

Based on Article 155, paragraph 10 of the Law on Higher Education (Public Gazette of R. of Macedonia 82/2018) and based on Article 27, paragraph 1, item 6 and Article 111 of the South East European University Statute, the University Board, at its meeting held on 09.09.2019 approved the following:

RULE ON CONTENT AND FORMAT OF THE DIPLOMA, DIPLOMA SUPPLEMENT, CERTIFICATE OF GRADUATION AND OTHER DOCUMENTS ISSUED BY THE UNIVERSITY

I. Subject of regulation

Article 1

This Rule regulates the content and format of the diploma, diploma supplement, certificate of graduation and other documents (transcript of records and student ID), issued by the University.

II. Form and content of the diploma

Article 2

- (1) The University issues the Diploma for completed university higher education from the first cycle of studies, second cycle of studies and third cycle of studies (doctoral studies).
- (2) The size of the Diploma from paragraph 1 of this Article is 420x297mm.
- (3) The Diploma is printed on 125 gr/mm² high quality paper, with a multi-toned unique watermark, with luminous fibres or security elements in two colours without bleach. The coat of arms of the Republic of North Macedonia, the University logo, the title "DIPLOMA" made in the Blindruk technique are imprinted on the diploma, the red ribbon (under the dry seal) and the margins, which for the first cycle of studies are blue, for the second cycle are silver, and for the third cycle of studies are gold.
- (4) The text on the Diploma is printed in Albanian, Macedonian and English.

Article 3

- (1) The Diploma for completion of the first cycle of studies under Article 2 of this Rule contains the following data: the coat of arms and name of the Republic of North Macedonia; name of the University; headquarters of the University; name of the Faculty; the number and date of the decision to start the work issued by the Ministry of Education and Science; the title: "DIPLOMA FOR COMPLETION OF FIRST CYCLE STUDIES"; name and surname of the student; date of birth, student identification number, completed undergraduate studies (type and name of study programme and field of study); total ECTS credits and Grade Point Average and scientific/professional title gained; level of qualification; the number and date of the diploma from the main book of the graduates of first cycle studies; place and date of issue of the diploma; Dean, signature, name, surname and title of the Dean; Rector, signature name, surname and title of the Rector; and the University dry seal.

- (2) The format of diploma for the first cycle of studies referred to in Article 1, paragraph 1 is given in appendix no. 1, which is constituent part of this Rule.

Article 4

- (1) The Diploma for completion of the second cycle of studies under Article 2 of this Rule contains the following data: the coat of arms and name of the Republic of North Macedonia; name of the University; headquarters of the University; name of the Faculty/Institute; the number and date of the decision to start the work issued by the Ministry of Education and Science; the title: "DIPLOMA FOR COMPLETION OF SECOND CYCLE STUDIES"; name and surname of the student; date of birth, completed postgraduate studies (type and name of study programme and field of study); total ECTS credits and Grade Point Average, name of the topic and scientific/professional title gained; level of qualification; the serial number and date of the diploma from the main book of the graduates of second cycle studies; place and date of issue of the diploma; Dean/Director, signature, name, surname and title of the Dean/Director; Rector, signature name, surname and title of the Rector; and the University dry seal.
- (2) The format of diploma for the second cycle of studies referred to in Article 1, paragraph 1 is given in appendix no. 2, which is constituent part of this Rule.

Article 5

- (1) The Diploma for completion of the third cycle of studies-doctoral studies under Article 2 of this Rule contains the following data: the coat of arms and name of the Republic of North Macedonia; name of the University; headquarters of the University; name of the Faculty/Institute; the number and date of the decision to start the work issued by the Ministry of Education and Science; the title: "DIPLOMA FOR COMPLETION OF THIRD CYCLE STUDIES"; name and surname of the student; date of birth, completed third cycle of studies (type and name of study programme and field of study); total ECTS credits and Grade Point Average, defended thesis on topic (name of the dissertation) and scientific/professional title gained; level of qualification; the serial number and date of the diploma from the main book of the graduates of third cycle studies; place and date of issue of the diploma; Dean/Director, signature, name, surname and title of the Dean/Director; Rector, signature name, surname and title of the Rector; and the University dry seal.
- (2) The format of diploma for the third cycle of studies referred to in Article 1, paragraph 1 is given in appendix no. 3, which is constituent part of this Rule.

III. Form and content of the diploma supplement

Article 6

- (1) The University issues a Diploma Supplement together with a Diploma.
- (2) The Diploma Supplement referred to in paragraph 1 of this Article is printed on a white paper in mass of 80 gr./mm² with a basic black colour, in the format 219x297 mm (A4), in the middle is the logo of the South East European University realized with the Blindruk technique. The text contains eight sections, written in Albanian, Macedonian and English while sheets are connected by serial number.
- (3) The Diploma Supplement referred to in paragraph 1 of this Article is reproduced in Appendix 4, which is an integral part of this Rule.

Article 7

The Diploma Supplement from Article 6 of this Rule, on the first page contains university name and logo, QR code, diploma number, title "Diploma Supplement", short explanation of the purpose, use and content of the Diploma Supplement.

Article 8

- (1) The following Diploma Supplement has eight sections; the first part contains data about the Diploma Holder:
 - 1.1 name;
 - 1.2 surname;
 - 1.3 date of birth;
 - 1.4 student ID number.
- (2) The second part contains data on the qualification gained:
 - 2.1 name of the qualification, name of the study programme, respectively the main study area;
 - 2.2 field of studies of the qualification;
 - 2.3 name and status of the institution that issues the qualification;
 - 2.4 name and status of the institution that issues the diploma;
 - 2.5 language of instruction of studies.
- (3) The third part contains data on the qualification level (cycle):
 - 3.1 the type of qualification (academic/professional studies);
 - 3.2 degree (cycle) of the qualification;
 - 3.3 duration of the study programme (expressed in semesters, years and ECTS credits);
 - 3.4. criteria for enrolment in the study programme.
- (4) The fourth part contains data on the content and results achieved:
 - 4.1 enrolment of studies (full-time, part-time studies);
 - 4.2 requirements and results of the study programme that will help with understanding the knowledge, skills and competencies acquired by the student who completed these studies;
 - 4.3 data for the study programme (direction/module, grades and ECTS credits);
 - 4.4 grading system (grade scheme and criteria for the grades);
 - 4.5 average grade in the course of studies.
- (5) The fifth part contains data on the use of the qualification:
 - 5.1 access to further studies;
 - 5.2 professional status (if applicable).
- (6) The sixth part contains additional information:
 - 6.1 additional information about the student;
 - 6.2 additional information the higher education institution (name of institution, address, phone, e-mail, web, etc.).
- (7) The seventh part contains information about verification of the Diploma Supplement:
 - 7.1 date and place of issuance;
 - 7.2 name and surname and function of the signatory;
 - 7.3 signature;
 - 7.4 university seal.

(8) The eighth section contains information about the higher education system in the Republic of North Macedonia:

- 8.1 types of higher education institutions;
- 8.2 type of studies;
- 8.3 accreditation of higher education institution;
- 8.4 the structure of university education (academic) study programmes;
- 8.5 structure of high professional studies;
- 8.6 requirements for enrolment in study programmes;
- 8.7 assessment system;
- 8.8 scheme of the education system in the Republic of North Macedonia.

Article 9

(9) For the preparation of the Diploma Supplement, the University uses the Guidelines for the Preparation of the Diploma Supplement provided by the Ministry of Education.

IV. Certificate of graduation

Article 10

- (1) At the end of studies, the University issues a certificate of graduation from first, second and third cycles, which proves graduation from the first, second or third cycle.
- (2) The certificate referred to in paragraph 1 of this Article is printed on white paper in the format 219x297 mm (A4) in which the logo and name of the university are realized in the Blindruk technique while in the middle of the sheet in hologram is the university logo.
- (3) The certificate text is in Albanian, Macedonian and English.

Article 11

- (1) The certificate of graduation for the first cycle of studies contains the university logo; university name; archive number; the legal basis for issuing the certificate; the title 'CERTIFICATE for completion of first cycle studies'; name and surname of the student; the date of birth of the student; student identification number; the regime of studies; data on the faculty; duration of studies (semesters); name of study programme and direction; ECTS credits, date of graduation; average grade; scientific title; level of qualification according to the National Qualification Framework in the Republic of North Macedonia; the Secretary General's signature and the seal of the university.
- (2) The certificate of graduation referred to in paragraph 1 of this Article is reproduced in Appendix 5, which is an integral part of this Rule.

Article 12

- (1) The certificate of graduation for the second cycle of studies contains the university logo; university name; archive number; the legal basis for issuing the certificate; the title 'CERTIFICATE for completion of second cycle studies'; name and surname of the student; the date of birth of the student; student identification number; data on the faculty; duration of studies (semesters); name of study programme and direction; ECTS credits, title of master thesis; scientific title; date of graduation; average grade; level of qualification according to the National Qualification Framework in the

Republic of North Macedonia; the Secretary General's signature and the seal of the university.

- (2) The certificate of graduation referred to in paragraph 1 of this Article is reproduced in Appendix 6, which is an integral part of this Rule.

Article 13

- (1) The certificate of graduation for the third cycle of studies contains the university logo; university name; archive number; the legal basis for issuing the certificate; the title 'CERTIFICATE for completion of third cycle studies'; name and surname of the student; the date of birth of the student; student identification number; data on the faculty; name of study programme and direction; ECTS credits, title of doctoral thesis; scientific title; date of graduation; average grade; level of qualification according to the National Qualification Framework in the Republic of North Macedonia; the Secretary General's signature and the seal of the university.
- (2) The certificate of graduation referred to in paragraph 1 of this Article is reproduced in Appendix 7, which is an integral part of this Rule.

V. Transcript of Records

Article 14

- (1) The University at the end of each semester respectively end of the academic year, issues the Transcript of records for the past exams from the first, second and third cycles, which documents the student's academic progress and the result achieved during the studies.
- (2) Transcript of records from paragraph 1 of this article, is printed in 219x297 mm (A4) format, the pages are marked with ordinal number.
- (3) Official Transcript of Records is issued at the request of the student and is given in three languages, Albanian, Macedonian or English, depending on the student's request.
- (4) Transcript of Records is integral part of the Certificate of Graduation.

Article 15

- (1) The Transcript of Records contains the following information: university name; the title of the document 'Transcript of Records'; security code; the date of the transcript issuing; name and surname of the student; student identification number "ID"; name of the study programme; the number of "ECTS" credits of the study programme; cycle of studies; regime of studies.
- (2) Below are the academic data such as: course code; name of the course; semester and the year when the relevant course was serviced; foreseen credits by the curriculum; credits earned; grade; the points earned for the course representing the amount of the credits for course and the grade; in the end the grade point average (GPA), which is derived from the number of points divided by the number of credits recorded.
- (3) If the student has transferred credits from another institution, they are registered at the end of the transcript of records and are not taken in consideration during calculation of grade point average.

- (4) The Transcript of Records is stamped by the relevant services with the university seal.
- (5) Transcript of Records from Article 14, paragraph 1, is given in Annex 8, which is integral part of this Rule.

VI. Student Card

Article 16

- (1) The University issues a student identification card to each student at enrolment in his/her respective study cycle, and that card remains the property of South East European University.
- (2) The student card is 84x54 mm format, plastic material and contains RFID Tag.
- (3) The student card contains (on the front) the logo of the university; university name; the title "STUDENT CARD"; the name and surname of the student; date of birth; the date of issue (month and year); student ID number "ID #"; bar code; student photography and study cycle; (on the back) information about the card carrier; place for student signature; SEEU logo; university contacts and card ownership.
- (4) Student card from paragraph 1 of this article is provided in appendix no.10, which is an integral part of this Rule.

Article 17

Documents from this Rule are issued only for those study programmes listed in the Decision for Accreditation of Study Programmes and Decision for Start of Operation.

VII. Concluding Provisions

Article 18

This Rule enters in force on 01.10.2019.