

Based on Article 149 of the Law on Higher Education (Official Gazette of the Republic of Macedonia, number 82/18), Article 31, paragraph 1, item 11, Article 63 and Article 92 of the Statute of the South East European University, the University Senate, at the meeting held on 21.04.2020 approved the following:

RULE ON REQUIREMENTS AND CRITERIA FOR STUDENT ENROLMENT AT SEEU IN THE ACADEMIC YEAR 2020/2021

I. Subject of regulation

Article 1

- (1) This Rule defines the requirements and criteria for student enrolment in study programmes at South East European University.
- (2) Student enrolment is based on a public call for student enrolment announced by the University in accordance with the Law and Rule approved by the Senate at least five months before the beginning of the academic year.
- (3) The Rule includes provisions for transferred students from other higher education institutions and may be registered as a full-time or part-time student.
- (4) Transferred students in the first cycle and the second cycle of studies must have previously completed at least one semester at other higher education institutions.
- (5) The maximum number of ECTS credits that can be transferred from other higher education institutions is 50% of the total ECTS credits of the respective study programme.
- (6) Transferred students into the third cycle of studies may transfer no more than 60 ECTS credits, which the relevant Transfer Commission may equate to the first year exams.
- (7) Requirement for realization of the transfer is that the student meets the requirements for enrolment in the third cycle of studies at the University and to be ranked at the level of admitted students in the third cycle of study, in the relevant year of transfer.

II. Requirements for student enrolment in the first cycle of academic studies (undergraduate studies)

Article 2

At the University, the following categories of students may enrol in full-time and part-time status for the duration of their studies: with private funding (self-financing), citizens of Republic of North Macedonia who have completed the appropriate education in the country or abroad, foreigners who have completed the appropriate high school education in the country or abroad, transfer students from other universities who wish to continue full-time or part-time studies in similar faculties and individuals who have completed higher education.

III. Requirements for student enrolment in the first cycle of studies in full-time studies

Article 3

In the first cycle of academic studies may be enrolled candidates who have passed the state matura or international matura or who have completed four-year secondary education according to the rules that were in force before the placement of state matura, and candidates foreign citizens who have completed appropriate secondary education outside the Republic of North Macedonia.

IV. Requirements for student enrolment in the first cycle of studies in part-time studies

Article 4

- (1) In the first cycle of academic studies according to part-time system may be enrolled candidates who have passed the state matura or international matura or who have completed four-year secondary education according to the rules that were in force before the placement of state matura, and candidates foreign citizens who have completed appropriate secondary education outside the Republic of North Macedonia.
- (2) Number of students who will enrol in part-time studies (first year) is 30% of the total number of full-time students foreseen in the Call for Enrolment.
- (3) Part-time studies are independent studies in accordance with university standards. The rule of studies is as follows:
 - at the beginning of the semester students have introductory lectures with professors of the respective courses;
 - through the electronic management system, students will receive instruction on teaching, grading criteria, needed materials and will be able to participate in electronic forums and on-line lectures.

V. Requirements for transfer to four-year studies (240 ECTS) for candidates who have completed three-year studies (180 ECTS) at SEEU

Article 5

- (1) Only candidates who have completed a three-year study program (180 ECTS) at SEEU are eligible for transfer to four-year studies (240 ECTS).
- (2) Requirements for transfer to four-year study programs are the same as for three-year and four-year full-time studies, according to Article 2, Article 3 and Article 4 of this Rule.

Article 6

Candidates who have finished four-year secondary high school or its equivalent outside the Republic of North Macedonia have the right to enrol on the basis of their high school success alone. They must, however, verify their diploma during the first academic year in the Ministry of Education and Science of the Republic of North Macedonia.

Article 7

Language Proficiency:

- All candidates will have to take English language testing. This testing does not have an eliminating character but is needed to determine the level of language proficiency in order to provide upgrading of the same. Candidates will be informed in a timely manner of the dates of testing.
- For the study programmes offered in the English language, the minimum requirements for English proficiency are: level B1 (independent user) in accordance to European Language Framework (CEFR) or an equivalent score from the English Language Institutional Test from the Language Centre, SEEU. Candidates will be informed in a timely manner of the dates of testing.

Article 8

- (1) For the implementation of the student enrolment process for the academic year 2020/2021, the University utilizes the following professional Commissions:
 - The University Central Commission;
 - The Technical Commission for conducting administrative-technical tasks and evaluation of entrance exams.
- (2) Commission membership is confirmed by the Senate.

Article 9

- (1) A main criterion for enrolment in full-time studies is high school success and the State Matura Exam (where is required), qualified with 100 points (maximum value of points).
- (2) Other specific enrolment criteria in respective study programmes may be foreseen in the Call for Enrolment.

Article 10

The Central Commission of the University publishes all individual applicant results in the Admission Office.

Article 11

- (1) Any applicant has the right to appeal to the Central Commission within 48 hours from the announcement of the results. On the contrary s/he loses the right to appeal after this period.
- (2) After the deadline expires for appeals for the published results by the Central Commission of the University and resolving cases based on complaints, the preliminary list of candidates for enrolment is announced.
- (3) After the announcement of the preliminary list, applicants have 24 hours to object if they believe there are technical mistakes such as the calculation of points.
- (4) Such appeals are addressed to the Central Commission of the University.
- (5) The decision of the Central Commission is final.

Article 12

- (1) After the deadline expires for objections or appeals and answers, the Central Commission announces the final list of students to register.
- (2) Based on this decision list student enrolment is realized.

VI. Requirements for student enrolment in the second cycle of studies (postgraduate)

Article 13

In the postgraduate studies can be enrolled candidates who have completed the first cycle of studies equivalent to 180 credits, respectively 240 credits, at the University or any other higher education institution recognized by the University, in accordance with the Law.

Article 14

The right of enrolment in the second cycle of studies according to the model 3+2 (two years) is open to candidates who have obtained their undergraduate (first cycle) university diploma (verified) or the equivalent to three-year undergraduate studies (180 ECTS credits) or four years (240 ECTS credits).

Article 15

The right of enrolment in the second cycle of studies according to the model 4+1 (two semesters) is open to candidates who have obtained their undergraduate (first cycle) university diploma (verified), or the equivalent to four years (240 ECTS credits).

Article 16

The right of enrolment in the specialization professional second cycle of studies (one year) is open to candidates who have obtained their undergraduate (first cycle) university diploma (verified) or the equivalent to three-year undergraduate studies (180 ECTS credits).

Article 17

Courses will be regular and modular according to the following model: 50% of the curriculum of the relevant Faculty will be offered in regular form, and the other half of the curriculum will be realized with self-study (led by instructors). Regular courses usually are offered on Thursday and Friday afternoons, and on Saturdays, in order to accommodate the needs of candidates who work full time.

Article 18

Advantage will be given to students who have achieved a GPA of 8.00 and above in their first cycle of studies.

Article 19

If the number of candidates is lower than the number foreseen per study programme, the University has the right not to activate that study programme.

Article 20

In cases where the applicant has completed the first cycle in a field that is not appropriate to the second cycle programme for which s/he applies, a Commission from the relevant Faculty will determine additional criteria for enrolment in the new second cycle study programme.

Article 21

According to the Law on Higher Education, candidates who have graduated from universities outside the Republic of North Macedonia are obliged to verify their diploma in the Ministry of Education and Sciences of the Republic of North Macedonia, for which purpose they will receive administrative support from SEEU Student Services. Deadline for submission of the verification evidence is as follows: for the applicants in the 3+2 study

programmes are one year whereas for the applicants in the 4+1 and specialization professional study programmes are six months.

Article 22

Language proficiency:

- All study programmes in the second cycle of studies are offered in Albanian, Macedonian or English. Irrespective of the language of the programme, the University reserves the right to deliver parts of the lectures or materials in English, so knowledge of at least Albanian and English, or Macedonian and English, is required, while knowledge of at least two of these mentioned languages at academic level, it is necessary
- For the study programmes offered in the English language, the minimum requirements for English proficiency are: level B1 (independent user) in accordance to European Language Framework (CEFR) or an equivalent score from the English Language Institutional Test from the Language Centre, SEEU. Candidates will be informed in a timely manner of the dates of testing.
- If the candidate has completed secondary education outside the Republic of North Macedonia in another language other than the language of the study program to which he/she is applying for or enrolled in a study program in Albanian or in Macedonian, he/she must present language certificate.

Article 23

The Central Commission publishes all individual applicant results in the Admission Office.

Article 24

- (1) Any applicant has the right to appeal to the Central Commission within 48 hours from the announcement of the results. On the contrary, s/he loses the right to appeal after this period.
- (2) After the deadline expires for appeals for the published results by the Central Commission of the University and resolving cases based on complaints, the preliminary list of candidates for enrolment is announced.
- (3) After the announcement of the preliminary list, applicants have 24 hours to object if they believe there are technical mistakes such as the calculation of points.
- (4) Such appeals are addressed to the Central Commission of the University.
- (5) The decision of the Central Commission is final.

Article 25

- (1) After the deadline expires for objections or appeals and answers, the Central Commission announces the final list of students to register.
- (2) Based on this decision list student enrolment is realized.

VII. Requirements for student enrolment in the third cycle of academic studies (doctoral studies)

Article 26

The right of enrolment in third cycle of academic studies (doctoral studies) is open to candidates who have completed second cycle of academic studies and have accumulated a

minimum of 300 ECTS from the first and second cycle of studies (undergraduate and postgraduate studies), cumulatively.

Article 27

The right of enrolment have candidates that have accumulated a minimum of 300 ECTS from the respective field, have published scientific works, and have adequate English language proficiency.

Article 28

In the cases where the applicant has completed first the second cycle in a field that is not appropriate to the third cycle programme for which s/he applies, a Commission from the relevant Faculty will determine additional criteria for enrolment in the new third cycle study programme.

Article 29

Candidates that fulfil requirements from article 27 and 28, in case of higher number of candidates than those foreseen in the Call, will be ranked according to following criteria:

- 30% from GPA;
- 20% from published scientific works;
- 20% from foreign language proficiency;
- 30% from interview of candidates;

Article 30

(1) The average grade for candidates who have completed first and second cycle of studies in the Universities from the country will be evaluated according to the ranking by the Ministry of Education and Science of the Republic of North Macedonia. The five first ranked universities will receive 100% of the points, while each university hereafter is ranked with - 5%.

(2) The average grade for candidates who have completed first and second cycle of studies in the Universities from abroad will be evaluated as follows:

- - Public universities will receive 100% of the points from the success;
- - Private universities will receive 80% of the points from the success;

Article 31

According to the Law on Higher Education, candidates who have graduated from universities outside the Republic of North Macedonia are obliged to verify their diploma (first and second cycle diploma) in the Ministry of Education and Sciences of Republic of north Macedonia. Deadline for submission of the verification evidence is one year, for which purpose they will receive administrative support from SEEU Student Services.

Article 32

Language proficiency:

- Priority for admission in the programmes offered will be English language proficiency.
- All applicants will be subject to the institutional English language proficiency test by the SEEU Language Centre. Candidates will be notified in time for the test dates.

Article 33

The Central Commission of the University announces the preliminary list of candidates for registration in the Admissions Office.

Article 34

- (1) Any applicant has the right to appeal to the Central Commission within 48 hours from the announcement of the results. On the contrary, s/he loses the right to appeal after this period.
- (2) After the deadline expires for appeals for the published results by the Central Commission of the University and resolving cases based on complaints, the preliminary list of candidates for enrolment is announced.
- (3) After the announcement of the preliminary list, applicants have 24 hours to object if they believe there are technical mistakes such as the calculation of points.
- (4) Such appeals are addressed to the Central Commission of the University.
- (5) The decision of the Central Commission is final.

Article 35

- (1) After the deadline expires for objections or appeals and answers, the Central Commission announces the final list of students to register.
- (2) Based on this decision list student enrolment is realized.

VIII. Final provision

Article 36

- (1) Enrolment of studies is done on the basis of a public announced call by the University.
- (2) The Call is compiled by the Academic Planning Office under direction of the Pro-rector for Academic Planning and Digitization.
- (3) Additional general information and other specific requirements for the enrolment of new students in the first year of studies are described in the call for enrolment.
- (4) The call for enrolment is published at least five months before the beginning of the academic year.
- (5) The call for enrolment is published by the Information and Promotion Office at the request of the Academic Planning Office.
- (6) The University reserves the right to offer on-line teaching according to the conditions, needs and preferences of the candidates of certain courses, study programs and groups of the first, second and third cycle of studies

Article 37

The Call for enrolment contains:

1. name of the University;
2. title of the study programmes;
3. place for delivery of the study program;
4. duration of the studies;
5. enrolment criteria;

6. anticipated enrolment number;
7. procedures and deadlines for applying in the call and for realization of enrolment in studies;
8. the amount of tuition, respectively participation;
9. criteria on the basis of which candidates are selected for enrolment.

Article 38

This Rule is in force from the day of its adoption by the University Senate.