



Pursuant to Article 94 of the Law on Higher Education ("Official Gazette of the Republic of Macedonia", No. 82/2018 and "Official Gazette of the Republic of North Macedonia", No. 178/2021) and Article 85 of the Statute of the University of Tetova, the Senate of the University of Tetova, at its session held on 24.11.2022, adopted:

RULEBOOK ON THE REGULATION OF INTERNATIONAL COOPERATION AT THE UNIVERSITY OF TETOVA

I. GENERAL PROVISIONS

Subject Matter

Article 1

- (1) This Rulebook regulates the manner and procedure for carrying out international cooperation at the University of Tetova (hereinafter referred to as: the "University"), as well as matters related to the establishment, development, implementation, coordination, and monitoring of international cooperation.
- (2) This Rulebook shall regulate, in particular: the organization and responsibilities in the field of international cooperation; the forms and areas of international cooperation; the establishment of institutional cooperation and the conclusion of agreements; the international mobility of students and employees; the admission of international students and visiting staff; participation in international programmes, projects, associations, and networks; financing, record-keeping, monitoring, and reporting; as well as other matters of importance for international cooperation.

Article 2

- (1) The international cooperation of the University shall be carried out in accordance with the law, the Statute of the University, this Rulebook, and other general acts of the University.
- (2) In carrying out international cooperation, the rules, conditions, and procedures established by international agreements, programmes, projects, and other acts in which the University participates shall also apply, provided that they are not contrary to the legislation of the Republic of North Macedonia and the acts of the University.



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Concept and definition of International Cooperation

Article 3

- (1) For the purposes of this Rulebook, international cooperation constitutes a system of institutional, academic, scientific research, professional, and other activities carried out by the University in cooperation with higher education and scientific research institutions, international organizations, university networks and associations, public and private institutions, professional and other related organizations, and entities abroad.
- (2) International cooperation may be carried out at the institutional, university, faculty, institute, and other organizational levels, in accordance with the competences established by law, the Statute, and other general acts of the University.

II. OBJECTIVES AND PRINCIPLES OF INTERNATIONAL COOPERATION

Objectives of International Cooperation

Article 4

- (1) The international cooperation of the University shall be carried out with the aim of:

- enhancing the quality of higher education, scientific research, and professional activities;
- developing and strengthening academic, scientific, and institutional ties with higher education, scientific research, and other related institutions abroad;
- promoting and enhancing the mobility and exchange of students, academic staff, and administrative staff;
- exchanging knowledge, scientific and professional achievements, experience, and good practices;
- developing and implementing joint educational, scientific research, and professional activities and projects;
- promoting the participation of the University in international educational, scientific research, and professional programmes;
- developing intercultural dialogue and cooperation among academic communities;
- increasing the international visibility, recognition, and competitiveness of the University;



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- advancing the internationalization of the educational, scientific research, and professional processes;
- creating opportunities for acquiring and developing international academic and professional competencies;
- establishing long-term and sustainable partnerships with foreign institutions and organizations; and
- contributing to the development of higher education, science, and society through international academic and scientific cooperation.

Principles of International Cooperation

Article 5

(1) The international cooperation of the University shall be based on the following principles:

- principle of legality – carrying out international cooperation in accordance with the law, the Statute, and other general acts of the University, as well as applicable international rules and agreements;
- principle of academic freedom and autonomy – respecting academic freedom, institutional autonomy, and freedom of scientific and professional work;
- principle of quality – directing international cooperation towards improving the quality of education, science, and professional work;
- principle of reciprocity and partnership – developing cooperation based on mutual benefit, respect, trust, and equal partnership;
- principle of equal opportunities and non-discrimination – ensuring equal opportunities for participation in international cooperation activities, without discrimination on any grounds established by law;
- principle of transparency and accountability – ensuring clear and accessible information on opportunities, procedures, and criteria related to international cooperation, as well as accountability for activities undertaken;
- principle of objectivity and impartiality – making decisions based on predetermined, clear, and applicable criteria;
- principle of inclusiveness – encouraging the participation of different categories of students and employees in international cooperation activities;



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— principle of mutual respect – respecting diversity, cultural characteristics, academic traditions, and values of partner institutions; and

— principle of sustainability – developing long-term partnerships and activities that create lasting academic, scientific, and institutional outcomes.

Internationalization

Article 6

- (1) The University shall develop internationalization as an integrated process aimed at incorporating the international and intercultural dimension into its educational, scientific research, professional, and institutional activities.
- (2) Internationalization shall be carried out through:
 - developing and strengthening international partnerships;
 - increasing participation in international programmes and projects;
 - enhancing student and staff mobility;
 - developing joint study, scientific research, and professional activities with foreign partners;
 - promoting the exchange of knowledge, experience, and good practices;
 - incorporating an international and intercultural dimension into teaching and scientific research; and
 - creating conditions for greater international recognition and connectivity of the University.

Quality, Reciprocity, Transparency, and Equal Opportunities

Article 7

- (1) In planning and implementing international cooperation activities, the University shall strive to achieve high quality and measurable academic, scientific research, and institutional outcomes.
- (2) International cooperation shall be established and developed based on the principle of reciprocity, taking into account the interests and benefits of the University and its partner institutions.
- (3) Information on opportunities and procedures for participation in international programmes and activities shall be published in a transparent and timely manner, in



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accordance with the nature of the activity and the rules of the respective programme or agreement.

- (4) In selecting participants in international cooperation activities, predetermined and objective criteria shall be applied, and equal opportunities, transparency, and non-discrimination shall be ensured.
- (5) In carrying out international cooperation, academic integrity, professional standards, dignity, and the rights of all participants shall be respected.

III. ORGANIZATION AND COMPETENCES

Organization of International Cooperation

Article 8

- (1) International cooperation at the University shall be organized, coordinated, and carried out through the bodies and organizational units of the University, within the scope of their competences established by law, the Statute, the Rulebook on Internal Organization, and other general acts of the University.
- (2) The following shall participate, in particular, in carrying out international cooperation:
 - the Vice-Rector for International Cooperation (authorized by the Rector);
 - the Department for Inter-University Cooperation with Universities in the Country and Abroad;
 - faculties and institutes;
 - other organizational units of the University, in accordance with their respective competences; and
 - other persons designated by the acts of the University or by the acts governing a specific form of international cooperation.

Vice-Rector for International Cooperation

Article 9

- (1) The Vice-Rector for International Cooperation shall coordinate and promote the international cooperation of the University, within the scope of the competences established by the Statute and other general acts of the University.



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(2) In particular, the Vice-Rector shall:

- propose measures and activities for developing and promoting international cooperation;
- coordinate cooperation with foreign higher education and scientific research institutions, international organizations, networks, and associations;
- participate in initiating and developing international partnerships;
- monitor the implementation of agreements, programmes, and projects in the field of international cooperation;
- initiate and support the participation of the University in international programmes, projects, networks, and associations;
- propose activities for promoting student and staff mobility;
- cooperate with faculties, institutes, and other organizational units in planning and implementing international cooperation activities;
- ensure the coordinated and timely implementation of activities in the field of international cooperation; and
- perform other duties established by law, the Statute, this Rulebook, and other general acts of the University.

(3) The Vice-Rector for International Cooperation shall be accountable for his/her work in accordance with the Statute and other general acts of the University.

Department for Inter-University Cooperation with Universities in the Country and Abroad

Член 10

(1) The Department for Inter-University Cooperation with Universities in the Country and Abroad, within the scope of its competences established by the Rulebook on Internal Organization, shall perform professional, administrative, and coordination tasks related to the international cooperation of the University.



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(2) The Department shall, in particular:

- prepare and propose a work plan and ensure the implementation of the Department's work plan;
- ensure and monitor the cooperation of the University with universities in the country and abroad, as well as the dynamics of the implementation of the rights and obligations established by the agreements and the extension of their duration;
- prepare draft cooperation agreements with universities in the country and abroad;
- monitor the implementation of agreements and other acts concerning international cooperation and provide timely information on their status;
- ensure the University's membership in the European Rectors' Conference and the World Rectors' Conference and monitor the work programmes of these international institutions;
- apply for the active participation of the University in European educational and scientific research projects;
- participate in scientific institutions and organize scientific gatherings, symposia, seminars, consultations, and other types of gatherings;
- ensure cooperation with other higher education institutions abroad with regard to the exchange of students and teaching staff;
- monitor opportunities for the University to participate in international programmes and calls for proposals and inform the relevant organizational units;
- provide administrative support for the implementation of procedures related to international mobility;
- maintain and update records of international agreements, partnerships, programmes, projects, and implemented activities;
- provide information on opportunities for international cooperation and mobility and publish such information in the manner established by the acts of the University;
- prepare data and reports on activities in the field of international cooperation;
- perform other duties established by the Statute of the University.



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Faculties and Institutes

Article 11

- (1) Faculties and institutes shall participate in establishing and implementing international cooperation within the scope of their activities and competences.
- (2) Faculties and institutes shall, in particular:
 - initiate and propose cooperation with foreign higher education, scientific research, and other related institutions;
 - participate in the preparation and implementation of international agreements, projects, programmes, and other activities;
 - propose and participate in the implementation of activities related to the mobility and exchange of students and employees;
 - designate responsible persons or coordinators for specific international cooperation activities, where necessary;
 - provide academic and professional support to participants in international cooperation activities;
 - submit to the Department the data and information necessary for maintaining records and preparing reports; and
 - perform other tasks related to international cooperation within the scope of their competences.
- (3) Faculties and institutes shall implement international cooperation activities in coordination with the Vice-Rector for International Cooperation and the Department, in accordance with the competences established by law, the Statute, and other general acts of the University.



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IV. FORMS AND AREAS OF INTERNATIONAL COOPERATION

Forms of International Cooperation

Article 12

- (1) The international cooperation of the University shall be carried out through various forms of academic, scientific research, professional, and institutional cooperation with foreign higher education and scientific research institutions, international organizations, and other related entities.
- (2) International cooperation may be carried out, in particular, through:
 - establishing and developing institutional partnerships and concluding cooperation agreements;
 - academic cooperation and the exchange of teaching and academic experience;
 - scientific research cooperation and the implementation of joint scientific research activities;
 - international mobility and exchange of students, academic staff, and administrative staff;
 - developing and implementing joint and international study programmes;
 - organizing and participating in international conferences, congresses, symposia, seminars, workshops, and other academic and professional events;
 - preparing and publishing joint scientific and professional papers and publications;
 - exchanging and sharing scientific and professional literature, information, teaching materials, and other academic resources;
 - engaging and hosting visiting professors, researchers, professionals, and other representatives of partner institutions;
 - organizing joint teaching, scientific, and professional activities;
 - participating in international programmes, projects, networks, associations, and other forms of international cooperation and networking;
 - exchanging experience and good practices in the fields of higher education, science, and professional activities;



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- developing other forms of academic and institutional cooperation of mutual interest; and
- other forms of cooperation in accordance with the law, the Statute, and other general acts of the University.

Areas of International Cooperation

Article 13

(1) International cooperation may be carried out in all areas of the University's activities, particularly in:

- higher education and teaching and educational activities;
- scientific research and development activities;
- professional and applied activities;
- development and enhancement of study programmes;
- development of teaching methods and digital educational practices;
- professional and academic development of students and employees;
- culture, arts, and social and humanities activities;
- innovation, knowledge and technology transfer, and entrepreneurship;
- sustainable development and social responsibility;
- development of institutional capacities and higher education governance; and
- other areas of importance for the development and mission of the University.

Method of Implementing Cooperation

Article 14

(1) International cooperation may be carried out at the bilateral and multilateral levels, directly or through international programmes, projects, networks, associations, and other forms of institutional cooperation.



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- (2) International cooperation activities may be implemented at the university level, as well as within the faculties, institutes, and other organizational units of the University, in accordance with their respective competences.
- (3) For the implementation of specific international cooperation activities, separate agreements, protocols, memoranda, arrangements, and other acts may be concluded, in accordance with the provisions of this Rulebook and other general acts of the University.
- (4) The form, scope, and manner of implementing specific cooperation shall be determined in accordance with the nature of the cooperation, the obligations agreed upon by the parties, and the rules of the respective programme or project.

V. ESTABLISHMENT OF INSTITUTIONAL COOPERATION AND CONCLUSION OF AGREEMENTS

Initiative for Establishing Institutional Cooperation

Article 15

- (1) An initiative to establish institutional cooperation with a foreign higher education, scientific research, or other related institution may be initiated by the Rector, the Vice-Rector for International Cooperation, a faculty, an institute, or another organizational unit of the University, as well as by other authorized persons in accordance with the acts of the University.
- (2) The initiative may also arise from a proposal or offer submitted by a foreign institution or organization.
- (3) The initiative shall be submitted to the Department for Inter-University Cooperation with Universities in the Country and Abroad, which shall record it and review it from the perspective of its formal and administrative appropriateness.

Proposal for Establishing Cooperation

Article 16

- (1) The proposal for establishing institutional cooperation shall be prepared on the basis of the initiative and shall contain at least:



- information on the proposed foreign partner;
- a justification of the need for and rationale behind the cooperation;
- the subject matter and objectives of the proposed cooperation;
- the proposed areas and forms of cooperation;
- the proposed activities and expected outcomes;
- the duration of the cooperation;
- the method of financing, where the cooperation entails financial obligations; and
- other information relevant to the assessment of the proposal.

- (2) Where the initiative originates from a faculty or institute, the proposal shall be prepared in coordination with the Department.

Review and Assessment of the Proposal

Article 17

- (1) The Department shall review the proposal with regard to its compliance with the law, the Statute, this Rulebook, and other general acts of the University.
- (2) In reviewing the proposal, particular consideration shall be given to:
- the academic, scientific, and professional rationale for the proposed cooperation;
 - its alignment with the strategic priorities and interests of the University;
 - the relevance and credibility of the proposed partner;
 - the feasibility of implementing the proposed activities;
 - the financial and other obligations that may arise from the cooperation; and
 - other circumstances relevant to the establishment of the cooperation.
- (3) The Department may request an opinion from a faculty, institute, professional service, or other competent person, depending on the subject matter of the proposed cooperation.



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Approval of Cooperation

Article 18

- (1) Following the review of the proposal, the Department shall submit the proposal, together with appropriate justification and, where necessary, the opinions obtained, to the Vice-Rector for International Cooperation.
- (2) The Vice-Rector for International Cooperation shall review the proposal and, within the scope of his/her competences, submit it to the competent body of the University for a decision, i.e. approval of the establishment of the cooperation.
- (3) The decision approving the establishment of institutional cooperation shall be adopted by the competent body in accordance with the law, the Statute, and other general acts of the University.

Preparation and Conclusion of an Agreement

Article 19

- (1) Following approval of the establishment of the cooperation, the Department, in coordination with the proposer and, where necessary, with the competent professional services of the University, shall prepare a draft agreement, memorandum, arrangement, protocol, or other appropriate act of cooperation.
- (2) The agreement or other act of cooperation shall, in particular, contain:
 - the name and registered office of the contracting parties;
 - the subject matter and objectives of the cooperation;
 - the areas and forms of cooperation;
 - the rights and obligations of the contracting parties;
 - the manner and deadlines for implementing the planned activities;
 - the method of financing and the allocation of financial obligations, where applicable;
 - the persons or organizational units responsible for coordinating the cooperation;
 - the duration of the agreement;
 - the terms and procedure for amending, extending, and terminating the agreement; and
 - other matters relevant to the implementation of the cooperation.



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- (3) Prior to signing, the draft text shall be reviewed by the competent professional services of the University, where necessary.
- (4) The agreement, memorandum, arrangement, protocol, or other act of cooperation shall be signed by the Rector or another authorized person in accordance with the law, the Statute, and other general acts of the University.

Implementation and Monitoring of Agreements

Article 20

- (1) The implementation of agreements and other acts concerning international cooperation shall be carried out in accordance with their content, the obligations established therein, the specified time frame, and the activity plan.
- (2) A responsible person or organizational unit shall be designated for the implementation of the agreement, where provided for by the agreement or where necessary for its implementation.
- (3) The Department shall monitor the administrative implementation of the agreements and ensure coordination with the competent organizational units of the University.
- (4) Faculties, institutes, and other organizational units participating in the implementation of the agreement shall be obliged to carry out the activities undertaken and submit to the Department the data and information necessary for monitoring and recording the implementation.

Amendment, Extension, and Termination of the Agreement

Article 21

- (1) An international cooperation agreement may be amended or supplemented with the consent of the contracting parties, in accordance with the terms and procedure established by the agreement.



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- (2) An initiative to amend or supplement the agreement may be initiated by the contracting parties, the Vice-Rector for International Cooperation, a faculty, an institute, or another organizational unit participating in its implementation.
- (3) The agreement may be extended upon expiry of its term, provided that there is an interest in continuing the cooperation and that the contracting parties reach an agreement to that effect.
- (4) The initiative to extend the agreement shall be considered prior to the expiry of its term, and the extension procedure shall be carried out in accordance with the provisions of this Rulebook, unless otherwise provided by the agreement.
- (5) The agreement shall terminate:
 - upon expiry of the term for which it was concluded;
 - by mutual termination;
 - by unilateral termination, in cases and under the conditions established by the agreement and applicable regulations; or
 - in other cases, established by law or by agreement.
- (6) The Department shall record any amendment, extension, or termination of the agreement and notify the relevant organizational units of the University.

VI. INTERNATIONAL STUDENT MOBILITY

International Student Mobility

Article 22

- (1) The University shall promote and support student participation in international mobility as part of the internationalization process and the enhancement of the quality of higher education.
- (2) International student mobility shall be carried out through exchange programmes and projects, bilateral and multilateral agreements, inter-institutional agreements, and other forms of international cooperation.
- (3) Mobility shall be implemented in accordance with the law, the Statute, this Rulebook, the rules of the respective programme or project, and the terms established by agreements with partner institutions.



Types of Student Mobility

Article 23

(1) International student mobility may be carried out in the following forms:

- study periods at a partner higher education institution abroad;
- internship or professional mobility abroad, where provided for by the respective programme or agreement;
- short-term mobility;
- long-term mobility;
- blended or virtual mobility, where provided for by the respective programme; and
- other forms of student mobility in accordance with the requirements of the respective programmes and agreements.

(2) Mobility may be undertaken in the first, second, and third cycles of study, in accordance with the conditions established by law, the study programme, and the rules of the respective programme.

Conditions for Participation

Article 24

(1) A student who meets the requirements established by the respective programme, project, or agreement, as well as the requirements established by the acts of the University, may participate in international student mobility.

(2) The requirements for participation may relate to:

- student status;
- the level and year of study;



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- the number of credits earned;
- academic performance;
- proficiency in the language required for the implementation of the mobility;
- fulfilment of specific requirements established by the partner institution or programme; and
- other requirements relevant to the specific form of mobility.

(3) Where specific requirements are established by the rules of an international programme or by the agreement, such requirements shall apply.

Publication of Calls and Provision of Information

Article 25

(1) The Department for Inter-University Cooperation with Universities in the Country and Abroad shall inform students about opportunities for international mobility and shall publish calls for applications in a transparent and timely manner.

(2) The call shall contain:

- the name and description of the programme or activity;
- the partner institution or institutions;
- the number and type of available places;
- the period and duration of the mobility;
- the requirements and criteria for participation;
- the required documentation;
- the deadline and method for submitting the application;
- information on financial support, where provided; and
- other information relevant to applicants.



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Application and Selection of Candidates

Article 26

- (1) The student shall apply within the deadline and in the manner specified in the call.
- (2) The application shall be accompanied by the documentation specified in the call and the rules of the respective programme or project.
- (3) Candidates shall be selected on the basis of predetermined, objective, and transparent criteria.
- (4) The selection criteria may include:
 - academic performance;
 - the number of credits earned;
 - proficiency in the language of instruction or the language required for the work placement;
 - compatibility of the planned activity with the study programme;
 - motivation and relevance of the mobility for the student's academic development; and
 - other criteria established by the rules of the specific programme or call.
- (5) The selection procedure shall be conducted in a manner that ensures equal opportunities, transparency, and non-discrimination.

Rights and Obligations of the Student

Article 27

- (1) A student selected for international mobility shall have the right:
 - to receive information and administrative support throughout the procedure;
 - to be informed about the terms and obligations related to the mobility;
 - to exercise rights in accordance with the agreement, programme, and acts of the University;
 - to have the academic results achieved as part of the approved mobility recognized, in accordance with the rules on recognition; and
 - to receive appropriate documentation on the completed mobility.



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(2) The student shall be obliged:

- to comply with the rules of the University and the partner institution;
- to fulfil the academic and other obligations undertaken as part of the mobility;
- to carry out the mobility in accordance with the approved plan;
- to notify the University in a timely manner of circumstances that may affect the implementation of the mobility;
- to submit the required documentation before, during, and after the completion of the mobility; and
- to act in accordance with the rules of the respective programme and the mobility agreement.

Academic Recognition of Mobility

Article 28

- (1) The student shall be granted recognition for the period of study or other academic activity completed abroad, provided that the mobility has been approved in advance and the activities have been carried out in accordance with the approved plan and the conditions of the respective programme or agreement.
- (2) Prior to the commencement of the mobility, the study plan or other activities to be undertaken by the student abroad shall be determined in accordance with the study programme and the mobility rules.
- (3) Recognition of the credits earned and academic results achieved shall be carried out in accordance with the applicable regulations, the study programme, the rules of the University, and the requirements of the respective international programme.
- (4) A student shall not be disadvantaged with regard to their academic status as a result of participation in approved international mobility.

Financial Support

Article 29

- (1) Students participating in international mobility may receive financial support in accordance with the rules and available funds of the respective international programme, project, University,



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or other source of funding.

(2) The terms, amount, method of payment, and other matters related to financial support shall be determined in accordance with the rules of the respective programme or project and the applicable acts of the University.

(3) Participation in mobility without financial support shall not exclude a student from the possibility of participating in the programme, provided that this is permitted under the rules of the respective programme.

Completion and Reporting on Mobility

Article 30

(1) Upon completion of the mobility period, the student shall be obliged to submit the documentation specified by the rules of the programme or project and the acts of the University.

(2) The Department shall record the complete mobility and process the data necessary for monitoring and reporting on international student mobility.

(3) The student may be invited to share experiences and good practices gained from complete mobility with other students and the University.

(4) The manners and deadlines for submitting documentation and reports shall be determined by the rules of the respective programme or by a separate procedure of the University.

VII. INTERNATIONAL MOBILITY OF ACADEMIC AND ADMINISTRATIVE STAFF

International Mobility of Academic and Administrative Staff

Article 31

(1) The University shall promote and support the international mobility of academic and administrative staff with the aim of enhancing teaching, scientific research, and professional activities, developing professional competencies, and exchanging knowledge, experience, and good practices.



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- (2) International mobility shall be carried out through international programmes and projects, agreements with partner institutions, bilateral and multilateral agreements, and other forms of international cooperation.
- (3) Mobility shall be implemented in accordance with the law, the Statute, this Rulebook, other general acts of the University, and the rules of the respective programme, project, or agreement.

Types of Mobility

Article 32

- (1) International mobility of academic staff may be carried out through:
 - teaching or other educational activities at a partner institution;
 - scientific research visits;
 - participation in scientific and professional activities;
 - participation in conferences, congresses, symposia, and other academic events;
 - exchange of experience and good practices;
 - professional development and training;
 - preparation and implementation of joint educational and scientific research activities; and
 - other forms of mobility in accordance with the rules of the respective programme or agreement.
- (2) International mobility of administrative staff may be carried out through:
 - professional training;
 - exchange of experience and good practices;
 - various forms of practical learning;
 - participation in working meetings and activities related to international programmes and projects;
 - development of professional competencies; and



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- other forms of professional mobility in accordance with the rules of the respective programme or agreement.

Conditions for Participation

Article 33

- (1) Academic or administrative staff who meet the requirements established by the respective programme, project, or agreement, as well as the requirements established by the acts of the University, may participate in international mobility
- (2) The requirements for participation may relate to:
 - the candidate's employment status;
 - the candidate's position and field of engagement;
 - the relevance of the planned mobility to the candidate's work and professional development;
 - proficiency in the language required for the implementation of the mobility;
 - fulfilment of the requirements of the partner institution or programme; and
 - other requirements relevant to the specific mobility.

Call and Registration

Article 34

- (1) The Department for Inter-University Cooperation with Universities in the Country and Abroad shall inform employees about opportunities for international mobility and shall publish calls for applications.
- (2) The call shall contain:
 - the name and description of the programme or activity;
 - the partner institution;
 - the type and duration of the mobility;
 - the conditions and eligibility criteria for participation;
 - the required documentation;
 - the deadline and method of application;



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- information on financial support, where applicable; and
- other information relevant to applicants.

- (3) Applications shall be submitted in the manner and within the deadline specified in the call and in accordance with the rules of the respective programme.

Selection of Candidates

Article 35

- (1) Candidates for international mobility shall be selected based on predetermined, objective and transparent criteria.
- (2) The following shall be taken into consideration in the selection process:
 - the relevance of the mobility to the candidate's work and professional development;
 - the candidate's academic, research, or professional activities;
 - the quality and feasibility of the proposed mobility programme;
 - the contribution of the mobility to the development of the University;
 - language proficiency, where it is a requirement for the implementation of the activity; and
 - other criteria established by the rules of the specific programme or call.
- (3) Equal opportunities, transparency, and non-discrimination shall be ensured during the selection process.

Approval and Implementation of Mobility

Article 36

- (1) International mobility of academic and administrative staff shall be approved in accordance with the competencies established by law, the Statute, and other general acts of the University.
- (2) Prior to the commencement of mobility, a mobility plan or programme shall be established in accordance with the rules of the respective programme, project, or agreement.
- (3) During the mobility period, the participant shall be obliged to fulfil the obligations set out in the approved plan, mobility programme, and the rules of the partner institution.
- (4) Mobility shall not affect the exercise of the rights and obligations arising from the employment relationship, except to the extent provided for by law, an act of the University, or the relevant agreement.



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- (5) Prior to the commencement of the mobility, a mobility plan or programme shall be established in accordance with the rules of the respective programme, project, or agreement.
- (6) During the mobility period, the participant shall be obliged to fulfil the obligations set out in the approved plan, mobility programme, and the rules of the partner institution.
- (7) Mobility shall not affect the exercise of the rights and obligations arising from the employment relationship, except to the extent provided for by law, an act of the University, or the relevant agreement.

Rights and Obligations and Reporting after Completion of Mobility

Article 37

- (1) A participant in international mobility has the right to:
 - receive information and administrative support during the procedure;
 - be informed about the conditions and obligations related to mobility;
 - receive financial support, if provided for;
 - receive a certificate or other appropriate documentation for the completed mobility; and
 - use the knowledge and experience gained in their further work at the University.
- (2) The participant is obliged to:
 - comply with the rules of the University and the partner institution;
 - implement the approved mobility programme;
 - promptly inform the University of any circumstances that may affect the implementation of the mobility;
 - submit the required documentation before, during, and after the mobility; and
 - upon completion of the mobility, submit a report or other documentation in accordance with the rules of the programme or the University.
- (3) The Department shall record the complete mobility and process the data required for monitoring and reporting.
- (4) The University may organize activities to share the knowledge and experience gained through completed mobility activities with other employees and organizational units.



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VIII. ADMISSION OF INTERNATIONAL STUDENTS AND GUEST STAFF

Admission of International Students and Guest Staff

Article 38

- (1) The University encourages and promotes the admission of foreign students, visiting professors, researchers, professionals, and other representatives of partner and other higher education, scientific research, and related institutions.
- (2) Admission shall be carried out within the framework of international programmes and projects, cooperation agreements, mobility and exchange programmes, as well as other forms of international cooperation.
- (3) Admission shall be carried out in accordance with the law, the Statute, these Regulations, other general acts of the University, and the rules of the relevant programme or agreement.

Admission of Foreign Students

Article 39

- (1) Foreign students may undertake a study period at the University based on an international mobility programme, an inter-institutional cooperation agreement, or another appropriate basis.
- (2) The admission of foreign students shall be carried out in accordance with the conditions established by the relevant programme, the agreement with the partner institution, and the regulations and acts of the University.
- (3) Within the scope of the University's capacities, foreign students shall be provided with information and administrative support concerning:
 - the study programmes and courses they may choose;
 - the conditions for the implementation of the study period;
 - their rights and obligations during the study period;
 - the administrative procedures related to the study period; and
 - other matters of importance for the successful completion of the study period.



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- (4) The foreign students shall enjoy the rights and fulfil the obligations in accordance with the law, the acts of the University, the rules of the programme, and the agreement based on which the student was admitted.

Admission of Visiting Professors and Researchers

Article 40

- (1) The University may host visiting professors, researchers, and other academic or professional persons from abroad for the purpose of:
- delivering lectures and conducting other educational activities;
 - carrying out scientific research activities;
 - participating in scientific and professional projects;
 - participating in conferences, symposia, seminars, and other academic events;
 - exchanging knowledge, experience, and good practices;
 - developing joint study and scientific research activities; and
 - carrying out other activities of mutual academic and professional interest.
- (2) The admission of visiting academic staff shall be carried out based on an invitation, agreement, programme, or other instrument of cooperation, in accordance with the law, the Statute, and other general acts of the University.
- (3) Prior to the admission, the purpose, duration, and type of activities shall be determined, as well as, where applicable, the rights and obligations of the visiting academic staff.

Initiation and Approval of Admission

Article 41

- (1) An initiative for the admission of a foreign student or visiting academic staff may be submitted by a faculty, institute, another organizational unit, the Vice-Rector for International Cooperation, or another authorized person.
- (2) The initiative shall be submitted to the Department for Inter-University Cooperation with Universities in the Country and Abroad, which provides administrative and coordination support throughout the procedure.



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- (3) The admission shall be approved by the competent authority or an authorized person, in accordance with the law, the Statute, and other general acts of the University.
- (4) The Department shall maintain appropriate records of the admission of foreign students and visiting academic staff.

Support for Foreign Students and Visiting Academic Staff

Article 42

- (1) Within the scope of its capacities and competences, the University shall provide administrative and institutional support for the successful integration of foreign students and visiting academic staff into the academic environment.
- (2) The support may include:
 - providing information on the academic process and the conditions of stay;
 - assistance with administrative procedures related to the implementation of the stay;
 - referral to the competent services and organizational units;
 - providing information on the academic and other activities of the University; and
 - other forms of support in accordance with the available capacities and needs.
- (3) The faculties, institutes, and other organizational units shall, within the scope of their competences, be responsible for ensuring the conditions necessary for the smooth implementation of the academic and professional activities of foreign students and visiting academic staff.

Rights and Obligations of Foreign Students and Visiting Academic Staff

Article 43

- (1) Foreign students and visiting academic staff shall have the right to be informed about the conditions, rules, and obligations related to their stay and activities at the University.
- (2) Foreign students and visiting academic staff shall be obliged to comply with the laws of the Republic of North Macedonia, the Statute, the general acts of the University, the rules of the organizational unit in which they carry out their activities, as well as the conditions established by the programme, agreement, or other instrument on the basis of which their admission was carried out.



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- (3) The manner of regulating the stay, engagement, remuneration, and other rights and obligations of visiting academic staff shall be determined in accordance with the applicable regulations, the acts of the University, and the relevant agreement or instrument governing the engagement.
- (4) Upon completion of the stay, the foreign student or visiting academic staff member shall, where provided for by the programme or agreement, submit appropriate documentation on the activities carried out.

IX. INTERNATIONAL PROJECTS AND PROGRAMMES

Participation in International Programmes and Projects

Article 44

- (1) The University shall participate in European and international educational, scientific research, professional, development, and other programmes and projects of importance for the fulfilment of its mission and strategic objectives.
- (2) Participation in international programmes and projects may take place in the following forms:
 - as the coordinator or leading institution of the programme or project;
 - as a partner institution;
 - as a member of a consortium or other form of partnership;
 - as a host or sending institution in mobility and exchange activities; and
 - in other forms established by the rules of the respective programme or project.
- (3) The University may participate in existing and future European and international programmes, including Erasmus+, CEEPUS, Mevlana, as well as other programmes, in accordance with their purpose, conditions, and available opportunities.



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Objectives of Participation in International Programmes and Projects

Article 45

(1) The University's participation in international programmes and projects shall have the following objectives:

- improving the quality of higher education and scientific research;
- developing international academic and institutional partnerships;
- enhancing the mobility and exchange of students and staff;
- developing and implementing joint educational and scientific research activities;
- strengthening institutional and professional capacities;
- exchanging and applying knowledge, experience, and good practices;
- providing additional opportunities for development and innovation in education and science; and
- increasing the international visibility and connectivity of the University.

Identification and Initiation of Project Opportunities

Article 46

- (1) The Department for Inter-University Cooperation with Universities in the Country and Abroad shall monitor opportunities for the University's participation in European and international programmes and projects and shall inform the relevant bodies and organizational units about such opportunities.
- (2) An initiative for participation in an international programme or project may be proposed by the Rector, the Vice-Rector for International Cooperation, a faculty, an institute, another organizational unit, or another authorized person.
- (3) The initiative shall contain basic information about the programme or project, the proposed role of the University, the objectives and expected results, the partners, the timeframe, and, where applicable, the financial and other obligations.



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Preparation and Submission of Project Proposals

Article 47

- (1) The preparation of a project proposal shall be carried out in coordination with the relevant organizational units of the University and in accordance with the rules and conditions of the respective programme or call for proposals.
- (2) For each project proposal, a person responsible or project team shall be appointed, in accordance with the nature and scope of the project.
- (3) In preparing the project proposal, particular attention shall be paid to:
 - the alignment of the project with the mission, strategic priorities, and objectives of the University;
 - the relevance and quality of the proposed activities;
 - the University's capacity to implement the planned activities;
 - the obligations arising from participation in the project;
 - the sustainability and expected outcomes of the project; and
 - the financial and other conditions established by the call for proposals.
- (4) Project proposals shall be submitted by an authorized person and in the manner prescribed by the rules of the respective programme or project.

Approval and Implementation of International Projects

Article 48

- (1) The University's participation in an international project shall be approved in accordance with the competences established by law, the Statute, and other general acts of the University.
- (2) Following approval of the participation, the persons responsible, the organizational units, and, where necessary, a project team shall be designated for the implementation of the project.
- (3) The project shall be implemented in accordance with the approved project proposal, the grant agreement, the consortium agreement, and other relevant acts and rules of the respective programme.



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- (4) The person responsible or project team shall be responsible for ensuring the timely implementation of the activities and fulfilment of the obligations undertaken.

Project Coordination and Monitoring

Article 49

- (1) The Department shall provide administrative and coordination support in the implementation of international projects, within the scope of its competences.
- (2) Appropriate documentation shall be maintained for each project in accordance with the rules of the programme and the University.
- (3) The person responsible or project team shall provide the Department with the data and information necessary for monitoring the implementation of the project and fulfilling reporting obligations.
- (4) The following aspects of the projects should be monitored in particular:
 - the implementation of the planned activities;
 - compliance with the established timeframe;
 - achievement of the planned results;
 - fulfilment of financial and other obligations, in cooperation with the competent services; and
 - fulfilment of reporting obligations towards the donor, the programme, or the partners.

Reporting and Project Outcomes

Article 50

- (1) Upon completion of an international project, a final report shall be prepared in accordance with the rules of the respective programme or project.
- (2) The results of the implemented international projects shall be recorded and, where appropriate, presented to the relevant bodies and organizational units of the University.
- (3) The University shall encourage the sharing of results, knowledge, and good practices acquired through international projects with the academic and professional community.
- (4) The experiences and results of completed projects shall be used to enhance the University's future activities in the field of international cooperation.



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X. MEMBERSHIP IN INTERNATIONAL ASSOCIATIONS, NETWORKS AND ORGANIZATIONS

Membership in International Associations, Networks and Organizations

Article 51

- (1) The University may become a member of and participate in the activities of international and European associations, networks, organizations, unions, initiatives, and other forms of institutional cooperation of significance to higher education, science, research, and international cooperation.
- (2) Membership shall have the following objectives:
 - enhancing the international position and visibility of the University;
 - establishing and developing partnerships with higher education and scientific research institutions;
 - exchanging knowledge, experience, and good practices;
 - participating in international academic and scientific research activities;
 - participating in international initiatives and processes of significance to higher education and science;
 - representing and promoting the interests and priorities of the University within the international academic community; and
 - pursuing other objectives of significance for the development and internationalization of the University.

Forms of Membership and Participation

Article 52

- (1) The University may participate in international associations, networks, and organizations such as:
 - a full or associate member;



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- a partner or institutional member;
 - a signatory to international declarations, charters, and initiatives;
 - a member of or participant in working groups, committees, councils, and other bodies;
 - a participant in joint programmes, projects, and activities; and
 - in other forms established by the acts of the respective organization or initiative.
- (2) The University may be a member of or participant in European and international associations, networks, and organizations, including the European University Association (EUA), Magna Charta Universitatum/Magna Charta Observatory, Eurasian Universities Union (EURAS), Balkan Universities Association (BUA), and other organizations and networks of significance to its activities.
- (3) The list referred to in paragraph (2) of this Article is not exhaustive and may be supplemented with new memberships in accordance with the interests and strategic priorities of the University.

Initiation and Approval of Membership

Article 53

- (1) An initiative for membership or participation in an international association, network, or organization may be proposed by the Rector, the Vice-Rector for International Cooperation, a faculty, an institute, another organizational unit, or another authorized person.
- (2) The initiative shall contain an explanation of the significance of the proposed membership, basic information about the organization, the membership requirements, the rights and obligations arising from the membership, and, where applicable, the financial obligations.
- (3) The Department for Inter-University Cooperation with Universities in the Country and Abroad shall review the initiative and prepare the relevant information and a proposal for further action.
- (4) The decision on membership or participation shall be adopted by the competent authority in accordance with the law, the Statute, and other general acts of the University.



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Coordination and Participation in Activities

Article 54

- (1) For each significant membership or participation of the University, a responsible person or organizational unit may be designated to coordinate activities and communication with the respective international organization, association, or network.
- (2) The Department should monitor communication and activities related to institutional memberships and, in cooperation with the relevant organizational units, provide administrative and coordination support.
- (3) Representatives of the University in international associations, networks, and organizations shall act within the scope of the authority granted to them and represent the interests of the University in accordance with its strategic priorities and acts.
- (4) Periodic information or reports on the activities and benefits arising from membership may be prepared, in accordance with the needs of the University.

Financial Obligations and Termination of Membership

Article 55

- (1) Financial obligations arising from membership in international associations, networks, and organizations shall be fulfilled in accordance with the decisions of the competent bodies of the University, the available funds, and the applicable regulations and acts of the University.
- (2) When deciding on the renewal of membership, consideration shall be given to the benefits of membership, the level of activity and participation of the University, the results achieved, and the financial and other obligations.
- (3) The University may terminate its membership or participation in an international association, network, or organization in accordance with the conditions established by its acts, upon a decision of the competent body of the University.
- (4) The Department shall keep records of membership, its renewal or termination, and shall ensure that the information on institutional memberships is kept up to date.



XI. FUNDING

Sources of Funding

Article 56

(1) Activities in the field of international cooperation shall be funded from:

- the University's own revenues;
- funds provided through European and international programmes and projects;
- grants, donations, and other funds from domestic and foreign sources;
- funds provided by partner institutions;
- funds from international organizations, foundations, and other entities; and
- other sources in accordance with the law and the acts of the University.

(2) The funds referred to in paragraph (1) of this Article shall be used for their intended purposes and in accordance with the conditions established by the funding source, the agreement, programme, or project, and the applicable regulations.

Funding of International Cooperation Activities

Article 57

(1) Funds for international cooperation may be used to finance or co-finance:

- international mobility of students and staff;
- the admission and stay of foreign students and visiting academic staff;
- participation in and organization of international conferences, congresses, symposia, seminars, and other academic and professional activities;
- the implementation of international projects and programmes;
- membership fees in international associations, networks, and organizations;
- travel expenses and expenses related to stays abroad, in accordance with the applicable rules;
- translation, proofreading, publications, and other activities related to international cooperation;
- activities aimed at promoting and enhancing the international visibility of the University; and
- other justified expenses related to the implementation of international cooperation.



Co-financing

Article 58

- (1) Where the rules of an international programme or project provide for own contribution or co-financing, the University may provide funds to cover the determined share of the costs, in accordance with its financial capacities and the decisions of the competent bodies.
- (2) Co-financing may be provided from the University's own funds, funds of the organizational units, project funds, or other permitted sources of funding.
- (3) For each co-financing obligation, the source of funds and the method of securing the funds shall be determined prior to undertaking the financial obligation.

Financial Obligations and Responsibility

Article 59

- (1) Financial obligations related to international cooperation shall be undertaken and fulfilled in accordance with the law, financial regulations, and the general acts of the University.
- (2) For each international activity that gives rise to financial obligations, appropriate documentation shall be provided to substantiate the justification, approval, and implementation of the related expenditures.
- (3) In the case of international projects, funds shall be used in accordance with the approved budget, the financing agreement, the donor's rules, and other relevant acts.
- (4) The person responsible for the project or activity shall cooperate with the competent financial and professional services of the University and ensure the timely submission of the required documentation.
- (5) Financial control, accounting records, and reporting shall be carried out in accordance with the applicable regulations and the internal acts of the University.

Financial Transparency and Accountability

Article 60

- (1) The funding of international cooperation activities shall be carried out in accordance with the principles of legality, economy, efficiency, transparency, and accountability.
- (2) The University shall maintain appropriate financial and administrative documentation for the activities carried out and ensure the traceability of funds in accordance with the applicable regulations and the rules of the respective programmes and projects.
- (3) Recipients of funds shall be obliged to use the funds for their intended purposes and to submit the necessary documentation substantiating the expenses incurred within the



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deadlines and in the manner prescribed by the applicable regulations, agreements, and acts of the University.

XII. RECORD-KEEPING, MONITORING AND REPORTING

Record-Keeping of International Cooperation

Article 61

- (1) The Department for Inter-University Cooperation with Universities in the Country and Abroad shall maintain centralized records of the University's activities in the field of international cooperation.
- (2) The records shall include data on:
 - concluded international agreements, memoranda, arrangements, protocols, and other instruments of cooperation;
 - partner higher education, scientific research, and other institutions;
 - international programmes and projects in which the University participates;
 - international mobility of students;
 - international mobility of academic and administrative staff;
 - incoming foreign students and visiting academic staff;
 - the University's memberships in international associations, networks, and organizations;
 - implemented international activities, events, and other forms of cooperation;
 - financial resources and sources of funding related to international cooperation, to the extent that the Department has relevant data; and
 - other data of significance for monitoring and enhancing international cooperation.
- (3) The records shall be maintained in electronic and/or other appropriate form and shall be continuously updated.



Submission of Data

Article 62

- (1) The faculties, institutes, and other organizational units of the University shall be obliged to provide the Department with data and documentation on the international cooperation activities carried out within their respective areas of competence.
- (2) The data shall be submitted within the deadlines and in the manner prescribed by an internal procedure, form, or request of the Department.
- (3) The Department may request additional data and documentation when necessary for the complete and accurate maintenance of records, the preparation of reports, or the fulfilment of the University's obligations towards external institutions, programmes, or organizations.
- (4) The organizational units shall be responsible for the accuracy and timely submission of the data they provide.

Monitoring and Evaluation

Article 63

- (1) The University shall continuously monitor the implementation of international cooperation activities to assess their success, impact, and contribution to the achievement of the University's strategic objectives.
- (2) Monitoring should include:
 - the number and implementation of international agreements and partnerships;
 - the scope and results of student and staff mobility;
 - participation in and results of international programmes and projects;
 - the level of activity and benefits arising from membership in international associations and networks;
 - the number and types of incoming foreign students and visiting academic staff;
 - academic, scientific research, and professional activities carried out;
 - the results achieved and benefits for the University; and
 - other indicators relevant to the development of international cooperation.
- (3) Quantitative and qualitative indicators may be used for the purposes of monitoring and evaluation.



Reporting

Article 64

- (1) The Department shall prepare periodic and/or annual reports on the implementation of international cooperation activities of the University.
- (2) The report shall contain data on:
 - international agreements and partnerships implemented;
 - student and staff mobility;
 - international programmes and projects;
 - memberships in international associations, networks, and organizations;
 - the admission of foreign students and visiting academic staff;
 - activities carried out and results achieved;
 - financial aspects, in cooperation with the competent services;
 - identified challenges and needs for improvement; and
 - other data of significance to international cooperation.
- (3) The report shall be submitted to the competent bodies of the University in accordance with their respective competences.
- (4) The data contained in the reports may be used for planning future activities, preparing strategic documents, and enhancing international cooperation.

Public Access and Data Protection

Article 65

- (1) The University shall ensure appropriate public access to and transparency of data concerning international cooperation, in accordance with the law, the Statute, and other general acts of the University.
- (2) Information on international agreements, partnerships, programmes, projects, mobility activities, cooperation opportunities, and other activities of significance to the academic community and the general public may be published on the University's website and through other appropriate means.



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- (3) In maintaining, processing, using, and publishing data, the protection of personal data and confidential information shall be ensured in accordance with the applicable regulations.
- (4) The public disclosure of data shall be carried out in a manner that ensures transparency of the University's activities without infringing upon the rights and interests of students, employees, partner institutions, and other persons.

XIII. PROTECTION OF RIGHTS, EQUAL OPPORTUNITIES, AND TRANSPARENCY

Protection of Rights

Article 66

- (1) In implementing international cooperation, the University shall respect and ensure the rights of students, academic and administrative staff, foreign students, visiting academic staff, and other participants in international cooperation activities.
- (2) The rights and obligations of participants shall be determined in accordance with the law, the Statute, this Rulebook, other general acts of the University, and the rules of the respective programme, project, or agreement.
- (3) Participants in international cooperation shall be provided with timely and accurate information on the conditions, criteria, procedures, deadlines, rights, and obligations related to the specific activity.

Equal Opportunities and Non-Discrimination

Article 67

- (1) The University shall ensure equal opportunities for participation in international cooperation activities.
- (2) The selection of participants in international programmes, projects, mobility activities, and other activities shall be carried out based on predetermined, objective, relevant, and transparent criteria.
- (3) Any form of discrimination in access to and participation in international cooperation activities shall be prohibited, in accordance with the law and the general acts of the University.
- (4) In implementing the activities, equal access and appropriate support shall be encouraged for people who, in accordance with the applicable regulations and the rules of the specific programme, require additional support.

Transparency



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Article 68

- (1) Procedures for participation in international programmes, projects, mobility activities, and other activities shall be conducted in a transparent and predictable manner.
- (2) Information on international cooperation opportunities, participation requirements, selection criteria, deadlines, the results of procedures, and other relevant information shall be published in a manner accessible to interested people, in accordance with the law and the acts of the University.
- (3) The criteria and method for selecting candidates shall be determined and published prior to the commencement of the selection procedure.
- (4) The results of the procedures shall be published in a manner that ensures transparency while respecting the regulations on the protection of personal data.

Objection and Protection of Rights

Article 69

- (1) A candidate or participant who considers that their rights have been violated in a procedure for selection, mobility, or another activity in the field of international cooperation may file a complaint or seek protection of their rights in accordance with the law, the Statute, and other general acts of the University.
- (2) The complaint shall be submitted to the competent authority or person, within the deadline and in the manner prescribed by the acts of the University or the rules of the respective programme.
- (3) The submission of a complaint shall not constitute grounds for any adverse treatment of the complainant.

Protection of Personal Data and Confidentiality

Article 70

- (1) In implementing activities in the field of international cooperation, the University shall ensure the lawful, fair, and transparent processing of personal data.
- (2) Personal data shall be collected, processed, used, stored, and shared only for specified and legitimate purposes and to the extent necessary for the implementation of the specific activity, in accordance with the applicable regulations.
- (3) When exchanging data with partner institutions and other entities from abroad, appropriate measures should be taken to protect personal data and confidential information.



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(4) Persons involved in the implementation of international cooperation shall be obliged to maintain the confidentiality of information to which they have access in accordance with their employment and other obligations.

XIV. TRANSITIONAL AND FINAL PROVISIONS

Harmonization of Existing Acts and Activities

Article 71

(1) Existing international agreements, memoranda, arrangements, protocols, and other cooperation instruments concluded prior to the entry into force of this Rulebook shall continue to apply until the expiry of their validity period, if they are not contrary to the law, the Statute, or other general acts of the University.

(2) International cooperation activities and procedures initiated prior to entry into force of this Rulebook shall continue in accordance with the regulations and acts based on which they were initiated, unless otherwise provided by law or another act.

(3) Existing records and documentation relating to international cooperation shall be harmonized with the provisions of this Rulebook within the period determined by the competent body of the University.

Adoption of Internal Procedures and Forms

Article 72

(1) For the implementation of the provisions of this Rulebook, internal procedures, guidelines, forms, and other acts shall be adopted, where necessary.

(2) The internal procedures, guidelines, and forms referred to in paragraph (1) of this Article shall be adopted in accordance with the competences established by the Statute and other general acts of the University.

(3) Until the adoption of new internal procedures and forms, the existing procedures and forms may be applied, if they are not contrary to this Rulebook and other applicable regulations and acts of the University.



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Repeal

Article 73

(1) On the date of entry into force of this Rulebook, the provisions of other general acts of the University that regulate matters governed by this Rulebook in a different manner shall cease to apply insofar as they are contrary to the provisions of this Rulebook.

Влегување во сила

Article 74

This Rulebook shall enter into force on the date of its adoption.

President of the Senate,
Prof. Dr. Vullnet Ameti

