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ACCREDITATION BOARD IN HIGHER EDUCATION

In accordance with the Article 99, paragraph 4 of the Law on Higher Education ("Official Gazette" No.35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11) Article 18, paragraph 3 of the Rulebook on the organization, work, decision-making process, methodology, accreditation procedures, as well as other issues related to the work of the Accreditation Board in Higher Education ("Official Gazette" No.121/09) and Article 15 and Article 17, paragraph 2, indent 3 of the Regulation on norms and standards for the establishment of institutions of higher education for conducting higher education ("Official Gazette" No.103/10 168/10), the Accreditation Board has, on its meeting held on 24.2.2011, adopted

RULEBOOK

ON MANDATORY COMPONENTS OF THE CURRICULA FOR THE FIRST, SECOND AND THIRD STUDY CYCLE

Article 1

This regulation sets out mandatory components of the curriculum for the first, second and third study cycle.

Article 2

The curricula of the first and second study cycle include the following mandatory components: 1. Map of the higher education institution; 2. Decision for adoption of the curricula by Teacher's council of the Unit or the Teachers Council of Independent Higher Vocational School or Scientific Council of the University or of the Scientific Institution; 3. The decision on adoption of the study program of the Rector's Office or the University Senate, that is, the Council of the scientific institution; 4. Scientific - research area, field that the study program belongs to; 5. Type of the study program (academic or vocational studies); 6. Education degree (first or second cycle); 7. Goal and justification of the study program; 8. Years and semesters and the duration of the study program; 9. ECTS credits that the student gains; 10. Manner of funding, and for private higher education institutions and scientific evidence provided quality financial guarantee for the study program; 11. The enrollment requirements; 12. Information for continuing of the education; 13. The ratio between compulsory and optional subjects, with a list of required subjects, list of optional subjects and the established manner of selection of the subjects; 14. Information about the space/ premises provided for the implementation of the study program; 15. The list of equipment provided for the implementation of the study program; 16. The subject programs along with information pursuant to Article 4 of the Regulation (Annex No.3) 17. List of teachers along with the data specified in Article 5 of the Regulation (Annex No. 4); 18. Statement of consent by the teacher for participation in the delivery of specific subjects in the study program; 19. Consent from the higher institution for teacher participation in the delivery of the study program; 20. Information on the number of students enrolling in the first year of the study program; 21. Information that both the compulsory and optional references have been secured; 22. Information about the website; 23. The professional or scientific name of the title the student gains after completion of the study program; 24. Activities and mechanisms through which the teaching quality is developed and maintained.

The data from Paragraph 1 of this Article that make the request for accreditation of the study program are filed using the templates enclosed in the Annexes 1, 3 and 4, and they are integral part of this Rulebook.

Article 3

The curricula of the third study cycle include the following mandatory components: 1. Map of the higher education institution; 2. Decision for adoption of the curricula by Teacher's council of the Unit or the Council of the scientific institution; 3. The decision on adoption of the study program of the Rector's Office or the University Senate, that is, the Council of the scientific institution; 4. Scientific - research area, field that the study program belongs to; 5. Education degree (third cycle); 6. Goal and justification of the study program; 7. Years and semesters of duration of the study program; 8. ECTS credits that the student gains; 9. Manner of funding, and for private higher education institutions and scientific evidence provided quality financial guarantee for the study program; 10. The enrollment requirements; 11. The structure of the study program in accordance with the Rulebook on Delivery of Ph.D. studies of the Unit, the number of foreseen subjects and credits acquired, including the number of credits acquired with the development on the Ph.D. thesis; 12. Information about the space/ premises provided for the implementation of the study program; 13. The list of equipment provided for the implementation of the study program; 14. The subject programs along with information pursuant to Article 4 of the Regulation (Annex No.3) 15. List of teachers along with the data specified in Article 5 of the Regulation (Annex No. 4); 16. Statement of consent by the teacher for participation in the delivery of specific subjects in the study program; 17. Consent from the higher institution for teacher participation in the delivery of the study program; 18. Information on the number of mentors; 19. Information on the number of students enrolling in the first year of the study program; 20. Information about the number of teachers in the relevant field i.e. area of scientific-research area required for delivery of the Ph.D. studies; 21. Information that both the compulsory and optional references have been secured; 22. Information about the website; 23. Information about delivery of scientific-research projects that cover at least 20% of the teachers; 24. The professional or scientific name of the title the student gains after completion of the study program; 25. International mobility of the students; 26. Activities and mechanisms through which the teaching quality is developed and maintained.

The data from Paragraph 1 of this Article that make the request for accreditation of the study program are filed using the templates enclosed in the Annexes 2, 3 and 4, and they are integral part of this Rulebook.

Article 4

The teaching subjects of the first, second and third cycle of studies include the following components: 1. Title of the teaching subject; 2. Reference code; 3. Study program; 4. The entity organizing the study program (the unit i.e. institute, department, etc.); 5. The degree (first, second, third cycle); 6. The academic year/ semester; 7. The number of ECTS credits; 8. Teacher; 9. The prerequisites for enrollment to the subject; 10. The objectives of the subject program (competencies); 11. The content of the subject program; 12. The learning methods; 13. The total time available; 14. The allocation of the time available; 15. The forms of the teaching activities: 15.1. Ex-cathedra with theoretical teaching hours, 15.2. Exercises (laboratory, auditory), seminars, team work: in hours; 16. Other activities: 16.1 Project tasks: in hours, 16.2. Independent tasks: in hours; 16.3. Home learning: in hours; 17. Manner of assessment: 17.1. Tests: scores; 17.2. Seminar work/ project, presentation both verbal and in written form: scores; 17.3. Activity and involvement: scores; 18. Assessment criteria (scores/assessment): up to points: 5 (five) (F); from to points: 6 (six) (E); from to points: 7 (seven) (D); from to points: 8 (eight) (); from to points: 9 (nine) (); from to points: 10 (ten) (); 19. The requirement for signature and passing of final exam; 20. The language in which the teaching process is delivered; 21. Method for monitoring of quality of the teaching process; 22. References: 22.1. Compulsory references (Ref.No., author, title, publisher, year); 22.2. Additional references (Ref.No., author, title, publisher, year).

The data from Paragraph 1 of this Article that make the request for accreditation of the study program are filed using the templates enclosed in the Annex 3 which is integral part of this Rulebook.

Article 5

The list of individuals to be involved in the delivery of the study program of the first, second and third cycle, and of the mentors of the Ph.D. theses includes the following information: 1.Name and surname; 2.Date of birth; 3.Educational background; 4.The title of the scientific degree; 5.Where and when did the individual finished his/her education i.e. acquired the scientific degree: education, year, institution; 6. The area and field of the master degree: area and field; 7. Area and field of the Ph.D. degree: area and field; 8. If the individual is employed it is necessary to mention the institution he/ she works in, his/ her title and in which area; 9.List of subjects the individual is managing separately at the first, second and third cycle of studies: 9.1. List of subjects the individual is managing at the first cycle:Ref.No., title of the subject, the study program/ institution; 9.2. List of subjects the individual is managing at the second cycle:Ref.No., title of the subject, the study program/ institution; 9.3. List of subjects the individual is managing at the third cycle:Ref.No., title of the subject, the study program/ institution; 10. Selection of results/ achievements in the last five years: 10.1. Relevant scientific papers published (not more than five): Ref.No., authors, title, publisher/ year; 10.2. Involvement in national and international scientific-research projects (not more than five): Ref.No., authors, title, publisher/ year; 10.3. Books published in the last five years (not more than five): Ref.No., authors, title, publisher/ year; 10.4. Scientific papers published in the last five years (not more than five): Ref.No., authors, title, publisher/ year; 11. Mentoring work in bachelor, master and Ph.D. studies: 11.1. Graduate theses, 11.2. Master theses, 11.3. Ph.D. theses; 12. For mentors of Ph.D. theses selection of achievements/ results in the last four/ five years: 12.1. Proof of scientific-research papers published in international journals or international scientific publications in the relevant area (not more than six) in the last five years: Ref.No., authors, title, publisher/ year; 12.2. Proof of at least two scientific-research papers published in international scientific magazines with impact factor in the relevant area in the last five years: Ref.No., authors, title, publisher/ year; 12.3. Proof of at least three participations on international events in the last four years: Ref.No., authors, title of the paper, international event/ conference, year.

The data from Paragraph 1 of this Article that make the request for accreditation of the study program are filed using the templates enclosed in the Annex 4 which is integral part of this Rulebook.

Article 6

Integral part of this Rulebook are the provisions from the Law on Higher Education (“Official Gazette of the Republic of Macedonia” No. 35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11), the Rulebook on the Organization, Operation, Manner of Decision-Making, Methodology, Accreditation Procedure and Other Issues Related to the Work of the Accreditation Board in Higher Education (“Official Gazette of the Republic of Macedonia” No.121/09) and the Ordinance on Norms and Standards for Establishment of Higher Education Institution and Delivery of the Higher Educational Activity (“Official Gazette of the Republic of Macedonia” No.103/10 and 168/10) which are about the study programs.

Article 7

This Rulebook enters into force the following day after published in the Official Gazette of the Republic of Macedonia.

President of the Accreditation Board in Higher Education
Prof. Mihail Petkovski Ph.D.

Annex 1 Mandatory components of the curricula for the first and second cycle of studies	
1.	Map of the higher education institution
2.	Decision for adoption of the curricula by Teachers-Scientific Council of the Unit or the Teachers Council of the Independent Higher Vocational School or the Scientific Council of Scientific Institution
3.	Decision on adoption of the study program of the Rector's Office or the University Senate, that is, the Council of the scientific institution
4.	Scientific-research area, field that the study program belongs to
5.	Type of the study program (academic or vocational studies)
6.	Education degree (first or second cycle)
7.	Goal and justification of the study program
8.	Years and semesters of the duration of the study program
9.	ECTS credits that the student gains
10.	Manner of funding, and for private higher education institutions and scientific evidence provided quality financial guarantee for the study program
11.	The enrollment requirements
12.	Information for continuing of the education
13.	The ratio between compulsory and optional subjects, with a list of required subjects, list of optional subjects and the established manner of selection of the subjects
14.	Information about the space/ premises provided for the implementation of the study program
15.	The list of equipment provided for the implementation of the study program
16.	The subject programs along with information pursuant to Article 4 of the Regulation (Annex No.3)
17.	List of teachers along with the data specified in Article 5 of the Regulation (Annex No. 4)
18.	Statement of consent by the teacher for participation in the delivery of specific subjects in the study program
19.	Consent from the higher institution for teacher participation in the delivery of the study program
20.	Information on the number of students enrolling in the

	first year of the study program	
21.	Information that both the compulsory and optional references have been secured	
22.	Information about the website	
23.	The professional or scientific name of the title the student gains after completion of the study program	
24.	Activities and mechanisms through which the teaching quality is developed and maintained.	

Annex 2	Mandatory components of the curricula for the third cycle of studies	
1.	Map of the higher education institution	
2.	Decision for adoption of the curricula by Teacher's council of the Unit or the Council of the scientific institution	
3.	decision on adoption of the study program of the Rector's Office or the University Senate, that is, the Council of the scientific institution	
4.	Scientific - research area, field that the study program belongs to	
5.	Education degree (third cycle)	
6.	Goal and justification of the study program	
7.	Years and semesters of duration of the study program	
8.	ECTS credits that the student gains	
9.	Manner of funding, and for private higher education institutions and scientific evidence provided quality financial guarantee for the study program	
10.	The enrollment requirements	
11.	The structure of the study program in accordance with the Rulebook on Delivery of Ph.D.studies of the Unit, the number of foreseen subjects and credits acquired, including the number of credits acquired with the development on the Ph.D. thesis	
12.	Information about the space/ premises provided for the implementation of the study program	
13.	List of equipment provided for the implementation of the study program	
14.	The subject programs along with information pursuant to Article 4 of the Regulation (Annex No.3)	
15.	List of teachers along with the data specified in Article 5 of the Regulation (Annex No. 4)	
16.	Statement of consent by the teacher for participation in the delivery of specific subjects in the study program	
17.	Consent from the higher institution for teacher participation in the delivery of the study program	
18.	Information on the number of mentors	
19.	Information on the number of students enrolling in the first year of the study program	
20.	Information about the number of teachers in the relevant field i.e. area of scientific-research area	

	required for delivery of the Ph.D. studies	
21.	Information that both the compulsory and optional references have been secured	
22.	Information about the website	
23.	Information about delivery of scientific-research projects that cover at least 20% of the teachers	
24.	The scientific name of the title the student gains after completion of the study program	
25.	International mobility of the students	
26.	Activities and mechanisms through which the teaching quality is developed and maintained	

Annex 3 The subject program of the first, second and third cycle of studies				
1.	Title of the teaching subject			
2.	Reference Code			
3.	Study program			
4.	The entity organizing the study program (the unit i.e. institute, department, etc.)			
5.	The degree (first, second, third cycle)			
6.	The academic year/ semester		7. The number of ECTS credits	
8.	Teacher			
9.	Prerequisites for enrollment to the subject			
10.	Objectives of the subject program (competencies):			
11.	Content of the subject program:			
12.	Learning methods:			
13.	Total time available			
14.	Allocation of the time available			
15.	Forms of the teaching activities	15.1.	Ex-cathedra – theoretical teaching	In hours
		15.2.	Exercises (laboratory, auditory), seminars, team work	In hours
16.	Other forms of activities	16.1.	Project tasks	In hours
		16.2.	Independent tasks	In hours
		16.3.	Home learning	In hours
17.	Manner of assessment			
	17.1.	Tests		Scores
	17.2.	Seminar work/ project, presentation both verbal and in written form		Scores
	17.3.	Activity and involvement		Scores
18.	Assessment criteria (scores/ assessment)	up to	points	5 (five) (F)
		from	to points	6 (six) ()
		from	to points	7 (seven) (D)
		from	to points	8 (eight) ()
		from	to points	9 (nine) ()

		from	to	points	10 (ten) ()
19.	Requirement for signature and passing of final exam				
20.	Language in which the teaching process is delivered				
21.	Method for monitoring of quality of the teaching process				
22.	References				
22.1.	Compulsory references				
	No.	Author	Title	Publisher	Year
	1.				
	2.				
	3.				
22.2.	Additional references				
	No.	Author	Title	Publisher	Year
	1.				
	2.				
	3.				

Annex 4 – Information about the teachers delivering the study program of the first, second and third cycle of studies, and of mentors of Ph.D. theses				
1.	Name and surname			
2.	Date of birth			
3.	Educational background			
4.	Title of the scientific degree			
5.	Where and when did the individual finished his/her education i.e. acquired the scientific degree	Education	Year	Institution
6.	Area and field of the master degree	Area	Field	Specialization
7.	Area and field of the Ph.D. degree	Area	Field	Specialization
8.	If the individual is employed it is necessary to mention the institution he/ she works in, his/ her title and in which area	Institution		Title of the individual and the area
9.	List of subjects the teacher is managing separately at the first, second and third cycle of studies			
	9.1.	List of subjects the teacher is managing at the first cycle of studies		
		No.	Title of the subject	Study program/ institution
		1.		
	2.			
	9.2.	List of subjects the teacher is managing at the second cycle of studies		
		No.	Title of the subject	Study program/ institution
		1.		
	2.			
	9.3.	List of subjects the teacher is managing at the third cycle of studies		
No.		Title of the subject	Study program/ institution	
1.				
2.				
10.	Selection of results/ achievements in the last five years			
	10.1.	Relevant scientific papers published (not more than five)		
		No.	Authors	Titles
1.				

	2.			
	3.			
	4.			
	5.			
10.2.	Involvement in national and international scientific-research projects (not more than five)			
	No.	Authors	Titles	Publisher/ year
	1.			
	2.			
	3.			
	4.			
	5.			
10.3.	Books published in the last five years (not more than five)			
	No.	Authors	Title	Publisher/ year
	1.			
	2.			
	3.			
	4.			
	5.			
10.4.	Scientific papers published in the last five years (not more than five)			
	No.	Authors	Title	Publisher/ year
	1.			
	2.			
	3.			
	4.			
	5.			
11.	Mentoring work in bachelor, master and Ph.D. studies			
	11.1.	Graduate theses		
	11.2.	Master theses		
	11.3.	Ph.D. theses		
12.	For mentors of Ph.D. theses selection of achievements/ results in the last four/ five years			
	12.1.	Proof of scientific-research papers published in international journals or international scientific publications in the relevant area (not more than six) in the last five years		

	No.	Authors	Title	Publisher/ year
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
12.2.	Proof of at least two scientific-research papers published in international scientific magazines with impact factor in the relevant area in the last five years			
	No.	Authors	Title	Publisher/ year
	1.			
	2.			
12.3.	Proof of at least three participations on international events in the last four years			
	No.	Authors	Title of the paper	International event/ conference
	1.			Year
	2.			
	3.			