



In accordance with Article 103 of the Law on Higher education of RNM, the statute of the University of Tetova, the Decision of the Rector's Council meeting of 20.03.2019 no. 02-1069/1, Regulations on terms, criteria and rules for student enrolment into the second cycle of studies at the University of Tetova, the agreement between the Northern Illinois University - USA and the University of Tetova on joint degree qualification in the second cycle of university studies, and based on RNM Government's decision no. 45-4839/1 of 04.07.2019 (Official Gazette of RNM 139/19), the University of Tetova hereby issues the following:

CALL

for student enrolment into the second cycle of studies at the University of Tetova, in the academic year 2019/20

I. **Number of students:** In the second cycle of studies, of the academic year 2019/20, the following number of students will be enrolled at the University of Tetova:

FACULTY OF ECONOMICS	**ECTS Duration	Degree title	Euro (€) Semester	Number of students
BUSINESS ADMINISTRATION *				
Study program for obtaining a joint degree in the second cycle of university studies with the Northern Illinois University (<i>study program in English language</i>)	60 ECTS 2 Semesters	Master of economic sciences in business administration	5000 ***	50

*** The amount of the tuition fee is determined on the basis of the Decision on tuition rates for studies in Business Administration - A study program for obtaining a joint diploma in the second cycle of university studies with the Northern Illinois University (study program in English language) no. 02-5583/1 and the respective agreement.

** 60 ECTS- One year of studies,

* This program will be taught in English language by professors of both universities. The candidates will be interviewed and tested for English proficiency level by the respective commission.

II. Terms and criteria for application

a). Eligible candidates for application should fulfil these general terms:

- Second cycle studies are a continuation of the first cycle studies.
- In the second cycle study programs may enroll a person who has completed the respective first cycle study programs and who meets all the requirements determined by the Law on Higher Education, the Statute of the University, and the Regulations for second cycle studies.
- In the second cycle of university studies with a duration of 1 (one) year or two semesters, i.e. 60 ECTS (European Credit Transfer System), may enroll candidates who have completed the first cycle of studies with duration of 4 (four) years, i.e. 240 ECTS.
- In the second cycle of university studies may also enroll candidates who have graduated from other similar study programs, after having passed the supplementary exams of the study program in which they wish to enroll, with a grade point average stipulated in paragraph 2 of this article.
- The university and its units determine which studies are suitable for enrollment in separate study programs of the II cycle, as well as the conditions for enrollment of candidates who have finished different study programs from the program in which they apply.
- Enrollment into a different program from the one the student has graduated from, may be enabled under the condition that the candidate has attended and passed the exams of the mandatory courses (subjects) before the 3 (three) members commission. The chairman of the commission must be of a close professional area. These candidates should attend the lectures during the academic year.
- The compatibility of the first cycle of university studies for enrollment into the second cycle of university studies, as well as the additional terms for enrollment in second cycle studies are determined by the act (document) of the academic unit which organizes studies with the proposal of the study program.

b). Foreign nationals

Foreign nationals have the right to enroll into second cycle studies in the same manner as the citizens of the Republic of North Macedonia



c). Selection procedure

- The candidate obtains the right to enroll in the first year of second cycle studies in accordance with the terms and criteria defined in this Call, according to the points earned in the selection process.
- Under equal conditions, advantage during enrollment will have candidates with higher grade point average, over **7,5**, achieved during previous studies, as well as candidates with longer working experience who apply for part-time studies.
- The Unit Commission for the Call, on the faculty bulletin board announces the ranking of candidates based on the GPA from the first cycle of studies as well as the knowledge test results from the study programs in which it is applied.
- After the announcement of the preliminary rank list of enrolling candidates by the Unit Commission for the Call, the candidate has the right to object within 24 hours through the Archive or the online form. The candidate submits the complaint to the unit commission which announces the preliminary list. On the contrary, the candidate loses the right to object to the announced results in the further complaint procedure.
 - The Commission is obliged to make a decision within 24 hours from the expiration of the deadline for filing complaints.
 - If the candidate is not satisfied with the decision of the Unit Commission of the University, he/she has the right to submit a complaint to the Central Commission within 24 hours from the announcement day of the Commission's decision. The decision of the Central University Commission is final.
 - After the expiry of the deadline for submitting and reviewing objections, the Central University Commission issues the Admission Decision (final rank list) in the respective faculties, based on which students are enrolled. Admitted as well as non-admitted candidates have no right to objection or complaint, after the announcement of the Admission Decision by the Central Commission.
 - Candidates who fail to enroll during the foreseen deadline for enrolment, namely do not submit the right documentation for enrolment (required documentation for enrolment), or do not show up at the student services of the faculties in which they are enrolled, will be considered to have dropped enrolment.
 - If, after the first-round enrolment deadline, there are still vacancies, the candidates may enroll in the second-round of enrolment.

d). Full-time and part-time studies

- Students may enroll into second cycle studies as full time or part-time students.
- The program of full-time studies is dedicated to students who are able to attend courses regularly.
- The academic units may organize part-time studies if the study program and the study major permit it. Part-time students are those who partly attend the study program (except the work or other activities which need a specific program).
- The rules of study as well as the obligations of part-time students are the same as those of full-time students (enrollment and semester verification, attendance of lectures, exercises (seminars), lab work, preparation of seminar papers, practical work, etc.)
 - The University units determine (by accreditation) the organization form of the learning activities and the teaching workload for part time students and students involved in distance learning program.
 - The part-time study program is dedicated to full-time employed individuals, who due to their job obligations cannot attend courses regularly, and to individuals who for different reasons cannot attend courses regularly. Due to the studies' character, the duration of the part-time study programs is longer than the full-time studies, yet it should not be longer than two academic years.
 - The duration of the part time study program is determined by the bearer of the study program of the respective faculty, based on the ability of the part time students to attend courses.

III. In the second cycle studies, the costs of full-time and part-time studies are covered by the students themselves, by self-financing their studies, in accordance with the amount stipulated in point I of this call as a tuition fee. For their master's thesis, the students pay 500 euro, as other additional funds. The funds for the preparation of the master's thesis and other financial obligations, determined by the Decision and Regulation of second cycle studies, are paid before the master's thesis defense.

The Rector's council shall make a decision on the minimum number of students needed for the beginning of the teaching process in the respective study program.



IV. Deadlines for application and enrolment

REALIZATION OF THE CALL FOR STUDENT ENROLLMENT – 2019/20	I Application period	II Application period
Application– submission of documents to the administration:	09 September-11 October 2019	28 October-01 November 2019
Announcement of preliminary results:	14 October 2019	4 November 2019
Announcement of the Admission Decision of the candidates:	16 October 2019	6 November 2019
Enrolment of candidates:	16 - 25 October 2019	6 - 13 November 2019

V. Required documents for application and enrollment

The candidate applies at the University of Tetova, St. Ilinden n.n., 1200, Tetovo, after having filled out the online form on the web site www.unite.edu.mk (Enrollments 2019/20)

The candidate must submit an application sheet for second cycle studies within the application period defined in point IV of this Call. On the application sheet the candidate must define the study program to which he/she applies and the study status: full-time or part-time student (*if the call foresees the possibility of part time study*)

Besides the application form the candidates should submit:

Application sheet (provided by the administration while submitting the documents);

- Citizenship certificate and birth certificate;**
- Diploma for accomplished university studies**
- Transcript of grades** (original). **Candidates who earned their undergraduate degree abroad should submit the certificate of equivalency issued by MES (Ministry of Education and Science of RNM);**
- Evidence for the program accreditation by the University of the previous education** (for students of foreign nationality)
- Short biography (CV);**
- Proof of English language proficiency issued by a valid educational institution.**
- Recommendation letters by professors or scientific workers (if available);
- Proof of working experience and job task description, and request from the work organization – institution, for enrollment into graduate studies;
- List of scientific or professional papers and copies of them (if available);
- Proof of awards, acknowledgements and similar other documents (if foreseen by the acts of the respective institutions)
- Proof of payment of:
 - 1050 MKD** to the account of the University: for administrative taxes

Upon **enrollment**, the admitted candidates should submit:

- Application sheet for enrollment (application sheets are found in the student services office of the faculty in which the student shall enroll)
- Three photos (*two photos* 6 x 9 and one – 4 x 5 cm.)
- Proof of payment of: **1200 MKD**, to the account of the University: for the Index issuing.
- Payment for the first semester fee

All above mentioned payments for the **second cycle** should be made to the University account, in the following method:

Name of recipient (**назив на примачот**) - State University of Tetova,

Bank of recipient (**банка на примач**) – National Bank of the Republic of Macedonia,

Account (**сметка**) – 10000000063095,

Amount (**износ**) – the financial amount that should be paid,

Account of budget user– individual user (**сметка на буџетски корисник – единка корисник**) – 1600160054 788 25;

Code and program of income (**приходна шифра и програма**) – 723012 43, while in “manner”(начин) – 2;

Reference number (**повикнување на број – задолжување**) the number of the faculty in which the student studies, in the following manner:

723012 – 01: Faculty of Economics,

Purpose of remittance(**цел на дознака**) – purpose of payment (exam, semester, certificate, etc.)

International payments:

NATIONAL BANK OF THE REPUBLIC OF NORTH MACEDONIA

Name: Drzaven univerzitet vo Tetovo

IBAN: MK07 1007 0100 0066 227

SWIFT BIC: NBRM MK 2X

The Call will be announced on the web page: <http://www.unite.edu.mk>, Tetova. July 2019