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HIGHER EDUCATION ACCREDITATION BOARD

Pursuant to Article 99, paragraph 4, of the Law on Higher Education (“Official Gazette of Republic of Macedonia” no. 35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11), Article 16 and Article 17, paragraph 2, indent 4, of the Decree on the norms and standards for establishing higher education institutions and performing higher education activities (“Official Gazette of Republic of Macedonia” no. 103/10 and 168/10), and the Decree on the national framework for higher education qualifications (“Official Gazette of Republic of Macedonia” no. 154/10), the Higher Education Accreditation and Evaluation Board, at the session held on 31.10.2011, adopted the following

RULEBOOK AMENDING AND SUPPLEMENTING THE RULEBOOK ON THE MANDATORY COMPONENTS FOR THE STUDY PROGRAMME IN THE FIRST, SECOND, AND THIRD STUDY CYCLES

Article 1

Item 1a shall be added after item 1 of Article 2, paragraph 1, as follows: “General qualification descriptors for each study cycle as per the Decree on the national framework for higher education qualifications, and 1b as follows: “Specific qualification descriptors regulating the study results for each individual study programme as per the Decree on the national framework for higher education qualifications”.

Item 24a shall be added after item 24 of Article 2, as follows: “The results of the conducted self-evaluation, as per the Guidelines on the common basis for evaluation and evaluation procedures of universities adopted by the Agency for Evaluation of the Higher Education in Republic of Macedonia, and the Inter-University Conference of Republic of Macedonia (Skopje-Bitola, September 2002).

As per the amendments and supplementations, Appendix 1 shall become Appendix 1a.

Article 2

Item 1a shall be added after item 1 of Article 3, paragraph 1, as follows: “General qualification descriptors for each study cycle as per the Decree on the national framework for higher education qualifications, and 1b as follows: “Specific qualification descriptors regulating the study results for each individual study programme as per the Decree on the national framework for higher education qualifications”.

Item 26a shall be added after item 26 of Article 3, as follows: “The results of the conducted self-evaluation, as per the Guidelines on the common basis for evaluation and evaluation procedures of universities adopted by the Agency for Evaluation of the Higher Education in Republic of Macedonia, and the Inter-University Conference of Republic of Macedonia (Skopje-Bitola, September 2002).

As per the amendments and supplementations, Appendix 2 shall become Appendix 2a.

Article 3

This Rulebook shall enter into force on the day following its publication in the “Official Gazette of Republic of Macedonia”.

31st of October 2011, Skopje

President of the Higher Education Accreditation and Evaluation Board

Prof. Dr Mihail Petkovski, signed

Appendix no.1a Mandatory components for the study programmes in the first and second study cycles		
1.	Higher Education Institution Map	
1a.	General qualification descriptors for each study cycle as per the Decree on the national framework for higher education qualifications	
1b.	Specific qualification descriptors determining the study results for each individual study programme as per the Decree on the national framework for higher education qualifications	
2.	Decision on adopting a study programme from the Scientific and Educational Faculty Council, that is to say, the Educational Council of the autonomous higher vocational school or the Scientific Council of the educational institution	
3.	Decision on adopting the study programme by the Rector's Office or the University Senate, that is to say, the Council of the Scientific Institution	
4.	Scientific-research area, field or domain of the study programme	
5.	Type of study programme (academic or vocational studies)	
6.	Educational degree (first or second cycle)	
7.	Purpose and rationale for the introduction of the study programme	
8.	Academic years and semesters of the study programme	
9.	ECTS credits attained by the student	
10.	Method of financing, and for the private higher education and scientific institutions also proof of secured quality financial guarantee for the study programme	
11.	Enrolment requirements	
12.	Information on the continuation of studies	
13.	Established ratio between the mandatory and elective subjects, including a list of mandatory subjects, list of elective subjects, and defined method for selecting them	
14.	Data on the premises envisaged for implementation of the study programme	
15.	List of equipment envisaged for the implementation of the study programme	
16.	Subject programmes, including the information as per Article 4 of this Rulebook (Appendix no. 3)	
17.	List of teaching staff, including the data stated in Article 5 of this Rulebook (Appendix no. 4)	
18.	Teacher's statement providing consent to teach specific subjects from the study programme	

19.	Consent from the higher education institution for the teacher's participation in the study programme	
20.	Information on the number of students to be enrolled in the first year of the study programme	
21.	Information on the ensured mandatory and additional literature	
22.	Information for the web-site	
23.	The vocational, that is to say, scientific title to be attained by the student following the completion of the study programme	
24.	Activities and mechanisms for quality assurance and development of the teaching	
24a	Results from the conducted self-evaluation as per the Guidelines on the common basis for evaluation and evaluation procedures of universities adopted by the Agency for Evaluation of the Higher Education in Republic of Macedonia, and the Inter-University Conference of Republic of Macedonia (Skopje-Bitola, September 2002)	

Appendix no. 2a	Mandatory components for the study programmes in the third study cycle	
1.	Higher Education Institution Map	
1a.	General qualification descriptors for each study cycle as per the Decree on the national framework for higher education qualifications	
1b.	Specific qualification descriptors determining the study results for each individual study programme as per the Decree on the national framework for higher education qualifications	
2.	Decision on adopting the study programme by the Scientific and Educational Faculty Council, that is to say, the Council of the Scientific institution	
3.	Decision on adopting the study programme by the Rector's Office or the University Senate, that is to say, the Council of the Scientific Institution	
4.	Scientific-research area, field or domain of the study programme	
5.	Educational degree (third cycle)	
6.	Purpose and rationale for the introduction of the study programme	
7.	Academic years and semesters of the study programme	
8.	ECTS credits attained by the student	
9.	Method of financing, and for the private higher education and scientific institutions also proof of secured quality financial guarantee for the study programme	
10.	Enrolment requirements	
11.	Structure of the study programme as per the Rulebook on organising doctoral studies on the faculty, number of envisaged subjects and attained credits, as well as number of credits attained with the preparation of the doctoral thesis	
12.	Data on the premises envisaged for implementation of the study programme	
13.	List of equipment envisaged for the implementation of the study programme	
14.	Subject programmes, including the information as per Article 4 of this Rulebook (Appendix no. 3)	
15.	List of teaching staff, including the data stated in Article 5 of this Rulebook (Appendix no. 4)	
16.	Teacher's statement providing consent to teach specific subjects from the study programme	

17.	Consent from the higher education institution for the teacher's participation in the study programme	
18.	Information on the number of mentors	
19.	Information on the number of students to be enrolled in the first year of the study programme	
20.	Information on the number of teachers in the field, that is to say, the scientific and research area necessary for organising doctoral studies	
21.	Information on the ensured mandatory and additional literature	
22.	Information for the web-site	
23.	Information on implementing scientific and research projects covering at least 20% of the teaching staff	
24.	Scientific title to be attained by the student following the completion of the study programme	
25.	Ensured international mobility of the students	
26.	Activities and mechanisms for quality assurance and development of the teaching	
26a.	Results from the conducted self-evaluation as per the Guidelines on the common basis for evaluation and evaluation procedures of universities adopted by the Agency for Evaluation of the Higher Education in Republic of Macedonia, and the Inter-University Conference of Republic of Macedonia (Skopje-Bitola, September 2002)	