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University bulletin

Based on article 67, paragraph 1, line 15 from the Law on Higher Education and article 63, paragraph 1, line 15 from the Statute of the "Ss. Cyril and Methodius" in Skopje, the University Senate, on their 44th session held on 29.11.2001, adopted the following

RULEBOOK

on the unique grounds for the credit system, transfer from one to another study program and the transfer from one to another higher education institution within "Ss. Cyril and Methodius" University in Skopje

General provisions

Subject of editing

Article 1

This Rulebook determines the unique grounds for the credit system and the transfer from one study program to another, as well as the transfer from one higher education, i.e. scientific institution of the "Ss. Cyril and Methodius" University in Skopje, (hereinafter: credit transfer system; abbreviated: CTS) to another.

Purpose of the credit transfer system

Article 2

The credit transfer system (CTS) is a system of academic recognition of studies based on: information regarding the study programs and achievements of the student, mutual trust of the faculties, i.e. scientific institutions of the University, mutual agreement of the partner institutions of the University and other institutions in the country and abroad, as well as the use of credits as a measure of the student's workload.

With the credit transfer the system, the following is realized:

- increased student mobility at institutional and national level;
- precise insight into the scope of work and expressing the student's workload during the study process;
- development and functioning of mechanisms for permanent monitoring of the student's progress according to the learning outcomes;
- objectivity in the evaluation and recognition of study results;
- achieving compatibility of study programs at institutional and national level;
- establishing international student mobility and achieving compatibility of study programs on international level, according to the principles of the European Credit Transfer System;
- smooth transfer of achievements of the student from one institution to another;
- increased individualization during studying;
- creating foundations for achieving the concept of lifelong learning.

Application of the credit transfer system

Article 3

The credit system is applied in the realization of the study and subject programs for:

- undergraduate studies,
- postgraduate (specialist and master) studies,
- doctoral studies

Faculties and scientific institutions accredited to perform higher education activity for postgraduate and doctoral studies (hereinafter: scientific institutions), apply the credit-system.

Financial means for the functioning of the credit transfer system

Article 4

The financial assets for functioning of the credit transfer system are provided in accordance with the measures and criteria for financing higher education activity.

CREDITS IN CTS

Notion of credit in CTS

Article 5

The credit (C) is a relative numerical value allocated by subject programs, which describes the quantity of the student's work in relation to the total quantity of work necessary to complete an academic year at a faculty, i.e. a scientific institution.

Determining the number of credits for one academic year/semester

Article 6

The number of credits for particular subject programs is determined on the basis of attending lectures, consultations, successfully completed exercises, successfully completed practical work, preparation of seminar work, field work, independent work/homework, learning in library, mentoring other students, developed or realized projects, etc.

Article 7

The number of credits is determined for each subject program individually.

The faculties, i.e. the scientific institutions determine the number of credits in the study and subject programs, as an annex to the statutes.

Article 8

The difference in the number of credits for the subject programs can be a maximum of 2 credits, determined on the basis of the number of hours for lectures and exercises and other activities, depending on the workload of the student.

Awarding credit points for various types of student activities

Article 9

Credits can also be awarded for various types of student activities: successfully completed professional practice, preparation or realization of a project, performance at a professional gathering, etc.

The activities for which credits will be awarded are determined by the faculty, i.e. the scientific institution.

Establishing institutional and national compatibility of the study programs

Article 10

The faculties, i.e. the scientific institutions, during the preparation of the study and subject programs, should enable their institutional and national compatibility and create conditions for the student to transfer from one study program to another within the faculty, i.e. the scientific institution, as well as conditions for transfer from one faculty to another, i.e. a scientific institution, within the University; then conditions for transfer from one faculty to another, i.e. a scientific institution outside the University, in cases when there are faculties, i.e. scientific institutions that produce the same or similar profile of professional staff, as well as for transfer of a student to faculties abroad.

The compatibility from the previous paragraph of this article does not represent an identity, but a harmonization of the study and subject programs between two institutions that produce the same or similar profiles of professional staff.

Awarding credits

Article 11

CTS credits are awarded only to the student who meets the requirements for taking the exam and who successfully completes the subject program.

The conditions the student has to fulfill for successful completion of the subject program are determined by the faculty, i.e. the scientific institution.

Article 12

The number of credits the student is required to achieve in order to obtain a certain professional training ranges according to the following values:

- 30 credits per semester

The faculties, i.e. the scientific institutions which, according to the specificity of the studies, cannot apply this standard (ECTS), can determine a larger fund of credits, but by observing the ratio between the credits determined in the previous paragraph.

Article 13

Credits are awarded to elective and optional subjects according to the same criteria for compulsory courses.

The ratio between the compulsory, elective (in the profession/department) and optional elective and optional subjects can be:

- credits from compulsory subjects - from 50% to 60% of the total fund
- credits from elective subjects in the profession/department - from 20% to 40% of the total fund
- credits from optional elective courses - from 10% to 15% of the total fund
- credits from optional subjects - from 0% to 5% of the total fund

The faculty, i.e. the scientific institution, within the given proportions, determines the ratio between the subjects determined in the previous paragraph of this article (100% in total).

IMPROVING THE STUDENT'S STUDIES
Student workload (time required for completing the studies)

Article 14

The conditions and criteria necessary for realization of the study program are determined by the faculty, i.e. the scientific institution.

The conditions and criteria from the previous paragraph should enable guidance of the student in terms of which subjects he/she should take first, and then enroll in other subjects he/she wants to take.

Article 15

The student progresses during the studies through the amount of credits.

The student can enroll in a number of subjects with a minimum of 21 credits each, but no more than 40 credits per semester.

STUDENT MOBILITY
Transfer within the same faculty, i.e. scientific institution

Article 16

The student can transfer from one study program to another within the same faculty, i.e. scientific institution.

The criteria for transfer are determined by the institution from the previous paragraph, depending on the compatibility of the study programs.

Transfer from one faculty to another, i.e. a scientific institution

Article 17

The student can transfer from one faculty to another, i.e. a scientific institution.

The transfer criteria are determined by the institutions, depending on the compatibility of their study programs.

In order to achieve the transfer of the student, the institutions conclude a mutual cooperation agreement, which determines the conditions as well as the consent for the transfer of the student from one institution to another.

International mobility

Article 18

The faculties and scientific institutions, in cooperation with the higher education institutions in the country and abroad, in accordance with the provisions of this Rulebook, may establish special rules for the application of ECTS.

Recognition and exemption from exams when transferring a student from one faculty to another, i.e. a scientific institution

Article 19

During the transfer from one faculty to another, i.e. a scientific institution, the student is exempted from taking, i.e. attending classes in certain subjects/exams, if the institutions between which the transfer takes place have concluded an agreement for mutual cooperation, or with permission from the institution to which the student is being transferred, based on a previous inspection of the contents and the number of credits for the respective subjects/exams the student has received in the institution from which he/she transfers.

Article 20

During the studies, the student has the right to enroll in new subjects at the faculty, which are not mandatory, for obtaining a certain degree of professional training, as well as to enroll in new subjects at another faculty.

The conditions, under which the right from paragraph 1 of this article is exercised, are determined by the faculty.

Admission of new students through credit points

Article 21

The conditions and criteria for enrollment of new students in specialist, master and doctoral studies through credit points are determined by the faculty, i.e. the scientific institution, in accordance with the provisions of this Rulebook and the Rulebook on the unique grounds for organizing postgraduate and doctoral studies at "Ss. Cyril and Methodius" University in Skopje.

INFORMATION PACKAGES/STUDY AND COOPERATION GUIDE

Purpose of the information package

Article 22

In order to inform the students and other interested persons, the faculties and scientific institutions have to prepare an information package regarding the credit transfer system, which is a guide for study and cooperation.

Based on the information packages from the institutions from the previous paragraph, the University prepares a unique information package regarding the credit transfer system of the higher education institutions within the University.

Package contents

Article 23

The information package must contain the following elements:

- total description of the educational offer of the faculty, i.e. the scientific institution (subject programs, courses, departments, etc.)
- total description of the system for assessment and taking exams
- total description of the credit system and the conditions for improvement

The content of the information package is an integral part of this Rulebook.

Manner of informing

Article 24

The faculties and scientific institutions are obliged, in order to ensure accessibility to the public, transparency and efficiency in informing the existing and future users of educational services, to prepare and distribute the information packages in written through: publications, manuals, guides, etc., and in electronic form, through: floppy disks and CDs, Internet, personal web pages, etc.

In order to achieve full informing, the University, faculties and scientific institutions provide adequate hardware and software support.

Languages in which the information package is made

Article 25

The information package is prepared in Macedonian and English.

The faculties, i.e. scientific institutions can, if necessary, prepare the information package in another language, in addition to the languages from the previous paragraph of this article.

CREDIT TRANSFER SYSTEM COORDINATORS

Article 26

Coordinators of the credit transfer system are appointed at the University, the faculties, i.e. the scientific institutions and the teaching-scientific organizational units of these institutions.

The University Coordinator monitors and records the administrative and academic aspects of the credit transfer system at university level and actively cooperates with student representatives.

The coordinator of the faculty, i.e. the scientific institution performs the following activities:

- monitors the obligations of the institution in the implementation of the principles and mechanisms of the CTS;
- promotes CTS in the institution and outside the same;
- provides support to the practical implementation of CTS, as well as support to the internal coordinators;
- informs students about CTS;
- coordinates the internal coordinators in the processes of: preparation, production and distribution of information packages;
- cooperates with public and private institutions that award scholarships;
- ensures the establishment of university, national and international contacts. The coordinator of the teaching-scientific
- organizational units of higher education institutions perform the following activities:
- takes care of the implementation of CTS at the institute/department level;
- establishes contacts between students and academic staff;
- informs students about CTS;
- provides students with information packages;
- assists students in filling out the CTS forms;
- provides information and advice on procedures;
- assists in the transfer of the student from one study program to another;
- communicates and cooperates with the coordinators of other faculties, i.e. scientific institutions;
- prepares certificates for passed exams in cases when the student transfers to another institution;
- participates in the preparation of the information package for the respective institute/department;

- closely cooperates with the faculty, i.e. institute coordinator in all phases of the CTS implementation.

COMMITTEE FOR DETERMINATION AND CONFIRMATION OF THE SUCCESSFUL COMPLETION OF THE STUDIES NECESSARY FOR OBTAINING A CERTAIN DEGREE OF PROFESSIONAL TRAINING

Article 27

At the faculties and scientific institutions, a committee is formed for the purpose of determining the successful completion of the studies necessary for obtaining a certain degree of professional training.

The committee consists of the vice dean for education, the coordinator of the faculty, i.e. the scientific institution and the coordinator of the internal organizational unit determined according to the dominant orientation of the student during the study.

The committee adopts rules of procedure, while the teaching-scientific council, i.e. the council gives the consent for the rules of procedure.

RECORDS AND ISSUANCE OF CERTIFICATES (PEDAGOGICAL DOCUMENTATION)

Article 28

Content and issuance of public documents: diploma, Academic Transcript, student ID and certificate, are determined by the Minister at the proposal of the Inter-University Conference responsible for the affairs of the higher education.

Content and issuance of other documents: studying agreement, applications, etc. determined by the University.

TRANSITIONAL AND FINAL PROVISIONS

Article 29

The higher education institutions and accredited scientific institutions will comply with the provisions of this Rulebook within 3 years from the entry into force of this Rulebook.

The existing general acts will be applied until the expiration of the deadline from the previous paragraph.

Article 30

This Rulebook enters into force on the day of its publication in the University Bulletin, and will be applied by every faculty, scientific institution and individual studies of the University, after adopting the decision by the teaching-scientific councils. The deadline for adjustment will be the academic year 2004/2005.

Rector

Prof. Aleksandar Anchevski, PhD, signature

President of the University Senate

Prof. Ljubomir Puculovski, PhD, signature

**CONTENTS OF THE INFORMATION PACKAGE
INTRODUCTION - WHAT IS CTS**

1. HIGHER EDUCATION INSTITUTION

- Name and address (address, phone, fax, e-mail ...)
- Academic calendar Institutional coordinator
- General description of the institution
- Enrollment procedures

2. GENERAL PRACTICAL INFORMATION

(for domestic and foreign students)

- Formalities for the institution
- Arriving there (phone, e-mail, contact person ...)
- Expenses for living
- Accommodation
- Health care and insurance
 - medical benefits
 - special needs of students
 - insurance coverage

- Studying benefits
 - libraries
 - special benefits
- Other practical information (transport, banks, post offices ...)
- Extraordinary and leisure activities (information on the student union, associations, membership conditions, sports and cultural activities ...)

3. ORGANIZATIONAL UNITS: INSTITUTE/DEPARTMENT

- General description
 - information on the department and common features of all courses
- Diplomas
 - qualifications
 - diagram of the structure of the courses
- Individual course units
 - identification a - description - level
 - compulsory or optional course units
 - teaching staff
 - length and time (per semester)
 - teaching methods and learning methods
 - assessment
 - language
 - appointment of CTS credits

4. TERMINOLOGY

Glossary of terminology used in the information package.

5. EXAMPLES OF GOOD PRACTICE

Some examples of course structure and examples of individual course units.

"SS. CYRIL AND METHODIUS" UNIVERSITY IN SKOPJE