

Based on Article 116 of the Law on Higher Education (Public Gazette of R. of Macedonia 35/08, 103/08 , 26/09, 83/09, 99/09, 115/10 and 17/11) and Rule on Content and Format, Guidelines for Preparation of Diploma Supplement and other Documents and pursuant to Article 52 of the South East European University Statute, the SEE University Senate on the meeting held on 12.04 2011 brought the following:

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

Article 1

This Rule regulates the content and format of the diploma, diploma supplement and other documents (certificate, transcript and id).

DIPLOMA

Article 2

The University issues the Diploma for completed higher education from the first cycle of studies . The Diploma from paragraph 1 of this Article is on paper size 420x297 mm.

The Diploma is printed on 125 gr./m2 high quality paper, with a multicolored unique watermark for all higher educational institutions , with luminous fibres or security elements in two colors without bleach.

The coat of arms of the Republic of Macedonia (made in “blindruk” technique) is imprinted on the diploma.

The text in the Diploma is printed in Macedonian, Albanian and English.

The form of the Diploma from paragraph 1 of this Article is given in Appendix 1 which is constituent part of this Rule.

Article

cle 3

The Diploma of higher education under Article 2 paragraph 1 of this Rule contains the following data: name and coat of arms of the Republic of Macedonia; name and address of the University; the name of the founder of the higher education institution; the number and date of the decision to start the work issued by the Ministry of Education and Science; the title "Diploma for Completion" and Grade Point Average and title gained (professional name for international use); the serial number of the diploma; 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; signature (Dean / Director), dry place to put the mark of the University; signature (Rector) and the SEEU seal.

*Arti
cle 4*

The University issues the Diploma for completed higher education from the second cycle studies.

The Diploma from paragraph 1 of this Article is on paper size 420x297 mm.

The Diploma is printed on 125 gr./m2 high quality paper multicolored unique watermark for all higher educational institutions, with luminous fibres or security elements in two colours without bleach.

The coat of arms of the Republic of Macedonia (made in "blindruk" technique) is inprinted on the diploma.

The text in the Diploma is printed in Macedonian, Albanian and English.

The form of the Diploma from paragraph 1 of this Article is given in Appendix 2 which is constituent part of this Rule.

*Arti
cle 5*

The Diploma of higher education under Article 2 paragraph 1 of this Rule contains the following data: name and coat of arms of the Republic of Macedonia; name and address of the University; the name of the founder of the higher education institution; the number and date of the decision to start the work issued by the Ministry of Education and Science; the title "Diploma for Completion" and Grade Point Average and title gained (professional name for international use); the serial number of the diploma; 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; signature (Dean / Director), dry place to put the mark of the University; signature (Rector) and the SEEU seal.

*Arti
cle 6*

The University issues the Diploma for completed higher education from the third cycle-doctoral university studies.

The Diploma from paragraph 1 of this Article is in paper size 420x297 mm.

The Diploma is printed on 125 gr./m² protected paper multicolored unique watermark for all higher educational institutions, with luminous fibres or security elements in two colours without bleach.

In the diploma the coat of arms of the Republic of Macedonia (made in blindruk technique) is

imprinted.

The text in the Diploma is printed in Macedonian, Albanian and English.

The form of the Diploma from paragraph 1 of this Article is given in Appendix 3 which is constituent part of this Rule.

*Arti
cle 7*

The Diploma of higher education under Article 2 paragraph 1 of this Rule contains the following data: name and coat of arms of the Republic of Macedonia; name and address of the University; the name of the founder of the higher education institution; the number and date of the decision to start the work issued by the Ministry of Education and Science; the title "Diploma for Completion" and Grade Point Average and title gained (professional name for international use); the serial number of the diploma; 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; signature (Dean / Director), dry place to put the mark of the University; signature (Rector) and the SEEU seal.

DIPLOMA SUPPLEMENT

*Arti
cle 8*

The University issues a Diploma Supplement together with a Diploma .

The Diploma Supplement referred to in paragraph 1 of this Article is format, size 219x297 mm, a rough sepia color, and contains four linked pages.

The Diploma Supplement is prepared in Macedonian, Albanian and English, and the language is issued under the request of students for the purpose of mobility.

The Diploma Supplement referred to in paragraph 1 of this Article is reproduced in Appendix 4, which is an integral part of this Rule.

*Arti
cle 9*

The Diploma supplement from Article 8 of this Rule contains:

First page: coat of arms, name and address of the University, logo and address of university; the title: "Diploma Supplement"; data for the diploma holder (name, middle name and surname, date, place and country of birth and identification number) ; identification number of the student; data for the acquired qualification; date of issue of the diploma; name of the qualification; name of the study program (the main study area, field and field of studies); name (official language) and status of higher / scientific institution that issues the diploma; name and status of higher education / scientific institution where studies were carried out if different from the institution issuing the diploma; language of instruction; data on degree (cycle) of the qualification; the type of qualification (academic / professional studies); degree (cycle) of the qualification; duration of the study program (expressed in years and ECTS credits); conditions for entering the study program. Second page: information about the content and results achieved; mode of study (full-time, part-time) requirements and results of the study program that will help with understanding the knowledge, skills and competencies acquired by the student who completed these studies; data for the study program (direction / module, grades and ECTS credits); grading system (grade scheme and criteria for the grades); average grade in the course of studies; data on the use of the qualification: access to further studies, professional status (if applicable); additional information: about the student, the higher education institution (name of institution, address, phone, e-mail, web, etc.); verification of the Diploma Supplement: date and place, name and signature; function of the signatory, and seal.

Third page: information about the system of higher education in Macedonia; types of higher education institutions; kinds of study; accreditation of higher education institutions; the structure of higher education university academic study programs; structure of higher professional study requirements for registration of studies; assessment system.

Fourth page: contains a chart of the educational system of

Macedonia.

*Articl
e 10*

For the preparation of the Diploma Supplement, the University uses the Guidelines for the Preparation of the Diploma Supplement provided by the Minister of Education.

Other Documents

*Articl
e 11*

At the end of each academic semester, the University issues a Certificate (Transcript of records) for exams passed in the first, second and third cycles, which documents the student's academic progress and contains data about the extent, nature and content of studies, and results achieved.

The certificate is part of the Diploma Supplement.

The certificate referred to in paragraph 1 of this Article is in the form of sheet size 219x297 mm, white.

*Articl
e 12*

At the end of studies, the University issues a certificate of graduation from first, second and third cycles, which proves the graduation of first, second or third cycle.

The certificate of graduation from first, second and third cycle of study includes: coat of arms and name of the Republic of Macedonia; logo, name and address of the higher education/scientific institution, a logo, the file number, the legal basis for issuing the certificate (paragraph of the law and number the official newspaper and a member of the Statute of higher education / scientific institution) at (address); title: "Certificate of Graduation"; data for the study program: name of study program, department / unit / module; student name, middle name and surname (maiden surname for women students with changed surname); ID number, date, place, municipality and country of birth, citizenship; academic year of study enrollment; ECTS credits required and ECTS credits gained, proposed final thesis: _____

; data for completed study program:

student performed all obligations of the study program, with an average grade _____,
_____, ECTS credits;
defended the final thesis entitled : _____.

For second and third cycle studies, the date of the final defense, professional / scientific title gained _____; signature and stamp of Managing Authority of the higher institution.

The certificate referred to in paragraph 1 of this Article is in the form of sheet size 219x297 mm, white.

Article 13

The University issues student identification card to each student at enrollment. The student identification card is in a form of a credit card, size 84X54 mm.

The student card contains the following data: the University logo, name and address of university,

year of issue, title "Student ID"; place for student photograph, name of student, student identification number, date of birth, bar code.

Article 14

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

Article 15

This Rule enters in force from 01.09.2011.