

Based on Article 134 and Article 28, of the Law on Higher Education (Official Gazette of R. Macedonia, no. 82/2018) and Article 31, paragraph 1, item 20 and Article 65 of the Statute of South East European University, the University Senate, at its meeting held on 30.08.2019, approved the following:

## **RULE ON FIRST CYCLE OF STUDIES**

### **I. General provisions**

#### **Article 1**

- (1) This Rule sets out the terms and requirements of studies at the South East European University - Tetovo (hereinafter referred to as the University) in the first cycle of studies.

#### **Article 2**

- (1) Provisions of this Rule are applied at all University units that perform activities of higher education in the first cycle studies.

#### **Article 3**

- (1) The first cycle of studies at the University are organized in accordance with the Law on Higher Education, the Statute of the University and other acts of the University.

### **Enrolment**

#### **Article 4**

- (1) Enrolment in the first cycle of studies is done on the basis of a call for student enrolment approved by the Senate.
- (2) Student must complete the registration procedure that includes:
  - on-line application;
  - submission of documents according to the Call;
  - fulfilment of all enrolment criteria;
  - payment of the required tuition fee approved by or on behalf of the University Board.
- (3) Requirements and criteria for enrolment in the respective academic year are determined by a special rule.

### **Student Status**

#### **Article 5**

- (1) Student status, member of the academic community is obtained after enrolling in one of the study programmes at the University.
- (2) Student has full-time or part-time status.
- (3) Full-time student follows continuously the teaching-learning process according to the respective study programme.
- (4) Part-time student follows the study programme with other organized activities and forms.
- (5) Student status is proven with Student ID Card.

## **First cycle studies**

### **Article 6**

- (1) On the basis of accredited programmes, University units (faculties, institutes, centres) can organize two types of studies:
  - undergraduate academic studies
  - undergraduate professional studies
- (2) The level of qualification is determined based on the National Qualification Framework of the Republic of North Macedonia.

### **Article 7**

- (1) Undergraduate academic studies in the first cycle of studies last three or four years and upon completion the student accumulates 180 or 240 ECTS credits, depending on the programme registered at the beginning of studies.
- (2) The title to be gained is Bachelor in the relevant field.
- (3) The qualification level in study programmes with 180 ECTS credits is VI B, while in study programmes with 240 ECTS credits is VI A.

### **Article 8**

- (1) Undergraduate professional studies in the first cycle of studies last three years and upon completion the student accumulates 180 credits. The title to be awarded is Specialist in the field, level of qualification VI B.
- (2) Within the framework of the first cycle professional studies, University units may organize shorter studies lasting one or two years, 60 or 120 ECTS credits respectively.

Upon completion of these studies, a corresponding professional title is obtained in accordance with the Law on Higher Education.

## **Realization of studies**

### **Article 9**

- (1) Study programmes are conducted in academic years and semesters. According to the European Credit Transfer System (ECTS), the volume of a study programme in a study year is 60 credits.
- (2) Study programmes are modular and the basic module of studies is the semester course expressed in ECTS credits points.
- (3) Number of credit points and how they accumulate depends on the published programs. ECTS credit points are obtained when a semester-course is successfully completed.
- (4) Admission to a particular semester-course may require the successful passing of a prerequisite course or courses, as described in the study programme.
- (5) Studies are conducted according to the accredited study programme and syllabus.

## **Syllabus**

### **Article 10**

- (1) The syllabus is approved by the teaching-scientific council of the respective faculty before the start of the academic year.

- (2) The syllabus determines:
- detailed description of the course, objectives and learning outcomes;
  - teacher and collaborator of the course, who will conduct teaching according to the syllabus;
  - place, start and end of classes (planning for 15 teaching weeks);
  - the form of teaching (lectures, seminar papers, exercises, consultations, etc.);
  - the methods of knowledge assessment (grading) and the manner of passing the exams;
  - deadline for the exam, midterm;
  - description of literature for study;
  - language in which the teaching will take place;
  - other important aspects of the learning process.
- (3) The Syllabus is published at the beginning of the semester electronically in the University's Learning Management System.
- (4) Change in the realization of course syllabus during the semester is allowed only for objective reasons by the Dean of the Faculty.

### **Organization of teaching and learning**

#### **Article 11**

- (1) The academic year runs from 1<sup>st</sup> October to 30<sup>th</sup> September of the following calendar year and is organized in two semesters: winter and summer.
- (1) The winter semester begins on 1<sup>st</sup> October and ends on 14<sup>th</sup> February, with 15 weeks of instruction (including 1 week for midterm) and two weeks for final exams.
- (2) The summer semester begins on 15<sup>th</sup> February and ends on 30<sup>th</sup> September with 15 weeks of instruction (including 1 week for colloquium) and two to three weeks for final exams.
- (3) Summer leave, makeup exam sessions, and other event activities such as summer school and a like, are planned for July - September and are included in the academic calendar.

### **Academic calendar**

#### **Article 12**

- (1) The academic calendar is published on the university website before the start of the academic year and contains important information for the student, such as:
- planned teaching-learning weeks (for the winter and summer semesters);
  - periods of winter and summer leave;
  - exam sessions;
  - nonworking days, state holidays and other activities.
- (2) Eventual changes to the academic calendar are approved by the Rector's Directorate.

## **II. Transfers**

### **Transfers from other institutions**

#### **Article 13**

- (1) Students have the right to make transfer from another higher educational institution and can be enrolled with statuses of full-time and part-time student.

- (2) Student previously must have registered at least one semester in another university.
- (3) The maximum number of ECTS credits that can be transferred from other institutions to the three-year program is 90 ECST credits, while the four-year program is 120 ECTS credits.
- (4) By decision the faculty determines the requirements of admission and continuation of studies:
  - courses transferred from another higher education institution and its equivalent to ECTS credits towards the study program to which it is transferred;
  - the year of studies and the courses that the student must enrol in the respective semesters.
- (5) The transfer student pays the full amount for all courses (ECTS credits) that are served at the University, according to the respective program fee.
- (6) The decision shall be processed in the electronic system of the University by the respective faculty, while the registration of courses in the schedule and the tuition fee in coordination with other respective services.

### **Internal transfer**

#### **Article 14**

- (1) Transfer from one study program to another, within the faculty or from other faculties of the University is permitted upon the request of the student to the respective faculty.
- (2) The possibility of transfer depends on the proximity of the study program. The Dean of the Faculty decides upon fulfilment of criteria and requirements for admission and transfer.
- (3) By decision are determined:
  - Courses that are transferred from the previous study programme and their credit equivalent to the new study program to be transferred (including incomplete courses);
  - the year of studies and courses that the student must enrol in the respective semesters.
- (4) The student pays the full amount for the courses (ECTS credits), which are first served in the study program to which s/he is transferred.
- (5) Incomplete courses transferred to the new study program are served in additionally exam sessions.
- (6) The decision is processed in the electronic system of the University UMS by the relevant faculty, while the registration of the courses in the schedule and the tuition fee in coordination with other relevant services.

### **Student mobility**

#### **Article 15**

- (1) Student in mobility is a student coming from another university within the framework of exchange programs, or student from our University enrolling part of a study programme for one or two semesters at another university in the country or abroad.

- (2) Mobility is done in accordance with the Principles of Bologna and ECTS credits.
- (3) The mobility terms are defined in the joint document for mobility *Learning Agreement Form*.
- (4) The mobility process is coordinated by the International Relations Office in cooperation with the relevant faculty and services.
- (5) Interested students must apply for at least one semester in advance in accordance with the mobility procedure.

### **III. Student rights and obligations**

#### **Course Registration**

##### **Article 16**

- (1) Semester courses are registered through the University's electronic system (*MySEEU*).
- (2) The student registers obligatory and elective courses according to the study programme (30 ECTS per semester).
- (3) During compilation of schedule in MySEEU, the student has the following information:
  - name and number of ECTS credits of the course;
  - time, place and language of lectures and exercises.
- (4) Course offerings are planned by the Teaching-Scientific Council of the respective faculty while the schedule is prepared in coordination with the Academic Planning Office.
- (5) Student may register/dropout courses in the schedule, only during the first three weeks of the semester and no changes to the schedule are permitted after this period.
- (6) Delayed schedule registration, or changes for objective reasons are more closely regulated with the scheduling procedure.

#### **Student participation in teaching and learning**

##### **Article 17**

- (1) The student must follow all forms of instruction set out in the syllabus.
- (2) Participation at lectures and exercises is mandatory for a student with full-time status not less than 70% of the number of sessions held.
- (3) Student participation is calculated as a learning activity and as a component of the grade it weighs up to 10%.
- (4) The student is regularly registered in the electronic system and controlled by the teacher.
- (5) The manner of identification, justification of absences and other details as closely as possible are determined with Guidelines from the Rector's Directorate.

#### **Retention requirements in the following year**

##### **Article 18**

- (1) In order to pass from one year to the following study year, the student must meet the retention requirements:

- from the first year to the second year, must have accumulated at least 36 ECTS credits,
  - from second to third year, must have accumulated at least 96 ECTS credits,
  - from the third year to the fourth year, must have accumulated at least 156 ECTS credits.
- (2) The student cannot enrol for the following year of studies unless he/she meets the retention requirements.
- (3) These requirements do not apply to part-time students.

### **Re-registration of the academic year**

#### **Article 19**

- (1) A student who does not meet the retention requirements for the following study year according to Article 18 of this Rule, must re-register the incomplete courses in the next academic year.
- (2) At the beginning of the academic year, submits an application to the relevant faculty.
- (3) The student is allowed to continue his/her studies in the same study programme, with or without changed curriculum, offered in that academic year.
- (4) The relevant faculty with Decision will determine the requirements and courses that should be re-registered by the student during an academic year.
- (5) The student pays tuition for the courses he/she re-registers in the current academic year (up to 1/2 of the full course credit cost).
- (6) On the basis of the Decision for re-registration of the year, the student is obliged to register courses of the odd semesters in the winter semester schedule, while the even semester courses in the summer semester schedule, through the electronic system of the University MySEEU.
- (7) If the student does not submit a request for re-registration of the study year, it is considered a temporary interruption of studies (inactive student).

### **Re-servicing (Re-examination)**

#### **Article 20**

- (1) A student who meets the retention requirements to the following year from Article 18 of this Rule but has incomplete courses (with grade 5, IN and NR), from the prior study year, is allowed re-servicing of course during the next academic year.
- (2) Re-servicing of the incomplete courses from the previous year includes:
- consultations with the course teacher;
  - registration of the exam test (planning and conducting of the examination, inspection and grading the test, and confirmation of the grade in the system).
- (3) For the incomplete courses from the previous academic year/years, the student pays the exam fee in the amount of 25 Euros for each exam (valid for one exam session).
- (4) The student is allowed to register incomplete exams only in makeup additional sessions.

## **Internship**

### **Article 21**

- (1) During the studies, it is recommended that after completing the fourth semester, the student should complete an Internship, which is mandatory based on the Rule approved by the University Career Centre.

## **Absolvent Status**

### **Article 22**

- (1) Upon completion of the final year of lectures, the student is allowed a period of two consecutive academic years to graduate from the same study program. During this period, the student retains the status of student absolvent.
- (2) At the beginning of the academic year, the student submits a request to the relevant faculty for re-registration of the academic year.
- (3) The absolvent is serviced with consultations by the course teacher and for organization of exams, but is not required to attend lectures and exercises.
- (4) Incomplete exams can register in regular and makeup exam sessions (through electronic system of the University *MySEEU*).
- (5) The number of exams per session is limited to 6 (six) exams.
- (6) Absolvent pays fee for courses that re-register in the respective academic year at up to 1/2 of the full course credit fee.
- (7) Upon the request of the student, the respective faculty issues a decision for re-registration of the academic year and the same is processed in the electronic system of the University.
- (8) The university has no obligation to offer the same curricula after the two-year period has ended, but allows the student to transfer to a similar study program.

## **IV. Assessment of knowledge and grading**

### **Assessment of knowledge**

#### **Article 23**

- (1) The University utilizes various assessment and evaluation methods in order to ascertain the performance of students and to maintain quality and high academic standards. Assessment and evaluation are undertaken in accordance with the published course information, criteria and learning-outcomes.
- (2) The assessment method and description of the activities to be carried out during the class are included in the course syllabus.

### **Grading**

#### **Article 24**

- (1) Grades are determined in accordance with the published assessment criteria and weighting components of the final grade.

- (2) Although some form of final examination or final project may be 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.
- (3) The authorized instructor enters these results on the e-grading system and submits a written copy to the Registry Office within 10 calendar days of the completion of the final examination process.

#### **Article 25**

- (1) 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.

<b>Grade Scale</b>		<b>Description</b>	<b>Grade</b>	<b>Letter Grade Equivalent</b>
<b>From</b>	<b>To</b>			
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)	IN	
		No Record (NR)	NR	

- (2) The method used to determine a student's average course grade is the grade point average (GPA).
- (3) The GPA is a number that ranges from 5.0 to 10.0. This average is determined in the following by calculating grades and points based on the 6-point system described in the table from paragraph 1 of this Article.
- (4) 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.
- (5) NR & IN grades are not calculated into the GPA.

#### **Incomplete-IN**

#### **Article 26**

- (1) 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.
- (2) 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.
- (3) The student may request a higher passing grade in the regular sessions from the teacher who, if he/she deems it appropriate, may give the grade "IN".
- (4) If requirements are not completed within one year, a failing grade 5 is automatically assigned.



## **No Record of Grade**

### **Article 27**

- (1) This designation is added to a student's transcript in cases when a student is enrolled in the course and has not completed any of the assessment components by the end of the semester.
- (2) In cases where the student is absent in the final exam, designation NoRecord "NR" is added the transcript of records.

## **Transcript of Records**

### **Article 28**

- (1) Student grades are recorded by the Registry Office.
- (2) Upon request of the student, Student Services issue the official Transcript of Records.
- (3) Students are given access to the transcript of records through the University's electronic system (unofficial document).
- (4) Transcripts of records may be issued to other authorized persons.

## **V. Exams**

### **Exam sessions**

#### **Article 29**

- (1) At University level, during the academic year there are two regular and two 'make-up' exam sessions.
- (2) In regular sessions are organized final exams for all courses recorded on the schedule:
  - exams for courses from winter semester are held at the January session
  - exams for courses from summer semester are held at the June session
- (3) In the make-up sessions are organized exams for incomplete courses of the current academic year and for previous years.
- (4) Make-up sessions are organized:
  - April and
  - August
- (5) The April session limits the number of exams to 6 (six) exams for all students, while in the August session the student can register all incomplete exams.
- (6) The University, in the make-up sessions does not apply an additional fee for the exams from current academic year.
- (7) For the re-servicing exams from previous years, the student is charged with examination fee from Article 20, paragraph 3 of this Rule (25 euro per exam).
- (8) The duration of an exam session may not be more than 2 (two) weeks. In special cases and for objective reasons planning can be extended for another week, with the approval of the Pro-Rector for Academic Planning and Digitalisation.

## **Registration of exams**

### **Article 30**

- (1) In regular sessions (January and June), the student automatically will have register all the relevant semester exams in the system (My SEEU), and in the make-up sessions (April and August) should apply for registration electronically through the system (My SEEU).
- (2) Absolvents may from incomplete courses, re-registered with Decision for respective academic year, to register up to 6 (six) exams both in regular and make-up sessions. Registration of exams is done electronically through the system (My SEEU).
- (3) The announcement of the session shall include the exam period, the deadline for submission and other information for the relevant session, and shall be published in MySEEU at least 10 (ten) days before the beginning of the exam session.

## **Exam schedule**

### **Article 31**

- (1) The exam session is organized centrally by the Academic Planning Office in coordination with the academic units (faculties/centre/institutes).
- (2) Exam schedule, time and venue are published on MySEEU at least 2 (two) days before the session begins.
- (3) A student who is not on the exam list is not eligible to take the exam.

## **Final Exam Requirements**

### **Article 32**

- (1) The final exam should be scheduled according to the regular academic schedule and should not exceed three hours.
- (2) Requests to hold a final examination at a time other than the official schedule are submitted to Student Adviser and acted on by the Faculty Dean in coordination with Academic Planning Office.

## **Conduct of Final Examinations and Monitoring**

### **Article 33**

- (1) It is the responsibility of the teacher 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 (alternate seats), issue and collection of tests, timing, late arrivals and emergencies.
- (2) The students are expected to maintain the integrity of their own work.
- (3) 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 34**

- (1) For any absence, the student should notify the teacher in advance. Enabling the exam in that exam session depends on the student's reasoning and possibility to organize the exam.
- (2) A student who comes late to a final examination while it is still in session may be allowed, at the discretion of the teacher, to take the examination.
- (3) 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.
- (4) The student absent in the final exam and who cannot justify the absence, takes the No Record "NR" note in the transcript.
- (5) The grade for the course as a whole is determined by the teacher.
- (6) Any breach of good behaviour is dealt by the Rule on Student Conduct.

## **Announcement of grades**

### **Article 35**

- (1) The instructor of the course has full responsibility for the grade assigned.
- (2) The instructor should announce grades unofficially 2 (two) days prior to them being finalized and should publish a schedule of consultations in order to give the students the possibility for explanation about the grade assigned.
- (3) 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.
- (4) Within 10 (ten) days from the date of the exam, the teacher shall finalize the grades in 'e-grading' and submits the signed list to the Registry Office.

## **Grade Change**

### **Article 36**

- (1) The student has the right to request a grade change due to technical error, within 5 days from official announcement of the grades in the transcript.
- (2) The request for grade change is made at the relevant faculty and is reviewed at the first meeting of the Teaching-Scientific Council.
- (3) From the date of the meeting of the Teaching-Scientific Council, within 10 working days, the faculty notifies the student and confirms the change of grade in the Registry Office with the signature of the course teacher and Dean.
- (4) Relevant materials from the teacher: test, seminar papers, evaluation components, etc., are taken for case review. The same should be available from the teacher within 6 (six) months.
- (5) In cases where the student is not satisfied with the passing grade (grades 6, 7, 8, 9) but does not dispute the objectivity of the assessment, the request shall be dealt with by the teacher before the grade is finalized (during unofficial announcement).

In these cases, the teacher assigns an incomplete grade (IN) in the grade report on 'e-grading'.

## **Appeal of grade**

### **Article 37**

- (1) The student has the right to appeal the grade for more complex objectivity issues to the Teaching-Scientific Council of the respective faculty within 5 working days from official grade publication in the transcript.
- (2) At its next meeting, the Teaching-Scientific Council appoints a commission.
- (3) This Commission shall consist of three members, two of whom shall be from the same or similar field.
- (4) The instructor who is involved cannot be part of this Commission.
- (5) Relevant materials from the teacher: test, seminar papers, evaluation components, etc., are taken for case review. The same should be available from the teacher within 6 (six) months.
- (6) The Commission investigates the case and makes a decision. The commission's decision is final and communicated to the student in writing.
- (7) Such appeal processes must be completed within 10 working days.

## **VI. Tuition fees**

### **Article 38**

- (1) 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 three or four years of studies. The amount is determined by the University Board and announced in the Call for Student Enrolment.
- (2) The University shall apply fees in these cases:
  - 50 euro for issue of Diploma, diploma supplement and certificate;
  - 15 euro for re-issue of ID card.
- (3) For each student, the University opens an account in the electronic system for keeping records of the obligations and payments made for studies.
- (4) The Bursary Office deals with any issues regarding the payment of tuition fees.

## **Payment by instalments**

### **Article 39**

- (1) During registration of the academic year, respectively registration of winter semester courses, the student must plan and declare for one of the following annual fee payment modalities:
  - Payment in 1 (one) instalment – prepaid;
  - Payment in 2 (two) instalments – semester base;
  - Payment in 4 (four) instalments;
  - Payment in 12 (twelve) instalments – monthly.

- (2) In cases of non-determination by the student for the payment modality, payment on a semester basis is applied.

### **Payment deadlines**

#### **Article 40**

- (1) There is a discount of 3% from the annual tuition fee available for students paying tuition fees in advance for the entire academic year. The deadline for payment is no later than 15 October. This discount is not applicable for SEEU scholarship students.
- (2) Payment in two instalments (on a semester basis) should be made according to this plan:
- payment for the winter semester, latest until 15 October;
  - payment for the summer semester, until 28 February.
- (3) Payment in four instalments of the amount should be made according to this plan:
- in advance with the registration, but no later than 15 October;
  - 15 December;
  - 28 February;
  - 30 April.
- (4) Payment in 12 monthly instalments is made possible upon request to the Financial Aid. The request is approved based on evidence of the student's regular monthly income, or his/her close family member. The student must apply with relevant documentation at the beginning of the academic year, but no later than 15 October. The student or immediate family member, signs a document for the payment plan, deadlines and other terms of payment.
- (5) Payment modalities in four and twelve instalments the university is allowing without administrative costs for the student.
- (6) If the payment deadlines are not respected, the Bursary Office will block the services according to Article 42 of this Rule.

#### **Article 41**

- (1) Payment of granted scholarship by the University shall be made on a semester basis on the account of the student at the University. The scholarship fellow must pay the difference of the semester amount in one or two instalments, according to the terms provided by Article 39, paragraphs 2 and 3, of this Rule.
- (2) The student, who is financially supported by another University program, the semester/year payment reconciliation deadline is set in the respective program guidelines.
- (3) Scholarships and other financial support programs are administered by the Office of Financial Aid.

### **Late payments**

#### **Article 42**

- (1) If a student's account becomes overdue, the Bursary Office issues a formal reminder and a late fee charge is added to the balance. The student is then granted a period of 14 calendar days to pay the overdue amount. If after this period the student has not paid, access to University services is suspended.

- (2) Temporary suspension (blocked account) includes not issuing certificates for status of student, transcripts, certificates and diplomas, no access to the electronic services in MySEEU, like registration of semester, class registration, exam registration, etc.
- (3) The provisions of this Article will apply until the obligation is met.
- (4) 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 43**

- (1) A student may request a refund of tuition fees if she/he withdraws from the study programme.

In this case, the following refund schedule will apply:

- formal withdrawal or agreed leave of absence before the end of third week will result in a refund of 75% of the tuition paid for the semester.
  - Formal withdrawal or agreed leave before the end of the fourth week will result in a refund of 50% of the tuition paid for the semester.
- (2) 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.

### **Dormitory fees**

#### **Article 44**

- (1) Students pay a fee for their residence in the University's dormitories. The amount is determined by University company-*Business & Innovation Centre (BIC)*.
- (2) Payments for residence in the University's dormitories must be made by the 5<sup>th</sup> of every month. In addition to the monthly payment with the first accommodation the student should pay the security deposit, which is a guarantee if the student commits any act that is penalized in accordance with the Rule for Dormitories.
- (3) The rights and obligations of the student during their stay in the dormitories are regulated by the Rule for Dormitories and the procedure for suspension of students from dormitories.
- (4) In exceptional cases, for objective reasons, the student may address the operational manager of the Business & Innovation Center (BIC) with a request for late payment which will be submitted to the Director for review of the claim and final decision.

## **VII. Student**

### **Changing of student status**

#### **Article 45**

- (1) Change of student status from full to part-time status and vice versa is allowed after the first year.

- (2) Transfer of student to part-time status is made possible only in cases when the student objectively cannot attend regular full-time studies due to employment, health reasons, or other reasonable cases.
- (3) During the transfer to part-time status, it should be respected retention requirement for registration in the study year from Article 9, paragraph 2, of this Rule.
- (4) The application is made at the beginning of the academic year, approved by the Dean of the respective faculty and the change is processed in the system by Student Services.

### **Temporary Withdrawal from Studies**

#### **Article 46**

- (1) The student may terminate his studies for a specified period of time. In this case he must make a request to the student services, in which he must specify the time of termination of studies.
- (2) Upon re-enrolment of studies, the student will have to pay for new obligations arising from the change of curriculum and syllabus.
- (3) Studies are re-enrol at the beginning of the academic year and not later than three weeks after its commencement. Student re-enrolment or re-admission is based on a request and necessary documentation submitted to Student Services.
- (4) In cases when the student does not register the following year of studies – course in the schedule, or does not re-register the year, or does not enrol as a student with absolvent status, it is considered a temporary interruption of studies. In these cases the student status is temporarily terminated.

### **Withdrawal from Studies**

#### **Article 47**

- (1) Student may withdraw from the University, by finally unregistering. For this he makes a written request stating the reasons for leaving.
- (2) Student Services, accept the request and instruct the student to obtain confirmation for:
  - clearing financial payments with the Bursary Office;
  - returning loaned books from the library;
  - clearing of accommodation obligation in dormitories, if s/he were residing in dormitories.
- (3) On the basis of confirmations, Student Services shall de-register the student by registering the withdrawal status in the electronic system and be submitting the original documents to the student.
- (4) Student de-registration is done at his/her own free will, except for cases of exclusion from the University for up to one year.

### **Rights and responsibilities of students**

#### **Article 48**

- (1) Students rights are:

- right to qualitative studies and educational process as foreseen in study programmes;
  - right to free expression of opinions and attitudes during the lectures and other activities at the University;
  - right to declare about the quality of teaching and the teachers;
  - right to utilize the capacities of the University libraries, tools in function of the activity and other student services;
  - as well as other rights set forth by law, statute and acts of the University
- (2) Students responsibilities are:
- to fulfil the tasks defined in the study programs;
  - to respect the acts of the University;
  - to have due regard to the rights of staff and other students;
  - to participate in academic activities organized by the University;
  - to take care for preserving and enhancing the image of the University;
  - to respect the Ethics Code of Students approved by the SEEU Senate.

### **VIII. Delegation of authority**

#### **Article 49**

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

### **IX. Concluding Provisions**

#### **Article 50**

This Rule comes into force on 01.10.2019.