

Based on the Bologna Declaration and Salzburg Principles, Article 52, paragraph 1, line 23 of the Law on Higher Education (Official Gazette of the Republic of Macedonia, Nos. 35/08, 103/08, 26/09, 83/09, 99/09, 115/10, 17/11, 51/11, 123/12, 15/13, 24/13 and 41/14), and Article 61 of the South East European University Statute, the University Senate at its meeting held on 15 July, 2014, approved this Rule.

RULE ON THIRD CYCLE STUDIES

General Principles

Article 1

Third Cycle Studies are guided by the following principles:

- The main component of doctoral studies is the advancement of knowledge through original research which meets the needs of an employment market wider than academia.
- Doctoral programmes and research studies are designed to meet new challenges and include appropriate professional career development opportunities.
- The rich diversity of doctoral programmes is important and should be supported by quality and good practice.
- Doctoral candidates are early stage researchers and are respected as professionals with appropriate rights, who make a key contribution to the creation of new knowledge.
- Supervision and assessment are based on a transparent, contractual framework of shared responsibilities between doctoral candidates, supervisors and the institution (and other partners where appropriate).
- Doctoral studies are structured to meet the challenges of interdisciplinary training and the development of transferable skills.
- Doctoral programmes should seek to offer geographical as well as interdisciplinary and intersectoral mobility and international collaboration within an integrated framework of cooperation between universities and other partners.

Introduction

Article 2

This Rule regulates the implementation of third cycle study programmes within the framework of the Doctoral School including enrolment, organization of classes and mentoring, monitoring of progress, evaluation and acquisition of the scientific degree 'Doctor of Science'.

Article 3

Third Cycle Study programmes are organized in accordance with the accredited study programmes. Research may also be organized as a joint degree in partnership with other international higher education institutions.

Article 4

The minimum admissions criteria for entry to third cycle studies are a GPA 8 from both the First and Second Study Cycles, a Master degree and 300 credits (ECTS). For specific study programmes, other admission requirements may be specified.

Enrolment in third cycle study programmes is by open competition which includes the criteria and requirements for acceptance.

The university enrolls students who match the research profile of the accredited mentors.

The Requirements of the Study Programme

Article 5

Third Cycle Studies last at least three years and requires the acquisition of 180 ECTS credits.

Required activities within the study programme include:

- academic training with advanced academic and professional courses;
- doctoral proposal;
- minimum of one week international mobility;
- public presentations of doctoral thesis progress;
- two publications in international scientific journals and participation in international conferences related to the doctoral work and
- doctoral dissertation with public defence.

The weighting of these activities is described in the study programmes.

With a successful public defence of the doctoral dissertation, the scientific title 'Doctor of Science' is awarded.

All relevant records and decisions are kept in the Faculty. Application and exam records are kept in the Registry Office. Certificates and diplomas are kept in the Archive and copies of the final dissertation are kept in the Faculty and Library.

Tuition fees

Article 6

Students pay their tuition fees for the respective study programme on an annual basis. The fees are determined by the University Board and announced at the time of the call.

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

Article 7

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 an additional, small charge.

Re-registration Fees

Article 8

Students who have to re-register for course exams pay 25% of the value of the subject credits.

Late payments

Article 9

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, they are sent a second reminder for overdue fees and are granted a period of 14 calendar days to pay the overdue amount. However, during this

period, 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's account is not settled within 14 calendar days of the second reminder, his/her student status is changed to 'inactive'. This means that all academic and administrative services are suspended.

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.

Student Accounts

Article 10

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

Doctoral School

Article 11

Third Cycle Studies is operated through an integrated Doctoral School. The Doctoral School oversees the University's activities and standards for doctoral studies and support for third cycle students.

The structure of the Doctoral School is as follows:

- Academic governance is through the Doctoral School Council;
- The Doctoral School Director manages the work of the School at University Level;
- The Third Cycle Student Advisor provides administrative and technical support for third cycle students, the Director and the Council.

At Faculty level, the Dean leads and manages the doctoral programmes with the support of the Dean's Office. Faculty Academic governance is through the Faculty Teaching Scientific Council.

Composition of the Doctoral School Council

Article 12

The Council of the Doctoral School at University level consists of eight members, as follows:

- Pro-Rector responsible for Research (ex-officio) who acts as Chairperson;
- Pro-Rector for Academic Issues (ex-officio);

- Doctoral School Director (ex-officio);
- Five members, one from each Faculty, with a minimum teaching-scientific title of Associate Professor, who are proposed by the Rector in consultation with the Dean and elected by the Senate for a three year period.

The term of ex-officio members of the Doctoral School Council is in accordance with their mandate.

Definition of responsibilities

Article 13

The duties of the Doctoral School Council are to:

- develop the regulatory, policy and operational framework;
- confirm third cycle study programmes proposed by Faculties/Institutes for submission to the Senate for final approval;
- confirm the draft competition for enrolment of students proposed by the Faculties/Institutes for submission to the Senate for final approval;
- appoint working Committees comprising of the Pro-Rector for Academic Issues who acts as Chair, the Director and the Doctoral School Council member from each Faculty to monitor the defence process;
- inform the Faculty Teaching Scientific Councils on the work and decisions of the Council;
- vote as appropriate by simple majority voting and a quorum of 50% plus one of membership, the Chairperson having the casting vote;
- refer decisions which are not confirmed back to the Faculty for re-consideration and re-submission. The decision of the Doctoral School Council is final;
- act as a final decision making body for complaints, with final appeal to the Rector.

The duties of the working Committees are to:

- monitor the allocation of mentors and where the mentor's field is not aligned with the research proposal, the committee informs the relevant Faculty Teaching Scientific Council for re-consideration;
- monitor the appointment of the Defence Commission;
- prior to defence, confirm that the submitted documentation of each candidate complies with the requirements;
- inform the Dean's Office that they can set a date for defence;
- refer non-compliance to the Doctoral School Council for final decision.

The duties of the Doctoral School Director are to:

- report to the Pro-Rector responsible for Research;

- coordinate the work of the doctoral school in collaboration with the Dean or nominated staff.
- contribute to the review and development of the Doctoral School in liaison with the Faculties and Doctoral School Council;
- develop and promote scientific-research work within the study process in liaison with the Pro-Rector responsible for Research, Deans or nominated staff;
- contribute to the promotion plan, recruitment and registration of students in liaison with the Faculties, Student Services and the office responsible for promotion;
- manage the doctoral school webpage in liaison with the Faculties and the office responsible for promotion;
- contribute to the development and effective implementation of relevant procedures, guidelines, information about studies and preparing annual reports;
- provide third cycle students with advice and information, face to face and written, in liaison with relevant departments;
- receive and process written complaints in the framework of the Doctoral School and ensure these are followed up and a response given;

The duties of the Third Cycle Student Advisor are to:

- provide basic information and advice to applicants and students in liaison with the Doctoral School Director;
- provide relevant data and draft reports to the Doctoral School Director;
- take the minutes of the Doctoral School Council meetings.

The Role of the Faculty Teaching Scientific Council

Article 14

At Faculty level, operational responsibility for staff and monitoring the progress of students lies with the Dean's Office, in liaison with the Doctoral School Director. Formal decisions are taken by the Faculty Teaching Scientific Council. Only members with teaching scientific titles may vote on matters related to third cycle studies.

The duties of the Faculty Teaching Scientific Council are to:

- develop third cycle study programmes for confirmation by the Doctoral School Council and final approval by the Senate;
- review and advise on proposals for joint doctoral study programmes for consideration and final approval;
- initiate the process for the accreditation of mentors in accordance with the law;

- determine the number of students and study programmes for the annual enrolment call;
- set any specific additional enrolment conditions related to the field or student profile;
- review the applications and makes recommendations to the Doctoral School Council for final decision;
- allocate mentors to the students in accordance with the research area and notify them in writing;
- consider requests from the doctoral school committees;
- review and decide on the suitability of the doctoral proposal, the candidate and the Individual Research Plan;
- review the mentor's reports on doctoral dissertation progress in accordance with the Individual Research Plan;
- appoint the Commission for Defence;
- approve the final Defence Commission report for compliance monitoring by the respective working Committee of the Doctoral School Council.

Mentors

Article 15

A mentor must have a teaching scientific title of Associate or Full Professor and be accredited nationally. S/he should be an active researcher, involved in local, regional and/or international projects and have an academic level of the language in which the doctoral dissertation will be written and defended.

Each student is allocated a mentor after the first semester. A professor may be a mentor of a maximum of three doctoral candidates. S/he may not mentor in more than two study programmes, except in cases of interdisciplinary programmes.

Upon a reasonable request from the candidate, the mentor may be changed. The decision is made by the Teaching Scientific Faculty Council, with right of appeal to the Doctoral School Council.

Upon a reasonable request from the mentor, the mentor may be replaced. The decision is made by the Teaching Scientific Faculty Council, with right of appeal to the Doctoral School Council.

The duties of the Mentor are to:

- lead and advise the candidate regularly on all aspects of research during doctoral studies;

- prepare an Individual Research Plan with the candidate, with scheduled consultations and progress reporting;
- support the candidate in preparation of their doctoral proposal for acceptance by the Teaching Scientific Faculty Council;
- provide opinions, suggestions, remarks and proposals during the dissertation work;
- counsel and motivate the student in establishing national and international contacts with the research world, seeking funds and mobility opportunities;
- support students in publishing their research papers;
- take responsibility for the quality and validity of the candidate's research work, results and dissertation;
- liaise with the Dean and Doctoral School Director to agree and organize two public presentations of the doctoral dissertation work of the candidate;
- submit every six months a written report on the progress of the doctoral dissertation to the Dean or nominated staff;
- prepare a final evaluative report for the Teaching Scientific Faculty Council on the final version of the candidate's doctoral dissertation, confirming that the dissertation is ready, of good quality, the candidate's own work and compliant with all legal and technical requirements.

Defence Commission

Article 16

The Defence Commission consists of five members, of whom four are from the appropriate field, and one from a related field. The Commission includes one international member.

Members of the Commission are full or associate professors.

Before the defence, a Commission Chair is appointed from amongst the Commission members.

Minutes of the defence proceedings are kept and signed by the Commission members.

Doctoral Training

Article 17

Doctoral programme courses include training for research work, teaching related to the field and support concerning the preparation and defence of the doctoral proposal and dissertation.

Article 18

The professor is responsible for determining course grades based on his or her evaluation of the work completed by the candidate. The professor enters the grades on the e-grading system and

these are recorded by the Registry Office. The Faculty manages the exam process and all grades for that academic year must be entered by 1 September. The professor is responsible for providing feedback to the candidate.

These grades are put on the transcript in accordance with the grading system detailed below.

Grade Scale		Description	Points	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%	Failing	5.0	F
		Incomplete (IN)	0.0	
		No Record (NR)	0.0	

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. If requirements are not completed within one year, a failing grade is automatically assigned.

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.

The candidate may appeal the grade to the Dean/Director within twenty four hours of the publication of the grade. The appeal process is completed in accordance with the higher education law. For cases of sickness and maternity, legal provisions apply.

Doctoral proposal

Article 19

After the first semester, the student develops the doctoral proposal in collaboration with their mentor.

The doctoral proposal includes:

- a statement signed by the candidate with which s/he gives the copyright ownership of the dissertation to the University, which may keep this copyright for academic and scientific purposes;
- personal data;
- a short, academic biography including a bibliography of published research papers;
- the title of the doctoral proposal;
- the field of study;
- a summary of the topic with the hypotheses raised by the candidate, which includes the rationale and relevance for science, the development of society, practical application and linkage to industry or community;
- the research methodologies to be used during the research work;
- an initial literature review;
- the dissertation structure;
- an Individual Research Plan which includes timeframe, research activities, mobility plan, publications and public presentations of research progress.

Article 20

The candidate submits the doctoral proposal to the relevant Dean's Office appropriate for the field of study, with a request for confirmation that s/he may start with the dissertation.

The Teaching Scientific Faculty Council considers the request from the candidate and either authorizes the start of the doctoral dissertation or returns the proposal for further work. The decision is given to the candidate and the mentor and is archived in the Faculty. The process should be completed within 30 days of submission.

The candidate may appeal in writing against a decision of the Teaching Scientific Faculty Council to the Doctoral School Council within 15 days of receipt of the decision. The Doctoral School Committee makes a final decision within a further 15 days and informs all relevant parties.

The Faculty publishes positive decisions which include the title of the topic and the names of the candidate and mentor on the Doctoral School website in Albanian, Macedonian and English.

Doctoral dissertation

Article 21

The doctoral dissertation is a work of independent scientific research representing a contribution to a certain scientific field.

The candidate may carry out scientific research which is part of the doctoral dissertation at the relevant University faculty or institute, or in a foreign scientific research centre.

The doctoral dissertation should be:

- written in one of the three University languages/study language selected by the candidate, with an abstract in the other two university languages;
- a minimum of 150 pages in length;
- structured with a front page, dedication if any, abstract, foreword, content by chapters, conclusions and bibliography;
- formatted according to APA style, using the official university font 'calibri'.

The cover is dark red and should consist of:

- University name (in the upper left corner)
- Faculty name (in the upper right corner)
- The University logo (in between the university and faculty names)
- The heading 'Third Cycle of Studies' (in the centre of the page)
- The heading 'Doctoral Dissertation Topic:' followed by the dissertation title (in the centre of the page)
- The candidate's name and last name (in the bottom, left corner)
- The mentor's name and last name (in the bottom, right corner)
- The month and year of defending the doctoral dissertation (below, centre page)

The Doctoral Dissertation 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 Doctoral Dissertation, candidates should have their work proofread, stamped and signed by an authorized professional.

Progress reporting

Article 22

The doctoral candidate and mentor should be in regular contact according to the Individual Research Plan to discuss the progress of the dissertation.

The doctoral candidate is required to make two formal, public presentations of their doctoral work to the academic community at times agreed with the mentor. The mentor submits a formal request for the first and second public presentations of the doctoral dissertation

progress for approval by the Dean. The Dean's Office publicizes these presentations a minimum of one week in advance through the office responsible for promotion.

The candidate and mentor may consider the comments and advice given during these presentations for the improvement of the dissertation and should include them in the six monthly written progress reports.

Doctoral defence

Article 23

Doctoral studies are completed by the successful public defence of the doctoral dissertation. If the student does not fulfill study programme requirements and does not defend his/her dissertation before the deadline, set in the study programme, of three years from the date of enrolment in doctoral studies, he/she assumes the status of – passive graduate student. At the same time, the mentor is ranked on the list of active mentors and gets the right for a new candidate.

The student who assumes the status of passive graduate student continues with individual research work toward the completion of the doctoral dissertation. If the student does not successfully defend his/her doctoral dissertation within 6 years from the date of enrolment in doctoral studies, s/he loses the status of student. A student may address the PhD School Council and ask for the prolongation of the time period before the deadline. The Decision brought by the PhD School Council is final.

If the student for the duration of the studies fails to show adequate progress, then he/she may be required to have the status of student terminated. The basic requirements for not fulfilling progress are:

- if, within two and a half years he/she has not successfully completed final exams as foreseen in the study programme and has not had the proposal of the doctoral thesis approved;
- if he/she has not met the obligations set forth in the individual research plan;

The request for termination can be done by the mentor or relevant Faculty Dean. Such request, with justification for the lack of progress, is reviewed in the Teaching Scientific Council of the Faculty. The Teaching Scientific Council of the Faculty proposes to the PhD School Council the termination of student status for lack of progress in studies. The student is notified about this proposal and has the right to appeal this proposal within 15 days, at PhD School Council. The Decision brought by the PhD School Council is final.

The process of defence lasts a maximum of six months.

On completion of writing the doctoral dissertation and after the mentor evaluates that the candidate has successfully completed its writing, the mentor submits a report to the Teaching Scientific Faculty Council for approval, within 30 days of receipt of the dissertation.

The mentor's report includes:

- The mentor's name;
- The name and surname of the candidate;
- The title of the dissertation;
- A statement by the mentor confirming that the candidate's work is independent, original and without plagiarism;
- An analysis of the research undertaken in the dissertation including information about the topic of the research, the current situation in the scientific field of the dissertation, a description of the research methods applied, a short description of the research results;
- A conclusion consisting of the main scientific contribution of the candidate's research, its application and limits and suggestions for future research work;
- The electronic report from plagijati.mon.gov.mk
- A proposal to the Faculty Teaching Scientific Council to approve the dissertation;
- An original signature of the mentor.

If the dissertation is shown to contain plagiarized material or is a work of plagiarism, the candidate will be treated in accordance with the Rule on Student Conduct. If the plagiarism is detected after the mentor has approved the dissertation, the mentor will also be called before the Disciplinary Commission to explain his/her failure to detect the plagiarism.

The Defense Commission is confirmed after the Faculty Teaching Scientific Council accepts the mentor's report on the dissertation.

The Dean's Office arranges for the dissertation to be displayed for public review in the library for 15 days including a view-only electronic version. Any relevant comments received during this period are collected by the Dean's Office and sent to the Defense Commission for consideration, along with the dissertation.

The Defense Commission evaluates the dissertation and prepares their report which may include a minority report as required. Their report is submitted to the Dean's Office within 30 days of receipt.

The Faculty Teaching Scientific Council verifies that there are no substantial objections and forwards the dissertation, documents, report and comments to the relevant working Committee of the Doctoral School for compliance monitoring. For positive decisions, the Director informs the Dean who sets the defense date.

The candidate must submit to the Dean's Office a minimum of eight copies of the dissertation for use during the defense process.

Article 24

The candidate publicly defends the doctoral dissertation in front of the Defence Commission.

The defence is conducted at the University premises and the date and venue, as well as the candidate's name and title of the dissertation is published by the Dean's Office in the Doctoral School webpage at least seven days in advance.

Article 25

The Defence proceedings are conducted as follows:

- The Chair of the Commission opens the defence, presents the candidate and gives her/his introductory remarks. These include a summary of the Commission's report.
- The Commission Chair invites the candidate to present and elucidate her/his doctoral dissertation.
- The Mentor is invited to give her/his evaluation of the dissertation.
- Commission members give their opinions on the dissertation and question the candidate.
- The candidate is given a reasonable time to prepare the answers.
- The Commission withdraws to make the decision regarding the defence.

Article 26

The Commission Chair communicates the decision of the Commission with one of the following ratings:

- Doctoral Dissertation Defended or
- Doctoral Dissertation Not Defended

Immediately after the defence, the Commission members sign the minutes of the proceedings and these and all other related documents are sent to the respective Faculty for processing and archive.

Article 27

After the successful defence, the Registry issues a certificate and the diploma for the title Doctor of Science, in Albanian, Macedonian and English.

Once a year, the University organizes a doctoral promotion ceremony chaired by the Rector.

Final Provisions

Article 28

Students who enrolled according to the mentorial system will complete their studies in accordance with the provisions of the Rule on Doctoral Studies Mentorial System, from 13 June 2005.

Article 29

This regulation comes into force on the day of its approval by the Senate.