

Based on Article 141 of the Law on Higher Education (Official Gazette of R. Macedonia, no. 82/2018) and Article 89 of the Statute of South East European University, the University Senate, at its meeting held on 04.10.2019, approved the following:

RULE FOR ORGANIZING PROGRAMMES FOR PROFESSIONAL DEVELOPMENT AND NON-FORMAL EDUCATION

General Provisions

Article 1

This Rule sets out the terms and requirements of organization of various programmes for professional development and non-formal education at South East European University - Tetovo (hereafter referred to as the University), based on the concept of lifelong learning.

Article 2

Provisions of this Rule are applied at all University units that perform activities of higher education.

Article 3

Professional development programmes and non-formal education programmes at the University are organized in accordance with the Law on Higher Education and the Statute of the University.

Enrolment

Article 4

- (1) Enrolment in the programmes is done on the basis of public call or within the framework of cooperation with various public or non-governmental institutions/organizations and with the business sector.
- (2) The candidate must complete the procedure for enrolment in the relevant programme, which includes: application; submission of necessary documents in accordance with the programme requirements; and realization of the foreseen payment.

Status of participant in the programme

Article 5

- (1) The status of being a participant in the programme is obtained after enrolling in one of the programmes for professional development and non-formal education at the University.
- (2) The status of being a participant is demonstrable with the ID Card.

Realization of programme

Article 6

- (1) The programme of professional development and non-formal education is compiled by the University units that perform higher education activities and is implemented according to the module/course syllabus.
- (2) Duration of the programme depends on the volume of the foreseen curriculum.

- (3) The module/course syllabus is approved by the teaching-scientific council of the respective faculty and includes: course description, learning objectives and outcomes, forms of teaching, teachers, knowledge assessment methods, and other aspects.
- (4) Upon completion of the programme, the participant receives a certificate issued by the University unit, respectively the University.

Tuition fees

Article 7

- (1) The participant pays a tuition fee in the amount specified for the respective programme.
- (2) For each participant, the University opens an account in the electronic system for keeping records of the obligations and payments made for studies.
- (3) The Bursary Office deals with any issues regarding the payment of tuition fees.

Delegation of authority

Article 8

- (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.

Concluding Provisions

Article 9

This Rule enters into force on 07.10.2019.