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, 123/12, 15/13, 24/13, 41/14, 116/14, 130/14, 10/15 and 20/15; and Article 58 of the Statute of South East European University, the University Senate, at its meeting held on 26 May, 2015, approved the following:

**RULE ON SECOND CYCLE STUDIES**

**General**

**Article 1**

The University offers these degrees in the second cycle:

- Master in the specified field of studies; and
- Other degrees specific to the Faculties.

**Article 2**

The University’s curricula are organized according to the European Credit Transfer System (ECTS). Second cycle studies last between one and two years and with their completion students earn 60, 90 or 120 ECTS credits. Individual course credits are determined according to the number of contact hours for in-class activity plus self study. Sixty (60) ECTS credits represent the workload of one academic year of study; and one credit refers to thirty (30) hours of work, including lectures and other forms of instruction such as exercises and seminars, as well as independent work.

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

These studies may vary if it is in accordance with internationally accepted standards for the profile given. Students must complete all work on their Second Cycle Degree including their Master Thesis within a period no longer than double the length of the study programme. 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.

The minimum number of credits that must be achieved by first and second cycle studies is 300 ECTS credits.

**Admission and registration**

**Article 3**

Students are admitted to the study programmes in accordance with the published competition approved by the University Senate.

Applicants who wish to enroll in two or three-semester study programmes (60/90 ECTS) should have a bachelor’s degree equivalent to 240 ECTS credits from an accredited University. Applicants who wish to enroll in four-semester study programmes (120 ECTS) should have a bachelor’s degree equivalent to 180 ECTS credits from an accredited University.

Registration is subject to completion of the enrolment process including submission of original documents, completion of entrance requirements and payment of the tuition fee approved by or with the delegated authority of the University Board.
Students are required to register for each semester.

*Article 4*

The Faculty Commission for Evaluation and Transfer manages the selection of candidates, in accordance with the provisions outlined in the competition for registration in second cycle studies.

Where candidates do not fulfill the prerequisite requirements in the selected field of study, the Commission may propose additional conditions for enrolment in the study programme.

The Commission submits a report to the Central Admissions Commission, through the Academic Planning Office.

After review by the Central Commission, the Rector’s Council announces the results.

**Temporary suspension of studies**

*Article 5*

A temporary suspension of studies is allowed for the specified period in case of maternity leave, serious illness and other justified cases.

The student submits a request and proof for the temporary suspension of studies to Student Services. The suspension is approved by the Dean’s office of the corresponding Faculty. If the student does not register any courses for a semester, this is considered as a temporary suspension of studies and the status of the student is temporary suspended.

The student may continue studies from the next academic year within active study programmes.

**Transfers**

*Article 6*

Enrolled students who want to change study programmes should submit a written request to the Student Advisor for Graduate Studies, who submits the request to the respective Faculty Dean’s Office.

Internal transfer from one programme to another in the University can be done before the start of the second semester of studies. The possibility of transfer depends on the similarity of the study programme and requires the permission of the receiving Faculty Dean, whose duty it is to verify if the student fulfills the admission requirements for the new study programme.

The Dean’s Office of the Faculty to which the student is transferring reports the decision to the Student Advisor for Graduate Studies, who reports the decision to the Admissions Office.

Students may transfer to the University from other universities and may be awarded transfer credits for their work. However, a student may only transfer 50% of course credits for the programme and should spend at least one year in second cycle studies.
Mobility Transfer is based on Bologna Principles and ECTS. The rights and obligations of the in-coming or out-going student are set out in their Learning Agreement. The mobility process is coordinated by the International Relations Office in liaison with the Faculty Dean’s Office and relevant Pro-Rector. Interested students should apply at least one academic semester in advance.

**Organization and management**  
*Article 7*

Each Faculty is responsible for the implementation of the study programmes.

The Pro-Dean, in liaison with the Student Advisor for Graduate Studies, is responsible for supervising academic and professional progress and the career development of the students.

The Dean’s Office, in liaison with the Student Advisor for Graduate Studies, regularly monitors the realization of the classes.

The Academic Planning Office coordinates the administrative processes concerning the preparation of the curriculum offer, provides data concerning the allocation of resources, such as the number of students; and schedules classrooms and exam sessions, in liaison with the Pro-Dean and the Pro-Rector for Academic Issues.

**Assessment and Evaluation**  
*Article 8*

In order to gain a Master’s Diploma, students are required to study and be 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.

**Grading**  
*Article 9*

Grades are determined by the instructor in accordance with the published assessment criteria and weighting. This is based on his or her assessment of a student’s classroom performance (participation in projects, class discussion, presentations etc.) and performance in homework assignments and exams. Although some form of final examination is 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 instructor reports these results in electronic and spreadsheet format to the Registry Office within ten days after 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.
<table>
<thead>
<tr>
<th>Grade Scale</th>
<th>Description</th>
<th>Grade</th>
<th>Letter Grade Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 95% to 100%</td>
<td>Outstanding</td>
<td>10.0</td>
<td>A/A+</td>
</tr>
<tr>
<td>85% to 94%</td>
<td>Excellent</td>
<td>9.0</td>
<td>A-/B+</td>
</tr>
<tr>
<td>75% to 84%</td>
<td>Very Good</td>
<td>8.0</td>
<td>B-</td>
</tr>
<tr>
<td>65% to 74%</td>
<td>Good</td>
<td>7.0</td>
<td>C</td>
</tr>
<tr>
<td>51% to 64%</td>
<td>Satisfactory</td>
<td>6.0</td>
<td>D</td>
</tr>
<tr>
<td>0% to 50%</td>
<td>Fail</td>
<td>5.0</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>Incomplete (IN)</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Record (NR)</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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 the semester 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 10

Student grades are recorded in the Transcript of Records in the Registry Office and are provided by this Office upon request to the student. Transcripts of records may be issued to other authorized personnel.

Syllabus

Article 11

Instructors 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 methods 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 12

There are two regular exam sessions for final exams, after the end of each semester. Students must register for exams in advance. Exams are held approximately one week after the official ending of the semester and they should not last more than two weeks.

Students who need to re-sit exams they have failed may do so at the end of the winter semester and in a make-up session after the summer semester regular exam session. With this framework, exams may be organized on a modular basis.
Final Examination Requirements

Article 13

The final examination should be scheduled according to the regular academic schedule and should not normally exceed three hours.

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 is accepted by the Academic Planning Office and considered by the Pro-Rector for Academic Issues, in liaison with the Faculty Dean.

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 14

It is the responsibility of the instructor 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. Any breaches of good conduct are dealt with through the Rule on Student Conduct.

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 15

Whenever possible, instructors 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 Instructor, 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.

The grade for the course as a whole is determined by the instructor.
**Grading and grade change**

*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.

*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 for Graduate Studies within 5 days after the posting of the grades in the transcript of records. A student may request a grade change for technical issues (such as error in calculation or grade entry), 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) must be available as evidence.

In the case of technical issues, the Faculty Council makes a final decision and notifies the student. In other cases, the Dean 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, makes a final decision and informs the Faculty Teaching Scientific Council. The decision is then given to the student in writing.

Such appeal processes must be completed within 20 calendar days after the last official exam in the session.

**Master Thesis**

*Article 18*

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.

Every second cycle programme requires a written thesis to be finished and defended in a public defense.

Students are encouraged to begin their research and preparations for their Master Thesis at the beginning of their second Cycle Studies.

By the beginning of the first semester (60 ECTS), by the beginning of second semester (90 ECTS) or 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 Faculty. The topic of the thesis is chosen by the student in consultation with the mentor as part of the Research Methodology course. One of the Learning Outcomes of this course is the production and approval of the thesis proposal. The student continues with the writing of the master thesis under the guidance of the mentor for the Master Thesis semester.

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.

The student, with support from the mentor, prepares the Master Thesis Proposal which includes a thesis plan outlining activities and deadlines. The Master Thesis Proposal Form is then completed by the
The Form can be downloaded from the University web page or obtained from the Student Advisor for Graduate Studies.

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. They prepare a report and this forms part of the student dossier. The report represents a grading of the Research Methodology Course (pass, fail or incomplete). If the student fails or the thesis proposal is incomplete, the student continues to work with the mentor until the proposal is agreed. The pass result is recorded formally at the next exam session. The mentor sends the report to the Faculty Teaching Scientific Council for information. Then, the mentor provides guidance and support for completing the thesis.

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.

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

A Master’s Thesis should consist of at least 50 pages and not more than 100 pages (font size 12, Calibri, 1.5 spacing).

The Master Thesis should represent a substantial body of work and demonstrate the candidate’s mastery of the subject. 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.

The structure of the Master Thesis is:

- Front page
- Acknowledgements (if there are any)
- Abstract
- Foreword
- Content by chapters
- Conclusions
- Bibliography

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)

The Master Thesis shall include a written and signed declaration stating: “I certify that I am the original author of this work.”
Before the submission of the completed Master Thesis, students should have their work proofread by a licensed and authorized professional.

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. Information about this is prepared by the Dean’s Office and publicized by the Information and Promotion Office to all university staff. All remarks or considerations are submitted directly to the Chair of the Commission for Evaluation of the Thesis. Based on these and/or other remarks from the Commission, 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. 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 plagijati.mon.gov.mk.

If approved, the Faculty Teaching-Scientific Council determines the date of the defense, which must take place within a 15 day period from the approval date.

The candidate is notified in writing about the date of the master thesis defense.

If the Faculty Teaching Scientific Council rejects the Commission’s report, then the procedure starts from the beginning.

**Master Thesis defense**

*Article 19*


The date and place of the public defense, along with the candidate’s name and master thesis topic, prepared by the Pro–Dean, is sent by the PR Office to all university staff at least 7 days prior to the defense.

The venue of the public defense of the thesis will be inside the University.

If, for objective reasons, only one member of the Commission for Evaluation of the Thesis cannot attend the defense, the public defense 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 defense is determined with the presence of the full commission.

During the process of public defense, official minutes are kept which are signed by the Commission members.

The public defense of a Master Thesis has the following agenda:

- The President of the Commission gives the opening speech, declares the public defense 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 defense of the thesis.

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.

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 20*

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

**Plagiarism**
*Article 21*

The Master Thesis should be the original work of the author. Any form of copying from published works of different authors, not properly cited, as described in relevant laws, is forbidden.

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.

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.

**Graduation**
*Article 22*

After successful completion of graduate studies, the title degree of Master is awarded in the respective field.

**Tuition and fees**
*Article 23*

The Bursary Office deals with the payment of tuition and fees.
Students pay their tuition and fees for the respective study programme and year of studies. Tuition fees are set annually and students may anticipate some increase over the years of study. The amount is determined by the University Board and announced at the time of the student competition.

Fees are applied for the following services:

- 25 euro for registration in every enrolled semester;
- 25 euro for exam registration for every registered exam;
- 300 euro for Master Thesis Defense;
- 15 euro for re-issue of ID card in case of loss or damage;
- 50 euro for issue of Diploma and certificate.

Article 24

There are several ways of paying tuition fees.

The students may pay their tuition fee for the entire academic year when they register. There is a discount of 3% from the annual tuition fee available for students paying tuition fees in advance for the entire academic year.

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
- December 31
- March 31
- May 31

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

Re-registration fees

Article 25

If a student decides to change their thesis proposal (which might also involve a change of mentor) after it has been approved by the Faculty Teaching Scientific Council, the student is required to pay a fee equivalent to the full cost of the Research Methodology course.
Late payments
Article 26

If a student's account becomes overdue, the Bursary Office issues a formal reminder and a late fee charge will be added to the balance. The student will then be 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 27

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 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 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 28

Accounts are opened for each student in order to handle both charges and credits. Tuition, housing 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 29
Students pay a fee for their residence in the University 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.

**Withdrawal**  
*Article 30*

In order for a student to withdraw from studies at the University, 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.

After the completion of the withdrawal process, all documents are returned to the student.

**Delegation of authority**  
*Article 31*

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 32*

This Rule comes into force from 01 September, 2015