

Based on Article 153, paragraph 1 of the Law on Higher Education (Official Gazette of R. of Macedonia, numbers 35/08, 103/08, 26/09, 83/09, 99/09, 115/10, 17/11, 51/11, 123/11, 15/13, 24/13, 41/14, 116/14, 130/14, 10/15, 20/15, 98/15, 145/15, 154/15, 30/16, 120/16 and 127/16) and Article 56 of the Statute of South East European University, the University Senate, at its meeting held on 06 September, 2017, approved the following:

RULE ON FIRST CYCLE STUDIES

General

Article 1

The University offers the degree of the first cycle: Bachelor (baccalaureus/baccalaurea).

The University also offers Certificates in certain fields for students who may not have completed all necessary requirements for degrees.

Article 2

The programmes leading to the awards in Article 1 are modular, expressed in terms of the accumulation of credits according to the European Credit Transfer System (ECTS). A Degree requires 180 or 240 ECTS credits, depending on the programme registered at the beginning of studies. For the Certificate Programmes the requirement for the ECTS credits are determined by the Programme. The nature of the credits, and the order in which they may be accumulated, depends upon the published curriculum.

The basic module of study is the semester-course with ECTS credit points attached as in the University's approved curricula. The appropriate number of credits is obtained when a semester-course is successfully completed as described in this regulation. Admission to a particular semester-course forming part of the degree programme may require the successful passing of a prerequisite course or courses, as described in the curricula.

Admission and registration

Article 3

Students are admitted to programmes of study on the basis of a competition approved by the Senate. Different Faculty entrance requirements may be specified and can change from year to year.

Registration is subject to payment of the required tuition fee approved by or on behalf of the University Board and production of original documents as required by the Call.

Subsequent to first registration, but before registering for the second year of study, students may transfer from one Faculty to another, with the permission of the Deans of Faculties and authorized through the Faculty Transfer and Evaluation Commission, appointed by the Faculty Council. Transfer students must satisfy the original entrance requirements for the new Faculty and graduation requirements.

After completing the third year lectures (sixth semester) in one of the SEEU study programmes, the student can be transferred to the corresponding four year programme.

Transfers from Other Higher Educational Institutions and Mobility

Article 4

Students have the right to transfer from another higher educational institution to SEEU on a permanent basis or for mobility.

To be considered for a permanent transfer, the student must have completed at least one semester at his/her home university or equivalent workload. The maximum number of ECTS credits which may be granted on transfer by the Faculty towards a degree of the first cycle is 90/120 ECTS credits (out of 180/240 ECTS credits respectively). Students should apply through Student Services.

Mobility is based on Bologna principles and ECTS. The mobility process is coordinated by the International Relations Office in liaison with the Faculty Dean's Office and appropriate Pro-Rector. Interested students should apply at least one academic semester in advance in accordance with the Mobility Procedure.

Status

Article 5

Depending on the study regime, students are designated as full-time or part-time.

Full-time students are normally expected to complete a first cycle degree in three years (180 ECTS) or four years (240 ECTS). Periods of study may be reduced if, on admission, credit is awarded for previous study.

Full-time students are expected to complete their first cycle studies within the designated period outlined in the study programme. If the student does not graduate, s/he becomes an Absolvent and may re-take exams for a further two academic years. After that, the University has no obligation to offer the same curriculum further, but will transfer the student on request to a similar, adequate programme. The student re-registers and takes remaining exams in accordance with this curriculum.

Student transfer is allowed from full-time studies to part-time studies or visa-versa, by application to the Admissions Office, and in consultation with the appropriate Dean of Faculty and with the Pro-rector for Academic Issues. This process must begin before the start of the semester. From part-time to full time, this may only be done with respect to the achievement criteria in the particular programme of full-time studies.

Maximum number of credits

Article 6

A student may be permitted to register for up to 6 additional ECTS credits per semester (meaning 36 credits per semester) if:

- the student has a GPA of at least 9.0;
- permission is obtained from the Dean of the Faculty;
- payment of any fee.

Assessment and Evaluation

Article 7

The University utilizes various assessment and evaluation methods in order to ascertain the performance of students and to maintain quality and high academic standards. Assessment and evaluation are undertaken in accordance with the published course information, criteria and learning outcomes.

Grading

Article 8

Grades are determined in accordance with the published assessment criteria and weighting. 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. 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.

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	10.0	A/A+
85%	- 94%	Excellent	9.0	A-/B+
75%	- 84%	Very Good	8.0	B-
65%	- 74%	Good	7.0	C
51%	- 64%	Satisfactory	6.0	D
0%	- 50%	Fail	5.0	F
		Incomplete (IN)	N/A	
		No Record (NR)	N/A	

The method used to determine a student’s average course grade is the grade point average (GPA). The GPA is a number that ranges from 5.0 to 10.0. This average is determined in the following manner: Each grade is assigned a grade-point (GP) value based on the 6-point system described in the table in Article 8. NR & IN grades are not calculated into the GPA.

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.

Incomplete (IN)

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.

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. The instructor submits a final grade to Student Services when the student has submitted all required work. If requirements are not completed within one year, a failing grade is automatically assigned.

Withdrawn (W)

If a student decides to withdraw from a course, it is essential that he or she completes and submits a Course Withdrawal Form. This form can be obtained from the Student Advisor in the Faculty. Failure to complete this withdrawal process will result in the student receiving a failing mark or grade 5 for that class. A student may withdraw from a course without academic penalty if a Course Withdrawal Form is submitted at the Registry Office by the end of the fourth week of teaching as defined in the Academic Calendar. Withdrawal during the fifth to tenth week of the semester is permitted only in exceptional circumstances and requires the approval of the teacher and the Dean of Faculty. Withdrawals posted during the fifth to tenth week of teaching will result in a "W" included in the student's grade report. This letter "W" does not indicate performance, nor is it used in calculating grade point average.

From the eleventh week of teaching, a student may only withdraw in case of accident, serious illness or circumstances clearly beyond his/her control and only when an 'Incomplete' (IN) is not practicable. Usually, withdrawals of this type mean withdrawal from all courses; although 'Incomplete' may be assigned where sufficient work has been completed. The teacher and the Pro-Dean of the Faculty should sign requests for withdrawal in these circumstances. If the request is approved, the "W" symbol will be assigned for all courses in which the student was not eligible for an incomplete.

No Record of Grade Being Issued (NR)

This designation is added to a student's transcript in cases when a student has registered for a class and no grade is assigned by the teacher. This has no effect on the student's overall grade point average and may be changed to a grade when the teacher submits a formal grade.

Transcript of records

Article 9

Student grades are recorded in the Transcript of records and are provided by the Registry Office upon request to the student. Unofficial transcripts may be viewed in My SEEU. Transcripts of records may be issued to other authorized persons.

Syllabus

Article 10

Teachers are required to provide students with a syllabus at the beginning of the semester that offers a full description of the course, objectives and learning outcomes, and includes the method of evaluation and grading. The syllabus must also contain a description of activities that will take place during the class including dates when the mid-term and final examinations will be given. Approved Syllabi are available on the electronic Learning Management System (LMS) at the start of each Semester.

Final Examination Administration

Article 11

At University level, there are two regular sessions for final exams, which are held after the end of each semester. Exam sessions should not exceed two weeks.

For regular students who need to re-sit exams they have failed, there is one 'make-up' exam session which is organized at the end of the academic year. In this session is offered subjects from winter and summer semesters.

Absolvents may re-sit exams in all exam sessions. In one session, they may only enter the number of exams equivalent to 30 credits.

The maximum grade that can be achieved in 'make-up' exams is 8 (eight), except in justified cases agreed by the Dean's Office.

Final Exam Requirements

Article 12

The final examination should be scheduled according to the regular academic schedule and should not normally exceed three hours. Students must have 70% attendance in order to enter these exams.

The examination is to be given during the examination period scheduled by the Academic Planning Office. Requests to hold a final examination at a time other than the official schedule are submitted to Student adviser and acted on by the Faculty Dean in coordination with Student Services.

External evaluation is regulated by a separate procedure of the University in accordance with the Law on Higher Education.

Conduct of Final Examinations and Monitoring

Article 13

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 (alternate seats), issue and collection of tests, timing, late arrivals and emergencies.

The students are expected to maintain the integrity of their own work.

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 14

Whenever possible, teachers should be notified in advance when a student is expected to be absent from an examination.

A student who comes late to a final examination while it is still in session may be allowed, at the discretion of the teacher, to take the examination.

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.

Unexcused absences by the student will be recorded as an NR (No Record).

The grade for the course as a whole is determined by the teacher.

Grade Change

Article 15

The student has the right to request a grade change. This may be because the student believes there was an error in the calculation, assigning of the grade or the student failed to officially withdraw in a timely fashion.

Article 16

The instructor of the course has full responsibility for the grade assigned. The instructor should announce grades unofficially prior to them being recorded and publish a schedule of consultations in order to give the students the possibility for explanation about the grade assigned. 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.

Article 17

The student has the right to appeal the official decision by the instructor after the publication in the transcript of records. S/he should request a Change of Grade Appeal Form and submit the appeal to the Student Advisor within 5 calendar days after the posting of the grades in the transcript of records. A student may request a grade change for technical issues or the forming of a Commission for issues of objectivity or more complex matters. Relevant information from the instructor or others (e.g. test, seminar, paper, rubric and feedback) must be available as evidence. All evidence is kept by the instructor for a minimum of six months.

In the case of technical issues, the Faculty Council makes a decision and notifies the student, and the decision is final. Alternatively, the Faculty Council appoints a Commission. This consists of 3 members, of which two must be competent in the field. The instructor who is involved cannot be part of this Commission. The Commission investigates the case and makes a decision. The decision is then given to the student in writing. This decision is final.

Such appeal processes must be completed within 10 calendar days after the last official exam in the session.

Academic Progress

Article 18

In order for a full-time student to continue from one academic year to the next, he/she must fulfill the following criteria:

- From 1st academic year to 2nd academic year, a student needs to have earned a minimum of 36 credits during their current academic studies;
- From 2nd academic year to 3rd academic year, a student needs to have earned a minimum of 96 credits during their current academic studies;
- From 3rd academic year to 4th academic year, a student needs to have earned a minimum of 156 credits during their current academic studies;
- All students must fulfill the legal requirements for practical work in each academic year.

Students who fulfill these minimum criteria but have not accumulated the required credits (60/120/180 as appropriate) pay 25% of value of outstanding credits to re-register in these courses.

Students who do not fulfill the above criteria cannot continue studies in the next academic year.

These criteria do not apply to part-time students who have their own criteria.

Article 19

Students who do not fulfill the criteria from Article 18 have the right to re-register the failed courses from the same semester in the following academic year.

In order to re-register, the following steps should be completed

- The student completes a Re-registration Form from Student Services and delivers it to the Student Advisor. The transcript must be attached;
- On receipt of this Form, the Pro-dean completes the section describing the conditions of registration: what exams s/he can take from the previous years and payment (charged at 50% of value of all outstanding credits)
- The completed Form is returned to Student Services by the student for course re-registration and receipt of payment.

For the students who have completed lectures in the last year of studies, but have not graduated on time, the same procedure for re-registration of the academic year applies.

Withdrawal from Studies

Article 20

In order to withdraw from studies at SEEU, a student must:

- clear their payment account with the Bursary Office;
- check with the Library Service and pay any outstanding loans;
- fill out a Declaration of Withdrawal Form and submit it to the Registry Office;
- pick up their documents and hand in their student identity card.

Academic Calendar and Course Offer Preparation

Article 21

Students register for courses before the beginning of the semester. Registration of courses is done electronically. Students are able to drop and add classes only during the first three weeks of the semester. After this period, no change in the student's schedule is permitted.

The academic calendar is published on the website annually before the beginning of the academic year.

Tuition fees

Article 22

The Bursary Office deals with any issues regarding the payment of tuition fees, including outstanding fees and charges.

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 three years of study. The amount is determined by the University Board and announced at the time of the student competition.

There are additional administrative costs as follows:

- 50 euro for issue of Diploma and certificate;
- 15 euro for re-issue of ID card in case of loss or damage.

Article 23

There are several ways of paying tuition fees.

The students may pay their tuition fee for the entire academic year when they register. The fee depends on their mode of study (part-time, full-time study). There is a discount of 3% from the annual tuition fee available for students paying tuition fees in advance for the entire academic year. This is not applicable for scholarship students.

Students may also pay in either two or four installments.

Students who choose to pay in two installments must make the payments by 30 September for the current Winter Semester and by 28 February for the Summer Semester.

Students who choose to pay in four installments must make four equal payments by the following dates:

- September 30
- November 31
- February 28
- April 30

Paying tuition fees in four installments may incur additional small charges. The rate of additional charges is defined by the University Board and published.

Late payments

Article 24

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 student services is suspended. This includes but is not limited to issue of transcripts, certificates and diplomas, access to the computer network (excluding electronic Learning Management System), the Library, the University Information System (matriculation form, class registration, exam registration). These restrictions apply until the obligation is met and the 'blocked' status is cleared by the respective office.

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 25

A student may request a refund of tuition fees if she/he withdraws from the programme.

In this case, the following refund schedule will apply:

- Formal withdrawal or agreed leave of absence during the Semester and before the end of week three will result in a refund of 75% of the tuition paid for the semester.
- Formal withdrawal or agreed leave of absence during the Semester before the end of week four will result in a refund of 50% of the tuition paid for the semester.

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.

Student Accounts

Article 26

Accounts are opened for each student in order to handle both charges and credits. Tuition and other fees are charged to the student.

Credits for work-study, scholarships and other sources are applied to the account during the semester or at the beginning of the next semester. All recipients of financial aid must pay any outstanding balance by the end of each semester.

The University reserves the right to amend the terms and conditions of its financial aid policies, tuition, and other fees.

Dormitory fees

Article 27

Students pay a fee for their residence in the University's dormitories. The amount is determined by University.com.

Payments must be made by the 5th of every month. In all cases when the student does not fulfill his/her financial obligations, they will be fined 1 Euro daily for every day late, but not longer than 30 days from the deadline. From 30 days after the expiration of the deadline, the student will lose the right to reside in the dormitory.

A student may submit a written request for late payment to the Operations Manager of University.com who will submit this to the Dormitory Commission. They will review the request, make a decision and notify the student.

Delegation of authority

Article 28

The Senate may delegate its powers to vary the requirements of this Rule in exceptional circumstances or for particular cases to the Rector's Council.

Concluding Provisions

Article 29

This Rule comes into force from 15 September 2017