



MASTER STUDY PROGRAMME REGULATION

Contents

Basic Provisions	2
Organization and Competences of the Bodies Responsible for the Second Cycle Studies.....	2
Registration Conditions for the Second Cycle Academic Studies	3
Competition for Entry in the Second Cycle Studies.....	3
Application for Competitiveness	4
Procedure for Selection	4
Right to Objection	4
Second Cycle Studies	5
Wider Objective of the Studies	5
Learning Outcomes and Competences.....	5
Organization of Teaching.....	6
Funding of Second Cycle Studies	6
Progress During the Study	6
Transfer from One to Another Study Programme	7
Student's Mobility	8
Knowledge Verification and Evaluation.....	8
Exam Sessions and Right to Enter the Exam.....	9
Objection to the Final Grade.....	9
Master's Thesis.....	10
Teaching Language of the Second Cycle Studies	13
Students	13
Diplomas.....	13
Awards.....	14
Final Provisions	14

On the basis of Article 52 of the Law on Higher Education (“Official Gazette of the Republic of Macedonia” No. 35/2008, 103/2008, 26/2009, 83/2009, 99/2009, 115/2010, and 120/2010), the University Senate of the International Balkan University (IBU) in Skopje at its session held on 22.12.2010 passed the following

MASTER STUDY PROGRAMME REGULATION

Basic Provisions

Article 1

- a. This Regulation shall regulate the conditions, criteria and rules for the enrollment and studying in the second cycle studies at the International Balkan University.
- b. The provisions of this Regulation shall be applied by the University Units conducting the second cycle university studies.
- c. The second cycle studies at the University shall be organized in accordance with the Law on Higher Education, the University Statute, the Regulation on the Credit Transfer System and other general University acts.

Organization and Competences of the Bodies Responsible for the Second Cycle Studies

Article 2

- a. At each University Unit the Teaching-academic Collegium for second cycle studies (hereafter Collegium) shall be formed, which shall take care of all matters related to the organization and conducting of the second cycle studies.
- b. Depending on the number and type of study programmes, the units may have more Collegiums for second cycle studies.

Article 3

- a. The Teaching-academic Council of the University Unit shall form the Collegium consisting of professors who perform the teaching within the second cycle studies.
- b. The Teaching-academic Council of the University Unit, upon the proposal of the Collegium for second cycle studies, shall elect head/heads of the Collegium for a term of two years.

Article 4

- a. The Collegium for the second cycle studies shall have the following competences;
 - to propose to the Teaching –academic Council of the University unit::
 - a competition for entry to these studies,
 - number of places, conditions and criteria for enrollment,
 - changes and amendments to the existing second cycle study programmes,
 - new second cycle study programmes,
 - to accept the master theses topics and determine mentors,
 - commissions for the defense of master theses,
 - to make decision on admission of students to the second cycle studies,

- to take care of the organization and implementation of the second cycle study programmes,
- to consider applications for master theses and to propose to the Teaching-academic Council of the University Unit commissions for the evaluation of master theses,
- to decide transfers from one to another study programme and compatibility of the course's curricula,
- to take care and consider other issues related to the functioning of the second cycle studies.

Registration Conditions for the Second Cycle Academic Studies

Article 5

- a. At the second cycle university studies can enroll a person who completed the first cycle studies, fulfilling the conditions defined by the Law on Higher Education, University Statute, this Regulation and the Competition for entry.
- b. At the second cycle university studies in duration of one year (60 ECTS credits) may enroll a person who completed the first cycle studies (4 years study with 240 ECTS credits) and meets the requirements of paragraph 1 of this article.
- c. A person with the completed first cycle professional studies (3 years study with 180 ECTS credits) cannot enroll in the second cycle university studies.

Article 6

- a. The compatibility of the first cycle study programmes for the entry in the second cycle studies, shall be determined by the decision of the Collegium for the second cycle studies.

Article 7

- a. Foreign citizens who fulfill the conditions of the Law and this Regulation shall have right to enroll at second cycle studies.

Competition for Entry in the Second Cycle Studies

Article 8

- a. Admission to the second cycle studies is on the base of public competition which shall be adopted by the Rector's Boards upon the proposal of the University Units. The University shall announce the competition for the second cycle studies at least 3 months before the start of the academic year.
- b. The competition announcement for the second cycle studies shall include: name and address of the University, name of the University Unit, the titles of the study programs for second cycle studies, place of performance of the study programmes, the duration of the studies, the conditions for entry, the number of students to enroll, required documentation for application and registering, deadlines for applications and procedure for making the entry.

Application for Competitiveness

Article 9

- a. The candidate shall submit an application form for admission to the second cycle studies under the conditions defined in the announcement with the indication for which study programme he/she competes.
- b. Besides the application, the applicant shall submit the required documents listed in the announcement.

Article 10

- a. The Collegium for second cycle studies shall take care of the realization of the procedure for application and selection of candidates in accordance with the provisions given in the announcement for entering the second cycle studies.
- b. The Collegium shall consider and make decisions about the complaints of candidates for enrollment.
- c. The Collegium shall have an obligation to prepare a report on the results of enrollment which it shall submit to the Teaching-academic Council of the University Unit.

Procedure for Selection

Article 11

- a. All students who apply for Second Cycle Studies shall submit the document for showing their English Language level (TOEFL or IELTS).
- b. The students having TOEFL or IELTS exams scores in the last two years can be accepted to enroll the IBU Master Studies Programme.
- c. Otherwise the students have to take the English Language Proficiency Exam at IBU. Only the students who are able to get more than 70 points in the English Proficiency Exam can be accepted.
- d. The Teaching-academic Council of the related study programme, upon the proposal of the Collegium for the second cycle studies, shall determine other elements of the study programme selection of the candidates.

Right to Objection

Article 12

- a. Applicants have the right to object to the correctness of the procedure for selection of candidates. The complaint is submitted to the Collegium for second cycle studies of the University Unit.
- b. The Collegium is obliged to consider and make a decision related to the candidate's complaint.
- c. If the candidate is not satisfied with the decision of the Collegium, he/she has the right to appeal to the Teaching-academic Council of the University Unit, or to its authorized body.
- d. The Teaching-academic Council of the University Unit or its authorized body is obliged to consider the objection of the candidate and to make an appropriate decision.
- e. The decision of the Teaching-academic Council or its authorized body must be made within three working days after the complaint and that decision is final.

Article 13

- a. The students who enroll at the second cycle studies shall sign agreements for studying with the University Units. The mutual rights and obligations are closer determined with these agreements.

Second Cycle Studies

Article 14

- a. The University Units shall organize second cycle studies.
- b. The second cycle study programme is in duration of one year with 60 ECTS credits, so that according to the Article 7 of this Regulation, the total number of ECTS credits acquired by completion of the second cycle university degree, is 300 ECTS credits.
- c. A student who completes this study programme acquires an academic degree – Master of Science in a relevant scientific field.

Article 15

- a. The realization of the second cycle studies is on the basis of accredited study programmes in accordance with the European Credit Transfer and Accumulation System (ECTS).

Wider Objective of the Studies

Article 16

- a. The wider objective of the second cycle university studies is to develop curricula compatible with the European system of higher education by introducing the European Credit Transfer and Accumulation System (ECTS).

Learning Outcomes and Competences

Article 17

- a. The general results of the studies will be knowledge and skills the student will own after completing the second cycle study programme, and are in accordance with the general Dublin descriptors:
 - Knowledge and understanding that is founded upon and extends and/or enhances that typically associated with Bachelor's level in the certain field, and that provides a basis or opportunity for originality in developing and/or applying ideas, often within a research context;
 - Applying the knowledge and understanding, and problem solving abilities in new or unfamiliar environments within broader (or multidisciplinary) context related to the certain field;
 - Ability to integrate knowledge and handle complexity, and formulate judgments with incomplete or limited information, but that include reflecting on social and ethical responsibilities linked to the application of the knowledge and judgments;

- Communication skills – ability to communicate the conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously;
- Having learning skills to allow them to continue to study in a manner that may be largely self-directed or autonomous.

Organization of Teaching

Article 18

- a. The academic year begins on September 15 and ends on September 14 next year. The academic year is divided into 2 (two) semesters (fall and spring).
- b. The Rector's Board determines the University calendar at least 3(three) months before the start of the academic year and announces through the University media (bulletin board, website etc.).

Article 19

- a. The teaching is organized and carried out on the basis of defined schedule of classes.
- b. If the number of students who enroll in a course is less than 5 (five), the teaching can be organized as a mentoring type.
- c. The teaching of the second cycle can be arranged in the afternoon of workdays, and if necessary, in the morning and afternoon during the weekends.
- d. A decision on the way and organization of teaching is made by the Collegium for second cycle studies.
- e. The realization of the teaching of second cycle studies for certain topics may include other teachers, assistants and other experts who do not participate in the implementation of the final assessment.

Funding of Second Cycle Studies

Article 20

- a. The second cycle university studies are financed with funds from students.
- b. For the manner of allocation of funds generated by the second cycle studies, the University Management Board makes a decision upon the proposal of the Rector's Board.

Progress During the Study

Article 21

- a. The progress of the student during the study is realized through enrolling courses with ECTS credits defined.
- b. As a rule, the student can take 30 ECTS credits per semester. He/she can take less or more than 30 ECTS credits for each semester.

Article 22

- a. If a student who enrolls in second cycle studies does not pass all courses in the appropriate semester, he/she must enroll in the respective courses again the next academic year.

Article 23

- a. If the student does not defend the master thesis until the beginning of the next academic year, but passes all courses provided by the study programme, he/she shall register to the next study year to complete his/her master thesis.

Article 24

- a. A student who is enrolled in a certain semester in the corresponding academic year has the status of a student in the current academic year of the second cycle studies,.

Article 25

- a. Before the enrollment of a certain semester, a student fills in a register form listing the courses he/she will take, information about the courses that he/she will enroll for the first time or again.
- b. The form and content of the application for registration are prescribed by the University.
- c. The responsible person of the Student Affairs Office and the Head of the Collegium for the second cycle studies, with their signatures, confirm the validity of the data in the application.

Transfer from One to Another Study Programme

Article 26

- a. The student can be transferred from one to another second cycle study programme within the University Unit or other units of the same or other universities.
- b. The Teaching-academic Council of the University, upon the proposal of the Collegium for second cycle studies, makes a decision about the possibilities and conditions for the transfer.

Article 27

- a. When a transfer from one to another study programme is realized the procedure for recognition of the exams passed (ECTS awarded) means that for a certain course of a study programme, different ECTS credits can be transferred in the case when the two courses have the same content or are with high degree of compatibility, but they are awarded with different number of ECTS credits. The exam is fully recognized and accepted with ECTS credits awarded for the study programme at which the student continues to enroll.
- b. If the transfer from one to another study programme within the same University Unit is realized, then the recognition of the exams and transfer of credits are performed without a special procedure.
- c. The Collegium for second cycle studies makes the decision for recognition of the exams and transfer of credits.
- d. If it is the matter of recognition of exams and transfer of credits when transferring from one to another study programme of different units of the same or other universities, then the procedure for recognition is realized through the Commission for recognition at the University Unit where the student continues to enroll.

- e. If the courses of the two study programmes are partially compatible, then the exam is partially recognized for the study programme at which the student continues to enroll. The Commission for recognition in co-operation with the corresponding teacher determines the necessary additional activities of the student (seminar work, additional topics to be studied etc.) for a full recognition of the exam and acquiring of the corresponding number of credits planned for the study programme at which the student is transferred.
- f. If the courses of the two study programmes are not compatible, then the exam is not recognized and no transfer of credits is realized. The decision for non-recognition of the exam is made by the corresponding Commission.

Student's Mobility

Article 28

- a. Students have the right and opportunity to enroll and take courses at other University Units and other universities in the country and abroad in accordance with the Programme for student's mobility.
- b. The manner and conditions for realizing the mobility are closely defined by the Guidelines for student's mobility from one to another unit within the International Balkan University or from one to another higher education institution in the country and abroad.

Knowledge Verification and Evaluation

Article 29

- a. Verifying the knowledge gained in the courses is carried out continuously throughout the educational process and is expressed in credit points.
- b. Achieved success is assessed through examinations (during and at the end of a semester), case studies, seminar work etc.
- c. The maximum number of credit points (a) for partial (mid-term) exam is 40%, (b) homework assignments and other activities - 20% and (c) final exam - 40% of the total number of points. In a credit system on a base of 100 credit points, the success is evaluated in the following way:

Macedonian Grade system	10		9		8		7		6		5
100 point system	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	<50
4-letter SYSTEM	A+	A-	B+	B	B-	C+	C	C-	D+	D	F

Article 30

- a. Within the credit system based on 100 credit points, 20 points are awarded for specific activities: active participation in the classes, seminar work, individual work, developed or implemented projects/programmes, published scientific papers, mentoring the students of first cycle studies, prizes and awards, participation in seminars, symposia and other activities provided by the study programme.
- b. The allocation of the points for specific activities is carried out by the course teacher and he/she is obliged to make it available to students before enrolling at the course.

- c. The maximum number of points for the specific activities defined in this article, required for formation of the final grade, cannot be greater than 20.

Article 31

- a. The teacher is obliged to keep the materials, prepared while performing the specific activities, for 3 (three) months after the announcement of the final exam results.

Article 32

- a. The course teacher enters the total number of credit points and the final grade in a special sheet (report) which is kept in the student's file.
- b. The course teacher has to announce the final results of the assessment within 7 (seven) days from the realization of the exam.
- c. The results of the final exam are announced on the bulletin board of the University Unit or on the University website. The results can be stored in electronic form.

Article 33

- a. The course teacher is obliged within 7 (seven) days after the exam, to submit to the Student Affairs Office the following documents: copy of the results sheet, report for the exam held, and individual exam report for each student who takes the exam.
- b. The responsible person of the Student Affairs Office shall review each student's report and if it is correct it will be placed in the corresponding student's file.
- c. If some errors are found, the Student Affairs Office within 7 (seven) days will inform the course teacher about this and if necessary the Collegium for the second Cycle also.
- d. The course teacher is obliged to make adjustments in the reports within 7 (seven) days of notification and submit them to the Student Affairs Office to be placed in the corresponding file.
- e. The course teacher enters and signs the grade in the student's index.

Exam Sessions and Right to Enter the Exam

Article 34

- a. The student who has not passed the exam may enter the exam 2 (two) times more in the manner as defined in Articles 31 and 32 of this Regulation. The additional exam sessions are January and June.
- b. If in these two extra sessions the student does not pass the exam, he/she has to register the course again and pay a fee regardless of the tuition paid. This fee is determined by the Dean's/Rector's Board.

Objection to the Final Grade

Article 35

- a. If the student is not satisfied with the final assessment or if the examination is not performed in accordance with the Law on Higher Education, the University Statute and the Regulation, he/she may submit a written objection to the Dean's Board within 24 hours of announcement of the final results.

- b. If the Dean finds out that the conditions of the paragraph 1 of this Article are fulfilled then he/she shall ask the course teacher to review the assessment and the final grade.
- c. If the teacher does not change the grade defined, then the student will enter the exam again in the next 24 hours, but in front of a commission consisting of competent teachers. The exam Commission is formed by the Collegium for the second cycle studies. The assessment of the Commission is final.
- d. The deadlines defined in this Article do not run during the non-working days.

Article 36

- a. Upon the student's request, he/she will be allowed to take the exam for a certain course for getting a higher grade in a period of 4 (four) months at the most.
- b. The Dean makes the decision within 3 (three) days after the submission of the request.
- c. The previously obtained grade is cancelled with accepting the request for taking the exam again. The student can take the exam in the next exam session.

Master's Thesis

Article 37

- a. In accordance with the study programme the student prepares and defends a master's thesis.
- b. The student acquires the right to submit an application for preparing a master's thesis after passing the exams of the first semester.
- c. The student submits an application for the preparation of the master's thesis to the Collegium of second cycle studies.
- d. The application for the master's thesis includes: personal data of the applicant, title of the thesis, report for the scientific justification of the thesis, plan and methodology of work, expected results and a literature review of the relevant field.
- e. Together with the application the student makes a proposal to the supervisor (mentor) of his/her master's thesis. The supervisor is one of the teachers of the courses which the candidate has already taken.

Article 38

- a. The Teaching-academic Council of the University Unit, upon the proposal of the Collegium for second cycle studies, makes a decision to approve the master's thesis i.e. accepting the title of the master's thesis and also the supervisor.

Article 39

- a. The title of the master's thesis and the supervisor are announced in the University Bulletin and website.

Article 40

- a. A master's thesis is an individual scientific work in which the candidate analyzes certain topic using scientific and professional methods. The candidate proves that he/she has mastered the curriculum and gained scientific and professional competences in accordance with the objectives of the study programme.

Article 41

- a.** The results of the master's thesis should represent a contribution to:
- the classification of the scientific solutions in a certain area;
 - the solution of the scientific/professional task that is set as a goal of the work;
 - the application of existing scientific/professional achievements in solving a complex task.

Article 42

- a.** The master's thesis should be linguistically, stylistically, and technically correctly presented using modern methodology, equipment and technology for preparing publications.

Article 43

- a.** The student defends his/her master's thesis within 3 (three) years after the date of entry in the second cycle studies.
- b.** Upon the request of the student, in justified cases, the Collegium of the second cycle studies proposes to the Teaching-academic Council of the University Unit to approve an extension of the deadline for the defense of the master's thesis for the period while the candidate was disabled to work on the thesis, but at most for one year.
- c.** The following are considered as justified reasons: a longer illness, pregnancy and childbirth, absence from the country when the candidate is directed to perform temporary work abroad, scientific investigation abroad and other justified reasons.

Article 44

- a.** After finishing the thesis, the student shall submit 5 (five) copies of the master's thesis with a request for establishing Commission for evaluation and defense.
- b.** The request is submitted to the Student Affairs Office.
- c.** The competent officer shall submit the request for establishing a Commission for evaluation and defense of the master's thesis to the head of the Collegium for second cycle studies.
- d.** The head of the Collegium shall inspect the student's file and prepare a report. If the student's file is complete (passed all the exams provided with the study programme, won the required number of credits, met any other commitments provided with the study programme, regulated financial and other administrative matters, etc.) the procedure for establishing the Commission for evaluation and defense of the master's thesis continues. If the student's file is not complete, then the head of the Collegium returns the file to the Student Affairs Office and after the file is completed the procedure continues.
- e.** The Teaching-academic Council of the University Unit, within 45 (forty-five) days from the date of submitting the thesis, upon the proposal of the Collegium, makes a decision on forming the Commission for evaluation and defense of the master's thesis and determines the president of the Commission.
- f.** If during the procedure for evaluation and defense of the master's thesis a member of the Commission is prevented to carry out the task, the Teaching-academic Council of the University Unit determines his/her replacement with another member.

Article 45

- a. The Commission for evaluation and defense of the master's thesis is obliged to examine the thesis and to give the student the remarks (if any) in a written form, within 3 (three) months from the date of submission of the thesis.
- b. The Commission may return the thesis to the candidate together with the remarks up to twice and define the deadline of 3 (three) months at the most for the candidate to make the corrections.

Article 46

- a. The Commission prepares a report that provides an assessment of the thesis within 3 (three) months from the date of the submission of the thesis. The report shall be submitted to the Teaching-academic Council of the University Unit.
- b. After accepting the report, the Teaching-academic Council determines the date of the defense. The defense of the master's thesis should be held within 15 (fifteen) days of accepting the report but not earlier than 7 (seven) days.
- c. The date of the defense, the time and place are announced on the bulletin board and the website of the University Unit.

Article 47

- a. The president of the Commission opens the defense with an appropriate speech. He/she presents the personal data of the candidate, his/her scientific and professional activities, the report written by the Commission for evaluation and defense and the report for the complete procedure until the defense of the thesis.
- b. The president of the Commission invites the candidate to present the thesis within 45 (forty-five) minutes, and after the presentation he/she invites the members of the Commission to express their opinion on the thesis and ask the candidate questions.
- c. Besides the members of the Commission, questions relating to the thesis may be initiated by other persons present at the defense. The questions have to be submitted to the president of the Commission in a written form.
- d. During the defense the minutes are taken and after the defense the minutes are signed by the members of the Commission.

Article 48

- a. After completion of the defense of the thesis, the Commission on the basis of the presentation and the answers to the questions, makes a decision on the assessment of the master's thesis.
- b. The Commission decides by majority of votes and the grade of the defense is publicly announced.
- c. The evaluation is done with two descriptive marks: he/she defended the master's thesis and not defended the master's thesis. The mark is recorded in the minutes of the defense.

Article 49

- a. The Commission shall submit the minutes to the Teaching-academic Council of the University Unit for adoption.

Article 50

- a. If the candidate does not defend the master's thesis, the defense is re-scheduled within 3 (three) months. For this defense the Commission is the same and this Commission determines the date for the defense.
- b. If the candidate does not defend the thesis for the second time, he/she can apply and defend the new master's thesis under the procedure and terms as defined in this Regulation.

Article 51

- a. The student may leave the second cycle study programme without completing it and upon his/her request, he/she shall receive an appropriate certificate.

Teaching Language of the Second Cycle Studies

Article 52

- a. The teaching language of the second cycle studies at the University is English.

Students

Article 53

- a. The issues related to the status of the students, their rights and responsibilities, as well as disciplinary measures are defined by the Law on Higher Education, the University Statute and the Regulations of the University Units.

Diplomas

Article 54

- a. The student who completed the Second cycle studies acquires an academic title – Master of Science in a respective scientific field.
- b. The student gets a certificate and diploma for completed second cycle studies.
- c. In accordance with the ECTS, together with the Diploma the student gets a Diploma Supplement.

Article 55

- a. The design and content of the diploma and certificate are in accordance with the criteria for international recognition and acceptance.

Article 56

- a. The Rector's Board shall make a decision on the design of the diploma and certificate. The contents of the diploma and certificate are established by the Act of the Minister in charge of higher education.

Awards

Article 57

- a.** For outstanding achievements during the studies, the student may receive awards. The type of awards, criteria and procedures for granting them are defined by the University and/or the University Units.
- b.** A decision on the awards shall be made by the University Management Board upon the proposal of the Rector's Board.

Final Provisions

Article 58

- a.** This Regulation shall enter into force on the day it has been published in the University Bulletin, with a prior authorisation of the University Management Board.
- b.** This Regulation shall apply starting from the academic year 2011/2012.

Rector

Prof. Dr. Hünér Şencan