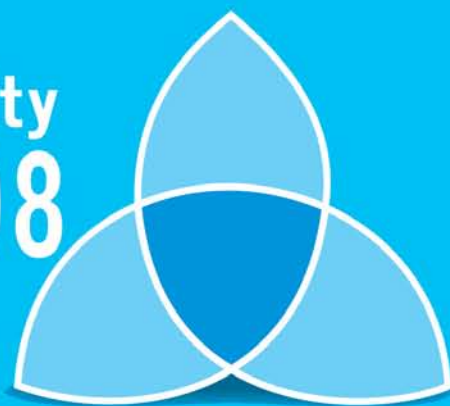


South East European University
2008



OPPORTUNITIES

... more than anywhere

Contents

Word of the Rector	3
About SEEU	
Mission Statement	4
A brief History	4
University Governance	5
Accreditation	7
Quality Culture and Assurance at SEEU	7
Curricula and teaching	9
Language policy at SEEU	9
Faculty/Staff	9
Research at SEEU	10
SEEU International	11
SEEU Campuses – Tetovo & Skopje	15
IT infrastructure	15
Academic Programmes	
1st Cycle Studies (Undergraduate Studies)	17
2nd Cycle Studies (Postgraduate Studies)	17
3rd Cycle Studies (Doctoral degrees)	18
Certificate Programmes	18



Word from the Rector

SEEU is a contemporary young educational institution with a proven track record. It was established in 2001, as the first “private-public” not-for-profit university in the country, and has ever since grown to become a “model higher education institution in the region”, providing several accredited high quality 1st and 2nd cycle study programmes that conform international trends, the Bologna Declaration, and foremost local and international job market requirements; as confirmed by the very high employment rates of our graduates.

The university promotes equality, fair treatment and inclusivity so that all students are able to achieve their potential and succeed. We value the ethnic, cultural and linguistic diversity of our students and work to use this diversity to enhance the experience of everyone.

Recent years have seen a number of exciting new developments at SEEU, such as the dispersion of some of the study programmes to the capital city, Skopje, the start of study programmes entirely in English, and the expansion of our IT infrastructure with several new features (eService, Angel, eGrading) to support learning and teaching at SEEU. The university has become an undisputable champion in the region in the use of electronic network systems, which allow students to access information relevant to their studies on-line at any given time from either one of the more than 1000 computer workstations available on-campus or through the internet at home.

SEEU has one of the highest rates of international staff involved in the teaching process. These, together with local distinguished academic staff, are constantly supported through an ambitious staff development programme and a healthy approach to quality assurance.

SEEU as a new higher education institution has a short but rather impressive history. It has surpassed the many challenges laid before it, and it has now grown into a strong and honourable institution, creating value and taking on new challenges continually in pursuit of academic excellence. SEEU could not have achieved this level so quickly without the contribution of its stakeholders.

We look forward to welcoming you as a guest or a student at SEEU and hope that you will take an active part in shaping our future.

Acad. Alajdin Abazi
Rector of SEE University

Mission Statement

South East European University (SEEU) is a recognised and accredited autonomous higher education institution which was established in 2001 by agreement between international donors, the government of the Republic of Macedonia and the local academic community. Its mission from its conception has been to pursue excellence in teaching and research, to be open to all on the basis of equity and merit regardless of ethnicity and to actively seek co-operation with other universities, both in the Republic of Macedonia and in South East Europe as a whole. The founders of the University adopted its main aims, incorporated in its Statute, as being to contribute to the solution of the problem of Albanian language higher education, to promote inter-ethnic understanding, to ensure a multilingual and multicultural approach to teaching and research and to develop its teaching programme in a broad international and European perspective. To achieve these aims, SEEU is committed to principles of accountable governance, to managing its resources efficiently and effectively, to establishing a mutually beneficial working partnership between its governing body, management, academic staff and students and to practising continuous quality enhancement.

A brief History

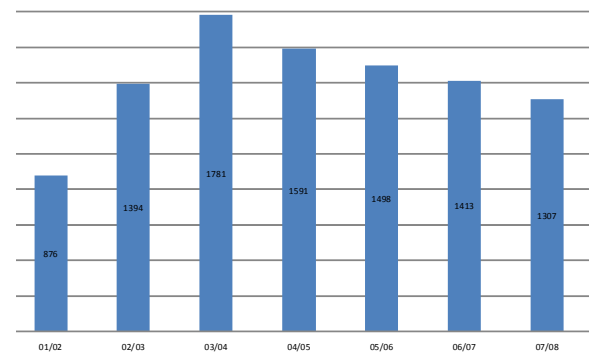
SEEU as a new higher education institution has a short but rather impressive history. It has surpassed the many challenges laid before it, and it has now grown into a strong and honourable institution, creating value and taking on new challenges continually in pursuit of academic excellence. The university opened its doors to the community for the first time in October 2001, following an amendment to the Law on Higher Education of the Republic of Macedonia, which until July 2000 did not support the foundation of non-state funded (private) universities and instruction in the Albanian language.

The SEEU business plan was, prior to its adoption in late 2000, presented to potential donor representatives who supported the idea of setting up a foundation in Western Europe to collect funding and provide management support. The board of the SEEU Foundation, which also created a local foundation in Tetovo,

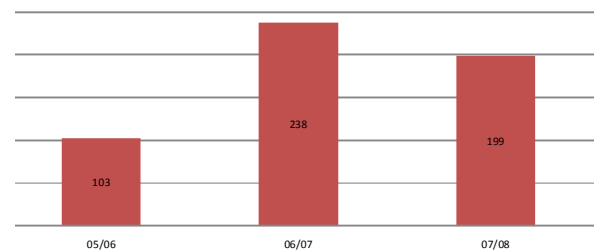
held its constitutive meeting in late November 2000. Funding was received from a number of sources, by far the largest single contribution being that of the United States, which gave a total of USD 17 million. A total of Euro 36 million was sought for the establishment and start up of the university, but this was not all achieved. Some of the donors preferred to give in-kind donations of scholarships.

While the physical building of the university commenced on April 3, 2001, the final approval of the Accreditation Board was given in October, 2001, and shortly after followed the registration of the 900 students that formed the first academic generation of SEEU. By October 2002 the student population increased to 2270, and by October 2003 the number of students increased to 4050. Currently, there are more than 7000 students enrolled at SEEU on a full or part-times basis across five faculties and all 3 study cycles.

1st Cycle Student Enrollment by Academic Year



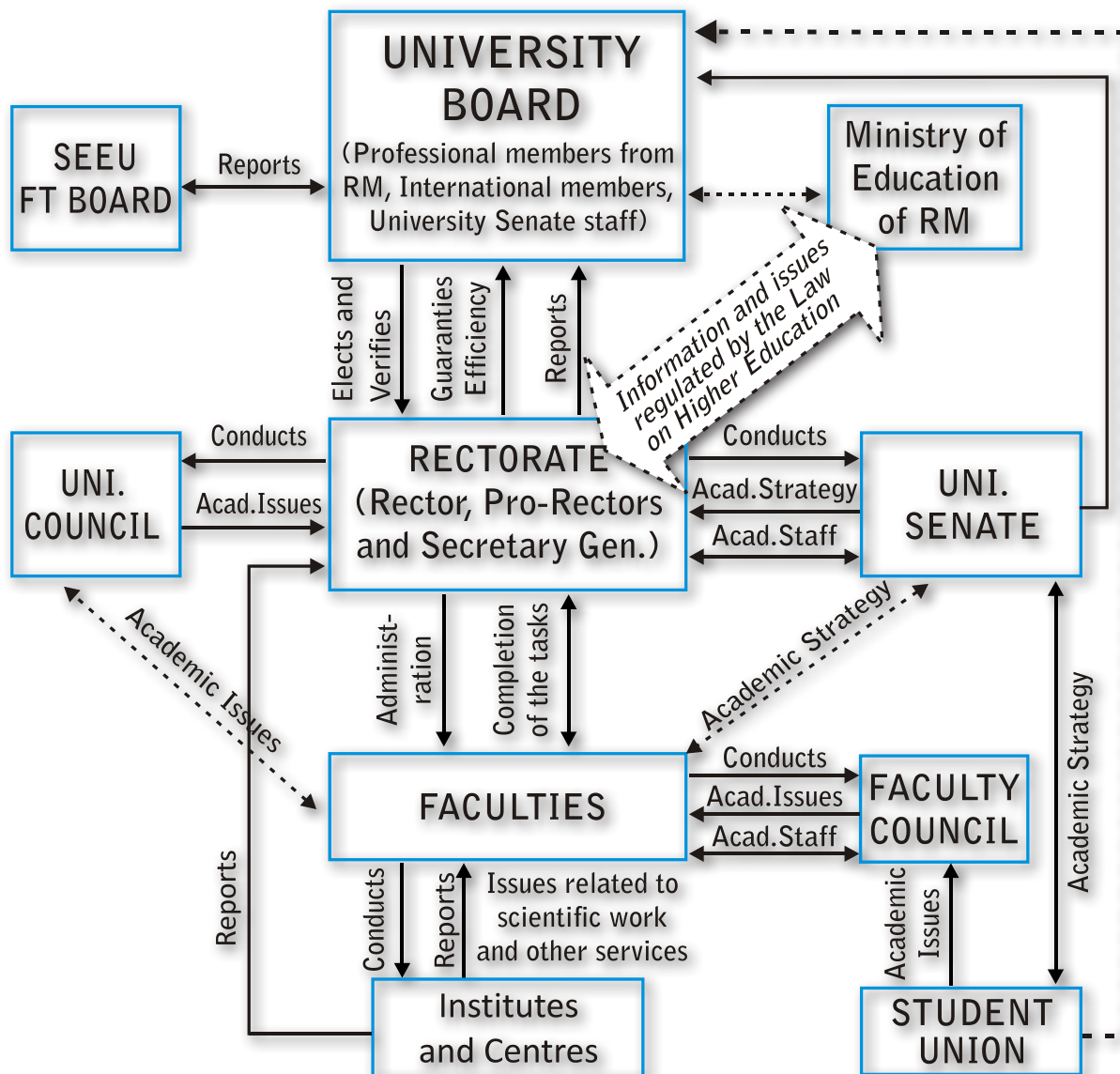
2nd Cycle Student Enrollment by Academic Year



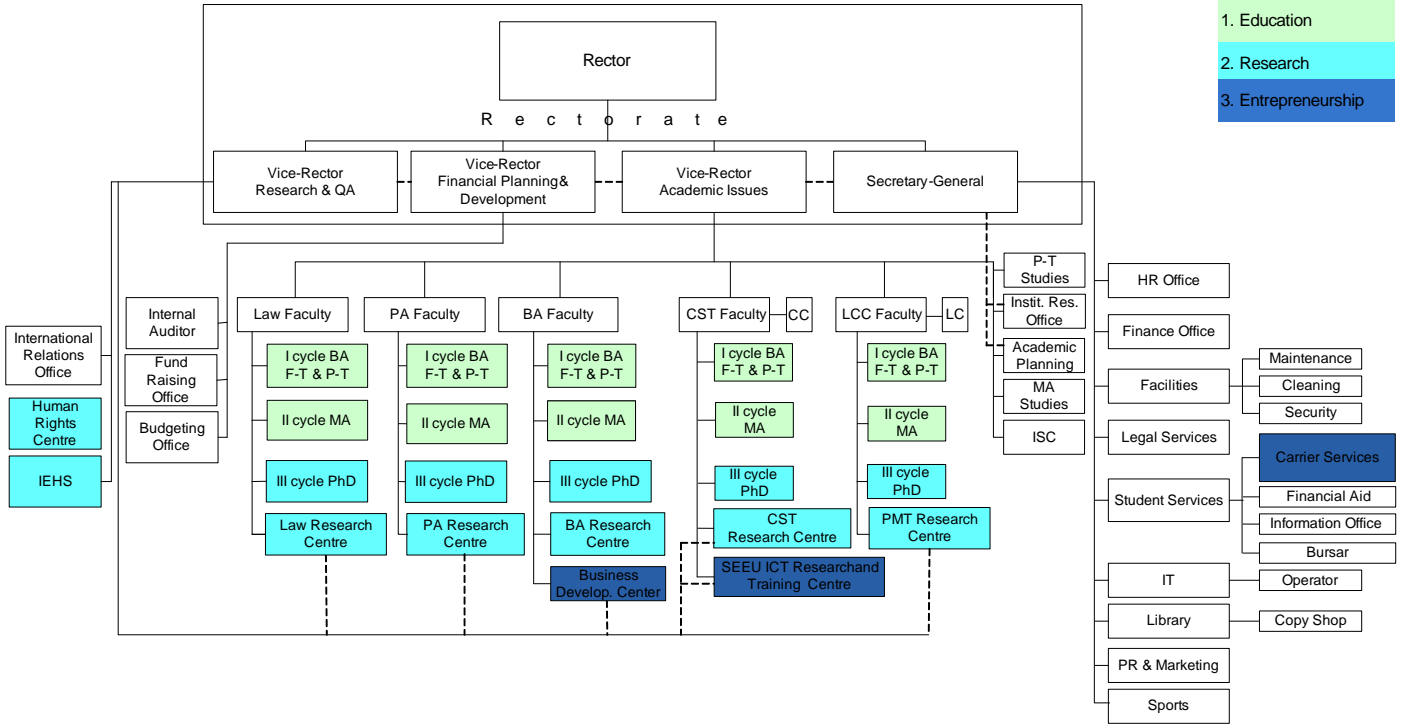
University Governance

SEEU has moved from a managed project in 2001 to a position in which the traditional attributes of a university, autonomy and academic freedom, are reflected in modern reality. The University has recently outlined a new governance structure to meet and exceed the governance standards now expected of a non-profit higher education institution operating in the public good, on academic and social imperatives.

The transitional Statute of 2007, which was adopted by the Executive Committee of University Board, has been amended to reflect the confidence now placed in these bodies to govern the academic affairs of the University and to manage it effectively. The new structure on the University came into effect in September 2008, making the SEEU now one of the most modern consti-tutions in the region.



SEEU Organisation Chart



Accreditation

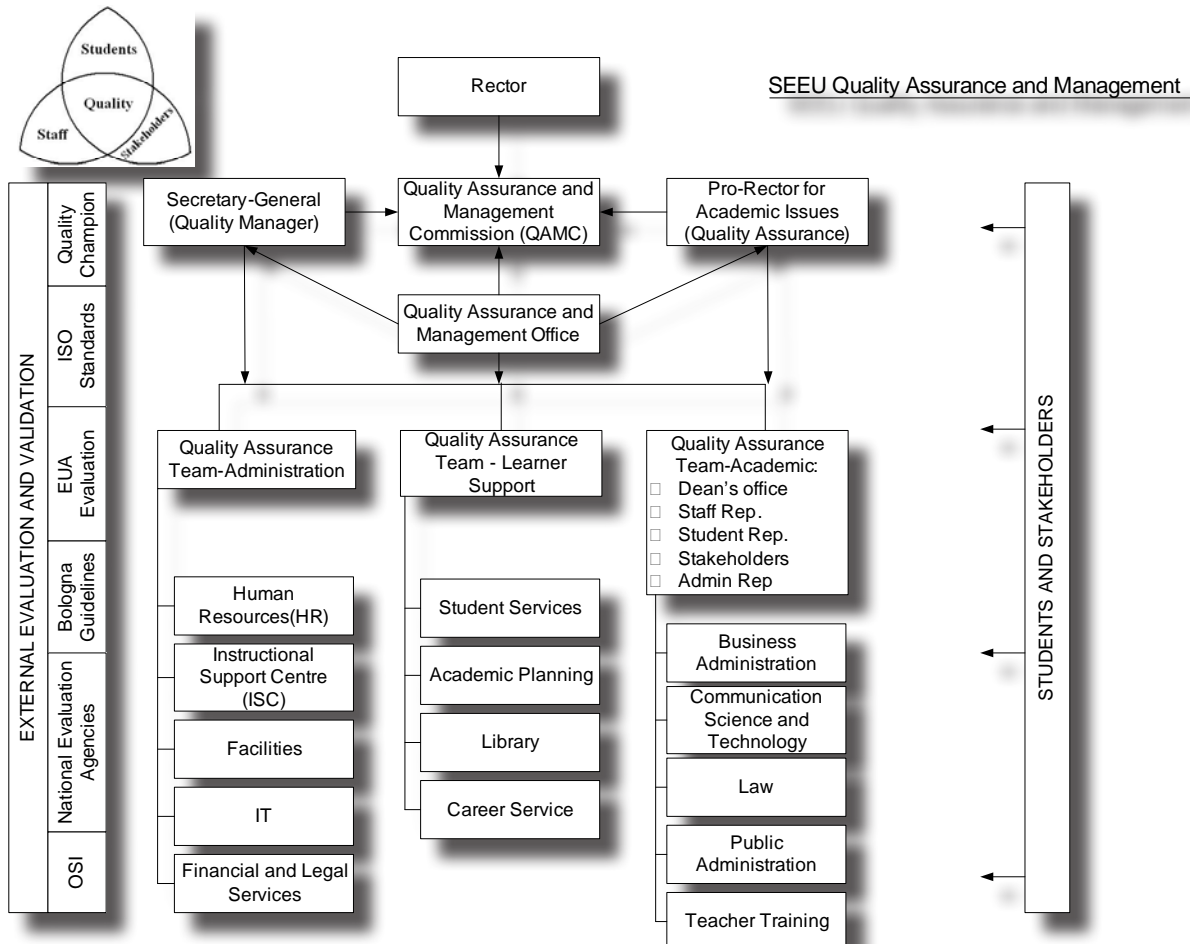
The Law on Higher Education requires all higher education institutions to submit to processes of licensing and accreditation to assure quality of academic provision, including a verification of the academic qualifications of the teaching staff and, in the case of 'private' institutions, financial viability. SEEU complies fully with these requirements and all programmes offered at various study levels are accredited by the Accreditation Board of the Republic of Macedonia.

Quality Culture and Assurance at SEEU

It is the intention of SEEU to comply with best European practice in quality assessment, evaluation and accountability. The University is developing its curricula, programmes, and quality assurance mechanisms to ensure maximum compatibility with the aims of the European Higher Education Area and the Bologna Guidelines. SEEU has participated in a European University Association Quality Culture III project and keeps up to date with developments within the European Network for

Quality Assurance, and other bodies. It has successfully introduced and implemented a Teaching Observation Procedure and Student Evaluation Survey and uses these actively to make improvements. It also combines an annual Staff Evaluation with an integrated training programme.

A coherent, long-term plan for quality assurance is being developed and SEEU has updated its structure to meet this challenge. An external 'Quality Champion' reports regularly on quality issues and a Quality Assurance and Management Commission monitors quality initiatives. There are also Faculty Commissions including stakeholder representatives and Administrative Quality Teams. As an instrument for objective definition of the strength and weaknesses, opportunities and threats at the University, the European University Association (EUA) Review Team produced an evaluation report for SEEU with recommendations that are helping the University to move towards externally recognized standards.





Curricula and teaching

SEEU has developed modern curricula following European models in cooperation with international staff and partner Universities in Europe and the USA.

Interactive teaching has been a main goal of the institution from its establishment. This broadening of traditional teaching methodology facilitates the process of learning for students and prepares them for the open communication skills required by modern work environments. In the evaluation report conducted by the European University Association, this kind of teaching is characterised as ‘a SEEU model’, from which other universities in the country and region can learn and benefit. Interactive and small group teaching (20 students or less), which the existing University infrastructure facilitates, contributes to logical thinking and communication as well as the ability to analyse problems and work in teams. These approaches mean that SEEU graduates are a valuable commodity in the labour market and pursue careers in the public and private sectors. Part-time studies, in particular the way of teaching and curricula development, also present an innovation in the region. The reduced (50%) contact hours combined with distance learning education presents an original initiative for lifelong learning that corresponds with employees’ needs in the country and region.

Language policy at SEEU

Language policy is a relevant issue at SEEU, since it is closely connected to its establishment and operation. SEEU has, in accordance with its mission, implemented a so-called “flexible use of languages” policy, which promotes the use of 3 languages: Albanian, Macedonian and English. SEEU students are thus required to have a solid knowledge of Albanian or Macedonian plus English, as are university academic and administrative personnel. Language training is compulsory for students with opportunities for staff also.

Faculty/Staff

One thing impacting on the academic experience of most students is what distinguishes SEEU the most from other regional Universities - the academic personnel. The academic and professional experience of our faculty conforms to the challenges of the local and international business environment. A distinguishing feature of SEEU is that our faculty includes, in addition to highly respected regional faculty scholars, a wide range of international faculty scholars, coming from many different parts of the world, bringing with them not only their academic experiences to SEEU, but also their culture and alternative ways of reasoning. This feature contributes and enhances the already existing global and multicultural perspectives of our

programmes, making them much more appropriate for the global working environment.



University Centres and Institutes

- Institute for Environmental Health Sciences
- Language Centre
- Computer Centre
- Business Development Centre
- Centre for Human Rights
- Instructional Support Centre

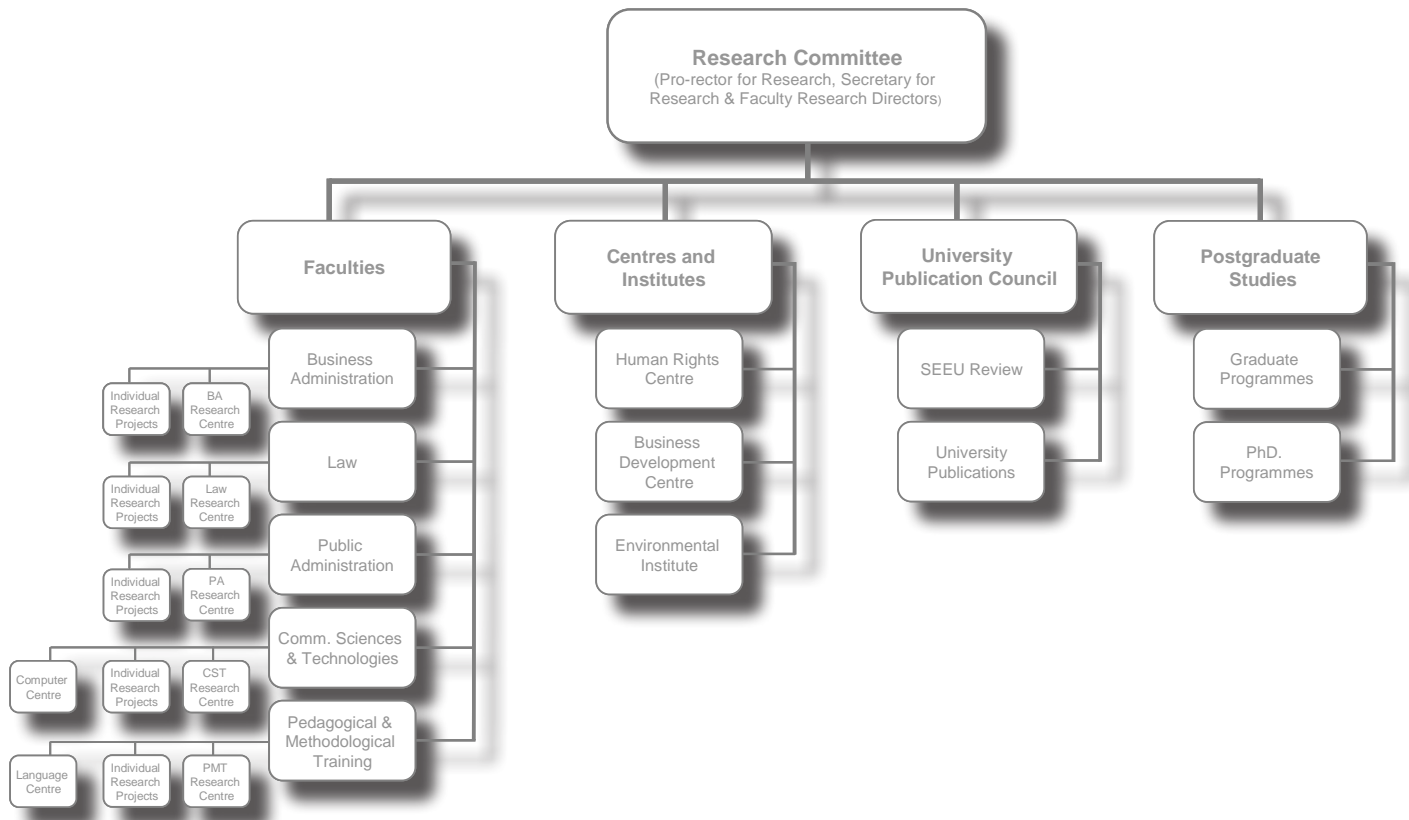
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Research at SEEU

SEEU has, from the beginning of fifth year of operation, also begun setting up its profile as a higher education research institution. In December 2004, the University Board approved the university strategy on research, with responsibility for the implementation of the University action plan on research. During this period, the boards of the individual faculty research centres have been constituted and Directors have been appointed for each Faculty based research centre. As part of the strategy to improve research, the University has increased the research and development fund to 6% of the University's budget.

The University is gradually promoting programmes of research and scholarship which are linked to its mission and in particular contributing to the economic and social development of Macedonia and the region, while not ignoring the element of research and scholarship purely for academic reasons.

Our office, "SEEU Research", is the University umbrella for all activities involving research and publications.



SEEU International

SEEU's International Relations Office (IRO) handles the entire International dimension of the University. The IRO executes goals set out by the University Board, the University Council, and the University Rectorate to facilitate the International dimension of SEEU's mission and vision for achieving excellence in higher education.

Institutional Cooperation

SEEU has both bilateral and multilateral cooperation and collaboration agreements with national, regional, and international universities. Some examples of previous and current cooperation include the following Regional and International Universities:

Regional Cooperation:

University of Tirana (Albania), Sofia University St. Kliment Ohridski (Bulgaria), University of Zagreb (Croatia), University of Prishtina (Kosovo), Trakya University (Turkey)

International Cooperation:

University of Nice-Sophia Antipolis (France), University Paris 12 (France) Otto-Friedrich Universität Bamberg (Germany), CITY College Affiliated Institution of the University of Sheffield (Greece), Maastricht School of Management, (Netherlands), University of Ljubljana (Slovenia), Växjö University (Sweden), University of St. Gallen, (Switzerland), Oxford Brookes University (United Kingdom), Central Michigan University/Disney International Programs (United States), Indiana University (United States)

Moreover, SEEU is also closely cooperating with other organizations such as:

The Diplomatic Missions and Organizations accredited in the Republic of Macedonia

USAID (United States Agency for International Development)

DAAD (German Academic Exchange Service)

The World Bank

UNDP (United Nations Development Programme)





Mobility

Mobility is an important element in the Bologna Process and as such, the IRO facilitates the mobility of the SEEU student body and staff by keeping them informed of new possibilities of student/staff exchanges and international conferences and seminar participation.

Currently, the IRO is executing the European exchange program called the Erasmus Mundus External Cooperation Window or EMECW. This activity is financed by the European Commission and the project is named **BASILEUS (Balkans Academic Scheme for the Internationalisation of Learning in cooperation with EU universities)**. This mobility project is aimed to foster exchange (both student and staff) between the consortia members of the European and Balkan Universities.

Networks

SEEU is involved in many networks which aim to enhance the internationalisation aspect of universities. From increasing the awareness of quality assurance to fostering lasting institutional relationships, the IRO facilitates the dynamics of these networks to further ensure the continuous progress of SEEU on the international scene. Some examples of SEEU's incorporation into networks include:

European University Association (EUA)
International Association of Universities (IAU)
The Global Development Learning Network (GDLN) of the World Bank
Francophone Association of Universities
The Network of Universities in South East Europe
Central European Initiative Network
Inter University Conference

Development

SEEU has a special relationship with the International Organizations and Diplomatic Missions in Macedonia. The IRO keeps in contact with such organizations and Embassies/Consulates in order to advance SEEU's international prospects. On a yearly basis, the IRO organizes donor meetings for the international community to illustrate the execution of donor investments at SEEU.

In concrete terms of development, SEEU is further deepening its institutional ties with Indiana University (IU) by creating the SEEU Endowment, in which a new bilateral cooperation was established in October, 2007. This agreement between the South East European University Foundation (SEEUF) and the Indiana University Foundation (IUF) allows for the IUF to manage capital investments of SEEUF in order to foster closer cooperation between SEEU and IU.





SEEU Campuses – Tetovo & Skopje

SEEU operates its academic activities from two teaching establishments, the main campus in Tetovo and its newly established campus in the Capital city, Skopje.

The main campus of SEEU lies at the edge of Tetovo in the western part of the Republic of Macedonia in a former apple tree field donated by the Government. The campus is a model university facility that stretches across 20 hectares and contains purpose-built accommodation including four large lecture halls with the capacity to fit 1000 students, close to 50 class rooms, staff offices, two state-of-the-art computer centres, a library, and residential accommodation for 450 students, in addition to several recreational facilities, where students can add social activities to their academic experience at SEEU.

Recently, the main campus has also been expanded with a new Business Education Building and 8 new computer laboratories in support of teaching, learning and research at the SEEU.

The SEEU campus in Skopje is not nearly as large as the main campus in Tetovo but provides the same essential features that make SEEU such a uniquely modern European university and excellent and enjoyable place to earn a degree. The campus is located in the heart of the capital city.

IT infrastructure

SEEU maintains a leading position in the region when it comes to the integration of IT in the instruction and learning process. The University enjoys a highly sophisticated and secure computer network and has fully integrated IT into the academic experience of students and staff. The university has a 20 Mbps internet connection and has recently become a completely “wireless” campus, providing maximum mobility and accessibility to students and staff through the latest wireless technology. The University has about 1000 workstations and laptop computers with up-to-date configurations (Intel Pentium 4 and Intel Core 2 Duo), of which app. 500 workstations are available for students. Most computers run using Microsoft’s operating systems, while app 200 computer workstations also serve other platforms such as Solaris and Linux.

Starting in the academic year 2005/06, the software application “Angel” has today been fully integrated and become the central platform for teaching and learning across all academic programmes at SEEU. Angel is a Learning Management System

(LMS) for developing asynchronous and synchronous courses. Students can, thus, access course material, submit projects and homework, and communicate with the instructor on-line at any given time from either one of the more than 500 computer workstations available to students’ on-campus or through the internet at home.

Finally, the university has developed and implemented a new software package that integrates several university processes. This package is used to help the university to administer students from the moment they enter the university and until graduation. The primary objective of this project is to make several of the student services available also on the Internet. Some of the management and administrative applications at SEEU include:

- *UMS (University Management System)* - integrated modular application for managing the study lifecycle from the process of application to the graduation.
- *E-Service* - administrative and status web services for students and faculty. Transcripts, Schedules, Fees Balance are but some of the options provided with this software application.
- *E-Grading* - optimization of the process of grade processing with a web submission tool. Extensive security and logging mechanism for intruder detection.
- *Account Integration Service (UMS > Active Directory > GMail)*





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SEEU is a unitary University with five faculties and one Institute, featuring programmes within the socioeconomic disciplines. All programmes offered by the University are modular and follow the pattern of the European Credit Transfer System, giving students the flexibility to specialize or take a more broadly-based programme. SEEU diplomas are recognized in a wide international/European perspective.

1st Cycle Studies (Undergraduate Studies)

The University offers several study programmes at undergraduate level leading to *Bachelor of Arts* and *Bachelor of Science* degrees. The study programmes are provided as three year programmes and all programmes have recently undergone intensive development and restructuring as a result of immense reforms in the job market, the need for managers at different levels and the further implementation of the Bologna processes at SEEU. Furthermore, all programmes are designed to meet the changing requirements of the local community, but in a modern and global perspective. Enrolment in the different study pro-

Undergraduate Study Programmes

Faculty of Law

- *Legal Studies*

Faculty of Business Administration

- *Business Administration*

Faculty of Public Administration and Political Sciences

- *Public Administration*
- *Political Sciences*
- *Labour and Social Policy*

Faculty of Contemporary Sciences and Technologies

- *Computer Sciences*
- *Business Informatics*
- *Information and Communication Technologies*
(computer engineering)

Faculty of Languages, Cultures and Communications

- *English language and studies*
- *Albanian language and literature*
- *German language and studies*
- *Translation and Interpretation (Albanian –Macedonian)*
- *European Studies and Language: German –Albanian*
- *European Studies and Language: French –German*

grammes is made possible on a fulltime basis and in some cases on a part-time basis as well.

2nd Cycle Studies (Postgraduate Studies)

The University has, as of November 2005, also begun to offer intellectually challenging education through a number of second cycle studies programmes. These programmes are international in scope, interactive in process and interdisciplinary in content and approach. The University distinguishes between two types of second cycle programmes (postgraduate).

National masters' programmes

These programmes are offered exclusively by the University and are usually provided to supplement the first cycle programmes offered at the University, thus allowing graduates to specialize and gain in-depth knowledge of a particular field. All national masters' programmes are subject to the same graduation requirements, fees and language of instruction, while differing on other matters such as admissions requirements and enrolment status (part-time/full-time). For detailed information on national masters, please visit www.seeu.edu.mk, or contact our Postgraduate Office. Contact details are available in appendix III.

International/Joint masters' programmes

SEEU places a great effort in establishing close co-operations with world renowned higher education institutions and becoming a globally networked university. Some of the Universities formal cooperation agreements with regional and global universities go beyond covering just curriculum development, staff development and staff/student exchanges, but also the start of joint programmes at postgraduate level such as:

Masters (LLM) in European Law – offered in cooperation with the University of Rennes I and teachers from other European universities.

Masters in Public Management and Local Governance – offered as of march 2006 in cooperation with the French University, Paris 12.

2nd Cycle Programmes

Faculty of Law

- ◇ Penal law
- ◇ International and public law
- ◇ Constitutional and administrative law
- ◇ Masters (LLM) in European Law
- ◇ Civil law

Faculty of Business Administration

- ◇ Economics
- ◇ Finance and accounting
- ◇ International economic relations
- ◇ Management
- ◇ Marketing

Faculty of Public Administration and Political Sciences

- ◇ Public administration studies
- ◇ Political sciences
- ◇ Public Management and Local Governance

Faculty of Contemporary Sciences and Technologies

- ◇ Software engineering
- ◇ Database management
- ◇ Environmental management

Faculty of Languages, Cultures and Communications

- ◇ English Language Teaching
- ◇ German studies
- ◇ Albanian language and literature
- ◇ Management and leadership in education
- ◇ Media studies
- ◇ Public relation and marketing communication

3rd Cycle Studies (Doctoral degrees)

The university has, simultaneously with the start of several masters' programmes, also opened the opportunity to pursue a doctoral degree at SEEU. SEEU started with the doctoral studies in 2006, pursuant to the previous Law on Higher Education based on the mentoring system. This way of studies includes the advanced process of scientific-research work, especially the methodology. The total number actual of students is 57, from whom so far have 4 candidates have completed their doctoral degree. Noteworthy is however that SEEU has currently stopped offering new doctoral programmes, due to the intensive activities of new curricula design according to three year study system of doctoral studies. New programmes according to Bologna Process and Salzburg Principles will start in fall 2009.

Certificate Programmes

The university offers also two one year certificate programmes in **Applied Computer Science** and **Leadership and Youth Work in Community**. The first programme is administered by our Computer Centre and the latter by the Faculty of Public Administration and Political Sciences and the Non-governmental Organization "Triagolnik (Triangle)", based on the design of actual university studies at the University of Jönköping in Sweden.







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