



Call for Student Enrolment

***At the South East European University in the Academic Year 2011/2012,
according studies in cycles***

Based on Article 108 of the Law on Higher Education (Official Gazette R. Macedonia no. 35/2008, 103/2008, 26/2009, 83/2009 and 99/2009), Policy on enrolment requirements at South East European University and the SEEU Senate Decision, on 04.04.2011, the SEEU Rector's Council announces:

Call

For student enrolment in the first and second cycle of studies, in SEEU Faculties, for the academic year 2011/2012.

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FIRST CYCLE OF STUDIES (three and four years of studies¹)

1. Number of full-time students in the academic year 2011/2012.

The following number of students will be enrolled for full-time studies in this academic year

a. Full-time studies in Tetovo²

Faculty	Albanian	Macedonian	English	Tuition fee (per semester)
Faculty of Law:				
- Law	100	-	-	650 €
- Criminology and Security Studies	60	-	-	
Faculty of Business and Economics:				
- Business Administration	120	30	30	900 €
- Economics	50	-	-	
- Agro-business	20	-	-	
- Tourism	20	-	-	
Faculty of Public Administration and Political Sciences:				
- Public Administration Studies	120	30	-	650 €
- Political Sciences	40	-	-	
- Leadership and Youth Work in Community ³	-	-	20	
Faculty of Contemporary Sciences and Technologies:				
- Computer Sciences	80	20	30	900 €
- Computer Engineering	-	-	30	1000 €
- Business Informatics	-	-	80	
Faculty of Languages, Cultures and Communication:				
- Albanian Language and Literature	25	-	-	650 €
- English Language and Literature	130	-	-	
- German Language and Literature	25	-	-	
- Communication Sciences	25	-	-	

¹ Students from the study programmes Law, Business Administration, Public Administration, Political Sciences, Computer Sciences, Albanian Language, English Language, German Language and Communication Sciences, after completion of three years first cycle of studies (those who gain the diploma for completion of the first cycle), if they want they can continue one additional year, upon which completion they will gain diploma for completion of the first year of studies with 240 ECTS credits-four years.

² The programmes delivered in English, for international students (outside the neighbouring countries), will have a tuition fee of 1000 € per semester.

³ This program will be realized in cooperation with the University of Jonkoping –Sweden.

b. Full-time studies in Skopje ⁴

Faculties	Albanian	Macedonian	English	Tuition fee (per Semester)
Law	40	40	-	650 €
Faculty of Business and Economics:				
- Business Administration	-	-	25	1000 €
- Information Systems and Management ⁵	-	-	20	- € ⁴
Faculty of Public Administration and Political Sciences:				
- Public Administration Studies	25	25	-	650 €
- Political Sciences	-	25	-	
Faculty of Contemporary Sciences and Technologies:				
- Business Informatics	-	-	25	1000 €
- Computer Science	-	-	25	
Faculty of Languages, Cultures and Communication:				
- Communication Sciences	-	20	-	650 €

2. Number of students in part-time studies (correspondence)

At SEEU Faculties, in the first year of studies, in the academic year 2011/2012, in the part-time studies according to the part-time studies, the number of students that will be enrolled is up to 30% from the total number of students foreseen in the call for full-time studies, according to the following study programs:

a. Part-time studies in Tetovo

Faculties	Tuition fee (per Semester)
Faculty of Law	450 €
Faculty of Business and Economics: - Business Administration	650 €
Faculty of Public Administration and Political Sciences: - Public Administration Studies - Political Sciences	450 €
Faculty of Contemporary Sciences and Technologies - Computer Sciences	650 €
Faculty of Languages, Cultures and Communication - English Language and Literature	450 €

b. Part-time studies in Skopje

Faculties	Tuition fee (per Semester)
Faculty of Law	450 €
Faculty of Business and Economics - Business Administration	650 €
Faculty of Public Administration and Political Sciences - Public Administration Studies	450 €

⁴ Students that will study at the SEEU branch in Skopje, one day per week will follow lectures in SEEU campus in Tetovo

⁵ This program is offered in cooperation with the University of London (UoL) "London School of Economics" (LSE) – External Program. This program will offer a "dual diploma," students gain two diplomas (from UoL and SEEU). Enrollment criteria are foreseen in a special manner in the additional competition and the language of instruction is English.

Part-time study according to distance program implies independent studies according to the University's guidelines and standards. The regime of studies is as follows:

- in the beginning of the semester students have an introductory lecture with the professor of the respective course;
- the skill courses (e.g. English language and IT skills will be organized in face-to-face teaching, once in two weeks, after normal working hours, based on the level of knowledge);
- by using the electronic learning management system "Libri" (libri.seeu.edu.mk), students will be guided for self learning manner, with evaluation criteria, needed material and possibility for taking part in electronic forums;
- in the end of the semester intensive seminar with professors of the respective course will be organized.

Note (for the section 1 and 2):

- In those cases where the number of applicants will be higher than the foreseen number in the call and if those applicants fulfil the admission criteria and standards required by SEEU, the Rector's Council has the right to increase the foreseen number in the call for 20%.
- In those cases where the number of candidates is lower than 20 per study program, the University has the right not to activate that study program and candidates will be offered the possibility to study in another study program.

Rule on studies for all students is announced at "Normative Acts for Studies Governance and Regime" on the University web page.

3. Some aspect for admission terms and criteria

Admission criteria and terms for full-time and part-time students

- a) Right of enrolment in the University have all candidates that have completed four years secondary high school (verified diploma)⁶ or its equivalent and that have passed state Matura.
- b) If in the first enrolment session the foreseen number from the Call is not fulfilled, then in the second session the right on enrolment (beside those one that have passed state Matura) have candidates from the gymnasiums that have passed school Matura and candidates from professional high schools that have passed final exam.
- c) Candidates that have finished four year secondary high school or its equivalent before 2008, have right to enrol on the basis of their high school success.
- d) Candidates that have finished four years secondary high school or its equivalent outside of Republic of Macedonia, have right to enrol only on the basis of their high school success, but in meantime they should verify their diploma in the Ministry of Education and Science of Republic of Macedonia.
- e) Evaluation of the success from high school, state Matura and school Matura for candidates from gymnasiums or the final exam for those ones that have finished professional high schools (for the candidates on the second admission session), is expressed in points. The ranking will done based on the points.
- f) Candidates are enrolled as full-time and part-time students with self finance of studies.
- g) Advantage during enrolment in the part-time studies will be given to the candidates that have employment status and that have better results from high school. Employed candidates would have to certify their status.
- h) All candidates will have to take English language testing. This testing, for the programmes conducted in Albanian or Macedonian do not have an eliminating character, but is needed to determine the language proficiency level. For the programmes in English language testing has an eliminating character. Guidelines for test and the minimum criteria required will be published in the university web site.

Study regime

⁶ Candidates that have graduated in high schools outside of Republic of Macedonia according to the Law on Higher Education are obliged to verify their diploma in the Ministry of Education and Sciences of RM. In case of eventual negative answer or not answering to the candidate will be terminated from their studies without any obligation by SEEU.

Study regime chosen by the candidates in the application phase remains until the call for studies, without possibility to change it.

Evaluation of success

Evaluation of success will be expressed in points, i.e. the success from secondary school and state Matura will be calculated. Evaluation of the knowledge will be according to following criteria:

- success from secondary school (gymnasium or professional high school) and
- success from the state Matura.

4. Application and admission deadlines

Interested candidates can apply before the enrolment period, starting from 28 March until 17 August. Candidates that apply before foreseen state matura period, reserve the right for studying in the programme that they have applied, having in mind that study programmes have competitive character and cannot be enrolled more students than the foreseen number in this call for enrolment. These candidates should submit the documents listed in items: 1, 2, 3 (for those that are applicable), 4 (only the transcripts/grades certificate for the three completed years), 6 and 7.

Enrolment of these candidates will be official upon completion of the need documentation.

Application of the candidates

Right on applications have all candidates that fulfil foreseen conditions and criteria in the Call.

Candidates should submit documents listed in section III, to building 802, in the University Campus or by post, in the following address:

South East European University
St. Ilindenska.bb
1220 Tetovo, Macedonia
Contact telephone: 044356 091; 044 356 188;

The documentation needed for submission

All applicants upon application must submit the following documentation for the academic year 2011/2012:

1. A completed Application Form to the Admissions Office (Application forms are available for download on the University website: www.seeu.edu.mk and payment invoice (PP10) in the amount of 1500 MKD from Stopanska Banka (Account no: 200-000877547449, Tax number: 4028003134292:

STOPANSKA BANKA
Account no: 200-000877547449
Tax number: 4028003134292

2. A short biography/letter of interest consisting of at least 500 words in which candidates should state the reasons of his/her application to SEEU, and his/her expectations.

3. Original diploma from high school (for students that have completed high school before 2008 in the country or outside Republic of Macedonia).

4. Original transcripts for all years (or notarized copies).

5. Certificate for the results from state Matura, i.e. school Matura or final examination.

6. Birth certificate.

7. Photo copy of ID or passport.

STUDENT ENROLLMENT IN THE SECOND CYCLE OF STUDIES IN THE ACADEMIC YEAR 2011/2012

1. Student enrolment in the *second cycle of studies* (postgraduate) two years, according to *model 3+2*, at SEEU Faculties, for the academic year 2011/2012

Study Programs in Tetovo

Two years study programs of the second cycle that are offered in the academic year 2011/2012, at SEEU faculties in Tetovo are the following:

Faculties	Number of Students	Tuition fee (per Semester)
Faculty of Law:		
- Penal Law	30	900 €
- Civil Law	30	
- International Relations ⁷	20	
- Security Studies	20	
Faculty of Business and Economics:		
- Finance and Accounting	50	900 €
- Management	25	
- Health Management	20	
Faculty of Public Administration and Political Sciences:		
- Public Administration Studies	20	900 €
- Political Sciences	20	
Faculty of Contemporary Sciences and Technologies:		
- Database Management ⁶	20	
Faculty of Languages, Cultures and Communication:		
- English Language Teaching	60	900 €
- German Studies	15	
- Albanian Language and Literature	15	
- Teachers Training	15	

Study programs in Skopje⁸

Two years second cycle study programs offered in the academic year 2011/2012, at SEEU Faculties in Skopje are as follows:

Faculties	Number of Students	Tuition fee (per Semester)
Faculty of Law:		
- International Law	20	900 €
Faculty of Business and Economics:		
- Entrepreneurship and Local Economic Development	15	900 €
Faculty of Public Administration and Political Sciences:		
- Diplomacy Studies	25	900 €
Faculty of Contemporary Sciences and Technologies:		
- Business Informatics ⁶	30	900 €
Faculty of Languages, Cultures and Communication:		
- Public Relations and Marketing Communication	25	900 €

- In those cases where the number of candidates is lower than 15 per study program, the University has the right not to activate that study program and the candidates will be offered the possibility to study in some other active study program.

⁷ The program will be offered in English.

⁸ Students that will study in SEEU branch in Skopje, one day per week will follow lectures in SEEU campus in Tetovo

2. Student enrolment in the three semesters *second cycle of studies* (postgraduate), according to model 4+1, at SEEU Faculties, in the academic year 2011/2012

Study programs in Tetovo

Three semesters second cycle study programs offered in the academic year 2011/2012, at SEEU Faculties in Tetovo are as follows:

Faculties	Number of students	Tuition fee (per Semester)
Faculty of Business and Economics:		
- Finance	25	900 €
- Management	25	
Faculty of Public Administration and Political Sciences:		
- Diplomacy Studies	25	900 €
Faculty of Contemporary Sciences and Technologies:		
- Software and Application Development ⁹	20	900 €

Study programs in Skopje¹⁰

Three semesters second cycle study programs offered in the academic year 2011/2012, at SEEU Faculties in Skopje are as follows:

Faculties	Number of students	Tuition fee (per Semester)
Faculty of Law:		
- Penal Law	25	900 €
- Civil Law	25	

- In those cases where the number of candidates is lower than 15 per study program, the University has the right not to activate that study program and the candidates will be offered the possibility to study in some other active study program.

-III-

ON-LINE PROGRAMES¹¹

Student enrolment according to on-line *model*, at SEEU Faculties in Tetovo, for the academic year 2011/2012:

Faculties	Number of students	Tuition fee (per Semester)
Faculty of Contemporary Sciences and Technologies:		
<i>First cycle</i> – Computer Sciences ⁹	20	650 €
<i>Second cycle</i> –Business Informatics ⁹	20	650 €
Faculty of Languages, Cultures and Communication:		
- English Language Teaching	20	650 €

All services in this unique program will be “on-line”, until graduation. More information about this program can be found on the University web page.

Language proficiency

All study programs, in both calls of the second cycle (according to two years and three semesters model), are offered in Albanian and Macedonian language, except the marked programs that will be offered only in English. However the University reserves the right of delivering parts of lectures or materials in English, so

⁹ The program will be offered in English

¹⁰ Students that will study in SEEU branch in Skopje, one day per week will follow lectures in SEEU campus in Tetovo

¹¹ The programmes delivered in English, for international students (outside the neighbouring countries), will have a tuition fee of 1000 € per semester.

acknowledgement of Albanian, Macedonian and English is required, while knowledge of at least two of the languages mentioned on the academic level is mandatory.

For study programmes that will be delivered in English will be organized testing for English language proficiency. The minimum number of the points is a requirement for enrolment in these study programmes. Requirements and materials for entering exam in English can be found on the University web page.

Admission criteria and terms for the full-time students

1. Right on enrolment on the second cycle of studies according to the model 3+2 (two years) have the Candidates that have undergraduate (first cycle) university diploma (verified)¹² or equivalent to three years undergraduate studies (180 ECTS credits) or four years (240 ECTS credits).
2. Right on enrolment on the second cycle of studies according to the model 4+1 (three semesters), have the candidates that have undergraduate (first cycle) university diploma (verified), or equivalent to four years (240 ECTS credits).
3. Courses will be regular and modular according to model: 50% of the curricula of the respective faculty will be offered in regular form and the other part of the curricula can be realized with self studies (lead by instructors). Regular courses will be offered every second week after 16:00h, while Saturdays from 8:00, in order to be adjusted to candidates needs that are working full time. While with modular courses (when foreign professors are present), lectures will be more intensive.
4. Advantage will be given to the students that during first cycle have achieved GPA 8.00 and above.
5. If the number of candidates is lower than the foreseen number per study program, then the University has the right not to activate that study program.
6. In the cases when the applicant has completed the first cycle in a field that is not adequate with the second cycle program that s/he applies, then the Commission from the respective Faculty will determine additional criteria for enrolment in the new second cycle study program.

Application and admission deadlines for the second cycle of studies (postgraduate), according to models 3+2 and 4+1

Application period for the candidates is from 14 June 2011 until 14 September 2011.

Right on applications have all candidates that fulfil foreseen conditions and criteria in competition.

For more detailed information contact the Post-graduate Study Office
South East European University
St. Ilindenska.bb1220 Tetovo, Macedonia
Contact telephone: +389 044 356 081

¹² Candidates that have graduated in universities outside of Republic of Macedonia according to the Law on Higher Education are obliged in six months time period to verify their diploma in the Ministry of Education Sciences of RM. In case of eventual negative answer or not answering to the candidate will be terminated from their studies without any obligation by SEEU.