

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 SECOND CYCLE 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 second cycle of studies.

#### **Article 2**

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

#### **Article 3**

- (1) The second 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 second 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 status.
- (3) Full-time student follows continuously the teaching-learning process according to the respective study programme. Small groups realize teaching-learning through mentoring system.
- (4) Student status is proven with Student ID Card.

## **II. Second cycle studies**

### **Article 6**

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

### **Article 7**

- (1) Postgraduate studies in the second cycle of studies last one or two years and upon completion the student accumulates 60 or 120 ECTS credits, depending on the programme registered at the beginning of studies.
- (2) The title to be gained is Master in the relevant field.
- (3) The qualification level in all academic study programmes is VII A.

### **Article 8**

- (1) Professional studies in the second cycle of studies last one year and upon completion the student accumulates 60 ECTS credits.
- (2) The title to be awarded is Specialist in the relevant field, level of qualification VII B.

### **Article 9**

- (1) Students must complete studies, including master defence within a period no longer than double the length of the study programme.
- (2) In special cases, a fixed extension for the duration of studies may be agreed by a decision of the Teaching Scientific Council of the respective Faculty.

## **Realization of studies**

### **Article 10**

- (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) ECTS credits from individual courses are determined on the basis of the number of hours in the class and individual studies.
- (3) One ECTS credit refers to thirty (30) hours of work, including lectures and other forms of instruction such as exercises and seminars, as well as independent.
- (4) Studies are conducted according to the accredited study programme and syllabus.
- (5) The number of ECTS credits that must be achieved in the post-graduate academic studies from first and second cycle studies is at least 300 ECTS credits.
- (6) The academic unit (faculty, institute, and centre) is responsible for the organization and implementation of study programs, observation of the academic, professional process and career development of the student.

## **Syllabus**

### **Article 11**

- (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, seminars, 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/Director of the Institute.

## **Course Registration**

### **Article 12**

- (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) Delayed schedule registration, or changes for objective reasons are more closely regulated with the scheduling procedure.

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

### **Article 13**

- (1) The student must follow all forms of instruction set out in the syllabus.
- (2) Participation at lectures and exercises is mandatory (except small groups with a mentoring system) not less than 70% of the number of sessions held.
- (3) The student is regularly registered in the electronic system and it is controlled by the teacher.

- (4) The manner of identification, justification of absences and other details as closely as possible are determined with Guidelines from the Rector's Directorate.

### **Academic calendar**

#### **Article 14**

- (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.

## **III. Transfers**

### **Transfers from other institutions**

#### **Article 15**

- (1) The student has the right to transfer from another higher education institution. Must have previously completed at least one semester at another university in the second cycle of studies.
- (2) The maximum number of ECTS credits that can be transferred from other institutions to the one-year program is 30 ECST credits, while the two-year program is 60 ECTS credits.
- (3) 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;
  - year of studies and the courses that the student must enrol in the respective semesters.
- (4) The transfer student pays the full amount for all courses (ECTS credits) that are served at the University, according to the respective program fee.
- (5) 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 relevant services.

### **Internal transfer**

#### **Article 16**

- (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 uncompleted 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) 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 17**

- (1) Student in mobility is a student coming from another university within the framework of exchange programs, or 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.

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

### **Assessment of knowledge**

#### **Article 18**

- (1) In order to gain Second Cycle Diploma, students are assessed in two ways:
- firstly, students are required to follow courses with regular assessments using various evaluation methodologies to maintain quality and high academic standards;
  - secondly, students must complete and defend a master thesis.
- (2) The assessment method and description of the activities to be carried out during the class are included in the course syllabus.

### **Grading**

#### **Article 19**

- (1) Grades are determined in accordance with the published assessment criteria and weighting components of the final grade.
- (2) Grading is based on student achievement in the classroom (participation in projects, class discussions, presentations, etc.) and/or achievements in homework and exams.

- (3) 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.
- (4) 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 20**

- (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.

| Grade Scale |       | Description     | Grade | Letter Grade Equivalent |
|-------------|-------|-----------------|-------|-------------------------|
| From        | To    |                 |       |                         |
| 95%         | -100% | Outstanding     | 10    | A/A+                    |
| 85%         | - 94% | Excellent       | 9     | A-/B+                   |
| 75%         | - 84% | Very Good       | 8     | B-                      |
| 65%         | - 74% | Good            | 7     | C                       |
| 51%         | - 64% | Satisfactory    | 6     | D                       |
| 0%          | - 50% | Fail            | 5     | 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 to 10 (with two decimals). This average is determined 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 21**

- (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, if the teacher 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-NR**

### **Article 22**

- (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 No Record "NR" is added the transcript of records.

## **Transcript of Records**

### **Article 23**

- (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 24**

- (1) At University level, during the academic year there are two regular and two 'make-up' exam sessions.
- (2) Regular sessions are held at the end of the semester 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) 'make-up' exam sessions are held in April and August, and are organized for all incomplete exams.
- (4) Incomplete exams from the previous semester/year are serviced in both regular and 'make-up' sessions.
- (5) 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 Digitalization.

### **Registration of exams**

#### **Article 25**

- (1) The student registers all the exams (in all sessions) through the University electronic system MySEEU.
- (2) 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 26**

- (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.

## **Exam Requirements**

### **Article 27**

- (1) Exams should be scheduled according to the regular academic schedule and should not exceed three hours.
- (2) Requests to hold a exam 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 Examinations and Monitoring**

### **Article 28**

- (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, 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 29**

- (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 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 30**

- (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 to 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, which are published in the transcript of records.

## **Grade Change**

### **Article 31**

- (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 32**

- (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 first 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. Master Thesis**

### **Article 33**

- (1) The Master Thesis is an integral part of second cycle studies. The term 'Master Thesis' also implies a Capstone Project for those faculties where one is permitted.
- (2) Every second cycle programme-academic requires a written thesis to be finished and defended in a public defence.
- (3) Students are encouraged to begin their research and preparations for their Master Thesis at the beginning of their Second Cycle Studies.
- (4) By the beginning of the first semester (60 ECTS), and by the beginning of third semester (120 ECTS), the student expresses a preference for a mentor from the field and this is confirmed by the Teaching-Scientific Council.
- (5) The topic of the thesis is chosen by the student in consultation with the mentor.
- (6) One of the Learning Outcomes of the course Research Methodology is the production and approval of the thesis proposal.
- (7) The student continues with the writing of the master thesis under the guidance of the mentor for the Master Thesis semester.
- (8) The appointed mentor is the student's main source of academic and administrative guidance during the writing of the thesis. To assume this role, mentors must be accredited.
- (9) The student, with support from the mentor, prepares the Master Thesis Proposal which includes a thesis plan outlining activities and deadlines.
- (10) The Master Thesis Proposal Form is then completed by the student. The Form can be downloaded from the University web page or obtained at the Faculty or Student Services.
- (11) The approval of the thesis proposal is done by the mentor and one professor from a corresponding field, appointed by the Faculty Teaching Scientific Council, through an evaluation of the thesis proposal with a written Report. This Report is part of the student file.
- (12) The mentor sends the report to the Faculty Teaching Scientific Council for information. Then, the mentor provides guidance and support for completing the thesis.
- (13) At the same meeting, the Faculty Teaching Scientific Council appoints the Commission for the Evaluation of the Thesis. The Commission for Evaluation of the Thesis consists of 3 members, of whom at least 2 should be from the respective field.

- (14) The candidate can request to change the mentor. In these cases, the Faculty Teaching Scientific Council acts (decide) on such requests within 30 days.

### **The form and content of the master thesis**

#### **Article 34**

- (1) A Master's Thesis should consist of at least 50 pages and not more than 100 pages (font size 12, Calibri, 1.5 spacing).
- (2) The Master Thesis should represent a substantial body of work and demonstrate the candidate's mastery of the subject.
- (3) The language of the Master Thesis is determined by the Faculty and should be in line with the university's flexible use of language. Abstracts in Albanian, Macedonian and English should be included.
- (4) The structure of the Master Thesis should contain: front page, acknowledgements (if there are any), abstract, foreword, content by chapters, conclusions, bibliography.
- (5) The Master Thesis front page should consist of: University name (in the upper, left corner), faculty name (in the upper, right corner), university logo (between the university and faculty name), thesis topic (in the centre of the page), candidate's name and last name (in the bottom, left corner), mentor's name and last name (in the bottom, right corner), month and year of defending the master thesis (on the last line, centre of the page).
- (6) The Master Thesis shall include a written and signed declaration stating: "I certify that I am the original author of this work", "The copyright is transferred to the University for use for educational and research purposes".
- (7) Before the submission of the completed Master Thesis, students should have their work proofread by a licensed and authorized professional.
- (8) The mentor submits a review report about the quality and validity of the thesis work, and the thesis, to the Commission for Evaluation of the Thesis. At the same time, the thesis is on public display in the University library for 7 days.
- (9) Based on the remarks from the Commission or other parties, the mentor liaises with the candidate to consider the remarks, and re-submits the mentor's report and thesis to the Commission with agreed revisions within 15 days.
- (10) The Commission then has 15 days more to submit a final report to the Faculty Teaching-Scientific Council for approval or rejection. This report must include a print-out from *plagijat.mon.gov.mk*
- (11) Faculty Teaching-Scientific Council determines the date of the defence, which must take place within a 15 day period from the approval date.
- (12) The candidate is notified in writing about the date of the master thesis defence.
- (13) After the defence of the master thesis, the Faculty submits to the University Library the final version of the master thesis in electronic format (to be published on the open electronic basis) and the printed format (in thick, blue colour covers).
- (14) If the Faculty Teaching Scientific Council rejects the Commission's report, then the procedure starts from the beginning.

## **Master thesis defence**

### **Article 35**

- (1) The candidate publicly defends the Master Thesis in front of the Commission for Evaluation of the Thesis.
- (2) The date and place of the public defence, along with the candidate's name and master thesis topic, prepared by the Faculty, is published for all university staff at least 7 days prior to the defence.
- (3) The venue of the public defence of the thesis will be inside the University.
- (4) If, for objective reasons, only one member of the Commission for Evaluation of the Thesis cannot attend the defence, the public defence is legitimate (majority of voters). The presence of the mentor and the Commission President is obligatory. In case of a split or tied decision, another date for defence is determined with the presence of the full commission.
- (5) During the process of public defence, official minutes are kept which are signed by the Commission members.
- (6) The public defence of a Master Thesis has the following agenda:
  - The President of the Commission gives the opening speech, declares the public defence of the Master Thesis open and presents the candidate;
  - The President of the Commission reads the review and evaluation of the Commission;
  - The President of the Commission gives the floor to the candidate to present and justify the thesis;
  - The President of the Commission gives the floor to the Commission members to give their opinion of the Master Thesis and address questions to the candidate;
  - The President of the Commission gives the floor to the mentor to give the opinion of the Master Thesis;
  - The Commission withdraws in order to make a decision about the defence of the thesis.
- (7) The grading of the thesis is done with the following two descriptions of grades:
  - The candidate defended the Master Thesis.
  - The candidate did not defend the Master Thesis.
- (8) If the candidate does not defend the thesis successfully, the Commission reports this to the Faculty Teaching Scientific Council who decides on a further procedure.

## **Copyright**

### **Article 36**

- (1) Before the approval of the thesis, the candidate signs a declaration, in which s/he gives the copyright ownership to the University.
- (2) The University keeps the copyright ownership of the above mentioned work for academic and scientific purposes.

## **Plagiarism**

### **Article 37**

- (1) The Master Thesis should be the original work of the author. Any form of copying from published works of different authors, if not properly cited, as described in relevant laws, is forbidden.
- (2) If the Master Thesis is proven to contain plagiarized material or is a work of plagiarism, the student is subject to the Rule on Student Conduct and may be asked to leave the University immediately with no right of return.
- (3) If plagiarism is detected after the approval of the report by the Commission, the mentor is called before a Disciplinary Commission to explain his/her failure to detect the plagiarism.

## **Title earned in the second cycle of studies**

### **Article 38**

- (4) After successful completion of second cycle studies-academic studies, the title degree of Master is awarded in the respective field.

## **VII. Tuition fees**

### **Article 39**

- (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 the four years of study. The amount is determined by the University Board and announced in the Call for Student Enrolment.
- (2) Beside *tuition fees*, the University applies fees for:
  - semester registration, 25 euro for every enrolled semester;
  - exam registration, 25 euro for every registered exam;
  - 300 euro for Master Thesis Defence
  - 50 euro for issue of Diploma and certificate
  - 15 euro for re-issue of ID card in case of loss or damage
- (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 40**

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

## **Payment deadlines**

### **Article 41**

- (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.
- (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) If the payment deadlines are not respected, the Bursary Office will block the services according to Article 43 of this Rule.

### **Article 42**

- (1) Semester registration fee must be made at the beginning of each semester, within 10 days of the date of registration of the schedule or re-registration of the year.
- (2) *Exam fee* must be made within 10 days of the scheduled date for the exams in the relevant session.
- (3) *Thesis fee* must be made at the latest 15 days before the date of the Public Master's Defence.
- (4) *Diploma fee* should be made during taking (withdrawal) diploma.

## **Late payments**

### **Article 43**

- (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 44**

- (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 45**

- (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 Centre (BIC) with a request for late payment which will be submitted to the Director for review of the claim and final decision.

## **VIII. Student**

### **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 s/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.

### **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.

### **Absolvent Status**

#### **Article 48**

- (1) Upon completion of the foreseen time in the master studies, the student is allowed a period of two consecutive academic years to graduate from the same study program.
- (2) During this period, the student retains the status of student absolvent.
- (3) Absolvent that unfinished master thesis, is supported by a mentor assigned during this period.
- (4) If in addition to the master thesis there are also incomplete exams, the student submits a request to the relevant faculty which generates a decision for re-registration of the academic year.
- (5) The absolvent who has incomplete exams, pays a semester registration fee and exam fees, according to Article 39 of this Rule.
- (6) 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 programme.

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

#### **Article 49**

- (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.



## **IX. Delegation of authority**

### **Article 50**

- (1) 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.

## **X. Concluding Provisions**

### **Article 51**

This Rule comes into force on 01.10.2019.