

Based on Article 153, paragraph 1 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11) and Article 58 of the Statute of South East European University, the University Senate, at its meeting held on 12.04.2011 approved the following:

RULE ON SECOND CYCLE STUDIES

General

Article 1

The University offers these degrees in the second cycle:

- Master in the specified field of studies; and
- Other degrees specific to the Faculties.

Article 2

The University's curriculum is organized according to the European Credit Transfer System (ECTS). Second cycles studies last between one and two years and with their completion students earn 60, 90 or 120 ECTS credits. Individual course credits are determined according to the number of contact hours for in-class activity plus self study. Sixty (60) ECTS credits represent the workload of one academic year of study; and one credit refers to thirty (30) hours of work, including lectures and other forms of instruction such as exercises and seminars, as well as independent work at home and/or in the library.

Depending on the mode of study, students are designated as full-time or part-time (distance or on-line).

These studies may vary if it is in accordance with internationally accepted standards for the profile given. In general, students must complete all work on their 2nd Cycle Degree including their Master's Thesis within a period no longer than double the length of the study programme. In special cases, a fixed extension for the duration of studies may be agreed by a decision of the Teaching-scientific Council of the respective Faculty.

The minimum number of credits that must be achieved by first and second cycle studies is 300 ECTS credits.

Admission and registration

Article 3

Students are admitted to the study programmes in accordance with the competition approved by the University Senate.

Applicants who wish to enroll in three-semester study programmes (90 ECTS), should have a bachelor's degree equivalent to 240 ECTS credits from an accredited University.

Applicants who wish to enroll in four-semester study programmes (120 ECTS), should have a bachelor's degree equivalent to 180 ECTS credits from an accredited University.

Registration is subject to completion of the enrolment process including submission of original documents, completion of entrance requirements and payment of the tuition fee approved by or on behalf of the University Board.

Article 4

The Faculty Commission for Evaluation and Transfer manages the selection of candidates, in accordance with the provisions outlined in the competition for registration in second cycle studies.

Where candidates do not fulfill the prerequisite requirements in the selected field of study, the Commission may propose additional conditions for enrolment in the study programme.

The Commission submits a report to the Central Admissions Commission, through the Academic Planning Office.

After review by the Central Commission, the Rector's Council announces the results.

Transfers

Article 5

Enrolled students who want to change study programmes should submit a written request to the Student Advisor for Graduate Studies, who submits the request to the respective Faculty Dean's Office.

Internal transfer from one programme to another in the University can be done before the start of the second semester of studies. The possibility of transferring depends on the similarity of the study programme and requires the permission of the receiving Faculty Dean, whose duty it is to verify if the student fulfills the admission requirements for the new study programme.

The Dean's office of the Faculty to which the student is transferring reports the decision to the Student Advisor for Graduate Studies, who reports the decision to the Admissions Office.

Students may transfer to the University from other universities and may be awarded transfer credits for their work. However, a student may only transfer 50% of course credits for the programme and should have spent at least one year in second cycle studies.

Mobility Transfer is based on Bologna Principles and ECTS. The mobility process is coordinated by the International Relations Office in liaison with the Faculty Dean's Office and Provost. Interested students should apply at least one academic semester in advance.

Organization and management

Article 6

Each Faculty is responsible for the implementation of the study programmes.

The Pro Dean for Postgraduate Studies, in liaison with the Student Advisor for Graduate Studies, are responsible for supervising academic and professional progress and the career development of the students.

The Student Advisor for Graduate Studies continuously monitors the realization of the classes.

The Academic Planning Office coordinates the administrative processes concerning the preparation of the curriculum offer, provides data concerning the allocation of resources, such as the number of students; and schedules classrooms and exam sessions, in liaison with the Pro-Deans for Postgraduate Studies and the Pro-Rector for Academic Issues.

Assessment and Evaluation

Article 7

In order to gain a Master's Diploma, students are required to study and be assessed in two ways. Firstly, students are required to follow courses with regular assessments using various evaluation methodologies to maintain quality and high academic standards. Secondly, students must complete and defend a master's thesis.

Grading

Article 8

Grades are determined by the instructor in accordance with the published assessment criteria and weighting. This is based on his or her assessment of a student's classroom performance (participation in class discussion, presentations etc.) and performance in homework assignments and exams. Although some form of final examination is required, the student's final grade for a given class is based on his or her accumulated work during the semester and is not determined by one final test.

The instructor reports these results in electronic and spreadsheet format to the Registry Office within ten days after the completion of the final examination process.

Grades are issued on a grade-point basis. Additionally, a Grade Point Average (GPA) is calculated in accordance with the grade system detailed below and displayed on the transcript.

Grade Scale		Description	Grade	Letter Grade Equivalent
From	to			
95%	-100%	Outstanding	10.0	A/A+
85%	- 94%	Excellent	9.0	A-/B+
75%	- 84%	Very Good	8.0	B-
65%	- 74%	Good	7.0	C
51%	- 64%	Satisfactory	6.0	D
0%	- 50%	Fail	5.0	F
		Incomplete (IN)	N/A	
		No Record (NR)	N/A	

The method used to determine a student's average course grade is the grade point average (GPA). The GPA is a number that ranges from 5.0 to 10.0. This average is determined in the following manner: Each grade is assigned a grade-point (GP) value based on the 6-point system described in the table in Article 8. NR & IN grades are not calculated into the GPA.

To calculate a student's overall GPA, the same process is followed by adding the units attempted and grade points separately for all classes to find their totals and then dividing the totals grade points by the units attempted.

Incomplete (IN)

An incomplete grade may be assigned if a student has not finished all course requirements by the end of the semester, but has completed a substantial amount of the work.

It is the student's responsibility to bring pertinent information to the teacher and to reach an agreement on the means by which the remaining course requirements will be satisfied. The instructor submits a final grade to Student Services when the student has submitted all required work. If requirements are not completed within one year, a failing grade is automatically assigned.

Withdrawn (W)

If a student decides to withdraw from a course, it is essential that he or she completes and submits a Course Withdrawal Form. This form can be obtained from the Student Advisor in the Faculty. Failure to complete this withdrawal process will result in the student receiving a failing mark or grade 5 for that class. A student may withdraw from a course without academic penalty if a Course Withdrawal Form is submitted at the Registry Office by the end of the fourth week of teaching as defined in the Academic Calendar. Withdrawal during the fifth to tenth week of the semester is permitted only in exceptional circumstances and requires the approval of the teacher and the Dean of Faculty. Withdrawals posted during the fifth to tenth week of teaching will result in a "W" included in the student's grade report. This letter "W" does not indicate performance, nor is it used in calculating grade point average.

From the eleventh week of teaching, a student may only withdraw in case of accident, serious illness or circumstances clearly beyond his/her control and only when an 'Incomplete' (IN) is not practicable. Usually, withdrawals of this type mean withdrawal from all courses; although 'Incomplete' may be assigned where sufficient work has been completed. The teacher and the Pro-Dean of the Faculty should sign requests for withdrawal in these circumstances. If the request is approved, the "W" symbol will be assigned for all courses in which the student was not eligible for an incomplete.

No Record of Grade Being Issued (NR)

This designation is added to a student's transcript in cases when a student has registered for a class and no grade is assigned by the teacher. This has no effect on the student's overall grade point average and may be changed to a grade when the teacher submits a formal grade.

Transcript of Records

Article 9

Student grades are recorded in the Transcript of Records in the Registry Office and are provided by this Office upon request to the student. Transcripts of records may be issued to other authorized personnel.

Syllabus

Article 10

Instructors are required to provide students with a syllabus at the beginning of the semester that offers a full description of the course, objectives and learning outcomes, and includes the method of evaluation and grading. The syllabus must also contain a description of activities that will take place during the class including dates when the mid-term and final examinations will be given. Approved Syllabi are available on the electronic Learning Management System (Libri) at the start of each Semester.

Final Examination Administration

Article 11

At University level, there are two regular sessions for final exams, which are held approximately one week after the official ending of the semester.

Exam sessions should not exceed two weeks.

At University level, only one “make up” exam session is organized during the academic year and that will be organized in August, at the end of the academic year. Subjects from the whole academic year are offered in this session.

Final Examination Requirements

Article 12

The final examination should be scheduled according to the regular academic schedule and should not normally exceed three hours.

The examination is to be given during the examination period scheduled by the Academic Planning Office. Requests to hold a final examination at a time other than the official schedule will be accepted by the Office of Student Services and acted on by the Faculty Dean in coordination with Student Services.

External evaluation is regulated by a separate procedure of the University in accordance with the Law on Higher Education.

Conduct of Final Examinations and Monitoring

Article 13

It is the responsibility of the instructor to arrange for and to monitor the conduct of the final examination, or its equivalent. Members of staff must ensure that conditions in the examination

room are conducive to quiet, well-ordered and honourable methods of work. This also includes seating arrangement (alternative seats), issue and collection of tests, timing, late arrivals and emergencies. All colleagues are expected to help during this period whether they are scheduled to proctor or not.

The students are expected to maintain the integrity of their own work.

Students with special needs who require additional support for completing the examination should apply in advance through the Student Advisor, who will liaise with Student Services to put these requirements in place.

Absence, Lateness and Failure

Article 14

Whenever possible, instructors should be notified in advance when a student is expected to be absent from an examination.

A student who comes late to a final examination while it is still in session may be allowed, at the discretion of the Instructor, to take the examination.

Any student taking a scheduled examination after the regular period must be given an entirely new test so that the contents differ significantly from the first examination.

Unexcused absences by the student will result in the grade of 5 (failure) on the final examination.

The grade for the course as a whole is determined by the instructor.

Grade change

Article 15

The student has the right to request a grade change. This may be because the student believes there was an error in the calculation, assigning of the grade or the student failed to officially withdraw in a timely fashion.

Article 16

The instructor of the course has full responsibility for the grade assigned. The instructor should announce grades unofficially prior to them being recorded in order to give the students the possibility for explanation about the grade assigned. It is the responsibility of the student to contact the course instructor to discuss the grade or to make his or her case to have the grade changed. This must be done after the unofficial publication of final exam results by the instructor but before they are officially recorded.

Article 17

The student also has the right to appeal the official decision by the instructor after the publication in the transcript of records. S/he should request a Change of Grade Appeal Form and submit the

appeal to the Student Advisor for Graduate Studies within 5 calendar days after the posting of the grades in the transcript of records. A student may request a grade change for technical issues or the forming of a Commission for issues of objectivity or more complex matters. Relevant information from the instructor or others (e.g. test, seminar, paper) must be available as evidence.

In the case of technical issues, the Faculty Council makes a decision and notifies the student, and the decision is final. Alternatively, the Faculty Council appoints a Commission. This consists of 3 members, of which two must be competent in the field. The instructor who is involved cannot be part of this Commission. The Commission investigates the case and makes a decision. The decision is then given to the student in writing. This decision is final.

Such appeal processes must be completed within 20 calendar days after the last official exam in the session.

Re-registration

Article 18

If a student does not pass all the final exams in two exam sessions (one regular and one make-up session) for a particular course, s/he is obliged to re-register for that course(s). The fee for this is outlined in the section on Tuition Fees.

If, during a twelve (12) month period, a student has not registered for at least one course, s/he is automatically considered as having an inactive status and s/he is obliged to apply for re-registration in second cycle studies (and to pay the amount for registration), in order to continue his/her studies.

While a student's status is considered inactive, s/he is not allowed to use the University facilities and s/he should not receive services from the faculty or active support from his/her mentor or Commission.

Re-registration is not an automatic process and does not necessarily return the student to the previous status before s/he was transferred into inactive status.

When a student re-registers, s/he should be prepared to accept any and all new requirements of the study programme. Re-registration is, however, automatic for all students whose request for leave or formal absence had been formally approved.

Withdrawal

Article 19

In order for a student to withdraw from studies at the University, a student must:

- clear their payment account with the Bursary Office;
- check with the Library Service and pay any outstanding loans;

- fill out a Declaration of Withdrawal Form and submit it to the Registry Office;
- pick up their documents and hand in their student identity card.

Master's Thesis

Article 20

The Master's Thesis is an integral part of 2nd Cycle Studies. In this Rule, the term 'Master's Thesis' also implies a Capstone Project for those faculties where one is permitted.

Every second cycle programme requires a written thesis to be finished and defended in a public defense in the third or fourth semester, depending on the length of the programme.

Students are encouraged to begin their research and preparations for their Master's Thesis early in their 2nd Cycle Studies.

The topic of the thesis is chosen by the student in consultation with professors from the respective field.

In the beginning of the third semester (in 90 credit master programmes) or fourth semester (in 120 credit master programmes), a student may enroll in the Master Thesis Semester if s/he has accumulated a minimum of 70% of the course ECTS credits required by the study programme. The instructor in this semester is the mentor for the thesis.

The appointed mentor is the students' main source of academic and administrative guidance during the writing of the thesis. Mentors should be fully qualified academically to assume this role. Mentors must hold the rank of Full Professor, Associate Professor or Assistant Professor.

Mentors must not direct more than ten (10) students for work in their Master's Thesis Semester. In extraordinary circumstances, a Mentor may mentor more students with written agreement from the Faculty and authorization by the Pro-Rector for Academic Issues.

The master thesis syllabus consists of two parts. In the first part, the student, with support from the mentor, prepares the Master Thesis Proposal which includes a thesis plan outlining activities and deadlines. The Master Thesis Proposal Form is then completed by the student. The Form can be downloaded from the University web page or obtained from the Student Advisor for Graduate Studies. In the second part, the mentor provides guidance and support for completing the thesis.

Within 30 days of the submission of the Master's Thesis Proposal, the Faculty must approve or disapprove the Proposal. After approval of the Master Thesis Proposal, the candidate can start to prepare the thesis. The Faculty, at the same meeting, appoints the Commission for Evaluation of the Thesis. If the proposal is not approved, the student may re-write and re-submit it, with support from their mentor.

The Commission for Evaluation of the Thesis consists of 3 members, of whom at least 2 should be from the respective field. The mentor cannot be a member of the Commission for Evaluation of the Thesis.

Students and the mentor must report to the Commission for Evaluation of the Thesis on the progress of their work at the end of the thesis Semester. A student who does not complete their Master's Thesis one year after the approval of the Master's Thesis Proposal is considered to have failed and can enroll again in the Master Thesis Semester.

The candidate can request to change the mentor. In these cases, the Faculty Council acts on such requests within 30 days.

A Master's Thesis should consist of at least 50 pages and not more than 100 pages (font size 12, Calibri, 1.5 spacing).

The Master's Thesis should represent a substantial body of work and demonstrate the candidate's mastery of the subject. The language of the Master's Thesis is determined by the Faculty and should be in line with the university's flexible use of language. Abstracts in Albanian, Macedonian and English should be included.

The structure of the Master's Thesis is:

- Front page
- Acknowledgements (if there are any)
- Abstract
- Foreword
- Content by chapters
- Conclusions
- Bibliography

The Master's Thesis front page should consist of:

- University name (in the upper, left corner)
- Faculty name (in the upper, right corner)
- University logo (between the University and Faculty name)
- Thesis topic (in the centre of the page)
- Candidate's name and last name (in the bottom, left corner)
- Mentor's name and last name (in the bottom, right corner)
- Month and year of defending of the Master's Thesis (on the last line, centre of the page)

The Master's Thesis shall include a written and signed declaration stating: "I certify that I am the original author of this work."

Before the submission of the completed Master's Thesis, students should have their work proofread by a licensed and authorized professional.

The Mentor submits a final report about the thesis work to the Committee for Evaluation of the Thesis. At the same time, the thesis is on public display in the University library for 15 days. Information about this is prepared by the Dean's Office and publicized by the PR Office to all

university staff. All remarks or considerations are submitted directly to the Chair of the Committee for Evaluation of the Thesis. They have 15 days more to submit a final report to the Faculty Teaching-Scientific Council for approval or rejection.

If approved, the Faculty Teaching-Scientific Council determines the date of the defense, which must take place within a 15 day period from the approval date.

The candidate is notified in writing about the date of the master thesis defense.

If the Faculty Teaching Scientific Council rejects the Committee's report, then the procedure starts from the beginning.

Master's Thesis defense

Article 21

The candidate publicly defends the Master's Thesis in front of the Commission for Evaluation of the Thesis.

The date and place of the public defense, along with the candidate's name and master thesis topic (prepared by the Pro-Dean for Postgraduate Studies) is sent by the PR Office to all university staff at least 7 days prior to the defense.

The venue of the public defense of the thesis will be inside the University.

If, for objective reasons, only one member of the Commission for Evaluation of the Thesis cannot attend the defense, the public defense is legitimate (majority of voters). The presence of the mentor is obligatory.

During the process of public defense, official minutes are kept which are signed by the Commission members.

The public defense of a Master's Thesis has the following agenda:

- The President of the Commission gives the opening speech, declares the public defense of the Master's Thesis open and presents the candidate;
- The President of the Commission reads the review and evaluation of the Commission;
- The President of the Commission gives the floor to the candidate to present and justify the thesis;
- The President of the Commission gives the floor to the Commission members to give their opinion of the Master's Thesis and address questions to the candidate;
- The President of the Commission gives the floor to the mentor to give the opinion of the Master's Thesis;

- The Commission withdraws in order to make a decision about the defense of the thesis.

The grading of the thesis is done with the following two descriptions of grades:

- The candidate defended the master's thesis.
- The candidate did not defend the master's thesis.

Copyright

Article 22

Before the approval of the thesis, the candidate signs a declaration, in which s/he gives the copyright ownership to the University.

The University keeps the copyright ownership of the above mentioned work for academic and scientific purposes.

Plagiarism

Article 23

The Master's Thesis should be the original work of the author. Any form of copying from published works of different authors, not properly cited, as described in relevant laws, is forbidden.

If the Master's Thesis is proven to contain plagiarized material or is a work of plagiarism, the student is subject to the Student Conduct Rule and may be asked to leave the University immediately with no right of return.

If plagiarism is detected after the mentor has approved the Thesis, the mentor is called before a Disciplinary Commission to explain his/her failure to detect the plagiarism.

Graduation

Article 24

After successful completion of graduate studies, the title degree of Master is awarded in the respective field.

Tuition fees

Article 25

The Bursary Office deals with any issues regarding the payment of tuition fees, including outstanding fees and charges.

Students pay their tuition fees in advance for the respective study programme and for their respective year of studies. Tuition fees are set annually and students may anticipate some increase

over the years of study. The amount is determined by the University Board and announced at the time of the student competition.

Article 26

There are several ways of paying tuition fees.

The students may pay their tuition fee for the entire academic year when they register. There is a discount of 3% from the annual tuition fee available for students paying tuition fees in advance for the entire academic year.

Students may also pay in either two or four installments.

Students who choose to pay in two installments must make the payments by **30 September** for the current Winter Semester and by **28 February** for the Summer Semester.

Students who choose to pay in four installments must make four equal payments by the following dates:

- **September 30**
- **December 31**
- **March 31**
- **May 31**

Paying tuition fees in four installments may incur additional small charges. The rate of additional charges is defined by the University Board and published.

Re-registration Fees

Article 27

Students of 2nd Cycle Studies who have to re-register for course exams pay 25% of the value of the subject credits.

Late payments

Article 28

If a student's account becomes overdue, the Bursary Office issues a formal reminder and a late fee charge will be added to the balance. The student will then be granted a period of 14 calendar days to pay the overdue amount.

If after this period the student has not paid, they will be sent a second reminder for overdue fees and will be granted a period of 14 calendar days to pay the overdue amount. However, during this period, access to student services will be suspended. This includes but is not limited to issue of transcripts, certificates and diplomas, access to the computer network (excluding electronic Learning Management System), the Library, the University Information System (matriculation form, class registration, exam registration). These restrictions apply until the obligation is met and the 'blocked' status is cleared by the respective office.

If the student's account is not settled within 14 calendar days of the second reminder, his/her student status will be changed to 'inactive' which means that all academic and administrative services are suspended.

If the student knows that there will be a difficulty in meeting a payment, they should contact the Bursary Office well in advance of the payment date in order to discuss a possible alternative arrangement.

Refund of Tuition Fees

Article 29

A Student may request a refund of tuition fees if she/he withdraws from the programme.

In this case, the following refund schedule will apply:

- Formal withdrawal or agreed leave of absence during the Semester and before the end of week three will result in a refund of 75 % of the tuition paid for the Winter Semester.
- Formal withdrawal or agreed leave of absence during the Semester before the end of week four will result in a refund of 50% of the tuition paid for the Summer Semester.

Regardless of the reasons, there will be no refund of tuition and other fees after week four as it is considered that the University has incurred all possible expenses on the services offered to the student.

Student Accounts

Article 30

Accounts are opened for each student in order to handle both charges and credits. Tuition, housing and other fees are charged to the student.

Credits for work-study, scholarships and other sources are applied to the account during the semester or at the beginning of the next semester. All recipients of financial aid must pay any outstanding balance by the end of each semester.

The University reserves the right to amend the terms and conditions of its financial aid policies, tuition, and other fees.

Dormitory fees

Article 31

Students pay a fee for their residence in the University's dormitories. The amount is determined by University.com.

Payments must be made by the 5th of every month. In all cases when the student does not fulfill his/her financial obligations, they will be fined 1 Euro daily for every day late, but not longer than 30 days from the deadline. From 30 days after the expiration of the deadline, the student will lose the right to reside in the dormitory.

A student may submit a written request for late payment to the Operations Manager of University.com who will submit this to the Dormitory Commission. They will review the request, make a decision and notify the student.

Delegation of authority

Article 32

The Senate may delegate its powers to vary the requirements of this Rule in exceptional circumstances or for particular cases to the Rector's Council.

Concluding Provisions

Article 33

This Rule comes into force from 01.09.2011