

Rulebook on the conditions, criteria and the rules for enrollment and study in the first cycle studies

Mark: OHC.ΠPB.01

Version: 02.

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RULEBOOK ON THE CONDITIONS, CRITERIA AND RULES FOR ENROLLMENT AND STUDY IN THE FIRST CYCLE STUDIES AT THE "GOCE DELCEV" UNIVERSITY IN STIP

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Legal basis: Pursuant to Article 94 of the Law on Higher Education ("Official Gazette of the Republic of Macedonia" No. 82/18)				
Adopted by: The University Senate (session number 148., date, 8.5.2018. and session number 153., date, 30.10.2018.)				

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UNIVERSITY GAZETTE

I. GENERAL PROVISIONS

Article 1

This Rulebook regulates the conditions, criteria and rules for enrollment and study in the first cycle studies.

Article 2

This Rulebook ensures the efficiency of studies, as well as the implementation of the directions of the Bologna process, i.e. the European Credit Transfer and Accumulation System - ECTS: reduction of the study period compared to the previous practice, increase of student and teacher mobility, improvement of quality of study based on the principle of competence in lectures and research.

Article 3

The first cycle of university academic / professional studies at the University is fulfilled pursuant to the Law on Higher Education, the Statute of the University and other general acts of the University.

Article 4

The University, i.e. the units of the University organize and perform first cycle studies in the scientific, artistic and professional fields for which they are accredited.

Article 5

Enrollment at the units of the University is possible for: 1) full-time students financed by the state, 2) full-time and part-time students with co-financing of studies, 3) expatriates and citizens of the Republic of Macedonia who completed secondary education abroad, 4) citizens of the Republic of Macedonia who completed part of their secondary education abroad or received an international high school diploma, 5) students who were awarded scholarships by the Government of the Republic of Macedonia, 6) students - foreign citizens.

II.4. RULES FOR STUDYING IN THE FIRST CYCLE OF STUDIES

Organization of studies

Article 20

The study programs are divided into study years and semesters.

Article 21

Pursuant to the European Credit Transfer and Accumulation System - ECTS, the volume of the study program is 60 ECTS study credits in one academic year, i.e. 30 ECTS study credits in one semester.

Article 22

The number of study credits for a certain subject is determined on the basis of the total student workload (theoretical and/or practical classes, tutorials, seminars and etc.), the time the student needs for independent work (homework, projects, individual work/project tasks, etc.), as well as the time that is required for learning to prepare for knowledge testing and final assessment (tests, final exam, etc.).

Duration of studies

Article 23

The first cycle of studies for obtaining a diploma lasts three, four, five or six years, and is valued at 180, 240, 300, 360 ECTS study credits. ECTS study credits meet the criteria of the European Credit Transfer and Accumulation System – ECTS.

First cycle students have the right to complete the studies they started in accordance with the study program they enrolled in, the longest for a time that is twice as long as the prescribed duration of the studies.

Structure of the study program

Article 24

The study program contains general and special conditions that the student must fulfil for the purpose of acquiring certain knowledge, as follows:

- presentation of compulsory and elective courses by study years and semesters;
- the number of hours for individual student load per subject;
- the number of ECTS study credits for each subject;
- other forms of teaching for the purpose of acquiring and improving professional knowledge and skills (seminars, projects, thematic clinic, practical work, etc.);
- presentation of the conditions for attending classes and taking exams;
- graduate thesis or final exam of the study program if planned.

Article 25

Information on the subject contains:

- name of the subject and appropriate code for easier identification of the subject (code for belonging to a certain study program);
- a brief description of the program of the subject which enables students to understand the subject's content;
- assessment of the level of the subject which implies a clear picture of the required previous knowledge (subject conditionality, i.e. listing of subjects which must be previously passed);
- recommendations for literature which should be used for the preparation, the established objectives and list of professional literature;
- appointment of compulsory and elective courses;
- names of teachers and associates;
- duration of teaching - year of study, semester, number of weekly lectures and place of the subject in the overall review of the structure of studying;

- method of teaching and mastering the curriculum - lectures, office hours, tutorials, laboratory tutorials, seminars, field work, mentoring work, etc., with the number of lectures per week and the total number of weeks of duration of a certain activity;
- ways of taking the exam and duration of the exam - forms of knowledge check in the course of teaching, their number and evaluation of practical work and other forms of independent work (individual works/project tasks, projects and etc.), manner and terms of taking exams;
- special marking of the subject for which teaching is carried out in a foreign language;
- ECTS study credits, which are provided for a specific subject in accordance with the general rules of ECTS, indicating the number of study points for the essential activities provided for in the course syllabus.

Organization of teaching

Article 26

The study year is organized in two semesters: winter semester and summer semester. Classes in the winter semester start on the first Monday in October and last 20 weeks (12 weeks of continuous teaching + 8 weeks of preparation for assessment and final assessment).

The verification of the winter semester and the enrollment in the summer semester (and the winter vacation) last two weeks.

Classes in the summer semester start on the third Monday in February and last 20 weeks (12 weeks of continuous activity + 8 weeks of preparation for assessment and final assessment).

The verification of the summer semester is in the second half of May and lasts for two weeks.

Summer vacation and other activities and extracurricular activities (organization of additional - condensed teaching - summer schools, summer universities, etc.), including forms of knowledge testing last up to 8 weeks.

The student calendar for the next year is adopted by the University Senate, 3 (three) months before the end of the current school year.

The student calendar is published on the official website of the University and is part of the plan for teaching realization.

Article 27

Teaching is organized and performed on the basis of the established timetable.

The University, i.e. the units of the University, are obliged to publish the timetable no later than 10 days before the start of classes.

The timetable contains: name of the study program, study year, name of subject, time (day, hour) of teaching, place of teaching (lecture hall / amphitheatre, laboratory), name of teacher / associate and other information regarding the classes.

For each subject, the subject teacher determines the work plan and deadlines, the type of knowledge assessment (tests, projects, etc.) and is obliged to submit it to the vice dean of the University unit no later than 15 days before the beginning of classes.

The subject teacher is obliged to introduce the work plan of the course and submit it to students in written form on the personal profile website or on the e – platform learning in the first week of the semester.

During each academic year for each study program (dispersed study programs are treated separately), the Teaching - Scientific Council of the unit of the university appoints a mentor for the study program for generation 20 __ / 20__ year. The assigned mentor of the study program for the study year has the following responsibilities:

- to coordinate the students from the given study program during the study year;
- to organize a meeting with the students from the study program at least once a month for the academic year and to get acquainted with the problems of the students (process of studying, process of carrying out tutorials, process of assessment, process of carrying out practical teaching, accommodation and other student activities);
- on a monthly basis, to inform the Teaching - Scientific Council of the unit of the University about all the elements that are an integral part of the study process of the students from the given study program for the study year;
- to help students solve the problems they are facing in their studying;
- to monitor the success of students in the process of their study up to the completion of the study program.

Article 28

The assessment of knowledge is organized in the deadlines set for the carrying out of the teaching of the subject for which knowledge assessment is provided. The Vice Dean of the unit, in coordination with the subject teachers, determines the timetable for knowledge assessment (in the form of exams) and taking into account the course to check the knowledge for only one subject from the current one in one day semester. Assignments, which are provided for individual student work (seminars, projects, tasks, etc.) must be evenly distributed throughout semester. The total scope of these activities must be aligned with the subject load in accordance with ECTS.

The teacher is obliged during the teaching, preparation of the individual work/project assignments, as well as preparation for knowledge assessment, to assist students within office hours. Office hours should be compatible to the timetable of classes and they should be announced to students via public display on the notice board of the unit and on the official website of the University.

Office hours with students are mandatory every week with a minimum of 2 (two) hours, and a maximum of 6 (six) hours.

Changes of the timetable and the work plan during the teaching, by rule, are not allowed. In case of illness or authorized leave of the teacher, the change in the timetable is determined by the vice dean of the unit.

The subject teacher is responsible for the carrying out of all forms of teaching, lectures, exercises, practical work and mentoring.

Article 29

Certain forms of teaching can be organized in the form of "distance learning" (distance learning, virtual teaching), but exams must be organized in the headquarters or dispersion seat of the unit.

Exams in art subjects may also be organized outside the headquarters of the unit in case of public events such as concerts, exhibitions, plays, etc. Practical work and professional practice may be organized and performed as an integral part of regular teaching or as a separate unit.

Subject registration and records

Article 30

Students register the subjects they want to take and take exams in the coming academic year three weeks before the start of the winter semester, and for the first academic year after enrolling in the semester and submitting a semester sheet. The selection of courses is up to 30 ECTS study credit load per semester and 60 ECTS study credit per year. The student can take a maximum of two exams within summer school. After the deadline for subject registration, lists of students per registered subjects for the coming academic year for each study program and for each subject are formed and they are published on the official website of the University and on notice board of the unit. The subjects that the student has registered cannot be changed after their verification.

Re-registration of cases

Article 31

For each repeated registration of a subject (which the student repeats), the student is obliged to pay an appropriate monetary compensation, the amount of which is determined with a decision by the University Senate.

Semester enrolment and certification

Article 32

Verification of the semester and the year is mandatory for all students. Based on the verification of the semester and the year, it is determined how many ECTS student credits the student has obtained. The semester will be verified for the student if he/she has signatures of the subject teachers for all semester subjects in the electronic index. The student who has not fulfilled the condition from paragraph 3 of this article, may verify the semester under conditions determined by a decision of the Rector Board. The student may enrol in the next semester if the previous semester is verified. The deadlines for semester and year verification and enrolment are determined within the student calendar.

Enrolment in the study year

Article 33

Students who obtain at least 36 ECTS study credits in the first year, are allowed to enrol in the second year (third and fourth semester) of studies.

Students who obtain at least 90 ECTS study credits in the first and second year, are allowed to enrol in the third year (fifth and sixth semester) of studies.

Students who obtain at least 150 ECTS study credits in the first, second and third year, are allowed to enrol in the fourth year (seventh and eighth semester) of studies.

Students who obtain at least 210 ECTS study credits in the first, second, third and fourth year, are allowed to enrol in the fifth year (ninth and tenth semester) of studies. Students from the study programs of integrated first and second cycle of studies who in the last two semesters (eleventh and twelfth semester) have only practical realization of clinical modules, are allowed to enrol in the eleventh semester with 210 ECTS study credits and a verified tenth semester.

Exam mode and method of assessment

Article 34

The subject of assessment within the subject program can be:

- attending lectures,
- successfully carried out tutorials,
- successfully carried out mid-term exams, completion of individual work / project task.

In addition to the final assessment, the following student activities may be taken into account:

- successfully carried out practical work,
- office hours,
- field work,
- independent / homework,
- mentoring of other students,
- developed or realized projects,
- awards / commendations obtained, etc.

Article 35

A student's work is monitored and evaluated continuously throughout the semester.

The assessment is carried out by awarding points for each form of activity, by knowledge assessment during the semester and at the final assessment which determines the final grade.

In the structure of the total number of points, at least 70% of the points must be provided for activities and knowledge assessment during the semester. The final grade in the structure of the points can be valued with a maximum of 30% of the points for full-time students, i.e. 100% of the points for part-time students.

The units of the University determine the form of organization of teaching activities for part-time students and for distance learning students.

Part-time students and distance learning students are obliged to attend the forms of knowledge assessment as provided by the subject program at the headquarters of the University, i.e. in the teaching centre where the teaching for full-time students is organized.

Article 36

Forms of knowledge assessment (exams) can be theoretical and practical, and they are taken in a written format only, in an oral format only, or in both written and oral format, whereas at the units in the field of art they can be also taken by performing / presenting practical work, i.e. with performance / presentation of a work of art.

The written test, by rule, is performed by means of a test or written work.

The method of examination is determined by the teacher. The final assessment, as a rule, is in an oral format. By rule, exams in art subjects are taken before a committee.

The subject teacher must keep the results of the written exams until the first of November in the following school year.

Article 37

Evaluation is quantitative.

The final grade for a subject program is expressed in quantitative terms.

Pre-examination activities are evaluated with a maximum of 70 points, which are expressed in as follows:

- 10 points for lectures,
- 10 points for tutorials,
- 20 points for the first mid-term,
- 20 points for the second mid-term,
- 10 points for individual work / project task.

Fulfilling the obligation for a minimum of 60% attendance of the student in the total of the planned lectures is a condition for obtaining points for lectures and for obtaining a signature from the subject teacher.

Fulfilling the obligation for a minimum of 60% attendance of the student in the total of the planned tutorials is a condition for obtaining points for tutorials.

A condition for taking the final exam is to obtain a cumulative minimum of 42 points in pre-examination activities.

If the student does not obtain cumulative 42 points from all pre-examination activities, the student must re-take the subject the following year, when the points from old pre-examination activities will not be taken into account.

If the student obtains cumulative 42 points from all pre-examination activities, the student does not re-take the subject the following year and the old pre-examination activities are taken into account.

The student who obtains cumulative 42 points from all pre-examination activities, can take the exam in one subject in front of the subject teacher 3 (three times) at most. The fourth time, at the request of the student, the exam is taken in front of a committee comprised of 3 (three) members, teachers from the same or related teaching-scientific field, formed by the dean, and in the dean's absence, the committee is formed by the vice dean of the unit. The teacher with whom the student took the exam is not a member of the committee.

The final exam provides a maximum of 30 points.

Part-time students take the final exam without evaluation of pre-examination activities.

The final exam for part-time students provides a maximum of 100 points.

The final grade is expressed quantitatively, with a grade from 5 (five) to 10 (ten).
The grade of 5 (five) indicates insufficient success.

Article 38

The student's success on the exam and the remaining knowledge assessments is evaluated and graded within a system that is comparable to the ECTS system as follows:

- 10 (A) - is 91 - 100 points,
- 9 (B) - is 81 - 90 points,
- 8 (C) - is 71 - 80 points,
- 7 (D) - is 61 - 70 points,
- 6 (E) - is 51 - 60 points,
- 5 (F, FX) - with or under 50 points.

Article 39

The first cycle studies end with taking all the exams and / or taking a final exam in accordance with the study program.

Final assessment

Article 40

The final assessment begins in the February session, within one exam deadline, by submitting one exam application in two exam terms.

Students who will not pass the scheduled exams in the February session, can take them in the June session in one exam period, by submitting one application for the exam, in two exam terms.

Students who do not pass the scheduled exams in the June session may take them in the September session in one exam period, by submitting one application for the exam, in two exam terms.

The university can also organize additional exam sessions in April, October and December in one exam period, by submitting one exam application in one exam term.

Article 41

A student can file a complaint to the dean of the unit within 24 hours if he / she is not satisfied with the final assessment, i.e. with the grade or if he / she considers that the exam has not been pursuant to the law, the acts of the University and the Statute of the unit.

If the dean determines that the conditions from paragraph 1 of this article are met, the teacher will reconsider the grade from the final assessment. If the teacher does not reconsider the grade determined, the student takes the exam in front of a three-member committee composed of teachers from the same or a related teaching-scientific field, in the following 24 hours of the following working day. The committee is formed by the dean, and in the dean's absence, the vice dean of the unit.

The teacher with whom the student took the exam is not a member of the committee from the previous paragraph of this article.

Upon request, the student is allowed to repeat the final assessment for a higher final grade for a subject in a period of maximum 4 (four) months from the exam.

If the student receives a lower grade on the repeated final grade, it is final and the student has no right to repeat the final assessment.

II.5. GRADUATE THESIS / FINAL EXAM

Article 42

The study at the units of the University ends with the passing of all exams that are part of the study program, the fulfilling of all other study obligations, as well as preparation and defence of a graduate thesis (for studies lasting 4/5/6 years, 240/300/360 ECTS credits), i.e. taking the final exam (for studies in duration of three years, 180 ECTS credit).

The graduate thesis is an independent work of the student from a specific field of the study program which shows that he / she masters the material in the field in which he/she should complete his studies.

The final exam is an independent presentation by the student on a chosen topic from pre-defined subjects from the study program in front of a three-member committee. The topic for the graduate thesis / final exam is defined by the student in agreement with the mentor from the relevant department / institute / sector, at the earliest by enrolling in the last semester of the study program.

By September 15 in each academic year at the latest, teachers - mentors of graduate thesis / final exam, suggest a maximum of ten topics from the fields in which they are selected and their subjects, which they submit to the vice dean and dean of the unit.

The list of mentors and topics for the graduate thesis / final exam is verified by the teaching-scientific council of the unit of the University and it is published on the official website of the University.

Article 43

The application for a graduate thesis and the application for taking the final exam are submitted to the student dossier archive at the unit during the last semester of studies, as part of the exam registration session.

The application for public defence of a graduate thesis / for committee examination of the final exam, is submitted to the student dossier archive at the unit along with a Mentor's report on the graduate thesis / final exam, ONS.OB.27 *Mentor's report on the graduate thesis / final exam*, at the earliest after passing the last exam from the corresponding study program.

The submitted application for public defence of a graduate thesis / for committee examination of final exam, from the archive for student files at the unit is submitted to the Committee to check the student file.

Article 44

The student dossier review committee is composed of three members: advisor on student archive, secretary of the unit and vice dean for teaching at the unit.

Due to increased workload of the University, additional committees for checking the student files may be formed.

The committee from the previous paragraph meets every first (1st) and fifteenth (15th) in the month and reviews the submitted applications for graduate thesis / final exam.

The student dossier review committee reviews the application submitted for public defence of graduate thesis / final exam taken before a committee, inspects the student file and prepares a report on the status of the student file for the submitted application - OSA.OB.03 *Report from the Committee for complete review of student file.*

When the student file is complete, the members of the Committee sign it the report. In the case when the student file is not complete, the advisor on student archive notifies the applicant to complete the student file.

Article 45

The graduate thesis mentor / final exam prepares a proposal for president and two members of the Committee for conducting a procedure for public defence of the graduate thesis / final exam taken before a committee.

One of the members of the Committee for conducting the procedure for public defence of the graduate thesis / final exam taken before a committee is the mentor of the topic. The Dean of the University unit with a decision confirms the composition of the Committee for conducting the procedure for public defence of the graduate thesis / final exam taken before a committee.

Article 46

The mentor of the graduate thesis / final exam is obliged to follow the work of the student during the preparation of the graduate thesis / during the preparation of the presentation on the topic of the final exam, to help the student with advice and to guide the student with necessary literature.

Article 47

The public defence of the graduate thesis / final exam taken before a committee is no later than 30 days from the date of signing the decision on the establishment of the Committee for implementation of the procedure for public defence of graduate thesis / final exam taken before a committee by the dean of the University unit.

Article 48

The public defence of the graduate thesis consists of an oral presentation / presentation of the topic and well-argued conclusions, as well as answers to questions from the Committee regarding the presentation of the topic and the conclusions.

The final exam consists of a presentation of the chosen topic before the three-member committee, as well as answers to questions from the Committee regarding the presentation of the topic.

If the student defends the graduate thesis / passes the final exam, the application signed by the Committee for conducting the procedure of public defence of the graduate thesis / final exam taken before a committee is submitted to the student dossier archive of the unit. In the case when the student does not defend the graduate thesis, the Committee calls the student for a repeat defence of the graduate thesis / final exam taken before a committee no later than within 30 days.

If the student does not defend the diploma thesis / does not pass the final exam in the repeated term, then the topic for graduation thesis / final exam is changed.

The graduation thesis / final exam is evaluated with a single grade from 10 (A) to 5 (F).

The grade is adopted with a majority vote of the members of the Committee.

The student when enrolling in the last (6th) semester of the study program 3+1, submits a request for:

- taking a final exam and obtaining a diploma for three-year education;
- Continuation of studies and obtaining a diploma for four-year education, with the preparation and defence of a graduate thesis, without passing the final exam and without the right to obtain a diploma for three-year education;
- taking a final exam and obtaining a diploma for three-year education and continuation of studies with the preparation and defence of a graduate thesis and obtaining a diploma for four-year education, based on a request submitted by the student.

Types of documents issued to the student based on records

Article 49

The student who has passed all the exams in the enrolled study program and has fulfilled the remaining obligations provided by the Statute of the University and with this Rulebook, obtains a diploma for a completed first cycle of academic / professional studies of the relevant study program and is registered in The main book of graduates. With the diploma, a diploma supplement must be issued, for detailed insight into the level, nature, content, system and rules of study and the results achieved during the studies.

In addition to the diploma, the student is issued a certificate, 1 (one) for the completed cycle of studies and 1 (one) for grades and credits signed by the dean of the unit.

II.6. CONTINUATION OF STUDIES AFTER INTERRUPTION

Article 50

If a student does not enrol in the following academic year when there is a requirement for enrolment in the following academic year or does not re-enrol in the same academic year when the conditions for enrolment in the next following academic year are not fulfilled or the student does not activate the suspension of studies approved for a certain period of time, that shall be considered as an interruption of studies.

After the interruption of the studies, the student can continue the studies in the study program in which the student has enrolled, unless the time has elapsed which is twice as long as the prescribed duration of the studies.

II.7. RENEWAL OF STUDENT STATUS

Article 51

The procedure for renewal of student status begins with the submission of an application by the student to the vice dean of the unit of the University at which the student studied.

The Vice Dean reviews the student's request and prepares a report with which the Vice Dean decides for:

- exams that are fully acknowledged if at the time of termination of studies the study program has changed;
- exams that are partly acknowledged (by explaining which parts of the exam are to be taken and in what exam period);
- realized activities of the previous study program with indication of the name of the subject at the University and credits.

The report is submitted to the ECTS coordinator of the University.

The student continues his / her studies in the current academic year with the current generation.

II.8. STUDENT RESPONSIBILITIES OF THE STUDENT

Article 52

At the student's request, the obligations are suspended:

- during pregnancy;
- with a child up to 1 (one) year old;
- during illness longer than 1 (one) semester;
- due to family reasons;
- during an international student exchange lasting longer than 30 days during the teaching if with the specified exchange no ECTS credits are obtained;
- during the referral to a professional internship lasting at least 6 (six) months;
- during the preparation and performances at sports events when the student has status of a member of the national team;
- inability to meet financial obligations;
- in other cases for the justification of which the dean decides.

The suspension of the obligations from paragraph 1 of this article is approved by the dean or, with the dean's authorization, the vice dean for teaching based on a written request of the student and submitted appropriate documentation.

If changes occur in the study program during the suspension of obligations, the student continues to study the modified study program and is obliged to complete the obligations that represent the difference between the two study programs.

The student is not indebted financially for the duration of the suspension, if the student has already met previous financial obligations.

Article 53

During the suspension of the obligations related to the academic year, the student can take the overdue exams for which he / she has met the conditions in order to acquire the right to enrol in the following year of studies.

Article 54

The student is obliged to activate the suspension of obligations within 30 days after expiration of deadline for causes of suspension.

If the student does not activate the suspension nor does the student enrol in the following academic year, that will be considered as interruption of studies.

II.9. SIMULTANEOUS STUDY OF TWO STUDY PROGRAMS (PARALLEL STUDY)

Article 55

Parallel study is study in accordance with two separate study programs.

The student can enrol in another study program at the same time if he / she has fulfilled the conditions for enrolment determined by the study program and by covering the costs for studying.

The student of the second study program enrolls as a part-time student and pays the cost for studying as a part-time student.

The student who successfully fulfils the obligations in accordance with the two study programs, receives separate diplomas for each of the parallel study programs.

Article 56

Excluded from parallel studies are the studies at the Faculty of Medical Sciences at the study programs in General Medicine, Pharmacy and Dental Medicine and the Academy of Music (except for study programs where part – time studies are allowed), as units on which parallel study cannot be approved within the unit, as well as from other units of the University.

Article 57

To gain the right to parallel study, the student submits a request to the archive for student files. The vice dean of the unit prepares a report and forwards it to the ECTS coordinator of the University, who prepares a decision.

With the request for parallel study, the student encloses a certificate for a student at the first study program.

The final decision on the student's requests for parallel study should be completed before the start of the new academic year.

Article 58

Passed exams at the first study program are acknowledged if the subjects of which the exams are passed in accordance with their content and scope correspond to the subject of the second study program.

By acknowledging the exam, the grade with which the student is assessed is also acknowledged, as well as the ECTS credits in accordance with the study program.

II.10. ADMINISTRATIVE SUPPORT

Article 59

The administrative support of the first cycle of university studies is realized within the University, i.e. in the e-index sector and in the Department for student archive.

The electronic index performs the following activities that are related to the implementation of the Rulebook on studying the first cycle of studies:

1. Students:

- enrolment in studies;
- complete review and partial administration of all student data;
- enrolment and verification of a semester;
- administration of study directions in accordance with the study programs;
- registration for exams and individual work / project assignments;
- registration for the final exam (complete graduation procedure);
- submission of electronic requests;
- electronic payment for all services to the University (24/7/365);
- notice board;
- office hours;
- other activities related to the student's study.

2. Teaching / collaborating staff / administration:

- Complete review and partial data administration;
- Grading:
 - regular assessment,
 - committee evaluation,
 - final exam / graduate thesis (whole procedure);
- signature,
- generating reports,
- notice board,
- office hours,
- other activities related to the student's study.

3. Administration:

- Complete administration of activities and data delegated on the basis of the work place.

The student dossier archive of the unit performs the following activities related to the implementation of the Rulebook on studying the first cycle of studies:

- forms and keeps the files of the students in digital and paper form;
- keeps a register of enrolled and graduated students;
- keeps electronic records for the published seminar and diploma theses;
- sorts the applications by subjects, years, makes reports from the examination sessions and enters them in the student's file;
- performs other administrative activities, in particular: issues certificates, documents and cease of study certificates at the request of the student;

- prepares statistical data for registration of the year for the unit for which it is responsible, for the results of the exam sessions, etc.;
- prepares all types of reports with the required data related to the work of the archive required for the annual report of the University and for other needs;
- performs other activities related to the student's study.

III. FINAL PROVISIONS

Article 67

This Rulebook enters into force on the day of its publication.

IV. DOCUMENTS AND ATTACHMENTS