment of students in the first cycle of studies in the appropriate academic year, and to enroll within the enrolment deadlines.

Students from paragraph 1 of this article are enrolled outside the quotas, and a maximum of 10 in one study program.

The student can exercise the right to parallel studies:

- when enrolling in the first year, by submitting an application for enrolment in both study programs;

- by registering the next term or academic year.

The faculty, i.e. the faculties where the student studies, sign an agreement with the student thus regulating their mutual rights and obligations.

Article 87

The student who studies in such a manner, pays tuition at the Faculty where he/she declares that he/she attends parallel studies i.e. at the Faculty where he/she enrolls in accordance with paragraph 4, line 2 of Article 86.

If a student studies at two study programs at the Faculty, he/she pays participation for one study program, and pays tuition for the other, where he attends a parallel study.

To exercise the right to parallel studies, the student submits a request to the Dean. The request is accompanied with a certificate for passed exams of the first study program (except in the case of paragraph 4, line 1 of Article 86).

The student who is approved for parallel studies has the right to request recognition of the exams from the first study program. The recognition i.e. the exam equivalency is performed by a Committee formed by the Dean.

When the student studies two study programs, one of which requires recognition of exams from another unit of the University or from another University from the country and abroad, in addition to the request and the certificate for passed exams, the student submits a curriculum and a program from the first study program.

The student who attends two study programs, one of which is from another university in the country or abroad and seeking recognition of exams, the total number of credits which can be recognized at the Faculty is 40% of the established credits of the study program.

When a student is studying two study programs parallelly and has the same course, which according to the study program should be registered at the appropriate winter/summer term of the two study programs, the student registers and attends the lectures on that courses in both study programs, and he/she takes the exam in one study program, after which he/she requires recognition of the exam at the other study program.

Article 88

The record of passed exams and other study commitments (student file) is kept in the parent faculty where the student is enrolled.

The faculty at which the student is studying in parallel studies, is keeping records of the accomplished lecture obligations of the student. The student receives an Academic Transcript and is registered in the registry books of the faculty where he/she attends parallel studies.

Interdisciplinary and individual studies

Article 89

A student can study at interdisciplinary or individual study programs at one or more higher education institutions. The manner and conditions for studying are regulated in more detail with the study program and these rules.

Article 90

In case one compulsory or elective compulsory course is not registered by at least 6 students, the Teaching-Scientific Council of the Faculty, within the provision for lectures in the respective term, makes a decision for realization of the lectures for certain compulsory courses with mentors.

The realization of the lectures with mentors is done through realization of the lectures in at least 6 (six) lecture meetings (consultations) after two lecture hours. After the completion of the lecture meetings, and the completion of the lecture and other obligations, the student obtains a signature from the course professor and he/she can take the exam, after which the student can apply for taking the exam.

X TERMINATION AND RENEWAL OF THE STUDENT STATUS

Article 91

The student loses his/her student status in the following cases:

1. if he/she graduates;
2. if he/she does not complete the studies within the deadline determined by law and these Rules of Study;
3. if he/she drops out from the studies;
4. if he/she is excluded;
5. if he/she does not enroll in the term within the set deadlines for enrolment
6. reasons stated in the study agreement.

Article 92

The student who has submitted a dropout request is issued a Dropout confirmation, which contains the following: time of the studies, the study program at which he/she was enrolled at,

notes from the student file. The dropout is also recorded in the student Academic Transcript. After dropout, the documents the student handed over during the enrolment i.e. what remained in the file after fulfilling his/her material obligations to the Faculty, are returned to the student. The file for each such student is kept in the Department of Student Affairs, in accordance with the legal regulations that regulate the issues in the field of archival work.

The status of the student can be renewed at the request of the student, only if the status has ceased for the reasons specified in paragraph 1, item 2, 3 and 5 of Article 91. The request is submitted through the archive of the Faculty to the Department of Student Affairs, on a prescribed form. The request for renewal of the student status is accompanied with an Academic Transcript, a certificate for passed exams, and a request for recognition of exams.

If the study program has changed during the interruption of the studies, the student continues his/her studies according to the study program that is applied at the moment of renewal of the student status. The student is obliged to attend, fulfill and take the exams that differ from the initial study program.

The Committee for Exam Recognition at the Faculty conducts a procedure for equivalence and recognition of exams and credits in accordance with Article 76 of these Rules of Study.

When the student status has terminated in the other cases laid down in paragraph 1 of this article, the student can renew the student status only if he/she applies and enrolls in the enrolment period for the first and the second cycle of studies in the respective academic year. In this case the Department of Student Affairs prepares a new Academic Transcript and prepares a new student file, in which all the documentation for restoring the status of the student, as well as the old file (unless annulled in accordance to record-keeping regulation), is kept.

When the student enrolls at the Faculty in accordance with paragraph 6 of this article and based on the decision on courses and credit equivalency, he/she will be allowed to enroll a higher term, and if the study program the student has enrolled at is new and there are no students attending that term, the student can transfer, with a statement, to the study program that is being applied in that term or he/she can submit a request for suspension of his/her studies, until the moment when the study program he/she enrolled at becomes active again.

The costs for renewing the student status are borne by the student.

XI TYPES OF DOCUMENTS

Article 93

The student, who will fulfill all of the obligations according to the study program for improvement or only part of the study program for obtaining education, is issued a certificate for the completed part of the study program, which contains data on the level, nature and content of the studies, as well as the achieved results.

The University issues a diploma to the student who will fulfill all obligations according to the study program, based on the records kept.

The diploma confirms that the student has completed a study program of the first or second cycle of studies, and acquires an appropriate professional or academic title.

An integral part of the diploma is the Diploma Supplement.

The diploma is signed by the Rector and by the Dean.

The diploma supplement is signed by the Rector and by the Dean.

The diploma and the diploma supplement are certified with a dry seal of the University.

In the study programs organized by two or more units of the University, the joint diploma is signed by the authorized persons of the higher education institutions which organize a study program for obtaining a joint diploma, and the Rector of the University, unless otherwise regulated by mutual agreement, which is signed by the higher education institutions and the Rector.

The diploma supplement from paragraph 8 of this article is signed by the authorized persons of the higher education institutions that organize a study program for obtaining a joint diploma, and by the Rector. The certificate and the diploma are public documents.

Article 94

For issuance of certificates, the request is submitted to an authorized person from the Department of Student Affairs at the Faculty.

The certificates are signed and issued by an authorized person at the Student Service at the Faculty.

In case the student needs a special certificate with a content different from the certificates issued by the Department of Student Affairs on a prescribed form, the certificate is signed by the Dean or, at his/her discretion, the Vice Dean of Education, or the Secretary, based on the request submitted by the student, accompanied by appropriate documentation and an indication for what purpose such confirmation is required.

For the issuance of the certificate, the student pays an appropriate fee determined by the price list.

XII EXERCISE AND PROTECTION OF STUDENT RIGHTS

Manner of communication

Article 95

The communication between the Faculty and the student is in documented or electronic form.

When the communication is documented, the submission of documents is performed through the archive of the Faculty.

When the communication is in electronic form, the submission of documents is performed through the official electronic mailboxes of the Faculty and the student.

Article 96

The Dean decides on the exercise of the student's rights, except for the issues otherwise determined by the Rulebook, or by these Rules of Study.

The student submits the request for exercising some of his/her rights to the Dean, in writing accompanied by appropriate documentation.

The Dean decides within a period not longer than 30 days from the receipt of the request.

If the Dean does not decide within the set deadline, the next day after expiration of the deadline, the student has the right to submit the same request to the Dean's office, and the Dean is obliged to decide at the first subsequent session held after receiving the request.

When decided by the Dean, the student has the right to appeal against the Dean's Decision, within 15 days from receiving the decision, to the Dean's Office, obliged to decide at the first subsequent session held after receiving the request.

The decision of the Dean's Office is final.

On behalf of and for the account of the student, the requests for exercising a right may be submitted by another person who submits a statement that he/she acts on behalf of and for the account of the student.

The Dean may authorize the Vice Dean of Education or another person to decide on students' rights.

In the absence of the Dean, he/she is replaced by the Vice Dean of Education, regarding the issues related to the exercise and protection of students' rights.

XIII DISCIPLINARY RESPONSIBILITY AND RIGHTS AND DUTIES OF STUDENTS IN THE DISCIPLINARY PROCEDURE

Article 97

During their studies, the students must adhere to the law, the Statute and the other acts of the University, the Statute and the other regulations of the Faculty, as well as the contract for studying.

The violation of one of the acts mentioned in paragraph 1 of this article serves as grounds for initiation of a disciplinary action.

The disciplinary procedure is conducted before a Committee of three members, elected by the Teaching-Scientific Council of the Faculty, in accordance with the Statute of the University. The members of the Committee have assigned deputies.

In the Committee mentioned in paragraph 3 of this article, there is also a representative from the ranks of the students, elected by the student assembly of the Faculty, and he /she also has his/her assigned deputy.

The disciplinary responsibility of the students is regulated by the Statute of the "St. Cyril and Methodius" University in Skopje (Articles 36-49).

XIV TRANSITIONAL AND FINAL PROVISIONS

Article 98

Interpretation of the provisions of these Rules of Study is provided by the Teaching-Scientific Council of the Faculty, which is announced on the website of the University.

Article 99

Modifications and amendments to these rules are made in a manner and in a procedure as for their adoption.

Article 100

These Rules of Study will be applied starting from the summer term for the students enrolled at the academic year 2020/2021.

Students enrolled before the entry into force of these Rules of Study continue their studies according to the rules stipulated by the study programs and the provisions of these Rules, if these are considered more favourable.

Article 101

These Rules enter into force on the day of their publication in the University Bulletin.

Dean

Prof. Dimitar Tashkovski, PhD