

According to article 118 of the Law on Higher Education of Republic of Macedonia; articles 60, 68 and 69 of SEEU statute ; based on decision of Council of Teaching and Science of SEEU of date April 12th 2005, the SEEU Senate in the meeting held on June 13th 2005, approved the following:

Regulation On Attainment of Doctor of Sciences Degree at SEEU (PhD)

General Provisions

Article I

This regulation regulates the attainment of PhD degree procedure at SEEU regarding the following departments: Public Administration, Business Administration, Law Faculty, Computer Science Technology and Teacher Training Faculty.

Article II

The Doctorate of Sciences degree at SEEU can be achieved through:

- 2.1 Doctorate studies or
- 2.2 Presentation of doctorate dissertation and its defence

Article III

3.1. PhD studies are regular third cycle studies, in accordance with Article 2.1 and based in Bologna model of studies.

3.2. PhD will be organized for the studies offered in five departments of SEEU.

3.3. PhD studies will be organized at SEEU, after the approval of the curricula of these studies and its accreditation.

3.4. An Office for Doctorate Studies will be established at SEEU level, lead by the Director who will be appointed by the Rectorate.

3.5. At faculty level, a special unit for Doctorate Studies will be established under the supervision of the Dean, and will be responsible for accepting the request of doctoral thesis as well as lead the doctorate process.

Article IV

Until the beginning of doctoral studies, the Doctor of Sciences degree at SEEU will be attained through presentation and public defence of doctoral thesis, according to the

mentoring system.

Article V

5.1. The doctoral dissertation (PhD) is an independent scientific work; is a result of independent research and introduces a contribution to the development of the specified scientific field.

5.2. The candidate can do his scientific research, part of the doctoral thesis, at the center for scientific research of the respective faculty/department where the thesis is going to be presented, or in another scientific research center.

5.3. SEEU will allow only original doctoral thesis, which will be presented for the first time on SEEU faculties/departments.

Submission of doctorate dissertation (PhD) and conditions of attainment of the Doctor of Sciences Degree

Article VI

6.1. Dissertation of doctoral degree on SEEU faculties can be submitted by a person that possesses Macedonian citizenship, or a person with other citizenship, who has completed postgraduate studies and has achieved the Masters of Sciences degree.

6.2. Dissertation of doctoral degree can be submitted by the candidate who is an academic staff of SEEU.

6.3. PhD dissertation can be submitted only for the existing fields of studies at first and second cycle in all five departments of SEEU.

Article VII

7.1. The candidate presents his request to the Council of Teaching and Science of the respective Faculty.

7.2. Thesis chosen by candidate must be original and presented for the first time.

7.3. After acceptance of the doctoral thesis request, the Dean of the respective Faculty, before calling the teaching council for appointment of the Commission on Evaluation of Adequacy of the thesis and the candidate, will appoint a foreign evaluator of the thesis.

7.4. Candidate should submit to the Deans office a general idea of the thesis, including the chapters and reasons why that thesis was preferred, in English language from 1 to 10 pages.

7.5. After a positive evaluation from the foreign evaluator, the Dean of the faculty calls the Teaching Council of the Faculty to appoint the Commission on Evaluation of Adequacy of the thesis and the candidate.

7.6. If the Council of Faculty concludes that the request topic falls under the field study of the department, the Commission on Evaluation of adequacy of the thesis and the candidate (composed by 3 to 5 members) will be appointed. The Dean of the Faculty will inform the Council of Teaching and Science of SEEU about the appointment of this commission as well as the positive evaluation of the foreign evaluator and will propose

the beginning of the doctoral dissertation procedure.

7.7. The empowerment of this regulation does not obstacle the Deans Offices to start the procedure of accepting candidates' requests and appoint foreign evaluators.

Article VIII

The doctoral dissertation after can be drafted and publicaly defended in three languages: Albanian, Macedonian or English

Article IX

The expenses of attainment of Doctor of Sciences degree are covered by the candidate according to the value established by the rectorate of SEEU.

Article X

10.1. The candidate within the request should present:

- title of his doctoral (PhD) thesis
- personal data and age
- short biography of candidate together with published scientific works
- official document of completion of postgraduate studies on Master of Science degree
- study field where the dissertation of doctoral studies falls under
- short draft/outline of the thesis with the hypothesis raised by the candidate
- thesis actuality
- importance and reasonability for the development of society
- method used during dissertation
- structure of thesis and bibliography that may be consulted
- proposal of mentor that will lead the doctoral dissertation

10.2. In order to start the work on doctoral thesis, the candidate must have at least one paper presented in an international conference.

10.3. In case the candidate does not have any presentation in international conferences, will be accepted at least one publication in an international journal.

10.4. In case the candidate does not fulfill any of the conditions of articles 10.2 – 10.3 then from him/her will be required the publication of at least two monographies that fall under the field of the doctoral thesis.

Article XI

11.1. Council of Teaching and Science of the Faculty after informing the Council of Teaching and Science of SEEU will decide within 15 days on the proposed request by:

- allowing it, or
- refusing it with the explanation of the reason that the title of dissertation does not fall under the field of study of the department or the candidate does not fulfil the conditions specified in Articles 5-10 of this Regulation.

11.2. The candidate can oppose the decision of Department Council by complaining to the council of teaching and science of SEEU based on paragraph 1 of this article within a

deadline of 15 days.

Article XII

12.1. If there are no complaints according to article XII the request of the candidate will be evaluated from the commission composed of 3-5 members from the Faculty proposed by the dean and approved by the teaching and science Council of the Faculty.

12.2. Commission evaluates the adequacy of thesis and candidate within 15 days from the day of the request.

12.3. Members of the commission may be local or foreign, academic staff competent on the field of study where the doctoral thesis falls under should have minimum the title of Assistant Professor.

12.4. One of the members of the commission is the mentor at the same time.

12.5. Head of commission, members of commission and mentor will be paid for their work

12.6. The amount of payment according to article 12.5 will be established specifically by the rectorate of SEEU.

Article XIII

13.1. The mentor is appointed by the Faculty Council and he/she should be a well known expert from the faculty/staff or an external – expert on the dissertation field of study.

13.2. A mentor can lean maximum one doctoral thesis of one candidate.

Article XIV

After the approval of the commission, the Faculty Council allows the beginning of the dissertation thesis, while the title of the thesis, candidate's name, mentors name and commission members names are published in the SEEU bulletin and SEEU web-page in three languages: Albanian, Macedonian and English.

Work of Doctoral Dissertation

Article XV

15.1. The PhD dissertation is written in the language chosen by the candidate, with a compulsory resume in English language.

15.2. During preparation of the PhD dissertation, the candidate follows the mentor's suggestions and advices.

15.3. After completion of the PhD dissertation and after the mentor's evaluation of the candidate's successful work, the mentor submits a report to the Faculty Council.

15.4 Public defence of the presented doctoral thesis can be at least after two (2) years from the date of approving the doctoral thesis, but not longer than five (5) years from the date of approval of the paper.

Article XVI

16.1. The scientific teaching Council, after receiving a positive evaluation from the mentor about the completed work of candidate's PhD dissertation, appoints a 5 member Commission for public defence of the PhD dissertation, in a period of 15 days from the time that the positive evaluation by the mentor is given.

16.2. The Council, can decide if the Commission for the PhD dissertation will be the same Commission for Issuing.

Article XVII

17.1. After appointment of the Commission for public defence, the candidate should submit 8 copies of the PhD dissertation to the Dean's Office.

17.2. The work of the PhD dissertation remains open for a public review for 30 days, enabling the department faculty to get familiar with the work.

Article XVIII

After the 30 days deadline for public review, the Commission for Issuance of the PhD dissertation within a period of 15 days introduces the review for authorisation of the public defence, which is published at the SEEU bulletin and University web-page.

Article XIX

The Faculty Council within a period of 15 days from the time of receiving a positive review for the dissertation issuance arranges a date for public defence of the PhD dissertation.

The achievement of PhD dissertation

Article XX

20.1. The candidate defends publicly the PhD dissertation before the Commission for the degree issue consisted of three members.

20.2. The day and place of the public defence, name of candidate and title of the dissertation are published in the daily press and SEEU web-page, at least 8 days before the public presentation of the PhD dissertation.

Article XXI

21.1. The public defence of PhD dissertation takes place at SEEU permits.

21.2. Before the presentation, a President of the Commission for public defence is appointed among the members of the Commission for public presentation (the mentor who leads the candidate can not be selected for President).

Article XXII

For the course of the public presentation official minutes are prepared and signed by the three members of the Commission.

Article XXIII

The PhD defence goes according to the following order:

- The President of the Commission makes a welcoming speech and opens the public defence;
 - Secretary of the Department reads the biography notes of the candidate and his/her scientific activities;
 - Mentor, who is in the meantime a member of the Commission, reads the review evaluated by the Commission for PhD dissertation;
 - President of the Commission invites the candidate to present and defend the PhD dissertation;
 - President of the Commission gives the floor to the mentor and members of the Commission to give their general opinion about the dissertation;
 - Members of the Commission ask questions to the candidate;
- The Commission withdraws in order to make a decision regarding the issuance of the PhD dissertation.

Article XXIV

24.1. The President of the Commission announces the decision brought by the Commission by giving one of the following three evaluations:

- Defended the PhD dissertation with great success
- Defended the PhD dissertation
- Did not defend the PhD dissertation.

24.2. After the public defence, members of the Commission sign the minutes of the public defence and all the material is submitted to the Dean's office of the respective Faculty.

Article XXV

A certificate for earning the degree Doctor of Science is issued to the candidate after the successful presentation by the Department's Dean Office.

Article XXVI

26.1. The person who earns the Doctor of Science degree is promoted to this degree at the awarding ceremony organised at the SEEU Rectorate level.

26.2. The Rector of SEEU leads the awarding ceremony.

Article XXVII

27.1. After completion of the public promotion of Doctor of Science, the candidate

receives a diploma for the Doctor of Science degree, in Albanian, Macedonian and English language.

27.2. The diploma is signed by the Rector of SEEU and the Dean of Faculty where the presentation of the PhD dissertation took place.

Article XXVIII

This Regulation is empowered from the day of its approval by the SEEU Senate.