



Call for Student Enrollment

*Call for Student Enrollment in the Faculties of the South East European University in the Academic Year 2010/2011, according to studies in cycles*

Pursuant to article 108 of the Law on Higher Education (Official Gazette of RM. 35/2008, 103/2008, 26/2009, 83/2009 and 99/2009), Rule on criteria for enrollment for studying at South East European University, and SEEU Senate decision, adopted on April 13<sup>th</sup> 2010, the SEEU **Rector's Council announces:**

## Call

For student enrollment in the in the first and second cycle of studies, in SEEU Faculties, for the academic year 2010/2011.

-I-

### STUDENTS IN THE FIRST CYCLE OF STUDIES (three years)

#### 1. Number of *full-time* students in the academic year **2010/2011**.

Number of full-time students in this academic year will be as follows:

##### a. *Full-time studies* in Tetovo

Faculties	Number of Students in the Albanian language	Number of Students in the Macedonian language	Tuition fee (per semester)
<b>Faculty of Law:</b>			
- Law	120	40	650 €
- Criminology and Security Studies*	60	-	
<b>Faculty of Business and Economics:</b>			
- Business Administration	160	40	900 €
- Economics*	50	-	
- Agro-business*	25	-	
- Tourism*	25	-	
<b>Faculty of Public Administration and Political Sciences:</b>			
- Public Administration Studies	150	50	650 €
- Political Sciences	60	-	
- Leadership and Youth Work in Community <sup>1</sup>	25		
<b>Faculty of Contemporary Sciences and Technologies:</b>			
- Computer Sciences	100	25	900 €
- Information and Communication Technologies (Computer Engineering)	50	25	
- Environmental Management	20	-	
- Business Informatics <sup>2</sup>	50		1000 €
<b>Faculty of Languages, Cultures and Communication:</b>			
- Albanian Language and Literature	20		650 €
- English Language and Literature	100		
- German Language and Literature	30		
- Communication Sciences	20	-	

\* Programs are in process of accreditation and will be active in the moment of accreditation for this academic year

<sup>1</sup> This program will be realized in cooperation with the University of Jonkoping –Sweden this study program will be active in the moment of the accreditation.

<sup>2</sup> Teaching will be only in English language

b. *Full-time* studies in Skopje<sup>3</sup>

Faculties	Number of Students in the Albanian language	Number of Students in the Macedonian language	Tuition fee (per semester)
Faculty of Law	40	40	650 €
Faculty of Business and Economics:			
- Business Administration	40	20 (Eng)	900 €
- Information Systems and Management <sup>4</sup>	20		1300 €
Faculty of Public Administration and Political Sciences:			
- Public Administration Studies	50	25	650 €
Faculty of Contemporary Sciences and Technologies:			
- Business Informatics <sup>5</sup>	30		1000 €
Faculty of Languages, Cultures and Communication:			
- Communication Sciences	-	20	650 €

2. Number of students in *part-time* studies (distance program)

At SEEU Faculties, in the first year of studies, in the academic year 2010/2011, in the part-time studies according to the distance program, the number of students that will be enrolled is up to 30% form the total number of students foreseen in the call for full-time studies, according to the following study programs:

a. *Part-time* studies in Tetovo

Faculties	Tuition fee (per semester)
Faculty of Law	450 €
Faculty of Business and Economics:	
- Business Administration	650 €
- Economics	
Faculty of Public Administration and Political Sciences:	
- Public Administration Studies	450 €
- Political Sciences	
Faculty of Contemporary Sciences and Technologies	
- Computer Sciences	650 €
Faculty of Languages, Cultures and Communication	
- English Language and Literature	450 €

b. *Part-time* studies in Skopje

Faculties	Tuition fee (per semester)
Faculty of Law	450 €
Faculty of Business and Economics:	
- Business Administration	650 €
Faculty of Public Administration and Political Sciences:	
- Public Administration Studies	450 €
Faculty of Languages, Cultures and Communication	
- Communication Sciences	450 €

<sup>3</sup> Students that will study in SEEU branch in Skopje, one day per week will follow lectures in SEEU campus in Tetovo

<sup>4</sup> This program is offered in cooperation with the University of London (UoL) – “London School of Economics” (LSE) – External Program. It is about the “dual diploma” concept, the student gains two diplomas (from UoL and SEEU). Enrollment criteria are foreseen in a special manner in the additional competition. Language of instruction is English language.

<sup>5</sup> Teaching will be only in English language.

*Part-time study according to distance program implies independent studies according to Universities guidelines and standards. The regime of studies is as follows:*

- in the beginning of the semester students have the introduction lecture with the professor of the respective course;
- the skill courses (e.g. English language and IT skills will be organized in face-to-face teaching, once in two weeks, after the working hours, based on the level of knowledge);
- **by using electronic learning management system "Libri" (libri.seeu.edu.mk)**, students will be guided for self learning manner, with evaluation criteria, needed material and possibility for taking part in electronic forums;
- in the end of the semester intensive seminar with professors of the respective course will be organized.

Note (for the section 1 and 2):

- In those cases where the number of applicants will be higher than the foreseen number in the call and if those **applicants fulfill the admission criteria and standards required by SEEU, the Rector's Council has the right to increase the foreseen number in the call for 10%.**
- In those cases where the number of candidates is lower than 20 per study program, the University has the right not to activate that study program and candidates will be offered the possibility to study in some other study program.
- Rule on studies for all students is **announced at "Normative Acts for Studies Governance and Regime,"** in the University *web page*.

## **II. Some aspects on admission terms and criteria**

### 1. Admission criteria and terms for full-time and part-time students

- a. Right of enrollment in the University have all candidates that have completed four years secondary school or its equivalent and that have passed state Matura.
- b. If in the first enrollment session the foreseen number from the Call is not fulfilled, then in the second session the right on enrollment (beside those one that have passed state Matura) have candidates from the gymnasiums that have passed school Matura and candidates from professional high schools that have passed final exam.
- c. Candidates that have finished four year secondary high school or its equivalent before 2008, have right to enroll on the basis of their high school success.
- d. Candidates that have finished four years secondary high school or its equivalent out side of Republic of Macedonia, have right to enroll only on the basis of their high school success, but in meantime they should verify their diploma in the Ministry of Education and Science of Republic of Macedonia.
- e. Evaluation of the success from high school, state Matura and school Matura for candidates from gymnasiums or the final exam for those ones that have finished professional high schools (for the candidates on the second admission session), is expressed in points. The ranking will done based on the points.
- f. Candidates are enrolled as full-time and part-time students with self finance of studies.
- g. Advantage during enrollment in the part-time studies will be given to the candidates that have employment status and that have better results from high school. Employed candidates would have to certify their status.
- h. All candidates will have to take English language testing. The date is foreseen in section 4. This testing does not have an eliminating character, but is needed to determine the language proficiency level.

### **2. Study regime**

Study regime chosen by the candidates in the application phase remains until the call for studies, without possibility to change it.

### **3. Evaluation of success**

Evaluation of success will be expressed in points, i.e. the success from secondary school and state Matura will be calculated. Evaluation of the knowledge will be according to following criteria:

- success from secondary school (gymnasium or professional high school) and
- success from state Matura.

#### 4. English language proficiency

Testing in English language for determination of the level (which is not enrollment condition), will be organized at the University according to a program which will be additionally announced in the University web page.

#### 5. Application and admission deadlines

Application period of the candidates is from 14 June 2010 until 13 August 2010.

Right on applications have all candidates that fulfill foreseen conditions and criteria in the Call.

Candidates should submit documents listed in section III, to building 802, in the University Campus or by post, in the following address:

South East European University  
St. Ilindenska.bb  
1220 Tetovo, Macedonia

---

Contact telephone: 044356 091; 044 356 188;

### III. All applicants upon application must submit the following documentation

All applicants upon application must submit the following documentation for the academic year 2010/2011:

1. A completed Application Form to the Admissions Office (Application forms are available for download on the University website: [www.seeu.edu.mk](http://www.seeu.edu.mk)) and payment invoice (PP10) in the amount of 1500 MKD from Stopanska Banka (Account no: 200-000877547449, Tax number: 4028003134292)
2. A short biography/letter of interest consisting of at least 500 words in which candidates should state the reasons of his/her application to SEEU, and his/her expectations.
3. Original diploma from high school as well as all original transcripts (or notarized copies) as well for students that have completed high school out side of the Republic of Macedonia.
4. Certificate for the results from state Matura, i.e. school Matura or final examination.
5. Birth certificate.
6. Photo copy of ID or passport

-IV-

### STUDENT ENROLLMENT IN THE SECOND CYCLE OF STUDIES IN THE ACADEMIC YEAR **2010/2011**

Student enrollment in the *second cycle of studies* (postgraduate) two years, according to *model 3+2*, at SEEU Faculties, for the academic year 2010/2011

#### Study Programs in Tetovo

Two years study programs of the second cycle that are offered in the academic year 2010/2011, at SEEU faculties in Tetovo are the following:

Faculties	Number of Students	Tuition fee (per semester)
-----------	--------------------	----------------------------

Faculty of Law:		
- Penal Law	50	900 €
- Civil Law	30	
- Security Studies	20	
- International Law	20	
Faculty of Business and Economics:		
- Economics	15	900 €
- Finance and Accounting	50	
- International Economic Relations	15	
- Management	25	
- Engineering and Project Management	15	
- Entrepreneurship and Local Economic Development <sup>6</sup>	15	
- European Economy Studies <sup>7</sup>	15	
- Marketing	20	
Faculty of Public Administration and Political Sciences:		
- Public Administration Studies	20	900 €
- Political Sciences	20	
Faculty of Contemporary Sciences and Technologies:		
- Software Engineering	15	900 €
- Database Management	20	
Faculty of Languages, Cultures and Communication:		
- English Language Teaching	50	900 €
- German Studies	15	
- Albanian Language and Literature	15	
- Management and Leadership in Education	15	
- Teachers Training	15	
- Higher European Education	15	

### Study programs in Skopje<sup>8</sup>

Two years second cycle study programs offered in the academic year 2010/2011, at SEEU Faculties in Skopje are as follows:

Faculties	Number of Students	Tuition fee (per semester)
Faculty of Law:		
- International Relations <sup>9</sup>	15	900 €
Faculty of Public Administration and Political Sciences:		
- Diplomacy Studies	30	900 €
Faculty of Contemporary Sciences and Technologies:		
- Business Informatics <sup>10</sup>	30	1000 €
Faculty of Languages, Cultures and Communication:		
- Public Relations and Marketing Communication	30	900 €

- In those cases where the number of candidates is lower than 15 per study program, the University has the right not to activate that study program and the candidates will be offered the possibility to study in some other active study program.

<sup>6</sup> This program will be active in the moment of the accreditation.

<sup>7</sup> This program will be realized in cooperation with the University of Bamberg – Germany. The competition for this program will be active from the moment of accreditation.

<sup>8</sup> Students that will study in SEEU branch in Skopje, one day per week will follow lectures in SEEU campus in Tetovo

<sup>9</sup> The program will be offered in English and will be active from the moment of accreditation, for this academic year.

Student enrollment in the *second cycle of studies* (postgraduate) three semesters, according to model 4+1, at SEEU Faculties, in the academic year 2010/2011

*Study programs* in Tetovo

Three semesters second cycle study programs offered in the academic year 2010/2011, at SEEU Faculties in Tetovo are as follows:

Faculties	Number of Students	Tuition fee (per semester)
Faculty of Law:		
- Penal Law	20	1200 €
- Civil Law	20	
Faculty of Business and Economics:		
- Finance	25	1200 €
- Management	25	
- Marketing	20	
Faculty of Public Administration and Political Sciences:		
- Comparative Public Administration of European Union	25	1200 €
- Diplomacy Studies	25	
Faculty of Contemporary Sciences and Technologies:		
- Software and Application Development <sup>10</sup>	20	1200 €
Faculty of Languages, Cultures and Communication:		
- English Language Teaching	20	1200 €
- Management and Leadership in Education	20	
- Media Strategy	20	

*Study programs* in Skopje<sup>11</sup>

Three semesters second cycle study programs offered in the academic year 2010/2011, at SEEU Faculties in Skopje are as follows:

Faculties	Number of Students	Tuition fee (per semester)
Faculty of Public Administration and Political Sciences:		
- Diplomacy Studies	20	1200 €
Faculty of Contemporary Sciences and Technologies:		
- Software and Application Development <sup>12</sup>	15	1200 €
- Environmental Management	15	

- In those cases where the number of candidates is lower than 15 per study program, the University has the right not to activate that study program and the candidates will be offered the possibility to study in some other active study program.

-V-

**STUDENT ENROLLMENT IN THE SECOND CYCLE OF STUDIES ACCORDING TO ON-LINE SYSTEM FOR THE ACADEMIC YEAR 2010/2011**

Student enrollment in the *second cycle of studies* (postgraduate), according to on-line *model*, at SEEU Faculties in Tetovo, for the academic year 2010/2011:

<sup>10</sup> The program will be offered in English

<sup>11</sup> Students that will study in SEEU branch in Skopje, one day per week will follow lectures in SEEU campus in Tetovo

<sup>12</sup> The program will be offered in English

Faculties	Number of Students	Tuition fee (per semester)
Faculty of Contemporary Sciences and Technologies:		
- Business Informatics <sup>13</sup>	20	1000 €
Faculty of Languages, Cultures and Communication:		
- English Language Teaching	20	1000 €

All services in this unique program will be “on-line”, until graduation. More information about this program can be found on the University web page.

#### Language proficiency

All study programs, in both calls of the second cycle (according to two years and three semesters model), are offered in Albanian and Macedonian language, except the marked programs that will be offered only in English or French. However the University reserves the right of delivering parts of lectures or materials in English, so acknowledgement of Albanian, Macedonian and English is required, while knowledge of at least two of the languages mentioned on the academic level is mandatory. The candidate bears the responsibility for requirement.

#### Admission criteria and terms for the full-time students

1. Right on enrolment on the second cycle of studies according to the model 3+2 (two years) have the candidates that have undergraduate (first cycle) university diploma (verified)<sup>14</sup> or equivalent to three years undergraduate studies (180 ECTS credits) or four years (240 ECTS credits).
2. Right on enrolment on the second cycle of studies according to the model 4+1 (three semesters), have the candidates that have undergraduate (first cycle) university diploma (verified), or equivalent to four years (240 ECTS credits).
3. Courses will be regular and modular according to model: 50% of the curricula of the respective faculty will be offered in regular form and the other part of the curricula can be realized with self studies (lead by instructors). Regular courses will be offered every second week after 16:00h, while Saturdays from 8:00, in order to be adjusted to candidates needs that are working full time. While with modular courses (when foreign professors are present), lectures will be more intensive.
4. Advantage will be given to the students that during first cycle have achieved GPA 8.00 and above.
5. If the number of candidates is lower than the foreseen number per study program, then the University has the right not to activate that study program.
6. In the cases when the applicant has completed the first cycle in a field that is not adequate with the second cycle program that s/he applies, then the Commission from the respective Faculty will determine additional criteria for enrollment in the new second cycle study program.

Application and admission deadlines for the second cycle of studies (postgraduate), according to models 3+2 and 4+1

Application period for the candidates is from 14 June 2010 until 21 September 2010.  
Right on applications have all candidates that fulfill foreseen conditions and criteria in competition.

**For more detailed information contact the Post-graduate Study Office**

South East European University  
St. Ilindenska.bb1220 Tetovo, Macedonia  
Contact telephone: +389 044 356 081

#### VI-

<sup>13</sup> The program will be offered in English

<sup>14</sup> Candidates that have graduated in universities out side of Republic of Macedonia according to the Law on Higher Education are obliged in six months time period to verify their diploma in the Ministry of Education Sciences of RM. In case of eventual negative answer or not answering to the candidate will be terminated from their studies without any obligation by SEEU.

## **SCHOLARSHIPS FOR THE NEW STUDENTS THAT WILL BE ENROLLED IN THE ACADEMIC YEAR 2010/2011**

South East European University in cooperation with Open Society Institute (OSI), Higher Education Support Program (HESP), the Embassy of Kingdom of the Netherlands (EKN) and the Swiss Agency for Cooperation and Development (SDC) offers approximately 100 scholarships for the first cycle of studies.

Scholarships are on a continuous basis until the end of the three years first cycle of studies.

### a. SEE University *Merit base* scholarship program

SEE University for the new students that will be enrolled in the academic year 2010/2011, offers 40 scholarships on merit base for the candidates that choose to study in the following faculties:

Faculties	Number of Students in the Albanian language	Number of Students in the Macedonian language	Amount of scholarship/year (Euro)
Faculty of Law	10	3	1.000
Faculty of Business and Economics	11	3	1.200
Faculty of Contemporary Sciences and Technologies	10	3	1.200

Selection of the candidates will be according to the foreseen criteria by the University and results from the respective testing for scholarships.

For further information please contact Financial Aid office – SEEU or SEEU web page [www.seeu.edu.mk](http://www.seeu.edu.mk)

### b. *Scholarship HESP program*

South East European University in cooperation with the Open Society Institute (OSI)-Higher Education Support Program (HESP), is offering 50 scholarships on social need basis for the candidates that will decide to study in these Faculties:

Faculties	Number of scholarships
Faculty of Public Administration and Political Sciences	About 25
Faculty of Languages, Cultures and Communication	About 25

The amount of scholarship covers:

- Partial payment of tuition fee – maximal amount 1000,- Euros
- Partial payment of transport expenses – maximal amount 600,- Euros

*Note: The amount of the scholarship depends on social need of individual students.*

Selection of candidates will be according to foreseen criteria by donors, respectively, financial needs of the candidate and his/her family and from the results of scholarships testing.

For further information please contact Financial Aid Office – SEEU or SEEU web page [www.seeu.edu.mk](http://www.seeu.edu.mk)

*Note: Advantage will be given to the disabled students!*

### c. Scholarship SDC program

South East European University in cooperation with the Swiss Agency for Cooperation and Development (SDC) offers approximately 10 scholarships on social need bases for the candidates that will decide to study in these faculties:

Faculties	Number of scholarships
Faculty of Business and Economics	5
Faculty of Law	5

The amount of scholarship covers:

- Partial payment of tuition fee – maximum amount 1600,- euro for the **Faculty of Business and Economics**
- Partial payment of tuition fee – maximum amount 1100,- euro for the **Faculty of Law**

*Note: The amount of the scholarship depends on social need of individual students.*

Selection of candidates will be according to foreseen criteria by donors, respectively, financial needs of the candidate and his/her family and from the results of scholarships testing.

For further information please contact Financial Aid Office – SEEU or SEEU web page [www.seeu.edu.mk](http://www.seeu.edu.mk)

d. Scholarship program for the second cycle of studies (*Master*) EKN-OSIF

South East European University in cooperation with the Embassy of the Kingdom of Netherlands (EKN) and Open Society Institute Foundation (OSIF), for the new students that will enroll in the academic year 2010/2011 offers 34 scholarships in the second cycle of studies (master).

Scholarships are on continuous basis respectively until the end of the second cycle while right on applications in the EKN-OSIF fund have candidates that will decide to study in these faculties:

Faculties	Number of scholarships	Faculties
Faculty of Public Administration and Political Sciences	12	1.200
Faculty of Languages, Cultures and Communication	11	1.200
Faculty of Law	11	1.200

- The amount of scholarship covers partial payment of tuition fee – maximal amount 1200 euro.

Selection of candidates will be according to foreseen criteria by donors, respectively, financial needs of the candidate and his/her family and from the results of scholarships testing.

For further information please contact Financial Aid Office – SEEU or SEEU web page [www.seeu.edu.mk](http://www.seeu.edu.mk)