

**Ss. Cyril and Methodius University in Skopje**

**Book of Rules  
on Conditions, Criteria and Rules for the  
Third Cycle - Doctoral Studies Enrollment and Study  
at the Ss. Cyril and Methodius University in Skopje  
(fair copy)**

**Skopje, October 2012**

According to Article 52, paragraph 1, line 23 of the Law on Higher Education (Official Gazette of RM no. 35/2008, no. 103/2008, no. 26/2009, no. 34/2009, no. 99/2009) and Article 235 of the Ss. Cyril and Methodius University in Skopje Statute, the University Senate at its 18<sup>th</sup> session on February 22<sup>nd</sup> 2010, adopted the following

**Book of Rules  
on Conditions, Criteria and Rules for the  
Third Cycle - Doctoral Studies Enrollment and Study  
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**I. General Provisions**

**Article 1**

This Book of Rules regulates the third cycle of studies - doctoral studies at the Ss. Cyril and Methodius University (hereinafter: doctoral studies).

The Book of Rules comprises: the organization, coordination and realization of doctoral studies, conditions, terms of enrollment, structure of the studies, rules of study, procedure of applying, preparation and defense of the doctoral dissertation, as well as the research titles obtained upon completion of the doctoral studies.

**Article 2**

Academic doctoral studies at the Ss. Cyril and Methodius University (hereinafter: The University) are organized in the following fields:

- Natural Sciences and Mathematics
- Technical and Technological Sciences
- Bio-Medical Sciences and Health
- Bio-Technical Sciences
- Social Sciences
- Humanities and Arts

Doctoral studies will also be organized as multidisciplinary studies in various fields.

**Article 3**

The objectives of the doctoral studies are as follows:

- Improvement of the scientific and research work, artistic work and professional work;
- Transfer of knowledge to the new generation;
- Qualification of staff capable of conducting original scientific research work, developing new technologies, as well as art projects.

**Article 4**

Doctoral studies at the University are organized and realized in accordance with the Bologna process rules and the European credit-transfer system.

## **II. Organization, coordination and realization of doctoral studies**

### ***Doctoral studies department***

#### **Article 5**

The doctoral (third cycle) studies are organized at the Doctoral studies department named: The Ss. Cyril and Methodius University School of Doctoral studies (hereinafter: School of Doctoral Studies).

The term in English is Doctoral School.

The School of doctoral studies provides:

- Uniformed criteria for doctoral studies quality assurance in all scientific fields;
- Rational usage of the scientific, research and other staff, and of the available research infrastructure;
- Possibility for organizing multidisciplinary studies.

The doctoral studies are organized and realized by the University faculties and research institutes.

### ***Doctoral Studies University Board***

#### **Article 6**

The doctoral studies are coordinated by the Doctoral Studies Board of the Ss. Cyril and Methodius University in Skopje (hereinafter: Doctoral Studies University Board) which was established by the University Senate.

The composition, authorities and operation of the Doctoral Studies University Board are regulated by the University Statute, the act of its establishment and by this Book of Rules.

The Doctoral Studies University Board shall:

- Propose to the University Senate doctoral study programmes based on the proposals of the units and accompanying members that execute higher education activity in doctoral studies. Previous assessment to the Senate is given by the Rector's Board;
- Coordinate the doctoral studies at the University;
- Take responsibility for the quality assurance of the doctoral studies;
- Ensure that a link is established between the existing doctoral level study programmes and the promotion of new study programmes;
- Submit a proposal to the Rector's Board for the public competition for enrollment of students in the doctoral programme on the basis of proposals by the University units and accompanying members that are involved in higher education activity on the level of doctoral studies;
- Confirm the final list of students in ranking order that are to be admitted to the doctoral programme;
- Determine the supervisors;
- Confirm the list of elective disciplines for the acquisition of generic knowledge and research skills based on the proposals of the study programme organizers;

- Coordinate the teaching of the disciplines for acquiring generic knowledge and research skills;
- Coordinate the organization of doctoral seminars and annual conferences;
- Ensure that the regulations in the Book of Rules are enforced, and if necessary issuing manuals, as well as other common and individual acts;
- Perform other duties provided by the Book of Rules as well as duties entrusted by the University Senate.

For securing successful operation of Doctoral Studies University Board, the professional, administrative and technical duties are carried out by the University Administrative Office.

***Competences of the University faculties and research institutes in the organization and realization of the doctoral studies***

**Article 7**

The authorities at the individual faculties and research institutes shall:

- Prepare and propose doctoral study programmes;
- Determine the members of the councils of the study programmes for the proposed study programmes;
- Provide the use of facilities and research equipment (library archives, data-bases, laboratories, etc.) for the realization of the study programmes organized by them;
- Upon the request of the Head of the study programme, shall approve the use of facilities and research equipment in the realization of study programmes organized by other faculties and research institutes, members of the University;
- Keep the students' records in accordance with the Book of rules;
- Make decisions regarding the assessment of doctoral thesis proposals, as well as participate in the procedure for the assessment and defense of doctoral dissertations;
- Decide on the distribution of funds for organizing the doctoral studies besides making other financial commitments for activities carried out within their institutions in accordance with the University acts;
- Perform other miscellaneous duties.

The professional, administrative and technical duties for the needs of the faculty/research institute are carried out by the Professional and administrative service of the faculty/ research institute.

***Study Programme Council***

**Article 8**

A study programme council is established for each study programme.

The study programme council is composed of members who possess a research-educational, or only academic research title of the University in the scientific domains relevant to the research area of the corresponding study programme.

The faculty teaching-scientific research Council, i.e. the institute Council, ensures that the scientific research area of the chosen members coincides with the programme of study.

In case all members of the study programme council belong to one faculty or one research institute its function can be performed by the faculty teaching-scientific council or by the institute scientific council.

The composition of the council is determined by the study programme and is established after accreditation of the corresponding study programme.

### **Article 9**

The study programme council shall:

- Before the announcement of the competition, make a plan of teachers engagement and a list of doctoral studies potential supervisors for each academic year and submit it to the Doctoral Studies University Board for its announcement on the University internet-site;
- Determine additional criteria for student enrollment to the doctoral studies (these form an integral part of the public competition);
- Define the preliminary and the final ranking-list of the registered candidates after the enrollment competition;
- Appoint a supervisor, i.e. a co-supervisor, upon receiving research proposal of candidates;
- Decide on changing a supervisor;
- Decide on engaging the services of teachers or other professionals necessary for the realization of the study programme;
- Participate both in the procedure for the assessment of proposed topics for doctoral dissertations, and in the final assessment of the doctoral dissertation and defense;
- Perform other duties in accordance with this Book of Rules and as well duties entrusted by the Doctoral Studies University Board.

### ***Head of the study programme***

### **Article 10**

The Head of the study programme is elected by the study programme council, upon the proposal of the Dean/Deans, i.e. Director/Directors. His/Her appointment is confirmed by the University Rector's Board.

The Head has a four-year term mandate.

### **Article 11**

The Head shall:

- Call and conduct the meetings of the study programme council;
- Sign the acts in competence of the study programme council;
- Organize a meeting with the registered candidates;
- Take care for organization of the teaching (time-table, sessions);
- Determine the financial needs for the study programme realization and submit them to the appropriate authority;
- Prepare acts and materials about issues whose decision making is in his/her competence and submit them to the study programme council, unless otherwise determined in this Book of Rules;
- Execute the decisions of the study programme council;

- Coordinates the cooperation between the study programme council and the Doctoral Studies University Board;
- Perform other duties in accordance with this Book of Rules as well as duties entrusted by the Doctoral Studies University Board.

### ***Common provisions***

#### **Article 12**

The provisions related to the mode and procedure of decision making of the faculty teaching-scientific council, i.e. institute scientific council, are adequately implemented in the mode and procedure of decision making of the Doctoral Studies University Board, the study programme council and the commissions provided by this Book of Rules.

The decisions of the organs and bodies from paragraph 1 of this Article are final, unless otherwise specified by this Book of Rules.

### **III. Conditions on student enrollment**

#### **Article 13**

The enrollment in doctoral studies is carried out by a public competition announced by the University. The title of the competition is: *Competition on enrollment of students in the third cycle of studies – doctoral studies at the SS. Cyril and Methodius University* (hereinafter: competition).

The procedure for the competition adoption and announcement is set forth by the law and by this Book of Rules.

The number of students should be in accordance with the staffing, spatial, technical and other presuppositions of the University and it should meet the society needs as well.

The competition is announced at least 5 months before the beginning of the academic year.

The competition specifies:

- Study programme;
- Number of students;
- Enrollment conditions and criteria;
- Tuition fees and other costs;
- Terms;
- Other elements important for the competition;
- Other elements regulated by law.

#### **Article 14**

Right to enroll in doctoral studies have candidates who have completed appropriate study programmes and who fulfill the following basic criteria:

- Completed second cycle of studies harmonized with the European Credit Transfer System (hereinafter: ECTS credits);
- Completed postgraduate studies according to study programmes before introducing the European Credit Transfer System, to whom 60 credits of training for research and education are recognized;
- Professional qualification acquired according to the study programmes for regulated professions with at least 300 ECTS credits obtained;
- At least 8,00 obtained average grade of all subjects in the previously completed higher education;
- Knowledge in one of the world languages. Proof of a world language knowledge can be either a certificate issued by the Blaise Koneski Faculty of Philology, or an international certificate or a diploma for previously completed education in the appropriate world language.

Depending on the specificities of the scientific field the study programme council can determine additional enrollment criteria for the candidates who do not fulfill the conditions in line 4 of this Article.

#### **Article 15**

In accordance with the ORFEUS recommendations and standards for doctoral studies in biomedicine and health sciences, right to enroll in doctoral studies at the Faculty of Pharmacy also have:

- Persons who completed the studies according to the academic year 1992/1993 study programme lasting 5 years and who obtained a diploma – *graduated pharmacist*;
- Persons who completed the studies according to the academic year 2002/2003 study programme and obtained a diploma – *master of pharmacy*;
- Persons who completed the studies according to the academic year 1981/1982 study programme lasting 4 years and who obtained a diploma – *graduated pharmacist* and who completed health specialization lasting 3 years;

In accordance with the ORFEUS recommendations and standards for doctoral studies in biomedicine and health sciences, right to enroll in doctoral studies at the Faculty of Medicine also have:

- Persons who completed the studies according to the study programme till (up to) the academic year 2005/2006 and obtained a diploma – *doctor in medicine* and are in the course of the second half of their health specialization;
- Persons who completed the studies according to the study programme till (up to) the academic year 2005/2006 (360 credits) and obtained a diploma – *doctor in medicine* and are in the course of the second half of their health specialization;
- Persons who enroll in basic medicine doctoral studies, in a field that has no health specialization should have at least two *in extenso* first-author papers published in periodicals with international editorial board.

Right to enroll in doctoral studies at the Faculty of Veterinary Medicine also have:

- Persons who have completed the integrated first and second cycle of studies, i.e. completed second cycle of studies in the field of veterinary medicine, medical sciences, natural sciences, biotechnical and biotechnical sciences;
- Persons who have completed their education according to the study programme before introducing the European Credit Transfer System, with a duration of 10 months and gained a diploma *Doctor of veterinary medicine* and who have enrolled master studies;
- Persons who have completed undergraduate studies in the above mentioned fields according to study programmes, before introducing the European Credit Transfer System, whereupon the candidates should have at least two appropriate papers (one first-author paper) published in periodicals with international editorial board;
- Persons who have completed appropriate specialist studies.

Right to enrol doctoral studies at the Faculty of Dentistry in Skopje also have:

- Persons who have completed their education according to the study programmes until the academic year 2003/2004 and obtained diploma Doctor of Dentistry, and have been approved with, i.e. have enrolled health specialization;
- Persons who have completed their education according to the study programmes until the academic year 2003/2004 and obtained diploma Doctor of Dentistry and have been approved with, i.e. have enrolled health specialization;
- Persons who have completed their education according to the study programmes until the academic year 2010/2011 and obtained diploma Doctor of Dentistry and have been approved with, i.e. have enrolled health specialization.

- Right to enroll in doctoral studies at the Faculty of Architecture also have:
- Persons who have completed studies in architecture according to study programmes before introducing the European Credit Transfer System lasting ten semesters;
  - Persons who have obtained the specialist title within the frame of the third cycle of studies and to whom a maximum of 60 credits are recognized.

The candidates who have finished according to the study programme of this article have to fulfill also the basic criteria of article 14, paragraph 1, line 4 and 5.

#### **Article 16**

The adequateness of previously completed studies is affirmed by the doctoral study programme council.

Depending on the specificities of the scientific field, the study programme council can determine additional enrollment criteria which are constituent part of the competition.

#### **Article 17**

Foreign citizens also have the right to enroll in doctoral studies regulated by law and this Book of rules.

#### **Article 18**

The candidate who enters the competition submits:

- An application form specifying the selected study programme;
- A motivation letter specifying the research field and a proposal for supervisor selected from the list of supervisors;
- A brief biography;
- Records of evidence that prove the fulfillment of the enrollment conditions regulated by this Book of rules;
- Other records required in the competition.

The documentation of paragraph 1 of this Article is submitted in a copy while the original one is presented for inspection.

#### **Article 19**

After the completion of the competition a preliminary ranking-list of admitted candidates in doctoral studies for each study programme, i.e. subprogramme is announced.

A separate list is announced for the candidates who do not fulfill the enrollment conditions.

The ranking-lists of paragraphs 1 and 2 of this Article are announced on the University internet-site.

#### **Article 20**

The ranking-list is formed according to the points calculated based on the criteria determined in this Book of rules and in the competition.

The preliminary ranking-list of admitted candidates and the list of candidates who do not fulfill the enrollment conditions are determined by the study programme council.

#### **Article 21**

The candidates have the right to submit a complaint.  
The complaint is submitted to the study programme council in a written form.  
The decision of the council is final.

#### **Article 22**

The adopted complaints must not have a damaging effect on a candidate previously ranked as admitted in the preliminary ranking-list.

#### **Article 23**

After the completion of the complaint procedure, the study programme council determines the final ranking-list of the admitted candidates and submits it to the Doctoral Studies University Board for a confirmation.

The confirmed ranking-list of admitted candidates is final.  
The confirmed and final ranking list is announced on the University internet-site.

#### **Article 24**

The terms for the application of candidates, the announcement of the ranking-lists, the decisions on complaints and other elements related to the enrollment procedure are determined in the competition.

#### **Article 25**

After the completion of the competition the Head of the study programme organizes meetings between the admitted candidates and the proposed supervisors.

The supervisor signs an agreement for acceptance of the supervisor duties regulated by this Book of rules.

#### **Article 26**

The doctoral students sign agreement for studying at the enrollment.

The agreement is signed by the Head of the study programme, the dean/director and the student.

The file of the doctoral student is administrated and kept by the faculty i. e. the scientific institute – organizer of the study programme, where the supervisor is employed.

If the supervisor is employed at the faculty, i. e. the scientific institute that is not the organizer of the respective study programme, the file of the doctoral student is administrated and kept by one of the institutions-organizers of the study programme.

### **IV. Structure of the study programmes**

#### **Article 27**

The doctoral studies last three years that corresponds to 180 ECTS credits obtained.

The study programmes comprises:

1. training for research work, that corresponds to 30 ECTS credits;
2. teaching, that corresponds to 30 ECTS credits;

3. application, preparation and defense of the doctoral dissertation that corresponds to 120 ECTS credits.

### **Article 28**

The training for research work, the research and the publishing of results, comprises:

- three subjects for gaining generic knowledge and skills for research work that corresponds to 12 ECTS credits (each of the subjects in this part correspond to 4 ECTS credits), i. e. the following subjects: *Scientific-research ethics*, one of the group of subjects in *Methodology of research work* and one of the provided list of other subjects in training for research work. The list of other subjects is approved by the Doctoral Studies University Board upon a proposal of the study programmes organizers.
- Doctoral seminars, conferences and workshops on research practice that corresponds to 18 ECTS credits. The seminar and the annual conference are organized each academic year and realized through presentation; each public presentation of a seminar or annual conference are valued with 2 credits, the workshops for research practice are organized within the Student's programme; each workshop is valued with 3 ECTS credits.
- The valorization of the credits from the seminar or the annual conference is done by a three-member committee composed of : the head of the study programme, one member of the Doctoral Studies University Board and the supervisor. The committee prepares minutes for each public presentation, which is submitted to the Doctoral Studies University Board of UKIM;
- The valorization of the credits for the workshops is carried out by the head of the study programme and the supervisor.

### **Article 28 – a**

The activities connected to the training for research work include:

- research for preparation of topic for the doctoral dissertation (in the second semester), valued with 14 ECTS credits;
- research, preparation and submission of application for the doctoral dissertation (in the third semester), valued with 28 ECTS credits;
- research and publishing of results (in the fourth semester), valued with 25 ECTS credits;
- research and publishing of results (in the fifth semester), valued with 28 ECTS credits;
- research and writing of the thesis (in the sixth semester), valued with 25 ECTS credits

The preparatory scientific-research activities connected to the training for research, research and publishing of results, stated in paragraph 1 of this article involve: following of the scientific accomplishments in the respective field, gathering materials – literature and references, access to libraries, membership in professional associations, participation in domestic and international conferences, publication of papers in domestic and international magazines and others.

Depending on the nature of the scientific field, the Council of the study programme can determine other activities which will be part of the training for research work.

The valorization of the credits for the activities of paragraph 1 of this article is carried out by the supervisor of the candidate, based upon the report for research filed by the candidate. The supervisor submits a sample of the report to the head of the study programme.

#### **Article 29**

The teaching comprises subjects of the field, research area and the specific research area that corresponds to 30 ECTS credits.

#### **Article 30**

The application, the preparation and the defense of the doctoral dissertation comprise:

- The candidate's original research work;
- An application for doctoral dissertation theme;
- Publishing of papers i. e. performance of artistic works;
- Writing of the dissertation;
- Submitting of the prepared dissertation;
- A public defense of the dissertation.

#### **Article 31**

The study programmes are proposed to the Doctoral Studies University Board by the teaching-scientific councils of the faculties, i.e. the scientific councils, of the scientific institutes in the scientific field in which the study programme belongs. The study programmes can be proposed as joint study programmes or as individual ones.

The study programmes, upon proposal by the Doctoral Studies University Board and after previous opinion by the Rector's Board are being adopted by the University Senate.

#### **Article 32**

The study programmes contain components regulated by Law, by-laws, by the University acts and by this Book of rules.

The study programmes can have elective subprogrammes.

#### **Article 33**

The teaching is carried out in Macedonian language.

The teaching can be carried out in one of the world languages upon the decision of the study programme council.

#### **Article 34**

The teaching process of the doctoral studies is organized in two main forms:

- Teaching in groups,
- Individual teaching.

The teaching in groups is the basic form of the teaching process of the doctoral studies, where the minimum number of students has to be five.

The individual teaching is carried out in the form of consultative meetings.

### **Article 35**

The way of performing the teaching process, the conditions for progression during the studies, the way of controlling the knowledge, subject registering, etc., are determined in the study programme.

### **Article 36**

In agreement with the supervisor the doctoral student elects subjects for gaining generic knowledge and skills for research work as well as subjects for education in the appropriate scientific field or research.

The selected subjects are written in the student file and in his/her booklet.

A change of the selected subjects is possible upon a submission of request by the student. A reimburse is paid in amount determined by a separate act.

The decision for the selected subjects change is enacted by the study programme council.

### ***Participation of other persons in the doctoral studies realization***

### **Article 37**

In the realization of the doctoral studies can also participate persons (hereinafter: teachers) from other universities in the country and abroad as well as professionals from the country and abroad under conditions regulated by law, the University Statute and by this Book of rules.

The professional from paragraph 1 of this Article should have obtained the scientific degree doctor of science in the appropriate research field.

Decision for engagement persons from paragraphs 1 and 2 of this Article is enacted by the study programme council.

### **Article 38**

The study programme council adopts a programme for engagement of the teachers in doctoral studies of the respective study programme before the beginning of each academic year.

One teacher can teach no more than three subjects of one doctoral studies study programme. In case one subject is divided between two or more teachers, that subject is proportionally calculated in the quota of each teacher.

One doctoral student can attend lectures and take exams for no more than two subjects taught by one teacher.

### **Article 39**

In the period of 6 years from the day of the beginning of the semester when enrolled in doctoral studies, the student is obliged to pass all the exams and other duties regulated by the study programme and by this Book of rules and, to apply for and to defend the doctoral dissertation.

In case of exceeding the date as in paragraph 1 of this Article, the student loses the doctoral student status.

The person who loses the doctoral student status may apply again for enrollment in doctoral studies.

If the candidate is allowed to reenroll in doctoral studies, his previously passed exams may be recognized based on a decision adopted by the study programme council.

The student pays the full amount of the tuition fees at the re-enrollment reduced in an amount that corresponds to the number of previously recognized credits.

## ***Supervisor***

### **Article 40**

The supervisor is one of the members of the study programme or subprogramme council in which the student is enrolled.

The supervisor is appointed from the specific area of research.

### **Article 41**

A supervisor in a specific research area can be a person who fulfills the criteria as provided in the doctoral studies study programme.

#### **Article 41 – a**

A supervisor from the field of arts, philology and national history can be a person who has accomplished at least 20 points in the last 5 years from the research activities pointed out in the Table no. 1, including for:

- Presentation of science results (including translations and professional editing) – at least 9 points;
- Participation in research projects – at least 3 points;
- Supervision – at least 2 points.

The Table no. 1 is part of this Book of Rules.

### **Article 42**

Every academic year before the announcement of the competition, the study programme council establishes a list of supervisors according to the specific research area, in accordance with the criteria for a supervisor. The council submits the list to the Doctoral Studies University Board for confirmation.

If there are subprogrammes within the study programme, a list of supervisors is established for each subprogramme.

### **Article 43**

The teacher who fulfills the criteria for a supervisor can be a supervisor to no more than 2 candidates enrolled upon one (same) competition, i.e. he/she cannot be at the same time a supervisor to more than 5 candidates.

### **Article 44**

The supervisor shall:

- Advise, direct and guide the candidate/student;
- Realize consultations with the student;
- Guide the student to the literature;
- Introduces the student to the method of solving the problem treated in the research work and to the methodology of research work in general;

- Give opinion, suggestions, remarks and proposals during the preparation of the dissertation;
- Assist the student in specifying the extent and the content of the dissertation, as well as the way of presenting its research outcomes;
- At least once a year, submit a written report to the respective study programme council in which the student progress in the research work is assessed;
- Participate in the work of the doctoral seminars and annual conferences;
- Execute the decisions of the School of Doctoral studies bodies and of the University bodies as well;
- Perform other duties provided by this Book of Rules.

### ***Co-supervisor***

#### **Article 45**

Upon a proposal of the supervisor and the student a co-supervisor from another study programme or from other university in the country and abroad may be appointed by the respective study programme council.

The co-supervisor from other university in the country and abroad should fulfill the criteria for supervisor established in the doctoral study programme.

### ***Change of supervisor***

#### **Article 46**

During the studies a change of supervisor may be done.

A request for change of supervisor can be submitted by the supervisor together with the student, either by the supervisor or the student solely.

If there is no conflict between the supervisor and the student about the request for change, the study programme council makes a decision for change of supervisor. The student proposes the new supervisor from the appropriate list of supervisors and the study programme council approves the election.

If there is a conflict between the supervisor and the student about the request for change, the study programme council carries out a procedure for determining the reasons of the request for change. Both the supervisor and the student participate in the procedure.

After the completion of the procedure the study programme council may adopt or reject the request for change of supervisor.

In case the request for change of supervisor submitted by the student is accepted and his/her theme for the doctoral dissertation preparation is previously adopted, the student loses the right to defend the accepted thesis, except in cases of the supervisor's agreement (approval).

The student of paragraph 6 of this Article has the right to apply for a new theme for doctoral dissertation preparation.

In case of unavailability of the supervisor longer than a six months period, the study programme council adopts a decision for change of supervisor as of duty.

## **V. Procedure on application, assessment and doctoral dissertation defense, i.e. preparation and/or performance of artistic work**

### **Article 47**

The teaching-scientific council, i.e. the scientific council, of the unit (faculty/institute) decides on application, assessment and doctoral dissertation defense, i.e. preparation and/or performance of artistic work by means and procedure provided by the University Statute and by this Book of rules.

A teaching-scientific council, i.e. a scientific council as in paragraph 1 of this Article is the teaching-scientific council, i.e. the scientific council, of the unit where the supervisor belongs and also if that unit is the organizer of the study programme.

If the supervisor belongs to a unit that is not the organizer of a study programme, in that case the teaching-scientific council, i.e. the scientific council, is of the unit that is the organizer of the study programme.

### **Doctoral dissertation theme**

#### ***Submission of application for doctoral dissertation preparation***

### **Article 48**

After 42 ECTS credits obtained of the elected subjects and 4 ECTS credits obtained in doctoral seminars and annual conference, the student submits to the teaching-scientific, i.e. to the scientific council an application for preparation of doctoral dissertation.

### **Article 49**

Together with the application for preparation of the doctoral dissertation the student also submits an elaboration on the doctoral dissertation theme. The project contains:

- Title of the theme;
- Review of the scientific achievements of the discipline related to the specific research area;
- Object of research;
  
- Draft of the content;
- Objectives of the research work;
- Explanation of the working hypotheses and theses;
- Scientific methods to be implemented;
- Expected scientific contribution;
- Implementation of the research results;
- Bibliography and other sources.

Students from the Faculty of Medicine also submit approval from the Ethical Committee of the Faculty of Medicine – Skopje and approval from the institution where the doctoral dissertation will be conducted.

#### ***Commission for assessment of the submitted theme for doctoral dissertation preparation***

### **Article 50**

The teaching-scientific, i.e. the scientific council, forms a Commission for assessment of the submitted theme for doctoral dissertation preparation (hereinafter: Theme assessment commission).

The theme assessment commission consists of 3 members with teaching-scientific titles and scientific titles, of whom at least two are of the respective scientific field of the doctoral dissertation theme. The supervisor is the first member of the theme assessment commission.

### ***Final completion of the submitted theme for doctoral dissertation preparation***

#### **Article 51**

The topic assessment commission may return the proposed topic in order for it to be redrafted by the student.

The student is obliged to revise the proposed topic within 30 days of its returning.

The proposed topic may be returned only once.

If the student does not submit the revised dissertation topic within the determined date, the teaching-research council/research council together with the study programme council and topic assessment commission, will jointly decide to terminate the procedure for obtaining the doctoral degree. After being informed about the decision, the student has the right to propose another topic for a doctoral dissertation in the same scientific field only one more time.

Upon a written request by the student, the time limit for the final preparation of the dissertation topic can be extended. The decision for the extension of the time limit is made by the Dissertation Topic Assessment Commission.

#### **Article 52**

The Topic assessment commission is obligated to submit a report to the teaching-scientific research Council/ research Council, and to the study programme Council proposing to accept or not to accept the doctoral dissertation topic, within three months after the submission of the proposal.

#### **Article 53**

The report should be 5 to 10 pages long in A4 paper size, with single line spacing.

The report of the Commission for Topic assessment should include the following:

- name and surname of the candidate and working title of the topic;
  
- explanation of the topic that should contain:
  - the subject matter of the research
  - the conditions in the scientific domain in which the dissertation will be conducted,
  - purpose of the undertaken research ,
  - expected scientific contributions and implications for further research;
- implementation of the results of the undertaken research work;

- conclusion with a proposal to the teaching-scientific research council/ the research Council, and to the study programme Council;
- original signatures of the members of the commission.

#### **Article 54**

If the Topic assessment commission does not submit a report in the determined time-frame, the Chairperson, or another member of the Topic assessment commission, is obliged to inform the study programme Council regarding the reason for the delay during the first scheduled meeting of the study programme Council. If there is a plausible and justified explanation for the delay, the Council will grant a further 30 days for drafting the report.

### ***Decisions of the teaching-research Council/ research Council***

#### **Article 55**

The teaching-research Council/research Council (TRC/RC), should reach a final decision based on a proposal by the Study Programme Council (SPC). In addition, it also has the obligation to make a decision regarding the report submitted by the Topic Assessment Commission (TAC) on the first forthcoming meeting starting from the day the report was submitted.

When the TRC/RC, adopts the report of the TAC, proposing that the dissertation topic be accepted, the time limits for preparation and defence of the doctoral dissertation begin on that date and the student obtains doctoral candidate status.

The approved topic of the doctoral dissertation will be published in the University Bulletin.

The provision, as in paragraph 3 of this Article, is also enforced in cases when the TRC/RC does not adopt the report of the TAC, proposing that the topic should not to be accepted.

If the TRC/RC adopts the report of the TAC, in which the Commission proposes that the topic should not to be accepted, the TRC/RC brings forth a decision to terminate the procedure for obtaining the scientific degree of Doctor of Science in the submitted topic, and informs the candidate of the decision in written form. In such cases, the candidate has the right to apply only one more time with a topic in the same scientific domain.

The provision as in paragraph 5 of this Article is also enforced in cases when the TRC/RC does not adopt the report of the TAC in which it is proposed that the dissertation topic should be accepted.

### **Doctoral dissertation**

#### **Article 56**

The doctoral dissertation is an original and individual scientific research work which judging by the methodology of the undertaken research, and the level of contribution to the relevant scientific domain, in an adequate fashion determines the capabilities of the candidate to perform individual scientific research.

In the domain of the performing and creative fine arts, the doctoral dissertation should comprise of the following:

- a concert or a stage solo performance, a solo concert, a solo exhibition of artistic works, a theatre play, a film or a radio-television show;
- a written research paper.

### ***Preparation of the doctoral dissertation***

#### **Article 57**

The content of the doctoral dissertation should be in accordance with the approved topic of the doctoral dissertation, i.e. the title of the final draft of the dissertation should not significantly recede from the working title.

#### **Article 58**

The doctoral dissertation should be written according to the standards stipulated in the general Act brought forth by the Doctoral Studies University Board.

#### **Article 59**

The doctoral dissertation must be written in Macedonian language.

In cases when the doctoral programme was carried out in one of the world languages, the doctoral dissertation will be written in the corresponding language.

The doctoral dissertation should include an Appendix with a maximum length of two pages with the title of the dissertation and the abstract written both in one of the world languages and in Macedonian. The abstract should be written according to the standards determined by the General Act brought forth by the Doctoral Studies University Board.

### ***Submission of the doctoral dissertation***

#### **Article 60**

The doctoral candidate gains the right to submit the completed doctoral dissertation after he/she has acquired 60 ECTS-credits of the training for gaining generic knowledge and research skills, and after he/she has published at least two papers in a scientific journal with an international editorial board or in a compendium of papers following participation in various international scientific associations symposia or conferences.

An international editorial board consists of members who are experts in their respected scientific domains and who come from at least five different countries. The number of members from one country can not exceed 40% of the total number of members.

The doctoral dissertation should be submitted by the student in six identical copies.

### ***Doctoral dissertation assessment commission***

#### **Article 61**

During the first forthcoming meeting, starting from the date of acceptance of the doctoral dissertation, and following a proposal by the Study programme Council, the TRC/RC forms a Doctoral dissertation Assessment Commission (hereinafter: Dissertation assessment commission, DAC).

The DAC consists of five members holding academic research titles, and/or research titles, of whom at least three should belong to the corresponding scientific domain of the topic of the doctoral dissertation. The supervisor of the doctoral candidate is a member of the Defence Commission, but he/she can not be its Chairperson.

The first member of the DAC is also the Chairperson.

The DAC is obliged to submit a report to the TRC/RC regarding the assessment of the doctoral dissertation within 3 months starting from the date when it was set up.

### **Article 62**

If the DAC does not submit the report within the determined time limit, at the first meeting of the study programme Council, the Chairperson or another member of the DAC should inform the study programme Council regarding the reason of the delay. In case the reasons are accepted, the Council is granted an extension of 30 days in order to prepare the report.

Should the DAC not submit the report in the extended time period, the TRC/RC acting upon a proposal by the study programme Council sets up a new DAC in which only the supervisor is elected as a member participating from the previous Commission.

### ***Final preparation of the doctoral dissertation***

#### **Article 63**

The TRC/RC, acting upon a proposal by the study programme Council or the DAC, has the right to return the prepared doctoral dissertation to the doctoral candidate for final preparation and redrafting.

The doctoral candidate is obliged to finalize the preparation of the doctoral dissertation within the time limit determined by the DAC.

The doctoral dissertation can be returned for final preparation only once.

If the doctoral student does not submit the already once returned doctoral dissertation for final preparation within the determined time limit, the TRC/RC, on the first forthcoming session and following the proposal made by the study programme Council and/or by the DAC, will bring forth a decision to terminate the procedure for obtaining the degree of Doctor of Science, informing the candidate in written form of the decision. The doctoral candidate does not have the right to submit the dissertation again.

Upon a request by the doctoral candidate, the time limit for the final preparation of the dissertation can be extended. The decision to extend the time limit is made by the DAC.

### ***The Report of the Doctoral dissertation assessment commission***

#### **Article 64**

The report of the Doctoral dissertation assessment commission should be 10-15 pages long in A4 paper size with single line spacing.

The report should consist of the following:

- date or ordinal number of the meeting of the teaching-scientific council, i.e. the scientific council (TRC/RC), at which the Doctoral dissertation assessment commission(DAC) was established, name and surname of the candidate and title of the dissertation;

- an analysis of the research undertaken in the dissertation:
  - information about the topic of the research,
  - information about the current situation in the scientific field in which the dissertation is prepared,
  - short description of the research methods applied,
  - short description of the results of the research work;
- a conclusion consisting of :
  - main scientific contribution of the undertaken research by the candidate,
  - area of application and limits of the research,
  - implications of the research, and suggestions for future research work,
  - a proposal (or recommendation) to the teaching-scientific council, i.e. the scientific council;
- original signatures of all members of the Commission (in cases where there are no individual differing opinions);
- signed individual differing opinions, should there be any.

### ***Publication of the report***

#### **Article 65**

The report for assessment of the doctoral dissertation is published in the University Bulletin, before its submission to the teaching-scientific council, i.e. the scientific council(TRC/RC).

Each individual and legal entity has the right to submit, in written form, remarks and suggestions regarding both the doctoral dissertation, and the DAC report, within 15 days after the publication of the report.

While redrafting its report, the DAC is obliged to review and take into account the remarks and suggestions made, and afterwards submit an opinion to the study programme Council and to the TRC/RC.

The submitted remarks and suggestions as well as the opinion of the Commission are an integral part of the Dissertation assessment commission report.

### ***Decisions of the teaching-research Council/research Council***

#### **Article 66**

The DAC submits the assessment report to the study programme Council and to the TRC/RC, within the period of 7 days beginning from the 15th day of its publication in the University Bulletin. The TRC/RC, deliberates regarding the assessment report during the first forthcoming meeting.

The report described in paragraph 4 of Article 65 of this Book of Rules is submitted together with the assessment report.

#### **Article 67**

The TRC/RC, decides upon the proposal of the study programme council and is obliged to make a decision upon the report on the first forthcoming meeting starting from the date of the submission of the DAC report.

If the TRC/RC, adopts the DAC report where it is recommended that the prepared doctoral dissertation should be accepted and approved, the Council forms a Doctoral dissertation defence commission (henceforth DFC).

If the TRC/RC, adopts the report of the DFC, in which it is proposing that the prepared doctoral dissertation should not to be accepted, the TRC/RC, brings forth a decision to terminate the procedure for obtaining the degree Doctor of Science and informs the doctoral candidate of its decision. The doctoral candidate does not have the right to submit the dissertation again.

#### **Article 68**

In cases when the TRC/RC, does not accept the positive report of the DFC, the Council brings forth a decision to terminate the procedure for obtaining the academic degree of Doctor of Science, and informs the doctoral candidate regarding its decision. The doctoral candidate does not have the right to submit the dissertation again.

If the TRC/RC, does not accept the negative report of the DFC, the Council has the right to bring forth a decision to form a new DFC and the procedure continues in accordance with the provisions of this Book of Rules.

### ***Doctoral dissertation defence commission***

#### **Article 69**

The Doctoral dissertation defence commission (hereinafter: Dissertation Defence Commission DFC) consists of 5 members, each holding academic teaching and research titles, and/or research titles, of whom at least three belong to the respective scientific domain relevant to the research undertaken in the doctoral dissertation. The supervisor is a member of the Defence commission, but he/she can not be its Chairperson.

The first member of the DFC is the Chairperson.

The members of the DAC can also be members of the DFC.

#### **Article 70**

The doctoral dissertation has to be accessible to the general public at least 15 days before the day of the defence.

### ***Public defence***

#### **Article 71**

The public defence of the doctoral dissertation should take place no later than one month from the day of the acceptance of the Study programme Council report.

The name and the surname of the doctoral candidate, the time and the venue of the defence should be publicised in the media no later than 7 days before the appointed day of the defence.

The defence of the doctoral dissertation is public.

#### **Article 72**

In case a member of the DFC is not able to take part in the DFC, an election procedure is carried in which a new member is elected as a replacement.

#### **Article 73**

The Chairperson of the DFC conducts the proceedings during the public defence of the doctoral dissertation. The Chairperson is the first member of the commission.

At the time of the defence of the doctoral dissertation, Minutes are kept of the proceedings.

#### **Article 74**

In the introductory part of the defence, the Chairperson of the DFC shall:

- Present biographical details of the candidate;
- Introduce the audience to the chronology of the procedure for obtaining the academic degree Doctor of Science, including the following details:
  - the application containing the proposed dissertation topic
  - submission of the dissertation for review and assessment
  - the decision by the faculty research (TRC/RC) Council or by the Institute (RC) Council
- Read the Conclusion of the Doctoral dissertation assessment commission (DFC) report.

After the introduction, the Chairperson of the commission invites the doctoral candidate to present in brief his/her dissertation, particularly focusing on the impact the undertaken research has made in the relevant scientific domain.

Afterwards, the doctoral candidate presents the results of his/her research depicted in the dissertation within a time period lasting no longer than 30 minutes.

After the presentation of the doctoral candidate, the members of the DFC pose questions referring to the dissertation or to the relevant wider scientific domain. The doctoral student is obliged to respond adequately to all of the questions.

When the members of the DFC finish questioning the doctoral student, the Chairperson of the Commission addresses the audience and informs them that they can ask the candidate questions referring to the dissertation. The questions are submitted in written form to the Chairperson of the Commission.

The doctoral student is obliged to answer all the questions, which according to the Chairperson of the DFC, are related to the doctoral dissertation.

Following the questioning session, the DFC withdraws in order to make a decision. The decision is enacted by a majority of votes of the total number of the members, and recorded in the Minutes of the public defence proceedings.

After the decision is enacted and the Minutes are written, the DFC returns to the premises where the public defence is being held. The Chairperson of the DFC reads the Minutes and the decision.

#### **Article 75**

After the completion of the doctoral dissertation defence proceedings, the decision can be either one of the following: the doctoral candidate has successfully defended the doctoral dissertation, or the doctoral candidate has not defended the doctoral dissertation.

### **VI. ACADEMIC TITLE**

#### **Article 76**

The doctoral candidate who has defended a doctoral dissertation has obtained the academic title Doctor of Science i.e. Doctor of Arts.

The scientific field and the study programme i.e. related sub-programmes will be specified in the Degree diploma (parchment).

## **VII. DOCTORAL STUDIES CERTIFICATE**

### **Article 77**

A certificate will be awarded to the doctoral candidate after the successful completion of the doctoral study programme and after the doctoral dissertation defence.

The Faculty Dean/or Director of the unit and the Head of the study programme both sign the Certificate.

## **VIII. CONFERRAL OF DEGREES**

### **Article 78**

A diploma/parchment for the obtained Doctoral Degree of Science i.e. Doctoral Degree of Arts, will be conferred during a promotion organized by the Rector of the University.

The diploma/parchment will be signed by the Rector.

## **IX. FUNDING THE DOCTORAL STUDIES**

### **Article 79**

The funding necessary for the realization of the doctoral studies will be provided by the Budget of the Republic of Macedonia, by tuition fees and by other costs covered by the doctoral students in compliance with the procedure regulated by the Law.

In addition, financial means necessary for the realization of the doctoral studies can be provided in cooperation with other universities, legal entities, and individuals in the country and abroad.

### **Article 80**

Any issues concerning the coverage of the costs of carrying out the doctoral studies shall be regulated by a separate act.

## **X. APPLICATION OF THE BOOK OF RULES**

### **Article 81**

The provisions laid out in the Book of Rules shall apply to all public scientific research institutions, and accompanying members of the University as well.

## **XI. TRANSITIONAL AND CONCLUDING PROVISIONS**

### **Article 82**

The procedures for obtaining the degree of Doctor of Science entered until the beginning of the academic year 2009/2010 shall be according to the regulations valid in the period of submitting the application containing the proposed doctoral dissertation topic.

The candidates enrolled in the doctoral study programme at the Institute of Earthquake Engineering and Engineering Seismology in the academic year 2007/2008, shall continue their doctoral studies according to the study programme they have enrolled at, until the regulations stipulated in the Book of Rules come into force.

The candidates enrolled in the doctoral study programme at the Institute of Folklore in the academic year 2007/2008, shall continue their doctoral studies according to the study programme they have enrolled at until the regulations stipulated in the Book of Rules come into force.

### **Article 83**

The study programme Councils shall be constituted within the period of 30 days after the accreditation of the study programmes.

### **Article 84**

This Book of Rules enters into force on the day of its publication in the 'Univerzitetski *Glasnik*' (University Bulletin or Courier).

**Professor Velimir Stojkovski, Ph.D.**  
**Rector**